

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

Minutes of May 22, 2018

The 367<sup>th</sup> meeting of the Holyoke Community College Board of Trustees was held on Tuesday, May 22, 2018, in the John T. Hickey Conference Room, Chair Robert W. Gilbert, Jr. presiding.

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| <b>MEMBERS PRESENT</b>                     | Charles Epstein<br>Robert Gilbert<br>Ted Hebert<br>Jonathan Jasmin<br>Suzanne Parker<br>Evan Plotkin<br>Ivonne Vidal  |
| <b>NOT PRESENT</b>                         | Yolanda Johnson, Lucy Perez, Julie Pokela   |
| <b>ALSO PRESENT</b>                        | Olugbemiga Adekunle, Michele Cabral, Dan Campbell, Nick D’Agostino, Chester DeGray, Karen Derouin, Karen Desjeans, Mary Dixey, Amy Dopp, Steve Duffany, Clara Elliott, Bill Fogarty, Curt Foster, Elizabeth Golen, Jeff Hayden, Olivia Kynard, Johanna Lebron, Nelson Lopez, Moira Maguire, Keith McKittrick, Marcia Mitchell, Karin Moyano Camihort, Monica Perez, Kristine Ricker Choleva, Michelle Robak, JoAnne Rome, Christina Royal, Tony Sbalbi, Amanda Sbriscia, Michele Snizek, Linda Szalankiewicz, Renee Tastad, Judy Turcotte, Yanina Vargas, Haley Woods, Bonnie Zima Dowd   |
| <b>CALL TO ORDER OF THE ANNUAL MEETING</b> | <p>Before the Call to Order of the Annual Meeting, Chair Gilbert announced that Trustee Katie Stebbins could no longer serve on the HCC Board of Trustees. There is a rule that prohibits employees of public higher education institutions to serve as a trustee of another institution.</p> <p>Trustee Jasmin introduced Haley Woods as the Student Trustee for 2018-2019. Ms. Woods’ term begins on July 1, 2018.</p> <p>Chair Gilbert called the meeting to order at 8:08 a.m.</p>  |
| <b>ANNUAL BUDGET REPORT</b>                | <p>Annual Budget Report presented by Vice President for Administration &amp; Finance, Bill Fogarty:</p> <p>Fiscal Year’s 2018 &amp; 2019 will be the last two years of budgeting without a strategic plan. The college has been able to maintain a balanced budget, while experiencing long term decline over the past ten years; including credits being down one-third during that time. Credits are one of the College’s biggest revenue sources. Having been able to achieve a balanced budget, including this year without major disruptions, and maintaining our commitment to full-time faculty. Despite the decline in enrollment, the college has maintained 136 full-time faculty members during this time. In the future, the Board will be seeing a completely different budget process, and quite possibly a different format. As we start implementing the strategic plan and align our resources, the college will be looking at strategies that have been turning out strong headwinds in terms of the economy and population to position the college to start growing again.</p> |

**REPORT OF THE NOMINATING COMMITTEE**

Report of the nominating committee was presented by Trustee Vidal:

The nominating committee is pleased to place in nomination the following;

- for Vice Chair – Julie Pokela, for a term of one year
- for Secretary – Suzanne Parker & Haley Woods\*

*\*(Trustee Parker’s term to be 5/22/18 to 6/30/18; Student Trustee elect Haley Woods’ term to be 7/1/18 to 6/30/19)*

On a motion by Trustee Epstein and seconded by Trustee Jasmin, it was **VOTED** to accept the report of the Nominating Committee as presented.

On a motion by Trustee Epstein and seconded by Trustee Jasmin, it was **VOTED** to approve the nominations of Trustee Pokela for Vice Chair and Trustee Parker and Student Trustee elect Woods for Secretary.

