

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

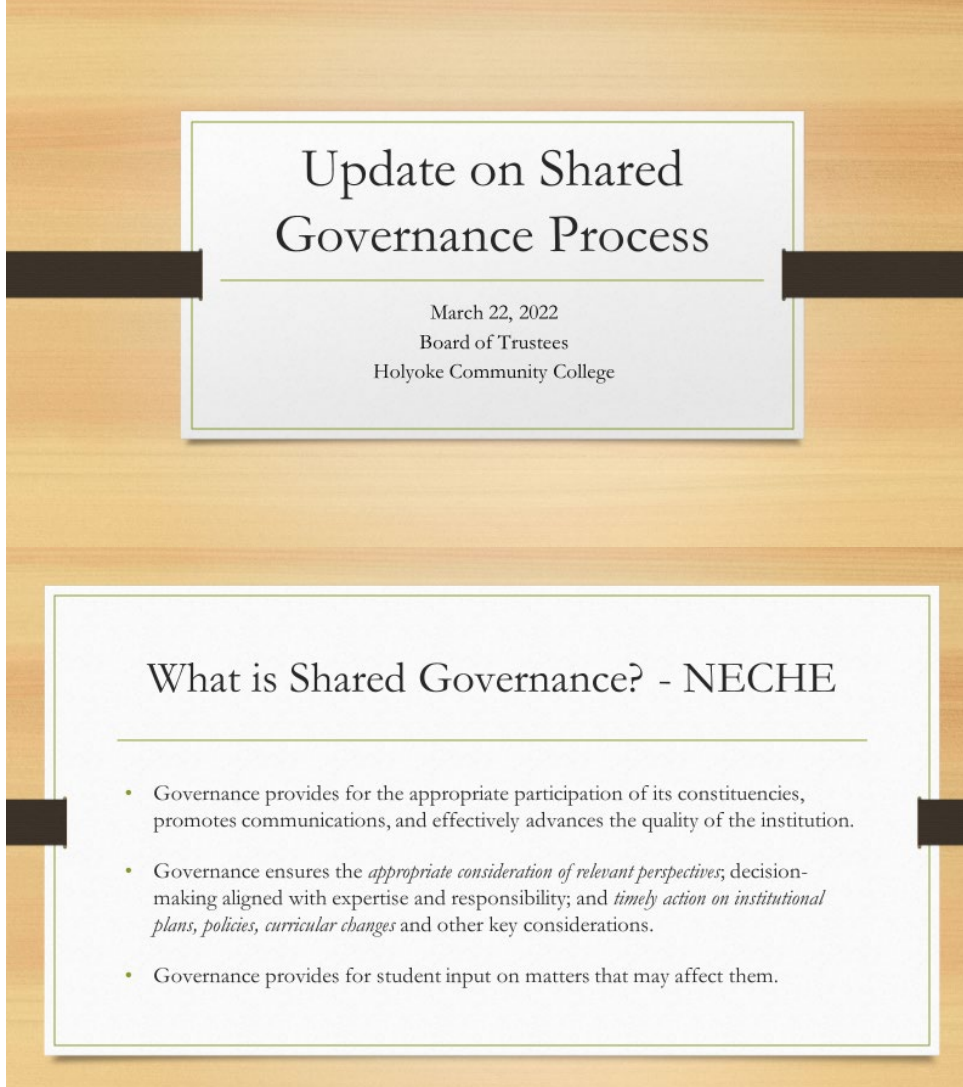
Minutes of March 22, 2022

The 405<sup>th</sup> meeting of the Holyoke Community College Board of Trustees was held on Tuesday, March 22, 2022, remotely with Chair Robert W. Gilbert, Jr. presiding.

