

**HOLYOKE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Minutes of August 23, 2016

The 351st meeting of the Holyoke Community College Board of Trustees was held on Tuesday, August 23, 2016, in the John T. Hickey Conference Room, Chair Robert W. Gilbert, Jr. presiding.

MEMBERS PRESENT	John Ferriter Robert Gilbert Ted Hebert Teddy McCormick Steven Mitus Lucy Perez Evan Plotkin Julie Pokela John Vaccaro
NOT PRESENT	Yolanda Johnson, Suzanne Parker
ALSO PRESENT	Joe Bruseo, Michele Cabral, Dan Campbell, Karen Desjeans, Veena Dhankher, Amy Dopp, Steve Duffany, Clara Elliott, William Fogarty, Curt Foster, April Graziano, Jeff Hayden, Kim Hicks, Johanna Lebron, Nelson Lopez, Holly Martin-Peele, Keith McKittrick, Marcia Mitchell, Karin Moyano Camihort, Ed Murch, Monica Perez, Joe Rivera, Anthony Sbalbi, Ruben Sepulveda, Idelia Smith, Michele Snizek, Linda Szalankiewicz, Renee Tastad, Yanina Vargas, Bonnie Zima Dowd
CALL TO ORDER	Chair Gilbert called the meeting to order at 8:02 a.m. Chair Gilbert welcomed Interim President Bill Fogarty to the Board of Trustees.
APPROVAL OF THE MINUTES	On a motion by Secretary Ferriter and seconded by Trustee Mitus, it was VOTED to approve the minutes of the June 2016 meeting as presented.
APPROVAL OF PERSONNEL ACTIONS	Interim President Fogarty announced the appointment of Marcia Mitchell as Interim Vice President for Administration & Finance. Interim Vice President Mitchell then introduced Interim Comptroller Curt Foster. Vice President for Student Affairs Yanina Vargas introduced the following: <ul style="list-style-type: none"> • Ruben Sepulveda – Community Outreach & Admissions Counselor • Veronique Leroy – Senior Special Programs Coordinator/Coordinator of Success Initiatives (not present) • Rosemary Fiedler – Thrive Center Coordinator (not present) Vice President for Academic Affairs Monica Perez introduced the following: <ul style="list-style-type: none"> • Kim Hicks – Dean of Arts & Humanities • April Graziano – Interim Dean of Social Science • Michele Cabral – Interim Dean of Business & Technology • Joe Bruseo – Interim Dean of Science, Engineering & Math • Holly Martin-Peele – Interim Dean of Health Sciences

	<p>Vice President for Business & Community Services Jeff Hayden introduced the following:</p> <ul style="list-style-type: none"> • Pesha Black – Director of the Ludlow Area Adult Learning Center (not present) • Milissa Daniels – Career Development Counselor (not present) <p>On a motion by Trustee Vaccaro and seconded by Trustee Mitus, it was VOTED to approve the appointments and reappointments for the Non-Unit Professional Staff, MCCC Unit Professional Staff, and Faculty as presented.</p> <p>On a motion by Trustee Vaccaro and seconded by Trustee Mitus, it was VOTED to empower the President of the College to approve all personnel actions prior to the next meeting.</p>
<p>REPORT OF THE PRESIDENTIAL SEARCH COMMITTEE</p>	<p>Report of the Presidential Search Committee presented by Chair Gilbert and Vice-Chair Pokela.</p> <p>There is a link on the homepage of the College’s website that everyone can access to view previous meeting minutes for the committee, dates for upcoming meetings, as well as the Presidential Profile of the Position. The profile has received high praise from the state, and the Commissioner of Higher Education. The job posting was made available on August 2nd. Resumes have begun coming in from all over the country, as well as internationally. The job posting will close on September 12th. The search committee will submit a list of applicants to be interviewed for approval by the Board.</p>
<p>REPORT OF THE FINANCE COMMITTEE</p>	<p>Report of the Finance Committee presented by Secretary Ferriter.</p> <p>On a motion by Trustee Mitus and seconded by Trustee Vaccaro, it was VOTED to authorize the individuals filling the positions of Vice President for Administration & Finance, and Comptroller, to execute trades at Commonfund or Eaton Vance on behalf of the College.</p>
<p>REPORT OF THE CHAIR</p>	<p>Chair Gilbert has been reappointed as Trustee and Board Chair by the Governor.</p> <p>The Rotary Club of Holyoke asked for a speaker to attend their August 2nd meeting. Chair Gilbert agreed to attend on behalf of the College. Prior to his departure, Chair Gilbert invited President Messner to join him. President Messner was very well received, and did an incredible job of explaining where the College has been, where it’s headed, and what the opportunities are within the community.</p> <p>Interim President Fogarty’s employment contract was finalized with the state.</p>
<p>PRESIDENT’S REPORT</p>	<ul style="list-style-type: none"> • <u>New Trustee Orientation</u> – The Board members were provided a flashdrive that will be given to new Trustees as part of their orientation to the college. The flashdrive contains the following items: <ul style="list-style-type: none"> ➤ Current financial statements ➤ College Priorities ➤ FY17 budget summary, with narrative. ➤ Organizational Chart

