

**HOLYOKE COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Minutes of September 26, 2017

The 361<sup>st</sup> meeting of the Holyoke Community College Board of Trustees was held on Tuesday, September 26, 2017, in the John T. Hickey Conference Room, Chair Robert W. Gilbert, Jr. presiding.

<b>MEMBERS PRESENT</b>	Robert Gilbert Ted Hebert Jonathan Jasmin Yolanda Johnson Suzanne Parker Lucy Perez Julie Pokela Katie Stebbins
<b>NOT PRESENT</b>	Evan Plotkin, John Vaccaro
<b>ALSO PRESENT</b>	Olugbemiga Adekunle, Michele Cabral, Dan Campbell, Amy Dopp, Veena Dhankher, Mary Dixey, Clara Elliott, Bill Fogarty, Curt Foster, April Graziano, Jeff Hayden, Maura Henry, Kim Hicks, Olivia Kynard, Johanna Lebron, Veronique Leroy, Donna Mastroianni, Irma Medina, Keith McKittrick, Marcia Mitchell, Karin Moyano Camihort, Ed Murch, Monica Perez, JoAnne Rome, Christina Royal, Idelia Smith, Michele Snizek, Linda Szalankiewicz, Renee Tastad, Yanina Vargas, Chris Yurko, Bonnie Zima Dowd
<b>CALL TO ORDER</b>	Chair Gilbert called the meeting to order at 8:08 a.m.
<b>TABLED ITEMS</b>	On a motion by Trustee Stebbins and seconded by Trustee Parker, it was <b>VOTED</b> to approve the minutes of the May 2017 & June 2017 meetings as presented.  On a motion by Trustee Stebbins and seconded by Trustee Johnson, it was <b>VOTED</b> to approve the Personnel Actions of the June 2017 meeting as presented.
<b>APPROVAL OF THE AUGUST MINUTES</b>	On a motion by Trustee Johnson and seconded by Trustee Hebert it was <b>VOTED</b> to approve the minutes of the August 2017 meeting as presented.
<b>APPROVAL OF PERSONNEL ACTIONS</b>	On a motion by Trustee Stebbins and seconded by Vice-Chair Pokela, it was <b>VOTED</b> to approve the appointments and reappointments for the Non-Unit Professional Staff and MCCC Unit Professional Staff as presented.  On a motion by Trustee Parker and seconded by Trustee Stebbins, it was <b>VOTED</b> to empower the President of the College to approve all personnel actions prior to the next meeting.
<b>SABBATICAL LEAVE REQUESTS</b>	Two sabbatical proposals were presented to the Board of Trustees by Vice President of Academic Affairs Monica Perez:

	<p><u>Professor Maura Henry</u> – the focus of this sabbatical is to:</p> <p>Develop a History of STEM course to be offered both as a stand-alone course and as part of a proposed required STEM LC along with an ENG 102, that will provide a broad array of students interested in STEM with the necessary knowledge of context and expertise in writing and analysis to succeed in the classroom, laboratory, and beyond. The course would also enable a larger pool of students to meet their GEN ED requirements while at the same time pursuing their interest in STEM (pursued in the STEM Foundations course, for example, as well as in the traditional disciplines that comprise STEM).</p> <p><u>Professor Donna Mastroianni</u> – the focus of this sabbatical is to:</p> <p>The plan for sabbatical is best divided into three phases:</p> <ol style="list-style-type: none"> <li>1) The first phase or the Pre-travel phase involves taking an online course, Anatomia Italiana del Sud: The Cultural History of Anatomy in Southern Italy, through the Human Anatomy &amp; Physiology Society (HAPS).</li> <li>2) The second phase or the Travel Phase involves visiting Italy, specifically Sicily, Naples, and other sites of interest in this vicinity. The course itinerary "examines ancient Greco- Roman depictions of the human form in sculpture, painting, and mosaic - including the body as a vehicle for religious expression."</li> <li>3) The third phase or the Post-travel phase involves creating an interdisciplinary teaching element that connects art and anatomy. This teaching element is grounded in the professional literature and informed by the travel experience. A four-credit lab science course for non-science majors would be developed. With an online lecture that uses Open Educational Resources and an on-site lab. The focus of the course would be anatomy but, would also need to include basic concepts found in a typical one hundred level biology course. For example using the microscope is a basic skill learned in biology courses, for this course students could study how during late Renaissance the microscope was invented and shifted the study of anatomy from macroscopic to microscopic.</li> </ol> <p>On a motion by Trustee Perez and seconded by Trustee Stebbins, it was <b>VOTED</b> to approve the sabbatical leave requests as presented.</p>
<p><b>HCC CENTER FOR LIFE SCIENCES FUND REQUEST</b></p>	<p>Fund request presented by Vice President for Administration &amp; Finance Bill Fogarty:</p> <p>The process for which the state uses to select funding for capital projects has become more extensive. Funding requests now require formal Board approval. Currently, the HCC Center for Life Sciences will be located on the first floor of the Marieb building. The funds request is to convert the entire building into a new Center for Life Sciences. Including a new main entrance to the building.</p> <p>On a motion by Vice-Chair Pokela and seconded by Trustee Hebert, it was <b>VOTED</b> to authorize the President or her designee to submit a Major Project Capital Request under the Higher Education Capital Project program for renovations to the Marieb Building to expand the HCC Center for Life</p>

