

**HOLYOKE COMMUNITY COLLEGE
BOARD OF TRUSTEES
ANNUAL & JUNE MEETING**

Minutes of June 28, 2022

The 408th meeting of the Holyoke Community College Board of Trustees was held on Tuesday, June 28, 2022, remotely with Chair Robert W. Gilbert, Jr. presiding.

MEMBERS PRESENT	Robert W. Gilbert, Jr., Chair Trustee Evan Plotkin Trustee Eleanor Williams Trustee Ivonne Vidal Trustee Suzanne Parker Trustee Ted Hebert Trustee Yolanda Johnson
MEMBERS ABSENT	Trustee Cruz Trustee Charles Epstein Trustee Lucy Perez Trustee Vanessa Smith
ALSO PRESENT	Amanda Sbriscia, Amy Dopp, Christine Gosselin Miller, Curt Foster, Evelyn Rivera-Riffenburg, Jane Lerner, Jeffrey Hayden, Jannette Smith, Johanna Lebron, Judy Gregoire, Karen Desjeans, Kim Straceski, Lauren LeClair, Lea Occhialini, Maria Brunelle, Mark Hudgik, Mi Jin Park, Mir Saify, Narayan Sampath, Olivia Kynard, President Royal, Renee Tastad, Shannon Sarkisian, Teresa Beaudry, Veena Dhankher and Yaritza Barta.
ANNUAL MEETING CALL TO ORDER	At 8:03 am, the meeting was officially called to order by Robert Gilbert. Roll Call Attendance: Trustee Ted Hebert Yes Trustee Yolanda Johnson Yes Trustee Suzanne Parker Yes Trustee Evan Plotkin Yes Trustee Ivonne Vidal Arrived at 08:08 am Trustee Eleanor Williams Yes Chair Robert Gilbert Yes

ANNUAL BUDGET REPORT

Vice President for the Administration and Finance, Narayan Sampath, presented on the FY 2023 budget.



Holyoke Community College
Fiscal Year 2023 (July 2022 to June 2023) Budget
June 28, 2022



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Narayan Sampath : nsampath@hcc.edu

Revenue/Expense Breakdown

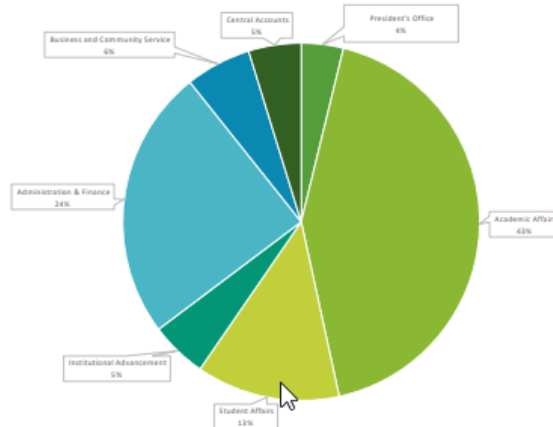
REVENUE	
State Appropriation	\$ 33,579,349
Tuition & Fees	\$ 14,061,182
College Store	\$ 100,000
Administrative Allowance (Indirect Returns)	\$ 600,000
Business & Community Service	\$ 1,606,500
Foundation Contribution (Staffing)	\$ 118,575
TOTAL	\$ 50,065,606

EXPENSE	
President's Office	\$ 1,907,266
Academic Affairs	\$ 21,416,248
Student Affairs	\$ 6,513,480
Institutional Advancement	\$ 2,572,411
Administration & Finance	\$ 12,291,819
Business and Community Service	\$ 2,981,451
Central Accounts	\$ 2,382,931
TOTAL	\$ 50,065,606

- Current year budget \$50.4M
- Increased State appropriations by about \$1.1M
- Assumption of 65,000 credits, 12% less than FY'22.
- Typically spend less than we budget every year
- About 5% reduction in the requests that came in. Review mid year

