HOLYOKE COMMUNITY COLLEGE
BOARD OF TRUSTEES
AUGUST MEETING

Minutes of August 24, 2021

The 399th meeting of the Holyoke Community College Board of Trustees was held on Tuesday, August 24, 2021, remotely with Chair Robert W. Gilbert, Jr. presiding.

MEMBERS PRESENT
Robert W. Gilbert, Jr., Chair
Charles Epstein
Ted Hebert
Yolanda Johnson
Suzanne Parker
Lucy Perez
Vanessa Smith
Eleanor Williams

MEMBERS ABSENT
Evan Plotkin
Ivonne Vidal

ALSO PRESENT
Amy Brandt, Beth Breton, Maria Brunelle, Saül Cabán, Michele Cabral, Julissa Colón, Harmony Cross, Karen Desjeans, Veena Dhankher, Amy Dopp, Curt Foster, Raúl Gutiérrez, Jeff Hayden, Mark Hudgik, Tricia Kiefer, Olivia Kynard, Johanna Lebron, Sharale Mathis, Lea Occhialini, Mi Jin Park, Kris Ricker Choleva, Joanne Rome, Christina Royal, Shannon Sarkisian, Adrienne Smith, Idelia Smith, Linda Szalankiewicz, Renee Tastad and Chris Yurko

MEETING CALL TO ORDER
At 8:03 am, the meeting was officially called to order by Chair Gilbert.

Roll Call Attendance:
Charles Epstein Yes
Ted Hebert Yes
Yolanda Johnson Yes
Suzanne Parker Yes
Lucy Perez Yes
Vanessa Smith Yes
Eleanor Williams Yes
Chair Gilbert Yes

Chair Gilbert welcomed new Trustee, Vanessa Smith, who is the Senior Vice President & Chief Legal Officer for Baystate Health.

CONSIDERATION OF CONSENT AGENDA ITEMS
Chair Gilbert asked if any consent agenda items needed to be moved to the regular agenda.

Chair Gilbert called for a vote of the Consent Agenda.

- Consideration of Minutes for Board of Trustee Meeting of June 22, 2021
- Report of Personnel Actions dated August 24, 2021
  - To approve the personnel actions for the Non-Unit
Professional staff, MCCC Unit Professional staff and Faculty

- To empower the President of the College to approve all personnel actions prior to the next meeting.
- Committee Reports
  - Advocacy
  - Audit and Finance
  - Bylaws and Governance
  - Equity
  - Presidential Evaluation
  - Strategic Planning

A motion was made by Trustee Johnson and seconded by Trustee Perez to approve the Consent Agenda.

**Roll Call Vote:**

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<tr>
<th>Name</th>
<th>Vote</th>
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<td>Charles Epstein</td>
<td>Yes</td>
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<td>Chair Gilbert</td>
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**NOMINATING COMMITTEE REPORT**

Trustee Johnson, as Chair of the Nominating Committee, presented Trustee Ivonne Vidal for the position of Vice Chair for the Board.

A motion was made by Trustee Perez and seconded by Trustee Epstein to approve the nomination of Trustee Ivonne Vidal to serve as the Vice Chair for the Board.

**Roll Call Vote:**

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<td>Charles Epstein</td>
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<td>Trustee Gi</td>
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<td>Yolanda Johnson</td>
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<td>Lucy Perez</td>
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**AUDIT AND FINANCE COMMITTEE UPDATE**

Trustee Epstein provided an update that the Committee has agreed to conduct a Request for Proposal for the College’s investments. This will ensure the College is receiving the best possible outcomes when it comes to money management, especially in both positive and difficult times.

**CHAIR’S REMARKS**

Chair Gilbert shared highlights since the last Board meeting.

- Have been reviewing COVID protocols with President Royal
- Working with the Audit and Finance Committee on a pro forma centered on sustainability and enrollments.
- Have been working with the Foundation’s Golf Planning Committee.

As a reminder, the Foundation’s Golf Tournament will be on Monday, September 13, and is an important fundraiser for scholarships.
- As a reminder, there will be a Board Retreat on Thursday, September 9, 2021, starting at 9 am.
- Our student trustee, C. Pena, has sent a letter of resignation, as her schedule does allow her to participate in this upcoming year. We are looking for a new representative.
- Asking the Committee Chairs to put together routine meetings to keep all Trustees informed of the work being done by their respective Committee

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<th>PRESIDENT’S REPORT</th>
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<td>President Royal welcomed Trustee Smith, Vice President of Academic and Student Affairs, Sharale Mathis, and Dean of Development, Engagement and Inclusion, Harmony Cross.</td>
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**Enrollment Update** – presented by Dr. Sharale Mathis, Vice President of Academic and Student Affairs, and Renee Tastad, Assistant Vice President of Student Affairs and Dean of Enrollment.

