

**HOLYOKE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Minutes of May 23, 2017

The 358th meeting of the Holyoke Community College Board of Trustees was held on Tuesday, May 23, 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
NOT PRESENT	Katie Stebbins, John Vaccaro
ALSO PRESENT	Michele Cabral, Dan Campbell, Veena Dhankher, Karen Derouin, Karen Desjeans, Mary Dixey, Amy Dopp, Steve Duffany, Bill Fogarty, Curt Foster, Liz Golen, April Graziano, Jeff Hayden, Kim Hicks, Karen Hines, Jonathan Jasmin, Michael Kowalewski, Olivia Kynard, Nelson Lopez, Judy McGeer, Keith McKittrick, Karin Moyano Camihort, Ed Murch, Monica Perez, JoAnne Rome, Lindsey Rothschild, Christina Royal, Tony Sbalbi, Idelia Smith, Michele Snizek, Linda Szalankiewicz, Judy Turcotte, Yanina Vargas, Chris Yurko, Bonnie Zima Dowd
CALL TO ORDER	Chair Gilbert called the meeting to order at 8:08 a.m.
INTRODUCTION OF STUDENT TRUSTEE	Chair Gilbert introduced Jonathan Jasmin as the new Student Trustee for 2017-2018. Mr. Jasmin’s term begins on July 1 st , 2017. Chair Gilbert thanked Trustee Teddy McCormick for his service as the current Student Trustee. Trustee McCormick’s term expires on June 30 th , 2017.
APPROVAL OF THE ANNUAL & APRIL MINUTES	On a motion by Trustee Plotkin and seconded by Trustee Parker, it was VOTED to approve the minutes of the 2017 Annual meeting as presented. On a motion by Trustee Plotkin and seconded by Trustee Parker, it was VOTED to approve the minutes of the April 2017 meeting as presented.
APPROVAL OF PERSONNEL ACTIONS	On a motion by Trustee Parker and seconded by Trustee Hebert, it was VOTED to approve the appointments and reappointments for the Non-Unit Professional Staff, MCCC Unit Professional Staff and Faculty as presented. On a motion by Trustee McCormick and seconded by Trustee Johnson, it was VOTED to empower the President of the College to approve all personnel actions prior to the next meeting.
REPORT OF THE CHAIR	<ul style="list-style-type: none"> • On 4/26/17 Chair Gilbert and President Royal met with Marianne Larned, Executive Director of the Stone Soup Leadership

	<p>Institute, to discuss collaboration efforts between the college and the institute. Stone Soup’s mission is to provide educational tools, technical assistance and leadership training to develop young people to become leaders of a sustainable world, as well as providing funding to impoverished youth. Ms. Larned has been working with one of our Gateway to College students, J’Anthony Smith.</p> <ul style="list-style-type: none"> • On 4/27/17 Chair Gilbert attended the inauguration of STCC President, Dr. John Cook. • 5/4/17 - President’s Dinner was well attended • 5/11/17 – Scholarship Awards Ceremony. Chair Gilbert was impressed with the number of students that have achieved a 4.0 GPA. • On 5/15/17 Chair Gilbert met with President Royal to set the agenda for the May Board meeting. Chair Gilbert also met with State Senator Eric Lesser to discuss the FY18 budget, as well as the College’s unfunded liability.
<p>PRESIDENT’S REPORT</p>	<ul style="list-style-type: none"> • On 5/5/17 President Royal attended the annual “29 Who Shine” event at the statehouse. The event is a commencement season awards program to recognize 29 outstanding student graduates from the Commonwealth’s public higher education system. This year’s representative of the college was Jasmine Errico. • There was a follow-up discussion to the <i>WHY?</i> video that the Trustees watched during the April Board meeting. The Trustees broke into small groups and spent 10 minutes engaging with members of the audience. A portion of the conversation was spent on what we need to “unlearn” as a community college, and how do we use that information to move the college forward. • The College has taken on an initiative to make Open Educational Resources (OER) available to our students. OER focuses on resources that are free or have varied levels of open access or licensing to be able to use at low-cost or free. The OER Taskforce team created a video to raise awareness amongst students. The video was shown to the Board. The OER Taskforce is also working in creating more courses that are OER in nature. The overall goal is to create a complete open degree path for students. For example, by Fall 2018 the Business Administration Massachusetts transfer option will be offered completely in OER format. President Royal highlighted the following individuals as being instrumental in leading this initiative, they were: <ul style="list-style-type: none"> <i>Karen Hines, Faculty, Business</i> <i>Karin Moyano Camihort, Dean of Online Programs</i> • <u>Construction Updates:</u> <ul style="list-style-type: none"> - The Cubit Building is coming together quickly. Most of the wall dividers and infrastructure are in place, as well as the duct work. By September 18th most of the work shall have been completed. Workforce programs will begin at the Cubit on November 1, 2017. All of the credit program will begin on

