HOLYOKE COMMUNITY COLLEGE
BOARD OF TRUSTEES

Tuesday, March 22, 2022 – 8:00 a.m. - 9:30 a.m.

Join Zoom Meeting: https://hcc-edu.zoom.us/j/98745836577
Meeting ID: 987 4583 6577 Passcode: 173005
One tap mobile: +13017158592,,98745836577#,,,,*173005# US (Washington DC)

Updated AGENDA

• Call to Order

• Roll Call

• Consent Agenda
  • Consideration of Minutes for Board of Trustees Meeting of February 22, 2022 (separate attachment)
  • Report of Personnel Actions dated March 22, 2022
    • To approve the personnel actions listed for the Non-Unit Professional Staff, MCCC Unit Professional Staff and Faculty
    • To approve the recommendations for change in rank
    • To empower the President of the College to approve all personal actions prior to the next meeting
  • Committee Reports
    • Advocacy
    • By-Laws and Governance
    • Nominating
    • Presidential Evaluation Committee
    • Strategic Planning

• Equity Committee
  • MOTION - Approve the Board Statement of Anti-Racism, as presented

• Audit and Finance Committee
  • MOTION - Approve the revisions to the Educational Service Fee for FY 2023 as presented

• Report of the Chair

• President’s Report
  • Shared Governance Update
  • Mask Requirements
  • Commencement
  • Student Proposal: Columbus Day to Indigenous People’s Day
  • Discussion on Policies
  • Other Updates

• Upcoming Events
  • HCC Board Equity Training Series – EAB Anti and Systemic Racism – Tuesday, April 5, 2022 at 8 am
  • 75th Anniversary Celebration Day – Thursday, May 5, 2022
  • Commencement Class of 2022 – June 4, 2022 at 10 am
Adjournment

NEXT SCHEDULED MEETING – TUESDAY, April 26, 2022
TO: Board of Trustees  
FROM: Dr. Christina Royal, President  
DATE: March 22, 2022  
SUBJECT: Personnel Updates

### Non-Unit Professional Appointment (State Funded)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Area/Funding</th>
<th>Date of Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leslie Pilder</td>
<td>Director of Itsy Bitsy Child Watch Program (temporary/6-months)</td>
<td>March 18, 2022</td>
</tr>
</tbody>
</table>

### MCCC Unit Professional Appointments (Grant Funded)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Area</th>
<th>Date of Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marangely La Santa</td>
<td>Senior Community Outreach Counselor/Early Childhood Education Grant Initiative</td>
<td>March 6, 2022</td>
</tr>
<tr>
<td>Catie Sirois</td>
<td>Special Program Coordinator/Student Development</td>
<td>April 3, 2022</td>
</tr>
</tbody>
</table>

### MCCC Faculty Reappointments (based on Article 11.02 of the MCCC Collective Bargaining Agreement) 2022-2023 Academic Year – State Funded

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natalie Alexander</td>
<td>Assistant Professor of Nursing (ASN)</td>
</tr>
<tr>
<td>Sofia Bilgrami</td>
<td>Instructor of Culinary/Baking &amp; Pastry Arts</td>
</tr>
<tr>
<td>Karyn Briand</td>
<td>Instructor of Nursing (ASN)</td>
</tr>
<tr>
<td>Mary Buckley</td>
<td>Assistant Professor of Radiologic Technology</td>
</tr>
<tr>
<td>Juan Burwell</td>
<td>Assistant Professor of Astronomy</td>
</tr>
<tr>
<td>Michele Cabral</td>
<td>Assistant Professor of Accounting</td>
</tr>
<tr>
<td>Eric Carreira</td>
<td>Assistant Professor of Mathematics</td>
</tr>
<tr>
<td>Mary Cornell</td>
<td>Assistant Professor of Nursing (ASN)</td>
</tr>
<tr>
<td>Adina Giannelli</td>
<td>Assistant Professor of Criminal Justice</td>
</tr>
<tr>
<td>Benjamin Gleeksman</td>
<td>Instructor of Visual Arts/Graphics</td>
</tr>
<tr>
<td>Allison Hrovat</td>
<td>Assistant Professor of Human Services</td>
</tr>
<tr>
<td>Klara Karol</td>
<td>Assistant Professor of Business Administration</td>
</tr>
<tr>
<td>Dawn Lovegrove</td>
<td>Assistant Professor of Communications</td>
</tr>
<tr>
<td>Jason Maurice</td>
<td>Associate Professor of Psychology</td>
</tr>
<tr>
<td>Aaron Palko</td>
<td>Instructor of Nursing (ASN)</td>
</tr>
<tr>
<td>Donna Rowe</td>
<td>Associate Professor of Human Services</td>
</tr>
<tr>
<td>Dorothy Shannon</td>
<td>Instructor of Nursing (ASN)</td>
</tr>
<tr>
<td>Gordon Snyder</td>
<td>Assistant Professor of Engineering</td>
</tr>
<tr>
<td>Wendi Tatro</td>
<td>Instructor of Medical Assisting Certificate Program/Coordinator</td>
</tr>
</tbody>
</table>
Amy Toulson  Assistant Professor of Biology
Matthew Whiton  Assistant Professor of Theater (Scenic & Lighting Designer)
Charlotte Wilinsky  Assistant Professor of Psychology
Jennifer York  Assistant Professor of Veterinary & Animal Science

