

**BOARD OF TRUSTEES
APRIL MEETING**

Minutes of April 28, 2020

The 386th meeting of the Holyoke Community College Board of Trustees was held on Tuesday, April 28, 2020, remotely via Zoom, Chair Robert W. Gilbert, Jr. presiding.

MEMBERS PRESENT	Robert Gilbert Jose Delgado Charles Epstein Marley Friedrich Ted Hebert Yolanda Johnson Suzanne Parker, Vice Chair Lucy Perez Evan Plotkin Julie Pokela
MEMBERS ABSENT	Ivonne Vidal
ALSO PRESENT	Pesha Black, Michelle Cabral, Karen Derouin, Karen Desjeans, Veena Dhankher, Amy Dopp, Kermit Dunkelberg, Clara Elliott, Curt Foster, Christine Gosselin-Miller, Jeff Hayden, Kim Hicks, Tricia Kiefer, Olivia Kynard, Clare Lamontagne, Johanna Lebron, Moira Maguire, Edward Murch, William Murphy, Lea Occhialini, Kris Ricker-Choleva, Michelle Robak, Joanne Rome, Christina Royal, Rachel Rubinstein, Narayan Sampath, Tony Sbalbi, Amanda Sbriscia, Sarah Schmidt, Linda Scott, K.C. Senie, Adrienne Smith, Idelia Smith, Michele Snizek, Renee Tastad, Madeline Torres, Marie Troppe, Chris Yurko
CALL TO ORDER	Chair Gilbert called the meeting to order at 8:03 am.
APPROVAL OF THE MINUTES	On a motion by Trustee Plotkin and seconded by Trustee Perez it was VOTED to approve the March 24, 2020 meeting minutes. Roll Call Vote: Trustee Delgado Yes Trustee Epstein Yes Trustee Friedrich Yes Trustee Gilbert Yes Trustee Hebert Yes Trustee Johnson Yes Trustee Parker Yes Trustee Perez Yes Trustee Plotkin Yes Trustee Pokela Yes
APPROVAL OF PERSONNEL ACTIONS	On a motion by Trustee Johnson and seconded by Trustee Pokela it was VOTED to approve the Recommendation for Tenure report as presented at today's meeting. Roll Call Vote: Trustee Delgado Yes Trustee Epstein Yes Trustee Friedrich Yes Trustee Gilbert Yes Trustee Hebert Yes Trustee Johnson Yes Trustee Parker Yes Trustee Perez Yes Trustee Plotkin Yes Trustee Pokela Yes

	<p>On a motion by Trustee Plotkin and seconded by Trustee Epstein, it was VOTED to approve the Change in Rank report as presented at today’s meeting.</p> <p>Roll Call Vote:</p> <p>Trustee Delgado Yes Trustee Epstein Yes Trustee Friedrich Yes Trustee Gilbert Yes Trustee Hebert Yes Trustee Johnson Yes Trustee Parker Yes Trustee Perez Yes Trustee Plotkin Yes Trustee Pokela Yes</p> <p>On a motion by Trustee Delgado and seconded by Trustee Epstein, it was VOTED to empower the President of the College to approve all personnel actions prior to the next meeting.</p> <p>Roll Call Vote:</p> <p>Trustee Delgado Yes Trustee Epstein Yes Trustee Friedrich Yes Trustee Gilbert Yes Trustee Hebert Yes Trustee Johnson Yes Trustee Parker Yes Trustee Perez Yes Trustee Plotkin Yes Trustee Pokela Yes</p>
<p>SIGNATORY AUTHORIZATION</p>	<p>Narayan Sampath, Vice President of Administration and Finance, and Curt Foster, Comptroller, provided the Board with an overview of what types of legal documents they are able to sign on behalf of the Board of Trustees and the College. Discussion ensued regarding the current language of the motion, and it was agreed that the existing motion would be amended to reflect the following:</p> <p>MOTION: The Board of Trustees authorizes Narayan Sampath, Vice President of Administration and Finance, and Curt Foster, Comptroller, to sign legal documents as it pertains to the operations of the college in accordance with Holyoke Community College Policies and Procedures and State and Federal Rules and Regulations.</p> <p>Roll Call Vote:</p> <p>Trustee Delgado Yes Trustee Epstein Yes Trustee Friedrich Yes Trustee Gilbert Yes Trustee Hebert Yes Trustee Johnson Yes Trustee Parker Yes Trustee Perez Yes Trustee Plotkin Yes Trustee Pokela Yes</p>
<p>PUBLIC HIGHER EDUCATION ENDOWMENT INCENTIVE PROGRAM</p>	<p><u>Report provided by Amanda Sbriscia, Vice President of Institutional Advancement & Executive Director of the HCC Foundation Board</u></p> <p>It is the policy of the Commonwealth to encourage private fundraising by Community Colleges and to assist such fundraising through a matching program to be known as the Public Higher Education Endowment Incentive</p>

