

**HOLYOKE COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Minutes of June 28, 2016

The 350<sup>th</sup> meeting of the Holyoke Community College Board of Trustees was held on Tuesday, June 28, 2016, in the John T. Hickey Conference Room, Chair Robert W. Gilbert, Jr. presiding.

<b>MEMBERS PRESENT</b>	Lucien Dalton John Ferriter Robert Gilbert Ted Hebert Suzanne Parker Lucy Perez Julie Pokela
<b>NOT PRESENT</b>	Yolanda Johnson, Steven Mitus, Evan Plotkin, John Vaccaro
<b>ALSO PRESENT</b>	Erica Broman, Dan Campbell, Karen Desjeans, Veena Dhankher, Mary Dixey, Amy Dopp, William Fogarty, April Graziano, Jeff Hayden, Kim Hicks, Eileen Hocking, Kathy Keene, Olivia Kynard, Johanna Lebron, Aaron Levin, Nelson Lopez, Keith McKittrick, Teddy McCormick, William Messner, Marcia Mitchell, Karin Moyano Camihort, Ed Murch, Monica Perez, Anthony Sbalbi, Michele Snizek, Linda Szalankiewicz, Renee Tastad, Bonnie Zima Dowd
<b>CALL TO ORDER</b>	Chair Gilbert called the meeting to order at 8:03 a.m.  Chair Gilbert bid farewell to Student Trustee Lucien Dalton. Trustee Dalton introduced Theodore "Teddy" McCormick as the next Student Trustee.
<b>APPROVAL OF THE MINUTES</b>	On a motion by Trustee Ferriter and seconded by Trustee Dalton, it was <b>VOTED</b> to approve the minutes of the May 2016 meeting as presented.
<b>APPROVAL OF PERSONNEL ACTIONS</b>	President Messner bid farewell to Vice President for Institutional Development and President of the HCC Foundation Erica Broman. He introduced Amy Dopp as Interim VP for Institutional Development and President of the HCC Foundation.  The following appointments and reappointments were also announced: <ul style="list-style-type: none"> <li>• April Graziano – Interim Dean of Social Sciences (reappointment)</li> <li>• Christine Holbrook – Registrar (appointment)</li> <li>• Marcia Mitchell – Comptroller (appointment)</li> </ul> <p>On a motion by Trustee Parker and seconded by Trustee Ferriter, it was <b>VOTED</b> to approve the appointments and reappointments for the Non-Unit Professional Staff, MCCC Unit Professional Staff, and Faculty as presented.</p> <p>On a motion by Trustee Ferriter and seconded by Vice-Chair Pokela, it was <b>VOTED</b> to empower the President of the College to approve all personnel actions prior to the next meeting.</p>