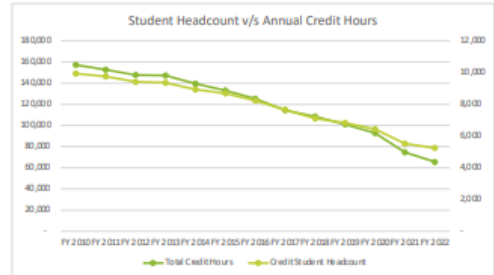
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Allocation to Different Areas



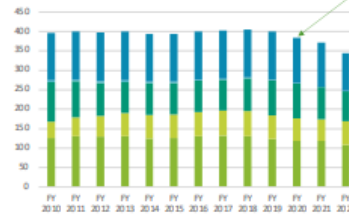
Enrollment Trends

College	Spring '22 Enrollment Final FTE
Berkshire Community College	-4.00%
Bristol Community College	-14.00%
Bunker Hill Community College	-11.81%
Cape Cod Community College	-7.10%
Greenfield Community College	-12.00%
Holyoke Community College	-11.00%
Massachusetts Bay Community College	-2.40%
Massasoit Community College	-9.10%
Middlesex Community College	-6.00%
Mount Wachusett Community College	-10.20%
North Shore Community College	-9.80%
Northern Essex Community College	-7.00%
Quinsigamond Community College	-6.40%
Rosbury Community College	-6.95%
Springfield Technical Community College	-11.00%



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Staffing Trends

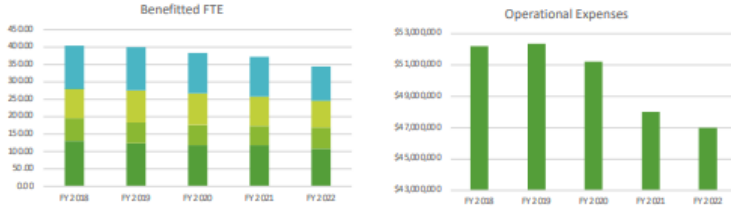


	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Faculty	126.00	131.00	130.00	130.50	124.50	126.00	131.00	132.00	131.00	124.00	118.00	118.00	109.00
Unit Professional (MCCC)	42.53	48.47	53.12	59.47	61.42	61.21	62.28	64.28	64.47	59.90	59.07	56.00	60.00
Non-Unit Professionals (NUP)	101.11	92.64	84.03	80.11	81.05	80.11	80.19	79.19	84.07	90.51	89.51	83.00	77.00
Non-Unit Classified	5.50	4.50	5.00	5.00	4.00	4.00	3.00	3.00	3.00	2.00	1.00	1.00	1.00
Classified (AFSCME)	121.10	123.20	125.80	125.34	122.80	122.50	123.05	124.52	122.10	123.00	115.97	114.00	97.00
	396.24	399.81	397.95	400.42	393.77	393.82	399.52	402.99	404.64	399.41	383.55	372.00	344.00

Addressed Systemic Challenges

- Steps taken in Fall of 2020
 - Every position including part-time positions are reviewed at Cabinet
 - Program Prioritization started in FY20
 - Budget Committee formed in Spring of 2020
 - Contracted with Donahue Institute for Enrollment Projections (Jan 2020)
 - Reduced expenses by 7% for FY21
 - Reduced PTNB by 33 positions (March 2020)
 - Offered Early Retirement Incentive Program (Sept 2020)
 - Offer Voluntary Unpaid Leave Options (Sept 2020)
 - Build Future Budgets Based on Realistic Enrollment (FY21 & 22)