	<p>Program, which shall not result in direct or indirect reductions in the Commonwealth’s appropriations to the Colleges for the operations or for capital support. The Procedures for Implementing the Public Higher Education Endowment Incentive Program are made and adopted by the Board of Trustees of Holyoke Community College pursuant to Chapter 15A, §15E of the General Laws and Chapter 142 of the Acts of 2019. Their purpose is to implement the Public Higher Education Endowment Incentive program and they are to be interpreted and applied consistently with the requirements of those statutory provisions and the guidelines promulgated by the Board of Higher Education.</p> <p>MOTION: On a motion by Trustee Pokela and seconded by Trustee Perez it was voted to approve the procedures developed by its Foundation to administer the Program pursuant to Mass. General Laws, Chapter 15A, Section 15E, and Chapter 142 of the Acts of 2019 and the Board of Higher Education’s Endowment Incentive Program Guidelines.</p> <p>Roll Call Vote:</p> <table data-bbox="584 703 933 1039"> <tr><td>Trustee Delgado</td><td>Yes</td></tr> <tr><td>Trustee Epstein</td><td>Yes</td></tr> <tr><td>Trustee Friedrich</td><td>Yes</td></tr> <tr><td>Trustee Gilbert</td><td>Yes</td></tr> <tr><td>Trustee Hebert</td><td>Yes</td></tr> <tr><td>Trustee Johnson</td><td>Yes</td></tr> <tr><td>Trustee Parker</td><td>Yes</td></tr> <tr><td>Trustee Perez</td><td>Yes</td></tr> <tr><td>Trustee Plotkin</td><td>Yes</td></tr> <tr><td>Trustee Pokela</td><td>Yes</td></tr> </table>	Trustee Delgado	Yes	Trustee Epstein	Yes	Trustee Friedrich	Yes	Trustee Gilbert	Yes	Trustee Hebert	Yes	Trustee Johnson	Yes	Trustee Parker	Yes	Trustee Perez	Yes	Trustee Plotkin	Yes	Trustee Pokela	Yes
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<p>COMMITTEE REPORTS</p>	<p><u>Advocacy Committee Report provided by Trustee Gilbert</u> Chair Gilbert stated the Advocacy Committee has not met recently, however, stated our Representatives have been kept up to date with the actions of the college as it relates to COVID-19</p> <p><u>Audit & Finance Committee Report provided by Trustee Epstein</u> Trustee Epstein stated the Administration and Finance Department will work to monitor and document all expenses as it relates to COVID-19 with the goal of forwarding all expenses to the State for reimbursement.</p> <p><u>Bylaws & Governance Committee Report provided by Trustee Gilbert</u> No update to report as the Committee has not met.</p> <p><u>Equity Committee Report provided by Trustee Friedrich & Trustee Johnson</u> No update to report as the Committee has not met.</p> <p><u>Nominating Committee report provided by Trustee Johnson</u> No update to report as the Committee has not met.</p> <p><u>Presidential Evaluation Committee Chaired by Trustee Pokela</u> Trustee Pokela informed Trustees that the timelines to complete and submit the Presidential Evaluation have been extended to the Fall.</p> <p><u>Strategic Plan Committee Report provided by Trustee Plotkin</u> No new update to report.</p>																				