	<p>January 22, 2018. Staff & Faculty have been meeting regularly to discuss the logistics surrounding the opening of the building such as: enrollment planning, academic scheduling, PVTA bus routes to better serve our students and the area, and all other details as to how we are going to open the building, as well as making sure how best to utilize the building (space). Special thanks to Trustee Plotkin for his role in helping the college by providing Dan Dodge from his staff at NAI Plotkin, and Dan Campbell, Director of Facilities & Engineering, for overseeing the project. There is a weekly construction meeting at 10am on Wednesday's. The Trustees have been invited to attend.</p> <ul style="list-style-type: none">- There has been a delay in the Campus Center renovations due to an issue with the kind of cooling system to be installed that was originally proposed. This system is not feasible based on its design. Construction will now begin in July & August 2017. Programming is scheduled to begin in the new center in the Fall 2019 semester.- Construction for the Center for Life Sciences in the Marieb Building will begin mid-summer 2017, with programming to begin in the Spring 2018 semester. Talks have begun with the Marieb Foundation to put forward a proposal to fund the renovation of the entire Marieb Building so that building itself is the Center for Life Sciences, and not just the first level.- Smaller projects on campus have been scheduled, such as elevator upgrades.- The college is now seeing savings from the energy conservation projects that have been completed over the past several years. The college was able to cut back on its energy appropriations.- The college is entering a strategic framework process with the state where the college will put in proposals for a deferred maintenance program. The state wants to work with institutions in regards to providing funding to upgrade and renovate existing facilities, rather than new buildings being built. <ul style="list-style-type: none">• <u>Vice President of Institutional Advancement:</u><ul style="list-style-type: none">- Job posted nationally on 5/19/17. The college is working with United Personnel. They are handling the recruitment process, initial vetting, screening and background checks. The top ten candidates will be submitted to the search committee.- Marcia Mitchell, Comptroller, will be Chairing the search committee.• <u>Strategic Planning Themes:</u> The College will be embarking on a strategic plan. The marketing department was tasked with coming up with several themes that would help guide the strategic planning process. They are:
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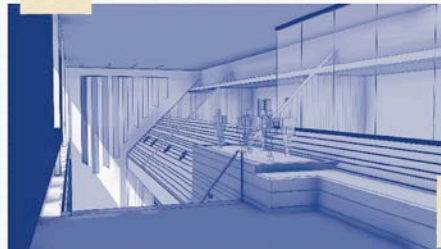
Envision HCC

An invitation to an exercise in imagination that manifests a vision for a future we are working toward together. We are asked to suspend assumptions about our limitations, and even our identity, to envision what is possible.

- A red, square “viewfinder” draws attention to the individual and allows the viewer to share a perspective with the photographer and subject in a contemplative pose.
- The imagery invites us to imagine the future of HCC through the eyes of our students. What’s ahead? What does their future HCC look like? What can we create or improve for them?
- The visuals further suggest the sharing of an intentional vision.
- Desaturated colors and black and white focus on the central point: envision.

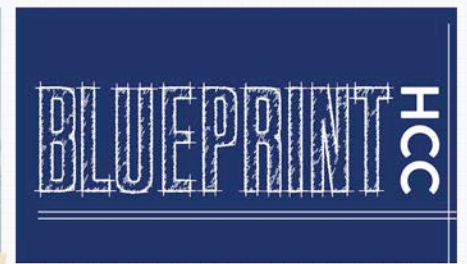
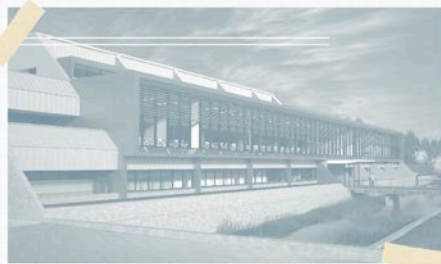


BLUEPRINT HCC



This concept points to the concentrated intellectual activity undertaken in drafting a plan for HCC’s future. It speaks to the thoughtful progress of carefully developing and implementing a detailed course of action.

