



Board of Trustees Meeting Minutes

February 27, 2024

Holyoke Community College

Feb 27, 2024 at 8:00 AM EST

Remote and In Person, Frost 309 Conference Room

Attendance

Trustees Present:

Barney Garcia, Ted Hebert, Yolanda D. Johnson, Evan Plotkin (remote), Vanessa L. Smith, Ivonne Vidal (remote), Eleanor P. Williams (remote)

Trustees Absent:

Members: Charles D. Epstein,

Guests:

Karen Desjeans, George Timmons, Narayan Sampath, Jeff Hayden, Patrick Sweeney, Olivia Kynard, Curt Foster, Chris Yurko, and Sharale Mathis,,

Remote Guests:

Teresa Beaudry, Pasha Black, Beth Breton, Maria Brunelle, Saul Caban, Vanny Chen, Veena Dhankher, Mary Dixey, Kermit Dunkelberg, Judy Gregoire, Mark Hudgik, Jane Johnson Vottero, Lauren LeClair, Irma Medina, Michelle Robak, John Sieracki, Jeannette Smith, Brooke Sokoloff-Adams, and Renee Tastad

- I. Call to Order: Interim Chair Smith called the 425th meeting of the Holyoke Community College Board of Trustees to order at 8:05 am

- II. Roll Call
Roll Call Vote:
YES: Barney Garcia, Ted Hebert, Evan Plotkin , Vanessa L. Smith, Ivonne Vidal, and Eleanor P. Williams
Yolanda D. Johnson – entered at 8:13 am
Nayroby Rosa – entered at 8:13 am

- III. Consent Agenda
 - A. Consideration of the Minutes for the Board of Trustees Meeting of January 23, 2024 (see attached)
 - B. Report of Personnel Actions dated February 27, 2024 (see attached)
 - C. To empower the President of the College to approve all personnel actions prior to the next meeting.
 - D. Committee Reports (see attached)

Motion:

Interim Chair Smith asked that the Bylaws & Governance Committee, and the Equity Committee be pulled out of the Consent Agenda. A motion was made by Trustee Hebert and seconded by Trustee Garcia to approve the Consent Agenda as presented

Bylaws & Governance Committee – Trustee Vidal’s next steps is to speak with each Committee Chair to receive a brief overview of what the plan is for the next year as we plan to have more active committees this year. There was further discussion about the Nominating Committee becoming more involved in helping to fill vacant trustee seats; and how we get more people involved earlier in this process.

Roll Call Vote for Consent Agenda

A motion was made by Trustee Hebert and seconded by Trustee Garcia

Yes: : Barney Garcia, Ted Hebert, Evan Plotkin, Vanessa L. Smith, Ivonne Vidal, and Eleanor P. Williams

IV. Report of the Interim Chair

Interim Chair Smith updated the Board about her attendance at the Association of Community College Trustees Annual Legislative Summit in Washington, DC in early February. Nate Mackinnon prepared the group for visits with legislators. The focus was on the taxation of Pell grants and the American Opportunity Tax Credit.

V. President's Report

- A. President Timmons updated the Board on the work, in collaboration with the Massachusetts Association of Community Colleges to identify budget and legislative priorities for the upcoming fiscal year 2025. The handouts from Interim Chair Smith will help with talking points when trustees need them in advocating for the College.

Mass Reconnect is having an impact in terms of adult learners over the age of 25 here at the College. Success dollars have allowed the College to enhance wrap around services for El Centro and ALANA Men in Motion, and we continue to see results for that work.

The College has secured a \$10,000 donation from Stop and Shop to help our Thrive Center. The donation will be in the form of gift cards to enhance our services to students.

He thanked the Community Foundation of Western Massachusetts for their donation of \$10,000 the President’s Emergency Fund. These funds will be used to support students experiencing financial barriers.

The College has been awarded a Train Grant to assist and support long-term unemployed and underemployed adult workers.

In partnership with the Massachusetts Coalition and Springfield Works, HCC has successfully submitted a grant application to the Department of Education. The focus is to introduce entry level works to the green energy sector through workforce training.

He provided an update to enrollment – overall student head count for the Spring 2024 is up 15% compared to Spring 2023; and FTE is up 13%. 30% of our students are full time and 70% are part-time students.

He congratulated Laura Carpenter, who have been awarded a national fellowship on STEM education and Julie Phillips, who is one of four finalists being recognized as a Rising Star by the American Association of Community Colleges.

He updated the Board on the recent trip to meet and visit with alumni and donors in Florida and he was able to make new connections during these visits.