<p>REPORT OF THE CHAIR</p>	<p>Chair Gilbert thanked President Royal for her leadership and guidance during the COVID-19 pandemic.</p> <p>In addition to attending various zoom meetings and telephone calls, Chair Gilbert met with President Royal via zoom on April 13th to set the agenda for today’s meeting</p>
<p>PRESIDENT’S REPORT</p>	<p>President Royal informed the Board of the difficult decision to lay off 33 part time non-benefited employees and the need to evaluate all part time job roles and contracts for the fall. She stated this is an area where we are currently out of alignment with staffing levels as compared to similar size institutions.</p> <p>President Royal also informed the Board of the decision to postpone this year’s Commencement ceremony, and instead have a virtual celebration in August, and hold a special commencement ceremony in 2021 for both the Class of 2020 and 2021.</p> <p>In addition, she provided the Board with an update regarding the virtual meeting held with the Massachusetts Community College Presidents and the Massachusetts Delegation. The purpose of this meeting was to discuss the critical role that Community Colleges play in a post COVID-19 environment, and to request additional funding for the Higher Education Relief Fund. Additionally, she spoke about the CARES Act Funding and stated HCC will received approximately \$3.7 million of which \$1.8 million will go directly to students.</p> <p>President Royal turned the meeting over to the Vice President’s to provide an overview on the work relevant to their areas as it relates to our response to COVID-19.</p> <p><u>Strategic Plan In-Depth Topic: HCC’s Response to COVID-19 provided by:</u> Jeff Hayden, Vice President of Business and Community Services Rachel Rubinstein, Vice President of Academic and Student Affairs Narayan Sampath, Vice President of Administration and Finance Amanda Sbriscia, Vice President of Institutional Advancement</p> <div data-bbox="638 1297 699 1692" style="background-color: #00a651; width: 38px; height: 188px; margin-left: 100px;"></div> <div data-bbox="716 1486 1360 1602" style="margin-left: 100px;"> <p>Reports from Divisional Vice Presidents Meeting of the Board of Trustees Tuesday, April 28, 2020</p> </div> <div data-bbox="643 1707 756 1780" style="margin-left: 100px;"> <p>HOLYOKE COMMUNITY COLLEGE</p> </div> <div data-bbox="1268 1759 1474 1780" style="margin-left: 100px;"> <p>Educate. Inspire. Connect.</p> </div>

Business & Community Services

- Workforce Development
 - TRAIN Grant – Conversion to Remote
 - Nurse Assistant Classes (Jump Start, Westfield HS, Ware HS and others)
 - Dept. of Public Health Approval
 - Clinical Components
- Community Services
 - EMT
 - Digital Literacy
 - Summer Programming – Black Rocket



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Business & Community Services

- Adult Education & ESOL
 - Enhanced Outreach and Tracking System
 - ESOL Classes online

HCC ESOL Students: Initial Remote Engagement -- March 2020



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Business & Community Services

- Connecting to Students
 - Outreach
 - Technology – Library
 - Faculty Approaches Student Learning
- New Programming
 - Digital Literacy
 - Nursing Assistant for Baystate and Loomis Communities
 - Two online Pharmacy Technician programs this Spring
 - Continued Workforce Readiness
- Connections to Healthcare Organizations
- Outreach to Representative Neal / City of Holyoke
- Chambers of Commerce, MassHire, College Partners, Business Partners and Customers, Holyoke Boys and Girls Club of Holyoke, Providence Ministries
- Business Outreach

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Academic & Student Affairs

- Conversion to Remote Teaching and Learning
 - Center for Excellence Trainings and Workshops
 - 166 Workshops (83 unique) since Spring Break; 787 Participants
 - Library Chromebook (126) and Hotspot (124) Lending
 - Impact on Academic Program
 - Clinical, Practicum and Lab Courses
- Conversion to Remote Student Support
 - CAPS and Remote Tutoring
 - Virtual Front Desks, Drop-Ins, Activities
 - Care Call Team

