

BOT November 2019 - Attachment I

**BOARD OF TRUSTEES
OCTOBER MEETING**

Minutes of October 22, 2019

The 381st meeting of the Holyoke Community College Board of Trustees was held on Tuesday, October 22, 2019, in the John T. Hickey Conference Room, Chair Robert Gilbert presiding.

MEMBERS PRESENT	Robert Gilbert, Chair Charles Epstein Marley Friedrich Yolanda Johnson Lucy Perez Evan Plotkin Suzanne Parker, Vice Chair Ivonne Vidal
MEMBERS ABSENT	Jose Delgado Ted Hebert Julie Pokela
ALSO PRESENT Add students and Dave	Michele Cabral, Karen Desjeans, Veena Dhankher, David DiIulis, Mary Dixey, Amy Dopp, Clara Elliott, Bill Fogarty, Curt Foster, Judy Gregoire, Jeff Hayden, Nicole Hendricks, Jeannette Hernandez, Kim Hicks, Olivia Kynard, Clare Lamontagne, Laura Lefebvre, Johanna Lebron, Moira Maguire, Marcia Mitchell, Ed Murch, Lea Occhialini, Mary O'Connor, Mary Orisich, Monica Perez, Kristine Ricker Choleva, Michelle Robak, Joanne Rome, Christina Royal, Rachel Rubinstein, Tony Sbalbi, Amanda Sbriscia, K.C. Senie, Adrienne Smith, Diamond Smith, Idelia Smith, Michele Snizek, Linda Szalankiewicz, Renee Tastad, Madeline Torres, Jessica Viruet, Chris Yurko
CALL TO ORDER	Chair Gilbert called the meeting to order at 8:10 a.m.
APPROVAL OF THE MINUTES	On a motion by Trustee Johnson and seconded by Trustee Perez, it was VOTED to approve the meeting minutes of September 24, 2019.
APPROVAL OF PERSONNEL ACTIONS	On a motion by Trustee Parker and seconded by Trustee Johnson it was VOTED to approve the October 22, 2019 personnel actions reports for Appointments for Non-Unit Professional Staff, and Unit Professional Staff. On a motion by Trustee Perez and seconded by Trustee Plotkin, it was VOTED to empower the President of the College to approve all personnel actions prior to the next meeting.
REPORT OF THE AUDIT & FINANCE COMMITTEE	William Fogarty, Vice President of Administration and Finance thanked Ms. Mitchell, Mr. Foster and their teams for their work in assisting O'Connor & Drew, P.C. with the Audited Financial Statements. Mr. Fogarty noted our net position improved significantly for FY 19 due to the influx of capital projects however, he stated that our operating expenses need to be looked at further. <u>FY 19 Audited Financial Statements report provide by David DiIulis, CPA, O'Connor & Drew, P.C.</u>

	<p>Mr. DiIulis reviewed the college’s FY19 final audited financial statements with the Board, and the required responsibilities and communications. The auditors issued an unmodified opinion on the financial statements and no material weakness/significant deficiencies were noted within the report. Mr. DiIulis also noted the following:</p> <ul style="list-style-type: none"> • The Financial Statements were approved by the Audit & Finance Committee at the October 8, 2019 meeting. • The final Financial Statements were submitted to the State by the October 15th deadline. • No weaknesses or discrepancies were noted within the report on internal control over financial reporting and on compliance and other matters. • Withdrawal of approximately \$950k from investments. • Operating leases will be on the College’s balance sheet in the future. • No new accounting policies were adopted. • Application of existing policies were not changed during current year. • There were two adjustments proposed and accepted by management <p>Mr. DiIulis commended the College’s staff on their efforts in assisting the auditors with this work.</p> <p>On a motion by Trustee Vidal and seconded by Trustee Johnson it was VOTED to approve the FY19 Audited Financial Statements as approved by the Audit & Finance Committee at their October 8, 2019 meeting.</p>
<p>CAPITAL IMPROVEMENTS PLAN FY 2020-2024</p>	<p>Mr. Fogarty provide an overview of the Capital Improvements Plan FY 2020-2024. A five-year Capital Improvement Plan (CIP) has been developed to outline investments in the campus physical plant from all funding sources. The College is committing almost \$2.2 Mil from all sources in FY 2020 and almost \$10.0 Mil over the five-year period.</p> <p>On a motion by Trustee Plotkin and seconded by Trustee Epstein it was VOTED to approve the FY 2020-2024 Capital Improvements Plan as recommended by the Audit and Finance Committee.</p>
<p>REPORT OF THE CHAIR</p>	<p>Aside from several phone calls with President Royal, Chair Gilbert also participated:</p> <ul style="list-style-type: none"> • September 24th Audit & Finance Committee Meeting. • October 8th Audit & Finance Committee Meeting. • October 8th Met with President Royal to set the agenda for the October Board meeting. • October 15th Attended the President’s Dinner Reception at the Culinary Arts Institute. • October 17th Attended the Annual Tourism & Economic Development Luncheon with Speaker of the MA House of Representative Robert DeLeo. • October 31st - Invited to serve on a panel at the October 31st Department of Higher Education Trustee Conference regarding equity. Chair Gilbert reminded the Trustees of this important meeting and encouraged their attendance.

