

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

Minutes of March 26, 2019

The 375th meeting of the Holyoke Community College Board of Trustees was held on Tuesday, March 26, 2019, in the John T. Hickey Conference Room, Acting Chair Julie Pokela presiding.

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| MEMBERS PRESENT | Robert Gilbert, Chair (via remote participation) Julie Pokela, Vice Chair Jose Delgado Charles Epstein Suzanne Parker Lucy Perez Evan Plotkin Ivonne Vidal Haley Wood |
| MEMBERS ABSENT | Ted Hebert Yolanda Johnson |
| ALSO PRESENT | Olugbemiga Adekunle, Pasha Black, Dan Campbell, David Cedrone, Karen Desjeans, Veena Dhankher, Mary Dixey, Amy Dopp, Steven Duffany, Kermit Dunkelberg, Clara Elliott, Bill Fogarty, Curt Foster, Jeff Hayden, Kim Hicks, Olivia Kynard, Clare Lamontagne, Joanna Lebron, Daophone Ly, Moira Maguire, Marcia Mitchell, Ed Murch, Monica Perez, Kristine Ricker Choleva, JoAnne Rome, Christina Royal, Tony Sbalbi, Linda Scott, K.C. Senie, Idelia Smith, Michele Snizek, Linda Szalankiewicz, Renee Tastad, Madeline Torres, Chris Yurko |
| CALL TO ORDER OF THE ANNUAL MEETING | Acting Chair Pokela called the meeting to order at 8:07 a.m. |
| REMOTE PARTICIPATION | MOTION: The Board of Trustees strongly encourages its members to physically attend all Board meetings whenever possible. However, the Board recognizes that in some cases a Board member may not be able to physically attend a meeting. Therefore, pursuant to 940 Code of Massachusetts Regulations 29.10, the Board moves to permit Robert Gilbert to participate remotely. Roll Call Vote: Mr. Delgado Yes Ms. Perez Yes Ms. Parker Yes Ms. Pokela Yes Ms. Woods Yes Mr. Epstein Yes Mr. Plotkin Yes Ms. Vidal Yes |

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| <p>ANNUAL BUDGET REPORT</p> | <p><u>Presented by Bill Fogarty, Vice President for Administration & Finance</u></p> <p>Mr. Fogarty highlighted the changes currently underway at HCC. He spoke about the declining enrollment and strategies on how we are dealing with the major disinvestments in higher education. Also discussed were the changes made to the national accounting practices, and how the state liabilities regarding post-retirement benefits have now shifted to our financial statements. The new way of creating the budget was discussed and how this new process will assist with aligning the budget to the Strategic Plan. HCC will look at a number of small investments in order to support the changes underway. We will be working with a firm who will be evaluating our current academic programs, and assist with opportunities to increase enrollment numbers. The Administration & Finance Division will seek the financial support for this project at a future Board meeting.</p> |
| <p>PRESIDENT'S ANNUAL REPORT</p> | <p><u>Presented by Christina Royal, President</u></p> <p><u>Strategic Plan</u> President Royal talked about the transformation and implementation of the Strategic Plan which has laid a solid framework for HCC. HCC received approval from the Board of Higher Education in December 2018 for the new Strategic Plan, and also the mission change, Educate. Inspire. Connect. Our FY19-22 Strategic plan encompasses:</p> <ul style="list-style-type: none"> ● 4 Strategies ● 9 Objectives ● 21 Measurable Outcomes <p>HCC hired two critical positions to assist with moving the college forward, a chief of staff to lead the Strategic Plan implementation, and an ombudsperson and chief culture officer, to help with the transition and lead our culture change efforts.</p> <p>More than 100 faculty and student senators volunteered to serve on the Strategic Plan implementation teams. Five teams were launched during the January 24, Professional Day meeting, and have been meeting regularly to complete the task for Year Zero actions items.</p> <p>The five teams are:</p> <ul style="list-style-type: none"> ● Team A: Professional Development & Inclusion ● Team B: Course Offering & Placement ● Team C: Student Support ● Team D: External Alignment ● Team E: Resources <p><u>Enrollment</u> HCC has also experienced a steady decline of enrollment, which reflects 9 consecutive years of decline. President Royal and her executive team have been working to address the \$2MM budgetary shortfall, while also seeking ways to reallocate funds to support the Strategic Plan.</p> |