MCCC Unit Professional Reappointments - July 1, 2022 – June 30, 2023 – state funded
(based on Article 11.02 of the MCCC Collective Bargaining Agreement)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nancy Bazanchuk</td>
<td>Learning Specialist, Office for Student with Disabilities &amp; Deaf Service</td>
</tr>
<tr>
<td>Jessica Egan</td>
<td>Coordinator of Instructional Design, Curriculum, Planning &amp; Assessment</td>
</tr>
<tr>
<td>Eric Farrell</td>
<td>Senior Special Program Coordinator, Student Records</td>
</tr>
<tr>
<td>Rosemary Fiedler</td>
<td>Senior Special Program Coordinator, THRIVE Center</td>
</tr>
<tr>
<td>Harry Hill</td>
<td>Special Program Coordinator, Public Relations</td>
</tr>
<tr>
<td>Lauren LeClair</td>
<td>Senior Special Program Coordinator, Student Services</td>
</tr>
<tr>
<td>Stephanie Marcotte</td>
<td>Nursing Resource Coordinator, Nursing (10-month)</td>
</tr>
<tr>
<td>Megan Pereira</td>
<td>Grants Writer, Resource Development</td>
</tr>
<tr>
<td>Diana Rosado</td>
<td>Senior Financial Aid Counselor, Financial Aid</td>
</tr>
<tr>
<td>Maylene Rodriguez Scott</td>
<td>Financial Aid Counselor, Financial Aid</td>
</tr>
<tr>
<td>Denise Roy</td>
<td>Learning Specialist, Office for Student with Disabilities &amp; Deaf Services</td>
</tr>
<tr>
<td>Shannon Sarkisian</td>
<td>Academic Counselor, Admissions &amp; Onboarding</td>
</tr>
<tr>
<td>Michael Suckau</td>
<td>Patient Simulation Technician, Health Sciences (trust funded)</td>
</tr>
<tr>
<td>Lori Wayson</td>
<td>Senior Special Program Coordinator, Student Services</td>
</tr>
<tr>
<td>Kristopher Wiemer</td>
<td>Coordinator of Instructional Technology, IT</td>
</tr>
</tbody>
</table>

MCCC Unit Professional Reappointments - July 1, 2022 – June 30, 2023 – grant funded
(based on Article 11.02 of the MCCC Collective Bargaining Agreement)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margaret Downing</td>
<td>Senior Special Program Coordinator, Foundations of Health</td>
</tr>
<tr>
<td>Andrea Hojnacki</td>
<td>Learning Disability Specialist/Transition, Office for Student with Disabilities &amp; Deaf Services</td>
</tr>
</tbody>
</table>

SUGGESTED MOTION: To approve the personnel actions listed above for the above Non-Unit Professional Staff, MCCC Unit Professional Staff and Faculty.
TO: Board of Trustees
FROM: Dr. Christina Royal, President
DATE: March 22, 2022
SUBJECT: Change in Rank

Article XIV of the MCCC Collective Bargaining Agreement allows me to reward individuals with an upgrade in rank, if they:

- have shown evidence of significant relevant professional development,
- have shown significant contributions to the College or community services,
- are in the top 20% of the College faculty in that unit member's most recent two successive student evaluations,
- have been highly effective in their performance in my judgment.