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**Enrollment Update**

**August 24, 2021**

**Overview**

- Current Enrollment Numbers
- Enrollment Initiatives
- Fall Course Offerings
- Student Communication
- What does the future look like?
Registration by Town

- 207 Dual Enrollment Students
  - 129 are New to Dual Enrollment
  - Enrolled in 208 different course sections
  - From 35 different high schools
- 63 Early College students from Holyoke High School

Dual Enrollment & Early College

- On Campus: 100% in-person class.
- Online: All work is completed online with regularly scheduled due dates set by the instructor.
- Blended Remote: A combination of scheduled virtual class meetings and online class work.
- Blended Face-to-Face: A combination of scheduled on-campus meetings and online class work.

Course Modality
HCC is ready to welcome you back this fall. Text “YES” for help signing up for classes.

Hi from HCC! Your next step is to register for classes. Classes are filling up fast, so call Advising at 413-552-2722 to schedule an appointment with an advisor today!
Hi from HCC! It is time to register for classes. Zoom with an advisor today at www.hcc.edu/advising

READY TO FINISH?

You put a lot of time and effort into earning your degree, and we want to help you finish. That's why HCC is offering a Finish Line Scholarship of $1,000 for the Fall 2021 semester.

This scholarship is for students who have earned:

- 45+ credits toward a degree or
- 15+ credits toward a certificate

VIRTUAL FRONT DESK
Phase 1: Successful Launch!
President Royal provided an update on our Strategic Plan Refresh, as this is the last year of the current plan. It is being called a refresh because we want to differentiate this from the comprehensive process that the College went through in 2017. The areas of focus will be to review our values and student experience, Anticipated Outcomes:

- **Increase** admitted student yield (admit to enroll in admitted term) to 70% by Fall 2025.
- **Increase** Fall-to-spring retention rate to 80% (new first-time-degree-seeking students) by Spring 2026.
  - Specifically, **increase** rate for Black and Latinx (new first-time-degree-seeking students) from 70% to 80%.
- **Increase** on-time credit accumulation for all students from 31% to 50% by Fall 2025.
  - Specifically, **increase** credit accumulation for Latinx students from 17% to 50% by Fall 2025.
  - Specifically, **increase** credit accumulation for Black students from 13% to 50% by Fall 2025.
- **Increase** Fall-to-fall retention for all first-time degree-seeking students of color to 51% by Fall 2025.
- **Increase** number of students participating in work-based experiences while enrolled at HCC from 23% to 25%.

Questions & Discussion
while engaging the College in this process. We will enact a Strategic Plan Committee and call for volunteers. We will also be updating our SWOT Analysis.

| 75th CELEBRATION UPDATE | Vice President Amanda Sbriscia provided an update on the upcoming marketing campaign for the 75th Anniversary of the College. Marketing has created a 75th anniversary logo, as well as a 75th Zoom background and email signature graphic. We are running two 75th anniversary billboards (in English and in Spanish) from August - October 2021, a 75th anniversary ad in BusinessWest in September, and are in the midst of creating a 75th anniversary website and two 75th anniversary editions of the Alumni magazine that will run in the year ahead. |
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| ADDITIONAL FUNDING FOR FY 2022 | President Royal provided an update on ways the College has been focused on to get state funding support and move initiatives forward. Both our State Representative and State Senator submitted earmarks on the College’s behalf. Senator Lessor put forth and was approved, $100,000 to support child watch initiatives to meets the needs of our students. Vice President Sbriscia noted that we will allocate $20,000 to specifically address the childcare needs for the Fall semester through the Foundation. Representative Duffy put forth and was approved, $50,000 to support the building and implementation of a manufacturing program at HCC. Vice President Jeff Hayden further described the cohorts for the upcoming year and we will be able will help 60 people get into entry level positions within manufacturing. |

| SHARED GOVERNANCE UPDATE | President Royal discussed one of the priorities for the coming year is the modification of our college governance model, which was stated in our NECHE report. We aspire to have a model that represents all classifications of employees, as well as students. |

| ADJOURNMENT | On a motion by Trustee Williams and seconded by Trustee Hebert it was VOTED to adjourn today’s meeting. **Roll Call Vote:**

- Charles Epstein Yes
- Trustee Gi Yes
- Yolanda Johnson Yes
- Lucy Perez Yes
- Ivonne Vidal Yes
- Eleanor Williams Yes
- Chair Gilbert Yes

The meeting was adjourned at 9:37 am. |

Respectfully submitted,

**Vacant**

Secretary

Board of Trustees

Approved: Robert W. Gilbert, Jr., Chair

9/29/2021