

**HOLYOKE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Minutes of February 28, 2017

The 356th meeting of the Holyoke Community College Board of Trustees was held on Tuesday, February 28, 2017, in the John T. Hickey Conference Room, Chair Robert W. Gilbert, Jr. presiding.

MEMBERS PRESENT	Robert Gilbert Ted Hebert Yolanda Johnson Teddy McCormick Suzanne Parker Evan Plotkin Julie Pokela Katie Stebbins
NOT PRESENT	Steven Mitus, Lucy Perez, John Vaccaro
ALSO PRESENT	Joe Bruseo, Michele Cabral, Dan Campbell, Karen Derouin, Karen Desjeans, Mary Dixey, Amy Dopp, Steve Duffany, Clara Elliott, William Fogarty, Curt Foster, Jeff Hayden, Kim Hicks, Olivia Kynard, Johanna Lebron, Nelson Lopez, Keith McKittrick, Marcia Mitchell, Karin Moyano Camihort, Ed Murch, Monica Perez, Jose Rivera, Christina Royal, Anthony Sbalbi, Idelia Smith, Michele Snizek, Linda Szalankiewicz, Renee Tastad, Judy Turcotte, Yanina Vargas, Chris Yurko
CALL TO ORDER	Chair Gilbert called the meeting to order at 8:04 a.m.
APPROVAL OF THE MINUTES	On a motion by Trustee Parker and seconded by Trustee McCormick, it was VOTED to approve the minutes of the January 2017 meeting as presented.
APPROVAL OF PERSONNEL ACTIONS	On a motion by Trustee McCormick and seconded by Trustee Hebert, it was VOTED to approve the appointments for the MCCC Unit Professional Staff as presented. On a motion by Trustee Parker and seconded by Vice-Chair Pokela, it was VOTED to empower the President of the College to approve all personnel actions prior to the next meeting.
MARCH BOARD MEETING DISCUSSION/ CANCELLATION	At the January Board of Trustees meeting, the Board voted unanimously in favor of moving the Annual meeting from March to April. However, it was not decided whether or not there would be a March meeting. After some discussion the Board decided to cancel the March 2017 Board of Trustees meeting. On a motion by Vice-Chair Pokela and seconded by Trustee Stebbins, the Board VOTED to cancel the Board of Trustees' March 2017 meeting.
REPORT OF THE FINANCE COMMITTEE	Report of the Finance Committee presented by Comptroller Marcia Mitchell: During the last Finance Committee meeting, HCC personnel were asked if the

	<p>quarterly reports could be distributed under a different format.</p> <p>Chair Gilbert thanked Trustee Parker “for her enthusiasm in getting a more simplified format”. The new format actually aides HCC staff in gathering, compiling, and presenting the data.</p> <p>On a motion by Trustee Plotkin and seconded by Trustee McCormick, it was VOTED to approve the Second Quarterly Statement of Revenue and Expenses for FY 2017 as presented.</p>
REPORT OF THE CHAIR	<ul style="list-style-type: none"> • Chair Gilbert attended the Candidate’s Night Holyoke Chamber of Commerce Event on January 25, 2017. President Christina Royal was a guest speaker. • Chair Gilbert met with President Royal on February 21, 2017 to discuss the agenda for February’s Board meeting.
PRESIDENT’S REPORT	<ul style="list-style-type: none"> • <u>Cubit Building Update</u> – presented by President Royal and Vice President for Administration & Finance Bill Fogarty: <p>The college received the “official notice to proceed” with the Cubit Building renovations and construction for the College’s new culinary center. President Royal thanked Bill Fogarty and Interim VP for Institutional Development Amy Dopp for their efforts in securing the notice. The official notice to proceed was the last hurdle for this project to move forward.</p> <p>Construction is scheduled to be completed by September 18, 2017. However, given the potential for disruptions to that schedule, programming will begin on November 1, 2017. Instead of looking outside to hire a project manager, Director of Facilities & Engineering Dan Campbell stepped forward and agreed to assume the role of project manager.</p> <p>Trustee Plotkin asked what was going to happen to the assets (culinary equipment currently used) once the culinary program moves to the new center. Bill Fogarty said that some of the newer equipment will move to the new center. However, most will remain on campus as dining services will move into the existing culinary space while the campus center under goes renovations. The renovations are scheduled to be completed in 2019.</p> <p>Trustee Stebbins asked how the college plans on assuming a leadership role to innovate training, and scale up its culinary and hospitality programs (increase numbers) in West Mass once the new facility opens. President Royal said an opportunity to further look into this plan will surface once the strategic planning process has begun, and conversations with local businesses and constituents have taken place to address their needs and demands, and those of the community.</p> • <u>Strategic Planning Update</u> – As part of the pre-strategic planning process, President Royal has been meeting with various constituents (Faculty, Staff, and Student Senate) within the college, and local community. Most recently, she met with the College’s Long Range Planning Committee. A draft of the strategic plan should be available by May 2018. With the goal of launching the plan in the Fall 2018.

	<p>The following are topics and ideas that will be explored during the planning process:</p> <ul style="list-style-type: none"> - “Unlearning” - Leveraging the College’s HSI designation - Evaluating what students look like today, as well as tomorrow (future) <p>Furthermore, as part of the planning process, President Royal looks forward to meeting with Trustees at a Board retreat this year.</p> <p>Trustee Hebert suggested that the college should incorporate a formal orientation process for new Trustees. Trustee McCormick suggests using the New Student Orientation QUEST model: <u>Q</u>uick <u>U</u>seful <u>E</u>ngaging <u>S</u>tudent <u>T</u>our.</p> <ul style="list-style-type: none"> • <u>2017 ACCT Legislative Summit</u> – The focus of the summit is on educating, as well as advocating for legislative priorities that would be beneficial to the community colleges to our congressional delegation. While in D.C. President Royal and other Mass. community college presidents met with a few Massachusetts legislators. They met with Congressman Joe Kennedy to talk about STEM education priorities particularly investing not only in STEM education, but also reaching underserved populations such as women and minorities. The Presidents also met with Senator Elizabeth Warren to discuss support of the year-long Pell Program. • <u>HCC Pell Grant & Default Rates</u> – presented by Director of Financial Aid Karen Derouin: <p>With a large gap of time in between the end of the Spring semester and start of the Fall semester, there is a need for a year-long Pell grant program. Currently, no summer Pell grant award available to students that enrolled full-time in Fall and Spring semesters. If a student would like to enroll in a summer course they need to take out a loan. That being said, if a student is only interested in taking one course, they would be un-eligible, because students need to be enrolled at least half-time to qualify for summer loan aid.</p> <p>Default Rates:</p> <ul style="list-style-type: none"> ➤ September 2016 – 13.3% ➤ September 2015 – 13.1% ➤ September 2014 – 17.3% ➤ September 2013 – 16.7%
ADJOURNMENT	The meeting was adjourned at 9:02 a.m.

Respectfully submitted,

Teddy McCormick
Board of Trustees

Approved: Robert W. Gilbert, Jr., Chair, April 11, 2017