Staffing vs Operational Expenses



This chart does not include part time and grant funded positions

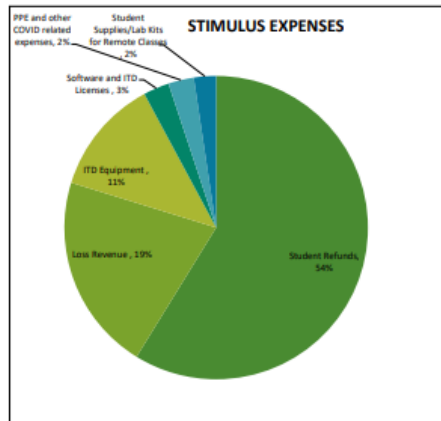
Staffing is down 15% and expenses are down 10% over the last five years

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Steps taken in the Fall of 2020

NET EFFECT	
Early retirement that will not be filled	\$933,504
Unpaid leave (only in FY21)	\$27,800
Retirements (NOT ERIP) that will not be filled	\$336,494
Vacant Positions (to be eliminated)	\$1,579,040
Retrenchments	\$1,220,673
TOTAL REDUCTIONS	\$4,097,511
New Hires in FY21 & FY22	\$917,400
Open Vacancies	\$1,028,600
TOTAL ADDITIONS	\$1,946,000
NET SAVINGS IN PAYROLL TO DATE	\$2,151,511

HEERF Update (This needs to be updated). Too much info

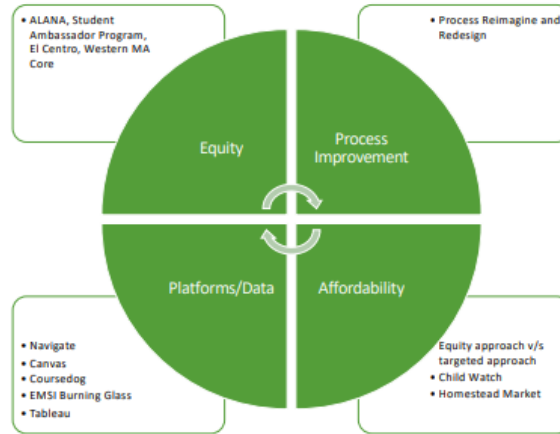


	Received	Balance
Total Student Support	\$10,654,694	\$87,722
Total Institutional Support	\$15,932,518	\$8,137,791



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Work in Progress



Strategic Plan Alignment

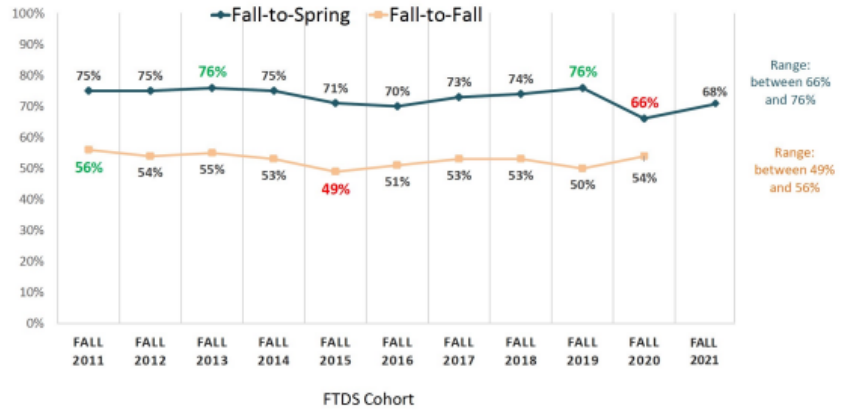
STRATEGIC FRAMEWORK 4 - FINANCIAL SUSTAINABILITY

Create a sustainable model for long-term financial stability and growth.

- 4.1 Increase total annual credit hours from 65,000 to 67,465 by 2026.
- 4.2 Increase total annual revenue in charitable contributions, including estate commitments, to the HCC Foundation from \$1.75 million to \$8.5 million by 2026. (Disaggregate by individual, corporate, private grants)
- 4.3 Increase the total annual number of unique donors making gifts to the HCC Foundation by 50% by 2026.
- 4.4 Increase total annual revenue outside of student tuition and fees from \$9,442,000 to \$9,725,260 by 2026. (Disaggregate by earmarks/funding not associated with annual state appropriations, state and federal grants, other)
- 4.5 Increase the implementation of process reimagine and redesign projects from 4 to 10 by 2026.



