

**HOLYOKE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Tuesday, March 22, 2022 – 8:00 a.m. - 9:30 a.m.

Join Zoom Meeting: <https://hcc-edu.zoom.us/j/98745836577>
Meeting ID: 987 4583 6577 Passcode: 173005

One tap mobile: +13017158592,,98745836577#,,,,*173005# US (Washington DC)

Updated AGENDA

- Call to Order
- Roll Call
- Consent Agenda
 - Consideration of Minutes for Board of Trustees Meeting of February 22, 2022 (separate attachment)
 - Report of Personnel Actions dated March 22, 2022
 - To approve the personnel actions listed for the Non-Unit Professional Staff, MCCC Unit Professional Staff and Faculty
 - To approve the recommendations for change in rank
 - To empower the President of the College to approve all personal actions prior to the next meeting
 - Committee Reports
 - Advocacy
 - By-Laws and Governance
 - Nominating
 - Presidential Evaluation Committee
 - Strategic Planning
- Equity Committee
 - MOTION - Approve the Board Statement of Anti-Racism, as presented
- Audit and Finance Committee
 - MOTION - Approve the revisions to the Educational Service Fee for FY 2023 as presented
- Report of the Chair
- President's Report
 - Shared Governance Update
 - Mask Requirements
 - Commencement
 - Student Proposal: Columbus Day to Indigenous People's Day
 - Discussion on Policies
 - Other Updates
- Upcoming Events
 - HCC Board Equity Training Series – EAB Anti and Systemic Racism – Tuesday, April 5, 2022 at 8 am
 - 75th Anniversary Celebration Day – Thursday, May 5, 2022
 - Commencement Class of 2022 – June 4, 2022 at 10 am

- Adjournment

NEXT SCHEDULED MEETING – TUESDAY, April 26, 2022

**HOLYOKE COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT**

MEMORANDUM

TO: Board of Trustees

FROM: Dr. Christina Royal, President

DATE: March 22, 2022

SUBJECT: Personnel Updates

Non-Unit Professional Appointment (State Funded)

Name	Title/Area/Funding	Date of Hire
Leslie Pilder	Director of Itsy Bitsy Child Watch Program (temporary/ 6-months)	March 18, 2022

MCCC Unit Professional Appointments (Grant Funded)

Name	Title/Area	Date of Hire
Marangely La Santa	Senior Community Outreach Counselor/Early Childhood Education Grant Initiative	March 6, 2022
Catie Sirois	Special Program Coordinator/Student Development	April 3, 2022

MCCC Faculty Reappointments (based on Article 11.02 of the MCCC Collective Bargaining Agreement) 2022-2023 Academic Year – State Funded

Name	Title/Area
Natalie Alexander	Assistant Professor of Nursing (ASN)
Sofia Bilgrami	Instructor of Culinary/Baking & Pastry Arts
Karyn Briand	Instructor of Nursing (ASN)
Mary Buckley	Assistant Professor of Radiologic Technology
Juan Burwell	Assistant Professor of Astronomy
Michele Cabral	Assistant Professor of Accounting
Eric Carreira	Assistant Professor of Mathematics
Mary Cornell	Assistant Professor of Nursing (ASN)
Adina Giannelli	Assistant Professor of Criminal Justice
Benjamin Gleeksman	Instructor of Visual Arts/Graphics
Allison Hrovat	Assistant Professor of Human Services
Klara Karol	Assistant Professor of Business Administration
Dawn Lovegrove	Assistant Professor of Communications
Jason Maurice	Associate Professor of Psychology
Aaron Palko	Instructor of Nursing (ASN)
Donna Rowe	Associate Professor of Human Services
Dorothy Shannon	Instructor of Nursing (ASN)
Gordon Snyder	Assistant Professor of Engineering
Wendi Tatro	Instructor of Medical Assisting Certificate Program/Coordinator

Amy Toulson	Assistant Professor of Biology
Matthew Whiton	Assistant Professor of Theater (Scenic & Lighting Designer)
Charlotte Wilinsky	Assistant Professor of Psychology
Jennifer York	Assistant Professor of Veterinary & Animal Science

**MCCC Unit Professional Reappointments - July 1, 2022 – June 30, 2023 – state funded
(based on Article 11.02 of the MCCC Collective Bargaining Agreement)**

