

**HOLYOKE COMMUNITY COLLEGE
BOARD OF TRUSTEES
JUNE 27, 2023 MEETING**

Minutes of June 27, 2023

The 419th meeting of the Holyoke Community College Board of Trustees was held on Tuesday, June 27, 2023, both in person and remotely with Chair Robert W. Gilbert, Jr. presiding.

ANNUAL MEETING MEMBERS PRESENT (in person)	Robert W. Gilbert, Chair Trustee George Ted Hebert Evan Plotkin Vanessa Smith
ANNUAL MEETING MEMBERS PRESENT (via Zoom)	Charles Epstein Yolanda Johnson Nayroby Rosa Eleanor Williams
ANNUAL MEETING MEMBERS ABSENT	Ivonne Vidal
ANNUAL MEETING ALSO PRESENT (in person)	Karen Desjeans, Barney Garcia, Jeff Hayden, Olivia Kynard, Evelyn Rivera-Riffenburg, Christina Royal, Narayan Sampath, Amanda Sbriscia, and Chris Yurko.
ANNUAL MEETING ALSO PRESENT (via Zoom)	Alan Bloomgarden, Beth Breton, Maria Brunelle, Vanny Chen, Julissa Colon, Veena Dhankher, Mary Dixey, Curt Foster, Adina Gianelli, Judy Gregoire, Raúl Gutiérrez, Mark Hudgik, Jane Johnson Vottero, Johanna Lebron, Lauren LeClair, Jane Lerner, Irma Medina, Savohna Reid-Smith, Michelle Robak, Denise Roy, Shannon Sarkisian, Shannon Shatos, Idelia Smith, Jeannette Smith, Kim Straceski, Renee Tastad, Sandra Womeldorf, and Todd Wonders
ANNUAL MEETING CALL TO ORDER	At 8:05 am, the Annual Meeting was officially called to order by Chair Robert Gilbert. Roll Call Attendance: Trustee Epstein Yes Trustee George Yes Trustee Hebert Yes Trustee Johnson Yes Trustee Plotkin Yes, Via Zoom, then in person at 8:20 am Trustee Rosa Yes Trustee Smith Yes Trustee Williams Yes Chair Gilbert Yes
ANNUAL BUDGET REPORT-Primer Presentation	In an effort to further understand the College's financial information, Vice President Sampath presented the following presentation.



Holyoke Community College Financial Primer
June 2023

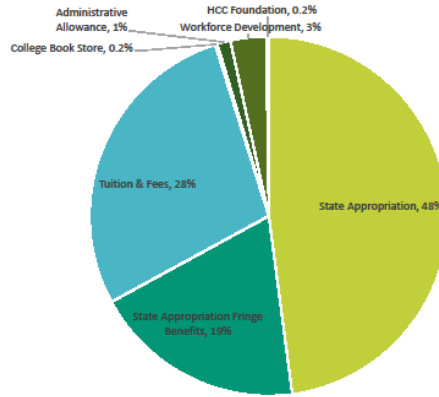
Educate. Inspire. Connect.

Outline

- Main Sources of Revenue and Expenses
 - State Budget Process
 - Grants and Contracts
 - Reserves
 - HCC Foundation
- Capital Projects and Deferred Maintenance
- College Budget Process
- Reports/Audits
- Trends

Educate. Inspire. Connect.

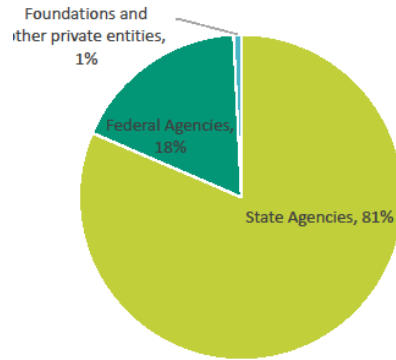
Primary Sources of Revenue in Fiscal Year 2023



REVENUE	
State Appropriation	\$ 23,982,801
State Appropriation Fringe Benefits	\$ 9,596,548
Tuition & Fees	\$ 14,061,182
College Book Store	\$ 100,000
Administrative Allowance	\$ 600,000
Workforce Development	\$ 1,606,500
HCC Foundation	\$ 118,575
Total Revenue	\$ 50,065,606

Educate. Inspire. Connect.