B. Presentation: Grant Writing Support of Business & Community Services (see Page)

VI. Board Engagement Opportunities (see page

VII. Adjournment

Roll Call Vote for Adjournment

A motion to adjourn was made by Trustee Johnson and seconded by Trustee Vidal to adjourn the 425th meeting of the Holyoke Community College Board of Trustees at 9:22 am

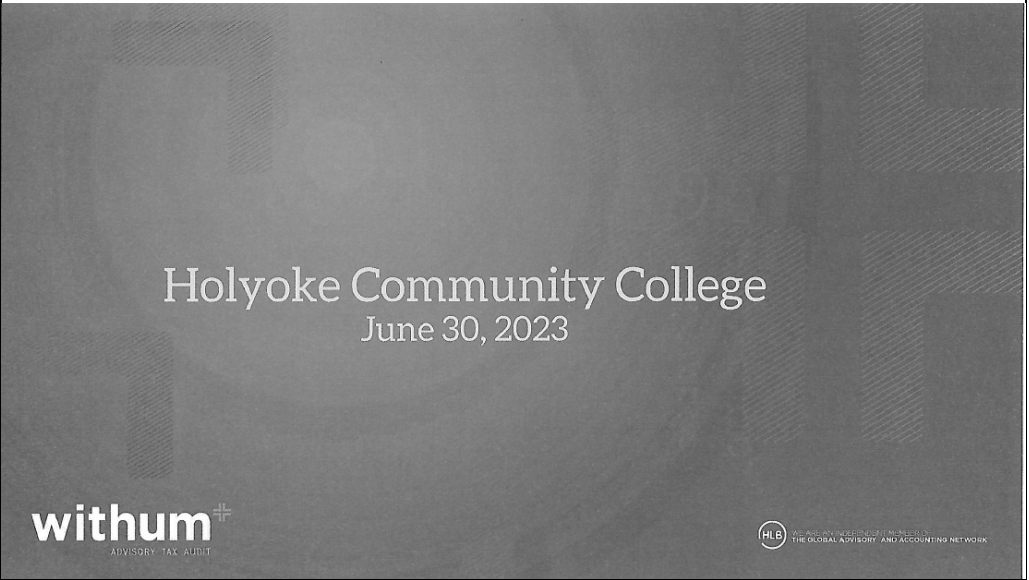
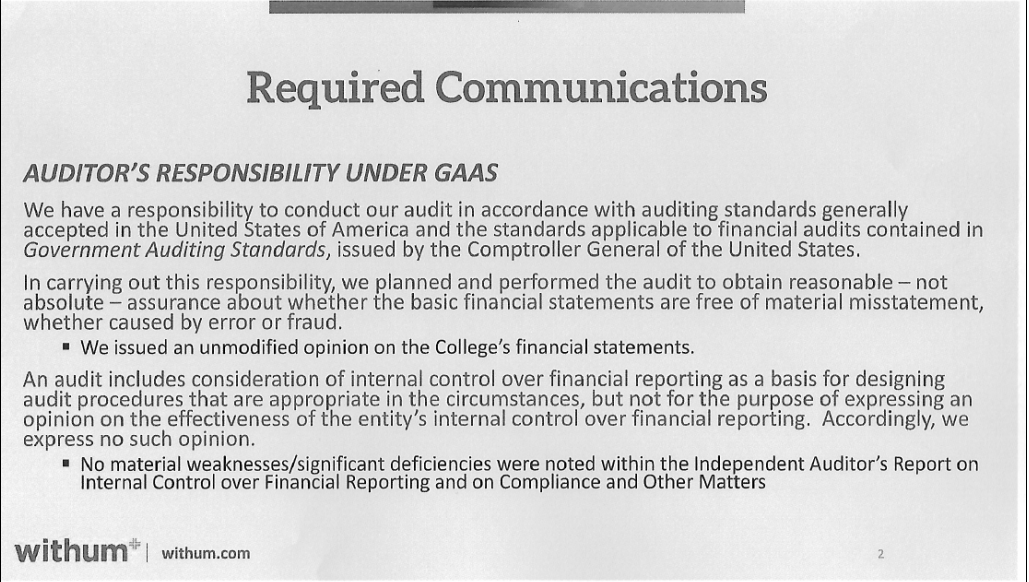
Yes: : Barney Garcia, Ted Hebert, Yolanda Johnson, Evan Plotkin, Nayroby Rosa, Vanessa L. Smith, Ivonne Vidal, and Eleanor P. Williams

**HOLYOKE COMMUNITY COLLEGE
BOARD OF TRUSTEES
JANUARY 23, 2024 MEETING**

Minutes of January 23, 2024, 2023

The 424th meeting of the Holyoke Community College Board of Trustees was held on Tuesday, January 23, 2024, both in person and remotely with Interim Chair Vanessa L. Smith presiding.

