

**HOLYOKE COMMUNITY COLLEGE BOARD OF TRUSTEES
RETREAT**

**Frost Building, 309 Conference Room
12 pm – 4 pm**

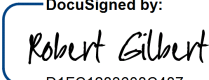
Minutes of January 12, 2023

MEMBERS PRESENT	Robert W. Gilbert, Chair Charles Epstein Ted Hebert Yolanda Johnson (arrived at 3:18 pm) Nayroby Rosa (left at 3:05 pm) Ivonne Vidal Eleanor Williams
MEMBERS ABSENT	Trustee George Evan Plotkin Vanessa Smith
ALSO PRESENT	Karen Desjeans, President Christina Royal, and Gina Yarbrough, General Counsel
MEETING CALL TO ORDER	At 12:58 pm, the meeting was officially called to order by Chair Robert Gilbert.
INTRODUCTORY REMARKS	<p>Chair Gilbert welcomed the Trustees to the Board Retreat.</p> <p>President Royal provided the Trustees with the refreshed Strategic Plan Pamphlet that was recently handed out at the College’s Professional Day. President Royal also updated the Trustees on the posting for the Vice President of Equity, Diversity and Inclusion. This will bring the College’s equity work to the next level with focused initiatives on our Black, Indigenous, and students of color and their completion rates to remove barriers to success. The timeline for this position allows the new named President to be part of this process.</p> <p>President Royal introduced Gina Yarbrough, General Counsel for the Massachusetts Community Colleges.</p>
FIDUCIARY BOARD LEADERSHIP	<p>Ms. Yarbrough’s Office works with all 15 community colleges to educate and inform policies, act as an advisory, and be able share best practices. Trustees are fiduciaries of the College, and need to act in the best interest of the College. All trustees have a Duty of Care, Duty of Loyalty and Due of Obedience when making decisions. As ambassadors for the institution, trustees receive materials, attend meeting and understand when things are confidential and when they are not.</p> <p>Ms. Yarbrough discussed that trustees are indemnified against any claim provided you have acted in good faith. For example, Trustees have completed the Department of Higher Education trainings, read the Trustee Resource Manual, and understand Open Meeting Law and Public Records. Trustees are considered special state employees.</p> <p>There was a short break from 2:30 to 2:49 pm.</p>
GOVERNANCE AND BYLAWS COMMITTEE DISCUSSION	<p>Chair Gilbert introduced Trustee Ivonne Vidal to provide the Trustees an update from the Governance and Bylaws Committee.</p> <p>Trustee Vidal discussed a need for a survey and the need for increased Board involvement. Recently Board Engagement Opportunities have been added to</p>

	<p>the monthly Board Agenda as ways for Trustees to be more involved with the College. Trustee Vidal has talked with Jane Vottero in our Marketing Department, the possibility of having having Trustees' information, including Committees, date of appointment, and perhaps a picture, on the website. Trustee Epstein suggested a short bio or a pop up video of why I am Trustee, with some background or even an interesting fact. There was further discussion about what would be included on the website, and the kind of engagement from the college community Trustees could expect from providing this information.</p> <p>Trustee Vidal discussed the future Trustee Information Handbook and the items that would be included, such as Committee descriptions and focus; information about each Trustee, and expectations of trustee engagement.</p>
<p>PASSAGEWAYS ONBOARD SOFTWARE UPDATE</p>	<p>Karen Desjeans provided a brief update on the new software portal for the Board of Trustees. Each trustee will receive an HCC email to be used with the portal, and training will be provided by OnBoard in mid-February. We are targeting use of the portal for the March meeting in March.</p>
<p>ADJOURNMENT OF MEETING</p>	<p>The meeting was adjourned at 4:00 p.m.</p>

Respectfully submitted,

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 2/28/2023
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 Karen Desjeans, Staff Assistant, President's Office

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 2/28/2023
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 Robert W. Gilbert, Jr., Chair, Board of Trustees