<b>MEMBERS PRESENT</b>	Robert W. Gilbert, Jr., Chair Trustee Cruz Charles Epstein Ted Hebert Yolanda Johnson Suzanne Parker Evan Plotkin Vanessa Smith Ivonne Vidal Eleanor Williams
<b>MEMBERS ABSENT</b>	Lucy Perez
<b>ALSO PRESENT</b>	Maria Brunelle, Karen Desjeans, Mary Dixey, Amy Dopp, Curt Foster, Stacy Graves, April Graziano, Jeff Hayden, Kim Hicks, Johanna Lebron, Lauren LeClair, Sharale Mathis, Jason Maurice, Lea Occhialini, Kris Ricker Choleva, Evelyn Rivera-Riffenburg, Michelle Robak, Samya Elisa Robles, Christina Royal, Narayan Sampath, Amanda Sbriscia, Shannon Shatos, Adrienne Smith, 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> Trustee Cruz                    Yes Charles Epstein                    Arrived at 8:05 am Ted Hebert                    Yes Yolanda Johnson                    Yes Suzanne Parker                    Arrived at 8:03 am Evan Plotkin                    Arrived at 8:03 am Vanessa Smith                    Yes Eleanor Williams                    Yes Ivonne Vidal                    Arrived at 8:10 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.  The Consideration of Minutes for Board of Trustees Meeting of February 22, 2022 was pulled out for discussion. There was no discussion. A motion was made by Trustee Hebert and seconded by Trustee Plotkin to approve the Minutes for the Board of Trustees meeting of February 22, 2022.

	<p><b>Roll Call Attendance:</b></p> <p>Trustee Cruz Yes</p> <p>Charles Epstein Arrived at 8:05 am</p> <p>Ted Hebert Yes</p> <p>Yolanda Johnson Yes</p> <p>Suzanne Parker Abstain</p> <p>Evan Plotkin Yes</p> <p>Vanessa Smith Yes</p> <p>Eleanor Williams Yes</p> <p>Ivonne Vidal Arrived at 8:10 am</p> <p>Chair Gilbert Yes</p> <p>Chair Gilbert called for a vote of the Consent Agenda.</p> <ul style="list-style-type: none"> <li>• Consent Agenda             <ul style="list-style-type: none"> <li>• Report of Personnel Actions dated March 22, 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 change in rank</li> <li>○ To empower the President of the College to approve all personal actions prior to the next meeting</li> </ul> </li> <li>• Committee Reports                 <ul style="list-style-type: none"> <li>○ Advocacy</li> <li>○ By-Laws and Governance</li> <li>○ Nominating</li> <li>○ Presidential Evaluation Committee</li> <li>○ Strategic Planning</li> </ul> </li> </ul> </li> </ul> <p>A motion was made by Trustee Hebert and seconded by Trustee Johnson to approve the Consent Agenda.</p> <p><b>Roll Call Attendance</b></p> <p>Trustee Cruz Yes</p> <p>Charles Epstein Arrived at 8:05 am</p> <p>Ted Hebert Yes</p> <p>Yolanda Johnson Yes</p> <p>Suzanne Parker Yes</p> <p>Evan Plotkin Yes</p> <p>Vanessa Smith Yes</p> <p>Eleanor Williams Yes</p> <p>Ivonne Vidal Arrived at 8:10 am</p> <p>Chair Gilbert Yes</p>
<p><b>EQUITY COMMITTEE</b></p>	<p>Trustee Johnson updated the Board on the work of the Equity Committee in updating a Board Statement of Anti-Racism for consideration. The statement on anti-racism was a collective and public declaration to the entire HCC community around our impact to our community and the success of students. No further discussion.</p> <p>A motion was made by Trustee Hebert and seconded by Trustee Johnson to approve the Board Statement of Anti-Racism as presented.</p> <p><b>Roll Call Attendance</b></p> <p>Trustee Cruz Yes</p> <p>Charles Epstein Yes</p>

