

**HOLYOKE COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
SEPTEMBER 26, 2023 MEETING**



Minutes of September 26, 2023

The 421<sup>st</sup> meeting of the Holyoke Community College Board of Trustees was held on Tuesday, September 26, 2023, both in person and remotely with Chair Robert W. Gilbert, Jr. presiding.

<b>MEMBERS PRESENT (in person)</b>	Trustee Garcia Ted Hebert Vanessa Smith Ivonne Vidal Robert Gilbert
<b>MEMBERS PRESENT (via Zoom)</b>	Charles Epstein Yolanda Johnson Evan Plotkin Nayroby Rosa Eleanor Williams
<b>ALSO PRESENT (in person)</b>	Sintique Carrillo, Julissa Colon, Curt Foster, Jeff Hayden, Alfonso Herrera-Neal, Kim Hicks, Olivia Kynard, Sharale Mathis, Kris Ricker-Choleva, Evelyn Rivera Riffenburg, Narayan Sampath, Amanda Sbriscia, Jeannette Smith, Rebecca Townsend, and Chris Yurko.
<b>ALSO PRESENT (via Zoom)</b>	Teresa Beaudry, Amy Brandt, Maria Brunelle, Vanny Chen, Mary Dixey, Christine Gosselin-Miller, Hudgik, Jane Johnson Vottero, Jane Lerner, Irma Medina, Anne Morales Medina, Julie Phillips, Michelle Robak, Harold Santiago, John Sieracki, Kim Straceski, and Renee Tastad.
<b>CALL TO ORDER</b>	At 8:06 am, the meeting was officially called to order by Chair Robert Gilbert.  <b>Roll Call Attendance:</b> Trustee Epstein        Yes Trustee Garcia        Yes Trustee Hebert        Yes Trustee Johnson       Entered via Zoom at 8:39 am Trustee Plotkin        Yes Trustee Rosa            Yes Trustee Smith          Yes Trustee Vidal          Entered at 9:17 am Trustee Williams       Entered via Zoom at 8:10 am 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; and there was none.  A motion was made by Trustee Hebert, and seconded by Trustee Smith to approve the Consent Agenda as presented.  <b>Roll Call Attendance:</b> Trustee Epstein        Yes Trustee Garcia        Yes Trustee Hebert        Yes Trustee Johnson       Entered via Zoom at 8:39 am Trustee Plotkin        Yes

	<p>Trustee Rosa Yes  Trustee Smith Yes  Trustee Vidal Entered at 9:17 am  Trustee Williams Entered via Zoom at 8:10 am  Chair Gilbert Yes</p>
<b>SABBATICAL LEAVE REQUEST FOR EMILY RABINSKY</b>	<p>With no discussion, a motion was made by Trustee Smith and seconded by Trustee Epstein to approve the sabbatical leave request for Emily Rabinsky.</p> <p><b>Roll Call Attendance:</b>  Trustee Epstein Yes  Trustee Garcia Yes  Trustee Hebert Yes  Trustee Johnson Entered via Zoom at 8:39 am  Trustee Plotkin Yes  Trustee Rosa Yes  Trustee Smith Yes  Trustee Vidal Entered at 9:17 am  Trustee Williams Entered via Zoom at 8:10 am  Chair Gilbert Yes</p>
<b>EQUITY COMMITTEE</b>	<p>Olivia Kynard updated the Board on the work of the Equity Committee with regard to upcoming Equity Trainings and securing the needed speakers for these trainings. It looks like virtual trainings will take place in October, November, January and, in person for a half-day Board Retreat in March. The Retreat will focus on the role of the trustee and how it is aligned with HCC, our strategic plan all our equity initiatives. Chair Gilbert encouraged all trustees to pay attention to the calendar invitations to be able to participate. He also acknowledged the work that Olivia has done to connect the Board with potential speakers.</p>
<b>AUDIT AND FINANCE COMMITTEE REPORT</b>	
<p>Money Manager Request for Proposal Update</p> <p>Bookstore Update</p>	<p>Trustee Epstein updated the Board that the College had a Request for Proposal for new firms to manage the college's reserves. The process resulted in the Audit and Finance Committee approving splitting our reserves between Eaton Vance and PFM Asset Management.</p> <p>Vice President Sampath provided an update on the Request for Proposal for our Bookstore that resulted in four qualified vendors, including the current vendor, Barnes and Noble. Two of the potential vendors who expressed interest are proposing an online store and two are proposing a physical bookstore. There will be outreach to the college campus in providing feedback on the proposals, including the, Budget Advisory Committee Academic Support, Library &amp; Instructional Technology sub-committee and the Physical &amp; Technological Infrastructure sub-committee (Shared Governance). He has already met with the Student Senate, and several meetings have been scheduled across campus. Once the bid is awarded, we anticipate the vendor being in place by May 2024.</p>
<b>REPORT OF THE CHAIR</b>	<p>Chair Gilbert highlighted his work with the College over the last month:</p> <ul style="list-style-type: none"> <li>• He continues to meet with President Timmons weekly to discuss college business, and has now invited Vice Chair Smith to join them in the discussion.</li> <li>• On August 12, 2023, there was a Foundation/Trustee reception to welcome President Timmons, and was held at Gary Rome Hyundai.</li> <li>• On August 20, 2023, there was a Board Chairs meeting of the</li> </ul>

