

**HOLYOKE COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Minutes of October 25, 2016

The 353<sup>rd</sup> meeting of the Holyoke Community College Board of Trustees was held on Tuesday, October 25, 2016, in the John T. Hickey Conference Room, Chair Robert W. Gilbert, Jr. presiding.

<b>MEMBERS PRESENT</b>	Robert Gilbert Yolanda Johnson Teddy McCormick Steven Mitus Evan Plotkin Julie Pokela John Vaccaro
<b>NOT PRESENT</b>	Ted Hebert, Suzanne Parker, Lucy Perez, Katie Stebbins
<b>ALSO PRESENT</b>	Joe Bruseo, Michele Cabral, Dan Campbell, Veena Dhankher, David DiIulis, Amy Dopp, William Fogarty, Curt Foster, April Graziano, Johanna Lebron, Nelson Lopez, Keith McKittrick, Marcia Mitchell, Ed Murch, JoAnne Rome, Anthony Sbalbi, Ruben Sepulveda, Idelia Smith, Michele Snizek, Linda Szalankiewicz, Renee Tastad, Chris Yurko, Yanina Vargas
<b>CALL TO ORDER</b>	Chair Gilbert called the meeting to order at 8:13 a.m.
<b>APPROVAL OF THE MINUTES</b>	On a motion by Trustee Vaccaro and seconded by Trustee Johnson, it was <b>VOTED</b> to approve the minutes of the September 2016 meeting as presented.
<b>APPROVAL OF PERSONNEL ACTIONS</b>	On a motion by Trustee Vaccaro and seconded by Trustee McCormick, it was <b>VOTED</b> to approve the appointment for the Non-Unit Professional Staff as presented.  On a motion by Trustee McCormick and seconded by Trustee Mitus, it was <b>VOTED</b> to empower the Interim President of the College to approve all personnel actions prior to the next meeting.
<b>REPORT OF THE AUDIT COMMITTEE</b>	David DiIulis, CPA from O'Connor & Drew P.C., reviewed the college's FY2016 final audited Financial Statements with the Board of Trustees. The auditors issued an unmodified opinion on the financial statements and no material weaknesses or significant deficiencies were noted regarding internal controls. David commended the College's staff on their efforts in assisting the auditors. David also noted the following: <ul style="list-style-type: none"> <li>• Unfunded pension liability doubled from the previous year.</li> <li>• Total Assets \$66 million as of June 30<sup>th</sup>, 2016. \$8m Cash, \$6.5m Receivables, \$12m Investments, \$37m Capital Assets;</li> <li>• Liabilities &amp; Deferred Inflow: \$32.4 million. \$9m Bonds Payable, \$9m Pension, \$4m Compensated Absences.</li> <li>• Positive Net Position.</li> <li>• Break even for FY 2016.</li> </ul>

	<p>On a motion by Trustee Plotkin and seconded by Trustee Mitus, it was <b>VOTED</b> to accept the FY 2016 Final Audited Financial Statements as presented.</p>
<p><b>BRIEF ADJOURNMENT</b></p>	<p>Chair Gilbert proposed a brief adjournment so that he and Vice-Chair Pokela could welcome presidential finalist Dr. Julie White as she began her on-campus visit.</p> <p>On a motion by Trustee McCormick and seconded by Trustee Vaccaro, the Board <b>VOTED</b> for a brief adjournment at 8:31 a.m.</p> <p>Chair Gilbert re-called the meeting to order at 8:33 a.m.</p>
<p><b>REPORT OF THE PRESIDENTIAL SEARCH COMMITTEE</b></p>	<p>Report of the Presidential Search Committee presented by Vice-Chair Pokela.</p> <ul style="list-style-type: none"> <li>• Skype interviews were conducted with 11 of 12 semifinalists (1 withdrew from the search process).</li> <li>• 4 finalists were selected (1 finalist withdrew prior to their on-campus visit).</li> <li>• The first presidential finalist, Dr. Laura Douglas, concluded her on-campus visit on Tuesday, 10/18.</li> </ul> <p>The Commissioner of Higher Education approved the list of finalists. The Board will meet on Wednesday, 11/2 to vote on its final selection. At which time, the chosen candidate will then need to meet with the Board of Higher Education on Tuesday, 11/29.</p>
<p><b>REPORT OF THE STUDENT SUCCESS &amp; ACCOUNTABILITY COMMITTEE</b></p>	<p>Report of the Student Success &amp; Accountability Committee presented by Trustee Johnson.</p> <ul style="list-style-type: none"> <li>• Trustee Johnson introduced the committee members:  Yolanda Johnson, Chair  Robert Gilbert  Suzanne Parker (not present)  Julie Pokela  Marcia Mitchell  Monica Perez (not present)  Michele Snizek  Renee Tastad  Yanina Vargas</li> </ul> <p>Trustee Johnson stated that Massachusetts leads the nation in degree attainability (earned).</p> <ul style="list-style-type: none"> <li>• The committee is focusing its work and developing strategies to address the following 5 areas: <ol style="list-style-type: none"> <li>1. Enrollment</li> <li>2. Retention</li> <li>3. Remediation</li> <li>4. Graduation</li> <li>5. Culture &amp; Climate Transformation</li> </ol> </li> </ul> <p>Trustee McCormick asked why there is no student participation on the committee. Trustee Johnson assured that students' questions and concerns are</p>