MEMBERS PRESENT (in person)	Trustee Garcia Ted Hebert Yolanda Johnson Vanessa Smith Ivonne Vidal
MEMBERS PRESENT (via Zoom)	Evan Plotkin Nayroby Rosa Eleanor P. Williams
MEMBERS NOT PRESENT	Charles Epstein
ALSO PRESENT (in person)	Karen Desjeans, Curt Foster, Jeff Hayden, Kim Hicks, Olivia Kynard, Sharale Mathis, Chris Pelland, Julie Phillips, Evelyn Rivera Riffenburg, Narayan Sampath, Amanda Sbrisica, George Timmons, Rebecca Townsend, and Chris Yurko
ALSO PRESENT (via Zoom)	Pesha Black, Beth Breton, Maria Brunelle, Saul Caban, Dan Campbell, Vanny Chen, Mayra Diaz, Mary Dixey, Christine Gosselin-Miller, Judy Gregoire, Johanna Lebron, Jane Lerner, Irma Medina, John Sieracki, Jeannette Smith, Brooke Sokoloff Adams, Sandra Womeldorf
CALL TO ORDER	At 8:02 am, the meeting was officially called to order by Interim Chair Smith. Roll Call Attendance: Trustee Garcia Yes Trustee Hebert Yes Trustee Johnson Entered at 8:16 am Trustee Plotkin Yes Trustee Rosa Yes Trustee Vidal Entered at 8:05 am Trustee Williams Yes Interim Chair Smith Yes
CONSIDERATION OF CONSENT AGENDA ITEMS	Interim Chair Smith asked if any consent agenda items needed to be moved to the regular agenda, and Trustee Johnson requested that the report of the Equity be pulled out of the Consent Agenda. A motion was made by Trustee Hebert, and seconded by Trustee Garcia to approve the Consent Agenda as presented. Roll Call: Trustee Garcia Yes Trustee Hebert Yes Trustee Johnson Entered at 8:16 am Trustee Plotkin Yes Trustee Rosa Yes

	<p>Trustee Vidal Entered at 8:05 am Trustee Williams Yes Interim Chair Smith Yes</p>
<p>AUDIT AND FINANCE COMMITTEE – Bookstore Update</p>	<p>Vice President Sampath provided the Trustees with an update on the Bookstore and the transition to an online bookstore starting May 2024. He has met with several stakeholders such as the Student Senate, the Audit and Finance Committee, and staff.</p>
<p>AUDIT AND FINANCE COMMITTEE – HCC Financial Statements for FY 2023</p>	<p>Vice President Sampath introduced Chris Pelland from Withum (our auditors), who gave provided the required communications to the Board with the following presentation.</p>
	
	 <p style="text-align: center;">Required Communications</p> <p>AUDITOR'S RESPONSIBILITY UNDER GAAS</p> <p>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 <i>Government Auditing Standards</i>, issued by the Comptroller General of the United States.</p> <p>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.</p> <ul style="list-style-type: none"> ▪ We issued an unmodified opinion on the College's financial statements. <p>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.</p> <ul style="list-style-type: none"> ▪ No material weaknesses/significant deficiencies were noted within the Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters <p>withum⁺ withum.com 2</p>

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 Withum and the College that in our professional judgement 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 Withum.

Required Communications - Continued

INDEPENDENCE – continued

Withum assisted in the non-attest services noted below, however, these activities do not impact our independence. These non-attest services were supervised and approved by Curt Foster, Comptroller, and Maria Brunelle, Assistant Comptroller.

- Assistance with the preparation of the financial statements
- Assistance with the maintenance and calculation of GASB 87, *Leases*, right of use assets and liabilities
- Assistance with the maintenance and calculation of GASB 96, *SBJTA*, right of use assets and liabilities
- Perform the Single Audit under the guidelines of Subpart F of the OMB Uniform Guidance for Federal Awards; however, these activities do not impact our independence

Required Communications - Continued

MANAGEMENT'S RESPONSIBILITY

Selection and use of appropriate accounting policies – Significant policies are found in Note 1

- GASB 96-Subscription-Based Information Technology Arrangements, was adopted
- Application of existing policies were not changed during the 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
- Estimating depreciation and depreciable lives of capital assets
- Incremental borrowing rate for GASB 87 (leases) and GASB 96 (SBITA)
- Accrued expenses including compensated absences and workers' compensation
- Determining net pension and OPEB liabilities

Required Communications - Continued

MANAGEMENT'S RESPONSIBILITY – continued

Accounting for significant and unusual transactions – unusual or significant transactions reported in the current year include:

- The adoption of GASB 96 resulted in a beginning SBITA asset and liability of \$811k. An additional \$930k was added during FY23.
- As of June 30, 2023 the College has spent \$3.8m of Higher Education Relief Funds (HEERF) and have carried over \$1.2m to FY24 upon being granted an extension to spend the funds through June 2024.

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

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
- Material proposed and accepted audit adjustments, or 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 Retiree's 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

- Management's ability to make significant accounting estimates and the assumptions included in those estimates
- Related party transactions
- General economic factors and education trends related to decreasing enrollment

Other Matters

Discussion of Financial Statements

Questions?

