

**HOLYOKE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Minutes of February 23, 2016

The 346th meeting of the Holyoke Community College Board of Trustees was held on Tuesday, February 23, 2016, in the John T. Hickey Conference Room, Chair Robert W. Gilbert, Jr. presiding.

MEMBERS PRESENT	Lucien Dalton John Ferriter Robert Gilbert Yolanda Johnson Suzanne Parker Lucy Perez Evan Plotkin Julie Pokela John Vaccaro
NOT PRESENT	Ted Hebert, Steven Mitus
ALSO PRESENT	Pam Baran, Louis Barry, Erica Broman, Dan Campbell, Karen Desjeans, Veena Dhankher, Mary Dixey, Steve Duffany, Clara Elliott, William Fogarty, Kathy Hankel, Jeff Hayden, Kim Hicks, Olivia Kynard, Nelson Lopez, Keith McKittrick, William Messner, Marcia Mitchell, Karin Moyano Camihort, Ed Murch, Monica Perez, Elsie Rodriguez, JoAnne Rome, Anthony Sbalbi, Michele Snizek, Linda Szalankiewicz, Renee Tastad, Yanina Vargas, Ken White, Chris Yurko, Bonnie Zima Dowd
CALL TO ORDER	Chair Gilbert called the meeting to order at 8:02 a.m. Chair Robert Gilbert reminded the Board of Commissioner of Higher Education Carlos Santiago's upcoming visit on March 22, 2016. Commissioner Santiago will be attending the Boards Annual meeting.
APPROVAL OF THE MINUTES	On a motion by Trustee Ferriter and seconded by Trustee Vaccaro, it was VOTED to approve the minutes of the January 2016 meeting as presented.
APPROVAL OF PERSONNEL ACTIONS	On a motion by Trustee Vaccaro and seconded by Trustee Ferriter, it was VOTED to approve the appointments and reappointments for the MCCC Unit Professional Staff and Faculty members. On a motion by Trustee Ferriter and seconded by Trustee Vaccaro, it was VOTED to approve the recommendations for Change in Rank as presented. On a motion by Trustee Vaccaro and seconded by Trustee Dalton, it was VOTED to empower the President of the College to approve all personnel actions prior to the next meeting.
SABBATICAL LEAVE PROPOSAL	A sabbatical proposal was presented to the Board of Trustees by Interim VP of Academic Affairs Monica Perez: <u>Professor Mark S. Clinton</u> – the focus of this sabbatical is to: a) Develop a course on the history of Holyoke that would introduce students

	<p>to methods of historical research and one or more political science courses designed as social sciences service courses in the College's ongoing project to develop a Latin@ or LatinX studies program.</p> <p>b) Continue research on two pioneering women historians of Chicopee and Holyoke who deserve to be better known, especially locally: Vera Shlakman and Constance McLaughlin Green.</p>
REPORT OF THE CHAIR	<p>Chair Gilbert thanked Trustee Yolanda Johnson, Chair of the Student Success & Accountability Committee (SSAC), and all of the committee members for their efforts. The committee is moving in a good direction in challenging the college relative to the PACE report, compared to other colleges'.</p> <p>Chair Gilbert received a letter from Commissioner Santiago relative to President Messner's Annual Review. Based on President Messner's evaluation for the previous year, the president is eligible for a raise of up to 2%. The Board voted unanimously to approve a 2% raise retroactive to July 1st for the president.</p> <p>Chair Gilbert attended the EDA Grant Announcement that took place at the Cubit Building on Friday, January 29, 2016. He commended President Messner's work in highlighting the programs associated with the Center for Hospitality and Culinary Excellence (CHACE). The center will be an opportunity for the college to take part in the redevelopment of downtown Holyoke.</p>
PRESIDENT'S REPORT	<p>A letter from the college's MCCC Representative Aaron Levin, informing the Board that a tentative agreement for a new contract has been reached, was presented to the Board of Trustees by President Messner.</p> <p>Environmental Scan presentation by Eric Broman – With a focus on the following four:</p> <ul style="list-style-type: none"> • <i>Demographic Trends</i> • <i>Public School/College Trends</i> • <i>Economic/Employment/Workforce Trend</i> • <i>Implications</i> <p>STRIVE Report was presented by the program's Director Elsie Rodriguez. STRIVE is a federally funded Student Support Services <u>TRIO</u> program for academically disadvantaged students. The program is designed to enhance enrollment and retention for students that are first-generation, low-income and/or disabled. Space is limited to 215 students per academic year. Most recently, the college's STRIVE program was funded for another five year cycle. Currently, "good academic standing" amongst STRIVE students is at 95%; the year-to-year retention rate is at 60%; "with-in 4-year" graduation rate at 25%; and a transfer rate of 15%. The following are services provided to students that participate in HCC's STRIVE program:</p> <ul style="list-style-type: none"> • Academic and transfer counseling • Financial literacy awareness and advising