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Academic & Student Affairs

- Policy Changes to Support Students
 - Extension of Withdrawal Deadline: Students have until May 13th to withdraw from a course.
 - Appeal Process for Tuition Credit: Students who have had to withdraw due to Covid-19 can appeal to have tuition applied to future semester.
 - Extension/Modification of Satisfactory/Unsatisfactory Option
 - Students have until May 13th to decide to apply S/U option to one or more classes
 - Faculty submit a letter grade; students have two years to decide to revert back to letter grade
 - S is equivalent of C- or above
 - UMASS system as well as many private transfer partners have assured HCC that they will recognize S/U option

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Academic & Student Affairs

- Summer I fully Online; Summer II Primarily Online
- Student Response
 - Withdrawals: Fewer withdrawals in Spring 2020 compared with same period in 2019
 - Anecdotal
- Summer and Fall Registration
 - Applications: 50% capacity for March and April; at 82% capacity overall
 - Registration for new and continuing students: Down approx. 35% for summer; 45% for fall
 - Marketing Campaign Underway

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Administration & Finance | IT

- IT Department stepping-up to meet challenge:
 - Pivot to remote learning within a very brief amount of time, including installation of Jabber and help desk working remotely
 - 100 VPN Connections, almost 200 Virtual Desktop installations
 - 126 laptops with Library; 50 more on order; 125 hotspots
 - Worked with Center for Excellence to provide opportunities to train students/faculty and staff
 - Daily drop-in hour with IT staff
 - Staff volunteered to come on campus to continue the preparation and issue of the laptops
 - Plus: first-ever State security audit (ongoing)

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A&F | Business Office Continuity

- Grants: Working with PI's/grant directors and governmental funding agencies to amend budgets to better respond to the demands and changes due to COVID-19
- Payroll: Has continued to run daily activities as smoothly and effortlessly as possible
- Purchasing, Accounts Payable, & Accounting: Provided exceptional service remotely
- Budget System: Continued Questica budget training remotely and those trained have been in the system working on their FY21 budgets
- Student Accounts:
 - Student Open Office Hours Monday-Friday from 10:00am - 2:00pm using WebEx
 - Google Hangouts to respond to questions during office hours (8:30-4:30pm, M-F)
 - Third Party and Internal Grant Billing, Collections and scholarship payments
 - Office Services: once per week on-campus mail service, process student accounts paper and/or phone payment as requested by student

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A&F | Financial Impact

- Prior to COVID-19:
 - Net revenue shortfall to budget is projected to be \$1.3 million due to lower enrollment and canceled classes (credit and non-credit)
 - Shortfall would have been covered with savings from unfilled positions and mid-year budget review budget reductions from departments cutting purchases of supplies and services
 - Specifically:
 - \$600,000 payroll reduction due to not filling vacant positions or delayed filling of positions
 - \$485,000 in reduction in supplies and discretionary spending
 - Mid-year budget review with all departments resulted in significant savings. Some departments did not require the allocated funds for FY20. Does not mean they will not need it in FY21.

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A&F | COVID-19 Expenses

- Total potential loss \$1.3M
- \$580,000 expenses already incurred
- \$511,000 outstanding payments from students: \$377K for the students spring term who were not dropped and the \$134K for payment plan students who did not make their last payment
- Evaluating potential loss in the non-credit side. Potential delayed or deferred revenue is about \$184,000

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A&F | COVID-19 Related Expenses

