



**HOLYOKE COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
NOVEMBER MEETING**

Minutes of November 22, 2022

The 412<sup>th</sup> meeting of the Holyoke Community College Board of Trustees was held on Tuesday, November 22, 2022, remotely with Chair Robert W. Gilbert, Jr. presiding.

<b>MEMBERS PRESENT</b>	Robert W. Gilbert, Chair Charles Epstein Trustee George Ted Hebert Yolanda Johnson Evan Plotkin Vanessa Smith Ivonne Vidal Eleanor Williams
<b>MEMBERS ABSENT</b>	Nayroby Rosa
<b>ALSO PRESENT</b>	Teresa Beaudry, Alan Bloomgarden, Amy Brandt, Beth Breton, Maria Brunelle, Julissa Colon, Karen Desjeans, Veena Dhankher, Mayra Diaz, David Dilulis O'Connor & Drew, Mary Dixey, Curt Foster, Judy Gregoire, Raul Gutierrez, Kim Hicks, Mark Hudgik, Jane Johnson Vottero, Olivia Kynard, Lauren LeClair, Jane Lerner, Nate Leveille, Sharale Mathis, Megan Pereira, Julie Phillips, Angela Provard, Paily Group Inc., Kris Ricker Choleva, Evelyn Rivera-Riffenburg, Christina Royal, Mir-Hashmatullah Saify, Narayan Sampath, Shannon Sarkisian, Amanda Sbriscia, Douglas Scanlon, Shannon Shatos, John Sieracki, Jeanette Smith, Kim Straceski and Renee Tastad.
<b>MEETING CALL TO ORDER</b>	At 8:08 am, the meeting was officially called to order by Chair Robert Gilbert.  <b>Roll Call Attendance:</b> Trustee Epstein        Yes Trustee George        Yes Trustee Hebert        Entered 8:14 a.m. Trustee Johnson        Yes Trustee Plotkin        Yes Trustee Smith        Yes Trustee Vidal        Entered 8:13 a.m. Trustee Williams        Yes Chair Gilbert        Yes
<b>CONSIDERATION OF CONSENT AGENDA ITEMS</b>	Chair Gilbert asked if any consent agenda items needed to be moved to the regular agenda but there were none.  <ul style="list-style-type: none"> <li>• Consideration of Minutes for Board of Trustees Meeting of October 25, 2022.</li> <li>• Consideration of Minutes for Board of Trustees Retreat Meeting of September 30, 2022 (Separate attachment).</li> <li>• Report of Personnel Action dated November 22, 2022. <ul style="list-style-type: none"> <li>○ To approve personnel actions for the Non-Unit Professional and MCCC Unit Professional Staff and Faculty.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"><li>• Cancellation of the Board of Trustees December 27, 2022 meeting.</li> <li>• Committee Reports<ul style="list-style-type: none"><li>○ Advocacy</li><li>○ By-Laws and Government</li><li>○ Equity</li><li>○ Nominating</li><li>○ President Evaluation Committee</li><li>○ Strategic Planning</li></ul></li></ul> <p>A motion was made by Trustee Williams and seconded by Trustee Epstein to approve the Consent Agenda.</p> <p><b>Roll Call Vote:</b></p> <table><tr><td>Trustee Epstein</td><td>Yes</td></tr><tr><td>Trustee George</td><td>Yes</td></tr><tr><td>Trustee Hebert</td><td>Entered 8:14 a.m.</td></tr><tr><td>Trustee Johnson</td><td>Yes</td></tr><tr><td>Trustee Plotkin</td><td>Yes</td></tr><tr><td>Trustee Smith</td><td>Yes</td></tr><tr><td>Trustee Vidal</td><td>Entered 8:13 a.m.</td></tr><tr><td>Trustee Williams</td><td>Yes</td></tr><tr><td>Chair Gilbert</td><td>Yes</td></tr></table>	Trustee Epstein	Yes	Trustee George	Yes	Trustee Hebert	Entered 8:14 a.m.	Trustee Johnson	Yes	Trustee Plotkin	Yes	Trustee Smith	Yes	Trustee Vidal	Entered 8:13 a.m.	Trustee Williams	Yes	Chair Gilbert	Yes
Trustee Epstein	Yes																		
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Trustee Hebert	Entered 8:14 a.m.																		
Trustee Johnson	Yes																		
Trustee Plotkin	Yes																		
Trustee Smith	Yes																		
Trustee Vidal	Entered 8:13 a.m.																		
Trustee Williams	Yes																		
Chair Gilbert	Yes																		
<p><b>AUDIT AND FINANCE COMMITTEE</b></p>	<p>Vice President Narayan Sampath Introduced David Dilulis from O’Connor &amp; Drew, who went over the required communications for the College’s Financial audit.</p> <div data-bbox="678 1283 1318 1444" style="text-align: center;"><h1>Holyoke Community College</h1></div> <hr data-bbox="636 1459 1360 1463" style="width: 40%; margin: auto;"/> <div data-bbox="906 1472 1089 1503" style="text-align: center;"><p>June 30, 2022</p></div> <div data-bbox="1373 1409 1446 1514" style="text-align: right;"></div> <div data-bbox="522 1717 667 1801" style="text-align: left;"></div>																		