	<p>Ted Hebert Yes  Yolanda Johnson Yes  Suzanne Parker Yes  Evan Plotkin Yes  Vanessa Smith Yes  Eleanor Williams Yes  Ivonne Vidal Arrived at 8:10 am  Chair Gilbert Yes</p>
<p><b>AUDIT AND FINANCE COMMITTEE</b></p>	<p>Vice President Sampath updated the Board on the proposed increase of \$8 to the educational service fee, going from \$188 to \$196 per credit. The Student Service Fee remains at \$145 (no change). Multiple conversations have happened at the Student Senate, the College’s Budget Advisory Council, and at the Audit and Finance Committee meetings.</p> <p>HCC ranks the lowest tuition in the Pioneer Valley, and the fourth lowest in the Commonwealth, based on conversations with other community colleges.</p> <p>A motion was made by Trustee Hebert and seconded by Trustee Johnson to approve the Board Statement of Anti-Racism as presented.</p> <p><b>Roll Call Attendance:</b>  Trustee Cruz Yes  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 8:10 am  Chair Gilbert Yes</p> <p>Interim Comptroller Foster introduced a second motion about the modification of the college payment policy; specifically, that the credit card utilization fee be passed along to the payer. Doing so would save the College about \$75,000 in merchant fees.</p> <p>After further discussion, a motion was made by Trustee Plotkin and second by Trustee Hebert to table the motion until the April 2022 meeting, when more detailed information can be provided to the Board for approval.</p> <p><b>Roll Call Attendance:</b>  Trustee Cruz Yes  Charles Epstein Abstain  Ted Hebert Yes  Yolanda Johnson Yes  Suzanne Parker Yes  Evan Plotkin Yes  Vanessa Smith Yes  Eleanor Williams Yes  Ivonne Vidal Yes  Chair Gilbert Yes</p> <p>Trustee Williams left meeting at 8:37 am</p>

<b>BY-LAWS AND GOVERNANCE COMMITTEE</b>	Trustee Vidal provided the Board an update on the work of the Committee. There was 100% participation in the recent Board Assessment Survey. The committee is reviewing the results and discussing next steps and most likely will have a presentation at an upcoming Board meeting.
<b>CHAIR'S REMARKS</b>	Chair Gilbert shared highlights since the last Board meeting. <ul style="list-style-type: none"><li>• Continue to meet weekly with President Royal.</li><li>• Reminded Trustees to mark their calendar for the next Board Equity Training Series #3, entitled EAB Anti and Systemic Racism on Tuesday, April 5, 2022 at 8 am.</li></ul>
<b>SHARED GOVERNANCE UPDATE</b>	Professors Maurice and Graziano updated the Board on the Shared Governance process. 

## What is Shared Governance?

- Not all decisions are part of the shared governance process.
- SG decisions focus on areas such as institutional policy, developing processes across multiple areas of the college, and planning matters that shape how the institution meets its mission, vision, and goals.

## Governance vs. Operational

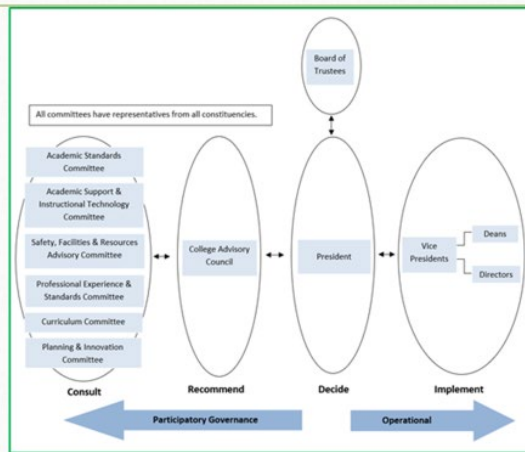
While there is a fine line to tread and some aspects even overlap, there is a distinction between governance and operation. Getting the balance right will create a stronger, more resilient college.

The 'What', i.e., determining mission, policy and strategy; appointing and overseeing administration; managing governance process; providing insight, wisdom and judgement; and monitoring performance. Action verbs associated with governance: "approves", "receives", "establishes", "monitors".

*In governance decisions, it is the responsibility of the ultimate decision-maker (usually the president) to ensure opportunities for input from constituent voices—especially those who have expertise, will be affected by, and will need to implement, the decisions.*

The 'How', i.e., developing/delivering policy and strategy, setting and overseeing annual operational business plans, appointing managers and staff, supporting governance processes, implementing board decisions, measuring performance, and delivering services. Action verbs associated with governance: "develops", "implements", "evaluates", "presents".

