

HOLYOKE COMMUNITY COLLEGE

BOARD OF TRUSTEES

Tuesday, June 28, 2022 – 8:00 a.m. - 9:30 a.m.

Join Zoom Meeting

<https://hcc-edu.zoom.us/j/92173690295?pwd=WUxWR0tKYWQ1Z3JmMTQ3NkU2MFpjUT09>

Meeting ID: 921 7369 0295

Passcode: 414132

One tap mobile: +13126266799,,92173690295#,,,,*414132# US (Chicago)

ANNUAL MEETING

1. Call to Order Annual Board of Trustees Meeting
2. Roll Call
3. Annual Budget Report
4. Report of the Nominating Committee
 - a. MOTION: To approve the nominations of the Nominating Committee as presented.
5. Board Chair's Annual Report
6. Student Trustee's Annual Report (submitted electronically)
7. President's Annual Report
8. Adjournment

AGENDA

1. Call to Order
2. Roll Call
3. Consent Agenda
 - Consideration of Minutes for Board of Trustees Meeting of May 24, 2022 (separate attachment)
 - Report of Personnel Actions dated June 28, 2022
 - To approve the personnel actions listed above for the above Non-Unit Professional and MCCC Unit Professional Staff.
 - To empower the President of the College to approve all personal actions prior to the next meeting
 - Report of Department Chairs/Curriculum Coordinator/Program Coordinator dated June 28, 2022
 - To approve the recommendations for reappointments and appointments of program/work area department chairs.
 - Consideration of the July 26, 2022 Board Meeting cancellation.
 - Committee Reports
 - Advocacy
 - Equity
 - Nominating
 - Presidential Evaluation Committee
 - Strategic Planning
4. By-Laws and Governance Committee Report (see page 5 for report)

- **MOTION** - To approve the Self-Assessment Survey Report
- 5. Audit and Finance Committee Report
 - FY 23 Budget (separate attachment)
 - **MOTION:** Move that the Audit & Finance Committee recommend to the Board of Trustees to approve the balanced FY 2023 budget for the General Operating Trust Fund, the Restricted and Sponsored Activity Trust Funds, the Auxiliary Enterprises Trust Fund and the Reserve Draw as presented with the express approval of all purchases in any amount, to authorize the President or her designee to transfer among subsidiaries as needed during the fiscal year.
- 6. Report of the Chair
- 7. President's Report
 - End of the Year Updates
 - Telework Policy
 - Shared Governance
 - Other
- 8. Upcoming Events
 - "Yield of Dreams" Performances in the Leslie Phillips Theater on June 23, 24 & 25, 2022 (Trustee Epstein)
 - Holyoke Fireworks at Holyoke Community College on June 24, 2022 (Rain Date June 25, 2022)
 - *SAVE THE DATE* - HCC 2023 Commencement - June 3, 2023 at 10 am
- 9. Adjournment

NEXT SCHEDULED MEETING – TUESDAY, AUGUST 23, 2022

**HOLYOKE COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT**

MEMORANDUM

TO: Board of Trustees
FROM: Dr. Christina Royal, President
DATE: June 28, 2022
SUBJECT: Personnel Updates

Non-Unit Professional Appointment

Name	Title/Area/Funding	Date of Hire
Yaritza Barta	Staff Assistant/Human Resources/State Funded	June 12, 2022

Non-Unit Professional Extension of Appointment

Name	Title/Area/Funding	Period of Extension
Dale Brown	Interim Director of Public Safety	July 1, 2022 – September 30, 2022

MCCC Unit Professional Appointments

Name	Title/Area/Funding	Date of Hire
Juan Martinez-Munoz	Senior Community Outreach Counselor/El Centro/ Grant Funded	June 5, 2022
Robert Vigneault	Career Development - Veterans Affairs Counselor/ Financial Aid/State Funded	May 8, 2022

SUGGESTED MOTION: To approve the personnel actions listed above for the above Non-Unit Professional and MCCC Unit Professional Staff.