<p><b>MEETING ANNOUNCEMENT</b></p>	<p>It was announced that a Board of Trustees meeting will <u>not</u> be held in July. The next Board of Trustees meeting is scheduled for Tuesday, August 23<sup>rd</sup>, 2016.</p> <p>On a motion by Trustee Parker and seconded by Trustee Perez, it was <b>VOTED</b> to approve the cancellation of the July 2016 Board meeting.</p>
<p><b>REPORT OF THE FINANCE COMMITTEE</b></p>	<p>Finance Committee Report presented by Trustee Jack Ferriter and Vice President for Administration &amp; Finance Bill Fogarty:</p> <ul style="list-style-type: none"> <li>• <u>FY 2017 Budget Outlook</u> (looking good at the statehouse).</li> </ul> <p>There is insecurity regarding the State's budget.</p> <p>The College's FY17 budget is smaller than FY16 budget, because the college will not be selling books on campus during the campus center's renovation period. The college will sell books via online. Students that are receiving financial aid will need to purchase books through the college website if they wish to use their bookstore vouchers.</p> <ul style="list-style-type: none"> <li>• <u>FY 2017-2021 Capital Improvements Plan</u> – Energy conservation projects are underway; as well as the new Life Sciences Center; elevator upgrades; asbestos removal; parking lot maintenance and repairs; and classroom upgrades.</li> </ul> <p>On a motion by Trustee Ferriter and seconded by Trustee Dalton, it was <b>VOTED</b> to approve the FY17 budgets for the General Operating Trust Fund, the Restricted and Sponsored Activity Trust Fund, and the Auxiliary Trust Fund as presented with the express approval of all purchases in any amount, to authorize the President or his designee to transfer among subsidiaries as needed during the fiscal year.</p> <p>On a motion by Trustee Ferriter and seconded by Vice-Chair Pokela, it was <b>VOTED</b> to approve the FY 2017-2021 Capital Improvements Plan as presented.</p>
<p><b>REPORT OF THE STUDENT SUCCESS &amp; ACCOUNTABILITY COMMITTEE</b></p>	<p>Chair Gilbert said that it has been a major undertaking for the committee to be sure they understand what's been happening at the college to improve student success, graduation rates, recruitment, and retention. There have been some improvements in regards to the strategic plan that was started in 2010. The committee is looking at various components of the strategic plan to see which ones are working, those that are working at a high level, and those that are not working at all. The committee's goal is to identify two components that are really working well so that they can hone in on, and develop a plan around them that will lead to greater student success. The goal is to have this plan in place prior to the arrival of the new president.</p> <p>Vice President for Academic Affairs Monica Perez suggests that the college needs to do a better job of highlighting to students "stackable certificates", in which work done to complete a certificate program can also be used to complete a degree. This way, students that come for certificates to either fulfill a job requirement, or that do not have the time necessary to complete a degree; can have the option to complete the degree at a later time.</p>

<p><b>REPORT OF THE PRESIDENTIAL SEARCH COMMITTEE</b></p>	<p>Vice-Chair Pokela presented to the Board the Position Profile that was recommended by the search committee. The profile would be used by the search firm during its national search for the College's next president. The Commissioner of Higher Education Carlos Santiago was very pleased with the profile.</p> <p>The position opening will be posted on August 1<sup>st</sup>, and will close on September 12<sup>th</sup> of this year.</p> <p>On a motion by Vice-Chair Pokela and seconded by Trustee Ferriter, it was <b>VOTED</b> to approve the Position Profile for the Presidential Search as presented.</p>
<p><b>REPORT OF THE CHAIR</b></p>	<ul style="list-style-type: none"> <li>• On June 15<sup>th</sup>, Chair Gilbert and Trustee Ted Hebert attended a multi-agency trustee training workshop hosted by the Office of the Attorney General, the Office of the Inspector General, and the State Ethics Commission. The workshop was an excellent opportunity for trustees to learn more about their fundamental duties as trustees, their ethical obligations, the basics of fraud detection, and an overview of their fiduciary duties as members of public boards.</li> <li>• Chair Gilbert offered congratulations to Trustee Hebert for receiving an Alumni Award from the college, at its annual Alumni Awards banquet on Tuesday, June 7<sup>th</sup>.</li> <li>• Chair Gilbert acknowledged that this was President Messner's last Board meeting prior to his retirement. Chair Gilbert, and the Board, thanked President Messner for 12 excellent years of service to the College.</li> </ul>
<p><b>PRESIDENT'S REPORT</b></p>	<ul style="list-style-type: none"> <li>• <u>Gateway to College</u> – HCC's Gateway to College program was honored with a national Gateway Program Excellence Award for exceeding all four of the national networks' performance benchmarks in 2014-2015: GPA, one-year persistence, two-year persistence, and graduation rate.</li> <li>• <u>Dual Enrollment</u> – This fall the college will have nearly 70 new Holyoke high school students enrolled in DE courses. Almost 50 students are from Holyoke High School and 20 from Dean Technical High School. The Peabody Foundation will be donating \$35,000 to the college for dual enrollment use. Grant money support will allow the college to hire one staff member that will dedicate their time between the college and Holyoke and Dean Tech. high schools.</li> <li>• <u>PELL Grant Authorization</u> – HCC became 1 of 44 national schools selected to participate in a program in which high school students will be allowed to use Federal financial aid to take college courses via dual enrollment.</li> <li>• <u>Cubit Building Update</u> – On July 11<sup>th</sup> there will be an announcement at the Cubit Building, in regards to MGM Springfield becoming a sponsor for Holyoke Community College's new Center for Hospitality &amp; Culinary Excellence.</li> <li>• <u>Dashboard Presentation</u> – Director of Institutional Research Veena</li> </ul>

