

**HOLYOKE COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**APRIL MEETING**

Minutes of April 26, 2022

The 406<sup>th</sup> meeting of the Holyoke Community College Board of Trustees was held on Tuesday, April 26 2022, remotely with Chair Robert W. Gilbert, Jr. presiding.

<b>MEMBERS PRESENT</b>	Robert W. Gilbert, Jr., Chair Charles Epstein Ted Hebert Yolanda Johnson Suzanne Parker Evan Plotkin Vanessa Smith Ivonne Vidal Eleanor Williams
<b>MEMBERS ABSENT</b>	Trustee Cruz Lucy Perez
<b>ALSO PRESENT</b>	Teresa Beaudry, Amy Brandt, Beth Breton, Maria Brunelle, Karen Desjeans, Veena Dhankher, Mary Dixey, Amy Dopp, Jess Egan, Samya Elise Robles, Curt Foster, Sheila Gould, Raul Gutierrez, Jeff Hayden, Kim Hicks, Mark Hudgik, Mi Jin Park, Olivia Kynard, Johanna Lebron, Lauren LeClair, Jane Lerner, Magdalena Mackowiak, Lisa Mahon, Sharale Mathis, Lea Occhialini, Julie Phillips, Kris Ricker-Choleva, Evelyn Rivera-Riffenburg, Anna Rizzo, Michelle Robak, Christina Royal, Narayan Sampath, Shannon Sarkisian, Amanda Sbriscia, Idelia Smith, Jeannette Smith, Renee Tastad and Chris Yurko.
<b>MEETING CALL TO ORDER</b>	At 8:02 am, the meeting was officially called to order by Chair Gilbert.  <b>Roll Call Attendance:</b> Charles Epstein           Yes Ted Hebert                Yes Yolanda Johnson        Yes Suzanne Parker         Yes Evan Plotkin             Yes Vanessa Smith           Yes Eleanor Williams        Yes Ivonne Vidal             Arrived at 8:35 am Chair Gilbert             Yes
<b>CONSIDERATION OF CONSENT AGENDA ITEMS</b>	Chair Gilbert asked if any consent agenda items needed to be moved to the regular agenda.  Chair Gilbert called for a vote of the Consent Agenda. <ul style="list-style-type: none"> <li>• Consent Agenda <ul style="list-style-type: none"> <li>• Report of Personnel Actions dated April 26, 2022 <ul style="list-style-type: none"> <li>○ To approve personnel actions listed for the Non-Unit Professional Staff, MCCC Unit Professional Staff and Faculty</li> <li>○ To approve the recommendations for tenure</li> <li>○ To empower the President of the College to approve all personal actions prior to the next meeting</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• To provide annual authorization to Narayan Smith, Vice President for Administration and Finance, and Curt Foster, Comptroller, to sign legal documents on behalf of the College.</li> <li>• Committee Reports <ul style="list-style-type: none"> <li>○ Advocacy</li> <li>○ By-Laws and Governance</li> <li>○ Equity</li> <li>○ Nominating</li> <li>○ Presidential Evaluation Committee</li> <li>○ Strategic Planning</li> </ul> </li> </ul> <p>A motion was made by Trustee Johnson and seconded by Trustee Epstein to approve the Consent Agenda.</p> <p><b>Roll Call Attendance</b></p> <p>Charles Epstein            Yes  Ted Hebert                 Yes  Yolanda Johnson         Yes  Suzanne Parker           Yes  Evan Plotkin               Yes  Vanessa Smith            Yes  Eleanor Williams         Yes  Ivonne Vidal               Arrived at 8:35 am  Chair Gilbert               Yes</p>
<b>AUDIT AND FINANCE COMMITTEE</b>	<p>Interim Comptroller Foster updated the Board on the motion concerning convenience fee charges for the use of credit cards the College’s Student Account’s payment gateway.</p> <p>A motion was made by Trustee Plotkin and seconded by Trustee Hebert to approve the pass through of a convenience fee of 2.85% (minimum of \$3.00) on all card transactions processed by the Student Account’s payment gateway provider to be effective August 1<sup>st</sup>, 2022</p> <p><b>Roll Call Attendance:</b></p> <p>Charles Epstein            Yes  Ted Hebert                 Yes  Yolanda Johnson         Yes  Suzanne Parker           Yes  Evan Plotkin               Yes  Vanessa Smith            Yes  Eleanor Williams         Yes  Ivonne Vidal               Arrived at 8:35 am  Chair Gilbert               Yes</p>
<b>CHAIR’S REMARKS</b>	<p>Chair Gilbert shared highlights since the last Board meeting.</p> <ul style="list-style-type: none"> <li>• Continue to meet weekly with President Royal via Zoom.</li> <li>• Attended the Board Equity Training Series #3, entitled EAB Anti and Systemic Racism that happened on Tuesday, April 5, 2022.</li> <li>• Continue to interview potential trustees for submission to the Governor</li> <li>• President Royal and Chair Gilbert were guest speakers at the Annual Meeting of the Holyoke Taxpayers’ Association. We discussed the economic value of the College.</li> <li>• Challenged Trustees to consider giving to the Together HCC campaign with matching dollars up to \$10,00.</li> </ul>

**SERVICE LEARNING PRESENTATION**

Dr. Mathis introduced Lisa Mahon and Sheila Gould, who presented in Integrative Learning.