Grants and Contracts Revenue in Fiscal Year 2023

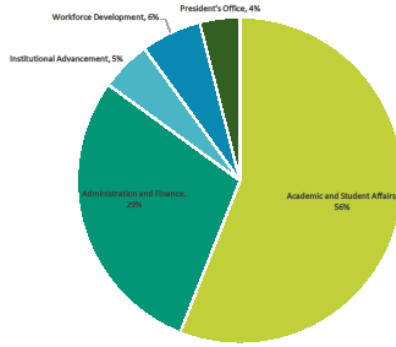


Grants and Contracts	
State Agencies	\$ 10,622,833
Federal Agencies	\$ 2,317,198
Foundations and other private entities	\$ 100,700
Total	\$ 13,040,730

State Agencies	Private Institutions and Foundations	Federal Agencies
Board of Higher Education	Baystate Medical	US Dept of Education
Commonwealth Corporation	Holyoke Gas and Electric	Health Resources and Services Administration
Department of Higher Education	Mass Humanities	National Science Foundation
Executive Office of Health and Human Services	Mass Mutual	
Hampden County Sheriff's Department	The Boston Foundation	
Juntos Collaborative	Townsend Capital LLC	
Mass Gaming Commission	World Education	

Educate. Inspire. Connect.

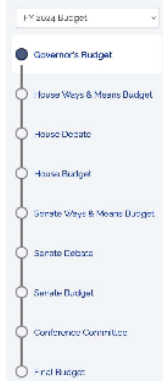
Budgeted Expenses (College/Trust Funds) in Fiscal Year 2023



EXPENSES	
Academic and Student Affairs	\$ 28,036,739
Administration and Finance	\$ 14,519,026
Institutional Advancement	\$ 2,503,280
Workforce Development	\$ 3,003,936
President's Office	\$ 2,002,624
Total	\$ 50,065,606

Educate. Inspire. Connect.

State Budget Process



About this step

The annual budget process begins each year when the Governor files recommendations as a bill with the House of Representatives. Under the state Constitution, the Governor must submit a proposal by the 4th Wednesday of January or in the event of a new term, within five sessions. This bill is called House 1 or House 2 depending on the year.

BILL H.1

An Act making appropriations for the Fiscal Year 2024 for the maintenance of the departments, boards, commissions, institutions, and certain activities of the Commonwealth, for interest, sinking fund, and serial bond requirements, and for certain permanent improvements

[Download PDF](#)

Educate. Inspire. Connect.



State Appropriations: Fiscal Year 2024

		H1	HWM	SWM
MassReconnect	1506-2418	\$20 million	\$20 million	\$20 million
SUCCESS	7100-4002	\$18 million	\$14 million	\$14 million
Early College	7009-8600	\$10 million	\$15 million	\$15 million
Dual Enrollment	7068-0019	\$10 million	\$12 million	\$12.6 million
Fee Stabilization	1506-2419	\$59 million	-	-
High Demand Scholarship	1506-2423	-	\$50 million	-
Workforce Incentive Grants	7068-0015	\$1.45 million	\$1.45 million	\$1.45 million
STEM Starter	7068-0036	\$4.75 million	\$4.75 million	-
EEC Provider	3000-7066	\$10 million	\$10 million	\$10 million
Funding Formula	7100-4000	\$10.1 million	\$10.1 million	\$10.1 million
PACE	7518-0120	\$300,000	\$300,000	-

Educate. Inspire. Connect.