In concurrence with the recommendations made by Dr. Sharale Mathis, Vice President for Academic and Student Affairs and the respective Deans, I am pleased to recommend the following such awards:

**TO ASSISTANT PROFESSOR:**
Sofia Bilgrami, Health Sciences & Culinary Arts Division
Karyn Briand, Health Sciences & Culinary Arts Division

**TO ASSOCIATE PROFESSOR:**
Mary Cornell, Health Sciences & Culinary Arts Division
Gordon Snyder, Science, Technology, Engineering, and Math Division
Amy Toulson, Science, Technology, Engineering, and Math Division

**TO PROFESSOR:**
Thomas Barrup, Science, Technology, Engineering, and Math Division
Raul Gutierrez, Arts & Humanities Division
Elizabeth Hayward, Health Sciences & Culinary Arts Division

**SUGGESTED MOTION:** To approve the recommendations for change in rank as presented.
BOARD STATEMENT OF ANTI-RACISM

As members of the Board of Trustees, we are committed, both individually and collectively, to creating an anti-racist community at Holyoke Community College (HCC). As fiduciaries, we are responsible for ensuring that the College fulfills its mission and lives up to its promise of equity for our students and all members of the College community. We pledge to lead the way in taking a bold stand to live up to this commitment as we work to build a truly just and equitable society.

We acknowledge that structural and institutional systems of oppression have harmed—and continue to harm—many members of our community. It is the responsibility of each one of us to educate ourselves and others, to engage in difficult conversations, and to listen to and engage with our students, faculty, staff, donors, community partners, and alumni of color. The core of our work in equity, diversity, and inclusion must center around viewing our practices and policies through an anti-racism lens.

As a Board, we have taken the following steps while continuing to work towards becoming an anti-racist institution:

- Approved the College’s first Strategic Plan, focused on diversity, equity, and inclusion
- Established the Board of Trustees Equity Committee which includes Trustees and College leaders who serve as advisors to the Committee and ensure alignment with the College’s Strategic Plan
- Participated in a series of Board Equity Trainings, with workshops centered on microaggression, implicit biases, equity, anti-racism, and systemic racism in higher education
- Conducted a Board Self-Assessment Survey to evaluate our progress toward strategic goals
- Prioritize equity within the Audit & Finance Committee of the College’s Board of Trustees as it relates to financial decision-making in order to best retain students and support their success
- Continued our commitment to BIPOC representation on the HCC Board of Trustees

We fully support President Royal and the College administration, whose anti-racism efforts we acknowledge and embrace, including:

- Developed culturally responsive pedagogies with special emphasis on the College's status as a Hispanic Serving Institution, as part of HCC’s Strategic Plan Strategy #1
- Collaborated with the communities we serve to increase equity, as part of HCC’s Strategic Plan Strategy #2
- Diversified our faculty and staff to better reflect the students we serve
- Created a Vice President for Equity, Diversity and Inclusion position
- Formed a Campus Safety Task Force, consisting of students, faculty, and staff, with membership from the BIPOC community, to review current events involving police agencies, provide opportunities for dialogue and community feedback, and advise the Director of Public Safety
- Launched the Itsy Bitsy Child Watch, a free drop-in childcare program that provides short term care for children while their parents are learning on campus
- Maintain an agreement with the Holyoke Housing Authority that allows the College to provide housing options to students
- Continued to provide all students with a PVTA bus pass that can be used across the Pioneer Valley
- Provide all students who need one with a laptop and/or wifi hotspot
- Opened the Homestead Market, a campus store providing students with access to fresh produce, pantry essentials and quick meals. The market is the first at any public college or university in Massachusetts to accept federal SNAP benefits
- Dismissed more than $1 million in student debt using some of the institutional portion of the Higher Education Emergency Relief Funds
Established the Bienvenidos Latinx Scholarship and President’s Student Emergency Fund through the HCC Foundation to help students overcome barriers to academic success, and further address students’ financial needs through initiatives led by the college’s division of Administration & Finance