**HOLYOKE COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT**

MEMORANDUM

TO: The Board of Trustees

FROM: Dr. Christina Royal, President

DATE: June 28, 2022

SUBJECT: Reappointment & Appointment of Department Chairs/Curriculum Coordinator/Program Coordinators for 2022-2023 Academic Year

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 department chairs/curriculum coordinator/program coordinators for the 2022-2023 academic year:

Appointments:

Academic ESL – <i>Unyerie Idem</i>	English – <i>Naomi Lesley</i>
Communication, Media & Theatre Arts – <i>Tim Cochran</i>	Language & Latinx Studies – <i>Monica Torregrosa</i>
Culinary Arts – <i>Sofia Bilgrami (Co-Chair)</i>	Learning Communities – <i>Raul Gutierrez</i>
Early Childhood Education Program Curriculum Coordinator - <i>Tricia Kiefer</i>	Psychology – <i>Michelle Williams</i>
Education – <i>Sheila Gould</i>	Psychology Program Coordinator – <i>Terri Kinstle</i>

Reappointments:

ADN/RN- <i>Karin Briand</i>	Foundations of Health – <i>Patricia Mantia</i> <i>Wendy Tatro, Medical Assistant Program Coordinator</i>
Biology – <i>Donna Mastroianni</i>	Honors Program – <i>Raul Gutierrez, Program Co-coordinator</i>
Business Administration – <i>Kelly O’Connor</i>	Human Services – <i>Donna Rowe</i> – <i>Allison Hrovat, Program Coordinator</i>
Computer Information Systems– <i>Jon Ventulett</i>	Liberal Arts & Sciences – <i>Monica Torregrosa, Program Coordinator</i>
Criminal Justice – <i>Nicole Hendricks</i>	Mathematics – <i>Ileana Vasu</i>
Critical Social Thought – <i>Jessica Hill</i> – <i>Tracy Ross, Program Coordinator, Sociology, Anthropology & Social Sciences SSN</i>	Music – <i>Elissa Brill Pashkin</i>
Culinary Arts – <i>Warren Leigh (Co-Chair)</i>	Practical Nursing – <i>Tina Jacques</i>
Deaf Studies – <i>Claire Sanders</i>	Physical Sciences – <i>Juan Burwell</i>
English – – <i>Jacquelyn Dailey, Adjunct Coordinator</i> – <i>Sarah Gilleman, Developmental Coordinator</i>	Radiologic Technology – <i>Mary Beth Buckley</i>
Environmental Science & Technology – <i>Laurel Carpenter</i>	Service Learning – <i>Lisa Mahon, Program Coordinator</i>
Education – – <i>April Graziano - Elementary & Secondary Education Program Coordinator</i>	Veterinary Science – <i>Jennifer “Kip” York</i>
Engineering – <i>Tom Barrup</i>	Visual Art – <i>Felice Caivano</i> – <i>Benj Gleeksman, Graphics Coordinator</i>

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

COMMITTEE REPORTS

Advocacy

No Report

Audit and Finance

The Committee will be presenting the FY 2023 Operating and Trust Fund Budget and Spending Plan for approval by the full Board. (separate attachments)

By-Laws and Governance

The Committee will be presenting the results of the Board Self-Assessment Survey at the June meeting, along with next steps to address some of the issues highlighted by the survey. Please see Page 7.

Equity

The Equity Committee met on Friday, June 24th to review the results from the Equity Training Survey, and to develop a plan for further training in the next fiscal year.

Nominating

The Nominating Committee will present their recommendations during the Annual Meeting.

Presidential Evaluation

A survey has been sent out to the Board and the President's Direct Reports, as part of the evaluation process. All trustees are asked to complete it as soon as possible. The Committee is aware that one portion of the questionnaire seems to have a bug. This issue is being addressed.

