

**HOLYOKE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Minutes of November 27, 2018

The 372nd meeting of the Holyoke Community College Board of Trustees was held on Tuesday, November 27, 2018, in the John T. Hickey Conference Room, Chair Robert W. Gilbert, Jr. presiding.

MEMBERS PRESENT	Robert Gilbert, Chair Julie Pokela, Vice Chair Jose Delgado Charles Epstein Ted Hebert Yolanda Johnson Suzanne Parker Lucy Perez Evan Plotkin Ivonne Vidal Haley Woods
MEMBERS ABSENT	None
ALSO PRESENT	Olugbemiga Adekunle, Michele Cabral, Dan Campbell, Nick D’Agostino, Karen Desjeans, Veena Dhankher, Mary Dixey, Amy Dopp, Bill Fogarty, Curt Foster, Elizabeth Golen, Jeff Hayden, Olivia Kynard, Nelson Lopez, Moira Maguire, Irma Medina, Karin Moyano Camihort, Ed Murch, Vivian Ostrowski, Monica Perez, Samary Ramos, Kristine Ricker Choleva, Julia Rodrigue, JoAnne Rome, Christina Royal, Tony Sbalbi, Amanda Sbriscia, Sarah Schmidt, K.C. Senie, Idelia Smith, Michele Snizek, Linda Szalankiewicz, Renee Tastad, Nathan Wyrwal, Chris Yurko
CALL TO ORDER	Chair Gilbert called the meeting to order at 8:07 a.m.
WELCOME AND INTRODUCTIONS	Chair Gilbert introduced and welcomed new elected trustee Jose Delgado.
APPROVAL OF THE MINUTES	On a motion by Trustee Parker and seconded by Trustee Perez, it was VOTED to approve the minutes of the October 23, 2018 meeting as presented.
APPROVAL OF PERSONNEL ACTIONS	On a motion by Trustee Vidal and seconded by Trustee Hebert it was VOTED to approve the October 23, 2018 report of appointments for Non-Unit Professional Staff, MCCC Unit Professional Staff and Retrenchments as presented. On a motion by Trustee Vidal and seconded by Trustee Pokela it was VOTED to empower the President of the College to approve all personnel actions prior to the next meeting.
MEETING CANCELLATION	On a motion by Trustee Parker and seconded by Trustee Perez, it was VOTED to cancel the Board of Trustees’ December 2018 meeting.
REPORT OF THE FINANCE COMMITTEE	<u>FY19 First Quarter Report provided by Curt Foster, Assistant Comptroller</u> Mr. Foster indicated the first quarter for the college had the least amount of activity and not necessarily predictive of the full year. Based on results from the first quarter's revenue shortfall, HCC is projecting almost a \$1 million dollar

	<p>revenue shortfall to budget at \$902k. In regards to the expenses, there are a number of open positions due to retirements that may mitigate some of the revenue shortfalls. During the second quarter, we will be analyzing the College's revenue and expense results that will determine what additional actions will be required to eliminate any remaining shortfall to budget.</p> <p>On a motion by Trustee Vidal and seconded by Trustee Hebert it was VOTED to approve the FY19 First Quarter Report as presented at today's meeting.</p> <p><u>FY18 Audited Financial Statements Report provided by David DiIulis, CPA from O'Connor & Drew, P.C.</u></p> <p>Mr. DiIulis reviewed the college's FY 2018 final audited financial statements with the Board. The auditors issued an unmodified opinion on the financial statements and no material weakness/significant deficiencies were noted. Mr. DiIulis commended the College's staff on their efforts in assisting the auditors. Mr. DiIulis also noted the following:</p> <ul style="list-style-type: none"> • The final Financial Statements were submitted to the State on October 15th. • No weaknesses or discrepancies found. • O'Connor & Drew P.C. consulted with the auditors of the HCC Foundation, auditors of the State Employee's Retirement System and Office of the Comptroller of the State of Massachusetts. They found no weaknesses or discrepancies in their reports as well. • Prior period restatement for implementation of GASB Statement No. 75, Accounting and Financial Reporting for OPEB • Net OPEB liability of \$19 mil as of June 30, 2017 • Restatement of Unrestricted Net Position resulting in a \$19 mil. decrease. • College's share represents .099% of Commonwealth's Net OPEB liability. <p>Mr. DiIulis informed the Board of new GASB Statement – 87 regarding Leases. He noted the following:</p> <ul style="list-style-type: none"> • Effective for periods beginning after December 15, 2019. • Requires lessees to recognize on their statement of net position the rights and obligations resulting from leases categorized as operating leases as assets, liabilities, or deferred inflows / outflows of resources. • Provides for an election on leases with terms of less than twelve months to be excluded from this Standard. <p>On a motion by Trustee Plotkin and seconded by Trustee Delgado it was VOTED to approve the FY18 Audited Financial Statements as approved by the Audit & Finance Committee on October 23, 2018, with subsequent revisions submitted by the HCC Foundation as a component unit.</p>
<p>REPORT OF THE CHAIR</p>	<p>Aside from several phone calls with President Royal, Chair Gilbert also participated:</p> <ul style="list-style-type: none"> • On 10/16/18 Chair Gilbert & President Royal met to set the agenda for the November Board of Trustees meeting.