	<p>community colleges and state universities. One item that was discussed was trustee replacements and vacancies. As a result of that meeting, each college was asked to submit vacancies and make suggestions for replacements. We have submitted our Board information of one vacancy and two expired terms. The second topic was housing on campus and the possibility of housing immigrants.</p> <ul style="list-style-type: none"> <li>• On August 30, 2023, I was honored to welcome staff and faculty to the new semester, with the theme of embracing our values.</li> <li>• He reminded Trustees that there will be a special meeting via Zoom on September 28, 2023 at 8 am and will be held in executive session.</li> <li>• He also provided an update on of the HCC Foundation :       <ul style="list-style-type: none"> <li>○ The Foundation recently completed its annual audit, which resulted in an unmodified opinion</li> <li>○ The Foundation Board of Directors held its September meeting at Gary Rome Hyundai in Holyoke – Trustees Evan Plotkin and Ted Hebert were present at that meeting, both representing the Board of Trustees on the Foundation Board.</li> <li>○ Highlights from the Report of the Executive Director:           <ul style="list-style-type: none"> <li>▪ The Foundation’s annual investment in the College’s fundraising operation has enabled the Foundation to see success over the last year, including:               <ul style="list-style-type: none"> <li>• Increase in alumni donor retention</li> <li>• Increase in total number of alumni donors</li> <li>• Increase in employee donors</li> <li>• 7 new endowed scholarship funds</li> <li>• Bequest intentions totaling \$800,000 from 3 donors</li> <li>• Cleaner, more comprehensive data</li> <li>• More videos, personalized communication, and unique opportunities to thank our donors and acknowledge their support</li> </ul> </li> </ul> </li> </ul> </li> <li>• Vice President Sbriscia was acknowledged for her work with the Foundation and Trustees in raising money for the College.</li> <li>• He reminded the Trustees for are Chairs of sub-committees to submit a least one goal for the year.</li> </ul>
<p><b>PRESIDENT’S REPORT:</b></p>	<p>President Timmons provided the following update:</p> <ul style="list-style-type: none"> <li>• He attended the AACC Advocates in Action meeting in Washington, DC to connect with legislators and learn more about short-term Pell grants.</li> <li>• The College was contacted by the Executive Office of Education to host an event on campus during STEM week. Further information will be forthcoming through email.</li> <li>• The Presidents of all 15 community colleges signed a letter of support in the establishment of the Massachusetts Hunger Free Campus Imitative. One in three public college students in Massachusetts faces food insecurity. The passage of this Bill will allow for significant investments in nutrition and basic needs.</li> <li>• He attended the HCC Foundation Board meeting as noted earlier and thank Gary Rome for both hosting the event and the significant donation to support the Thrive Center. A check was presented in the amount of \$5,000.</li> <li>• He attended the WooSox game on community college night and had the opportunity to connect with alumni, students, staff and faculty. He acknowledged Julie Phillips for her work in making this a successful evening event.</li> <li>• He continues to meet with various members of the community: Trish Canavan, Tech Foundry; David Cruise, MassHire; Rick Sullivan,</li> </ul>

	<p>Western Mass Economic Development Council, Mayor Joshua Garcia and Aaron Vega. Special thanks to Jeff Hayden for coordinating these meetings.</p> <ul style="list-style-type: none"><li>• He has invited staff and faculty members to Open Access Days, where the community can share praise and concerns, acknowledgements or simply say hello. This is a commitment to learn and understand the culture.</li><li>• He acknowledged former President Christina Royal on her appointment to the Massachusetts Board of Higher Education by Governor Healey.</li></ul>
<p><b>PRESENTATION: EL CENRO</b></p>	<p>Vice President Mathis introduced Julissa Colon, who was featured in September as part of a series on Hispanic Heritage Month profiles. Julissa shared the following presentation:</p>
	