- Eliminated holds on registration for students with unpaid balances
- Secured funding from Supporting Urgent Community College Equity through Student Services (SUCCESS) grants program providing wraparound supports and services to improve outcomes for low-income, first-generation, minority, and disabled students, and LGBTQ+ students.
- Expanded the work of ALANA, a program providing men of color with personalized support with academics, financial aid, and academic/career planning through specialized orientation, one-on-one mentoring, field trips, and workshops
- Established mental health support services for students through a collaboration with Center for Human Development
- Launched the Student Ambassador & Mentorship Program (SAMP), which provides academic support to women, nonbinary and transgender students, as well as book stipends and CougarCash to be used while on the HCC campus
- Enhanced the work and services provided through El Centro in order to create a more welcoming and inclusive environment for HCC’s Latinx students

The road to creating an anti-racist community is long and challenging. It requires an ongoing commitment to listening, self-reflection, and thoughtful action. By taking the measures listed here, allocating resources, and changing the way we at HCC go about our work, we hope we have taken the first steps on that road. We remain committed to this vital work, and look forward to updating you on our progress.

Robert W. Gilbert, Jr.
Chair, HCC Board of Trustees
TO: Audit and Finance Committee, Holyoke Community College
FROM: Narayan Sampath, Vice President and Administration and Finance
DATE: March 15, 2022
SUBJECT: Fiscal Year 2023 Student Fee Proposal

At HCC, we continue to navigate the financial challenges of the COVID-19 crises and we are on track to come slightly under our budget of $50.4M for fiscal year 2022. As we come to the end of the third quarter our, revenues are down about 9% compared to last year at this time and expenses are up about 1.4%, primarily due to relatively more on campus activity.

Tuition and fees account for about 32% of our budget and we expect to have a shortfall of about $1.5M by the end of the year or about 8,000 credit hours. Due to lower expenses, unfilled positions, and diligent use of the Higher Education Emergency Funds, we will be able to balance our budget.

For fiscal year 2023 (July 2022 to June 2023) our State appropriations is expected to be about $33M including fringe benefits and we expect tuition and fee revenue to be about $14.5M or 28% of our total budget. Educational Service Fee (fees per credit) is an important metric with respect to tuition and fees along with Student Service Fee (per semester).

With input from the Student Senate and the Budget Advisory Committee, we propose an increase of $8 or about 4% per credit to the Educational Services Fee from $188 to $196 per credit and keeping the Student Services Fee as is at $145. We recommend not changing the Student Services fee, so we are not penalizing the part time students who take longer to graduate.

Actual student impact would vary, depending on credit load. Fees for students taking 7 credits would increase by $56 per semester, for students taking 12 credits by $96 per semester and an increase of $120 per semester if a student takes 15 credits.

In the Fall of 2021, 66% of our students took less than 12 credits, 19% took more than 12 credits and 14% of took 12 credits. 38% of our students are Pell eligible which enables them to qualify for sufficient aid to cover the cost of tuition.

MOTION: Move that the Board of Trustees approve the revisions to the Educational Service Fee for FY 2023 as presented.
COMMITTEE REPORTS

Advocacy
No Report.

Audit and Finance Committee
The Committee met on March 15th to discuss tuition fees for fiscal year 2023. As part of the discussion, the Committee was provided a five-year financial projection.

- MOTION - Approve the revisions to the Educational Service Fee for FY 2023 as presented

By-Laws and Governance
The Committee will be meeting on March 17th to discuss the results and next steps from the Board Assessment Survey that was recently completed by all Trustees.

Equity
The Committee has been working on revising the Board Statement of Anti-Racism, and provides the final statement for the Board’s approval (see page 3).

- MOTION - Approve the Board Statement of Anti-Racism, as presented

Nominating
No Report.

Presidential Evaluation
No Report.

Strategic Planning
The Committee met on February 18th to review the Strategic Plan Refresh plan with Kris Ricker Choleva, in preparation for the February Board meeting.