- On 10/24/18 Chair Gilbert attended the Ribbon Cutting Ceremony for the Center of Life Sciences.

Chair Gilbert stated Ms. Sbriscia will be sending a note to the members of the Board of Trustees to remind them of the importance of annual fundraising and monetary giving.

Chair Gilbert mentioned that he will be working on committee assignments and asked members to let him know if they are interested in serving on a specific committee.

On Tuesday, December 4, 2018 President Royal and Chair Gilbert will be attending the Strategic Planning Committee of the Board of Higher Education to seek approval of the HCC mission change and HCC Strategic Plan. Chair Gilbert thanked the members of the committee and staff for their efforts and collaboration.

Chair Gilbert, President Royal and a few members of the Board will be attending the New England Governance Institute for Student Success (GISS) conference on November 29th & November 30th. The GISS is a unique leadership training model of the Association of Community College Trustees (ACCT) that engages community college Trustees and Chancellors/Presidents in thoughtful and courageous conversations around the importance of effective and evidence-informed governance to support current student success, equity and completion and workforce priorities.

Trustee Plotkin shared with the Board that he is the Chair of the HCC Foundation Land Committee. He stated the HCC Foundation Land Committee will be convening a meeting this afternoon to discuss possible development of 10 acres of available land that the college currently owns. Trustee Plotkin will keep the Board apprised of the developments.

PRESIDENT’S REPORT

Center for Life Sciences Grand Opening

On October 24, 2018 during the Massachusetts STEM week, HCC held its Ribbon Cutting Ceremony for the Center for Life Science. Representative Richard Neal and Massachusetts Secretary of Education James Peyser were in attendance.

Women in STEM

President Royal acknowledged the Women in STEM event and thanked Melissa Paciulli and her team for a successful event. The purpose of the event is to connect female students in the STEM field with professional women working in this field. It was a great opportunity for our students to learn the leadership skills needed for them to pursue a career in STEM.

MassHire Regional Planning

The MassHire Hampden County Workforce Board has started to look at the role they play in helping facilitate the workforce connection in the region. They have started to identify all of the educational program opportunities both credit and non-credit for community colleges. MassHire is looking at ways to better align its services with the industry needs and structure and determine where the gaps are. This is a new initiative the Pioneer Valley Regional Planning Labor Market Blueprint developed over the past year.

PRESIDENT'S REPORT

General Updates

President Royal asked Amanda Sbriscia to talk about Giving Tuesday. Ms. Sbriscia stated today marks the 7th Annual Giving Tuesday. She stated the HCC Foundation is leveraging this philanthropic movement as an opportunity to garner support for student scholarships. The President's Student Emergency Fund will also benefit from these contributions with the help of Peg and Gary Wendlandt. Mr. and Mrs. Wendlandt have pledged to match all gifts made to the President's Student Emergency Fund, dollar for dollar up to \$20k.

This week NECHE will be conducting a Substantive Change Instructional site visit at our new location at the HCC-MGM Culinary Arts Institute. Under the leadership of Judith Turcotte and her team we have been planning and preparing for this visit. The purpose of the visit is to assess the academic quality, physical structure and resources available at this space.

President Royal introduced Kathryn C. Senie, J.D., ED.D, who began in her role as Chief of Staff effective November 1, 2018. Dr. Senie will oversee the Strategic Plan process from the planning to implementation stages. President Royal also updated the Board on the status of the Ombudsman & Chief Culture Officer position.

Phi Theta Kappa (PTK) Honor Student Speaker:

Nathan Wyrwal has a 4.0 GPA, is the President of the Phi Theta Kappa Honor Society, is an HCC New Student Orientation Leader, Admissions Ambassador and tour guide, and a Green Key Honor Society member. He has been named on the Dean's List for multiple different semesters and received an award in the 2017-2018 academic year for outstanding achievement and performance in a wide array of academic areas and extracurricular pursuits. He has been the recipient of HCC scholarship for the 2018-2019 school year. Nathan spoke about his struggles throughout his life and his academic journey, specifically as it relates to experiencing housing and food insecurities.

Enterprise Risk Management Update provided by William Fogarty, VP of Administration and Finance

In 2015 HCC began a process to collect input regarding identifying various risk factors. As a result, three major areas were identified:

- Safety & Emergency Management
- Regulatory Compliance, and
- Service

The goal is to develop a comprehensive disaster recovery emergency management plan. In regards to the Emergency Management component, he informed the Board that HCC and Westfield State University have jointly hired Thomas Kettle, as the Director of Emergency Management. Mr. Kettle will oversee emergency management and operations planning on each campus and will split his time 60-40 between Westfield State and HCC while maintaining offices on both campuses.