## Required Communications

### **AUDITORS' RESPONSIBILITY UNDER GAAS**

- We have a responsibility to conduct our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.
- In carrying out this responsibility, we planned and performed the audit to obtain reasonable – not absolute – assurance about whether the basic financial statements are free of material misstatement, whether caused by error or fraud.
  - We issued an unmodified opinion on the financial statements.
- An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, we express no such opinion.
  - No material weaknesses/significant deficiencies were noted within the Report on Internal Control over Financial Reporting and on Compliance and Other Matters



## Required Communications - Continued

### **AUDITORS' RESPONSIBILITY UNDER GAAS - continued**

- We are responsible for communicating significant matters related to the financial statement audit that are, in our professional judgement, relevant to the responsibilities of those charged with governance.
- We applied certain limited procedures (such as inquiry of management and comparing for consistency) to the Required Supplementary Information that supplements the financial statements.





## Required Communications - Continued

### **INDEPENDENCE**

- We are not aware of any relationships between O'Connor & Drew and the College that in our professional judgment may reasonably impact our independence.
- We are independent with respect to the College within the meaning of the pronouncements of the Independence Standards Board, Government Auditing Standards, and under Rule 101 of the AICPA Code of Professional Conduct.
- No management advisory services were performed by O'Connor & Drew.
- O'Connor & Drew assisted in the preparation of the financial statements, and will assist with preparation of the data collection form, and SEFA however, these activities do not impact our independence.
  - These non-attest services were supervised by Curt Foster, Comptroller and Maria Brunelle, Assistant Comptroller



## Required Communications - Continued

### **MANAGEMENT'S RESPONSIBILITY**

- Selection and use of appropriate accounting policies – Significant policies are found in Note 1
  - GASB 87, Leases, was implemented effective beginning July 1, 2021.
    - Change in accounting principle is described in Note 2 of the financial statements
  - Application of existing policies were not changed during current year.
- Selection and use of appropriate accounting estimates – Based on management's knowledge and experience about past and current events and assumptions about future events
  - Allowance for doubtful accounts
  - Depreciable lives of capital assets
  - Useful lives of right of use lease assets
  - Accrued expenses
  - Discount rate of lease liability
  - Determining net pension and OPEB liabilities





## Required Communications - Continued

### MANAGEMENT'S RESPONSIBILITY – continued

- Accounting for significant transactions include:

- As of June 30, 2022 the College has been awarded the following Higher Education Relief Funds (HEERF):

	Student Aid Award	Institutional Award	Minority Serving Institutions	Total
CARES	\$ 1,842,695	\$ 1,842,695	\$ 637,701	\$ 4,323,091
CRRSAA	1,842,695	5,804,975	-	7,647,670
ARPA	6,809,629	6,482,028	689,119	13,980,776
<b>Total</b>	<b>\$ 10,495,019</b>	<b>\$ 14,129,698</b>	<b>\$ 1,326,820</b>	<b>\$ 25,951,537</b>

- For the year ended June 30, 2022, the College expended and recognized as revenue the federal grants below

	Student Aid Award	Institutional Award	Minority Serving Institutions	Total
CARES	\$ -	\$ -	\$ 280,258	\$ 280,258
CRRSAA	81,557	3,047,177	-	3,128,734
ARPA	6,721,907	3,005,404	-	9,727,311
<b>Total</b>	<b>\$ 6,803,464</b>	<b>\$ 6,052,581</b>	<b>\$ 280,258</b>	<b>\$ 13,136,303</b>

- The deadline for spending HEERF funds has been extended to June 2023.
- The College has approximately \$5.2 million of HEERF funds remaining available to be drawn for eligible expenses.