- “Roughed-in” and hand drawn display type; graph paper, brown tape.
- Shades of blue echo physical blueprints, reinforcing the theme of planning actions for future dividends. Green and yellow offer contrast and reinforce HCC’s color palette.
- Photography and graphics related to ongoing campus updates.
- Gray bars framing imagery and bracketing text evoke steel girders, construction materials and pieces being joined to create a whole; white lines mirror physical blueprints.

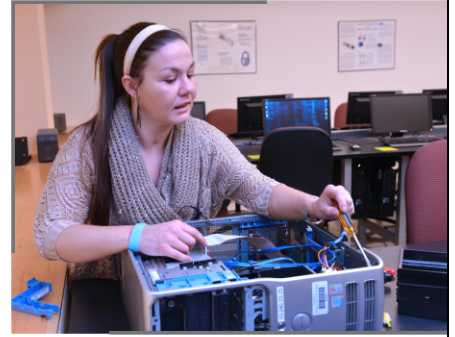


BUILDING OUR FUTURE



A variant on the blueprint theme, this evokes the kinesthetic, hands on experience shared by all human beings. It can be as accessible as building a tower out of blocks or as aspirational as filling a city with skyscrapers.

- Gray bars framing imagery and bracketing type evoke steel girders, construction materials and pieces being joined to create a whole.
- Orange, yellow, black, and gray, colors associated with construction.
- Dense, heavyweight type.
- Action-oriented photography of people building and creating.



Forward, Further: The Future of HCC

This concept conjures not just physical but cerebral activity, reaching for new concepts and new ways of thinking. It urges us towards our future and invites us to push past boundaries.

- Strong photograph of HCC student engaged in solving a complex equation connects us to our purpose (students) and the work we are about to undertake.
- Angled line elements convey a sense of action and movement.
- Rich colors and gradients from cool to warm suggest progression through time and space.



A direct call to participate in the planning process. The pun injects playfulness and evokes the spirit of collective energy and action, while reminding us of the process that has been ongoing since the college began: evolving to meet the needs of the community we serve.

- Bold, warm, energetic colors.
- Distressed background suggests an undertaking with a long history.
- Strong typography.
- Smiling faces of students on campus promote a positive, uplifting tone.



A survey was sent to staff & faculty and the top 3 selections were:

- Forward, Further, Future
- Envision HCC
- Evolution

A final decision has not been made as to which theme will guide the strategic planning process.

- Volunteer Framework & Accountability (VFA) & Utilizing Data More Effectively:

The College is considering participating in the VFA, which is organized by the American Association of Community Colleges (AACC). Reason being, the data and measurable outcomes for community colleges don't always align or make sense for our culture because a lot of the data metrics used to collect information are created for 4-year institutions. The VFA has been created by community colleges to identify the metrics that can better align the data for 2-year institutions. Talks for this realignment of data collection began in 2008-2009. Between 2009-2010, 14 institutions were selected to participate and test these metrics. In 2014 web-based data collection was introduced. Currently, Berkshire Community College & Greenfield Community College are the only CC's in Western Mass that are participating in the VFA.

The data collected can aide HCC in telling its story better, more so on a visual level.

ADJOURNMENT	The meeting was adjourned at 9:29 a.m.
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Respectfully submitted,

Nelson Lopez
Recording Secretary

**HOLYOKE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Minutes of June 27, 2017

The 359th meeting of the Holyoke Community College Board of Trustees was held on Tuesday, June 27, 2017, in the Picknelly Adult & Family Education Center, Room 402/403, Chair Robert W. Gilbert, Jr. presiding.

