

**HOLYOKE COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Minutes of October 24, 2017

The 362<sup>nd</sup> meeting of the Holyoke Community College Board of Trustees was held on Tuesday, October 24, 2017, in the John T. Hickey Conference Room, Chair Robert W. Gilbert, Jr. presiding.

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| <b>MEMBERS PRESENT</b>     | Robert Gilbert<br>Jonathan Jasmin<br>Suzanne Parker<br>Evan Plotkin (arrived at 8:20 a.m.)<br>Julie Pokela<br>Ivonne Vidal  |
| <b>NOT PRESENT</b>         | Ted Hebert, Yolanda Johnson, Lucy Perez, Katie Stebbins   |
| <b>ALSO PRESENT</b>        | Tom Barrup, Michele Cabral, Dan Campbell, Laura Christoph, Jacqueline Dailey, Karen Desjeans, Dave DiLulis, Amy Dopp, Veena Dhankher, Mary Dixey, Steve Duffany, Bill Fogarty, Curt Foster, Joan Giovannini, April Graziano, Jeff Hayden, Karen Hines, Olivia Kynard, Keith McKittrick, Marcia Mitchell, Ed Murch, Matt Noyes, Monica Perez, Joe Rivera, JoAnne Rome, Christina Royal, Tony Sbalbi, Amanda Sbriscia, Idelia Smith, Michele Snizek, Renee Tastad, Yanina Vargas, Chris Yurko,  |
| <b>CALL TO ORDER</b>       | Chair Gilbert called the meeting to order at 8:13 a.m.<br><br>Chair Gilbert acknowledged the lack of Trustees present for a quorum.<br><br><i>(Trustee Plotkin informed Recording Secretary Nelson Lopez that he would be arriving late.)</i><br><br>Chair Gilbert introduced the Board’s newest Trustee, Ivonne Vidal<br><br>Chair Gilbert introduced Director of Trustee & Governmental Relations for the Department of Higher Education, Matt Noyes.<br><br>With Trustee Plotkin arriving late, Chair Gilbert decided to begin the meeting with the Report of the Chair, followed by the President’s Report. Official business would be conducted after Trustee Plotkin’s arrival.   |
| <b>REPORT OF THE CHAIR</b> | <ul style="list-style-type: none"> <li>• Chair Gilbert met with Matt Noyes, Director of Trustee &amp; Governmental Relations for the Department of Higher Education, to discuss his new relationship with the college.</li> <li>• On 10/10, Chair Gilbert and President Royal spoke on the phone to discuss operational issues, and to engage in a preliminary agenda discussion for the October BOT meeting.</li> <li>• On 10/17, Chair Gilbert met with President Royal to finalize the agenda for the October Board meeting.</li> <li>• With the uncertainty of Board reappointments, Chair Gilbert will refrain from appointing subcommittee Chair’s until all of the Board appointments have been confirmed by the Governor’s Office.</li> </ul> |

