

**HOLYOKE COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
ANNUAL & APRIL MEETING**

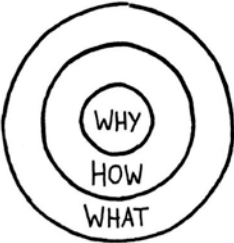
Minutes of April 11, 2017

The 357<sup>th</sup> meeting of the Holyoke Community College Board of Trustees was held on Tuesday, April 11, 2017, in the John T. Hickey Conference Room, Chair Robert W. Gilbert, Jr. presiding.

<b>MEMBERS PRESENT</b>	Robert Gilbert Ted Hebert Yolanda Johnson Teddy McCormick Suzanne Parker Lucy Perez Evan Plotkin Julie Pokela John Vaccaro
<b>NOT PRESENT</b>	Katie Stebbins
<b>ALSO PRESENT</b>	Joe Bruseo, Michele Cabral, Veena Dhankher, Karen Derouin, Karen Desjeans, Mary Dixey, Amy Dopp, Steve Duffany, Kermit Dunkelberg, Curt Foster, April Graziano, Jeff Hayden, Olivia Kynard, Nelson Lopez, Sarah McInnis, Keith McKittrick, Marcia Mitchell, Karin Moyano Camihort, Ed Murch, Vivian Ostrowski, Monica Perez, Mark Protti, JoAnne Rome, Jose Rivera, Christina Royal, Sadaf Sikander, Idelia Smith, Michele Snizek, Linda Szalankiewicz, Renee Tastad, Chris Yurko
<b>CALL TO ORDER OF THE ANNUAL MEETING</b>	Chair Gilbert called the meeting to order at 8:08 a.m.
<b>ANNUAL BUDGET REPORT</b>	<p>Annual Budget Report presented by Comptroller Marcia Mitchell:</p> <p>The current year has been challenging. Last year, the Board approved a \$14 per credit increase. The increase moved the College from one of the lowest cost institutions in the state to the fourth lowest cost institution. Despite the \$14 fee increase we have experienced an enrollment decline of 8.4%. This year (FY' 17) the state is only covering 42% of the College's operating expenses. This presents an even bigger challenge as a lot of the items and issues we want to take on this year are very labor intense, and student focused. Since the surge of enrollment we experienced in 2010, we have lost approximately 20% of our enrollment. For this year, each percentage point of enrollment lost was worth \$232,000 in tuition and fees. Although it's been a challenging budget year, the college is operating well and everyone is doing what they need to do.</p> <p>Trustee Hebert asked why enrollment has gone down. Marcia Mitchell explained the decline of enrollment can be attributed to 2 factors:</p> <ul style="list-style-type: none"> <li>• <u>Economy</u> – when the economy grows, enrollment declines because students have more employment options.</li> <li>• <u>High School Graduates</u> – the number of high school students has decreased over the past few years, and is expected to continue for at least another five years. This is attributed to low births in the state, thus</li> </ul>