HCC FINANCIAL STATEMENTS	Posted on the College’s Website: https://www.hcc.edu/about/public-records .
STUDENT TRUSTEE MID-YEAR REPORT	Trustee Garcia reviewed his first six months as a Student Trustee. Many student clubs have been reactivated, which in turn promotes student engagement and success. His ambitious goal for the spring, although in its infancy stage, is to work with colleagues within the College to come up with a proposal for the Holyoke Community College Makerspace. A space that combines people, technology and equipment for an open market of ideas and knowledge.
REPORT OF THE INTERIM CHAIR	<p>Interim Chair Smith updated the Board:</p> <ul style="list-style-type: none"> • Continued meetings with President Timmons, • Appreciate the Audit and Finance Committee working to move their meetings to accommodate my schedule, • Thanked the trustees who attended the equity training on January 22nd, which has laid the foundation for the Board Retreat in March and further conversation, • Will be attending the Association of Community College Trustees’ Legislative Summit in Washington, DC in early February, • Reminded Trustees of the Open House for the Scholarship Resource Center immediately following this meeting. • Save the date the President Timmons’ Inauguration Ceremony – April 19, 2024 at 11 am •
PRESIDENT’S REPORT:	<p>President Timmons provided the following update:</p> <ul style="list-style-type: none"> • The College had a very successful Professional Day on January 10th, with the keynote speaker, Bedalia Richards focused on understanding systemic racism. • The Governor has exercised her right to initiate 9C Cuts that impact the community colleges in the Success Grant, Dual Enrollment, STEM Starter Academy, Bridges to College, and workforce grants. • Several of our staff are presenting at national conferences: <ul style="list-style-type: none"> ○ Veena Dhankher and Kris Ricker Choleva will present at the American Association of Community Colleges Conference in Kentucky, ○ Continuing work with Aspen Institute – a student transfer intensive with Westfield State College. This will foster a shared vision around transfer. • He provided an update on enrollment as of January 19th: <ul style="list-style-type: none"> ○ Full time student headcount is up 15.4% ○ New Student headcount is up 30.2% ○ Continuing head count (retention) is up 11.4% ○ Registrations are up 9.1% ○ Students have registered for 31,648 credits, which is a 13.6% increase over last year ○ The Hispanic FTE is staying steady at 31%
PRESENTATION	President Timmons introduced Amanda Sbriscia and Julie Phillips to present on Scholarships: Supporting Access, Opportunity, Equity, Achievement. Everyone can meet Laura Freeman at the Scholarship Resource Center Open House after this meeting.

Scholarships and Investing in the Student Experience

Board of Trustees: January 23, 2024



Laura Freeman | Julie Phillips | Amanda Sbriscia, Ed.D.



Scholarships and the
Student Experience
*Board of Trustees meeting
1.23.2024*

Presentation Outcomes for Trustees

1. Increased knowledge of endowed scholarships at Holyoke Community College
2. Understanding of how endowed scholarships will evolve to further meet student needs

Holyoke Community College
303 Homestead Avenue
Holyoke, MA 01040



Scholarships and the
Student Experience
*Board of Trustees meeting
1.23.2024*

Endowed Scholarships at HCC

- Established by donors through the Holyoke Community College Foundation, Inc.
 - \$15,000 minimum
 - Outright gift, pledge, planned gift
- Provide access, celebrate academic excellence
- Enable the donor to honor or celebrate others (e.g., loved ones)

Holyoke Community College
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**HOLYOKE
COMMUNITY
COLLEGE**

Scholarships and the Student Experience

Board of Trustees meeting 1.23.2024

Holyoke Community College
303 Homestead Avenue
Holyoke, MA 01040

At a Glance

- Approximately \$350,000 awarded annually
- To 300+ first-time, returning, or transferring students
- From 165 endowed funds

Does not include support provided through the President's Student Emergency Fund or support for other programs and services.

Does present tremendous opportunity for the expansion of endowed scholarship program to meet greater student need...