	Dhankher unveiled the College's new Key Performance Indicator (KPI) Dashboard.
<b>OTHER BUSINESS</b>	<p><u>Transfer of MGM Funds:</u></p> <p>Funds were provided by MGM Springfield to the city of Holyoke, and subsequently to Holyoke Community College for the purpose of developing the Center for Hospitality &amp; Culinary Excellence. Therefore, there was a need for an intergovernmental transfer of funds between the City, the College, and then to the HCC Foundation.</p> <p>The College's legal counsel, as well as the Audit Committee, approves the transfer of funds.</p> <p>On a motion by Trustee Ferriter and seconded by Trustee Hebert, it was <b>VOTED</b> to authorize the College to transfer \$500,000 from the College to the HCC Foundation.</p>
<b>ADJOURNMENT</b>	The meeting was adjourned at 9:05 a.m.

Respectfully submitted,

John Ferriter, Secretary  
Board of Trustees

Approved: Robert W. Gilbert, Jr., Chair, August 23, 2016

**HOLYOKE COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT**

**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** William J. Fogarty, Interim President  
**DATE:** August 23, 2016  
**SUBJECT:** Appointments and Reappointments for Non-Unit Professional Staff, MCCC Unit Professional Staff, and Faculty

**NON-UNIT PROFESSIONAL APPOINTMENTS**

Pesha Black – Director of the Ludlow Area Adult Learning Center and Springfield Area Learning Center (grant funded) - 07/31/16  
Joseph Bruseo - Interim Dean of Science, Engineering, and Math - 08/01/16 - 07/01/17  
Michele Cabral - Interim Dean of Business and Technology – 07/03/16 - 07/01/17  
Curt Foster - Interim Comptroller – 08/07/16  
Holly Martin-Peele - Interim Dean of Health Sciences – 07/03/16 – 07/01/17  
Marcia Mitchell - Comptroller - 06/26/16; Interim Vice President for Administration and Finance - 08/07/16

**MCCC UNIT PROFESSIONAL APPOINTMENTS (non-state funded)**

Milissa Daniels - Career Development Counselor, Culinary Training Program - 08/01/16 - 06/30/17  
Rosemary Fiedler - Special Programs Coordinator, THRIVE Center - 07/18/16 - 06/30/17  
Andrea Hojnacki - Learning Disability Specialist/Transition - Inclusive Concurrent Enrollment Program Coordinator (30 hours) – 08/01/16 – 08/31/17  
Veronique Leroy - Senior Special Programs Coordinator/Coordinator of Success Initiatives (30 hours) - 07/25/16 - 06/30/17  
Ruben Sepulveda - Community Outreach and Admissions Counselor - 08/18/16 - 06/30/17

**FACULTY APPOINTMENTS - 2016-2017 Academic Year**

Mary Cornell - Instructor of Nursing - ADN Program  
Jason Maurice - Assistant Professor of Psychology  
Kara Moriarty - Instructor of Nursing - ADN Program

**UNIT PROFESSIONAL REAPPOINTMENTS (non-state funded) – 07/01/16 – 06/30/17**

Aliza Ansell - Special Programs Coordinator, Adult Basic Education  
Jeremy Jungbluth - Literacy Specialist, ESOL  
Dorothy McCormack - Academic Coordinator, SABES

**SUGGESTED MOTION:** To approve the appointments and reappointments for the above Non-Unit Professional Staff, MCCC Unit Professional Staff, and Faculty