

**BOARD OF TRUSTEES
APRIL MEETING**

Minutes of April 23, 2019

The 376th meeting of the Holyoke Community College Board of Trustees was held on Tuesday, April 23, 2019, in the John T. Hickey Conference Room, Chair Robert Gilbert presiding.

MEMBERS PRESENT	Robert Gilbert, Chair Suzanne Parker, Vice Chair Jose Delgado Yolanda Johnson Evan Plotkin Julie Pokela Haley Wood
MEMBERS ABSENT	Charles Epstein Ted Hebert Lucy Perez Ivonne Vidal
ALSO PRESENT	Olugbemiga Adekunle, Natilie Besner, Pasha Black, Dan Campbell, Michele Cabral, Patrick Carpenter, Karen Derouin, Karen Desjeans, Veena Dhankher, Mary Dixey, Hulya Domac, Amy Dopp, Steven Duffany, Kermit Dunkelberg, Clara Elliott, Rosemary Fielder, Bill Fogarty, Curt Foster, Liz Golen, Jeff Hayden, Kim Hicks, Olivia Kynard, Clare Lamontagne, Joanna Lebron, Moira Maguire, Marcia Mitchell, Ed Murch, Lea Occhialini, Mary O'Connor Monica Perez, Myriam Quinones, Kristine Ricker Choleva, JoAnne Rome, Christina Royal, Tony Sbalbi, Amanda Sbriscia, Linda Scott, K.C. Senie, Idelia Smith, Michele Snizek, Linda Szalankiewicz, Renee Tastad, Madeline Torres
CALL TO ORDER OF THE ANNUAL MEETING	Chair Gilbert called the meeting to order at 8:04 a.m.
INTRODUCTION OF VICE CHAIR	Chair Gilbert introduced Suzanne Parker as the new Vice Chair of the Board of Trustees effective March 27, 2019. Chair Gilbert thanked Trustee Pokela for her service as Vice Chair of the Board of Trustees. Trustee Pokela's term expired on March 1, 2019.
APPROVAL OF THE MINUTES	On a motion by Trustee Plotkin and seconded by Trustee Pokela, it was VOTED to approve the annual meeting minutes of March 26, 2019 as presented at today's meeting. On a motion by Trustee Johnson and seconded by Trustee Plotkin, it was VOTED to approve the March 26, 2019 regular meeting minutes as presented at today's meeting.
APPROVAL OF PERSONNEL ACTIONS	On a motion by Trustee Plotkin and seconded by Trustee Johnson it was VOTED to approve the April 23, 2019 personnel actions reports for Appointments, Reappointments, and Non Reappointments for Non-Unit Professional, Unit Professional Staff, and Faculty. MOTION: To approve the April 23, 2019 personnel actions report for Appointments, Reappointments, and Non Reappointments for Non-Unit Professional, Unit Professional Staff, and Faculty.