Template (w/ examples)	To-Date			
	To-date Direct Costs:			
	Campus Cleaning	For Remote Work and Learning Transition	Other Costs/ Lost Revenue	Total
Contracting/Cleaning	\$ 20,480			\$ 20,480
Overtime for AFSCME	\$ 8,484			\$ 8,484
Cleaning Supplies	\$ 9,609			\$ 9,609
PPE	\$ 163			\$ 163
Facility Equipment	\$ 9,683			\$ 9,683
Laptops/Creditops Provided		\$ 294,215		\$ 294,215
Faculty Learning Supplies/Practicing/Testing		\$ 79,524		\$ 79,524
Courier Services/Shipping		\$ 43		\$ 43
VPN/VDI upgrades and Licensing		\$ 96,220		\$ 96,220
Testing (Organizational Near Paper Softwares)		\$ 50,760		\$ 50,760
Zoom/Video/Access/Hotspots		\$ 13,922		\$ 13,922
Administrative Items		\$ 1,874		\$ 1,874
Supplies for TRAIN/TRAVEL		\$ 3,900		\$ 3,900
Cancelled Conferences and Travel			\$ 9,041	\$ 9,041
Public Safety/Personal Costs			\$ 7,908	\$ 7,908
Refunds (course fees, other)			\$ 711,250	\$ 711,250
PPE donated			\$ 1,184	\$ 1,184
Cancelled Event Revenue			\$ 22,194	\$ 22,194
				\$ -
				\$ -
	\$ 42,398	\$ 540,458	\$ 751,977	\$ 1,334,834

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A&F | Facilities

- Cleaning crew mid-March; disinfected entire campus
- Skeleton crew has been checking the tunnels and mechanical rooms for major breakdowns and dealing with smoke detectors and other alarm problems, HVAC problems
- Ongoing disinfection of all areas visited by college and construction crew staff
- Gone out to bid on the Police Station project
- Moved forward on the Dog Kennel project
- Secured additional funding from DCAMM and sent *Notice To Proceed* on Bartley Center Roof Project
- Continued to work on the Infrastructure project (on schedule at this point)
- Working to get DCAMM funding for Theater Code Improvement phase two and Plaza Improvements (East of Donahue)

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A&F | Campus Safety



- Continued institutional security for four Holyoke-based locations, 24/7/365, including service and alarm responses
- Partnering with other departments to help fulfill their missions: IT, Science, Library, Student Affairs, Facilities
- Support state and local requests for resources, logistical coordination and site availability and distribution efforts
- Oversight of Emergency Response Team, which is planning the re-opening of the College when ready
- Conduit for communications to MEMA, FEMA and state and local Emergency response authorities

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A&F | Dining Services & College Store

- Dining Services
 - Donated food to Easthampton Community Center – Food Pantry
 - Perishable Produce, Dairy, Assorted Chips, Popcorn, Pretzels, Yogurt, Retail Items
 - Ready to return on short notice in a phased manner
- College Store
 - Continues to operate remotely. Free shipping on all orders and free eBook access



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Institutional Advancement & Foundation

- Commitment to Meeting Student Need
 - \$20,000 pre-approved emergency funding (now-June 30)
 - “Connect” component of mission: funding community
 - Scholarship application extension: 391 in 2019 to 486 in 2020
- President’s Student Emergency Fund
 - \$116,000 raised and rising
 - 84% (21/25) of applications this academic year have been received during COVID-19
 - *Their stories...*

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IA | Student Emergency Fund

"Due to COVID-19, I am currently unable to work and am only receiving my work-study payments which is insufficient to pay for my schooling, rent, utilities and cell phone bill. I am currently behind on my rent and I can't work doing my usual jobs (I work as a babysitter for additional income and sometimes I substitute at local Pre-schools)."

"Due to COVID-19, my job has had a long-term shutdown and will not be bringing me back. I am unemployed and am receiving only half of what I used to make. So, now my only income is \$100 a week that I need to use for food and bills. I am a student leader who doesn't have much furniture at home. There is no place to sit and do work at my home and campus is inaccessible. I have been doing my homework and other club work on the floor of my room. I am in need of a desk. This would enable me to work in privacy and quiet. I do not have the ability to do schoolwork in other areas of my house. I really want to finish my class this semester and do well. Since I lost the working space at campus, my grades have been rapidly declining."