MEMBERS PRESENT	Robert Gilbert Yolanda Johnson Suzanne Parker Julie Pokela Katie Stebbins
NOT PRESENT	Ted Hebert, Teddy McCormick, Lucy Perez, Evan Plotkin, John Vaccaro
ALSO PRESENT	Joe Bruseo, Michele Cabral, Karen Derouin, Mary Dixey, Amy Dopp, Steve Duffany, Kermit Dunkelberg, Bill Fogarty, Curt Foster, Jeff Hayden, Kim Hicks, Jonathan Jasmin, Nelson Lopez, Keith McKittrick, Marcia Mitchell, Ed Murch, Monica Perez, JoAnne Rome, Christina Royal, Tony Sbalbi, Sarah Schmidt, Linda Szalankiewicz, Renee Tastad, Yanina Vargas, Ken White, Chris Yurko, Bonnie Zima Dowd
CALL TO ORDER	Chair Gilbert called the meeting to order at 8:10 a.m. With only five Trustees present, a quorum was not met. A minimum of six Trustees is necessary for a quorum. The June 27, 2017 Board of Trustees meeting was therefore an unofficial meeting.
APPROVAL OF THE MAY MINUTES	The Trustees present took an unofficial vote and agreed to table the approval of the May minutes to the next Board meeting.
APPROVAL OF PERSONNEL ACTIONS	All items and Motions were tabled for the next Board meeting.
JULY BOARD MEETING	Per Board Chairman, Robert Gilbert, the July Board of Trustees meeting was cancelled.
REPORT OF THE FINANCE COMMITTEE	Report of the Finance Committee presented by Vice President of Administration & Finance Bill Fogarty: <ul style="list-style-type: none"> • When voting on the FY18 budget, the Board votes on the Local Funds Budget. The Board does not vote on State appropriations, the College’s investments, and Grants. The local funds budget consists of fees, bookstore revenues, and non-credit revenues. Fees would not be increased because of poor investments, or GASBY pronouncements that lower the College’s undesignated fund balance. • There is a large decline in the Auxiliary Enterprise Fund. The Auxiliary Enterprise Fund is funded by Bookstore revenues. Since the college has moved to online book ordering for students, and away from a

	<p>traditional bookstore, revenues are expected to go down. The College is moving toward a retail focused general Campus Store.</p> <ul style="list-style-type: none"> • The FY18 budget was drafted in mind with the college anticipating a 6% decline in enrollment. As of date, the decline in enrollment is in line with the College’s anticipation of 6%. • Students may use their financial aid to purchase books through MBS Direct, the College’s book vendor. Chair Gilbert asked why students cannot use their financial aid elsewhere. Primarily, the mechanism for students to purchase books through MBS is through our system. The other way would be to disburse money earlier so that students can have the cash on hand, for example up to 10 days before school starts. Currently, we do not have a practice of doing so because we need to make sure students are still enrolled in classes when the semester begins, as well as changes in the amount of credits enrolled in. Also, Federal Financial Aid regulations mandate that we verify a student’s enrollment prior to issuing refund checks. • FY18 fees have increased by \$5 per credit, resulting in a 3.2% increase in costs for students. • The college will save \$225,000 due to energy savings. <p>Chairman Gilbert entertained the following motions, contingent upon final approval at the next official Board meeting:</p> <ul style="list-style-type: none"> • On a motion by Trustee Stebbins, and seconded by Trustee Parker it was VOTED to approve the FY 2018 budgets for the General Operating Trust Fund, the Restricted and Sponsored Activity Trust Fund and the Auxiliary Enterprises Trust Fund as presented with the express approval of all purchases in any amount, to authorize the President or her designee to transfer among subsidiaries as needed during the fiscal year. • On a motion by Vice-Chair Pokela, and seconded by Trustee Stebbins it was VOTED to approve the Third Quarterly Statement of Revenue and Expenses for FY 2017. <p>Although not official votes, it is a directional indication that the Board does want to approve the two motions. It is noted that the Finance Committee did approve the motions.</p>
<p>REPORT OF THE CHAIR</p>	<ul style="list-style-type: none"> • Although not present, Chair Gilbert thanked Student Trustee Teddy McCormick for service to the Board. Trustee McCormick’s term expires on Friday, 6/30/17. • On 5/20/17 Chair Gilbert met with President Christina Royal to set the agenda for the June Board meeting. • Chair Gilbert attended the 5/23/17 Finance Committee (FC) meeting, and reiterated the fact that the FC did vote unanimously in favor of the two motions referenced in the Report of the Finance Committee (Agenda Item #5).