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| | <p><u>Approaches to Addressing Budget Reduction</u></p> <ol style="list-style-type: none"> 1. Substantial increase in vacancy rate. The majority of vacancies will be left vacant until enrollment and budget situation improve. Every vacant position is being review and considered. 2. Intentional review of areas. 3. Temporary filling rather than permanent filling of positions. 4. Review academic programs. 5. Shared services positions. 6. Seek new funding sources through private and public entities. <p>President Royal acknowledged that this has been a difficult time for HCC but also recognized all of the great things happening at the college.</p> |
| <p>REPORT OF THE NOMINATING COMMITTEE</p> | <p><u>Presented by Trustee Perez</u></p> <p>The Nominating Committee recommends the following:</p> <ul style="list-style-type: none"> ● Suzanne Parker be nominated for the position of Vice Chair ● Defer the nomination of the Board Secretary to a future meeting ● Defer the reappointment of Trustee Hebert to the Governor’s Office <p>MOTION: To approve the recommendations of the Nominating Committee as presented at today’s meeting.</p> <p>On a motion by Trustee Epstein and seconded by Trustee Delgado, it was VOTED to accept the report of the Nominating Committee as presented.</p> <p>Roll Call Vote:</p> <p>Mr. Delgado Yes Ms. Perez Yes Ms. Parker Yes Ms. Pokela Yes Ms. Woods Yes Mr. Epstein Yes Mr. Plotkin Yes Ms. Vidal Yes</p> |
| <p>ANNUAL PRESIDENTIAL SIGNATORY AUTHORIZATION</p> | <p>MOTION: To authorize the individuals appointed, whether permanent or interim, to the positions of President, Vice President for Administration & Finance and Comptroller, to sign legal documents on behalf of the College.</p> <p>On a motion by Trustee Vidal and seconded by Trustee Parker, it was VOTED to authorize the individuals appointed, whether permanent or interim, to the positions of President, Vice President for Administration & Finance and Comptroller, to sign legal documents on behalf of the College.</p> <p>Roll Call Vote:</p> <p>Mr. Delgado Yes Ms. Perez Yes Ms. Parker Yes Ms. Pokela Yes Ms. Woods Yes Mr. Epstein Yes Mr. Plotkin Yes Ms. Vidal Yes</p> |

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| ADJOURN ANNUAL MEETING | 8:44 am |
| CALL TO ORDER OF THE MARCH MEETING | Acting Chair Pokela called the meeting to order at 8:44 a.m. |
| REMOTE PARTICIPATION | <p>MOTION: The Board of Trustees strongly encourages its members to physically attend all Board meetings whenever possible. However, the Board recognizes that in some cases a Board member may not be able to physically attend a meeting. Therefore, pursuant to 940 Code of Massachusetts Regulations 29.10, the Board moves to permit Robert Gilbert to participate remotely.</p> <p>Roll Call Vote: Mr. Delgado Yes Ms. Perez Yes Ms. Parker Yes Ms. Pokela Yes Ms. Woods Yes Mr. Epstein Yes Mr. Plotkin Yes Ms. Vidal Yes</p> |
| APPROVAL OF THE MINUTES | <p>On a motion by Trustee Plotkin and seconded by Trustee Vidal, it was VOTED to approve the minutes of the January 22, 2019 and February 26, 2019 meetings as presented.</p> <p>Roll Call Vote: Mr. Delgado Yes Ms. Perez Yes Ms. Parker Yes Ms. Pokela Yes Ms. Woods Yes Mr. Epstein Yes Mr. Plotkin Yes Ms. Vidal Yes</p> |
| APPROVAL OF PERSONNEL ACTIONS | <p>On a motion by Trustee Vidal and seconded by Trustee Perez it was VOTED to approve the February 26, 2019 and March 26, 2019 personnel actions reports for Appointments, Reappointments, and Non Reappointments for Non-Unit Professional, Unit Professional Staff, and Faculty.</p> <p>MOTION: To approve the February 26, 2019 & March 26, 2019 personnel actions report for Appointments, Reappointments, and Non Reappointments for Non-Unit Professional, Unit Professional Staff, and Faculty.</p> <p>Roll Call Vote: Mr. Delgado Yes Ms. Perez Yes Ms. Parker Yes Ms. Pokela Yes Ms. Woods Yes Mr. Epstein Yes Mr. Plotkin Yes Ms. Vidal Yes</p> |

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| | <p>On a motion by Trustee Delgado and seconded by Trustee Perez it was VOTED to approve the recommendations for Change in Rank as presented at today's meeting.</p> <p>MOTION: To approve the recommendations for Change in Rank as presented at today's meeting.</p> <p>Roll Call Vote: Mr. Delgado Yes Ms. Perez Yes Ms. Parker Yes Ms. Pokela Yes Ms. Woods Yes Mr. Epstein Yes Mr. Plotkin Yes Ms. Vidal Yes</p> <p>On a motion by Trustee Parker and seconded by Trustee Epstein 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> <p>Roll Call Vote: Mr. Delgado Yes Ms. Perez Yes Ms. Parker Yes Ms. Pokela Yes Ms. Woods Yes Mr. Epstein Yes Mr. Plotkin Yes Ms. Vidal Yes</p> |
| <p>FINANCE COMMITTEE REPORT</p> | <p>The Finance Committee report was presented at the February 26, 2019 Board meeting</p> <p>On a motion by Trustee Epstein and seconded by Trustee Plotkin it was VOTED to approve the Second Quarterly Statement of Revenue and Expenses for FY 2019 as presented at the February 26, 2019 meeting.</p> <p>MOTION: To approve the Second Quarterly Statement of Revenue and Expenses for FY 2019 as presented.</p> <p>Roll Call Vote: Mr. Delgado Yes Ms. Perez Yes Ms. Parker Yes Ms. Pokela Yes Ms. Woods Yes Mr. Epstein Yes Mr. Plotkin Yes Ms. Vidal Yes</p> |