10 Year Retention Rate Trends



QUESTIONS?

**REPORT OF THE
NOMINATING
COMMITTEE**

A motion was made by Trustee Parker and seconded by Trustee Ted Hebert to approve Eleanor Williams for the position of Vice Chair; and Ivonne Vidal for the position of Secretary for FY 2023.

Roll Call Vote:

Trustee Ted Hebert	Yes
Trustee Yolanda Johnson	Yes
Trustee Suzanne Parker	Yes
Trustee Evan Plotkin	Yes
Trustee Ivonne Vidal	Yes
Trustee Eleanor Williams	Yes
Chair Robert Gilbert	Yes

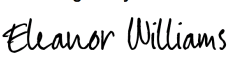
<p>BOARD CHAIR'S ANNUAL REPORT</p>	<p>Chair Robert Gilbert provided the following update.</p> <ul style="list-style-type: none"> • As a Board, we committed to anti-racism, equity, and diversity and student success. We completed a series of board Equity training programs; and created a Child Watch program called it “Itsy Bitsy”. • A self-assessment survey of the Board was also completed. • The College opened the Homestead Market allowing students to use SNAP benefits • The College used funds from HEERF (Higher Education Emergency Relief Fund) to eliminate more than \$1 Million in student debt. • We are celebrated a milestone in the history of the college. 75 years of educating and providing direction to students. Various celebration and activities, recognized the oldest community college in the Commonwealth 														
<p>STUDENT TRUSTEE'S REPORT</p>	<p>Trustee Cruz was unable to attend; however, she submitted the following information.</p> <ul style="list-style-type: none"> • Students have been adjusting to coming back to campus and new regulations. Students began to lead various initiatives for reducing the cost of textbooks on campus. • New clubs and students were reinstated and formed, such The National Society of Leadership and Success and Mass PIRG, as well the Transit Committee. • Thank you to Narayan Sampath and Dr. Royal for continued involvement and support of the Student Senate. 														
<p>PRESIDENT'S ANNUAL REPORT</p>	<p>President Dr. Royal provided the following updates:</p> <ul style="list-style-type: none"> • It is important that we recognize, celebrate, and support our faculty and staff for their hard work for our students, who are ultimately here to change their lives. through education. A college degree still remains one of the most effective ways to better the social and economic mobility of a person's life. • We continue to increase the support of our students' basic needs. We know that in order to really help elevate student success, we had to be able to find ways to continue supporting them in their journey, and some of the day to day challenges. This year we launched two major initiatives that have been in the development force several years: our Strategic Plan Refresh, as well as our Shared Governance redesign. 														
<p>ADJOURNMENT OF ANNUAL MEETING</p>	<p>On a motion by Trustee Ivonne and seconded by Trustee Johnson it was VOTED to adjourn the annual meeting.</p> <p>Roll Call Vote:</p> <table border="0"> <tr> <td>Trustee Ted Hebert</td> <td>did not vote</td> </tr> <tr> <td>Trustee Yolanda Johnson</td> <td>Yes</td> </tr> <tr> <td>Trustee Suzanne Parker</td> <td>Yes</td> </tr> <tr> <td>Trustee Evan Plotkin</td> <td>Yes</td> </tr> <tr> <td>Trustee Ivonne Vidal</td> <td>Yes</td> </tr> <tr> <td>Trustee Eleanor Williams</td> <td>Yes</td> </tr> <tr> <td>Chair Robert Gilbert</td> <td>Yes</td> </tr> </table> <p>The Annual meeting was adjourned at 08:31 am</p>	Trustee Ted Hebert	did not vote	Trustee Yolanda Johnson	Yes	Trustee Suzanne Parker	Yes	Trustee Evan Plotkin	Yes	Trustee Ivonne Vidal	Yes	Trustee Eleanor Williams	Yes	Chair Robert Gilbert	Yes
Trustee Ted Hebert	did not vote														
Trustee Yolanda Johnson	Yes														
Trustee Suzanne Parker	Yes														
Trustee Evan Plotkin	Yes														
Trustee Ivonne Vidal	Yes														
Trustee Eleanor Williams	Yes														
Chair Robert Gilbert	Yes														