BCS Annual Report provided by Jeff Hayden, Vice President of Business & Community Services and Workforce Development

The Business and Community Services and Workforce Development operates under a \$5 million budget of which 60% is grant funded. Mr. Hayden provided a brief description of the services provided by the Business & Community Services and Workforce Development Department. Students Samary Ramos and Julia Rodrigue provided the Board with their personal stories regarding

their life challenges and experiences and the benefits they have received from the services provided by the Business and Community Services and Workforce Development.

Business and Community Services Annual Report – 11/27/18

HOLYOKE
COMMUNITY
COLLEGE

Our Mission: Educate. Inspire. Connect.

Life-long Learning - Helping individuals . . .

**GET A JOB, GET A BETTER JOB, OR TO LEARN HOW TO DO
THEIR JOB BETTER!**

Business & Community Services:

- Serving Businesses and our Communities through the education and training of adults, job seekers, incumbent workers and those with limited educational attainment

- **Workforce Development Skills Training – Job Readiness**
 - Health, Hospitality, Business and more
- **Adult Education** (High School Equivalency)
- **English for Speakers of Other Languages**
- **Assessment and Testing** – education & work readiness credentials
- **College Readiness**
- **Personal Enrichment**

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Enrollment

- Overall – FY 18 - **15,112**
(All Services – registrations, testing, 3rd party trainings, etc.)
- State HEIRS Data - **576** courses (8.7% increase)
 - **5,857** Registrations (18.8% increase)
 - **3,838** Head Count (27% increase)

Transition to the College

- College Enrollment – **259** (7.5% increase)
- Transition to College/Career Program – 40 to HCC (**200% increase**)
- HiSet and GED – **242** (1.6 % decline)

Direct Job Placement – 335 (Result of Job Training Grant Programs)

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Our Students:

- Gender: over 60% are female;
- Ethnicity/Race – Depends on the program, for example:
 - The MCCTI Dealer School – 33% of the participants are students of color;
 - Jump Start – Workforce Training Program, approximately 65% are students of color; and,
 - Adult Education (HiSet/GED) and English for Speakers of Other Languages, Transition to College/Career & Gateway to College participants are approximately 60% persons of color
- Average Age – low 30s

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Our Students:

- Approximately 70% have a high school diploma or equivalency, but most have little or no post-secondary education or training;
- 83% of the Gateway to College program participants are first generation college students;
- Select Workforce Development grant programs serve approximately 400 students with 95% of the participants being un/underemployed;
- The vast majority of individuals entering workforce development skills training programs are low income participants.

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Our Students:

Samary Ramos

Julia Rodrigue

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Community Colleges (And Workforce Development Partners):

- Learn to Earn (Medical Assistants–GCC)
- TRAIN Grant (Manufacturing and Culinary–GCC, STCC)
- Training and Workforce Options – Training of over 900 incumbent workers, STCC
- MA Casino Careers Training Institute – 170+ hired
- English for Speakers of Other Languages – (STCC)
- International English Language Testing Service – (Nurse Licensing– Bunker Hill CC and MassHire Holyoke Career Ctr.)
- Gateway to College (Portland CC and 6 other MA CCs)

Adult Education Providers:

- Juntos Collaborative – Lead Agency
- Hampden County Sheriff's Department – Culinary Program

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Workforce Opportunities:

- MA Gaming Commission Community Mitigation Fund
- Hotel Training Lab
- EMT in Holyoke and Ware (E2E)
- JumpStart Workforce Training Programs (Programs: Nursing Assistant, Pharmacy Technician, Customer Service Rep., Pre-school worker, Culinary Professionals, Class B License – School Bus and Truck Drivers, Manufacturing Production Technician, HiSet, ESOL and more)
- CannabisCare Community Research Network (C3RN)
- Walmart Foundation and Hospitality Partners
- Computed Tomography
- Drone Pilot's License

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Basic Need Housing

President Royal tabled the Basic Needs Housing discussion until January 2019.

Strategic Plan Update

As Chair Gilbert previously mentioned, on December 4, 2018 we will be traveling to Boston next week to defend and seek the approval of the Strategic Plan. President Royal stated she met with the Steering committee yesterday to obtain their input regarding the transitioning from the planning to the implementation stage of the Strategic Plan.

ADJOURNMENT	The meeting was adjourned at 9:36 a.m.
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Respectfully submitted,

Haley Woods, Secretary
Board of Trustees

Approved: Robert W. Gilbert, Jr., Chair, January 22, 2019

**HOLYOKE COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT**

MEMORANDUM

TO: Board of Trustees
FROM: Dr. Christina Royal, President
DATE: January 22, 2019
SUBJECT: Personnel Updates

Non-Unit Professionals - Extension of Appointments

Name	Area/Title	Funding	Dates
Sharon Grundel	Training Workforce Options (TWO)/ Staff Associate – Sales (Healthcare, Non-Profit, and Governmental Services)	Trust	1/1/19 – 6/30/19
Tracye Whitfield	Training Workforce Options (TWO)/ Staff Associate – Sales (Manufacturing, Hospitality, and General Business)	Trust	1/1/19 – 6/30/19

SUGGESTED MOTION: To approve the extension of appointments for the above Non-Unit Professional Staff