Name	Title/Area
Nancy Bazanchuk	Learning Specialist, Office for Student with Disabilities & Deaf Service
Jessica Egan	Coordinator of Instructional Design, Curriculum, Planning & Assessment
Eric Farrell	Senior Special Program Coordinator, Student Records
Rosemary Fiedler	Senior Special Program Coordinator, THRIVE Center
Harry Hill	Special Program Coordinator, Public Relations
Lauren LeClair	Senior Special Program Coordinator, Student Services
Stephanie Marcotte	Nursing Resource Coordinator, Nursing (10-month)
Megan Pereira	Grants Writer, Resource Development
Diana Rosado	Senior Financial Aid Counselor, Financial Aid
Maylene Rodriguez Scott	Financial Aid Counselor, Financial Aid
Denise Roy	Learning Specialist, Office for Student with Disabilities & Deaf Services
Shannon Sarkisian	Academic Counselor, Admissions & Onboarding
Michael Suckau	Patient Simulation Technician, Health Sciences (trust funded)
Lori Wayson	Senior Special Program Coordinator, Student Services
Kristopher Wiemer	Coordinator of Instructional Technology, IT

**MCCC Unit Professional Reappointments - July 1, 2022 – June 30, 2023 – grant funded
(based on Article 11.02 of the MCCC Collective Bargaining Agreement)**

Name	Title/Area
Margaret Downing	Senior Special Program Coordinator, Foundations of Health
Andrea Hojnacki	Learning Disability Specialist/Transition, Office for Student with Disabilities & Deaf Services

SUGGESTED MOTION: To approve the personnel actions listed above for the above Non-Unit Professional Staff, MCCC Unit Professional Staff and Faculty.

**HOLYOKE COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT**

MEMORANDUM

TO: Board of Trustees

FROM: Dr. Christina Royal, President

DATE: March 22, 2022

SUBJECT: Change in Rank

Article XIV of the MCCC Collective Bargaining Agreement allows me to reward individuals with an upgrade in rank, if they:

- have shown evidence of significant relevant professional development,
- have shown significant contributions to the College or community services,
- are in the top 20% of the College faculty in that unit member's most recent two successive student evaluations,
- have been highly effective in their performance in my judgment.

In concurrence with the recommendations made by Dr. Sharale Mathis, Vice President for Academic and Student Affairs and the respective Deans, I am pleased to recommend the following such awards:

TO ASSISTANT PROFESSOR:

Sofia Bilgrami, Health Sciences & Culinary Arts Division
Karyn Briand, Health Sciences & Culinary Arts Division

TO ASSOCIATE PROFESSOR:

Mary Cornell, Health Sciences & Culinary Arts Division
Gordon Snyder, Science, Technology, Engineering, and Math Division
Amy Toulson, Science, Technology, Engineering, and Math Division

TO PROFESSOR:

Thomas Barrup, Science, Technology, Engineering, and Math Division
Raul Gutierrez, Arts & Humanities Division
Elizabeth Hayward, Health Sciences & Culinary Arts Division

SUGGESTED MOTION: To approve the recommendations for change in rank as presented.

BOARD STATEMENT OF ANTI-RACISM

As members of the Board of Trustees, we are committed, both individually and collectively, to creating an anti-racist community at Holyoke Community College (HCC). As fiduciaries, we are responsible for ensuring that the College fulfills its mission and lives up to its promise of equity for our students and all members of the College community. We pledge to lead the way in taking a bold stand to live up to this commitment as we work to build a truly just and equitable society.

We acknowledge that structural and institutional systems of oppression have harmed—and continue to harm—many members of our community. It is the responsibility of each one of us to educate ourselves and others, to engage in difficult conversations, and to listen to and engage with our students, faculty, staff, donors, community partners, and alumni of color. The core of our work in equity, diversity, and inclusion must center around viewing our practices and policies through an anti-racism lens.

As a Board, we have taken the following steps while continuing to work towards becoming an anti-racist institution:

- Approved the College's first Strategic Plan, focused on diversity, equity, and inclusion
- Established the Board of Trustees Equity Committee which includes Trustees and College leaders who serve as advisors to the Committee and ensure alignment with the College's Strategic Plan
- Participated in a series of Board Equity Trainings, with workshops centered on microaggression, implicit biases, equity, anti-racism, and systemic racism in higher education
- Conducted a Board Self-Assessment Survey to evaluate our progress toward strategic goals
- Prioritize equity within the Audit & Finance Committee of the College's Board of Trustees as it relates to financial decision-making in order to best retain students and support their success
- Continued our commitment to BIPOC representation on the HCC Board of Trustees

We fully support President Royal and the College administration, whose anti-racism efforts we acknowledge and embrace, including:

- Developed culturally responsive pedagogies with special emphasis on the College's status as a Hispanic Serving Institution, as part of [HCC's Strategic Plan Strategy #1](#)
- Collaborated with the communities we serve to increase equity, as part of HCC's [Strategic Plan Strategy #2](#)
- Diversified our faculty and staff to better reflect the students we serve
- Created a Vice President for Equity, Diversity and Inclusion position
- Formed a Campus Safety Task Force, consisting of students, faculty, and staff, with membership from the BIPOC community, to review current events involving police agencies, provide opportunities for dialogue and community feedback, and advise the Director of Public Safety
- Launched the [Itsy Bitsy Child Watch](#), a free drop-in childcare program that provides short term care for children while their parents are learning on campus
- Maintain an agreement with the Holyoke Housing Authority that allows the College to provide housing options to students
- Continued to provide all students with a PVTA bus pass that can be used across the Pioneer Valley
- Provide all students who need one with a laptop and/or wifi hotspot
- Opened the Homestead Market, a campus store providing students with access to fresh produce, pantry essentials and quick meals. The market is the first at any public college or university in Massachusetts to accept federal SNAP benefits
- Dismissed more than \$1 million in student debt using some of the institutional portion of the Higher Education Emergency Relief Funds