**PRESIDENT’S ANNUAL REPORT**

President Royal commended the commitment of the Strategic Planning Steering Committee (SPSC). The committee met for two hours a week, every week, for the duration of the academic year. The SPSC is comprised of 45 members. President Royal gave particular acknowledgements to the SPSC Co-Chairs:

- Judy Turcotte, Director of Planning & Assessment
- Maureen Conroy, Director of OSDDS
- Joe Lavoie, Computer Information Systems Faculty
- Sarah Schmidt, Director of PAFEC
- Lindsey Rothschild, Instructional Design & Support

During the academic year, various workshops were held for students, staff, and faculty to elicit ideas as to what we would like our student experience to be like. The feedback from these workshops was captured via illustrations. These illustrations will be on display during the Future Walk on May 23, 2018. The next key milestone will be a Touch Point II meeting with the Board of Higher Education to review the strategic plan, and receive feedback. The strategic plan will be put in front of the full BHE for approval in the fall 2018. The college will need to align its strategic plan (FY19-22) with its accreditation cycle, which will begin October 2020.

**STRATEGIC PLANNING TIMELINE**



# FORWARD FURTHER HCC

## Mission

Educate. Inspire. Connect.

## Vision

Holyoke Community College aspires to be a college of academic excellence known for helping students overcome barriers to success.

## Values

Kindness, inclusion and trust are the foundation of the work that we do together. Innovation and collaboration enable us to explore and implement the ideas that will shape our future.

President Royal acknowledged its Training & Workforce Options (TWO) partnership with STCC in establishing the Massachusetts Casino Careers Training Institute (MCCTI), particularly the work of Vice President of Business & Community Services, Jeff Hayden. President Royal also thanked Interim Director of MCCTI, Michele Cabral. The first group of graduates of the MCCTI consisted of 56 students. Of which, 36 have jobs with MGM; 10 are in the interviewing process.

In January 2018, the college opened the HCC MGM Culinary Arts Institute.

In May 2018, the college received its Early College Designation, with its partnership with Holyoke Public Schools, with funding to expand access to early college programs to help students prepare for college, while receive credit for courses. Also, the college received a response from the Department of Elementary & Secondary Education (DESE) for its application to an RFP for community adult learning centers. HCC was awarded \$962,000 annually for four years for ABE and ESOL training.

Lastly, President Royal thanked the faculty and staff for their hard work this past year supporting students and maintaining their focus on student success.

### ANNUAL MEETING ADJOURNMENT

The annual meeting was adjourned at 8:32 a.m.

### CALL TO ORDER OF THE MAY MEETING

Chair Gilbert called the meeting to order at 8:32 a.m.

### APPROVAL OF THE MINUTES

On a motion by Trustee Plotkin and seconded by Trustee Hebert, it was **VOTED** to approve the minutes of the April 2018 meeting with the following correction to Motion #2 under the Report of the Finance Committee regarding the Facility Fee. **MOTION:** To increase the Facilities Fee from \$4 to \$5 per semester should be *corrected* to say increase the Facilities Fee from

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|  | \$4 to \$5 per credit, <i>not</i> per semester.   |
| <b>APPROVAL OF PERSONNEL ACTIONS</b>   | <p>On a motion by Trustee Plotkin and seconded by Trustee Jasmin, it was <b>VOTED</b> to approve the appointment for the Non-Unit Professional Staff as presented.</p> <p>On a motion by Trustee Parker and seconded by Trustee Epstein, 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>Report of the Finance Committee presented by VP for Administration &amp; Finance, Bill Fogarty:</p> <p>Comptroller Marcia Mitchell stated that the college is in a position to end FY2018 with a surplus, or at least break-even.</p> <p>On a motion by Trustee Jasmin and seconded by Trustee Epstein, it was <b>VOTED</b> to approve the FY 2019 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.</p> <p>On a motion by Trustee Epstein and seconded by Trustee Jasmin, it was <b>VOTED</b> to approve the Third Quarter FY 2018 Statement of Revenue and Expenses as presented.</p> <p>On a motion by Trustee Parker and seconded by Trustee Hebert, it was <b>VOTED</b> to approve the change of threshold amounts for the purchase of goods and services as presented. Three quotes will be required for purchases greater than \$10,000, and formal bids will be required for purchases greater than \$50,000; effective immediately.</p> <p>On a motion by Trustee Plotkin and seconded by Trustee Hebert, it was <b>VOTED</b> to approve the changes to the college’s reserve policy as presented.</p> |
| <b>DRAFT STRATEGIC PLAN</b>            | <p>On a motion by Trustee Parker and seconded by Trustee Jasmin, it was <b>VOTED</b> to approve the following for the Draft Strategic Plan due to the Department of Higher Education for a Touch Point II on June 12, 2018:</p> <p><b>Mission</b> – Educate. Inspire. Connect.</p> <p><b>Vision</b> – Holyoke Community College aspires to be a college of academic excellence known for helping students overcome barriers to success.</p> <p><b>Values</b> - Kindness, inclusion and trust are the foundation of the work that we do together. Innovation and collaboration enable us to explore and implement the ideas that will shape our future.</p>  |