## Required Communications - Continued

### MANAGEMENT'S RESPONSIBILITY – continued

- Accounting for significant transactions include:

- The College recorded a right of use (“ROU”) asset \$2.9m and offsetting lease liability of \$1.7m as of July 1, 2021.
- The prior prepaid rent of \$1.2m was included in the ROU asset
- The expenses previously reported as rent expense have been replaced as interest expense and amortization.
- Used the state’s materiality threshold. One rental property and one equipment lease was deemed material and capitalized.
- Interest expense on the leased properties is calculated based on an incremental borrowing rate of 3.95%.





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## Required Communications - Continued

### ***MANAGEMENT'S RESPONSIBILITY – continued***

- No transactions entered into during the year for which there is a lack of authoritative guidance or consensus
- All significant transactions have been recognized in the financial statements in the proper period



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## Required Communications - Continued

### ***SIGNIFICANT COMMUNICATIONS, FINDINGS OR ISSUES***

- There were **NO**:
  - Disagreements with management
  - Major issues discussed with management prior to retention
  - Difficulties encountered in performing the audit
  - Adjustments and uncorrected misstatements
  - Other findings or issues that are significant or relevant to be communicated to those charged with governance
- Consultations with other accountants/auditors
  - Consulted with the auditors for the Massachusetts State Employee's Retirement Plan and State Retirees' Benefit Trust
- Significant written communications between the auditor and management include:
  - Engagement letter
  - Management representation letter – to be signed following Board approval





## Required Communications - Continued

### **FINANCIAL STATEMENT FRAUD RISKS**

- No pervasive financial statement fraud risks were identified
- Specific Risks Presumed by Auditing Standards
  - Risk of misstatement relating to revenue recognition
  - Risk of misstatement relating to expense recognition
  - Risk of management override of controls
    - Journal entries and adjustments
    - Significant accounting estimates
    - Significant unusual transactions
- Organization-Specific Risks
  - Related party transactions



## Other Matters

### ***Discussion of financial statements***



Mr. Dilulis provided the Board a brief overview of the financial statements.

- O'Connor & Drew issued two reports, the financial statements and the Internal Control Environment report.
- There were no material weaknesses or significant deficiencies.
- There were no fraud risks identified or associated with the audit.

A motion to approve the FY 2023 audited financial statements as presented was made by Trustee Epstein and seconded by Trustee Hebert.

**Roll Call Vote:**

Trustee Epstein	Yes
Trustee George	Yes
Trustee Hebert	Yes

Trustee Johnson	Yes
Trustee Plotkin	Yes
Trustee Smith	Yes
Trustee Vidal	Yes
Trustee Williams	Yes
Chair Gilbert	Yes

Comptroller Curt Foster provided an overview of the first quarter statement of Revenue and Expenses (FY2023).

**HOLYOKE COMMUNITY COLLEGE  
OFFICE OF THE COMPTROLLER  
MEMORANDUM**

**TO:** Trustee Finance Committee  
**FROM:** Curt Foster, Comptroller  
**DATE:** October 31, 2022  
**SUBJECT:** First Quarter Statement of Revenues and Expenses (FY 2023)

Attached is the first quarter statement of revenues and expenses for both our state maintenance appropriation and college trust funds covering the period July 1, 2022 through September 30, 2022. I hereby certify that to the best of knowledge and belief all funds expended were in compliance with the rules and regulations for trust funds and state finance law.

**Financial Highlights - Overall, total revenues are 7% unfavorable (down \$1,105,104) and total expenses are 3.5% favorable (down \$376,132) compared to the same period in the prior year. Of the \$1.1 million revenue decline, \$849,928 is in Tuition and Fees. Compared to the prior Fall 2021, Fall 2022 headcount is down approximately 5.2% and the FTE decline was 5.8% at the first quarter. Tuition and fee revenue is expected to be on budget for the full year based on first quarter results.**

**Tuition and Fee (T&F) revenue** is 10.31% or \$849,928 unfavorable compared to the prior year. This is due to a 5.8% decline in FTE from prior year for the Fall term. The FY23 T&F budget is \$14,179,757; \$1,820,243 or 11% lower than prior year. In Fall 2022, enrollment declines continue and are more consistent with pandemic enrollment trends which continue to be of concern for the long term.

**State Unrestricted Appropriation** reflects a decrease of 2% or \$148,624 and is due to the timing of state funded payroll and open positions. Our state appropriation is budgeted at \$33,579,349. We are estimating the full year to come in at budget with lower payroll costs being made up with previously trust funded expenditure.

**Gifts, Grants and Contract revenue** is unbudgeted and not reflected in the Statement of Revenues and Expenses. Revenue for the first quarter is \$1,711,673 or \$183,769 lower than prior year. This is principally due to the timing of State Grants and Contracts.