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IA | TogetherHCC: A Campaign for Caring

- \$7,125 from 72 donors
- 60% faculty/staff, 27% alumni, 23% friends

From William Shostak's 98 and Fossiloid 98 Shostak
 Who were the HCC influencers in our lives? I am reminded of the song by The Byrds. "For every season - turn - turn - turn - HCC is a unique sanctuary that will turn and turn to nurture us as a future for the people - HCC is for the people - regardless of their background, HCC is a time and place to grow and develop.
 I am 77 years old and I still remember the influencers of the 1960s era HCC. President George Frost showed us resilience and unbroken faith. Dean Burton Butler knew and cared for all of us as students. Dr. Lore Simon taught us how to look at the individual person within each of us. Dr. Alice Gutierrez showed us the wonders of history. Librarian Miles Gorn taught us the vital use of the library. Harriet Marianne Paton guided us in work-study as an equal. These are the HCC influencers my wife and I are grateful for.
 Stay #TogetherHCC



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IA | TogetherHCC: A Campaign for Caring

#TOGETHERHCC

To our incredible students, we have your back! We will get through this together #TogetherHCC. #weccollegians #weccollegians

Instagram User
30 days ago

In 1987 I met Dr. Phyllis Barnett, my English professor. She is the reason I am an English teacher today. My 4th grade teacher, Kathleen's Brian Park, inspired me to be a teacher, but Dr. Barnett convinced me that I would be capable if I taught high school English. I took my classes and taught because her effect was warm and supportive, and her classes were rigorous and gratifying. I always wanted to be a teacher, and those of us who are in the profession when she was present after we needed our instructional style, and Dr. Barnett is it far me! Also, I made a lifelong friend in her class, a woman with whom I've maintained a friendship for 33 years. If Dr. Barnett does not remember me specifically, she might remember the fact of us together looking her beyond set office hours! HCC was lucky to have Dr. Barnett, and I am lucky to have HCC. #HCC #Alumni, Kimberly Smith Bush '88 #TogetherHCC #HCC



Supporting working, learning from home with mobile internet 24/7. Meet a great person from Austin, Texas at HCC, who is currently studying through HCC's support services. #HCC #Education #Support #HCC #HCC

"This is an unprecedented time in our history that can only be navigated if we work together."

Christina Bayal
President, Inspire Community College

"TogetherHCC enables us to come together during a time like no other. Lift each other up. Offer encouragement. Share kindness. Give hope. And provide support that will change our students' lives," according to the campaign's webpage.

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	 <h2 style="text-align: center;">Questions & Discussion</h2> <div style="display: flex; justify-content: space-between; align-items: center;">  <p>Educate. Inspire. Connect.</p> </div>																		
<p>ADJOURNMENT</p>	<p>On a motion by Trustee Plotkin and seconded by Trustee Hebert it was VOTED to adjourn today’s meeting.</p> <p>Roll Call Vote:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Trustee Delgado</td><td style="text-align: right;">Yes</td></tr> <tr><td>Trustee Epstein</td><td style="text-align: right;">Yes</td></tr> <tr><td>Trustee Gilbert</td><td style="text-align: right;">Yes</td></tr> <tr><td>Trustee Hebert</td><td style="text-align: right;">Yes</td></tr> <tr><td>Trustee Johnson</td><td style="text-align: right;">Yes</td></tr> <tr><td>Trustee Parker</td><td style="text-align: right;">Yes</td></tr> <tr><td>Trustee Perez</td><td style="text-align: right;">Yes</td></tr> <tr><td>Trustee Plotkin</td><td style="text-align: right;">Yes</td></tr> <tr><td>Trustee Pokela</td><td style="text-align: right;">Yes</td></tr> </table> <p>The meeting was adjourned at 9:49 am.</p>	Trustee Delgado	Yes	Trustee Epstein	Yes	Trustee Gilbert	Yes	Trustee Hebert	Yes	Trustee Johnson	Yes	Trustee Parker	Yes	Trustee Perez	Yes	Trustee Plotkin	Yes	Trustee Pokela	Yes
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Trustee Perez	Yes																		
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Trustee Pokela	Yes																		

Respectfully submitted,

Marley Friedrick
Board Secretary
HCC Board of Trustees

Approved: Robert W. Gilbert, Jr. May 26, 2020

**HOLYOKE COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT**

MEMORANDUM

TO: Board of Trustees

FROM: Dr. Christina Royal, President

DATE: May 26, 2020

SUBJECT: Personnel Updates

Faculty Appointments – Start Date 08/30/2020

Name	Title/Area
Benj Gleeksman	Instructor of Visual Arts/Graphics, Arts & Humanities Division
Aaron Palko	Instructor of Nursing (ASN), Health Sciences Division
Charlotte Wilinsky	Assistant Professor of Psychology, Social Sciences & Integrative Learning Division