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| <p><b>REPORT OF THE CHAIR</b></p> | <ul style="list-style-type: none"> <li>• On 4/25/18, the college held a Community Listening Event</li> <li>• On 4/27/18, Chair Gilbert met with the Presidential Evaluation Committee.</li> <li>• On 5/8/18, Chair Gilbert attended the Finance Committee meeting to review all of the materials from today’s report of the Finance Committee.</li> <li>• On 5/10/18, Chair Gilbert attended the HCC Foundation Scholarship Meet &amp; Greet. Chair Gilbert acknowledged that Student Trustee elect Haley Woods was one of the scholarship recipients. He was impressed by the fact that there were 17 students with 4.0 gpa’s; 9 students with 3.9 gpa’s; and 14 students with gpa’s.</li> <li>• On 5/17/18, Chair Gilbert met with President Royal to set the agenda for the Annual &amp; May meeting.</li> <li>• On 5/17/18, Chair Gilbert took part in a teleconference with the Presidential Evaluation Committee.</li> <li>• On 5/18/17, Chair Gilbert spoke with Matt Noyes, Director of Trustee &amp; Governmental Relations for the Department of Higher Education, in regards to replacing Trustee Stebbins on the HCC Board of Trustees. There are currently 2 open seats on the Board. Trustee Johnson’s term expired in March of 2017.</li> </ul>  |
| <p><b>PRESIDENT’S REPORT</b></p>  | <p>VP for Administration &amp; Finance Bill Fogarty introduced Captain Chester DeGray as the College’s Interim Chief of Police. Interim Chief DeGray gave a brief overview of where the college is with its Emergency Operations Plan (EOP). The EOP that was started by former Chief Rivera is continuing. We are in the final stages of mapping the college and getting that information out to the campus community. Once that is complete, we will be moving on to drafting an Active Shooter policy that mirrors closely to what is currently on the College’s website, Run – Hide – Fight scenario. The timeline to have the policy complete would be this fall. In April 2018, the college participated in a tabletop exercise. There are currently 13 full-time officers and 1 marked police cruiser. The college is working on collaboration with Westfield State University for the purpose of sharing an Emergency Management Officer.</p> <p>With a lot of focus on Strategic Planning and the College’s sustainability, President Royal announced that she was making a couple of staffing changes:</p> <ul style="list-style-type: none"> <li>• With a wealth of knowledge in business, administration and budgeting, Karen Desjeans, Chief of Staff, will be returning to Administration &amp; Finance to assist the VP, Comptroller, and Assistant Comptroller in building the College’s new financial model. Effective 7/1/18.</li> <li>• With 18 positions requests unfilled due to budgeting constraints across the college, and in order to support the divisions, Nelson Lopez, Assistant to the President, will be reassigned to a staff assistant position for special projects. Effective 7/1/18.</li> <li>• The positions of Chief of Staff &amp; Assistant to the President will both be posted in the summer 2018.</li> <li>• President Royal announced the creation of an Ombudsman position.</li> </ul> <p>Trustee Parker thanked Amanda Sbriscia, VP for Institutional Advancement &amp; Director of HCC Foundation, for an excellent President’s Dinner.</p> |

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|                    | Chair Gilbert & President Royal acknowledged and thanked Nelson Lopez and Karen Desjeans for their work. |
| <b>ADJOURNMENT</b> | The meeting was adjourned at 9:09 a.m.   |

Respectfully submitted,

Nelson Lopez  
Recording Secretary