**Investment gains and losses** are not reported in the Statement of Revenues and Expenses. Investment results for the first quarter was a loss of \$680,637.91.

**Business and Community Services revenue** is favorable to the prior year by \$8,869 or 10.37%. Revenue is currently at 5.88% of budget and is projected to meet budget for the full year.

**Administrative Allowance revenue** which is derived from indirect cost recovery from grant activity is unfavorable to prior year by \$69,159 or 82.47% due to timing. The full year is projected to meet or exceed budget at \$600,000.

**Auxiliary enterprises revenue (bookstore)** is unfavorable to the prior year, decreasing \$46,262 or 93%. This is primarily due to the expiration of Barnes & Noble guaranteed commissions. Based on sales levels in the first quarter, a shortfall to budget of \$40,000 is projected for the full year.

**Compensation and Benefit expense** is 3% or \$249,118 favorable to the prior year. This is primarily due to open positions that remain unfilled in the current year. A continued increase in the first quarter in expense related to consulting contracts is reflected in the supplies and service category partially offsetting lower full time salary expense. Based on first quarter results, Compensation and Benefit expense is projected to come in at approximately \$860,000 below budget for the full year.

**Supplies and Services** is 6% or \$141,893 favorable to prior year and is tracking at 19.43% of budget. This decrease is primarily due to a reduction in information technology costs due to timing of software licensing fees in the first quarter. Based on timing and first quarter results, Supplies and Services is projected to come in at approximately \$400,000 under budget for the full year.

**Scholarship and Fellowship expenditure** is unfavorable by 66% or \$14,723 due to the timing of institutional waivers in the first quarter. We anticipate this expense to be on budget for the full year.

**Recommended Motion:** *Move that the Finance Committee recommend to the Board of Trustees to approve the First Quarter Statement of Revenue and Expenses as presented.*

cc: President Christina Royal, Narayan Sampath



**QUARTERLY STATEMENT OF TRUST FUND AND STATE MAINTENANCE APPROPRIATION REVENUE AND EXPENSES**  
 First Quarter FY 2023 (July 1, 2022- September 30, 2022)

	Annual Budget	Current Year - 2023			Percent of Budget	Prior Year - 2022			Percentage Inc.(Dec.)
		Trust Funds	State Approp.	Total		Trust Funds	State Approp.	Total	
<b>Revenues:</b>									
State Appropriation	33,579,349		6,967,844	6,967,844	20.75%		7,116,468	7,116,468	(2.09%)
Tuition and Fees	14,179,757	7,390,177		7,390,177	52.12%	8,240,105		8,240,105	(10.31%)
Business and Community Service	1,606,500	94,424		94,424	5.88%	85,555		85,555	10.37%
Administrative Allowance	600,000	14,704		14,704	2.45%	83,863		83,863	(82.47%)
<b>Total educational and general revenues</b>	<b>49,965,606</b>	<b>7,499,305</b>	<b>6,967,844</b>	<b>14,467,149</b>	<b>28.95%</b>	<b>8,409,523</b>	<b>7,116,468</b>	<b>15,525,991</b>	<b>(6.82%)</b>
Auxiliary enterprises (Bookstore)	100,000	3,562		3,562	3.56%	49,824		49,824	(82.85%)
<b>Total Revenues</b>	<b>50,065,606</b>	<b>7,502,867</b>	<b>6,967,844</b>	<b>14,470,711</b>	<b>28.90%</b>	<b>8,459,347</b>	<b>7,116,468</b>	<b>15,575,815</b>	<b>(7.09%)</b>
<b>Expenditures:</b>									
Compensation and Benefits	37,815,770	1,162,807	6,967,844	8,130,651	21.50%	1,263,301	7,116,468	8,379,769	(2.97%)
Supplies and Services	11,436,336	2,222,310		2,222,310	19.43%	2,364,203		2,364,203	(6.00%)
Scholarship	813,500	37,113		37,113	4.56%	22,390		22,390	65.78%
<b>Total educational and general expenditures</b>	<b>50,065,606</b>	<b>3,422,230</b>	<b>6,967,844</b>	<b>10,390,074</b>	<b>20.75%</b>	<b>3,649,894</b>	<b>7,116,468</b>	<b>10,766,362</b>	<b>(3.50%)</b>
Compensation and Benefits	0	0		0	N/A	0		0	N/A
Supplies and Services	0	156		156	N/A	0		0	N/A
Scholarship	0	0		0	N/A	0		0	N/A
Total Auxiliary enterprises (Bookstore)	0	156		156	N/A	0		0	N/A
<b>Total Expenditures</b>	<b>50,065,606</b>	<b>3,422,386</b>	<b>6,967,844</b>	<b>10,390,230</b>	<b>20.75%</b>	<b>3,649,894</b>	<b>7,116,468</b>	<b>10,766,362</b>	<b>(3.48%)</b>
<b>Net Revenue/(Expense)</b>	<b>0</b>	<b>4,080,481</b>	<b>0</b>	<b>4,080,481</b>	<b>N/A</b>	<b>4,809,453</b>	<b>0</b>	<b>4,809,453</b>	<b>(15.16%)</b>

