

**HOLYOKE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Minutes of February 27, 2018

The 365th meeting of the Holyoke Community College Board of Trustees was held on Tuesday, February 27, 2018, in the John T. Hickey Conference Room, Chair Robert W. Gilbert, Jr. presiding.

MEMBERS PRESENT	Charles Epstein Robert Gilbert Ted Hebert Jonathan Jasmin Yolanda Johnson Suzanne Parker Evan Plotkin Ivonne Vidal
CALLED IN	Julie Pokela
NOT PRESENT	Lucy Perez, Katie Stebbins
ALSO PRESENT	Nick D’Agostino, Karen Desjeans, Mary Dixey, Steve Duffany, Kermit Dunkelberg, Clara Elliott, Andrew Fletcher, Bill Fogarty, Christine Gosselin-Miller, Jeff Hayden, Carl King, Johanna Lebron, Nelson Lopez, Keith McKittrick, Irma Medina, Matthew Medina, Marcia Mitchell, Ed Murch, Liz Murphy, Monica Perez, Michelle Robak, JoAnne Rome, Christina Royal, Tony Sbalbi, Amanda Sbriscia, Idelia Smith, Michele Snizek, Linda Szalankiewicz, Renee Tastad, Judy Turcotte, Ken White, Haley Woods, Chris Yurko, Bonnie Zima Dowd
CALL TO ORDER	Chair Gilbert called the meeting to order at 8:08 a.m.
NEW TRUSTEE APPOINTMENT	Chair Gilbert introduced the Board’s newest Trustee, Charles Epstein.
RULES OF ORDER SUSPENDED	Chair Gilbert suspended agenda items 3, 4, 5 and 6, to allow enough time for Liz Murphy (Consultant, CampusWorks), and two students, to present to the Board. The rules of order to resume afterwards.
PRESIDENT’S REPORT	<p><u>Adult Learners:</u></p> <p>Pathways Coordinator Irma Medina introduced Matthew Medina. At 21 years of age, and homeless living behind a jewelry store, Matthew (no relation to Irma) began his academic career at Springfield Technical Community College (STCC). While studying Network Security, Matthew began taking honors courses. A professor and mentor at STCC advised Matthew to transfer to HCC so he could utilize the College’s partnerships with private elite institutions. Now at 24 years of age attending HCC and in his final semester, Matthew is a semi-finalist for the Jack Kent Cook Transfer Scholarship. With the help of Irma Medina and various transfer advisors from different colleges, Matthew is working with the College Board to establish waivers for community college students who have not taken the SAT. The waivers would make it easier for community college students to transfer to elite schools that have yet to accept such waivers.</p> <p>Vice President for Business & Community Services (BCS) Jeff Hayden</p>

introduced Carl King. Not only is Carl a student, he is also a lab technician for BCS and Workforce Development. Carl, a military veteran of 14 years is studying Culinary Arts. Carl trained in culinary while in the military, as well as Putnam Vocational High School. Working in the culinary industry, Carl felt he was passed over for promotions, and the money that they bring, because he lacked the necessary credentials. Therefore, he decided he needed to do something. Through Workforce Development, Carl took non-credit courses to earn his Serve Safe and OSHA-10 certifications. After discussions with Assistant Vice President of ABE & Workforce Development Kermit Dunkelberg, Carl decided to attend HCC fulltime. Carl finished his first fulltime semester (Fall 2017) with a 3.2 grade point average. Carl's future plans include working at the MGM Springfield Casino, and ultimately returning to HCC as an instructor.

CampusWorks: presentation by Strategic Planning Consultant Liz Murphy, CEO of CampusWorks.

In preparation of the Board of Trustees' upcoming Mission/Vision Workshop, Liz shared the following presentation:

Overview of the Strategic Planning Process and the Board's Role in It

**HOLYOKE
COMMUNITY
COLLEGE**

Framework for a performance-driven strategic plan

VISION

VALUES

Strategic Direction

Strategic Direction

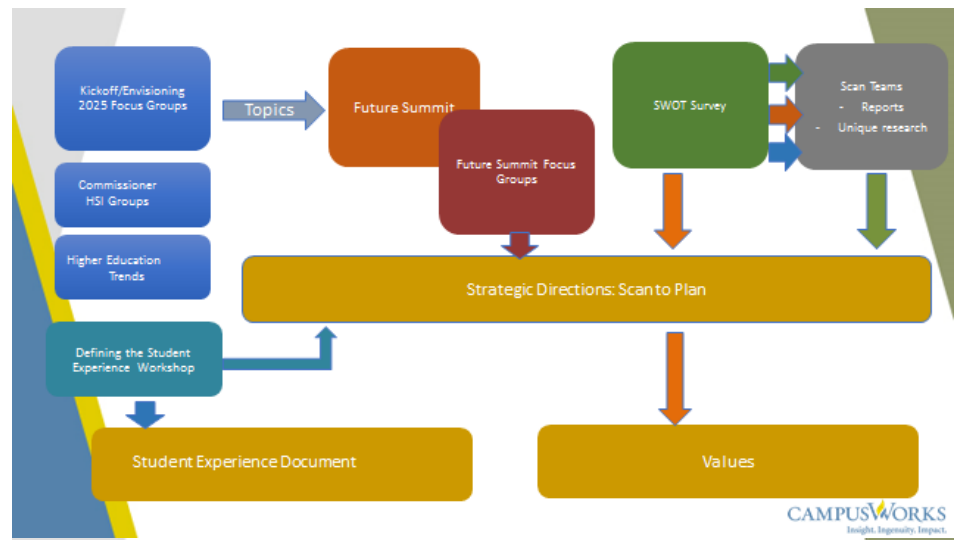
Strategic Direction

Strategic Direction

STUDENT EXPERIENCE

MISSION

The diagram illustrates a performance-driven strategic plan framework. It features a central pyramid with four levels. The top level is a green triangle labeled 'Strategic Direction'. The second level is a grey triangle labeled 'Strategic Direction'. The third level is split into two triangles: an orange one on the left labeled 'Strategic Direction' and a blue one on the right labeled 'Strategic Direction'. The base of the pyramid is a blue rectangle divided into two horizontal sections: 'STUDENT EXPERIENCE' on top and 'MISSION' on the bottom. Two blue arrows labeled 'VISION' and 'VALUES' point from the top corners of the pyramid down towards the base. The entire diagram is set against a background with abstract geometric shapes in shades of green, yellow, and blue.




The Method



Values: Owned by faculty, staff & administration



	 <p>High performing institutions focus on a small number of initiatives, rather than many. Liz suggests that the college should focus on no more than 4-6 strategic initiatives.</p> <p>Chair Gilbert congratulated and commended President Royal for putting together the next steps of the development of the college.</p>
APPROVAL OF THE MINUTES	On a motion by Trustee Plotkin and seconded by Trustee Johnson, it was VOTED to approve the minutes of the January 2018 meeting as presented.
PERSONNEL ACTIONS	<p>Former Interim Dean of Business and Technology Michele Cabral is now the Interim Director of the Massachusetts Casino Career Training Institute (MCCTI) gaming school.</p> <p>Former Business Division Chair Kristine Ricker-Choleva will assume the role of Interim Dean of Business and Technology.</p> <p>Moira Maguire will join the college in April as Dean of Social Sciences.</p> <p>On a motion by Trustee Parker and seconded by Trustee Jasmin, it was VOTED to approve the appointments for the Non-Unit Professional Staff as presented.</p> <p>On a motion by Trustee Johnson and seconded by Trustee Hebert, it was VOTED to empower the President of the College to approve all personnel actions prior to the next meeting.</p>
REPORT OF THE FINANCE COMMITTEE	<p>Report of the Finance Committee presented by Comptroller Marcia Mitchell and Vice President for Administration & Finance Bill Fogarty:</p> <ul style="list-style-type: none"> • As of 6 months, revenues are currently 2% unfavorable to the prior year and expenses are 2% favorable. The college is currently even. • As usual, compared to budget, at 6 months we're usually between 65-70% of our revenues because we start collecting revenues for the second semester (spring). We are currently at 48%. • Chair Gilbert stated that while dealing with a decrease in enrollment, Marcia and Bill are doing a good job of controlling expenses.

