

**HOLYOKE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Minutes of April 26, 2016

The 348th meeting of the Holyoke Community College Board of Trustees was held on Tuesday, April 26, 2016, in the John T. Hickey Conference Room, Chair Robert W. Gilbert, Jr. presiding.

MEMBERS PRESENT	Lucien Dalton Robert Gilbert Ted Hebert Yolanda Johnson Steven Mitus John Vaccaro
CALL-INS	John Ferriter, Julie Pokela <i>(call-in members were not eligible to vote)</i>
NOT PRESENT	Suzanne Parker, Lucy Perez, Evan Plotkin
ALSO PRESENT	Eliza Ansell, Pam Baran, Pasha Black, Erica Broman, Dan Campbell, Karen Derouin, Karen Desjeans, Mary Dixey, Steve Duffany, Kermit Dunkelberg, William Fogarty, Curt Foster, April Graziano, Kathy Hankel, Jeff Hayden, Kim Hicks, Olivia Kynard, Johanna Lebron, Nelson Lopez, Keith McKittrick, Ted McCormick, Nathan Mercer, William Messner, Marcia Mitchell, Karin Moyano Camihort, Ed Murch, Monica Perez, Jose Rivera, Frances Rivera-Diaz, Ruben Sepulveda, Anthony Sbalbi, Idelia Smith, Michele Snizek, Linda Szalankiewicz, Renee Tastad, Marie Troppe, Chris Yurko, Bonnie Zima Dowd
CALL TO ORDER	Chair Gilbert called the meeting to order at 8:03 a.m.
APPROVAL OF THE MINUTES	On a motion by Trustee Vaccaro and seconded by Trustee Dalton, it was VOTED to approve the minutes of the March 2016 meeting as presented.
APPROVAL OF PERSONNEL ACTIONS	Interim Vice President for Academic Affairs Monica Perez presented a list of faculty members that are eligible for tenure. Monica also explained the tenure process to the Board. On a motion by Trustee Vaccaro and seconded by Trustee Mitus, it was VOTED to approve the faculty tenure recommendations as presented. Although none were present, Chair Gilbert congratulated all of the faculty members that received tenure. On a motion by Trustee Dalton and seconded by Trustee Mitus, it was VOTED to empower the President of the College to approve all personnel actions prior to the next meeting.
REPORT OF THE FINANCE COMMITTEE	Report of the Finance Committee was presented by Trustee Ferriter and Vice President for Administration & Finance Bill Fogarty.

	<p>On a motion by Trustee Vaccaro and seconded by Trustee Hebert, it was VOTED to approve the use of up to \$250,000 in college reserves to defray costs associated with (1) project manager services related to the relocation of programs and services resulting from the Campus Center renovation and Center for Life Sciences projects; (2) the presidential search process; and (3) storage costs related to the Center for Hospitality and Culinary Arts.</p> <p>On a motion by Trustee Vaccaro and seconded by Trustee Johnson, it was VOTED to approve the increase of the Educational Services Fee by \$14 per credit to \$150 per credit; and eliminate the selective program application fee. Both revisions would be effective July 1, 2016.</p> <p>Trustee Vaccaro said that it's always difficult when we have to increase fees, but our history shows that we have done a good job of providing high quality education at an affordable price.</p> <p>On a motion by Trustee Mitus and seconded by Trustee Dalton, it was VOTED to approve the Third Quarterly Statement of Revenue and Expenses for FY 2016 as presented.</p>
<p>REPORT OF THE STUDENT SUCCESS & ACCOUNTABILITY COMMITTEE</p>	<p>Report of SSAC was presented by Trustee Yolanda Johnson.</p> <p>The SSAC continues to come together to look at work done by the college around the Vision Project, and aligning those with the current institutional priorities.</p> <p>Committee members from the college are working within their specialized field to hone in on ideas that they would like to focus on in creating a Student Success & Accountability Plan (SSAP) for the next President to continue.</p>
<p>REPORT OF THE PRESIDENTIAL SEARCH COMMITTEE</p>	<p>Report of the PSC was presented by Vice-Chair Pokela.</p> <p>Vice-Chair Pokela gave a proposed timeline for the Presidential search:</p> <ul style="list-style-type: none"> • Search firm to be hired the week of 4/25/16, and meet with campus community in early March. • Search firm to meet with PSC in May to review "Job Description". • Board approval of Job Description in May/June • Search to be conducted in the summer • PSC begins interviewing candidates in September. • 3-5 Finalists to be identified in October. <p>An RFQ was submitted to five search firms that were referred to the college by President Messner, and Commissioner Santiago's office. Three of the firms (AGB, Academic Search, Pauly Group) responded with proposals.</p> <p>The search committee determined that AGB's proposed cost was much too high. Academic Search was excluded from consideration because they failed to submit all of the materials requested in the RFQ. Based on the fact that the Pauly Group specializes in community colleges, its proposed cost estimate of \$52,600, and its prior interactions with HCC, it was agreed upon by all of the committee members that PG was the best fit. Unfortunately, when it was time to vote on whether the Pauly Group should be hired, a quorum was not met because one of the committee members left the meeting early. Therefore, the</p>