REGULAR MEETING	
MEMBERS PRESENT	Robert W. Gilbert, Jr., Chair Trustee Evan Plotkin Trustee Eleanor Williams Trustee Ivonne Vidal Trustee Suzanne Parker Trustee Ted Hebert Trustee Yolanda Johnson
MEMBERS ABSENT	Trustee Cruz Trustee Charles Epstein Trustee Lucy Perez Trustee Vanessa Smith
ALSO PRESENT	Amanda Sbriscia, Amy Dopp, Christine Gosselin Miller, Curt Foster, Evelyn Rivera-Riffenburg, Jane Lerner, Jeffrey Hayden, Jannette Smith, Johanna Lebron, Judy Gregoire, Karen Desjeans, Kim Straceski, Lauren LeClair, Lea Occhialini, Maria Brunelle, Mark Hudgik, Mi Jin Park, Mir Saify, Narayan Sampath, Olivia Kynard, President Royal, Renee Tastad, Shannon Sarkisian, Teresa Beaudry, Veena Dhankher and Yaritza Barta.
ANNUAL MEETING CALL TO ORDER	At 8:37 am, the meeting was officially called to order by Chair Gilbert. Roll Call Attendance: Trustee Ted Hebert Yes Trustee Yolanda Johnson Yes Trustee Suzanne Parker Yes Trustee Evan Plotkin Yes Trustee Ivonne Vidal Yes Trustee Eleanor Williams Yes Chair Robert Gilbert Yes
CONSIDERATION OF CONSENT AGENDA ITEMS	<ul style="list-style-type: none"> • Consideration of Minutes for Board of Trustees Meeting of May 24, 2022. • Report of Personnel Action dated June 28, 2022 <ul style="list-style-type: none"> • To approve the personnel actions listed above for the above Non-Unit Professional and MCCC Unit Professional Staff. • To empower the President of the College to approve all personal actions prior to the next meeting • Report of Department Chairs/Curriculum Coordinator/Program Coordinator date June 28, 2022. <ul style="list-style-type: none"> • To approve the recommendations for reappointments and appointments of program/work area department chairs. • Consideration of the July 26, 2022 Board Meeting cancellation. • Committee Reports <ul style="list-style-type: none"> • Advocacy • Equity • Nominating • Presidential Evaluation Committee • Strategic Planning <p>A motion was made by Trustee Ivonne Vidal and seconded by Trustee Ted Hebert to approve the Consent Agenda.</p>