<p>PRESIDENT'S REPORT</p>	<ul style="list-style-type: none"> • At the 2017 Commencement, 1069 degrees & certificates were conferred. President Royal noted that this is significant, because in a declining enrollment cycle we actually graduated more students than we did last year. This really speaks to the focus placed on the completion agenda and getting students in and out in an appropriate status. • On 6/6/17 President Royal attended the 40th Annual Alumni Awards Dinner. The Following Alums received a Distinguished Alumni Award: <ul style="list-style-type: none"> - David Condon '06 - Patricia Sandoval '84 - Nancy Fields '74 - Howard Greaney '63 • <u>Strategic Planning Update</u>: The College is currently in discussions with 4 organizations that may potentially assist us in strategic planning. They are in the process of sending preliminary information that we can look at by the end of this month. The remaining proposals should be in by Friday, 6/30/17. Since the last Board meeting was held, the college has selected a theme for its strategic plan. "Forward, Further, the Future of HCC" will be the theme of the College's strategic plan. • <u>Vice President of Institutional Advancement Search Update</u>: The College hired United Personnel to assist in the search process. The job posting closed on 6/16/17. United Personnel received 63 applicants. The top ten candidates will be submitted to the search committee by 7/7/17. Marcia Mitchell, Comptroller and Chair of the search committee, was informed by United Personnel that they will also submit a second-tier pool of 5 candidates to the search committee. • <u>Update on Council of President's Retreat</u>: Vision Project – Commissioner Santiago has formed a taskforce to look at different ways we can enhance the appropriateness of the performance measures that are used for community colleges. The membership team is made up of stakeholders from the community colleges across the Commonwealth. Vice President of Business & Community Services Jeff Hayden is HCC's representative. We also have two members that are on subcommittees. They are Vice President of Student Affairs Yanina Vargas, and Director of Institutional Research Veena Dhankher. Currently, the metrics used in the Vision Project are those used to measure 4-year institutions. The goal of the Commissioner's taskforce is to make recommendations that will improve upon the use of the metrics across the state, so that they better reflect the true performance measures of 2-year institutions. • <u>Free Community College</u>: Programs from Arkansas, Chicago, Massachusetts, New York, Minnesota, New York, Oregon, Rhode Island, and Tennessee, as well as "Last Dollar Scholar" and Free Tuition were discussed. They are all structured very different, in terms of their model. This is because they are all experimenting and trying to figure out what is
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	<p>financially viable. Eligibility is a key factor. Most of them look at tuition and fee costs. When we talk about “free community college”, there really is no such thing, especially when you factor in transportation costs, costs associated with childcare, and the cost associated with lowering your workload (employment) to pursue an education.</p> <ul style="list-style-type: none"> • <u>Overview of Non-Credit Programming:</u> Vice President Hayden, Assistant VP of Adult Basic Education & Workforce Development Kermit Dunkelberg, and Dean of Community Service Ken White highlighted several of the College’s non-credit programs: <ul style="list-style-type: none"> - Holyoke Adult Learning Opportunities (HALO) - HiSET/GED - Employment to Education (E2E) in Ware, MA - Hot Jobs Info Sessions (Sarah Schmidt presented) - Training & Workforce Options (TWO) - Emergency Medical Technician Training (EMT) - Living Fully at 55+
ADJOURNMENT	The meeting was adjourned at 9:35 a.m.

Respectfully submitted,

Nelson Lopez
Recording Secretary

**HOLYOKE COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT**

MEMORANDUM

TO: Board of Trustees

FROM: Dr. Christina Royal, President

DATE: June 27, 2017

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

NON-UNIT PROFESSIONAL APPOINTMENT

Chester DeGray - Assistant Director of Public Safety – 07/10/17

NON-UNIT PROFESSIONAL EXTENSION OF APPOINTMENTS (7/2/17 – 6/30/18)

Michele Cabral – Interim Dean of Business and Technology

Curt Foster – Interim Assistant Comptroller

Holly Martin-Peele – Interim Dean of Health Sciences

UNIT PROFESSIONAL REAPPOINTMENT (07/01/17 – 06/30/18) (non-state funded positions)

Rosemary Fiedler – Special Programs Coordinator

FACULTY –APPOINTMENTS (2017-2018 Academic Year)

Dawn Lovegrove – Instructor of Communications

Matthew Whiton – Instructor of Theater/Scenic & Lighting Designer

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

**HOLYOKE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Minutes of August 22, 2017

The 360th meeting of the Holyoke Community College Board of Trustees was held on Tuesday, August 22, 2017, in the John T. Hickey Conference Room, Chair Robert W. Gilbert, Jr. presiding.