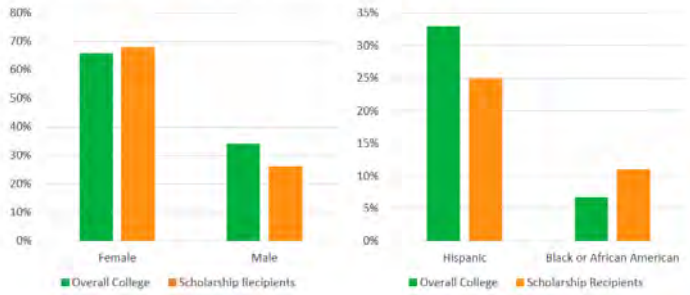
**HOLYOKE
COMMUNITY
COLLEGE**

Scholarships and the Student Experience

Board of Trustees meeting 1.23.2024

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Today's HCC Student



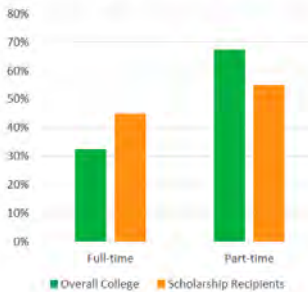
**HOLYOKE
COMMUNITY
COLLEGE**

Scholarships and the Student Experience

Board of Trustees meeting 1.23.2024

Holyoke Community College
303 Homestead Avenue
Holyoke, MA 01040

Today's HCC Student



Top Cities/Towns of Residence – Overall Student Population	Top Cities/Towns of Residence – Scholarship Recipients
1. Springfield	1. Holyoke
2. Holyoke	2. South Hadley
3. Chicopee	3. Springfield
4. Westfield	4. Chicopee
5. Northampton	5. West Springfield
6. West Springfield	6. Westfield

**HOLYOKE
COMMUNITY
COLLEGE**


Scholarships and the Student Experience

Board of Trustees meeting
1.23.2024

Holyoke Community College
203 Hammond Avenue
Holyoke, MA 01040

Impact: *in their own words*

- **Michelle Ortega:** Van Werkhoven Family Annual Scholarship
- **Imanol Cruz:** Roger & Caroline Putnam Scholarship
- **Alison Smythe:** Alan Taupier '55 Alumni Achievement Scholarship



Link to Video <https://www.youtube.com/watch?v=XPLH-Xoc-ME&t=1s>

**HOLYOKE
COMMUNITY
COLLEGE**

Scholarships and the Student Experience

Board of Trustees meeting
1.23.2024

Holyoke Community College
203 Hammond Avenue
Holyoke, MA 01040

Vision for the Future: *Expand, Evolve, Engage*

- Scholarship recipients are a reflection of our overall student population
- Endowed funds have a significant impact on our students' lives
- Research shows that scholarship recipients and students who are connected to the work of philanthropy while enrolled are more likely to become donors as alumni

**HOLYOKE
COMMUNITY
COLLEGE**

Scholarships and the Student Experience

Board of Trustees meeting
1.23.2024

Holyoke Community College
203 Hammond Avenue
Holyoke, MA 01040

MassReconnect

- "Everything takes longer when you don't have easy access to what you need." -*Paul LeBlanc, President, Southern New Hampshire University*
- This fiscal year, students are projected to take out approximately \$5.2M in loans and often, those funds support areas of their lives beyond tuition and fees
- MassReconnect presents an opportunity for a broad, strategic look at investing in the student experience:
 - Adult Learner Success Center - \$1.1M
 - Itsy Bitsy Child Watch - \$600,000
 - Micro-philanthropy - \$23,000

**HOLYOKE
COMMUNITY
COLLEGE**

Scholarships and the Student Experience
Board of Trustees meeting
1.23.2024

Holyoke Community College
303 Homestead Avenue
Holyoke, MA 01040

Strategic Priority guiding HCC Foundation Board of Directors:

- **Raise \$8.5M annually (cash and commitments) and increase total donors by 50% by 2026.**
 - Act as passionate stewards of charitable contributions and gift commitments, and prioritize meaningful donor relations practices
 - Expertly and skillfully manage financial resources and investments to ensure the greatest, most strategic distribution of private funds
 - Support a high-functioning staff and structure capable of executing on daily operations and of responding to new opportunities
 - Passionately advance investment in HCC by understanding the College's priorities and advocating for their support

**HOLYOKE
COMMUNITY
COLLEGE**

Scholarships and the Student Experience
Board of Trustees meeting
1.23.2024

Holyoke Community College
303 Homestead Avenue
Holyoke, MA 01040




Scholarship Resource Center

- Awareness of scholarships
- Support for navigating application process
- Education regarding the impact of philanthropy
- Facilitates ongoing, meaningful connections between students and donors
 - Launch of Student Philanthropy Council
- **First of its kind among MA community colleges**

**HOLYOKE
COMMUNITY
COLLEGE**

Scholarships and the Student Experience
Board of Trustees meeting
1.23.2024

Holyoke Community College
303 Homestead Avenue
Holyoke, MA 01040



Scholarship Resource Center

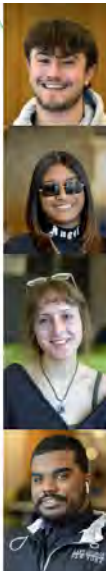

Ensure that every student at Holyoke Community College is:

- educated and engaged in philanthropy;
- aware of how private gifts impact student life;
- able to express gratitude for college opportunities made possible with donor support.

Education: We strive to educate students about the value and impact of philanthropy at Holyoke Community College.


Engagement: We promote philanthropy as a powerful force for good, and we advocate for philanthropic action that prioritizes student needs.

Gratitude: We aim to inspire giving through reflection about experiences made possible through donor support.