	<ul style="list-style-type: none"> The CFO's of all of the Mass. Community Colleges agree that the current financial model is not sustainable. As the Board looks at the strategic planning process they should keep in mind that the college is looking at revamping its current business and financial model. <p>On a motion by Trustee Vidal and seconded by Trustee Plotkin, it was VOTED to approve the Second Quarterly Statement of Revenue and Expenses for FY 2018 as presented.</p>
<p>REPORT OF THE CHAIR</p>	<ul style="list-style-type: none"> Chair Gilbert had dinner with President Royal and Liz Murphy on 2/26. Chair Gilbert, Trustee Epstein, Trustee Hebert, Trustee Epstein, Trustee Vidal, and President Royal are attending the Statewide Trustees Conference on 3/1.
<p>PRESIDENT'S REPORT (cont'd)</p>	<p>President Royal welcomed the College's new Affirmative Action Officer/Title IX Coordinator Nick D'Agostino.</p> <p><u>Strategic Planning Update:</u></p> <p>The Trustees present were given an updated Strategic Planning Calendar of Activities (see handout). Several events that were cancelled due to snow were rescheduled. Prior to submitting the Strategic Plan (SP), the college will conduct a couple of key Touch Points with the state. The SP is individualized for HCC however the touch points provide discussion opportunities with the state to ensure that state priorities are taken into account in the SP as well. Board of Trustees to approve a recommendation of a SP that would go to the Department of Higher Education for approval after Touch Point 2. The state will vote on the plan in the Fall (October perhaps).</p> <p><u>Business & Community Services Annual Report:</u> presented by Vice President for Business & Community Services (BCS) Jeff Hayden, and Dean of Community Service Ken White.</p> <p>By the Numbers FY17:</p> <ul style="list-style-type: none"> Enrollment – Total BCS Registration 5,351, an increase of 8.5%; Workforce Development Registrations 3,848, an increase of 10%; GED/HiSet and High Stakes Testing 5,324, an increase of 1%; and, FY 2016 – from non-credit to credit 355 and FY 2017 – 375* (*Being confirmed) FY 18 Enrollment on track to meet or exceed FY 2017 <p>FY17 Highlights:</p> <ul style="list-style-type: none"> Healthcare Training Grants <ul style="list-style-type: none"> TRAIN Grant – Home Health Aid through TWO (\$220k, 53 Completed) Contextualized ESOL & Nursing Asst. and Home Health – Holyoke Works Emergency Medical Technician Training Redesign <ul style="list-style-type: none"> Massachusetts Capital Skills Equipment Grant - \$175,000 Partnership – STCC & Holyoke Med. Ctr. for Holyoke EMT Program Partnership with Baystate East and E2E for Ware EMT Program

	<ul style="list-style-type: none"> ◆ Workforce Grants in Preparation for HCC MGM Culinary Arts Inst. <ul style="list-style-type: none"> ◆ WCTF – Commonwealth Corporation Culinary Training (\$190k, 90 comp.) ◆ Integrated Education Grant ESOL and Culinary – Putnam VTHS ◆ HC Sheriff’s Dept. – HiSet and Culinary Contextualized Training ◆ Gateway to College program increased Holyoke enrolment from 12 to 43 and growth continues ◆ Pakistan Project – over 55 guests and regional interaction ◆ Participation in Holyoke Public Schools HS Redesign ◆ Western MA Home Builders and Remodelers – New On-line Course developed and launched – Lt. Governor a student ◆ Largest Enrollment for Summer Youth Education Programs <p>FY18 Highlights:</p> <ul style="list-style-type: none"> ◆ Gaming School, MA Casino Careers Training Institute Open – Mitigation Grant ◆ Lead Partner for Juntos Collaborative ◆ Awarded Learn to Earn Grant of \$350,000 – Medical Asst. – GCC, Baystate, Holyoke Med. Ctr. and Cooley D. ◆ Gateway to College - total enrollment has grown to 124, a 10% increase over FY 2017; over 275 graduates since FY 2011, approximately 50% of program graduates stay enrolled at HCC. National recognition. ◆ Developing on line Transition to College Curriculum for Ware E2E; ◆ Jump Start – Skills training for those on Public Assistance <ul style="list-style-type: none"> ◆ Program Growth ◆ SNAP Path to Work ◆ ESOL ◆ HiSet Preparation <p>Chair Gilbert thanked Jeff Hayden for his work with TWO and MGM partnerships.</p>
ADJOURNMENT	The meeting was adjourned at 9:36 a.m.

Respectfully submitted,

Nelson Lopez
Recording Secretary