	fewer students in school. That being said the graduation rate for high school students has remained on par for the greater Springfield area.
<b>REPORT OF THE NOMINATING COMMITTEE</b>	<p>Report of the nominating committee was presented by committee Chair, Trustee Vaccaro.</p> <p>The position of Board Secretary remains unfilled. With Trustee Mitus' departure from the Board, and Trustee Vaccaro, Parker, Johnson, Perez, and McCormick term's expiring, there is potential for the Board to have 6 new Trustees. Due to the uncertainty of the Board's makeup, it is best to hold off on nominating a new Secretary.</p> <p>On a motion by Trustee Plotkin and seconded by Trustee Parker, it was <b>VOTED</b> to table the nomination of Board Secretary to a later meeting this year.</p>
<b>ANNUAL MEETING ADJOURNMENT</b>	The annual meeting was adjourned at 8:20 a.m.
<b>CALL TO ORDER OF THE APRIL MEETING</b>	Chair Gilbert called the meeting to order at 8:21 a.m.
<b>APPROVAL OF THE MINUTES</b>	On a motion by Trustee Parker and seconded by Trustee Hebert, it was <b>VOTED</b> to approve the minutes of the February 2017 meeting as presented.
<b>APPROVAL OF PERSONNEL ACTIONS</b>	<p>On a motion by Trustee McCormick and seconded by Trustee Vaccaro, it was <b>VOTED</b> to approve the appointments and reappointments for the MCCC Unit Professional Staff and Faculty as presented.</p> <p>On a motion by Trustee Vaccaro and seconded by Trustee Perez, it was <b>VOTED</b> to approve the recommendations for Tenure as presented.</p> <p>Let the record show that the Board offers its congratulations to faculty members that were granted Tenure.</p> <p>On a motion by Trustee McCormick and seconded by Trustee Vaccaro, it was <b>VOTED</b> to approve the recommendations for Change in Rank as presented.</p> <p>Let the record show that the Board offers its congratulations to faculty members that received a Change in Rank.</p> <p>On a motion by Trustee Parker and seconded by Trustee Johnson, it was <b>VOTED</b> to empower the President of the College to approve all personnel actions prior to the next meeting.</p>
<b>REPORT OF THE FINANCE COMMITTEE</b>	<p>Since Steve Mitus resigned from the Board of Trustees, Chair Gilbert has assumed the role of Finance Committee Chair. The committee last met on April 7<sup>th</sup> to discuss tuition cost and funding. More so how to reduce cost and increase revenue.</p> <p><i>Student Fee Proposal for FY 2018</i> – presented by Comptroller Marcia Mitchell:</p> <p>In developing a student fee proposal for FY 2018, we are taking last year's approach of calculating the increase that would keep HCC in the lower quartile</p>

	<p>of cost for the 15 Massachusetts community colleges under the current fee schedules. Taking that approach last year made HCC the fourth most affordable college in the state.</p> <p>If the Educational Services Fee is increased by \$5 per credit (2.7% of the total cost of attendance, or 3.35% of our current ESF at \$150), annual student cost would be increased by \$150. Assuming current enrollment projections (-6%), this increase would result in approximately \$540,400 in annual revenue.</p> <p>In addition to the primary fee increase, we are recommending that both the Transportation Fee and the Student Services Fee (each \$20 per student per semester), be increased \$5. This would result in increased expenses to students of \$20 per academic year (assuming attendance in two semesters), and increased annual revenue of approximately \$120,600. Currently, revenue from the transportation fee supports our PVTAs expenses, and the Student Services Fees supplement the general fund. Neither fee has been adjusted in a number of years.</p> <p>Finally, we are seeking to establish a dedicated Information Technology Project Fund by increasing the Technology Fee by \$10 per semester from \$75 to \$85. This action will allow the college to establish the project fund at \$273,000 for this year, and would increase the cost per student by another \$20 per year.</p> <p>These revisions would bring our annual cost to \$5,760, making us the sixth least expensive community college, assuming other institutions do not raise fees. Fee increase plans by other colleges are not certain at this point. Our final ranking will depend upon what increases other colleges decide to implement.</p> <p>Trustee Hebert asked what is the overall cost increase per semester for our students. The increase would cost students \$190 per semester. Trustee Hebert suggested that the HCC Foundation should work with donors to move tuition scholarships towards fees as well. Interim Vice President of Institutional Development Amy Dopp said she would work on that.</p> <p>On a motion by Trustee McCormick and seconded by Trustee Hebert, it was <b>VOTED</b> to approve the recommendation to increase the Educational Services Fee from \$150 to \$155 per credit; increase both the Transportation Fee &amp; Student Service Fee from \$20 each to \$25 each per semester; increase the Technology Fee from \$75 to \$85 per semester.</p>
<p><b>REPORT OF THE CHAIR</b></p>	<p>Chair Gilbert met with President Royal on April 5<sup>th</sup> to discuss the agenda for today’s Annual and April Board of Trustees meetings, as well as her plans and goals.</p>