	<p>Sciences, with a total request of \$22,918,283 of which \$5,499,124 will be requested for allocation in FY 2019.</p>
<p><b>REPORT OF THE CHAIR</b></p>	<ul style="list-style-type: none"> <li>• Chair Gilbert commented on the success of this year’s HCC Foundation Golf Tournament (9/11/17). The Tournament was dedicated to Francis “Doc” Baker. Chair Gilbert appreciated the efforts of everyone involved in making the day a big success.</li> <li>• On 8/29/17, Chair Gilbert met with State Representative Aaron Vega to discuss issues facing community colleges; ability of timely Trustee reappointments; as well as funding.</li> <li>• On 8/30/17, Chair Gilbert gave opening remarks at Professional Day.</li> <li>• Chair Gilbert was only able to attend 2 of 4 scheduled Open Forums for the Vice President for Institutional Advancement Finalists.</li> </ul>
<p><b>PRESIDENT’S REPORT</b></p>	<p>President Royal acknowledged that the college has faced several challenges from the start of the semester. From the DACA announcement on the first day of classes, to the devastation of Puerto Rico and other areas that have been impacted by natural disasters. The devastation of Puerto Rico in particular, has really affected many of our students, staff, and faculty. Many have had a difficult time getting in touch with family and friends.</p> <p><u>Golf Tournament Update</u> – presented by Interim Vice President for Institutional Development Amy Dopp:</p> <ul style="list-style-type: none"> <li>• The 30<sup>th</sup> annual golf tournament had 93 golfers this year - ten more than we had last year.</li> <li>• 2 sponsors at \$3,000 each - we have never had more than one \$3,000 sponsor before.</li> <li>• 15 corporate sponsors (\$1,300 each)</li> <li>• 6 - \$500 sponsored locations – the practice green, driving range, the snack tent, and registration –same as last year.</li> <li>• 50 tee/green and cart sponsors -five less than last year.</li> <li>• The tournament realized an estimated/draft profit of \$27,480 - an increase of \$4,687 over last year and one of the highest totals in the thirty-year history of the tournament.</li> <li>• The silent auction, raffle tickets, mulligans and shirt sales accounted \$5,630 which is about \$500 more than last year.</li> <li>• Overall, the success of this year’s golf tournament was due to the additional sponsorships, and more golfers playing in the tournament.</li> </ul> <p>Amy thanked the members of the Golf Committee, which include the following: <i>William Bagshaw, Chair, David Bartley, Paul Boudreau, Terence Bresnahan, Michele Cabral, Amy Dopp, Jay Driscoll, Carl Eger, Maurice Ferriter, Kim Gifford, Bob Gilbert, Jeffrey Hayden, Fran Kane, Keith McKittrick, Corey Murphy, Thomas Stewart and Bonnie Zima Dowd.</i></p> <p><u>Representation and Pay of Women and Minorities in Higher Education Administration Recognition:</u></p> <p>In a report, titled “Institutions That Are Getting It Right,” the College and University Professional Association for Human Resources, or CUPA-HR, compared representation and pay equity for women and minority administrators</p>

from more than 2,000 public and private colleges and universities over 16 years. Researchers determined that only 11 institutions had maintained “consistent success” in four critical areas: women’s pay equity, minority pay equity, women’s representation and minority representation. Of the eleven, only two were community colleges, HCC was one of them. HCC was also the only college or university from Massachusetts on the list. President Royal thanked Dean of Human Resources Clara Elliott for her work.

Vice President for Institutional Advancement - Search Update:

Before the position was posted, the title of the position was changed. The position is now called Vice President for Institutional Advancement. This change represents the shift in that industry and field. Structural changes to the department also include the following:

- Planning & Assessment moved into Institutional Research.
- Institutional Research placed under Vice President of Academic Affairs Monica Perez.

These structural changes should allow the VP of Institutional Advancement to focus more on fundraising, scholarships, and the enhanced financial needs of our students.

