

**HOLYOKE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Minutes of January 31, 2017

The 355th meeting of the Holyoke Community College Board of Trustees was held on Tuesday, January 31, 2017, in the John T. Hickey Conference Room, Chair Robert W. Gilbert, Jr. presiding.

MEMBERS PRESENT	Robert Gilbert Ted Hebert Yolanda Johnson Teddy McCormick Suzanne Parker Lucy Perez Evan Plotkin Julie Pokela Katie Stebbins
NOT PRESENT	Steven Mitus, John Vaccaro
ALSO PRESENT	Joe Bruseo, Michele Cabral, Dan Campbell, Karen Desjeans, Veena Dhankher, Mary Dixey, Amy Dopp, Steve Duffany, Clara Elliott, William Fogarty, Curt Foster, Elizabeth Golen, April Graziano, Jeff Hayden, Kim Hicks, Nelson Lopez, Holly Martin-Peele, Marcia Mitchell, Karin Moyano Camihort, Ed Murch, Monica Perez, Jose Rivera, JoAnne Rome, Christina Royal, Anthony Sbalbi, Idelia Smith, Michele Snizek, Linda Szalankiewicz, Renee Tastad, Judy Turcotte, Yanina Vargas, Chris Yurko, Bonnie Zima Dowd
CALL TO ORDER	Chair Gilbert called the meeting to order at 8:06 a.m. Chair Gilbert introduced Dr. Christina Royal as the College’s fourth President.
APPROVAL OF THE MINUTES	On a motion by Trustee Parker and seconded by Trustee Stebbins, it was VOTED to approve the minutes of the November 2016 meeting as presented.
APPROVAL OF PERSONNEL ACTIONS	On a motion by Trustee McCormick and seconded by Trustee Perez, it was VOTED to approve the appointment for the Non-Unit Professional Staff, MCCC Unit Professional Staff, and Faculty as presented. On a motion by Trustee McCormick and seconded by Trustee Perez, it was VOTED to approve the appointments of the Program/Work Area Department Chairs as presented. On a motion by Trustee Stebbins and seconded by Trustee McCormick, 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 for Miles Xian Liu was presented to the Board of Trustees. On a motion by Trustee Stebbins and seconded by Trustee Hebert, it was VOTED to approve the sabbatical request.

<p>FEBRUARY BOARD MEETING DISCUSSION/ CANCELLATION</p>	<p>The Board decided not to cancel the February 2017 Board of Trustees meeting.</p> <p>Also discussed was the possibility of moving the Annual meeting from March 2017 to April 2017.</p> <p>On a motion by Trustee Stebbins and seconded by Trustee Perez, it was VOTED to approve holding the Annual meeting to April 2017.</p>
<p>REPORT OF THE STUDENT SUCCESS & ACCOUNTABILITY COMMITTEE</p>	<p>Report of the Student Success & Accountability Committee presented by Trustee Johnson:</p> <ul style="list-style-type: none"> • Trustee Johnson, committee Chair, recognized the following individuals for their work with the committee: <ul style="list-style-type: none"> - Marcia Mitchell, Comptroller - Monica Perez, VP for Academic Affairs - Yanina Vargas, VP for Student Affairs - Michele Snizek, Dir. of Retention and Student Success - Renee Tastad, Dean of Enrollment Management - Julie Pokela, Trustee - Suzanne Parker, Trustee - Teddy McCormick, Trustee (student) • The committee is focusing its work and developing strategies to address the following 5 overarching areas: <ol style="list-style-type: none"> 1. <i>Enrollment</i> – Currently down, how to increase? 2. <i>Retention</i> – Who are we retaining? Who are we <u>not</u> retaining? 3. <i>Remediation</i> – Moving students from developmental course work to college-level work. 4. <i>Graduation</i> – Rate is improving, but what about those that are not graduating. Identifying why? Access & equity. 5. <i>Culture & Climate Transformation</i> – with the college becoming a Hispanic Serving Institution (HSI) the college will need to shift around its practices; what it does; and how it engages with students; as well as becoming a welcoming environment, including physical appearance.
<p>REPORT OF THE CHAIR</p>	<ul style="list-style-type: none"> • Chair Gilbert attended a regional Workshop held by the state’s Division of Capital Asset Management & Maintenance (DCAMM) at HCC on November 9, 2016. A central theme of the Workshop centered on institutions benefiting from the use of previously unused campus/facility space. • HCC Foundation has selected a contractor for Culinary Center at the Cubit building. Documents have been submitted to the Economic Development Agency for approval of contracts, and for an order to proceed. • On January 11, 2017 Chair Gilbert attended the Student Success & Accountability Committee meeting.