<p><b>PRESIDENT’S REPORT</b></p>	<ul style="list-style-type: none"> <li>• <u>Difference Makers Award</u> – On March 30, 2017, Holyoke Community College, as well as the other three community colleges in Western Mass received a “Difference Maker” Award from Business West. President Royal thanked Trustees Plotkin, Hebert, Parker, and Vice-Chair Pokela for attending the event and representing the College’s Board of Trustees. President Royal also thanked faculty and staff for the work and efforts supporting our students.</li> <li>• <u>Pakistani Educators Site Visit Update</u> – presented by Assistant Vice-President of ABE &amp; Workforce Development Kermit Dunkelberg:   <p>The program provides opportunities to exchange ideas and to explore with a person from a very different part of the world what it means to be an American higher education administrator, and to learn from them what it means to be an administrator in Pakistan. This fourth and final cohort was only women participants from Pakistan, so throughout the program the role of women in higher education was emphasized. HCC mentors were strongly and regularly supported by program organizers in the mentorship component of this professional exchange program.</p> <p>Mark Protti, Executive Director of Institute for Training and Development in Amherst, talked about how the program came to be. The company is a non-profit that focuses on international training.</p> <p>Vivian Ostrowski, Director of Gateway to College, and Sadaf Sikander, Coordinator of Vocational and Technical Courses at the Sukkur Institute of Business Administration in Pakistan, discussed the mentorship component of the program as mentor and mentee.</p> <p><u>Why? Video &amp; Discussion</u> – Simon Sinek has a simple but powerful model for inspirational leadership — starting with a golden circle and the question "Why?" His examples include Apple, Martin Luther King, and the Wright brothers.</p>  <p>The video can be seen using the following link:  <a href="https://www.youtube.com/watch?v=sioZd3AxmNE">https://www.youtube.com/watch?v=sioZd3AxmNE</a></p> <p>Due to time constraints, the discussion portion regarding Why? HCC will be conducted at a later meeting.</p> </li> </ul>
<p><b>ADJOURNMENT</b></p>	<p>The meeting was adjourned at 9:30 a.m.</p>

Respectfully submitted,

Teddy McCormick  
Board of Trustees

Approved: Robert W. Gilbert, Jr., Chair, May 23, 2017

**HOLYOKE COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT**

**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Dr. Christina Royal, President

**DATE:** May 23, 2017

**SUBJECT:** Appointments and Reappointments for Non-Unit Professional Staff, MCCC Unit Professional Staff and Faculty

**NON-UNIT PROFESSIONAL EXTENSION of APPOINTMENT**

April Graziano – Interim Dean of Social Sciences – 7/2/17 – 12/31/17

**UNIT PROFESSIONAL REAPPOINTMENTS (07/01/17 – 06/30/18) (non-state funded positions)**

Aliza Ansell – Special Programs Coordinator, Adult Basic Education

Julissa Colon – Special Programs Coordinator, Gateway to College

Milissa Daniels – Career Development Counselor, Culinary Training Programs

Susan Jones – Patient Simulation Technician, Health Sciences

Dorothy McCormack – Academic Coordinator, SABES

Denise Salgado - Academic Counselor, Multicultural Academic Services

Jada Waters – Academic Coordinator, Gateway to College

**FACULTY – TEMPORARY APPOINTMENT (Fall 2017 Semester)**

Tracey Burton – Instructor of Education

**FACULTY REAPPOINTMENTS (2017-2018 Academic Year)**

Allison Hrovat – Instructor of Human Services

Donna Rowe – Assistant Professor of Human Services

**FACULTY REAPPOINTMENT (2017-2018 Academic Year) – Grant/Trust Funded**

Janet Grant – Instructor of Foundations of Health/Community Health Coordinator

**SUGGESTED MOTION:** To approve the appointments and reappointments for the above Non-Unit Professional Staff, MCCC Unit Professional Staff and Faculty