Reserves

All Accounts

TOTAL PORTFOLIO MARKET VALUE AS OF 3/31/2023

Investment Category	Adjusted Market Value	Allocation %
Portfolio Total Equity	\$8,759,578.12	33.43%
Portfolio Total Fixed Income	\$3,651,705.61	35.35%
Portfolio Total	\$3,391,323.74	100.00%

MARKETABLE INVESTMENTS 3/31/2023 TO 3/31/2023

Marketable Fund	Beginning Market Value	Purchases	Sales	Fees	Distributable Income Paid	Distributable Income Reinvested	Market Change	Ending Market Value
Multi Strategy Equity Fund	\$3,637,968.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65,586.11	\$3,604,489.66
Core Equity Fund	\$2,639,804.10	\$0.00	\$0.00	(\$790.63)	\$0.00	\$0.00	\$95,106.10	\$2,735,123.67
Total Equity	\$6,277,772.55	\$0.00	\$0.00	(\$790.63)	\$0.00	\$0.00	\$160,692.21	\$6,339,618.43
Multi Strategy Bond Fund	\$3,670,363.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$81,342.25	\$3,651,705.61
Total Fixed Income	\$3,670,363.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$81,342.25	\$3,651,705.61
Marketable Total	\$9,948,135.93	\$0.00	\$0.00	(\$790.63)	\$0.00	\$0.00	\$242,034.46	\$9,991,323.74

Market Change equals (Ending MV - Beginning MV + Purchases - Sales + Fees + Income Paid - Income Reinvested)
 Adjusted Market Value for marketable securities reflects the impact of pending bond redemptions.

Educate. Inspire. Connect.

Reserves



HOLYOKE COMMUNITY COLLEGE

Portfolio Summary

January 1, 2023 - March 31, 2023

Portfolio Summary

Change in Value	1/1/2023	3/31/2023	Year to Date
Beginning Market Value	\$9,390,699		\$9,390,699
ADDITIONS	0	0	0
Withdrawals	(2,749)		(2,749)
Income Received	98,881		98,881
Change in Investment Value	\$192,812		\$192,812
Ending Market Value	\$9,196,809		\$9,196,809

Realized Gains/Losses	1/1/2023	3/31/2023	Year to Date
Short-Term	(2,699)		(2,699)
Long-Term	(4,139)		(4,139)
Total Realized Gain/Loss	(\$6,838)		(\$6,838)

Estimated Annual Income

taxable	\$14,644
Non-Taxable	0
Total	\$14,644

Portfolio Allocation as of 3/31/2023



Asset Class	Market Value	% of Assets	1-yr. Return	Current Yield
Cash & Equivalents	\$1,516	2.3%	0	3.00%
Equity	\$8,184,394	87.8%	\$38,649	1.28%
Total Portfolio	\$8,185,910	100.00%	\$38,649	1.25%

Educate. Inspire. Connect

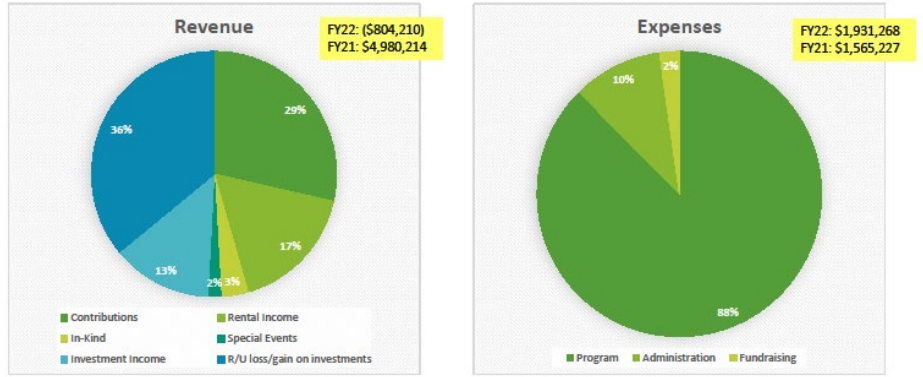
Holyoke Community College Foundation, Inc.

About the HCC Foundation:

- Institutionally Related Foundation (IRF): separate charitable organization whose mission is focused on supporting students, research, and learning at the college it serves
- Governed by a Board of Directors (with BOT representation)
- Purpose, as articulated in Bylaws:
 - To secure, invest and steward financial and other resources to enhance the quality of education and expand educational opportunities for HCC students

Educate. Inspire. Connect

HCC Foundation: Revenue and Expenses, snapshot



Educate. Inspire. Connect.

