

**HOLYOKE COMMUNITY COLLEGE
BOARD OF TRUSTEES
By-Laws and Governance Committee**

Minutes of January 11, 2022

MEMBERS PRESENT	Ivonne Vidal, Chair Robert W. Gilbert, Jr. Suzanne Parker
MEMBERS ABSENT	
ALSO PRESENT	Kris Ricker Choleva and Karen Desjeans
MEETING CALL TO ORDER	At 4:05 pm, the meeting was officially called to order by Chair Vidal. Roll Call Attendance: Chair Gilbert Yes Trustee Parker Yes Trustee Vidal Yes
MEETING MINUTES	A motion was made by Chair Gilbert and seconded by Trustee Vidal to approve the meeting minutes of December 17, 2021. Roll Call: Chair Gilbert Yes Trustee Parker Yes Trustee Vidal Yes
REVIEW OF BOARD OF TRUSTEES SELF-ASSESSMENT TOOL	The Committee reviewed the draft assessment questions provided by Kris Ricker Choleva. It was decided to add a column of “I do not know” as a response only in cases where there is no knowledge to information for an answer (for example, a new trustee). There was further discussion on a plan and/or process to review this information on annual basis or at least every other year. The Committee also needs to identify outcomes or a process to address objectives not being met. The Committee agreed to address the top three areas within the next year. The survey will be sent immediately following the January Board Meeting, with responses required by February 18, 2022. An Executive Summary will be provided to the full Board at the June Annual Meeting.
ADJOURNMENT	The meeting adjourned at 5:07 pm

Respectfully submitted,

Karen Desjeans
Board Liaison to Chair Vidal