	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%;"> <p>HOLYOKE COMMUNITY COLLEGE</p> <p>Scholarships and the Student Experience</p> <p>Board of Trustees meeting 1.23.2024</p> <p><small>Holyoke Community College 303 Homestead Avenue Holyoke, MA 01040</small></p> </div> <div style="width: 60%;"> <h2 style="text-align: center;">“How can we help?”</h2> <ul style="list-style-type: none"> • Endow a fund • Support a scholarship meaningful to you • Serve as a scholarship reviewer • Think broadly about investments in the student experience • Share the story of scholarship impact – inspiring others to take action </div> <div style="width: 10%; text-align: right;">  </div> </div>														
	<div style="background-color: #00b050; color: white; padding: 20px; text-align: center;"> <h1 style="font-size: 2em; margin: 0;">Thank you!</h1> <h2 style="font-size: 1.2em; margin: 0;">Questions and Discussion</h2> <p style="font-size: 0.8em; margin: 0;">Please join us in Donahue 15B for a peek at the new Scholarship Resource Center.</p> </div> <div style="background-color: black; color: white; padding: 10px; display: flex; justify-content: space-between; align-items: center;">  <p style="font-size: 1.1em;">Laura Freeman Julie Phillips Amanda Sbriscia, Ed.D.</p> </div>														
	<p>There was a discussion about trustees volunteering to be a scholarship reviewer and evaluator. You would responsible to evaluate about 10 to 12 applications. Please contact Julie Phillips if you are interested in becoming a reviewer. She can be reached at jphillips@hcc.edu .</p>														
	<p>Trustee Vidal let Trustees know that she will be reaching out to Committee Chairs for descriptions from each sub committee as we move into more governance work. She would appreciate a response.</p>														
<p>ADJOURNMENT OF MEETING</p>	<p>On a motion by Trustee Johnson and seconded by Trustee Vidal it was VOTED to adjourn the meeting.</p> <p>Roll Call:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">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 Vidal</td><td>Yes</td></tr> <tr><td>Trustee Williams</td><td>Yes</td></tr> </table>	Trustee Garcia	Yes	Trustee Hebert	Yes	Trustee Johnson	Yes	Trustee Plotkin	Yes	Trustee Rosa	Yes	Trustee Vidal	Yes	Trustee Williams	Yes
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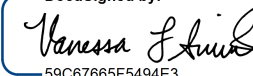
	<p>Interim Chair Smith Yes</p> <p>The meeting was adjourned at 9:21 a.m.</p>
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Respectfully submitted,

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3/11/2024

Ivonne Vidal,
Secretary Board of Trustees

DocuSigned by:

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Approved: Vanessa L. Smith,
Interim Chair

**HOLYOKE COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT**

MEMORANDUM

TO: Board of Trustees

FROM: Dr. George Timmons, President

DATE: February 27, 2024

SUBJECT: Personnel Updates

Non-Unit Professional Appointments

Name	Title/Area/Funding	Date of Hire
John Harrington	Senior System Administrator/Information Technology/ State Funded	3/3/2024

Non-Unit Professional Interim Appointments

Name	Title/Area/Funding	Period of Appointment
Jailinette Torres	Interim Director of Academic Planning & Scheduling/ Student Records/ State Funded	2/4/2024 – 2/3/2025
Michelle Robak	Interim Executive Director/Human Resources/ State Funded	2/11/2024 – 2/10/2025

MCCC Unit Professional Appointment

Name	Title/Area/Funding	Date of Hire
Derek Santos	Veterans Benefits & Financial Aid Counselor/Financial Aid/State Funded	1/21/2024
Ebone Donawa	Recruitment Counselor/Admissions & Onboarding/ State Funded	1/28/2024
Camille Close	Senior Special Programs Coordinator/Integrative Learning/State Funded	1/31/2024
Carol Huben	Literacy Specialist/Workforce Development/Grant Funded	2/20/2024
Althaea Carroll	Creative Projects Coordinator/Marketing/State Funded	3/3/2024
Elizabeth Hurley	Coordinator of Orientation & New Student Programs/ Student Affairs/State Funded	3/3/2024

MCCC Unit Professional Terminations

Name	Title/Area/Funding	Effective Date
Zanira (Xen) Shabazz	Student Records Coordinator/Registrar's Office/ State Funded	3/15/24

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

COMMITTEE REPORTS

Advocacy

No Report

Audit and Finance

The Committee did not meet in February.

By-Laws and Governance

No Report

Equity

The Committee continues to meet monthly to secure speakers for upcoming Board Equity Trainings. Training was provided on January 22, 2024 by speaker, Jazmin Peralta, in preparation for the Board Retreat scheduled for March 23, 2024.

Nominating

No Report

Presidential Evaluation

No Report

Strategic Planning

The Committee met on February 8, 2024 and was provided a mid-year update on the Strategic Plan Metrics by Dr. Veena Dhankher.