*In operational decisions, it is the ultimate decision maker's (usually an administrator's) responsibility to make decisions in accordance with job responsibilities. As in governance decisions, it is a best practice to seek input and listen to the people who have expertise, will be affected by, and will need to implement, the decisions.*



**Poll: What is the most important aspect for you of the shared governance revisions?**

76% participants responded (43 out of 56)

- Is inclusive of all the constituencies at the college **44% (19)**
- Focuses on the broad policy priorities of the college **5% (2)**
- Provides timely advice to decision makers **19% (8)**
- Effectively communicates within and across constituencies **33% (14)**

**Poll: How well do you feel you understand shared governance now?**

80% participants responded (44 out of 55)

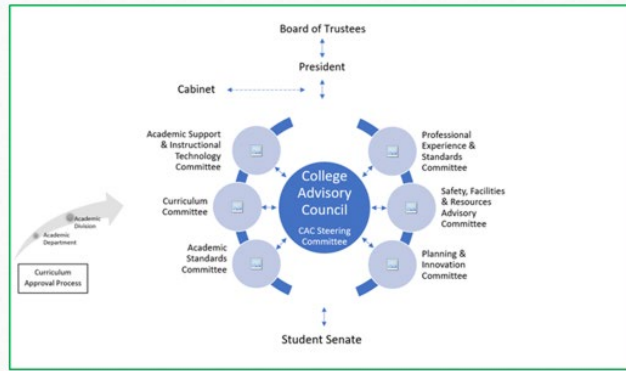
- Very well **34% (15)**
- Somewhat **57% (25)**
- Neutral/NA **4% (9)**
- Not well **0% (0)**
- Not at all **0% (0)**

**Poll: Based on what you know, how likely are you to participate in a shared governance committee?**

79% participants responded (43 out of 54)

- Very likely **26% (11)**
- Likely **23% (10)**
- Neutral/NA **35% (15)**
- Not likely **14% (6)**
- Very unlikely **2% (1)**

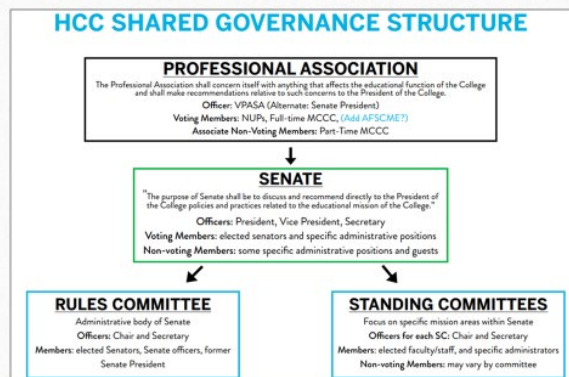
## Revised Draft Model of HCC Shared Governance



## SGSC Spring 2022 Efforts

- Finalize draft recommendations on the overall SG structure, including standing committees
- Finalize draft descriptions of committee charges, membership, and processes
- Finalize draft of the HCC Constitution for distribution to the HCC community
- Gather feedback from senators at special Senate meetings (April 8 & April 22)
- Finalize draft HCC Constitution for distribution & votes at the May 11 Senate meeting and May 18 Professional Association meeting

## Process for Moving Recommendations to Policy



## Next Steps

---

- Developing an implementation plan for full implementation in fall 2022
- Assessment plan built into the SG process
  - Assessment within the first year
  - Biennial assessments in the following years

## Voting on Recommendations

---

- Special Senate meetings to prepare for voting: Fri., April 8th & Fri., April 22nd
- Rules: Wed., May 4th
- Senate: Wed., May 11th
- Professional Association: Wed., May 18th

## SGSC Representatives

---

- Jason Maurice (jmaurice@hcc.edu), SGSC Co-chair & Senate President *ex officio*
- April Graziano (agraziano@hcc.edu), SGSC Co-chair & Rules Committee Chair *ex officio*
- Yarida Cruz (ycruz@hcc.edu), FT Classified Staff in Academic Affairs
- Jess Egan (jegan@hcc.edu), FT Professional Staff in Academic Affairs
- Eric Farrell (efarrell@hcc.edu), FT Professional Staff in Student Affairs
- Curt Foster (cfoster@hcc.edu), Interim Comptroller in Administration & Finance
- Bob Greeney (rgreeney@hcc.edu), FT Faculty in STEM