	<ul style="list-style-type: none"> • Learning coaches and math tutors • Dedicated developmental math and English courses • Monthly workshops • Peer mentoring • Cultural activities <p>A key to maintaining a high retention and graduation rate is building 1 on 1 relationship's within the program between peer mentoring, faculty & staff.</p> <p><i>Center for Hospitality and Culinary Excellence</i> – The goal is to move in to the Cubit building in Spring 2017.</p> <p><i>Construction Projects</i> – Campus Center renovations to begin in January 2017. The new Center for Life Sciences on the first floor of Marieb building begins construction in the Spring 2017, and will be completed in the summer.</p> <p><i>Holyoke School Department Interaction</i> – Receiver Zrike is putting together his design plan. The plan includes work w/Holyoke Community College, in the area of dual enrollment and the curriculum pathways (Dean Tech. and HCC).</p> <p>President Messner announced that he will be retiring this summer. Vice-Chair Julie Pokela was appointed Chair of the Presidential Search Committee by Board Chair Gilbert. The Board also voted unanimously to appoint Vice-President for Administration & Finance Bill Fogarty as Interim President beginning Fall 2016.</p>
ADJOURNMENT	The meeting was adjourned at 9:02 a.m.

Respectfully submitted,



Lucien Dalton,
Board of Trustees

Approved: Robert W. Gilbert, Jr., Chair, March 22, 2016

**HOLYOKE COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT**

MEMORANDUM

TO: Board of Trustees
FROM: William F. Messner, President
DATE: March 22, 2016
SUBJECT: Appointments and Reappointment for Non-Unit Professional and MCCC Unit Professional Staff

NON UNIT PPROFESSIONAL APPOINTMENTS – (trust funded)

Kermit Dunkelberg – Assistant Vice President for Adult Basic Education & Workforce Development – 03/07/16
Jose Rivera – Director of Public Safety - 03/21/16

UNIT PROFESSIONAL REAPPOINTMENT (07/01/16 – 06/30/17)

Theresa Eccles – Senior Special Programs Coordinator

SUGGESTED MOTION: To approve the appointments and reappointment for the above Non-Unit Professional and MCCC Unit Professional Staff.

HOLYOKE COMMUNITY COLLEGE OFFICE OF THE COMPTROLLER

MEMORANDUM

TO: Trustee Finance Committee

FROM: Marcia L. Mitchell, Interim Comptroller

DATE: November 25, 2016, additional information added March 15, 2016

SUBJECT: First Quarter FY 2016 Statement of Revenues and Expenses

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, 2015 through September 30, 2015. 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 3% favorable (up \$525,196) and total expenses are 4.0% unfavorable (up \$395,086) to the same period in the prior year.

Tuition and fee revenue is 5% or \$558,896 favorable to the same period in the prior year. This is due to fee increases of \$8 per credit hour and the new Facilities Fee of \$4 per credit hour, offset by a 4% decline in credit hour enrollment. This is generally consistent with the final fall enrollment numbers.

State appropriation revenue reflects an increase of 8.3% due to a combination of collective bargaining funding, appropriation increase and timing due to the allocation between trust and state appropriated staffing.