HCC Foundation: Direct Support of College (Program Expenses)

	FY24	FY23	FY22	FY21
Academic programs, equipment, technology	\$675,000 (estimate)*	\$300,000 (estimate)**	\$235,034	\$56,594***
Fundraising operation	\$290,000	\$118,575	\$0	\$0
Total estimated direct support of college, excluding student scholarship support	\$1,175,000*	\$418,575	\$235,034	\$56,594

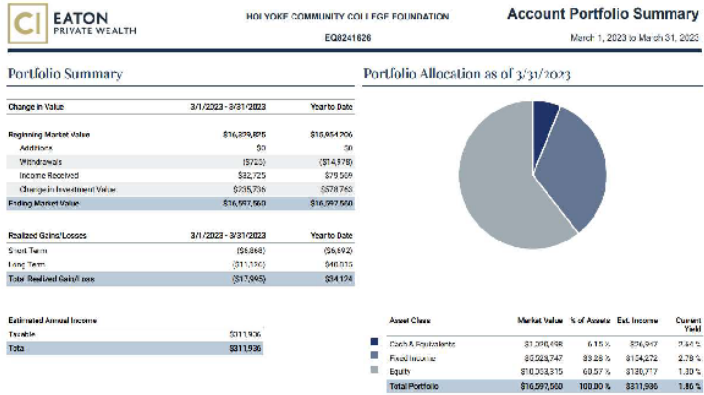
*Providing funding to launch Adult Learner Success Center through funding received from Elaine Marieb \$1M IRA distribution

**Payments to college currently exceed \$300K for FY23; billing ongoing

***Fewer on-campus needs due to COVID-19 pandemic and stimulus funding

Educate. Inspire. Connect.

HCC Foundation Investment Portfolio



Educate. Inspire. Connect.

Capital Projects, Deferred Maintenance and DCAMM

- Division of Capital Asset Maintenance and Management (DCAMM)
- Capital Projects: Every two years, up to \$30M
- Deferred Maintenance: ~ 6M for five years with some flexibility
- Assistance from the HCC Foundation
- Challenges of the current model



Educate. Inspire. Connect.

Typical Budget Process at College

- April 17: Divisions submit proposed budgets in Questica (budget software)
- April 18-25: Review team meets with divisional staff to review budgets, if clarification is needed
- May 2: Review budget status with Cabinet
- May 9-27: Balance the budget resolving outstanding issues with VP's
- May 30: Final draft of budget to Cabinet and President
- June 6: Budget Recommendation submitted to Audit and Finance Committee
- June 13: Audit and Finance scheduled to approve FY24 full year budget
- June 27: Board of Trustees scheduled to approve FY24 full year budget

Educate. Inspire. Connect.

Reports and Audit

- Annual Audit
 - College and Foundation
- Single Audit
- Quarterly Reports
- Audits from State Entities
 - IT Department

withum⁺

Educate. Inspire. Connect.

Trends



	FY 2017	FY 2023	Change %
Credit Student Headcount	7,650	8,200	67%
Total FTE	3,812	2,000	48%
Total Credit Hours	154,374	64,500	44%

Fall 2023 numbers are very encouraging. Up about 9% compared to Fall 2022

Educate. Inspire. Connect

Addressed Systemic Challenges

- Steps taken in 2020, soon after the onset of the COVID-19 crises
 - Contracted with Donahue Institute for Enrollment Projections (Jan 2020)
 - Every position including part-time positions are reviewed at Cabinet
 - Program Prioritization started in FY20
 - Budget Committee formed in Spring of 2020
 - Reduced 33 part time positions in March 2020
 - Offered Early Retirement Incentive Program and Voluntary Unpaid Leave (Sept 2020)
 - Build Future Budgets Based on Realistic Enrollment