	<p>On a motion by Trustee Parker and seconded by Trustee Delgado it was VOTED to approve the recommendations for Tenure as presented at today’s meeting.</p> <p>MOTION: To approve the recommendations for Tenure as presented at today’s meeting.</p> <p>On a motion by Trustee Johnson and seconded by Trustee Woods it was VOTED to empower the President of the College to approve all personnel actions prior to the next meeting.</p> <p>MOTION: To empower the President of the College to approve all personnel actions prior to the next meeting.</p>
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<p>FINANCE COMMITTEE REPORT</p>	<p><u>Report of the Finance Committee presented by Bill Fogarty, Vice President of Administration and Finance</u></p> <p>In preparation for the FY 2020 budget process, HCC began the discussion of revisions in student fees. Typically, HCC begins this review with a comparative analysis of HCC’s cost position relative to other Massachusetts community colleges.</p> <p>Recommended Change in Fee Structure Before exploring changes to fee amount, we recommend simplifying the structure for mandatory fees. We recommend that the student-facing structure be simplified as follows:</p> <ul style="list-style-type: none"> ● Tuition: \$24 per credit ● Educational Services Fee: \$169 per credit ● Student Services Fee: \$135 per semester <p>Proposed Fee Increase In looking at fee scenarios, it should be noted that every \$1 increase in the Educational Services Fee is projected to generate \$124,400 in annual revenue, while every \$1 increase in the Student Service Fee is projected to generate \$11,000 in annual revenue.</p> <p>In addition to covering inflation, the College should consider fee adjustments to help defray campus deferred maintenance needs and support initiatives of the Strategic Plan.</p> <p>It is recommended an additional \$3 per credit be added to the Educational Services Fee with the resulting revenue dedicated to campus deferred maintenance. This will generate an estimated \$373,200 in addition to the \$622,000 already allocated to facilities.</p> <p>Finally, it is recommended that the Student Services Fee be increased by \$10 per semester, generating \$110,000 in annual revenue to partially offset the \$500,000 planned for FY 2020 for strategic initiatives in support of student success.</p> <p>Taken together, these changes would increase the annual costs of our mandatory tuition and fees for students taking 15 credits per semester by \$260 or 4.3%.</p>
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	<p>Impact on Budget The total package proposed above will generate a little over \$1.1 million in revenue and will bring FY 2020 tuition and fee receipts roughly in line with FY 2019 in spite of the projected enrollment decline.</p> <p>On a motion by Trustee Johnson and seconded by Trustee Pokela it was VOTED to approve the Student Fee Proposal for FY 2020 as presented at today’s meeting.</p> <p>MOTION: To approve the Student Fee Proposal for FY 2020 as presented at today’s meeting.</p>
<p>REPORT OF THE CHAIR</p>	<p>Chair Gilbert thanked Trustee Pokela for acting as Chair during his absence.</p> <ul style="list-style-type: none"> ● April 17th - Met with President Royal ● April 22nd - Met with the Advocacy Committee and Senator Eric Lesser regarding disparity of funding, food and housing insecurity. Senator Lesser heard the testimonial from a few HCC students who provided their own personal stories.
<p>PRESIDENT’S REPORT</p>	<p>General Updates <u>Strategic Plan In-Depth Topic was provided by Renee Tastad, Interim Assistant Vice President of Student Affairs and Tony Sbalbi, Dean of Student Services.</u></p> <p>Ms. Tastad began today’s presentation by providing the basic definition of Food Insecurity: “Food Insecurity is defined as the limited or uncertain availability of nutritionally adequate and safe foods, or the ability to acquire such foods in a socially acceptable manner.”</p> <p>In 2019 HCC conducted a basic needs survey on childcare, housing and food insecurity. HCC’s vision is to aspire to be a college known for helping students overcome barriers to success.</p> <p>From a 2018 food insecurity survey conducted by the 15 Massachusetts Community Colleges, all have committed resources to solving this issue. At the time of the survey, close to 67% had an on-campus food pantry and had some type of SNAP program to assist students with the goal of improving student retention.</p> <p>In 2017, HCC participated in the Hope Lab survey of 2 and 4 year public colleges. 386 HCC students responded to this survey. Of the respondents, 49% had low or very low food security. In 2019, we conducted an internal Basic Needs survey on childcare, housing and food insecurity needs. In the past 12 months, 53% (or 154) of students worried that food would run out; 44% (or 128) cut the size of meals; 42% (or 121) skipped meals because they could not afford more food; 97 students (or 33%) received free food. HCC is connecting to community-based organizations, like the Food Bank of Western Massachusetts and the United Way of the Pioneer Valley.</p> <p>These are just a few of the Wisconsin Hope Lab recommendations for addressing food insecurity on college campuses and HCC is already doing most of them, including:</p>

- Opening an on campus food pantry
- Partnering with community agencies like food banks
- Promoting the use of and assisting in applying for SNAP benefits
- Seeing faculty adding college resources to syllabi
- Normalizing practices and resources

Tony Sbalbi, Dean of Student Services, provided details about the services and resources available to students. The Board watched four videos of student testimonials regarding their struggles and their gratitude for the services provided to them from the THRIVE Center.

Students Natilie Besner and Hulya Domac were introduced and provided their personal stories about their struggles with food and housing insecurities.

**HOLYOKE
COMMUNITY
COLLEGE**

Addressing Food Insecurity @ HCC

Basic Needs & the Strategies to Success

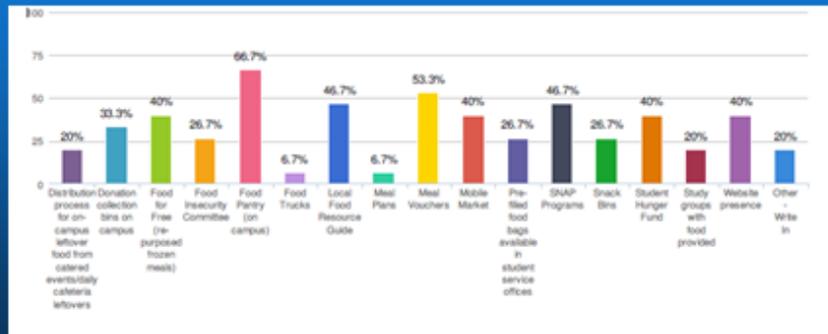
Food Insecurity:
“the limited or uncertain availability of nutritionally adequate and safe foods, or the ability to acquire such foods in a socially acceptable manner.”

Food Insecurity on College Campuses

- National Attention - 2013
- Wisconsin Hope Lab Surveys - 2017
- GAO Report - 2018
- HCC Basic Needs Survey - 2019



MA Community College - Food Insecurity Survey



What about
our
students?