Private gifts and grants revenue is favorable to the prior year by 176.8% due to the Foundation contributions for the Center for Health Education (CHE). The full year will be favorable to the prior year by the overall (CHE) contribution, with amounts from other sources remaining relatively flat.

Investment revenue is significantly unfavorable compared to last year due to market volatility.

Other sources revenue is unfavorable to the prior year by 2.6%.

Auxiliary enterprises (bookstore) revenue is significantly unfavorable to the prior year, decreasing 14.7%. This may be a reflection of the use of Open Educational Resources (OER), and could also be the result of increases in textbook prices.

Student Services and **Institutional Support** expenses are consistent with the prior year.

Instructional Expenses are 6.7% unfavorable to the prior year, while **Academic Support** expenses are similarly favorable by 5.3%. The higher expenses in Instruction are principally due to collective bargaining increases, while open positions in Academic Support accounted for its favorability compared to prior year.

Operation and maintenance of plant expenses is unfavorable to the prior year, increasing 31.3%. This is a reflection of spending on capital items to operationalize the CHE, as well as the operating costs of the CHE coming online.

Scholarship and Fellowship expenditures are unfavorable by 90.2% or \$17,228. This is due to increased match spending for state dual enrollment programs as well as increased spending for student work-study due to the increase in minimum wage.

Auxiliary enterprises expenditures (bookstore) is 9.9% or \$122,435 unfavorable to the prior year due to timing of inventory purchases, and that the Bookstore has experienced an unusually high rate of used book returns to publishers this fall semester.

Budget Information – approved budget compared to budgetary projection at quarter’s end. This information is added at the request of the Finance Committee at its February 23, 2016 meeting: The projection year-to-date showed revenues at 3.8% unfavorable to approved budget, while expenditures were trending 5.5% favorable to the approved budget, resulting in a projected bottom line surplus of \$806,673, or 1.7% of the budget. Budgetary information is monitored on a monthly basis, and no corrective action was recommended at that time.

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.*

c: President Bill Messner
William Fogarty

HOLYOKE COMMUNITY COLLEGE

QUARTERLY STATEMENT OF TRUST FUND AND STATE MAINTENANCE APPROPRIATION REVENUE AND EXPENSES

First Quarter FY 2016 (July 1, 2015- September 30, 2015)

Added to report at the request of Finance Committee at its 2/23/16 meeting

	Current Year			Prior Year			Percentage Inc./(Dec.)	Approved FY16 Budget	Projection based on Q-1 Actual	Percentage Inc./(Dec.)
	Trust Funds	State Approp.	Total	Trust Funds	State Approp.	Total		Total	Total	
Revenues:										
Educational and General:										
Tuition and Fees	11,668,799		11,668,799	11,109,903		11,109,903	5.03%	23,182,000	22,759,208	(1.82%)
State Appropriation		4,344,541	4,344,541		4,010,787	4,010,787	8.32%	19,793,711	19,793,711	0.00%
Private gifts and grants	897,821		897,821	324,379		324,379	176.78%	0	0	N/A
Investment income	-619,851		-619,851	56,406		56,406	(1198.91%)	0	0	N/A
Other Sources	139,575		139,575	143,264		143,264	(2.57%)	1,115,000	408,789	(63.34%)
Total educational and general revenues	12,086,344	4,344,541	16,430,885	11,633,952	4,010,787	15,644,739	5.02%	44,090,711	42,961,708	(2.56%)
Auxiliary enterprises	1,513,631		1,513,631	1,774,581		1,774,581	(14.70%)	3,683,000	2,983,112	(19.00%)
Total revenues	13,599,975	4,344,541	17,944,516	13,408,533	4,010,787	17,419,320	3.02%	47,773,711	45,944,820	(3.8%)
Expenditures and Mandatory transfers:										
Educational and General:										
Instruction	1,325,934	1,954,509	3,280,443	1,330,961	1,743,841	3,074,802	6.69%	17,642,115	17,072,471	(3.23%)
Public Service	0	0	0	0		0	N/A	0	0	N/A
Academic Support	427,613	356,811	784,424	544,102	284,434	828,536	(5.32%)	3,516,507	3,402,963	(3.23%)
Student Services	878,309	789,774	1,668,083	858,034	812,928	1,670,962	(0.17%)	8,744,250	8,461,909	(3.23%)
Operation and maintenance of plant	1,032,756	438,187	1,470,943	734,485	386,068	1,120,553	31.27%	6,884,411	6,662,121	(3.23%)
Institutional Support	1,133,752	805,260	1,939,012	1,164,244	783,515	1,947,759	(0.45%)	6,838,891	6,618,071	(3.23%)
Scholarship and fellowship	36,324		36,324	19,096		19,096	90.22%	370,000	62,180	(83.19%)
Total educational and general expenditures	4,834,688	4,344,541	9,179,229	4,650,922	4,010,786	8,661,708	5.97%	43,996,174	42,279,716	(3.90%)
Auxiliary enterprises	1,112,031		1,112,031	1,234,466	0	1,234,466	(9.92%)	3,777,537	2,858,431	(24.33%)
Total Expenditures	5,946,719	4,344,541	10,291,260	5,885,388	4,010,786	9,896,174	3.99%	47,773,711	45,138,147	(5.5%)