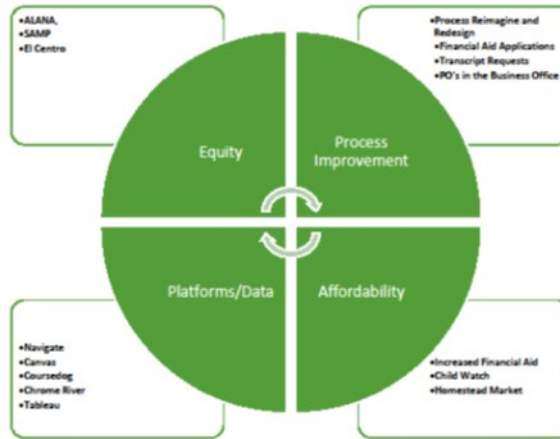
Educate. Inspire. Connect

Impact of Steps Taken in the Fall of 2020

Early retirement that will not be filled	\$811,370
Unpaid leave (only in FY21)	\$70,155
Retirements (NOT ERIP) that will not be filled	\$336,494
Vacant Positions Eliminated	\$1,620,740
Retrenchments	\$948,007
TOTAL REDUCTIONS	\$3,786,766
New Hires in FY21 & FY22	\$569,900
Open Vacancies	\$903,500
TOTAL ADDITIONS	\$1,473,400
NET IMPACT ON PAYROLL IN FY22 AND BEYOND	\$2,243,211

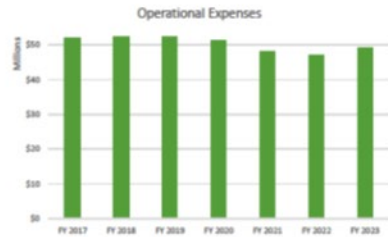
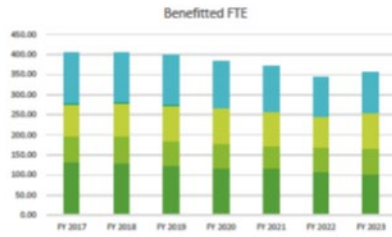
Educate. Inspire. Connect

Strategic Allocation of Resources



Educate. Inspire. Connect

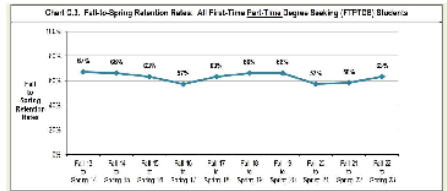
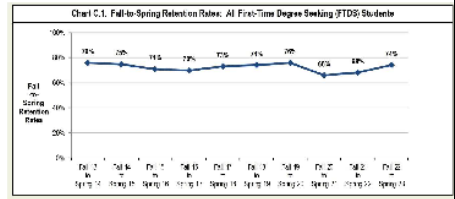
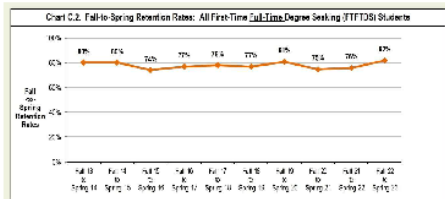
Where are we today?




Staffing is down 12%, expenses down by 6%, grants activity up by 87% COVID stimulus (\$26M), State appropriations up by 14%, increased contributions from Foundation

Educate. Inspire. Connect

Positive Leading Indicators



Educate. Inspire. Connect

	<h2 style="text-align: center;">Challenges/Opportunities Ahead</h2> <hr/> <ul style="list-style-type: none"> • Mass Reconnect: Free Community College • Effective Utilization of Space on Campus • Executive Order No. 594: Leading By Example: Decarbonizing and Minimizing Environmental Impacts of State Government • Enrollment/Retention/Completion • Efficiencies of scale, working with other CC's and State Universities <p style="text-align: right;">Educate. Inspire. Connect</p> 
<p>BOARD CHAIR'S ANNUAL REPORT</p>	<p>Chair Gilbert highlighted the most notable events from the past year.</p> <ul style="list-style-type: none"> • President Royal's announcement of her retirement from HCC; which caused the College to move forward with a Presidential Search. A Committee was formed and chaired by Trustee Williams and their work started in late October and ended with a motion to approve Dr. George Timmons as the College's fifth President on April 20, 2023. Dr. Timmons will join our community on Monday, July 17, 2023. • The excitement from receiving the Wendlant's pledge of \$10 million; which is the largest gift in our 77 year history. • In March, the College received The Shining Star Award from the Chicopee Chamber of Commerce as their Nonprofit of the Year. • At the April meeting of the American Association of Community Colleges, the College was recognized in three categories: Trustee of the Year, Faculty of the Year and Outstanding Alumni Award. • Dr. Christina Royal's Celebration on May 3rd was a wonderful celebration of her time at HCC. • Commencement is always a highlight of the year for the College. • And finally, the Ribbon Cutting of the renovated space on the third floor of the Library in June.
<p>STUDENT TRUSTEE'S REPORT</p>	<p>Trustee George worked with the Student Outreach Committee to develop an anonymous Question & Answer section in a monthly newsletter. It has provided another outlet for students to receive information.</p> <p>She partnered with Student Senate President Hurd to advocate for students. The newly formed Public Health Committee is focused on menstrual equity and Narcan training; and in the future will be focusing on first aid training and sexual education.</p> <p>She thanked all the Trustees for their support and guidance throughout this year.</p>
<p>PRESIDENT'S ANNUAL REPORT</p>	<p>President Royal thanked Trustee George for her student leadership throughout the year; and welcomed our new Student Trustee, Barney Garcia.</p>

