

**HOLYOKE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Minutes of June 27, 2017

The 359th meeting of the Holyoke Community College Board of Trustees was held on Tuesday, June 27, 2017, in the Picknelly Adult & Family Education Center, Room 402/403, Chair Robert W. Gilbert, Jr. presiding.

MEMBERS PRESENT	Robert Gilbert Yolanda Johnson Suzanne Parker Julie Pokela Katie Stebbins
NOT PRESENT	Ted Hebert, Teddy McCormick, Lucy Perez, Evan Plotkin, John Vaccaro
ALSO PRESENT	Joe Bruseo, Michele Cabral, Karen Derouin, Mary Dixey, Amy Dopp, Steve Duffany, Kermit Dunkelberg, Bill Fogarty, Curt Foster, Jeff Hayden, Kim Hicks, Jonathan Jasmin, Nelson Lopez, Keith McKittrick, Marcia Mitchell, Ed Murch, Monica Perez, JoAnne Rome, Christina Royal, Tony Sbalbi, Sarah Schmidt, Linda Szalankiewicz, Renee Tastad, Yanina Vargas, Ken White, Chris Yurko, Bonnie Zima Dowd
CALL TO ORDER	Chair Gilbert called the meeting to order at 8:10 a.m. With only five Trustees present, a quorum was not met. A minimum of six Trustees is necessary for a quorum. The June 27, 2017 Board of Trustees meeting was therefore an unofficial meeting.
APPROVAL OF THE MAY MINUTES	The Trustees present took an unofficial vote and agreed to table the approval of the May minutes to the next Board meeting.
APPROVAL OF PERSONNEL ACTIONS	All items and Motions were tabled for the next Board meeting.
JULY BOARD MEETING	Per Board Chairman, Robert Gilbert, the July Board of Trustees meeting was cancelled.
REPORT OF THE FINANCE COMMITTEE	Report of the Finance Committee presented by Vice President of Administration & Finance Bill Fogarty: <ul style="list-style-type: none"> • When voting on the FY18 budget, the Board votes on the Local Funds Budget. The Board does not vote on State appropriations, the College's investments, and Grants. The local funds budget consists of fees, bookstore revenues, and non-credit revenues. Fees would not be increased because of poor investments, or GASBY pronouncements that lower the College's undesignated fund balance. • There is a large decline in the Auxiliary Enterprise Fund. The Auxiliary Enterprise Fund is funded by Bookstore revenues. Since the college has moved to online book ordering for students, and away from a

	<p>traditional bookstore, revenues are expected to go down. The College is moving toward a retail focused general Campus Store.</p> <ul style="list-style-type: none"> • The FY18 budget was drafted in mind with the college anticipating a 6% decline in enrollment. As of date, the decline in enrollment is in line with the College’s anticipation of 6%. • Students may use their financial aid to purchase books through MBS Direct, the College’s book vendor. Chair Gilbert asked why students cannot use their financial aid elsewhere. Primarily, the mechanism for students to purchase books through MBS is through our system. The other way would be to disburse money earlier so that students can have the cash on hand, for example up to 10 days before school starts. Currently, we do not have a practice of doing so because we need to make sure students are still enrolled in classes when the semester begins, as well as changes in the amount of credits enrolled in. Also, Federal Financial Aid regulations mandate that we verify a student’s enrollment prior to issuing refund checks. • FY18 fees have increased by \$5 per credit, resulting in a 3.2% increase in costs for students. • The college will save \$225,000 due to energy savings. <p>Chairman Gilbert entertained the following motions, contingent upon final approval at the next official Board meeting:</p> <ul style="list-style-type: none"> • On a motion by Trustee Stebbins, and seconded by Trustee Parker 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. • On a motion by Vice-Chair Pokela, and seconded by Trustee Stebbins it was VOTED to approve the Third Quarterly Statement of Revenue and Expenses for FY 2017. <p>Although not official votes, it is a directional indication that the Board does want to approve the two motions. It is noted that the Finance Committee did approve the motions.</p>
<p>REPORT OF THE CHAIR</p>	<ul style="list-style-type: none"> • Although not present, Chair Gilbert thanked Student Trustee Teddy McCormick for service to the Board. Trustee McCormick’s term expires on Friday, 6/30/17. • On 5/20/17 Chair Gilbert met with President Christina Royal to set the agenda for the June Board meeting. • Chair Gilbert attended the 5/23/17 Finance Committee (FC) meeting, and reiterated the fact that the FC did vote unanimously in favor of the two motions referenced in the Report of the Finance Committee (Agenda Item #5).