	<ul style="list-style-type: none"> • Chair Gilbert informed the Board that he and President Royal met with Springfield Technical Community College’s President and Board Chair, to discuss their collaborative efforts with the Training & Workforce Options (TWO) partnership. • On January 23, 2017 Chair Gilbert & President Royal met with President Sonya Stephens, from Mount Holyoke College, to discuss the Colleges’ great transfer relationship, as well as the Perkins Scholarship program.
<p>PRESIDENT’S REPORT</p>	<p>President Royal thanked the Board for the privilege and opportunity to serve as the College’s fourth president, and first female president. President Royal also thanked Bill Fogarty, Vice President for Administration & Finance, for his leadership serving as Interim President, and support in the transition of leadership. President Royal thanked Chair Gilbert and Vice Chair Pokela for their support in her transition to the college, and to the region.</p> <ul style="list-style-type: none"> • <u>Strategic Planning</u> – President Royal has begun working on the framework of the College’s strategic plan. She looks forward to the opportunity to engage with all constituents of the college. Further clarify our strengths and priorities through the strategic planning process. Currently, the college has a set of six priorities that has been guiding the direction of the institution. These priorities have primarily come from the Commissioner, and the Board of Higher Education’s Vision Report. Although these priorities are important in guiding the institution at the state level, we need to institute priorities on a local level as well. • <u>Dual Enrollment Update</u> – presented by Dean of Enrollment Management Renee Tastad: <ul style="list-style-type: none"> - Dual enrollment programs include ICE, Gateway to College, and high school students. - 221% Growth in participation from Fall 2014 to Spring 2017.. - 85% Pass rate for Fall 2016 cohort (vs. 75.9% for all HCC students). - Over 37% of students remained at HCC after high school graduation. - 45% of dually enrolled students identify as Hispanic/Latino. - HCC’s Inclusive Concurrent Education (ICE) and Gateway to College programs are nationally recognized for being the best in their field. • <u>Center for Health Education</u> – presented by Vice President for Academic Affairs Monica Perez: <ul style="list-style-type: none"> - The new facility has enabled the ability to ramp up what’s being done in the health division, as well as the non-credit division. - 47% increase in Foundations of Health program. - Rad Tech student enrollment has increased from 29 to 31 - 65 students enrolled in CNA and EMT program from Summer 2016 through Spring 2017. • <u>Construction Update</u> – presented by Vice President for Administration & Finance Bill Fogarty: <ul style="list-style-type: none"> - HCC Foundation has selected a contractor for Culinary Center at the

	Cubit building. Documents have been submitted to the Economic Development Agency for approval of contracts, and for an order to proceed. <i>(previously mentioned during the report of the Chair)</i>
ADJOURNMENT	The meeting was adjourned at 9:14 a.m.

Respectfully submitted,

Teddy McCormick
Board of Trustees

Approved: Robert W. Gilbert, Jr., Chair, February 28, 2017

**HOLYOKE COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT**

MEMORANDUM

TO: Board of Trustees
FROM: Dr. Christina Royal, President
DATE: February 28, 2017
SUBJECT: Appointments for MCCC Unit Professional Staff

UNIT PROFESSIONAL APPOINTMENTS

Julissa Colon – Special Programs Coordinator, Gateway to College (grant funded) – 02/05/17-06/30/17

Susan Jones – Patient Simulation Technician (trust funded) – 02/12/17 - 06/30/17

SUGGESTED MOTION: To approve the appointments for the above MCCC Unit Professional Staff

**HOLYOKE COMMUNITY COLLEGE
OFFICE OF THE COMPTROLLER**

MEMORANDUM

TO: Trustee Finance Committee
FROM: Marcia L. Mitchell, Comptroller
DATE: January 19, 2017
SUBJECT: Second Quarter Statement of Revenues and Expenses (FY 2017) – PROPOSED ALTERNATE FORMAT

Last quarter, we promised to deliver you an alternate format that reflects the way we manage the college's operating finances, as well as being more "user friendly" in terms of presentation to you. This format is a combination of our regular monthly tracking against budget, along with expense tracking in natural classifications as opposed to the IPEDS format used in the traditional Quarterly Report format. We are pleased to deliver this report and look forward to discussing it with you.

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, 2016 through December 31, 2016. 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 2.5% unfavorable (\$818,389) and total expenses are 4.7% favorable (\$1,113,125) compared to the same period in the prior year.

Tuition and fee revenue is 2.2% or \$447,152 unfavorable compared to the prior year. This is due to a fall credit hour enrollment decline of 8.4%, and a projected 9% enrollment decline in the spring semester, offset by fee increases \$15 per credit hour.

State appropriation revenue and expenses reflect an increase of 2.7% due to collective bargaining increases.

Other Sources revenue that includes Business and Community Service (BCS) and Administrative Allowance (AA) revenue is higher by 16.8% or \$57,486. Business & Community Service revenue is comparable to the prior year, higher by 2% or \$3,273. Administrative Allowance revenue is favorable by 73.7% or \$42,582 compared to prior year and is attributable to timing.

Investment revenue is significantly favorable to prior year by 321% or \$636,847 due favorable market trends in the first quarter.