PRESIDENT'S REPORT

General Updates

President Royal stated that the Board of Higher Education (BHE) has made the development of a strategic framework on equity a key priority. This focus aligns with the work currently underway with our Strategic Plan. President Royal provided the Board with a brief update on two Latinx Conferences she attended during the month of October:

- October 4th - Attended the *In Pursuit of Equity, Accountability and Success: Latinx Students in Massachusetts Schools*. Commissioner of Higher Education, Dr. Carlos E. Santiago, launched a multi-year initiative seeking equity, accountability and racial justice for Latinx students in Massachusetts from early childhood through college and beyond.
- October 12th - Attended the Puerto Rico Puerto Rican Diaspora Post Maria Summit. This event was hosted by Center for Puerto Rican Studies Hunter CUNY, and Enlace de Familias. This conference gathered policy makers, community leaders to explore issues affecting the Diaspora with the goal of establishing policy priorities and focusing on statewide-led rebuilding efforts for Puerto Rico in the aftermath of Hurricanes Irma and Maria.

President Royal held two town hall meetings to talk about three initiatives that HCC will be moving forward to help increase enrollment and improve retention for our students:

- Summer Sessions and Wintersession: A simplified application and streamlined enrollment process for “guest” students (non-degree-seeking students taking one or more courses during summer and/or intersession) will provide guest students more convenient access to HCC courses.
- Eliminate Drop for Non-Payment: Eliminate the drops for non-payment and create a new billing plan with one due date approximately two weeks after the terms begins.
- Full Year Schedule of Courses: Complete a full-year course scheduled for the academic year.

There are two additional scheduled Town Hall meetings with faculty and staff to think about three additional initiatives that could help HCC increase student enrollment and improve retention.

Chair Gilbert was invited by Commissioner of Higher Education, Dr. Carlos E. Santiago to represent HCC on a panel at the October 31st DHE Trustee Conference to discuss equity and how this aligns with HCC FY 2019-22 Strategic Plan. Trustee Delgado was also invited by Commissioner Santiago on October 10th to join a panel to discuss equity.

The Strategic Plan In Depth Presentation: Understanding the Cost of College through the lens of HCC Students provided by Renee Tastad, Interim Assistant VP for Student Affairs & Dean of Enrollment Management.

Ms. Tastad reviewed the cost of college, sources of funding, and the student experience as it relates to their education.

Understanding the Cost of College

through the lens of HCC students

What does it cost, per year, to attend HCC full time?

Tuition & Required Fees:

\$5,114

2019-20

Educate. Inspire. Connect.

What do students get for that \$5,114?

- 12 credits
- Tutoring
- Student Clubs
- Bartley Center
- Support
- Safe Campus
- Vibrant Facilities
- Resources

Educate. Inspire. Connect.

How do students pay for it?

- 60% receive some type of Financial Aid (\$18.3M)
 - Pell Grants
 - Loans
 - Work-Study
- 40% pay out of pocket or via third party
 - Scholarships
 - Mass Rehab
 - VA
 - School District or Employer
 - Self-Pay

Educate. Inspire. Connect.

What does it cost, per year, to attend HCC full time?

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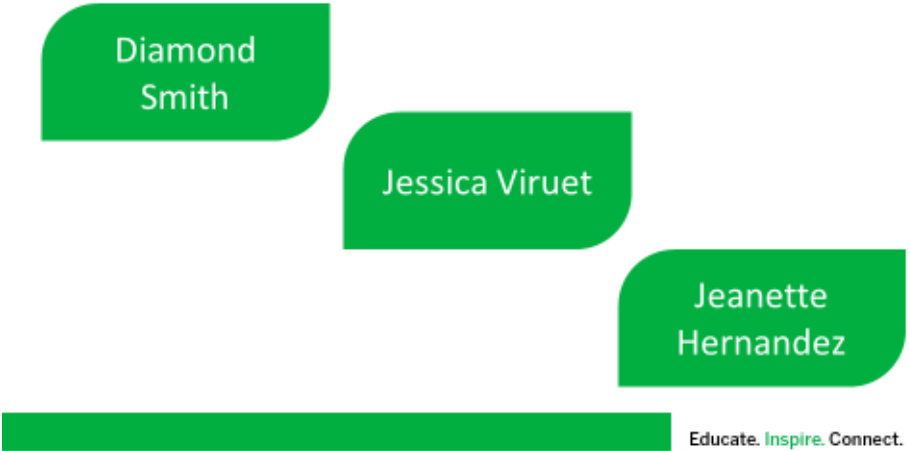
2019-20

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Our Charge: HCC Strategic Plan

- Create a Sustainable Model for Long-Term Growth
 - Develop and launch new revenue streams that address strategic priorities and provide new net revenue
 - Increase financial support for the college and decrease dependence upon student fees

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	 <p>Ms. Tastad moderated a panel with students:</p> <ul style="list-style-type: none"> • Diamond Smith, Sociology Major • Jessica Viruet, University Without Walls student • Jeannette Hernandez, Liberal Arts Major <p>Each student talked about their experience with discussing the cost of college with their families, experiences with completing the financial aid process, and their experience with work study.</p> <p>President Royal thanked the students for their time and for sharing their own personal stories.</p> <p>Trustee Friedrich attended the Student Advisory Council and provided the Board with an overview of the meeting which focused on the racial disparity of equity in our students and in the Commonwealth.</p> <p>Chair Gilbert proposed the idea of forming an Equity Subcommittee of the Board of Trustees to focus on the important topic of equity. Trustees Johnson, Trustee Friedrich, Trustee Parker and Trustee Epstein volunteered to serve on this committee.</p>
ADJOURNMENT	The meeting was adjourned at 9:50 am

Respectfully submitted,

Marley Friedrich
Board Secretary
HCC Board of Trustees

Approved: Robert Gilbert, Chair, November 26, 2019