## SGSC Representatives (cont'd)

- Jeffrey Hayden (jhayden@hcc.edu), VP of Business & Community Services *ex officio*
- Unyierie Idem (uidem@hcc.edu), FT Faculty in Arts & Humanities
- Michael Leganza (mleganza@hcc.edu), FT Classified Staff in Information Technology
- Sharale Mathis (smathis@hcc.edu), VP of Academic & Student Affairs *ex officio*
- Lea Occhialini (locchialini@hcc.edu), Ombudsperson & Chief Culture Officer *ex officio*
- Christina Royal (croyal@hcc.edu), President *ex officio*
- Amanda Sbriscia (asbriscia@hcc.edu), Vice President of Institutional Advancement
- Trudy Tynan (gtynan@hcc.edu), PT Professional Staff in Academic Affairs

### **PRESIDENT'S REPORT**

President Royal provided the following updates:

- On March 9, 2022, President Royal communicated to the College community that the 15 community college Presidents made the decision to transition to a mask-optional environment at each respective institution; allowing each institution to select a specific date in which that change will occur. The Cabinet will be meeting later today to discuss the feedback that we have received so far.
- On March 16, 2022, President Royal communicated information about the 2022 Commencement that will be held at the Mass Mutual Center on June 4, 2022 at 10 am. Although the College will recognize previous classes in some way, details are still being worked out. She extended her gratitude to the College Affairs Committee, who are busy with details for this event.
- President Royal received a student proposal to change Columbus Day to Indigenous People's Day. Although this is not something with her scope of authority to change a State Holiday, but more of an expression of how we communicate that day within our processes. She will seek input from the Professional Standards Committee of the Senate
- President Royal discussed how the College does not have a clear flow on how policies are decided or communicated at the College. One next step is for her to meet with the By-Laws and Governance Committee to be able to discuss in more detail about what the policy aspect looks like at the Board level. In this process, the College will need to define which policies need to go to the Board for approval so there are clear guidelines.
- The Governor has extended this use of virtual meetings until July 15, 2022. As a heads up, if there is no further change this Executive Order, starting in August, we will be meeting back in person.
- President Royal provided an update on the College's Child Watch program. There was an onsite visit by the Department of Early Education to review the space and hear more about our desire to offer a child watch program. The visit went well and the College is in the final states of approval.

Trustee Williams rejoined the meeting at 9:11 am

<b>ADJOURNMENT</b>	<p>On a motion by Trustee Williams and seconded by Trustee Hebert it was <b>VOTED</b> to adjourn today's meeting.</p> <p><b>Roll Call Attendance:</b></p> <table><tr><td>Trustee Cruz</td><td></td><td>Left at 8:39 am</td></tr><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>Yes</td><td></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 9:14 am.</p>	Trustee Cruz		Left at 8:39 am	Charles Epstein	Yes		Ted Hebert	Yes		Yolanda Johnson	Yes		Suzanne Parker	Yes		Evan Plotkin	Yes		Vanessa Smith	Yes		Eleanor Williams	Yes		Ivonne Vidal	Yes		Chair Gilbert	Yes	
Trustee Cruz		Left at 8:39 am																													
Charles Epstein	Yes																														
Ted Hebert	Yes																														
Yolanda Johnson	Yes																														
Suzanne Parker	Yes																														
Evan Plotkin	Yes																														
Vanessa Smith	Yes																														
Eleanor Williams	Yes																														
Ivonne Vidal	Yes																														
Chair Gilbert	Yes																														

Respectfully submitted,

DocuSigned by:

*Eleanor Williams*

5/13/2022

345EA7A7AB2D4EC...

Eleanor Williams, Secretary  
Board of Trustees

DocuSigned by:

*Robert Gilbert*

5/14/2022

AC0B84574E6043F...

Approved: Robert W. Gilbert, Jr., Chair