	<ul style="list-style-type: none"> ➤ NEASC Report ➤ Trustee Resource Manual ➤ Campus Map ➤ Presidential Profile <p>• <u>Fall Semester Enrollment</u> – New student enrollment is down 6%; and returning student enrollment is down 11%. The decrease in enrollment can be attributed to a shrinking high school population and increased competition from other institutions, as well as financial aid not increasing in comparison to increases in costs. Vice President for Student Affairs Yanina Vargas reviewed the efforts being undertaken by the Admissions staff to recruit potential students.</p> <p>The College held a “Registration Express” event on Saturday, August 20, 2016. The event netted 104 attendees. Of which 88 enrolled for the fall semester; 51 completed placement testing; and 18 filled out applications. Trustee Hebert asked how the event was marketed. The Admissions Office mailed out 6,466 postcards; sent 7,400 emails; 239 phone calls; and various ads placed online and in newspapers. A survey was taken amongst the attendees as to how they heard about the event. Nearly half (49%) responded that they were made aware through email. Trustee Hebert questioned the cost benefit of the postcards vs the emails. Director of Enrollment Renee Tastad said that the postcards are a way to inform the family of the event, particularly the parents.</p> <p>• <u>Strategies to Address Student Success, Retention, and the Achievement Gap</u> – Vice President for Academic Affairs Monica Perez discussed joint efforts between the Academic Affairs and Student Affairs divisions to promote student success. She reviewed changes in advising, expansion of peer mentoring, career counseling, academic intervention, and efforts to identify students needing assistance selecting majors.</p> <p>• <u>Construction/Renovation Update</u> – During the summer, Facilities has been upgrading the College’s lighting fixtures to become more energy efficient. All of the ceilings that have been torn down during this process have been scheduled to be put back up by the first day of classes (Tuesday, September 6th).</p> <p>Also, the following dates have been set for the opening of the following centers:</p> <ul style="list-style-type: none"> ➤ Newly Renovated Campus Center – January 2019 ➤ Life Sciences Center – Fall 2017 ➤ MGM Resorts HCC Center for Culinary Arts – Fall 2017
OTHER BUSINESS	Chair Gilbert asked all of the Trustees to plan on staying until at least 9:15am for Board meetings throughout the Presidential Search process, and into early next year.
ADJOURNMENT	The meeting was adjourned at 9:10 a.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'J. Ferriter', written in a cursive style.

John Ferriter, Secretary
Board of Trustees

Approved: Robert W. Gilbert, Jr., Chair, September 27, 2016

**HOLYOKE COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT**

MEMORANDUM

TO: Board of Trustees

FROM: William J. Fogarty, Interim President

DATE: September 27, 2016

SUBJECT: Appointment and Reappointments for Faculty and MCCC Unit Professional Staff

FACULTY APPOINTMENT - 2016-2017 Academic Year

Patricia Twining – Instructor of Nursing – ADN Program

UNIT PROFESSIONAL REAPPOINTMENTS (non-state funded) 09/01/16 – 08/31/17

Patricia Ball – Senior Special Programs Coordinator/SMARTT & Cognos Technical Assistant
(23 hours)

Barbara Granger – Academic Counselor, Advising (20 hours)

Charles Herbert – Senior Technical Specialist, SABES

Charles McMahon – Senior Staff Assistant, Institutional Research (30 hours)

Heidi Rademacher – Senior Special Programs Coordinator/Perkins Coordinator

Michael Rodriguez – Special Programs Coordinator, PAFEC

Erin Schotanus – Senior Special Programs Coordinator/Disability Services Program
Coordinator

Kristin Simonds – Literacy Specialist/ESOL, Adult Education (10-month)

Debra Tynes – Academic Counselor, Admissions (20 hours)

Diane Worth – Literacy Specialist/ESOL, Adult Education

SUGGESTED MOTION: To approve the appointment and reappointments for the above Faculty and MCCC Unit Professional Staff

OFFICE OF THE PRESIDENT

MEMORANDUM

TO: The Board of Trustees

FROM: William Fogarty, Interim President

DATE: September 27, 2016

SUBJECT: Reappointments/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:

- Biology- *Stephanie Easler*
- Communication, Media, Theatre Arts – *Patricia Sandoval*
- Culinary Arts & Hospitality & Food Management – *Warren Leigh*
- Engineering – *Armando Pardave*
- Foundations of Health – *Laura Christoph*
- Mathematics – *Ileana Vasu*
- Medical Assisting – *Edward Friedman*, Program Coordinator
- Medical Billing – *Sara Sariol*, Program Coordinator

Reappointments:

- AND/RN - *Karen Aiken*
- Business Administration/Accounting Cluster – *Kristine Ricker Choleva*
- Criminal Justice - *Nicole Hendricks*
- CIS - *Jon Ventulett*
- Critical Cultural Studies– *Mary Orisich*
- Deaf Studies – *Claire Sanders*
- Education – *Tricia Kiefer*
- English – *Fred Cooksey*
- Environmental Science and Technology– *Jamie Laurin*
- Health, Fitness & Nutrition – *Patricia Mantia*
- Honors Program – *Vanessa Martinez*
- Human Services – *Jackie Griswold*
- Language Studies – *Vivian Leskes*
- Liberal Arts & Sciences – *Monica Torregrosa*
- Learning Communities – *Jack Mino*
- Music – *Elissa Brill Pashkin*
- PN – *Tina Jacques*
- Physical Sciences – *Diane Stengle*
- Psychology– *Terri Kinstle*
- Service Learning – *Lisa Mahon*
- Sociology/Anthropology – *Tracy Ross*
- Sociology Program Coordinator – *Vanessa Martinez*(Anthropology & Sociology)
- Sustainability Studies – *Kate Maiolatesi*
- Veterinary Science – *Walter Jaworski*
- Visual Arts – *Felice Caivano*

SUGGESTED MOTION:

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

OFFICE OF THE PRESIDENT

MEMORANDUM

TO: The Board of Trustees
FROM: William Fogarty, Interim President
DATE: September 27, 2016
SUBJECT: Sabbatical Request

Based on the recommendations of the Sabbatical Leave Committee, the Vice President of Academic Affairs, and after reviewing the contractual sabbatical criteria, I concur with the following:

James M. Dutcher ~ Full year leave at half workload at full salary

SUGGESTED MOTION: *To approve the sabbatical request as listed above.*