Faculty Reappointments – 2020-2021 Academic Year

Name	Title/Area
Dorothy Shannon	Instructor of Practical Nursing Certificate Program
Wendi Tatro	Instructor/Coordinator of the Medical Assisting Certificate Program

MCCC Unit Professional Reappointments - 07/01/2020 – 06/30/2021- Grant/Trust Funded

Name	Title/Area
Ashley Aliengena	Literacy Specialist/ESOL, Ludlow Area Adult Learning Center (10-month)
Nancy Bazanchuk	Learning Specialist, Office for Students with Disabilities & Deaf Services
Joshua Cornehlson	Literacy Specialist/ESOL, Springfield Adult Learning Center
Moira Lozada	Career Development Counselor, Springfield Adult Learning Center (30 hours)
Abby Mahoney	Senior Community/Outreach Counselor, Early Childhood Grant Initiative
Kristin Simonds	Literacy Specialist/ESOL, Ludlow Area Adult Learning Center (10-month)
Diane Worth	Literacy Specialist, Ludlow Area Adult Learning Center

SUGGESTED MOTION: To approve the appointments and reappointments for the above Faculty and MCCC Unit Professional staff.

**HOLYOKE COMMUNITY COLLEGE
OFFICE OF THE COMPTROLLER
MEMORANDUM**

TO: Trustee Finance Committee

FROM: Curt Foster, Interim Comptroller

DATE: April 21, 2020

SUBJECT: Third Quarter Statement of Revenues and Expenses (FY 2020)

Attached is the third quarter statement of revenues and expenses for both our state unrestricted appropriation and college trust funds covering the period July 1, 2019 through March 31, 2020. 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 revenue through the third quarter is 3.2% unfavorable to prior year (down by \$1,445K) and total expense is 3.6% favorable (lower by \$1,446K) compared to prior year. Total revenue as a percent of the full year budget is 82.5% and total expense is 70.6%. Net surplus before reserve draw is \$5.4 million. This is \$730 higher than last year.

Tuition and Fee (T&F) revenue is 6.36% or \$1,300,507 unfavorable compared to the prior year. This is due to a decline in FTE from prior year of 8.5% in the fall and 6.1% in the spring. This decline is partially offset by a per credit fee increase of 3.1% or a \$8 per credit hour along with an increase of \$10 dollars per semester for the Student Service Fee. The FY20 T&F budget is \$21,294,387; \$672,599 or 3% lower than prior year. Based on the third quarter T&F decline compared to last year, we are currently projecting T&F revenue to shortfall budget by \$1.9 million.

State Appropriation reflects an increase of .64% or \$148,701 and is due to timing and fully utilizing available state funds to maximize available cash. Our unrestricted state appropriation is at budgeted \$30,067,260. This includes state paid fringe benefits not previously budgeted, but, reported on our annual financial statements. We received additional state funding to fully fund the MCCC salary increases, retro payments, and workforce increases totaling \$950K.

Private gifts and grants revenue and expense are not reflected in this report. Grant activity in the third quarter year to date is lower at \$18.1 million compared to \$20.1 million.

Investment revenue is not reflected in this report. Investment losses for the third quarter totaled \$2.0M.

Business and Community Services revenue is unfavorable to the prior year by 11.93% or \$151,924 distributed across all categories. Revenue is currently at 72.5% of budget. Currently, we are projecting a \$346.5K shortfall to budget.

Administrative Allowance revenue which is derived from indirect cost recovery from grant activity is favorable to prior year by 55.26% or \$57,878. This variance is due to timing. The full year is projected to be on budget.

Auxiliary enterprises revenue (bookstore) is \$199,474 unfavorable to last year due to disruptions caused by the delay in privatizing the bookstore. This delay was principally due to the state auditors not certifying the Colleges procurement process. The College received authorization from the Executive Office of Administration and Finance to proceed with privatization for the spring term. We are projecting full year revenue to be \$168,375 or \$26,125 unfavorable compared to budget.