President Royal thanked Comptroller Marcia Mitchell for Chairing the search committee. The college contracted with United Personnel Services to assist on the front end of the process: recruitment and initial screening of applicants. The search process netted 63 applicants. Of which, a high percentage of candidates had a high-level of experience in either Higher Education or Advancement. United Personnel pre-screened 10 top-level candidates. They then conducted in-depth screens of 6 candidates. The top 10 candidates were submitted to the search committee. Four finalists were brought to the college to meet with several constituents on campus. The search is in its final stages. The search committee was made up of staff and faculty. Chair Gilbert thanked Amy Dopp for serving as the Interim Vice President.

President Royal gave a brief update on enrollment:

- As of September 15<sup>th</sup>, total Headcount was down 6.4% and FTE was down 5.7%

New Student Orientation – presentation by Michele Snizek, Director of Retention and Student Success, and Veronique Leroy, Coordinator of Success Initiatives:

- *What’s Your Superpower?* Presentation by President Royal at 5 of 6 sessions.
- Faculty Liaisons produced a welcome/information video for students.
- Each student received a QUEST (Quick Useful Engaging Student Tour) Key chain. The key chains contain information that will assist students in navigating the campus, as well as directing them to the

correct office when they have questions.

- Student Persistence Intervention
  - Activity led by student leaders to help create a sense of belonging for our new students.
  - New students wrote themselves letters of encouragement to their future self. The letters are scheduled to be mailed back to the students in mid-October.
- Family & Friends Sessions were held.
  - Postcard with invitation
  - Family & Friends joined their students during QUEST.
  - Average 25 people attended the sessions
  - Campus safety → Overview with the participation of Campus Police Officers
  - Bilingual sessions were available
  - Family and Friends guide is bilingual and available online
- Fall 2017 - Results & Impact
  - Attendance increased 5% compared to Fall 2016
  - Perceptions shared by staff regarding students being better oriented to the college during the first week of class (i.e. Admissions, Financial Aid)
  - With the assessment information gathered from new students, orientation leaders, faculty and staff involved with Orientation, we'll continue to look at ways to improve and expand the program.
- Retention rates for students that attend orientation are 10% higher than those that do not attend.

Strategic Planning Update:

- Strategic Plan consultant, CampusWorks CEO, Liz Murphy met with the college during Professional Day on 8/30/17. During breakout sessions, staff and faculty worked on exercises in which they were able to envision the future of HCC and what it would look like in 2025. There were 271 participants.
- Following Professional Day, the Strategic Plan Steering Committee was created. Currently, 45 members. The Steering Committee was paired with the “15 Ways to Get Involved in Strategic Planning” timeline.
- Information on the Strategic Planning Process can be found at: [www.hcc.edu/forward](http://www.hcc.edu/forward)

Campus Center Update – presented by Vice President for Administration & Finance Bill Fogarty:

Campus Center construction began in August 2017. Tannery Brook is currently being filled so that construction equipment can be brought on campus.

	<p>Renderings of the new campus center will be provided at a future meeting. Substantial construction of the building is scheduled for Summer 2019. The center will be fully operational by Fall 2019. Vice President Fogarty acknowledged Director of Facilities (&amp; Campus Center Project Manager) Dan Campbell's work for keeping the project on track.</p> <p><u>HCC MGM Culinary Arts Institute Update</u> – presented by Vice President for Administration &amp; Finance Bill Fogarty:</p> <p>The project has moved far along. Substantial completion and opening is scheduled for November 18<sup>th</sup>. Non-credit programming will begin shortly thereafter. Credit programming will begin in Spring 2018. VP Fogarty acknowledged Director of Facilities (&amp; Project Manager) Dan Campbell's work for keeping the project on track. VP Fogarty also acknowledged Interim VP for Institutional Development Amy Dopp for her work and support from the HCC Foundation.</p> <p><u>TWO/MCCTI Update</u> – presented by Vice President for Business &amp; Community Services Jeff Hayden:</p> <p>Training &amp; Workforce Options has been off to a good start this year. Processes and systems are in place. Sales are approaching \$100,000 for the first quarter, which is on target with initial estimates. TWO has until November to reach first quarter sales goals.</p> <p>Through TWO, the Massachusetts Casino Careers Training Institute (MCCTI) developed an agreement with the Massachusetts Gaming Commission, as well as with casino developers, to scale up the Commonwealth's workforce. President Royal and STCC President John Cook have been working hard on finalizing this gaming school.</p> <p>Vice President for Academic Affairs Monica Perez introduced Olugbemiga Adekunle as the College's new Dean of Science, Engineering &amp; Mathematics. Dean Adekunle joins us from Blue Ridge Community College in Virginia. He has also spent the last three summers at the Glenn Research Center in Ohio as a Fellow.</p>
<b>ADJOURNMENT</b>	The meeting was adjourned at 9:25 a.m.

Respectfully submitted,

Nelson Lopez  
Recording Secretary