	<p>Roll Call Attendance</p> <p>Trustee Ted Hebert Yes Trustee Yolanda Johnson Yes Trustee Suzanne Parker Yes Trustee Evan Plotkin Yes Trustee Ivonne Vidal Yes Trustee Eleanor Williams Yes Chair Robert Gilbert Yes</p>
<p>BY-LAWS AND GOVERNANCE COMMITTEE REPORT</p>	<p>Trustee Ivonne Vidal provided an overview of the report that was included with the Board Agenda.</p> <p>A motion was made to approve the Self-Assessment Survey Report by Trustee Parker and seconded by Trustee Ted Hebert.</p> <p>Roll Call Attendance</p> <p>Trustee Ted Hebert Yes Trustee Yolanda Johnson Yes Trustee Suzanne Parker Yes Trustee Evan Plotkin Yes Trustee Ivonne Vidal Yes Trustee Eleanor Williams Yes Chair Robert Gilbert Yes</p>
<p>AUDIT AND FINANCE COMMITTEE REPORT</p>	<p>A motion was made by Trustee Ted Hebert and seconded by Trustee Ivonne Vidal to approve the balanced FY 2023 budget for the General Operating Trust Fund, the Restricted and Sponsored Activity Trust Funds, the Auxiliary Enterprises Trust Fund and the Reserve Draw 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>Roll Call</p> <p>Trustee Ted Hebert Yes Trustee Yolanda Johnson Yes Trustee Suzanne Parker Yes Trustee Evan Plotkin Yes Trustee Ivonne Vidal Yes Trustee Eleanor Williams Yes Chair Robert Gilbert Yes</p>
<p>CHAIR'S REMARKS</p>	<ul style="list-style-type: none"> • Chair Robert Gilbert reminded Trustees to complete the Presidents' evaluation survey. The Presidential Evaluation Committee will be providing a report to the Board during the August meeting. After approval, the report will be submitted to the Commissioner's Office for approval. • On June 14, 2022 Audit and Finance Committee met to consider the new budget and the financial operation of the college

<p>PRESIDENT'S REPORT</p>	<p>President Royal provided the following updates:</p> <ul style="list-style-type: none"> • During summer session, we'll be working with the various folks. on finalizing the more task level of the Strategic Plan Refresh, which are the operational details of what our priorities will be for the next academic year. We will hear more about that in August, when we kick off the next academic year. • The Professional Association meeting approved the new shared governance model. We will now have a shared governance model that truly represents all constituents of the institution. The other significant element of our shared governance model is that it involves more engagement of the college community. there's an opportunity to truly really work with the faculty staff and students of the institution to help keep the college moving forward at the piece that we need to keep up with the changing expectations of our industry and so we're excited to launch that in the fall and now just working on the elements to prepare for that official launch. • Telework Policy: <ul style="list-style-type: none"> ○ the application period ended May 27th; ○ As of June 13th, we received 202 applications (about 34% of the full and part time employees applied for a telework schedule). Of that 72%, or 145 applications were approved as requested, 19% were modified, and 7% were denied. ○ The next application period will be within in the October. November timeframe for the January to June timeframe. 														
<p>ADJOURNMENT</p>	<p>On a motion by Trustee Suzanne Parker and seconded by Trustee Ivonne Vidal it was VOTED to adjourn today's meeting.</p> <p>Roll Call Vote:</p> <table style="margin-left: 40px;"> <tr><td>Trustee Ted Hebert</td><td>Yes</td></tr> <tr><td>Trustee Yolanda Johnson</td><td>Yes</td></tr> <tr><td>Trustee Suzanne Parker</td><td>Yes</td></tr> <tr><td>Trustee Evan Plotkin</td><td>Yes</td></tr> <tr><td>Trustee Ivonne Vidal</td><td>Yes</td></tr> <tr><td>Trustee Eleanor Williams</td><td>Yes</td></tr> <tr><td>Chair Robert Gilbert</td><td>Yes</td></tr> </table> <p>The meeting was adjourned at 9:17 am</p>	Trustee Ted Hebert	Yes	Trustee Yolanda Johnson	Yes	Trustee Suzanne Parker	Yes	Trustee Evan Plotkin	Yes	Trustee Ivonne Vidal	Yes	Trustee Eleanor Williams	Yes	Chair Robert Gilbert	Yes
Trustee Ted Hebert	Yes														
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Trustee Evan Plotkin	Yes														
Trustee Ivonne Vidal	Yes														
Trustee Eleanor Williams	Yes														
Chair Robert Gilbert	Yes														

Respectfully submitted,

DocuSigned by:
 8/26/2022
345EA7A7AR2DAEC...
 Eleanor Williams, Secretary
 Board of Trustees

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 8/26/2022
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 Approved: Robert W. Gilbert, Jr., Chair