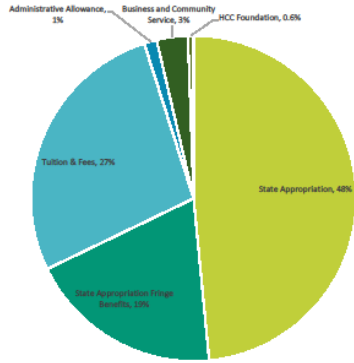
	<p>President Royal also provided highlights from this year:</p> <ul style="list-style-type: none"> • HCC was named for the second year in a row as of the Top 100 Women Led Businesses. • The College has received a number of accolades as Chair Gilbert highlighted in his report. • The HCC Foundation awarded 337 scholarships worth close to \$400,000 for this fiscal year. • Former President David Bartley’s passing and the recognition of the legacy that he built. Without his leadership, we would not be at this location. • The College offered \$250,000 in free occupational training this year through the estate educational training fund for these high demand occupational areas. • The Together HCC one-day giving campaign resulted in 506 donors and \$251,584 raised to support scholarships, academic excellence, and the Thrive Center and the Food Pantry, • The College has transitioned the COVID Emergency Management Team to the Emergency Planning Team. • The College has spent a tremendous amount of time on process improvements to automate processes, which has led to better reporting and analytics. • The College is preparing for the <i>MassReconnect</i> program, which will be free community college for all students over the age of 25 and who do not currently hold a college degree. This is a focused target market for the College. • Lastly, the College hosted Senator Elizabeth Warren on campus in June for a Town Hall with western Massachusetts about the issues of the day. 																		
	<p>On a motion by Trustee Hebert and seconded by Trustee Williams it was VOTED to adjourn the Annual Meeting.</p> <p>Roll Call:</p> <table border="0"> <tr><td>Trustee Epstein</td><td>Yes</td></tr> <tr><td>Trustee George</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 Plotkin</td><td>Yes,</td></tr> <tr><td>Trustee Rosa</td><td>Yes,</td></tr> <tr><td>Trustee Smith</td><td>Yes</td></tr> <tr><td>Trustee Williams</td><td>Yes</td></tr> <tr><td>Chair Gilbert</td><td>Yes</td></tr> </table> <p>The Annual Meeting adjourned at 9:20 am.</p>	Trustee Epstein	Yes	Trustee George	Yes	Trustee Hebert	Yes	Trustee Johnson	Yes	Trustee Plotkin	Yes,	Trustee Rosa	Yes,	Trustee Smith	Yes	Trustee Williams	Yes	Chair Gilbert	Yes
Trustee Epstein	Yes																		
Trustee George	Yes																		
Trustee Hebert	Yes																		
Trustee Johnson	Yes																		
Trustee Plotkin	Yes,																		
Trustee Rosa	Yes,																		
Trustee Smith	Yes																		
Trustee Williams	Yes																		
Chair Gilbert	Yes																		
	<p>There was a ten minute break.</p>																		
<p>REGULAR MEETING MEMBERS PRESENT (in person)</p>	<p>Robert W. Gilbert, Chair Trustee George Ted Hebert Evan Plotkin Vanessa Smith</p>																		
<p>REGULAR MEETING MEMBERS PRESENT (via Zoom)</p>	<p>Charles Epstein Yolanda Johnson Nayroby Rosa Eleanor Williams</p>																		