# Holyoke Community College Service-Learning Program



Presented by Lisa Mahon & Sheila Gould

## Service-Learning at HCC



**What is SL at HCC?**

An educational initiative in which students in a course complete a project in or for the community that deepens student understanding of course content and objectives AND that benefits the community organization ideally in an ongoing, sustainable way.

**Impact of Service of Learning:**

- *Students*
- *Community*
- *Faculty*



## DHE Guidelines and Recognition

- HCC Service-Learning meets the 2016 MA DHE [Civic Learning Guidance](#) for all State Colleges
- MA Director of Civic Engagement Dr John Reiff uses HCC as a Model Program



*"HCC's Service-Learning Program is a 'model' program that I talk about when meeting with other colleges."*

*"HCC's Continuing Fellows program, is ahead of the curve with the DHE's focus on equity."*

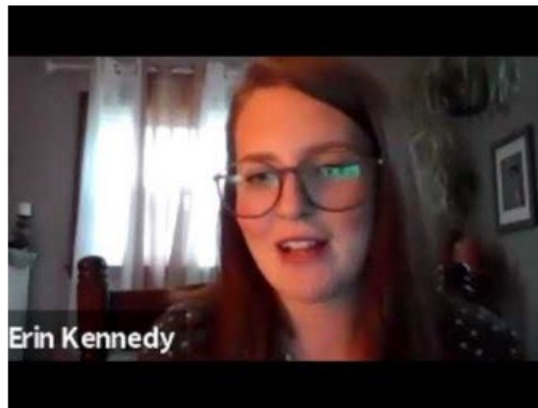
## Service-Learning at HCC



### Some Recent Projects:

- **Graphic Design** students creating a local restaurant brochure for the City of Holyoke's Office of Planning and Economic Development
- **Marketing and Business** students creating marketing and business plans for community-based organizations in Holyoke
- **HCC STEM** scholar students facilitating STEM workshops for youth at Girls Inc
- **Environmental Science** students conducting GIS mapping for the City of Holyoke's Office of Sustainability
- **Communications** students creating informational Podcasts for Tapestry Health
- **Spanish** students doing translation work for the Holyoke Public Library
- **Education** Students partnering with Eric Carle Museum of Picture Book Art's *Now and Then* and *Picture the Dream: Story of the Civil Rights Movement through Children's Books* exhibitions and creating Blog Posts and Videos of activities that teachers and families can use with children based on the books

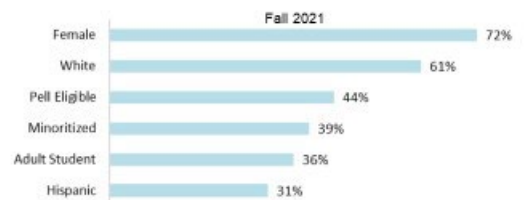
## Highlights from the Student Conferences



<https://www.youtube.com/watch?v=owSFsTFYheI&t=1s>

## Student Enrollment

- Our pre-pandemic "norm" has been around **700 students enrolled in SL courses each AY**. SL has persevered through the pandemic making strides to access remote projects.

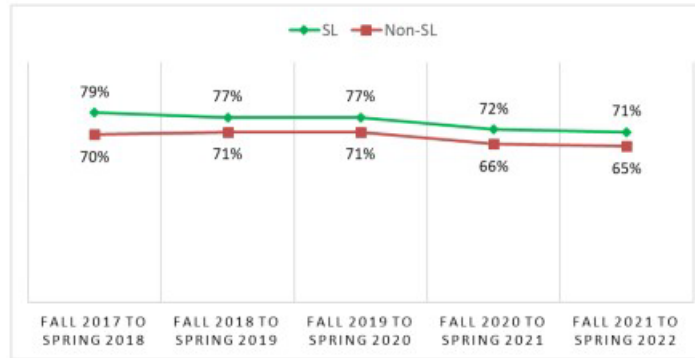


### Number of Service Learning Courses:

AY 2016-2017	AY 2017-2018	AY 2018-2019	AY 2019-2020	AY 2020-2021
50	70	51	47	29
Pre-Pandemic			During Pandemic	

## Student Success

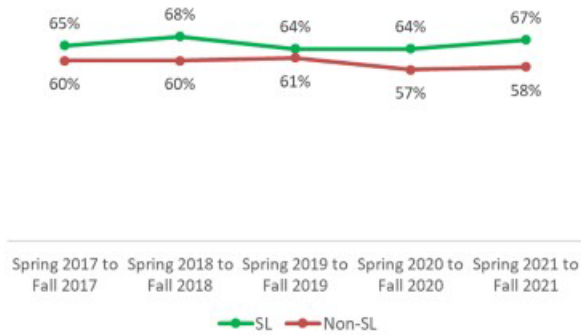
### Fall-to-Spring Retention Rates:



- Service Learning courses were **6 to 9 percentage points higher** than the rates for students not enrolled in Service Learning courses.