OFFICE OF FOUNDATION AND GOVERNMENT GRANTS
HOLYOKE COMMUNITY COLLEGE



Resource and Partnership Development for Workforce Initiatives



EDUCATE
EDUCATE. EMPOWER. EMPLOY.
CONNECT
JUMPSTART

hcc.edu/grants

OFFICE OF FOUNDATION AND GOVERNMENT GRANTS

HOLYOKE COMMUNITY COLLEGE



The Grants Office exists to support the mission and vision of HCC through the creation of ***innovative projects and partnerships*** that are funded by external grant-funding agencies. The team coordinates partnership proposals with other higher education institutions, school districts, community-based organizations, businesses and other entities with numerous departments at HCC. A number of unique and creative workforce opportunities have been developed in 2023/24.

hcc.edu/grants



OFFICE OF FOUNDATION AND GOVERNMENT GRANTS

HOLYOKE COMMUNITY COLLEGE



Alan Bloomgarden, Ed.D was appointed Director of Foundation & Government Grants in November 2022. Alan is a creative catalyst for collective impact partnerships for social change among community organizations, education institutions, non-profit/public/private agencies and programs in the Pioneer Valley. He has worked for over 20 years in higher education here and has served on several nonprofit organization boards.



Megan Pereira joined HCC as the Grants Development Specialist in October of 2018. In her 15+ years of grant writing, Megan has had the opportunity to write and fundraise for a number of local organizations. She has her B.A. and M.A. from Elms College, and is currently enrolled in the M.S. in Nonprofit Management at Worcester State University.

Nathan (Nate) Leveille joined HCC as its new staff associate of Grants Development & Management in October of 2021. Nate, an HCC graduate from the class of 2001, returns to the college with more than 16 years of experience in grants development and management. Nate went on to Westfield State University for his bachelor's degree in mass communication with a concentration in public/corporate communications.



OFFICE OF BUSINESS AND COMMUNITY SERVICES
HOLYOKE COMMUNITY COLLEGE

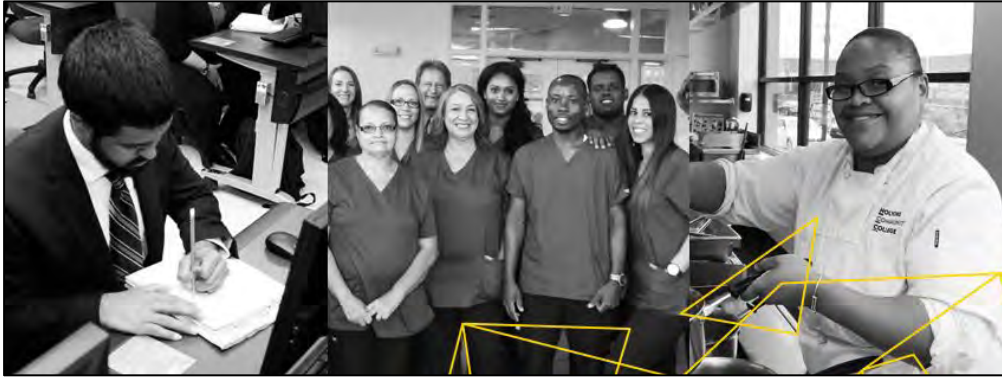
The Business and Community Services Division provides the community with an on-ramp to education and training meeting individuals where they are at. Workplace skills development, English language learning, personal enrichment, High School Equivalency preparation are just some of the starting points for BCS participants, In partnership with the Office of Foundation and Government Grants a number of unique and innovative partnerships have been developed.



Kittredge Center for Business and Workforce Development
303 Homestead Avenue
Holyoke, MA 01040



OFFICE OF BUSINESS AND COMMUNITY SERVICES
HOLYOKE COMMUNITY COLLEGE



- Workforce Development
- Adult Basic Education
- English for Speakers of Other Languages
- Transition to College and Careers
- Personal Enrichment

- Gateway to College
- Workforce Testing and Assessment Center
- JumpStart Job Skills Training
- Corporate Training

Kittredge Center for Business
and Workforce Development
303 Homestead Avenue
Holyoke, MA 01040

<https://www.facebook.com/HCCBusinessWorkforceDevelopment/>



Collaboration Model

- Collaborative **Interdepartmental Approach**
 - Grants
 - Workforce Development
 - Academic Departments
 - Business Office
- Pathway - **Program Integration**
- Growth Mindset - **Innovation**
- National Models



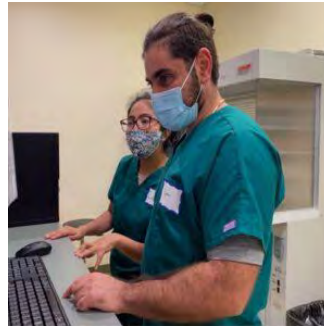


Recent/New Initiatives

- WCTF CNA/PCT - Commonwealth Corporation
- WCTF CNA/PCT - LPN Pathway - Commonwealth Corp.
- Three statewide WCTF consortia:
 - Paraeducators (HCC lead) - pending
 - Behavioral Health (GCC Independent Proposal)
 - IT (Middlesex/STCC Proposal) - HCC continuing Tech Foundry Partnership
- Baystate Medical Assistant - 3 cohorts this year
- Green Jobs - Clean Energy Center - Pending

Recent/New Initiatives - Cont.