PROJECTED BUDGETARY SURPLUS (SHORTFALL)

806,673
Percent of Budget 1.7%

HOLYOKE COMMUNITY COLLEGE OFFICE OF THE COMPTROLLER

MEMORANDUM

TO: Trustee Finance Committee
FROM: Marcia L. Mitchell, Interim Comptroller
DATE: February 17, 2016, additional information added March 15, 2016
SUBJECT: Second Quarter Statement of Revenues and Expenses (FY 2016)

Attached is the second quarter statement of revenues and expenses for both our state maintenance appropriation and college trust funds covering the period July 1, 2015 through December 31, 2015. 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 1.9% favorable (up \$626,239) and total expenses are 3.9% unfavorable (up \$858,073) compared to the same period in the prior year.

Tuition and fee revenue is 3.4% or \$675,706 favorable compared to the prior year. This is due to fee increases of \$8 per credit hour and the new Facilities Fee of \$4 per credit hour, offset by a 4% decline in fall credit hour enrollment and a projected 7% decline in spring credit hour enrollment. Timing differences will offset approximately half of this overage.

State appropriation reflects an increase of 2.7% due to a combination of collective bargaining funding, appropriation increase and timing due to the allocation between trust and state appropriated staffing.

Private gifts and grants revenue is favorable to the prior year by 96.9% or \$587,721 due to the Foundation contributions for the Center for Health Education (CHE). The full year will be favorable to the prior year by the overall (CHE) contribution, with amounts from other sources remaining relatively flat.

Investment revenue is significantly unfavorable compared to last year due to market volatility.

Other sources revenue is unfavorable to the prior year by 16% due to timing differences.

Auxiliary enterprises revenue (bookstore) is significantly unfavorable to the prior year, decreasing 14.6%. This may be a reflection of the use of Open Educational Resources (OER), and could also be the result of increases in textbook prices.

Instructional Expenses are 2.7% or \$224,349 unfavorable to the prior year due principally to unit contract increases.

Academic Support expenses are 4.3% or \$71,354 favorable to the prior year due to the timing of library subscription licenses and lower spending on contracted employees offsetting unit contract increases.

Student services expense is consistent with the prior year, increasing less than one half of one percent.

Operation and maintenance of plant expenses is unfavorable to the prior year, increasing 23.9%. This is a reflection of spending on capital items to operationalize the CHE, as well as the operating costs of the CHE coming online.

Institutional support expense is unfavorable by 6.0% or \$224,635 to the prior year, due principally to bargaining unit contract increases and by the timing of increased marketing expenses in an effort to improve enrollment.

Scholarship and Fellowship expenditure is unfavorable by 25.7% or \$58,713. This is due to increased match spending for state dual enrollment programs as well as increased spending for student work-study due to the increase in minimum wage.

Auxiliary enterprises expenditure (bookstore) is unfavorable by 8.5% or \$159,730 due to timing of inventory purchases, and that the Bookstore has experienced an unusually high rate of used book returns to publishers in the fall semester.