	

## El Pasado: ¿Cómo Llegamos Aquí?



"Tun Cutum PÁ" by Don Rinx

- The Wish
  - Holyoke/Springfield Population
  - A Communities' Work
  - HSI 2016
- The Vision - 2021
  - Hispanic Leadership Council (HLC)
  - Bi-lingual & Bi-cultural Team
- The Timeline

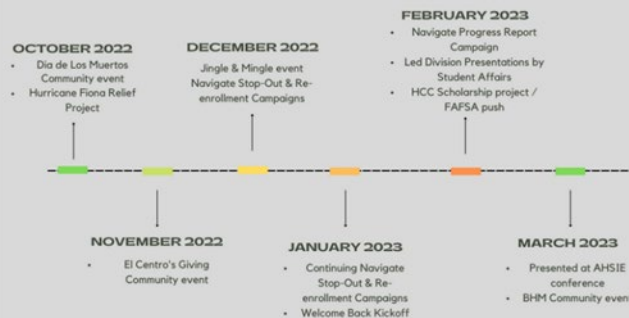


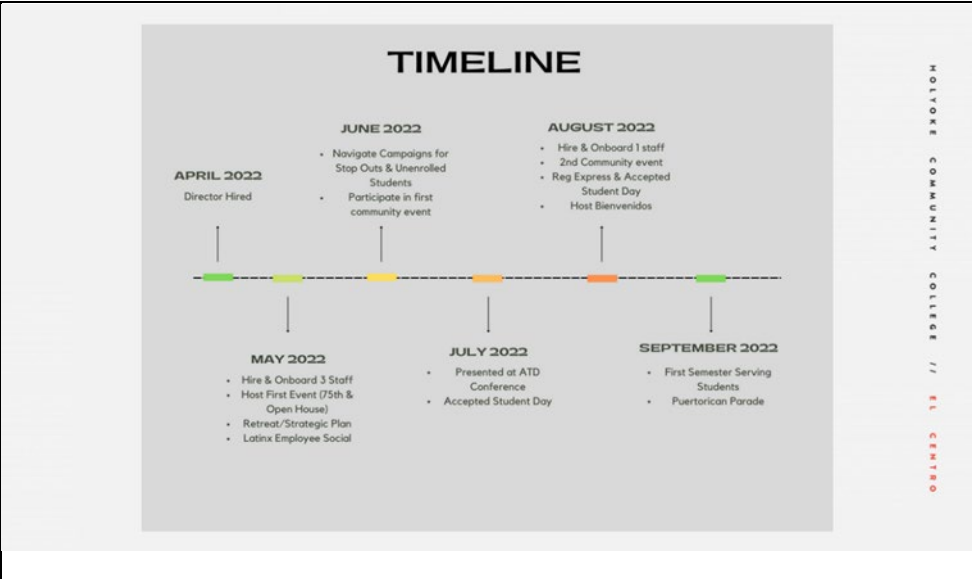
## Nuestra Misión y Visión



- **Mission:** El Centro aspires to provide a **Hispanic Thriving** learning community to meet the needs of Latinx students, where they can receive culturally responsive guidance and support essential to achieve academic success, advancement, and a sense of belonging.
- **Vision:** At El Centro, we connect with prospective and enrolled Latinx students and develop empowering relationships in support of their academic persistence and graduation while grounding students in a sense of belonging through cultural celebration, community connection, and achievement.

## TIMELINE





## El Presente: Strategic Plan & Assessment

**STRATEGIC FRAMEWORK 2 - EQUITY & STUDENT SUCCESS:**  
*Collaborate with the communities we serve to increase equity.*

- 2.5** Increase Hispanic Fall FTE from 660 to 772 by 2026.  
**Goal: Develop new avenues for increasing Latinx student enrollment via collaboration and technology usage.**
- 2.3** Decrease the graduation gap between BIPOC and white students from 11 points to 7 points by 2026.  
**Goal: Increase offerings in holistic wrap-around support and culturally responsive programming.**
- 2.2** Decrease the retention rate gap between BIPOC and white students from 13 points to 9 points by 2026.  
**Goal: Develop and implement proactive advising strategies to increase semester to semester retention for Latinx students.**
- 2.1** Decrease the fall course completion gap between BIPOC and white students from 10 points to 6 points by 2026.  
**Goal: Develop an early intervention program for first semester support.**