Strategic Planning

No Report.

BOT Bylaws and Governance Committee

Self-Assessment Report

6/28/22

The Bylaws and Governance Committee is pleased to offer the following summary of the Board of Trustees Self-Assessment Survey completed earlier this year. The Committee has decided to report the three areas of strength we found on the survey, and to focus on three areas of further improvement to be undertaken by the Board over the next year.

Participation: The Committee is pleased to report that 100% of the trustees participated in the survey.

Areas of Strength:

1. Understanding the Mission, Vision and Values of the College, Strategic Plan and Student Experience.

Trustees for the most part either agreed or strongly agreed that they understood the mission and vision of the college, that they were familiar with the issues facing the student experience, and that they understood the priorities outlined in the current strategic plan. This is likely due to the focus placed by Chair Gilbert and President Royal on constantly highlighting these issues at Board meetings.

2. Understanding of the general role of trustees, participation in the evaluation of President Royal, and support of the President by the Board.

Trustees were familiar with their general role, their position vis-à-vis the president's office, and they overwhelmingly agreed that there was clarity regarding the interplay of the roles of the Board and the President. This is likely due to a recent restructuring of the Bylaws which included full Board participation.

3. Board Meetings are Frequent, Informative and Engaging

Trustees overwhelmingly found that Board meetings were informative, conducted in an effective manner, and that trustees were given ample opportunity to participate and engage with the topics. An area of discussion for the Committee was whether the committee chairs ought to take on some role at each meeting to inform the Board of their work and efforts within their subcommittees.

Areas to Strengthen Over the Next Year:

1. Improve Understanding of the Board's Fiduciary Responsibilities

Trustees had mixed responses in the areas of financial and fiduciary awareness, the Board's role in this area, and the current budgetary priorities. Additionally, the survey revealed inconsistent answers by trustees regarding their understanding of their need for involvement in the financial reporting, budgetary priority oversight, and maintenance of facilities.

Initial suggestions on how to address: The Audit and Finance Committee will review the financial statements and make them more accessible to all Board Members, providing sufficient time during Board meetings to ensure that all trustees understand the information and their role in the process.

2. General Trustee Involvement in College Activities: Presence at Events and Participation in Fundraising Efforts

Generally, trustees felt they were given ample opportunity to participate at events and in philanthropy. However, trustees fell short of actually attending these events in a significantly visible way, and in-kind or financial contributions are not consistently offered. This is an area that the President's office also underscored as an opportunity to strengthen.

Initial suggestions on how to address: The Board will work with the President's office to create a list of major events throughout the year, and trustees will be asked to 'sign up' in advance to ensure that every event is attended by the Board. Additional education will be provided to the Board regarding expectations for all trustees to participate, however significantly, in the philanthropic efforts of the college. Lastly, the Bylaws and Governance Committee will create a chart of 'Trustee Strengths/Contributions' to share with the College Community in order to find areas of in-kind participation that all trustees can offer.

3. Board Effectiveness and Self-Assessment

All responses where the trustees felt the Board was least effective or informed had a common theme; the Board is not fully informed of their role regarding certain mandated areas of oversight, and the Board has not had an opportunity to meaningfully self-assess their strengths and weaknesses. The subcommittees of the Board were not fully active nor fully aware of their mandate, did not have clear and stated goals, and had no way to measure their effectiveness.

Initial suggestions for how to address: The first step has already been undertaken, which was to complete this initial self-assessment survey. An in-depth overview of the subcommittees mission, goals and measurable outcomes needs to take place next. The Bylaws subcommittee discussed scheduling a Board retreat to focus on education regarding our governance obligations. Specific areas to focus on would be to create a subcommittee description, to set a number of goals, and to set consistent opportunities for review of those goals in order to meaningfully assess the effectiveness and need for each subcommittee. The creation of the Trustee Handbook will also go a long way towards simplifying and unifying information for new trustees.