- Re compete - Holyoke / Springfield Regional Application
- Apprenticeship Degree - Smith Family & Accelerate Foundations
- PAFEC WiFi expansion (Community Foundation)





Renewing/Ongoing Initiatives

- Massachusetts Gaming Commission
 - Line Cook / Hotel
 - STCC and Springfield Schools collaboration - Career Readiness
- MA DESE
 - Adult Basic Education
 - ESOL - + MA STEP Skills Training Grants
 - Transitions to College/Careers
 - HiSET
- Jumpstart (DTA, SNAP, ATR, MassHire Hampden) Occupational Skills
- Baystate Medical Assistant - Pay to Train
- TRAIN (DHE) - ParaEducator (Holyoke / Springfield)
- Massachusetts Rehabilitation Commission - Cyber Security



Other Collaborations

- Community College Educational Training Fund - 580 registrations, 530 completers, job placement 130+
- Alliance for Digital Equity
 - Tech Foundry/Tech Hub
 - Community College IT Education (MBI)
- CAI/United Way/Holyoke Health Center CDBG Grant
- MA Municipal Finance Fellowship

Grant Pipeline: Approx. \$6.6M FY2024 & \$4M Pending/In-Hand for FY 25 and beyond

<u>Source</u>	<u>Purpose/Title</u>	<u>Amount</u>	<u>Status: Current or Pending</u>
DESE 661/671/359b	MassSTEP ABE/ESOL	195,188	Current
DESE 340/345	Adult Education/Family Literacy	1,348,000	Current
DESE 668	Transitions to College	175,000	Current
DESE 850	HiSET	4,560	Current
DESE	Pay for Performance (ACE - Accelerated Career English)	\$450,00000	Current
DHE	TRAIN	103,979	Current
Mass Mitigation	CAI/Hotel plus STCC/SPS	750,000	Pending (\$5000,000 current)
Commonwealth Corporation WCTF	Paraeducators Consortium	1,564,731	Pending
EOE	Green Jobs	832,912	Pending

Grant Pipeline: Continued

<u>Source</u>	<u>Purpose/Title</u>	<u>Amount</u>	<u>Status: Current or Pending</u>
Commonwealth Corporation WCTF	CNA/PCT	1,000,0002	Current
Commonwealth Corporation WTF	CNA/PCT to LPN Nursing Pathways	1,457,000	Current
DTA, WIOA, ATR, SNAP	Jump Start	457,000	Current
Baystate	Medical Assistant (Pay-to-Train)	406,273	Current

Build on Strength

- Collaboration / Partnerships
- Pathways - Credit for Prior Learning, Advancement
- Industry Engagement - Industry Recognized Credentials
- Best Practice Models - Student Success

Next Steps

- Regional Workforce Collaboration Focus
- Community College Collaboration
- Training Model Development
- Expand Capacity (e.g. Workforce Training Fund) - Grant Writing via Contract

BOARD ENGAGEMENT OPPORTUNITIES

MARCH 2024

- **March 25, 2024** - Board Retreat focused on Board Equity Training 8:30 am - 12 pm in the Kittredge Center, Room KC 301 (in person only)

APRIL 2024

- Week of April 16-19, 2024 – Inauguration Week Events (<https://www.hcc.edu/about/offices-and-administration/president-and-cabinet/the-inauguration-of-president-george-timmons-phd>)
- April 19, 2024 Inauguration Ceremony at 11 am
- April 23, 2024 TogetherHCC Day of Giving
- April 24, 2024 Culinary Arts Institute Open House 4:30 pm – 7 pm


MAY 2024

- May 2, 2024 HCC Foundation Scholarship Reception, Time TBD
- May 15, 2024 Honors & Awards Night 6:30 pm, Fine & Performing Arts Theater
- May 21, 2024 Student Cap and Gown Pick-Up Celebration 10 am - 6 pm, Campus Center

JUNE 2024

- June 1, 2024 HCC Commencement at MassMutual Center 10-12 pm

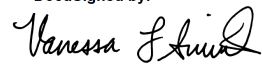
Respectfully submitted:

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4/14/2024

Ivonne Vidal

Secretary, Board of Trustees

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Approved Vanessa L. Smith

Interim Chair, Board of Trustees