## El Presente: Data Metrics for Latinx Students

- Increase average credits and full time enrollment for Hispanic/Latinx students**
  - Year Zero - Fall 2022: 31% (HCC) vs. **47% (El Centro)**
  - Year Zero - Fall 2022: 8.5 (HCC) vs. **10.3 (El Centro)**
- Increase Fall to Spring retention rates and reduce equity gaps for Hispanic/Latinx students**
  - Year 0                      Year 1
    - All **61%** vs. All **64%** → **EC 78%**
    - FTDS **59%** vs. **66%** → **EC 82%**
    - Equity gap reduction **14** point → **13 point**



## El Presente: Data Metrics for Latinx Students

Enrollment: El Centro Participants	
	Fall 2022
Total Participated in El Centro	119
Female	79%
Male	21%
<25 yrs. old	82%
25 or older	18%
Full-time	47%
Part-time	53%
Pell Eligible	76%
First Generation to College	61%
Enrolled DE course/s	39%

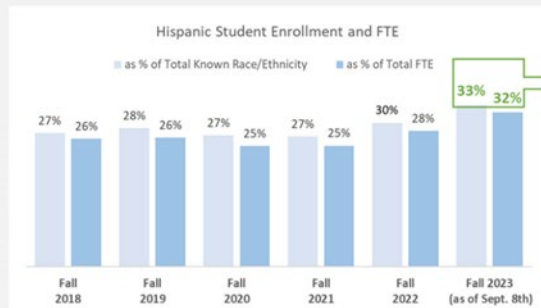
A total of 119 students participated in El Centro in Fall 2022. The majority, 79%, were female, less than 25 years old (82%) and eligible to receive a Pell grant (76%).

## El Presente: Data Metrics for Latinx Students

Fall-to-Spring Retention Rate: El Centro Participants	
	Fall 2022-to-Spring 2023
All El Centro Participants	78%
Female	79%
Male	78%
<25 yrs. old	80%
25 or older	71%
Full-time	85%
Part-time	72%
Pell Eligible	79%
First Generation to College	74%
Enrolled DE course/s	77%

The Fall-to-Spring retention rate for Fall 2022 El Centro participants was 78%. Seventy-one percent (71%) of adult (25 and older) El Centro participants were retained to the Spring semester.

## El Presente: Data Metrics for Latinx Students



To maintain HSI Status, HCC's Hispanic FTE must be at least 25% of HCC's overall FTE.  
As of September 8th, Hispanic students enrolled in Fall 2023 account for 33% of all students enrolled and **32% of HCC's overall FTE!**

## El Presente: Una Comunidad de Raíces

### Progress on Initiatives

- Collaborations:
  - Internal
    - Enrollment & Onboarding/Financial Aid
    - Other academic & student support programs
      - ESL
      - CDA



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## El Presente: Una Comunidad de Raíces

### Progress on Initiatives

- Collaborations:
  - Internal
    - Non-credit
      - Gateway
      - TCC
  - External
    - Nuestra Raices
    - Beyond Walls
  - Community Networking



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## El Presente: Una Comunidad de Raíces

### Progress on Initiatives

- Navigate
  - Stop Outs
  - Progress Reports



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## El Centro Outreach Impact Analysis

Holyoke Community College

### Enrollment Campaign Outcomes

- 472** Number of students included in the campaign
- 85** Number of students from the campaign who ultimately enrolled in the Fall 2022 term
- 7** Average number of credits that a student enrolled for
- \$155,125** Approximate tuition & fees revenue from these efforts\*
- 15** Students who reenrolled officially joined the El Centro program

### Process Explained

- 1 El Centro team identified students who had stopped out during the Spring 2022 semester and would qualify for the program. These were not new students and could easily re-enroll without having to reapply
- 2 In Summer 2022, Enrollment Campaigns were used to inform students of El Centro and track their enrollment. The campaign included a link to a google form for them to collect contact information and they also called these students
- 3 El Centro team follows up with students who have enrolled to make sure they take advantage of the new program

### What is El Centro?

El Centro aspires to provide a Hispanic thriving learning community to meet the needs of Latinx and Spanish speaking students, where they can receive culturally responsive guidance and support essential to achieve academic success, advancement, and a sense of belonging<sup>13</sup>. Services included bilingual services for students and their families, holistic wrap-around support services, academic advising and more.