HOLYOKE
COMMUNITY
COLLEGE

49%

of HCC students have low or very low food security

HCC Basic Needs Survey - Spring 2019



Strategic Planning Priorities Addressed

Strategy #2: Work with the communities we serve to increase equity.

Objective 2.1: Increase student success through a holistic approach addressing underrepresented students' academic and life challenges.

Action Items

1. Connect to community based organizations to help students remove barriers to educational and career opportunities (e.g., homelessness, food insecurity, mental health, addiction, childcare, transportation) as informed by the Student Experience Workshop and non-cognitive assessment.

HCC Addresses Food Insecurity By...

- Opening an on campus food pantry
- Partnering with community agencies like food banks
- Promoting the use of and assisting in applying for SNAP benefits
- Adding college resources to syllabi
- Normalizing practices and resources

HCC Food Pantry Evolves

- 1989 - Helene Brouleault's Breakfast Bowl
 - Started in one small office
 - Unity Club
- 2000 - Dorothy Blair
 - OSDDS Staff & Faculty
- 2015 - HCC Food Pantry
 - Kittredge Center
 - Community Action & Donations
- 2019 - HCC Food Pantry moves to the Thrive Center



HCC Community Support

Food Drives

- Student Clubs
- Library
- Ludlow Adult Learning Center
- Empty Bowls
- BOT members



One College - One Community - One Theme - FOOD

The HCC Foundation Support

- 2015 - HCC Food Pantry Fund Est.
- Since 2015,
 - Student Clubs have raised \$5,402
 - Maine Community Foundation Grant Funds = \$4928
- Food Pantry Funds provided for:
 - New Shelving Racks
 - Water Unit for Students
 - Food Items



Community Collaborations

SNAP Benefits

- Food Bank of Western Mass Partnership (MOU)
 - In the top 5 for SNAP applications in the FBWM region
 - In 2018, 77% approval rate for SNAP applications



Cougar Cabinet (Grab-N-Go)

Food Pantry

- Moved to Thrive in March 2019
 - Began with 700 lbs of inventory; currently at over 3,000 lbs
 - Since moved to Thrive March 22nd, 450 lbs of food has been distributed
- Grab-N-Go = 110+ points of contact
- Toiletries also provided
- ADA Compliant for students, staff & faculty



Strategic Planning Metrics

Measurable Outcomes:

By 2022, the Fall-to-Fall retention rate for all first-time, degree-seeking students will increase by 4 percentage points.

By 2022, the Fall-to-Fall retention rate for FTDS adult students, students of color, and first generation students will each increase by 4 percentage points.

By 2022, the retention rate gap (achievement gap) between first-time degree seeking white students and students of color will decrease by 4 percentage points.

Student Testimonials

Joshua Haining

Programming CIS Major
Spring 2019 taking 12 credits

Francis Rivera

Engineering Studies Science Major
Spring 2019 taking 13 credits

Miriam Rae Maltz (Rae)

Biology Major
Spring 2019 taking 7 credits

Student Representative

Natlilie Besner (Tilly)

Psychology Major
Spring 2019 taking 12 credits

Future Forward: Food SECURITY @ HCC

EBT Grocery Store on Campus

- Student run program
- 4 states are running this program

Freight Farms

- Hydroponic Farming Container





Discussion ensued regarding what we could do as a community to assist and support our students and programs.

Trustee Gilbert thank Ms. Tastad, Mr. Sbalbi and their staff for today's presentation.

Emergency Student Fund

President Royal asked Amanda Sbriscia to provide the Board with an update regarding the President's Student Emergency Fund. The President's Student Emergency Fund was established upon President Royal Inauguration to assists HCC students experiencing unexpected financial needs. Students can complete an application online and receive assistance within 48-72 hours to help with financial and basic needs.

Organizational Restructuring

President Royal informed the Board that due to the union meetings occurring in late May, she does not have any new information to provide. She will provide the Board with an update at the next scheduled Board of Trustees meeting.

	<p>Discussion ensued regarding what we could do as a community to assist and support our students and programs.</p> <p>Trustee Gilbert thank Ms. Tastad, Mr. Sbalbi and their staff for today's presentation.</p> <p><u>Emergency Student Fund</u></p> <p>President Royal asked Amanda Sbriscia to provide the Board with an update regarding the President's Student Emergency Fund. The President's Student Emergency Fund was established upon President Royal Inauguration to assists HCC students experiencing unexpected financial needs. Students can complete an application online and receive assistance within 48-72 hours to help with financial and basic needs.</p> <p><u>Organizational Restructuring</u></p> <p>President Royal informed the Board that due to the union meetings occurring in late May, she does not have any new information to provide. She will provide the Board with an update at the next scheduled Board of Trustees meeting.</p>
<p>ADJOURNMENT</p>	<p>The meeting was adjourned at 9:24 am.</p>

Respectfully submitted,

Haley Woods, Secretary
Board of Trustees

Approved: Robert Gilbert, Chair, May 28, 2019