	brought to the committee's attention through committee members that meet regularly with students.
<b>REPORT OF THE CHAIR</b>	<ul style="list-style-type: none"> <li>• Chair Gilbert thanked the Presidential Search Committee for its work and commitment to the search process.</li> <li>• Chair Gilbert announced that the Board will be meeting with the second finalist this afternoon.</li> </ul>
<b>PRESIDENT'S REPORT</b>	<ul style="list-style-type: none"> <li>• <u>Enrollment Update</u> – presented by Director of Institutional Research Veena Dhankher: <ul style="list-style-type: none"> <li>- 5,890 Students enrolled for Fall 2016. Lowest since Fall 2000; and 6.3% decrease from Fall 2015.</li> <li>- FTE down 8.7%</li> <li>- 44% full-time; 56% part-time.</li> <li>- 326 Dual Enrollment; 110% increase from 2010.</li> <li>- Hispanic FTE's have been increasing every year. Currently, 25.3%. The college is now a Hispanic Serving Institution (HSI).</li> </ul> </li> <li>• <u>Student Success Update</u> – presented by Assistant Vice President &amp; Director of Academic Administration Idelia Smith: <ul style="list-style-type: none"> <li>- Foundations of Health advising model to be scaled up and used throughout the College in all programming.</li> <li>- Student Early Alert System needs increased staff. The College will look into addressing these staffing needs. Pilot system to be launched after Spring 2017.</li> <li>- Using a diversity self-assessment tool developed by the New England Resource Center for Higher Education (NERCHE), the College will be undertaking a Diversity Audit.</li> </ul> </li> </ul>
<b>ADJOURNMENT</b>	The meeting was adjourned at 9:10 a.m.

Respectfully submitted,



Teddy McCormick  
Board of Trustees

Approved: Robert W. Gilbert, Jr., Chair, November 22, 2016

November 2016–Attachment II

**HOLYOKE COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

***PRESIDENTIAL SELECTION***

**MINUTES OF THE MEETING  
THURSDAY, NOVEMBER 3, 2016 – 5:30 P.M.  
FROST 309**

<b>TRUSTEES PRESENT:</b>	Robert Gilbert Yolanda Johnson Teddy McCormick Suzanne Parker Evan Plotkin Julie Pokela John Vaccaro
<b>TRUSTEE CALL-INS:</b>	Ted Hebert
<b>TRUSTEES NOT PRESENT:</b>	Steve Mitus, Lucy Perez, Katie Stebbins,
<b>ALSO PRESENT:</b>	David Cedrone, Maureen Conroy, Karen Derouin, William Fogarty, Curt Foster, Elizabeth Golen, Jeff Hayden, Kim Hicks, Christine Holbrook, Veronique Leroy, Nelson Lopez, Katie Lynch, Jonathan Mendez, Marcia Mitchell, Monica Perez, Jeremiah Reardon, Natalie Richards, Elsie Rodriguez-Garcia, Denise Salgado, Anthony Sbalbi, Idelia Smith, Michele Snizek, Linda Szalankiewicz, Renee Tastad, Jossie Valentin, Yanina Vargas

1) **Call to Order**

Chair Gilbert called the meeting to order at 5:38 p.m.

2) **Approval of Minutes**

On a motion by Trustee Vaccaro and seconded by Trustee McCormick, it was **VOTED** to approve the minutes of the November 1, 2016 meeting.