A motion to approve the Fiscal Year 2023 First Quarter Statement of Revenue and Expenses was made by Trustee Plotkin and seconded by Trustee Hebert.

**Roll Call Vote:**

Trustee Epstein	Yes
Trustee George	Yes
Trustee Hebert	Yes
Trustee Johnson	Yes
Trustee Plotkin	Yes
Trustee Smith	Yes
Trustee Vidal	Yes
Trustee Williams	Yes
Chair Gilbert	Yes

**PRESIDENTIAL SEARCH PROCESS UPDATE**

Chair Gilbert Introduced Eleanor Williams to provide an update on the of Presidential Search process.

- Trustee Williams reported on the Presidential Search Committee with the support of Pauly Group’s President, Angela Provart.
- After the Presidential profile is complete, the cCommittee will start reviewing applications in January-February 2023.
- In March 2023, there will be on campus visits by the semi-finalists.
- A feedback survey on the finalist candidates will be conducted of employee and community groups.
- The Board of Trustees will conduct formal interviews with each of the finalists and an informal dinner to interact with the candidates.
- In April 2023, the candidate will be voted on the Board Meeting.
- 

Trustee Williams provided the Board a list of the committee members for a motion of approval.

**HOLYOKE  
COMMUNITY  
COLLEGE**

Karen Desjeans <kdesjeans@hcc.edu>

**[Staff Messages] Presidential Search Committee Announcement**

**Jeannette Smith** <jesmith@hcc.edu>  
Reply-To: noreply@hcc.edu  
Bcc: staff@hcc.edu

Tue, Nov 1, 2022 at 9:00 AM

Dear HCC Community,

A Presidential Search Committee has been identified and the first Search Committee meeting has been scheduled for Thursday, November 3, 2022. The Board of Trustees is pleased to thank and congratulate the following individuals who have committed to serving on the Presidential Search Committee.

**Presidential Search Committee**

Name	Title	Employee Group if Applicable
Trustee Eleanor P. Williams	Search Committee Chair/Board Trustee	
Trustee Vanessa Smith	HCC Board Trustee	
Trustee Ted Hebert	HCC Board Trustee	
Trustee Ivonne Vidal	HCC Board Trustee	
Chair Robert Gilbert	HCC Board Chair/ex officio	
Dr. Robert Awkward	Assistant Commissioner for Academic Effectiveness	Massachusetts Department of Higher Education
Tiffany Cutting Madru	HCC Foundation Trustee	
Anthony Soto	Holyoke Public Schools Superintendent	
Alexandra Cassandra	HCC Student	
Laura Schlegel	Adjunct Faculty	DCE Faculty
Amanda Sbriscia	VP for Institutional Advancement	NUP
Lanre Ajayi	Director, Education & Corporate Learning	NUP
Thomas Stewart	Athletics Director	NUP
Stephen Bailey	Theater Technical Director	AFSCME
Janet Aracena	Administrative Assistant	AFSCME
Amreen Shaikh	Placement Assistant	MCCC
Lori Wayson	Coordinator New Directors	MCCC
Elizabeth Wheeler	Faculty, Nursing	MCCC Faculty
Charlotte Wilinsky	Assistant Professor, Psychology	MCCC Faculty
Raul D. Gutierrez	Associate Professor, Chair Language/Latinx, Honors Program	MCCC Faculty
Olivia Kynard	Title IX Officer/ ex officio (non-voting member)	NUP

We anticipate the Presidential Search Committee will select semifinal candidates toward the beginning of March 2023 and interview the candidates at the end of March. Final candidates will be at the college and meeting with the Board of Trustees and various constituency groups in early to mid-April. Everyone who interacts with the finalists will have an opportunity to submit their input to the Board prior to their decision of the successful candidate.