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| <p>REVISED FY 18 AUDITED FINANCIAL STATEMENTS</p> | <p><u>The Revised FY 18 Audited Financial Statement was presented at the February 26, 2019 Board meeting</u></p> <p>On a motion by Trustee Parker and seconded by Trustee Plotkin it was VOTED to approve the Revised FY18 Audited Financial Statements as presented at the February 26, 2019 Board meeting.</p> <p>MOTION: To approve the Revised FY18 Audited Financial Statements as presented at the February 26, 2019 Board meeting.</p> <p>Roll Call Vote: Mr. Delgado Yes Ms. Perez Yes Ms. Parker Yes Ms. Pokela Yes Ms. Woods Yes Mr. Epstein Yes Mr. Plotkin Yes Ms. Vidal Yes</p> |
| <p>SPRING 2019 HIGHER EDUCATION RESOLUTION</p> | <p><u>The Spring 2019 Higher Education Resolution was presented at the February 26, 2019 Board meeting.</u></p> <p>On a motion by Trustee Perez and seconded by Trustee Vidal it was VOTED to approve the Spring 2019 Resolution in Support of Increased Funding for Public Higher Education as presented at the February 26, 2019 Board meeting.</p> <p>MOTION: To approve the Spring 2019 Resolution in Support of Increased Funding for Public Higher Education as presented at the February 26, 2019 Board meeting.</p> <p>Roll Call Vote: Mr. Delgado Yes Ms. Perez Yes Ms. Parker Yes Ms. Pokela Yes Ms. Woods Yes Mr. Epstein Yes Mr. Plotkin Yes Ms. Vidal Yes</p> |
| <p>REPORT OF THE CHAIR</p> | <p>Chair Gilbert thanked Trustee Pokela for acting as Chair during his absence.</p> |
| <p>PRESIDENT’S REPORT</p> | <p><u>General Updates</u> President Royal thanked everyone who donated food to the HCC Food Pantry. All donations received will benefit HCC students.</p> <p>Amanda Sbriscia introduced Patrick Carpenter, the new director of institutional advancement. Following a restructure of the Institutional Advancement Division, this position aligns with the college’s Strategic Plan through its focus on enhancing financial support for students, programs and initiatives.</p> <p><u>Strategic Plan In-Depth: English for Speakers of Other Languages (ESOL)</u> Presented by Jeff Hayden, Kermit Dunkelberg, & Pasha Black</p> |

David Cedrone, Associate Commissioner for Workforce Development was introduced and spoke about initiatives occurring at the state level.

English for Speakers of Other Languages Programs



HOLYOKE
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COLLEGE

Our Mission:

**Educate. Inspire. Connect.
Educar. Inspirar. Conectar.**

OBJECTIVE

To provide English Language instruction and support services to non-native speakers, in a supportive environment, in order to help them reach their educational and career goals.



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REGIONAL COVERAGE



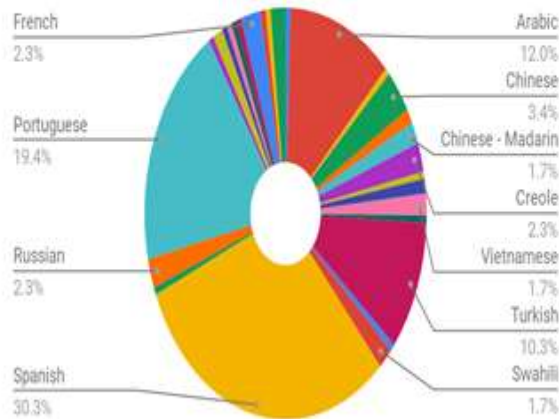
- **Holyoke:**
 - Holyoke Community College ESL 1 (MC)
 - Juntos Collaborative – Community Education Project - (PAFEC)
 - ESOL for Culinary (CAI)
 - ESOL for Nursing Assistant (PAFEC)
 - ESOL / Nurses (Hurricane Evacuees) (MC)
 - ESOL - National Emergency (PAFEC)
- **Ludlow Area Adult Learning Center**
- **Springfield Adult Learning Center** (subcontract with STCC)
 - ESOL for Culinary (Putnam)