MEMBERS PRESENT	Robert Gilbert Ted Hebert Suzanne Parker Lucy Perez Julie Pokela Evan Plotkin John Vaccaro
NOT PRESENT	Jonathan Jasmin, Yolanda Johnson, Katie Stebbins
ALSO PRESENT	Michele Cabral, Amy Dopp, Veena Dhankher, Clara Elliott, Steve Duffany, Bill Fogarty, Curt Foster, Jeff Hayden, Olivia Kynard, Johanna Lebron, Keith McKittrick, Marcia Mitchell, Ed Murch, Monica Perez, Joe Rivera, Christina Royal, Tony Sbalbi, Idelia Smith, Michele Snizek, Linda Szalankiewicz, Renee Tastad, Judy Turcotte, Yanina Vargas, Bonnie Zima Dowd
CALL TO ORDER	Chair Gilbert called the meeting to order at 8:07 a.m.
APPROVAL OF THE JUNE MINUTES	<p>There were not enough Trustees present who attended the June meeting to be able to approve the minutes. Chair Gilbert read the minutes and they represent the meeting.</p> <p>On a motion by Trustee Vaccaro and seconded by Trustee Hebert it was VOTED to table the approval of the June Meeting minutes.</p> <p>Chair Gilbert has been speaking to Secretary Peyser about having a full team of trustees. The fact that this Board has three outstanding appointment/reappointments is frustrating in making sure a quorum is present at these meetings.</p>
APPROVAL OF PERSONNEL ACTIONS	<p>On a motion by Trustee Parker and seconded by Trustee Pokela, it was VOTED to approve the appointments and reappointments of Non-Unit Professional Staff, MCCC Unit Professional Staff and Faculty.</p> <p>On a motion by Trustee Vaccaro and seconded by Trustee Plotkin, it was VOTED to approve the appointments and reappointments of Department Chairs, Curriculum Coordinators, and Program Coordinators for 2017-2018.</p>
SABBATICAL PROPOSAL ADDENDUM	Vice President Perez provided a short update on the original proposal for this sabbatical and the background for this request that is tied to the grant proposal from the National Science Foundation for tiny houses, and our ability to collaborate with other schools.

	<p>On a motion by Trustee Pokela and seconded by Trustee Plotkin, it was VOTED to approve the request for additional funding of \$1,000 to support Xian “Miles” Liu’s Fall 2017 sabbatical.</p>
<p>REPORT OF THE FINANCE COMMITTEE</p>	<p>Vice President Fogarty discussed page one of the Local Funds Budget sheet, which the Trustees would be voting on. He highlighted several points including the Campus Store. The budget and expenses will be lower in FY 18 because of students purchasing books on-line and a new business plan for the Campus Store. Other highlights included the major effort on the advising initiative for students, which is most crucial to our retention efforts.</p> <p>On a motion by Trustee Plotkin and seconded by Trustee Hebert, it was VOTED to approve the FY 2018 budgets for the General Operating Trust Fund, the Restricted and Sponsored Activity Trust fund and the Auxiliary Enterprises Trust Fund as presented with the express approval of all purchases in any amount, to authorize the President or her designee to transfer among subsidiaries as needed during the fiscal year.</p> <p>Comptroller Mitchell discussed the Third Quarter Statement of Revenue and Expenses report for FY 2017.</p> <p>On a motion by Trustee Plotkin and seconded by Trustee Vaccaro, it was VOTED to approve the Third Quarter Statement of Revenue and Expenses for FY 2017, as presented.</p>
<p>REPORT OF THE CHAIR</p>	<ul style="list-style-type: none"> • Chair Gilbert met with President Royal on August 3rd to discuss the strategic planning process. • Chair Gilbert talked about the upcoming HCC Foundation Golf Tournament scheduled for September 11th. This year’s tournament has several new sponsors. • Chair Gilbert and President Royal met on August 15th to set the agenda for today’s Board meeting. • On August 17th, Chair Gilbert, along with President Royal, toured the HCC MGM Culinary Arts Institute. Chair Gilbert also met with the building’s owner. The owner has been pleased with the progress, but expressed concerns that the project is a little bit behind schedule, due to a few delays. • Chair Gilbert expressed his concerns that the reappointments of current Trustees have not been confirmed. Chair Gilbert plans on meeting with the Speaker of the House, Robert DeLeo, to discuss this matter.
<p>PRESIDENT’S REPORT</p>	<ul style="list-style-type: none"> • This summer the College was able to update the Frost 309 conference room by replacing the old furniture with newer flexible furniture that allows for the agility in this space to be able to be repurposed for a lot of different activities. The new furniture is lighter and easier to move. There are two tables that are height adjustable, as well as 24 chairs. The whiteboard has been replaced by a new flat-screen monitor. • President Royal and a team from the college visited Cisco Systems on August 15th. They received a demonstration on technology that would allow for web advising and integration with our Ellucian system. Their visit included:

	<ul style="list-style-type: none"> - Cisco Collaboration in the Classroom - Real World use of Cisco Classroom - Spark Board Demo/ Video System walk through <ul style="list-style-type: none"> • Vice President of Administration & Finance Bill Fogarty updated the Board on the construction surrounding the Campus Center’s renovations. Demolition began in early August. The college received a substantial completion date of March 1, 2019 from the general contractor. However, one of the challenges facing this project is getting heavy equipment and construction materials on campus, and in the areas where they will be used. • President Royal & Chair Gilbert met with the Cubit building owners and toured the facility. Mini-tours for the public have been scheduled for Saturday, August 26th and will take place during the Celebrate Holyoke celebration. There is potential for a delay in the Culinary Arts Institute opening due to an elevator issue. To note, the issue has nothing to do with the college. • Vice President of Business and Community Services, Jeff Hayden, will be the Director of the TWO (Training & Workforce Options) program for the next year, and will supervise the staff. HCC has also assumed responsibility for the finance and accounting for this program. Jeff Hayden, and his counterpart at STCC, are working close together to make sure that the financials are in order. In July of this year, the college received a \$200,000 mini-education award so that HCC & STCC can form a Hampden County Prep for ABE & ESOL students so that their training is accelerated, and are able to participate in workforce development much sooner. The college is working with MGM on a gaming school application to be submitted to the state. • <u>Forward, Further, HCC</u> has been selected as the theme for the College’s strategic plan. Campus Works has been hired to serve as consultants for the strategic planning process. Liz Murphy, CEO of Campus Works, will be presenting to the campus on August 30th. Liz will also meet with the Board of Trustees on that day as well. Director of Planning & Assessment, Judy Turcotte, will lead this effort internally from a project management aspect.
ADJOURNMENT	The meeting was adjourned at 9:27 a.m.

Respectfully submitted,

Karen Desjeans
Acting Recording Secretary

**HOLYOKE COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT**

MEMORANDUM

TO: Board of Trustees
FROM: Dr. Christina Royal, President
DATE: September 26, 2017
SUBJECT: Appointments and Reappointments for Non-Unit Professional Staff and MCCC Unit Professional Staff

NON-UNIT PROFESSIONAL APPOINTMENT (non-state funded position)

Jeanne Arthur – Interim STEM Project Administrator (80%) - 8/20/17

UNIT PROFESSIONAL APPOINTMENT (non-state funded position) – (8/27/17 – 6/30/18)

Shannon Sarkisian – Community Outreach & Admission Counselor, Admissions

UNIT PROFESSIONAL RE-APPOINTMENTS (non-state funded positions) (9/1/17 – 8/31/18)

Patrice Ball – Senior Special Programs Coordinator, SABES (53%)

Joshua Cornehlsen – Literacy Specialist (ESOL), ABE/Spfld

Erin Galster – Senior Special Programs Coordinator, Disability Services Program Coordinator -

Charles Herbert – Senior Technical Specialist, SABES

Andrea Hojnacki – Learning Disability Specialist/Transition. ICE Program

Charles McMahon – Senior Staff Assistant, Institutional Research (80%)

Heidi Rademacher – Senior Special Program Coordinator, Admissions

Denise Roy – Learning Specialist, STRIVE (10-month)

Kristin Simonds – Literacy Specialist (ESOL) (10-month), ABE/Ludlow/Spfld

Diane Worth – Literacy Specialist (ESOL), ABE/Ludlow

UNIT PROFESSIONAL RE-APPOINTMENT (non-state funded position) (10/1/17 – 12/31/17)

Abby Mahoney – Academic Counselor, Health Sciences

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

OFFICE OF THE PRESIDENT

MEMORANDUM

TO: The Board of Trustees
FROM: Dr. Christina Royal, President
DATE: September 26, 2017
SUBJECT: Sabbatical Request

Based on the recommendations of the Sabbatical Leave Committee, the Vice President of Academic Affairs, and after reviewing the contractual sabbatical criteria, I concur with the following:

*Maura A. Henry – Half year leave at full salary
Donna Mastroianni – Half year leave at full salary*

SUGGESTED MOTION: *To approve the sabbatical leave requests as listed above.*