As soon as the dates for final interviews in April are determined, all HCC stakeholders will be notified.

As a reminder, Angela Provart, HCC's contact from Pauly Group, will be hosting Town Halls on November 2<sup>nd</sup> and November 30<sup>th</sup> from noon to 1:00pm. The Zoom links to participate are as follows:

**Town Hall #1 :**

Wednesday, November 2, 2022, from Noon-1:00pm

Join Zoom Meeting

<https://us02web.zoom.us/j/5829396747?pwd=NXRySEYxTFVZUzZXWG1zaCt2aG0zZz09>

Meeting ID: 582 939 6747

Passcode: 5QTK6n

**Town Hall #2 :**

Wednesday, November 30, 2022, from Noon-1:00pm

Join Zoom Meeting

<https://us02web.zoom.us/j/5829396747?pwd=NXRySEYxTFVZUzZXWG1zaCt2aG0zZz09>

Meeting ID: 582 939 6747

Passcode: 5QTK6n



Sent by Jeannette Smith on behalf of  
Eleanor P. Williams, Chair of the Presidential Search Committee

**Jeannette Smith**

Manager of Business Services and Procurement  
Administration & Finance  
Holyoke Community College  
303 Homestead Avenue  
Holyoke, MA 01040  
Direct Tel: 413.552.2221  
Email: [jesmith@hcc.edu](mailto:jesmith@hcc.edu)

—  
PLEASE DO NOT REPLY TO THIS MESSAGE. You received this message because you are subscribed to the "HCC Staff" Targeted Message list as an employee of the college.

A motion to approve the Presidential Search Committee was made by Trustee Vidal and seconded by Trustee Hebert.

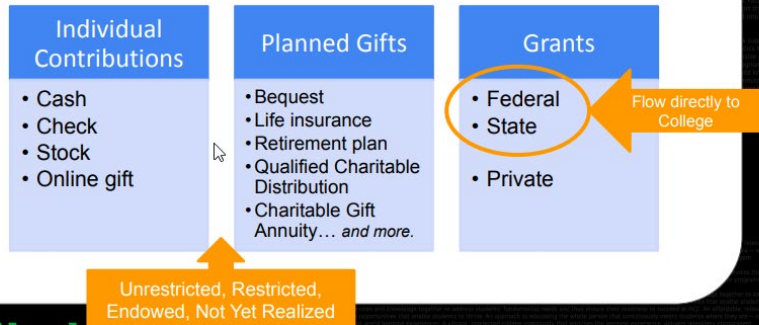
	<p><b>Roll Call Vote:</b></p> <p>Trustee Epstein Yes          Trustee George Yes          Trustee Hebert Yes          Trustee Johnson Yes          Trustee Plotkin Yes          Trustee Smith Yes          Trustee Vidal Yes          Trustee Williams Yes          Chair Gilbert Yes</p>
<p><b>REPORT OF THE CHAIR</b></p>	<p>Chair Gilbert shared highlights since the last meeting.</p> <ul style="list-style-type: none"> <li>Continuing to work with the Pauly Group.</li> <li>He reminded the Board that we need 100 percent participation at the commencement on June 13, 2023.</li> </ul>
<p><b>PRESIDENT'S REPORT:</b></p>	<ul style="list-style-type: none"> <li>President Royal asked Amanda Sbriscia to introduce a new employee Alan Bloomgarden, Director of Foundation and Government Grants in the Institutional Advancement Office.</li> <li>President Royal congratulated Administration &amp; Finance department for a clean audit for fiscal year 2022.</li> <li>President Royal introduced Amanda Sbriscia and the following staff to present on Philanthropy and Fundraising at HCC.</li> </ul> <p>Douglas Scanlon          Alan Bloomgarden          Nate Leveille          Megan Pereira          Julie Phillips          &amp; John Sieracki</p> <p>The Philanthropy and Fundraising at HCC Presentation:</p>  <p><b>Philanthropy and Fundraising at HCC</b>          Meeting of the Board of Trustees   November 22, 2022</p> <p>Alan Bloomgarden, Director of Foundation &amp; Government Grants          Nate Leveille, Staff Associate, Grant Development &amp; Management          Megan Pereira, Grants Development Specialist          Julie Phillips, Interim Director of Development and Coordinator of Annual Giving &amp; Alumni Relations          Doug Scanlon, Development &amp; External Communications Coordinator          John Sieracki, Leadership Gift Officer and Manager of Campaign Initiatives</p> 

## Philanthropy is about *change*.

“At its core, charity is about help, about meeting urgent needs. **Philanthropy, though, is about change.** Philanthropy is focused not on symptoms, but on root causes. It is **systemic**, not episodic; **proactive** rather than reactive. In short, the goal of philanthropy is not so much to provide assistance or service; rather, **it seeks to permanently alter the conditions that make assistance necessary.**”

-The Leadership Model of Philanthropy, Lumina Foundation

## What is philanthropy at HCC?



## College and Foundation: strategic partners



IRFs serve as philanthropic and entrepreneurial partners; seize opportunities for growth by cultivating donor relationships, ensuring the viability of their host institution in today's uncertain higher education environment.