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STUDENT PROFILE

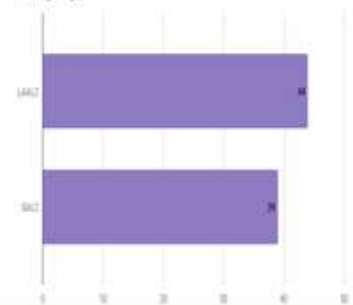
Student Languages (Ludlow & Springfield)



Gender



Average Age



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HCC PROGRAMS

- **Juntos Collaborative:**
 - ESOL for Culinary
 - ESOL for Nursing Assistant
- **National Emergency Grant for Hurricane Maria Evacuees**
- **ESOL for Nurses**
- **Springfield Area Adult Learning Center**
- **Ludlow Area Adult Learning Center**
- **Non-credit ESL 1**
- **ESOL Manufacturing / Gaming**

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ESOL for Nurses (IELTS Prep)

"To best meet the needs of all residents of the Commonwealth—including many who are currently underserved—healthcare providers should more closely reflect the diversity of those they will serve."
(David Cedrone, MA DHE)

More than 1 in 5 foreign-trained healthcare professionals in Massachusetts are unemployed or working in a low wage, low-skilled job.

[\(Rx for Strengthening MA's Economy & Healthcare System\)](#), Governor's Advisory Council for Immigrants & Refugees 2014)



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BY THE NUMBERS

- Enrollment - 400+
- Educational Functional Level Gain
 - (Core ESOL, 171/265, 65%)
- Enrolled in College or Transition to College (38)
- Employment
 - National Emergency Grant (48%)
 - Integrated Programs (60%)



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ENROLLMENT

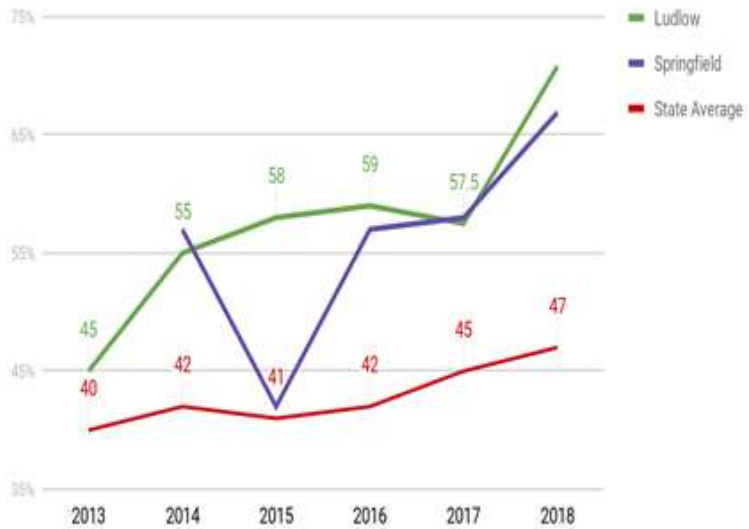
- **Juntos Collaborative**
 - **Community Education Project** (67)
 - **ESOL / Culinary** (15, starts July-Aug)
 - **ESOL / Nursing Assistant** (20)
- **ESOL National Emergency Grant** (28)
- **ESOL for Nurses** (29)
- **Springfield Adult Learning Center** (128 YTD)
 - **ESOL / Culinary** (Putnam) (9)
- **Ludlow Area Adult Learning Center** (183)
- **Non-Credit ESL 1** (37)
- **ESOL / Manufacturing** (20)



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Educational Functioning Level Completions – HCC ESOL vs. State Average



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FUTURE EXPANSION

- Increases to DESE ESOL funding
- Performance-based funding
- 5,500 more Limited English Proficiency Households in Hampden County from 2015-2017 (US Census)
- **Additional Integrated ESOL**
 - ESOL-Manufacturing (TWO Contract for Incumbent Workers)
 - ESOL Gaming (Mass Gaming Commission)
 - Opportunities to expand contract and grant-funded training
 - Meet needs of employers
 - Create opportunity for growing Latinx/immigrant populations
 - Meet HCC's Mission as Hispanic Serving Institution



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Acting Chair Pokela thanked Mr. Hayden and his team for their report.

Daophone Ly, student speaker spoke about her experiences and academic success with her involvement with the ESOL program.

Upcoming Event

President Royal announced that Attorney General Maura Healey will be visiting HCC on Wednesday, May 1st, 1-3 pm.

ADJOURNMENT

The meeting was adjourned at 9:22 am.

Respectfully submitted,

Haley Woods, Secretary
Board of Trustees

Approved: Julie Pokela, Acting Chair, April 23, 2019