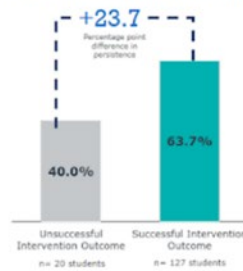
<sup>13</sup> <https://www.hcc.edu/courses-and-programs/academic-support/el-centro>  
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\*Estimate based on \$247 credit <https://www.hcc.edu/tuition-and-aid/tuition-and-fees>

## Fall 2022 Progress Report Analysis

In the Fall 2022 semester, HCC ran a progress report campaign for TRIO, El Centro, Dual Enrollment, New Directions, and Probation Students.

### Persistence from Fall 22 to Spring 23 Term



**30** Estimated number of additional students who persisted due to successful intervention

**9.44** Average number of attempted credits for this group in the Spring 2022 term



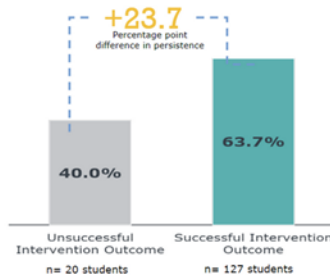
**\$69,000**  
Additional tuition and fee revenue for one semester

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## Fall 2022 Progress Report Analysis

In the Fall 2022 semester, HCC ran a progress report campaign for TRIO, El Centro, Dual Enrollment, New Directions, and Probation Students.

### Persistence from Fall 22 to Spring 23 Term



**30** Estimated number of additional students who persisted due to successful intervention

**9.44** Average number of attempted credits for this group in the Spring 2022 term

**289.2 credits**

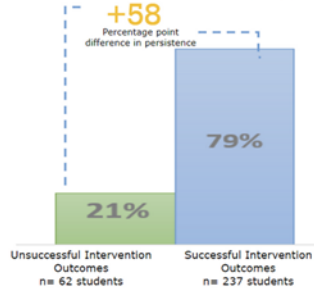
**Objective 4.1: Increase total annual credit hours from 65,500 to 67,465 by 2026.**



### Spring 2023 Progress Report Analysis

In the Spring 23 semester, HCC ran a progress report campaign for ALANA, Dual Enrollment, El Centro, New Directions, Pathways, Probation Students, SAMP, and TRIO.

#### Persistence from Fall 22 to Spring 23 Term



95 Estimated number of additional students who persisted due to successful intervention

9.44 Average number of attempted credits for this group in the Fall 2023 term

**896.8 credits**

Objective 4.1: Increase total annual credit hours from 65,500 to 67,465 by 2026.



El Futuro



## La Razón Por La Que Existimos / The Reason We Exist


**Link to Video in Presentation**

[We are El Centro](#)

Trustee Johnson was unavailable for the Board Equity Report and wanted to remind Trustees that our work is more than a checkbox, and we need to be doing more of the work that we all just heard about this morning to support the

	<p>outcomes of underrepresented students. She wanted to encourage attendance at the upcoming trainings that Olivia Kynard mentioned earlier in this meeting.</p>																				
<p><b>ADJOURNMENT OF MEETING</b></p>	<p>On a motion by Trustee Vidal and seconded by Trustee Hebert it was <b>VOTED</b> to adjourn the meeting.</p> <table data-bbox="532 300 852 632"> <tr><td>Trustee Epstein</td><td>Yes</td></tr> <tr><td>Trustee Garcia</td><td>Yes</td></tr> <tr><td>Trustee Hebert</td><td>Yes</td></tr> <tr><td>Trustee Johnson</td><td>Yes</td></tr> <tr><td>Trustee Plotkin</td><td>Yes</td></tr> <tr><td>Trustee Rosa</td><td>Yes</td></tr> <tr><td>Trustee Smith</td><td>Yes</td></tr> <tr><td>Trustee Vidal</td><td>Yes</td></tr> <tr><td>Trustee Williams</td><td>Yes</td></tr> <tr><td>Chair Gilbert</td><td>Yes</td></tr> </table> <p>The meeting was adjourned at 9:31 a.m.</p>	Trustee Epstein	Yes	Trustee Garcia	Yes	Trustee Hebert	Yes	Trustee Johnson	Yes	Trustee Plotkin	Yes	Trustee Rosa	Yes	Trustee Smith	Yes	Trustee Vidal	Yes	Trustee Williams	Yes	Chair Gilbert	Yes
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Chair Gilbert	Yes																				

Respectfully submitted,

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 Ivonne Vidal,  
 Secretary Board of Trustees

11/9/2023

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 11/9/2023

Approved: Robert W. Gilbert, Jr., Chair