-Association of Governing Boards

### Drawing upon the Strategic Plan, we:

- Inspire Engagement and Investment by Articulating a Vision
  - A future state that is distinctive, resonant with the culture, clear, emotionally appealing, and bold
- Focus on Alignment: strategic priorities + donor wishes + vision
  - Why give for THIS? What is it about the purpose and impact of the gift that is meaningful?
  - Why give for this HERE? What distinctive capabilities does HCC bring to the table that will allow us to do this work uniquely well?
  - Why give NOW? What is going on in the world that makes this an important agenda at this time?
  - And why is philanthropy the best/only way to accomplish this?



### Build Community

- Connection magazine
- Alumni Engagement
- Special and Signature Events
  - 75th Anniversary
  - Legacy Luncheon and current legacy video project
  - Scholarship Reception



### Build Community and Foster Engagement

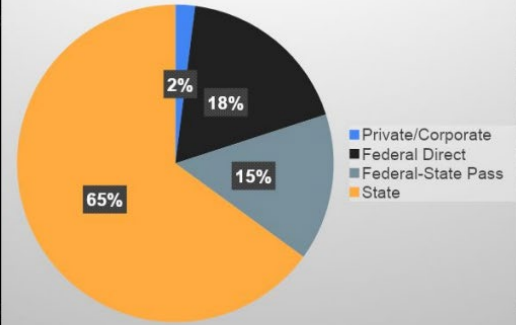
- Campaigns: targeted fundraising efforts that take place over defined periods of time
  - TogetherHCC
  - Direct Mail
  - Marieb / Center for Life Sciences
  - Comprehensive
- Research, data collection, wealth screening



### Secure grants for:

- Venture Capital for Innovation
- Program Response to Emerging Needs
- Supporting Civic Commitment to Educational Access and Community Development

### Government and Foundation Grant Funding Sources FY22



FY22: 75% overall success rate; \$8.3 million in new awards (excluding HEERF)

### The Grants Process

Funding agency releases Request for Proposals (RFP); proactive research for strategically-aligned opportunities

Campus colleagues & Grants Office study RFP, identify alignment with HCC priorities and resources

Grants Office, Business Office and campus lead prepare proposal: activity plan, budget, budget justification

Once submitted, funding agency reviews and comments on elements

Once awarded, contract is signed, activities and spending commence

### Ensuring Strategic Alignment

Does the grant align with the teaching and learning needs of the College?

Does the grant focus on equity, inclusion, and student success?

Does the grant align programs with workforce demands, students needs for transfer, and employment opportunities?

Can we transform the grant into a sustainable model for long-term growth?

# Impact

## Federal

- TRIO SSS STEM-Health Sciences
- STEM Scholarships
- Behavioral and Mental Health

## State

- Adult Basic Education / Transition to College and Careers
- Career Pathways
- Culinary Arts Truck
- ESOL Culinary and Nurse Aide
- Perkins Program

## Private / Corporate

- Homestead Market
- Medical Assistant Training
- Nursing Completion Pilot
- Western MA CORE

## FY22 Grant Highlights

### State: Perkins Program

- \$211,000 - \$240,000 annually;
- Impacting 2,479 HCC students through:
  - Student career exploration and career development
  - Instructor professional development
  - Building skills in high skill, wage or in-demand industries
  - Integrating academic skills into Career and Technical Education programs
  - Planning and implementing Career and Technical Education programs of study that increase student achievement
  - Developing and Implementing evaluations of Perkins-funded activities

### Federal: National Science Foundation S-STEM Program

- Awarded in 2020; \$1,000,000 over 5 years
- Purpose and Priorities:
  - increase number of low-income academically talented students with demonstrated financial need obtaining degrees in S-STEM and entering the workforce or graduate programs in STEM;
  - improve education of future scientists, engineers, and technicians, with a focus on low-income academically talented students with demonstrated financial need;
  - generate knowledge to advance understanding of how interventions or activities affect the success, retention, transfer, academic/career pathways, and graduation of low-income students in STEM