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|                                  | <ul style="list-style-type: none"> <li>• On 10/19, Chair Gilbert and President Royal attended a luncheon for the Commonwealth’s Speaker of the House, Robert DeLeo (D).</li> <li>• On 10/20, Chair Gilbert attended the College’s Future Summit. Chair Gilbert was amazed with the amount of input from staff and faculty during breakout sessions, and it shows how much everyone cares about what is happening at the college.</li> </ul>  |
| <p><b>PRESIDENT’S REPORT</b></p> | <p><u>Introduction of new Vice President for Institutional Advancement:</u></p> <p>President Royal introduced Amanda Sbriscia as the College’s new VP for Institutional Advancement. Amanda’s first day will be Monday, 10/30. President Royal thanked Marcia Mitchell, Comptroller, for leading the search committee. President Royal also thanked Amy Dopp for serving, over the past year, as Interim VP.</p> <p><u>Strategic Planning Update:</u></p> <p>On 10/20, the college held a Future Summit. The format of the Summit was TED Talk style and featured 3 speakers. Breakout sessions followed the speakers. The breakout sessions were an opportunity for attendees of the summit to discuss the following topics: Food Insecurity, Workforce and Education, and Teaching and Learning. The topics for discussion were derived from conversations that took place during the August 30<sup>th</sup> strategic plan kick-off session. Feedback and input from the summit will be used to start the process to develop impact statements for the strategic planning process. On 1/17/18, the college will host another event in which Commissioner of Higher Education, Carlos Santiago, will be the guest speaker. Commissioner Santiago has written several books on Puerto Ricans in the United States. The Commissioner will talk about his newest book and what it means to be a Hispanic Serving Institution and how that role impacts the College’s strategic plan.</p> <p>Chair Gilbert asked what is the timeline for the strategic plan. President Royal said the goal is to draft statements in the spring as well as formulating what priorities should be in the plan, and which priorities should not; then have a draft concept developed before seasonal staff and faculty leave at the end of the Spring 2018 semester; fine-tune concept over the summer; launch the new strategic plan in Fall 2018.</p> <p><u>Campus Safety Update</u> – presented by HCC Chief of Police, Joe Rivera:</p> <p>Chief Rivera updated the Board on the College’s Emergency Preparedness Plan (EPP). Chief Rivera went on to say that even the best written plans are only successful if there are people and resources that can be applied to any situation. For the HCC EEP to work we will need total buy in from all levels within the institution. There are 5 phases of emergency management: Mitigation, Prevention, Preparedness, Response, and Recovery. Currently, the college is operating within the first three phases, Mitigation, Prevention and Preparedness.</p> <p>The EPP was created by the Emergency Preparedness Team (EPT). The EPT consists of 7 members from the following departments: Campus Police,</p> |

Facilities, Faculty, Human Resources, Marketing, Student Affairs, and the Student Body. The EPT meets once every 3-4 weeks. During these meetings, they formulate emergency management plans; recommend training; recruit volunteers, perform drills; and organize exercises.

The college has an Emergency Operations Plan (EOP) in place. It was published in June 2016 and again in September 2017. The College's EOP's management principles and concepts were adopted by the Federal & Massachusetts Emergency Management Agencies (FEMA & MEMA). The EOP sets the framework for the EPP. The College's EOP can be found using the following link:

<https://www.hcc.edu/about/campus-safety/emergency-preparedness>

Advising Reimagined – presented by faculty member's Tom Barrup, Laura Christoph, Jackie Dailey, Joan Giovannini, and Karen Hines:



# Faculty Liaisons

## Advising Reimagined



Tom Barrup, Joan Giovannini, Jackie Dailey,  
Karen Hines, Laura Christoph

## Structure

|          |               |                 |                 |               |               |
|----------|---------------|-----------------|-----------------|---------------|---------------|
| DIVISION | Humanities    | Social Sciences | Health          | SEM           | Business      |
| LIAISON  | Jackie Dailey | Joan Giovannini | Laura Christoph | Tom Barrup    | Karen Hines   |
| ADVISOR  | Amy Woodard   | Sheryl Civjan   | Abby Mahoney    | Julie Turgeon | Jose Gonzalez |

## Part Time Division Advisors



Abby Mahoney,  
Health & Natural  
Sciences



Sheryl Civjan,  
Social Sciences



Jose Gonzalez,  
Business &  
Technology



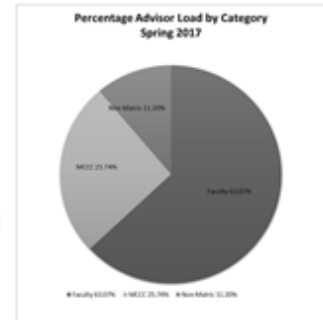
Julie Turgeon,  
Science,  
Engineering &  
Mathematics



Amy Woodard,  
Arts &  
Humanities

### Our Charge:

- How do we increase retention and completion rates?
- What do faculty need to feel supported as advisors?
- How do we engage students in creating relationships with faculty advisors?
- Are there structural or institutional changes that need to be "re-learned" in order to "re-imagine" advising at HCC?
- What research-based models are working at other community-colleges- and should we innovate with adaptations of those models?