Restricted grant revenue is significantly lower to prior year due to the prior being impacted by the Foundation's gift for the Center for Health Education (CHE). Due to timing, revenue is lower than expenses by \$288,511. For the full year, revenue will equal expenses.

Auxiliary Enterprises revenue (bookstore) is unfavorable to the prior year, decreasing 10.2% or \$162,723. This may be a reflection of the use of Open Educational Resources (OER), market competition, and lower enrollment.

Compensation and Benefit expenses (excluding bookstore & restricted grants) are 1.32% unfavorable to prior year due to retroactive payments to MCCC faculty and professional staff, partially offset by open positions.

Supplies and Services expenses (excluding bookstore & restricted grants) are favorable to the prior year by 17.4% or \$753,185.

Scholarship and Fellowship expenses (excluding restricted grants) are nearly flat at 1.7% or \$4,880 favorable to the prior year.

Restricted Grant expenses are 10.4% lower or \$44,600 compared to prior year. Scholarship expenses were lower by \$53,456 or 66.6% and supply and services expenses were lower by 3.2% or \$1,806. These lower costs were offset by higher compensation and benefit costs by \$10,662. Grant expenses exceed grant revenue by \$288,511 and will be offset equally by revenue for the full year.

Auxiliary enterprises expenditure (bookstore) is significantly favorable by 30.8 % or \$532,118 due primarily to the conversion of the model to online book sales through a third party vendor thereby virtually eliminating textbook inventory. Total expenses are projected to be \$1,860,200; approximately \$1 million lower than the prior year due to the new model.

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

c: President Christina Royal, William Fogarty

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

Second Quarter FY 2017 (July 1, 2016 - December 31, 2016)

PROPOSED ALTERNATE FORMAT

	FY 2017	Current Year - 2017			Percent of	Prior Year - 2016			Current Yr. to
	Approved Budget	Trust Funds	State Approp.	Total	Budget	Trust Funds	State Approp.	Total	% Inc./Dec.)
Revenues:									
Educational and general revenues:									
State Appropriation	19,957,113		9,846,321	9,846,321	49.34%		9,586,626	9,586,626	2.71%
Tuition and Fees	23,982,500	20,360,331		20,360,331	84.90%	20,807,483		20,807,483	(2.15%)
Other Sources	995,000	399,803		399,803	40.18%	342,317		342,317	16.79%
Investment Income*	0	438,745		438,745	N/A	(198,102)		(198,102)	321.47%
Reserve Draw & Revolving Fund	203,125	0		0	0.00%	0		0	N/A
Total educational and general revenues	45,137,738	21,198,879	9,846,321	31,045,200	68.78%	20,951,698	9,586,626	30,538,324	1.66%
Restricted Trusts (Grants)	0	96,604		96,604	N/A	1,259,146		1,259,146	(92.33%)
Auxiliary enterprises (Bookstore)	2,160,200	1,426,426		1,426,426	66.03%	1,589,149		1,589,149	(10.24%)
Total Revenues	47,297,938	22,721,909	9,846,321	32,568,230	68.86%	23,799,993	9,586,626	33,386,619	(2.45%)
Expenditures:									
Educational and general expenditures:									
Compensation and Benefits	34,102,420	7,204,197	9,846,321	17,050,518	50.00%	7,242,234	9,586,626	16,828,860	1.32%
Supplies and Services	10,319,368	3,587,619		3,587,619	34.77%	4,340,804		4,340,804	(17.35%)
Scholarship and Fellowship	1,015,950	282,008		282,008	27.76%	286,888		286,888	(1.70%)
Total educational and general expenditures	45,437,738	11,073,824	9,846,321	20,920,145	46.04%	11,869,926	9,586,626	21,456,552	(2.50%)
Restricted Trusts (Grants) Expenditures:									
Compensation and Benefits	0	302,811		302,811	N/A	292,149		292,149	3.65%
Supplies and Services	0	55,529		55,529	N/A	57,335		57,335	(3.15%)
Scholarship and Fellowship	0	26,775		26,775	N/A	80,231		80,231	(66.63%)
Total Restricted Trusts (Grants) Expenditures	0	385,115	0	385,115	N/A	429,715	0	429,715	(10.38%)
Auxiliary enterprises (Bookstore)									
Compensation and Benefits	392,300	196,985		196,985	50.21%	235,933		235,933	(16.51%)
Supplies and Services	1,467,900	995,279		995,279	67.80%	1,488,449		1,488,449	(33.13%)
Scholarship and Fellowship	0	0		0	N/A	0		0	N/A
Total Auxiliary enterprises (Bookstore)	1,860,200	1,192,264		1,192,264	64.09%	1,724,382	0	1,724,382	(30.86%)
Total Expenditures	47,297,938	12,651,203	9,846,321	22,497,524	47.57%	14,024,023	9,586,626	23,610,649	(4.71%)
Net Revenue/(Expense)	0	10,070,706	0	10,070,706	N/A	9,775,970	0	9,775,970	3.01%

For Q-1 FY17. Q-2 results not available at time of publication