### Federal: National Science Foundation S-STEM Program

- Outcomes:
  - 24 students were supported in AY21-22 – enrolled in biology, chemistry, computer science, engineering, environmental science, mathematics, physics, pre-veterinary, and other STEM disciplines
  - Fall-to-spring persistence rate = 100%; fall-to-fall = 96%
  - Twelve faculty mentors trained in culturally-responsive mentoring during the 2021-2022 academic year



### Fueling innovation, creating opportunity, advancing strategic priorities:

- \$400,000 in scholarships to students annually
- Leslie Phillips Theater 24-hour festival
- *New York Times* subscription for student access
- School supplies and regular water delivery for Thrive Center
- John Deere Gator Tractor and Bartley Center floors, Bienvenidos Latinx Scholarship, Homestead Market, and more.





## President's Student Emergency Fund

Providing immediate financial support to students who encounter unforeseen financial challenges, enabling them to continue their studies and successfully complete their coursework.

Providing approximately \$75,000 annually to students who need help making rent, paying an electric bill, fixing their car, and numerous other emergencies.

Average # of students per year = 112  
Average distribution = \$520

### Annual Giving and Alumni Relations

Building a sustainable model for long-term financial growth through:

- **Donor acquisition:** Creative and varied campaigns are key.
- **Retention and Participation:** Our next 7-figure donor is giving \$25 per year right now.
- **Data collection and integrity:** We can't engage constituents we can't reach.
- **Data analysis and reporting:** We can't manage what we don't measure. Critical to strategic moves management program.
- **Donor Relations:** Stewardship is key to ensuring a strong, long-term relationship with donors.

The HCC Foundation's investment in staffing to support these areas is strategic, forward-thinking, and the first model of its kind among all MA community colleges.

### Alumni Participation and Retention

	Alumni Donors	Solicitable Alumni	Total Alumni	Alumni Participation Rate	Retention Rate
FY22	517	36,220	42,129	1.4%	64.5%
FY21	457	35,971	41,434	1.2%	63%
FY20	395	35,404	40,867	1.1%	48.7%
FY19	464	34,146	40,042	1.3%	56.6%
FY18	557	33,311	39,214	1.6%	53.4%

“Giving is a skill that has to be taught.”

-Kestrel Linder, co-founder and CEO of GiveCampus

**TogetherHCC 2022:**

- 424 total donors
- \$94 average gift
- 33% of gifts were first-time or re-engaged (back after 5+ years) donors
- 53% of gifts were from alumni
- Donors came from 27 states across the country
- **Over \$192,000... in one day.**



**I'm a Speaker**

Conference for Community College Advancement  
October 26-28, 2022 | Anaheim, California

Register now at [case.org/ccca](http://case.org/ccca)  
#CASEcc

Preparing for the Future  
and Tools for Action

- Campaign
  - Marieb building / Center for Life Sciences – *first priority*
  - Presidential Transition – *major consideration and opportunity*
- Strengthening the fundraising and fund distribution operation
  - New mechanism for departments to request Foundation funding
  - Micro-philanthropy campaign coming spring 2023
- Increasing Engagement and Stewardship
  - Onboarding two newly-created positions funded by HCC Foundation; increasing capacity to raise funds and be campaign-ready
- Alignment with Strategic Priorities



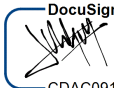
### Board Member Tools for Action

- Legislative Advocacy
- Connections, Relationships, Access
- Presence and Participation
- Support Partnership between HCC and HCC Foundation




<b>ADJOURNMENT OF MEETING</b>	On a motion by Trustee Williams and seconded by Trustee Epstein it was <b>VOTED</b> to adjourn the meeting.
	<b>Roll Call Vote:</b> Trustee Epstein Yes Trustee George Left at 9:19 a.m. Trustee Hebert Left at 8:54 a.m. Trustee Johnson Left at 9:10 a.m. Trustee Plotkin Left at 9:12 a.m. Trustee Smith Left at 9:30 a.m. Trustee Vidal Left at 9:26 a.m. Trustee Williams Yes Chair Gilbert Yes
	The meeting was adjourned at 9:32 a.m.

Respectfully submitted,

DocuSigned by:  
  
CDAC0916A5464E4...  
Ivonne Vidal,  
Secretary Board of Trustees

2/19/2023

DocuSigned by:  
  
D1FC1283608C487...  
2/19/2023  
Approved: Robert W. Gilbert, Jr., Chair