3) **Presidential Selection – Vote**

Chair Gilbert presented a chronological report of the presidential search process:

November 2016–Attachment II

- 2/28/16 – President Messner announced his retirement; Vice President of Administration & Finance William Fogarty appointed Interim President (beginning 8/1/16); Trustee Pokela appointed Presidential Search Committee Chair.
- 3/2016 – Search Committee was selected.
- 4/2016 – RFP for search consultant/firm was submitted.
- 5/13/16 – Pauly Group selected as presidential search consultant.
- 6/28/16 – Presidential Profile approved by Board of Trustees.
- 8/2/16 – Application process opened.
- 9/12/16 – Application process closed.
- 9/2016 – Pauly Group conducted reference and background checks on all applicants; 53 applicants; 30 qualified candidates.
- 9/14/16 – Search committee selects 12 semi-finalists.
- 10/4/16–10/6/16 – Search committee conducted Skype interviews with 11 semi-finalists (1 semi-finalist withdrew from search process).
- 10/6/16 – 4 finalists selected.
- 10/17/16 & 10/18/16 – Dr. Laura Douglas, on-campus interview/visit.
- 10/19/16 – Dr. Naydeen Gonzalez-DeJesus withdrew from search process.
- 10/25/16 & 10/26/16 – Dr. Julie White, on-campus interview/visit.
- 11/1/16 & 11/2/16 – Dr. Christina Royal, on-campus interview/visit.

Chair Gilbert explained the Board’s final selection process:

- Deliberations
- Official Vote
- Official Board Endorsement of Selection

Deliberations – each Trustee received an opportunity to voice their comments and concerns for all of the finalists.

On a motion by Trustee Vaccaro and seconded by Trustee McCormick, it was **VOTED** to end deliberations.

Results of Official Selection Vote:

First Name	Last Name
Robert	Gilbert
Yolanda	Johnson
Teddy	McCormick
Suzanne	Parker
Evan	Plotkin
Julie	Pokela
John	Vaccaro

Dr. Laura Douglas	Dr. Julie White	Dr. Christina Royal
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With a vote of 5 to 2, Dr. Christina Royal was selected as the Board of Trustees candidate for President.

On a motion by Trustee McCormick and seconded by Trustee Vaccaro, it was **VOTED** that the next President of Holyoke Community College be confirmed by unanimous vote by the Board of Trustees.

Results of Endorsement Vote:

First Name	Last Name	Dr. Christina Royal
Robert	Gilbert	√
Yolanda	Johnson	√
Teddy	McCormick	√
Suzanne	Parker	√
Evan	Plotkin	√
Julie	Pokela	√
John	Vaccaro	√

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The Board voted unanimously in favor of selecting Dr. Christina Royal as the next President of Holyoke Community College.

4) **Adjournment**

The meeting adjourned at 6:41 p.m.

Respectfully submitted,

Nelson Lopez  
Recording Secretary

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**HOLYOKE COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT**

**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** William J. Fogarty, Interim President  
**DATE:** November 22, 2016  
**SUBJECT:** Appointments for MCCC Unit Professional Staff

**MCCC UNIT PROFESSIONAL APPOINTMENTS (trust funded)**

Nancy Bazanchuk – Learning Specialist Disability Services – 11/13/16  
Catherine Eden – Technical Specialist, Health – 12/01/16

**SUGGESTED MOTION:** To approve the appointments for the above MCCC Unit Professional Staff

**OFFICE OF THE PRESIDENT**

**MEMORANDUM**

**TO:** The Board of Trustees  
**FROM:** William Fogarty, Interim President  
**DATE:** November 22, 2016  
**SUBJECT:** Appointment of Program/Work Area Department Chairs  
for 2016-2017

In accordance with the terms of Article XX of the Collective Bargaining Agreement between the Board of Higher Education and the MCCC/MTA, I am recommending that the following faculty be reappointed/appointed as program/work area department chairs for the 2016-2017 academic year:

**Appointments:**

- PN – Teresa Beaudry
- Radiologic Technology – Joan Donah

**SUGGESTED MOTION:**

To approve the recommendations for appointments of program/work area department chairs.



Whereas, the Holyoke Community College Foundation (the Foundation) has undertaken the creation of a hospitality and culinary arts center (the Center) on behalf of Holyoke Community College (the College); and,

Whereas, the College and the Foundation have jointly and individually obtained funding of \$4,186,500 from a variety of sources (U.S. Department of Commerce, the Commonwealth of Massachusetts, and MGM Resorts International, and \$387,300 of grant match funds); and,

Whereas, the U.S. Department of Commerce requires that 100% of the funding to complete the Center be guaranteed before it will make the granted funds available to cover expenses; and,

Whereas, the amount of estimated funds required to complete the project exceeds the available funds by \$1.9 million; and

Whereas, the HCC Foundation will continue to fundraise, apply for applicable new grant funds, and file an amended application with the U.S. Department of Commerce to address the current shortfall;

Now, therefore, the Finance Committee of the Board of Trustees of the College recommends that the full Board of Trustees move and vote approval of supplemental rent payments, or other financial guarantee, to the HCC Foundation of up to \$1.9 million upon occupancy of the Hospitality and Culinary Arts Center.