**PRESIDENT'S
REPORT**

- At the 2017 Commencement, 1069 degrees & certificates were conferred. President Royal noted that this is significant, because in a declining enrollment cycle we actually graduated more students than we did last year. This really speaks to the focus placed on the completion agenda and getting students in and out in an appropriate status.
- On 6/6/17 President Royal attended the 40th Annual Alumni Awards Dinner. The Following Alums received a Distinguished Alumni Award:
 - David Condon '06
 - Patricia Sandoval '84
 - Nancy Fields '74
 - Howard Greaney '63
- Strategic Planning Update: The College is currently in discussions with 4 organizations that may potentially assist us in strategic planning. They are in the process of sending preliminary information that we can look at by the end of this month. The remaining proposals should be in by Friday, 6/30/17. Since the last Board meeting was held, the college has selected a theme for its strategic plan. "Forward, Further, the Future of HCC" will be the theme of the College's strategic plan.
- Vice President of Institutional Advancement Search Update: The College hired United Personnel to assist in the search process. The job posting closed on 6/16/17. United Personnel received 63 applicants. The top ten candidates will be submitted to the search committee by 7/7/17. Marcia Mitchell, Comptroller and Chair of the search committee, was informed by United Personnel that they will also submit a second-tier pool of 5 candidates to the search committee.
- Update on Council of President's Retreat:

Vision Project – Commissioner Santiago has formed a taskforce to look at different ways we can enhance the appropriateness of the performance measures that are used for community colleges. The membership team is made up of stakeholders from the community colleges across the Commonwealth. Vice President of Business & Community Services Jeff Hayden is HCC's representative. We also have two members that are on subcommittees. They are Vice President of Student Affairs Yanina Vargas, and Director of Institutional Research Veena Dhankher. Currently, the metrics used in the Vision Project are those used to measure 4-year institutions. The goal of the Commissioner's taskforce is to make recommendations that will improve upon the use of the metrics across the state, so that they better reflect the true performance measures of 2-year institutions.
- Free Community College: Programs from Arkansas, Chicago, Massachusetts, New York, Minnesota, New York, Oregon, Rhode Island, and Tennessee, as well as "Last Dollar Scholar" and Free Tuition were discussed.

They are all structured very different, in terms of their model. This is because they are all experimenting and trying to figure out what is

	<p>financially viable. Eligibility is a key factor. Most of them look at tuition and fee costs. When we talk about “free community college”, there really is no such thing, especially when you factor in transportation costs, costs associated with childcare, and the cost associated with lowering your workload (employment) to pursue an education.</p> <ul style="list-style-type: none"> • <u>Overview of Non-Credit Programming:</u> Vice President Hayden, Assistant VP of Adult Basic Education & Workforce Development Kermit Dunkelberg, and Dean of Community Service Ken White highlighted several of the College’s non-credit programs: <ul style="list-style-type: none"> - Holyoke Adult Learning Opportunities (HALO) - HiSET/GED - Employment to Education (E2E) in Ware, MA - Hot Jobs Info Sessions (Sarah Schmidt presented) - Training & Workforce Options (TWO) - Emergency Medical Technician Training (EMT) - Living Fully at 55+
ADJOURNMENT	The meeting was adjourned at 9:35 a.m.

Respectfully submitted,

Nelson Lopez
Recording Secretary