- Established the Bienvenidos Latinx Scholarship and President's Student Emergency Fund through the HCC Foundation to help students overcome barriers to academic success, and further address students' financial needs through initiatives led by the college's division of Administration & Finance
- Eliminated holds on registration for students with unpaid balances
- Secured funding from Supporting Urgent Community College Equity through Student Services (SUCCESS) grants program providing wraparound supports and services to improve outcomes for low-income, first-generation, minority, and disabled students, and LGBTQ+ students.
- Expanded the work of ALANA, a program providing men of color with personalized support with academics, financial aid, and academic/career planning through specialized orientation, one-on-one mentoring, field trips, and workshops
- Established mental health support services for students through a collaboration with Center for Human Development
- Launched the [Student Ambassador & Mentorship Program \(SAMP\)](#), which provides academic support to women, nonbinary and transgender students, as well as book stipends and CougarCash to be used while on the HCC campus
- Enhanced the work and services provided through El Centro in order to create a more welcoming and inclusive environment for HCC's Latinx students

The road to creating an anti-racist community is long and challenging. It requires an ongoing commitment to listening, self-reflection, and thoughtful action. By taking the measures listed here, allocating resources, and changing the way we at HCC go about our work, we hope we have taken the first steps on that road. We remain committed to this vital work, and look forward to updating you on our progress.

Robert W. Gilbert, Jr.
Chair, HCC Board of Trustees

Administration & Finance

MEMORANDUM

TO: Audit and Finance Committee, Holyoke Community College

FROM: Narayan Sampath, Vice President and Administration and Finance

DATE: March 15, 2022

SUBJECT: Fiscal Year 2023 Student Fee Proposal

At HCC, we continue to navigate the financial challenges of the COVID-19 crises and we are on track to come slightly under our budget of \$50.4M for fiscal year 2022. As we come to the end of the third quarter our revenues are down about 9% compared to last year at this time and expenses are up about 1.4%, primarily due to relatively more on campus activity.

Tuition and fees account for about 32% of our budget and we expect to have a shortfall of about \$1.5M by the end of the year or about 8,000 credit hours. Due to lower expenses, unfilled positions, and diligent use of the Higher Education Emergency Funds, we will be able to balance our budget.

For fiscal year 2023 (July 2022 to June 2023) our State appropriations is expected to be about \$33M including fringe benefits and we expect tuition and fee revenue to be about \$14.5M or 28% of our total budget. Educational Service Fee (fees per credit) is an important metric with respect to tuition and fees along with Student Service Fee (per semester).

With input from the Student Senate and the Budget Advisory Committee, we propose an increase of \$8 or about 4% per credit to the Educational Services Fee from \$188 to \$196 per credit and keeping the Student Services Fee as is at \$145. We recommend not changing the Student Services fee, so we are not penalizing the part time students who take longer to graduate.

Actual student impact would vary, depending on credit load. Fees for students taking 7 credits would increase by \$56 per semester, for students taking 12 credits by \$96 per semester and an increase of \$120 per semester if a student takes 15 credits.

In the Fall of 2021, 66% of our students took less than 12 credits, 19% took more than 12 credits and 14% of took 12 credits. 38% of our students are Pell eligible which enables them to qualify for sufficient aid to cover the cost of tuition.

MOTION: Move that the Board of Trustees approve the revisions to the Educational Service Fee for FY 2023 as presented.

COMMITTEE REPORTS

Advocacy

No Report.

Audit and Finance Committee

The Committee met on March 15th to discuss tuition fees for fiscal year 2023. As part of the discussion, the Committee was provided a five-year financial projection.

- **MOTION** - Approve the revisions to the Educational Service Fee for FY 2023 as presented

By-Laws and Governance

The Committee will be meeting on March 17th to discuss the results and next steps from the Board Assessment Survey that was recently completed by all Trustees.

Equity

The Committee has been working on revising the Board Statement of Anti-Racism, and provides the final statement for the Board's approval (see page 3).

- **MOTION** - Approve the Board Statement of Anti-Racism, as presented

Nominating

No Report.

Presidential Evaluation

No Report.

Strategic Planning

The Committee met on February 18th to review the Strategic Plan Refresh plan with Kris Ricker Choleva, in preparation for the February Board meeting.