

**HOLYOKE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Minutes of August 22, 2017

The 360th meeting of the Holyoke Community College Board of Trustees was held on Tuesday, August 22, 2017, in the John T. Hickey Conference Room, Chair Robert W. Gilbert, Jr. presiding.

MEMBERS PRESENT	Robert Gilbert Ted Hebert Suzanne Parker Lucy Perez Julie Pokela Evan Plotkin John Vaccaro
NOT PRESENT	Jonathan Jasmin, Yolanda Johnson, Katie Stebbins
ALSO PRESENT	Michele Cabral, Amy Dopp, Veena Dhankher, Clara Elliott, Steve Duffany, Bill Fogarty, Curt Foster, Jeff Hayden, Olivia Kynard, Johanna Lebron, Keith McKittrick, Marcia Mitchell, Ed Murch, Monica Perez, Joe Rivera, Christina Royal, Tony Sbalbi, Idelia Smith, Michele Snizek, Linda Szalankiewicz, Renee Tastad, Judy Turcotte, Yanina Vargas, Bonnie Zima Dowd
CALL TO ORDER	Chair Gilbert called the meeting to order at 8:07 a.m.
APPROVAL OF THE JUNE MINUTES	There were not enough Trustees present who attended the June meeting to be able to approve the minutes. Chair Gilbert read the minutes and they represent the meeting. On a motion by Trustee Vaccaro and seconded by Trustee Hebert it was VOTED to table the approval of the June Meeting minutes. Chair Gilbert has been speaking to Secretary Peyser about having a full team of trustees. The fact that this Board has three outstanding appointment/reappointments is frustrating in making sure a quorum is present at these meetings.
APPROVAL OF PERSONNEL ACTIONS	On a motion by Trustee Parker and seconded by Trustee Pokela, it was VOTED to approve the appointments and reappointments of Non-Unit Professional Staff, MCCC Unit Professional Staff and Faculty. On a motion by Trustee Vaccaro and seconded by Trustee Plotkin, it was VOTED to approve the appointments and reappointments of Department Chairs, Curriculum Coordinators, and Program Coordinators for 2017-2018.
SABBATICAL PROPOSAL ADDENDUM	Vice President Perez provided a short update on the original proposal for this sabbatical and the background for this request that is tied to the grant proposal from the National Science Foundation for tiny houses, and our ability to collaborate with other schools.

	<p>On a motion by Trustee Pokela and seconded by Trustee Plotkin, it was VOTED to approve the request for additional funding of \$1,000 to support Xian “Miles” Liu’s Fall 2017 sabbatical.</p>
<p>REPORT OF THE FINANCE COMMITTEE</p>	<p>Vice President Fogarty discussed page one of the Local Funds Budget sheet, which the Trustees would be voting on. He highlighted several points including the Campus Store. The budget and expenses will be lower in FY 18 because of students purchasing books on-line and a new business plan for the Campus Store. Other highlights included the major effort on the advising initiative for students, which is most crucial to our retention efforts.</p> <p>On a motion by Trustee Plotkin and seconded by Trustee Hebert, it was VOTED to approve the FY 2018 budgets for the General Operating Trust Fund, the Restricted and Sponsored Activity Trust fund and the Auxiliary Enterprises Trust Fund as presented with the express approval of all purchases in any amount, to authorize the President or her designee to transfer among subsidiaries as needed during the fiscal year.</p> <p>Comptroller Mitchell discussed the Third Quarter Statement of Revenue and Expenses report for FY 2017.</p> <p>On a motion by Trustee Plotkin and seconded by Trustee Vaccaro, it was VOTED to approve the Third Quarter Statement of Revenue and Expenses for FY 2017, as presented.</p>
<p>REPORT OF THE CHAIR</p>	<ul style="list-style-type: none"> • Chair Gilbert met with President Royal on August 3rd to discuss the strategic planning process. • Chair Gilbert talked about the upcoming HCC Foundation Golf Tournament scheduled for September 11th. This year’s tournament has several new sponsors. • Chair Gilbert and President Royal met on August 15th to set the agenda for today’s Board meeting. • On August 17th, Chair Gilbert, along with President Royal, toured the HCC MGM Culinary Arts Institute. Chair Gilbert also met with the building’s owner. The owner has been pleased with the progress, but expressed concerns that the project is a little bit behind schedule, due to a few delays. • Chair Gilbert expressed his concerns that the reappointments of current Trustees have not been confirmed. Chair Gilbert plans on meeting with the Speaker of the House, Robert DeLeo, to discuss this matter.
<p>PRESIDENT’S REPORT</p>	<ul style="list-style-type: none"> • This summer the College was able to update the Frost 309 conference room by replacing the old furniture with newer flexible furniture that allows for the agility in this space to be able to be repurposed for a lot of different activities. The new furniture is lighter and easier to move. There are two tables that are height adjustable, as well as 24 chairs. The whiteboard has been replaced by a new flat-screen monitor. • President Royal and a team from the college visited Cisco Systems on August 15th. They received a demonstration on technology that would allow for web advising and integration with our Ellucian system. Their visit included:

	<ul style="list-style-type: none"> - Cisco Collaboration in the Classroom - Real World use of Cisco Classroom - Spark Board Demo/ Video System walk through <ul style="list-style-type: none"> • Vice President of Administration & Finance Bill Fogarty updated the Board on the construction surrounding the Campus Center’s renovations. Demolition began in early August. The college received a substantial completion date of March 1, 2019 from the general contractor. However, one of the challenges facing this project is getting heavy equipment and construction materials on campus, and in the areas where they will be used. • President Royal & Chair Gilbert met with the Cubit building owners and toured the facility. Mini-tours for the public have been scheduled for Saturday, August 26th and will take place during the Celebrate Holyoke celebration. There is potential for a delay in the Culinary Arts Institute opening due to an elevator issue. To note, the issue has nothing to do with the college. • Vice President of Business and Community Services, Jeff Hayden, will be the Director of the TWO (Training & Workforce Options) program for the next year, and will supervise the staff. HCC has also assumed responsibility for the finance and accounting for this program. Jeff Hayden, and his counterpart at STCC, are working close together to make sure that the financials are in order. In July of this year, the college received a \$200,000 mini-education award so that HCC & STCC can form a Hampden County Prep for ABE & ESOL students so that their training is accelerated, and are able to participate in workforce development much sooner. The college is working with MGM on a gaming school application to be submitted to the state. • <u>Forward, Further, HCC</u> has been selected as the theme for the College’s strategic plan. Campus Works has been hired to serve as consultants for the strategic planning process. Liz Murphy, CEO of Campus Works, will be presenting to the campus on August 30th. Liz will also meet with the Board of Trustees on that day as well. Director of Planning & Assessment, Judy Turcotte, will lead this effort internally from a project management aspect.
ADJOURNMENT	The meeting was adjourned at 9:27 a.m.

Respectfully submitted,

Karen Desjeans
Acting Recording Secretary