Budget Information – approved budget compared to budgetary projection at quarter’s end. This information is added at the request of the Finance Committee at its February 23, 2016 meeting: The projection indicated a net deficit of \$955,846, which was 2.0% unfavorable to approved budget, and resulted from the revenue projection being 4.3% unfavorable to the approved budget, despite expenses being 2.3% favorable to the approved budget. The recommended and implemented corrective action was to complete a 5% across-the-board take back of the approved expense budget, which will reduce the net deficit during the remainder of the fiscal year. Budgetary information is monitored on a monthly basis, and this corrective action has already proven effective in reducing the net deficit.

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

c: President Bill Messner
William Fogarty

HOLYOKE COMMUNITY COLLEGE

QUARTERLY STATEMENT OF TRUST FUND AND STATE MAINTENANCE APPROPRIATION REVENUE AND EXPENSES

Year to Date July 1 - December 31

Added to report at the request of Finance Committee at its 2/23/16 meeting

	Current Year - 2016			Prior Year - 2015			Percentage Inc./.(Dec.)	Approved FY16 Budget	Projection based on Q-2 Actual	Percentage Inc./.(Dec.)
	Trust Funds	State Approp.	Total	Trust Funds	State Approp.	Total		Total	Total	
Revenues:										
Educational and General:										
Tuition and Fees	19,886,420		19,886,420	20,131,777		20,131,777	(1.22%)	23,182,000	19,807,113	(14.56%)
State Appropriation		9,531,622	9,531,622		9,283,394	9,283,394	2.67%	19,793,711	22,092,440	11.61%
Private gifts and grants	605,068		605,068	606,775		606,775	(0.28%)	0	0	N/A
Investment income	0		0	352,471		352,471	(100.00%)	0	0	N/A
Other Sources	337,884		337,884	402,401		402,401	(16.03%)	1,115,000	762,116	(31.65%)
Total educational and general revenues	20,829,372	9,531,622	30,360,994	21,493,424	9,283,394	30,776,818	(1.35%)	44,090,711	42,661,669	(3.24%)
Auxiliary enterprises	1,587,882		1,587,882	1,858,208		1,858,208	(14.55%)	3,683,000	3,067,829	(16.70%)
Total revenues	22,417,254	9,531,622	31,948,876	23,351,632	9,283,394	32,635,026	(2.10%)	47,773,711	45,729,498	(4.3%)
Expenditures and Mandatory transfers:										
Educational and General:										
Instruction	4,301,136	4,339,350	8,640,486	4,528,679	3,887,458	8,416,137	2.67%	17,642,115	17,562,400	(0.45%)
Public Service	0		0	0		0	0.00%	0	0	N/A
Academic Support	847,219	727,460	1,574,678	960,241	685,791	1,646,032	(4.33%)	3,516,507	3,500,618	(0.45%)
Student Services	2,225,109	1,762,847	3,987,955	2,052,506	1,916,109	3,968,615	0.49%	8,744,250	8,704,740	(0.45%)
Operation and maintenance of plant	1,959,766	956,563	2,916,328	1,489,813	864,395	2,354,208	23.88%	6,884,411	6,853,304	(0.45%)
Institutional Support	2,240,568	1,745,404	3,985,971	1,831,695	1,929,641	3,761,336	5.97%	6,838,891	6,807,989	(0.45%)
Scholarship and fellowship	286,888		286,888	228,175		228,175	25.73%	370,000	351,500	(5.00%)
Total educational and general expenditures	11,860,684	9,531,622	21,392,306	11,091,109	9,283,394	20,374,503	5.00%	43,996,174	43,780,551	(0.49%)
Auxiliary enterprises	1,723,057	0	1,723,057	1,882,787	0	1,882,787	(8.48%)	3,777,537	2,904,794	(23.10%)
Total Expenditures	13,583,741	9,531,622	23,115,363	12,973,896	9,283,394	22,257,290	3.86%	47,773,711	46,685,345	(2.3%)
								PROJECTED BUDGETARY SURPLUS (SHORTFALL)		
									(955,847)	
								Percent of Budget		(2.0%)