	<p>committee agreed to recommend the Pauly Group to the Board, so that they can vote on hiring the search firm.</p> <p>On a motion by Trustee Vaccaro and seconded by Trustee Johnson, it was VOTED to hire the Pauly Group as the search consultant firm to assist in the Presidential search process.</p>
REPORT OF THE CHAIR	Chair Robert Gilbert asked the Board of Trustees to consider “remote participation” by Board members that cannot be in attendance at future Board meetings, because of a qualified reason. More discussion to follow.
PRESIDENT’S REPORT	<ul style="list-style-type: none"> • The college has been awarded a \$150K Pipeline Grant to be used in the areas of Hospitality Management and Culinary Arts. Also, the college’s move-in date for the new Center for Hospitality & Culinary Excellence into the Cubit building has been targeted for September 2017. • The National Endowment for Humanities (NEH) has awarded the college a \$75K grant to be used to focus on community engagement; to better prepare the college as it transitions itself into a Latino Serving Institution (LSI); and to assist the college in its application process for a three year NEH grant. • Holyoke School Department Connection – The College is working with Holyoke School’s Receiver Zrike to begin a Summer Bridge Program in 2016, as well as a Career Pathway’s program that will focus on manufacturing and healthcare. • Adult Basic Education (ABE) Update – Twelve years ago ABE was very isolated from the college, and its focus was mainly on ESL Studies (English as a Second Language) and GED Prep/Testing. Since then, work has been done to integrate ABE with the college and it now encompasses ESL, HiSET (former GED), Transition to College & Careers, and Workforce Development. HCC alum Ruben Sepulveda, and current student Frances Rivera-Diaz spoke to the Board highlighting ABE’s impact on their life.
ADJOURNMENT	The meeting was adjourned at 9:07 a.m.

Respectfully submitted,

John Ferriter, Secretary
Board of Trustees

Approved: Robert W. Gilbert, Jr., Chair, May 24, 2016

**HOLYOKE COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT**

MEMORANDUM

TO: Board of Trustees

FROM: William F. Messner, President

DATE: May 24, 2016

SUBJECT: Appointments for Non-Unit Professional Staff, MCCC Unit Professional Staff, and Faculty

NON UNIT PROFESSIONAL APPOINTMENT

Mónica Pérez – Vice President for Academic Affairs – 05/16/16

UNIT PROFESSIONAL APPOINTMENT (temporary/grant-funded/30-hours)

Veronique Leroy – Special Programs Coordinator (Coordinator of the THRIVE Center and New Student Orientation) - 05/02/16 – 06/30/16

FACULTY APPOINTMENTS (2016-2017 Academic Year)

Barb Chalfonte – Assistant Professor of Psychology
Nicholas Lalanne – Instructor of Deaf Studies

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