Compensation and Benefit expense is 1.37% or \$438,145 favorable to the prior year and is tracking as a percent of budget at 76.07%. Last year at this time the third quarter represented 77.44% of budget. We are analyzing closely our full and part-time staffing to determine opportunities to offset our revenue shortfalls. Our current forecast is \$733K over budget that is offset by \$950K in additional state funding for contractual increases.

Supplies and Services is 10.54% or \$748,812 favorable to prior year and is tracking at a rate of 52% of the full year budget. We pursued reducing or delaying expenses to fully offset the remaining revenue shortfall by \$2.8 million after the second quarter, however expenses related to the COVID-19 pandemic, currently estimated at \$600,000, may impact this reduction in the full year budget.

Scholarship and Fellowship expenditure is favorable by 10.94% or \$46,456. We are planning to adjust the budget to \$500,000 or a reduction of \$316,800. We anticipate no adverse impact on student as this level with prior year expense and increased state financial aid is expected in the second half of this year.

Auxiliary enterprises expenditure (bookstore) is favorable by 46.89% or \$212,643 compared to last year largely due to retirements of two long time employees and privatization of the bookstore. We are projecting a net loss of \$72,479 compared to a budgeted surplus of \$113,258 for a net unfavorable to budget of \$150K.

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

c: President Christina Royal, Narayan Sampath

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

Third Quarter FY 2020 (January 1, 2020 - March 31, 2020)

	Annual Budget	Current Year - 2020			Percent of Budget	Prior Year - 2019			Percentage Inc./ (Dec.)
		Trust Funds	State Approp.	Total		Trust Funds	State Approp.	Total	
Revenues:									
State Appropriation	30,067,260		23,498,022	23,498,022	78.15%		23,349,321	23,349,321	0.64%
Tuition and Fees	21,294,387	19,161,988		19,161,988	89.99%	20,462,495		20,462,495	(6.36%)
Business and Community Service	1,546,500	1,121,304		1,121,304	72.51%	1,273,228		1,273,228	(11.93%)
Administrative Allowance	295,000	162,621		162,621	55.13%	104,743		104,743	55.26%
Total educational and general revenues	53,203,147	20,445,913	23,498,022	43,943,935	82.60%	21,840,466	23,349,321	45,189,787	(2.76%)
Auxiliary enterprises (Bookstore)	194,500	104,335		104,335	53.64%	303,809		303,809	(65.66%)
Total Revenues	53,397,647	20,550,248	23,498,022	44,048,270	82.49%	22,144,275	23,349,321	45,493,596	(3.18%)
Expenditures:									
Compensation and Benefits	41,535,402	8,097,755	23,498,022	31,595,777	76.07%	8,684,601	23,349,321	32,033,922	(1.37%)
Supplies and Services	12,181,203	6,353,587	0	6,353,587	52.16%	7,102,399		7,102,399	(10.54%)
Scholarship and Fellowship	816,800	378,250		378,250	46.31%	424,706		424,706	(10.94%)
Total educational and general expenditures	54,533,405	14,829,592	23,498,022	38,327,614	70.28%	16,211,706	23,349,321	39,561,027	(3.12%)
Compensation and Benefits	78,522	204,834		204,834	260.86%	270,053		270,053	(24.15%)
Supplies and Services	2,720	36,020		36,020	1324.26%	183,444		183,444	(80.36%)
Scholarship and Fellowship	0	0		0	N/A	0		0	N/A
Total Auxiliary enterprises (Bookstore)	81,242	240,854		240,854	296.46%	453,497		453,497	(46.89%)
Total Expenditures	54,614,647	15,070,446	23,498,022	38,568,468	70.62%	16,665,203	23,349,321	40,014,524	(3.61%)
Reserve Draw & Revolving Fund	1,217,000	1,217,000		1,217,000		950,000		950,000	
Net Revenue/(Expense)	0	6,696,802	0	6,696,802	N/A	6,429,072	0	6,429,072	4.16%