### Faculty Told Us That....

- **Love:** Meeting & creating relationships with students
- **Love:** Goal setting re. transfer and/or career
- **Don't Love:** Advising at mid-semester with competing mid-term grades, department & division meetings, etc.
- **Don't Love:** Matching faculty availability with student availability
- **Don't Love:** Understanding nuances of and changes to advising (i.e. developmental sequences, transfer articulations)
- **Don't Love:** Lack of incentives for students to meet with advisors
- **Don't Love:** Student accounts & financial aid- not feeling equipped to answer those questions and frustrated that they get in the way of academic advising

## Faculty Concerns from Faculty Survey

Keeping up with all the constant changes in requirements and programs.

Feeling inadequate when students have a difficult question.

Trying to find information quickly and not being able to navigate all the different pages where the information might be listed.

## Summary of Findings

1. There are three groups of students at HCC (Not much guidance needed, Need guidance, not ready to be here).
2. There are many resources at HCC.
3. The current advising structure is great for some, and not so great for others.
4. Many students don't ask for help.
5. The Advising, Career and Transfer Center is a great support system, but not the main source of advising.
6. The process of academic advising includes a wide range of activities.
7. Some faculty are comfortable and happy with advising in its current form. Others are not.
8. We want to find new ways to reach out to students who get lost in the process. And there are a lot of ways that we're imagining do this.

## Next Steps:

### Faculty Liaison Goals:

- a. Meet with divisions, departments and individual faculty to support professional development and capture great ideas.
- b. Engage part-time advisors within each division.
- c. Put all advising information in an accessible, centralized location.
- d. Continue to research models that are working at other community colleges, and adapt as appropriate.

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| <b>APPROVAL OF THE MINUTES</b>       | Since there were not enough Trustees present who attended the September meeting to be able to approve the minutes, Chair Gilbert tabled the approval of the September minutes until the November Board meeting.  |
| <b>APPROVAL OF PERSONNEL ACTIONS</b> | <p>On a motion by Trustee Parker and seconded by Trustee Plotkin, it was <b>VOTED</b> to approve the appointment for the Non-Unit Professional Staff as presented.</p> <p>On a motion by Trustee Plotkin and seconded by Trustee Jasmin, 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 AUDIT COMMITTEE</b> | <p>David DiIulis, CPA from O'Connor &amp; Drew P.C., reviewed the college's FY2017 final audited Financial Statements with the Board of Trustees. The auditors issued an unmodified opinion on the financial statements and no material weaknesses or significant deficiencies were noted regarding internal controls. David commended the College's staff on their efforts in assisting the auditors. David also noted the following:</p> <ul style="list-style-type: none"> <li>• O'Connor &amp; Drew P.C. completed the College's audit on 10/12. The final Financial Statements were submitted to the State on 10/15.</li> <li>• No weaknesses or discrepancies found.</li> <li>• O'Connor &amp; Drew P.C. consulted with the auditors of the HCC Foundation, and the auditors of the Pension Fund, because they do not audit either of the two. They found no weaknesses or discrepancies in their reports as well.</li> <li>• Next FY the college may incur an additional \$7.5mil. liability because of changes to GAASB 48</li> <li>• The College's investment portfolio did very well.</li> </ul> <p>On a motion by Trustee Plotkin and seconded by Trustee Vidal, it was <b>VOTED</b> to accept the FY 2017 audited Financial Statements as presented.</p> |
| <b>ADJOURNMENT</b>                   | The meeting was adjourned at 9:24 a.m.   |

Respectfully submitted,

Nelson Lopez  
Recording Secretary