## Student Success

### Spring-to-Fall Retention Rates:



- The current Spring 2021-to-Fall 2021 retention rate for students enrolled in Service Learning courses is **67%**, **9 percentage points higher** than the rate for students not enrolled in Service Learning (**58%**).

### Professional Development & Faculty Experience

#### HCC Service-Learning Faculty Fellows Program

- 15 years of Faculty Fellowship Program
- 2 Semester Program
- Faculty Professional Development



#### HCC Service-Learning Continuing Fellows Program funded by Title 3

- Culturally Responsive Pedagogy
- Goal: Increase equity among students and community organizations and the participants they serve.



## Faculty Fellows 2017 to the Present



Completed SL Fellowship 80% still engage in SL	Courses that include SL are mostly Humanities and Social Science. Working to increase STEM SL.	Marketing Plans Advocacy Podcasts Literacy and Nutrition support for youth Environmental Research Local History Research	Gain employment Build resume credentials Build leadership Increase citizenship
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## Community Impacts

### HCC's Community Partners include:

- Holyoke Public Library
- City of Holyoke: Aaron Vega and the Office of Planning and Economic Development
- Voices From Inside
- The Care Center
- Girls Inc
- Holyoke Boys and Girls Club
- Tapestry Health
- RFK Children's Action Corp
- Eric Carle Museum of Picture Book Art
- Food Bank of Western MA
- EEC StrongStart



## Assessment Plan and Next Steps

- NEW STUDENT PRE/POST SURVEY
- NEW FACULTY FELLOWS PRE/POST SURVEY
- TITLE 3 PRE/POST SURVEYS FOR THE CONTINUING FELLOWS GROUP
- SERVICE-LEARNING STRATEGIC PLAN







<https://www.youtube.com/watch?v=uoGINGuLMOQ>

**Thank you for inviting us!**



**TELEWORK POLICY**

Executive Director of Human Resources, Evelyn Rivera-Riffenburg provided an overview of the State Telework Policy being operationalized at the College effective July 1, 2022. She has met with Union leadership, the College Senate, the Student Senate, Non-Unit Professionals and the Bylaws and Governance Committee of the Board. In addition, there will be some Listening Sessions to gain input from more employees. Currently this policy is for staff and does not include MCCC Faculty. The policy covers six months at a time – July 1 through January 1; then January 2 through June 30. COVID has made telework options more available, and this is a way of standardizing the practice to make sure that HR has all the documentation in place.

**PRESIDENT’S REPORT**

Vice President Sbriscia provided the Trustees an update on the TogetherHCC - The Drive to Change Lives campaign. The goal is 300 donors in 24 hours. At this moment, we have 104 donors, \$22,251, and the momentum is building. We are uniquely positioned to tell our students that we stand with them, that we believe in them, and that our actions match our words.

President Royal provided the following updates

- The grand opening of the Itsy-Bitsy Child Watch will be Tuesday, May 4, 2022 at 10 am. This program was a vision of Professor Sheila Gould to address basic needs of our students, as it relates to childcare. The College was able to obtain an \$100,000 earmark through Senator Velis.

<b>ADJOURNMENT</b>	<p>On a motion by Trustee Hebert and seconded by Trustee Johnson it was <b>VOTED</b> to adjourn today's meeting.</p> <p><b>Roll Call Attendance:</b></p> <table><tr><td>Charles Epstein</td><td>Yes</td><td></td></tr><tr><td>Ted Hebert</td><td>Yes</td><td></td></tr><tr><td>Yolanda Johnson</td><td>Yes</td><td></td></tr><tr><td>Suzanne Parker</td><td></td><td>Left at 9:15 am</td></tr><tr><td>Evan Plotkin</td><td>Yes</td><td></td></tr><tr><td>Vanessa Smith</td><td>Yes</td><td></td></tr><tr><td>Eleanor Williams</td><td>Yes</td><td></td></tr><tr><td>Ivonne Vidal</td><td>Yes</td><td></td></tr><tr><td>Chair Gilbert</td><td>Yes</td><td></td></tr></table> <p>The meeting was adjourned at 9:27 am.</p>	Charles Epstein	Yes		Ted Hebert	Yes		Yolanda Johnson	Yes		Suzanne Parker		Left at 9:15 am	Evan Plotkin	Yes		Vanessa Smith	Yes		Eleanor Williams	Yes		Ivonne Vidal	Yes		Chair Gilbert	Yes	
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Respectfully submitted,

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*Eleanor Williams* 6/13/2022

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Eleanor Williams, Secretary  
Board of Trustees

DocuSigned by:

*Robert Gilbert*

6/14/2022

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Approved: Robert W. Gilbert, Jr., Chair