REGULAR MEETING MEMBERS ABSENT	Ivonne Vidal																		
REGULAR MEETING ALSO PRESENT (in person)	Karen Desjeans, Barney Garcia, Jeff Hayden, Olivia Kynard, Evelyn Rivera-Riffenburg, Christina Royal, Narayan Sampath, Amanda Sbriscia, and Chris Yurko.																		
REGULAR MEETING ALSO PRESENT (via Zoom)	Alan Bloomgarden, Beth Breton, Maria Brunelle, Vanny Chen, Julissa Colon, Veena Dhankher, Mary Dixey, Curt Foster, Adina Gianelli, Judy Gregoire, Raúl Gutiérrez, Mark Hudgik, Jane Johnson Vottero, Johanna Lebron, Lauren LeClair, Jane Lerner, Irma Medina, Savohna Reid-Smith, Michelle Robak, Denise Roy, Shannon Sarkisian, Shannon Shatos, Idelia Smith, Jeannette Smith, Kim Straceski, Renee Tastad, Sandra Womeldorf, and Todd Wonders																		
REGULAR MEETING CALL TO ORDER	<p>At 9:31 am, the Regular Meeting of the Board of Trustees was officially called to order by Chair Robert Gilbert.</p> <p>Roll Call Attendance:</p> <table data-bbox="532 705 1127 1003"> <tr><td>Trustee Epstein</td><td>Yes</td></tr> <tr><td>Trustee George</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 Plotkin</td><td>Left the meeting at 9:28 am</td></tr> <tr><td>Trustee Rosa</td><td>Yes</td></tr> <tr><td>Trustee Smith</td><td>Yes</td></tr> <tr><td>Trustee Williams</td><td>Yes</td></tr> <tr><td>Chair Gilbert</td><td>Yes</td></tr> </table>	Trustee Epstein	Yes	Trustee George	Yes	Trustee Hebert	Yes	Trustee Johnson	Yes	Trustee Plotkin	Left the meeting at 9:28 am	Trustee Rosa	Yes	Trustee Smith	Yes	Trustee Williams	Yes	Chair Gilbert	Yes
Trustee Epstein	Yes																		
Trustee George	Yes																		
Trustee Hebert	Yes																		
Trustee Johnson	Yes																		
Trustee Plotkin	Left the meeting at 9:28 am																		
Trustee Rosa	Yes																		
Trustee Smith	Yes																		
Trustee Williams	Yes																		
Chair Gilbert	Yes																		
CONSIDERATION OF CONSENT AGENDA ITEMS	<p>Chair Gilbert asked if any consent agenda items needed to be moved to the regular agenda; and noted the cancellation of the July 25, 2023 meeting.</p> <ul data-bbox="613 1142 1403 1409" style="list-style-type: none"> • Consideration of Minutes for Board of Trustees Meeting of May 23, 2023 • Report of Personnel Actions dated June 27, 2023 • Report of Department Chairs/Curriculum Coordinator/Program Coordinator dated June 27, 2023 • Consideration of the cancellation of the July 25, 2023 Board Meeting • Committee Reports <p>A motion was made by Trustee Williams, and seconded by Trustee Epstein to approve the Consent Agenda as presented.</p> <p>Roll Call:</p> <table data-bbox="532 1583 894 1850"> <tr><td>Trustee Epstein</td><td>Yes</td></tr> <tr><td>Trustee George</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 Rosa</td><td>Yes</td></tr> <tr><td>Trustee Smith</td><td>Abstain</td></tr> <tr><td>Trustee Williams</td><td>Yes</td></tr> <tr><td>Chair Gilbert</td><td>Yes</td></tr> </table>	Trustee Epstein	Yes	Trustee George	Yes	Trustee Hebert	Yes	Trustee Johnson	Yes	Trustee Rosa	Yes	Trustee Smith	Abstain	Trustee Williams	Yes	Chair Gilbert	Yes		
Trustee Epstein	Yes																		
Trustee George	Yes																		
Trustee Hebert	Yes																		
Trustee Johnson	Yes																		
Trustee Rosa	Yes																		
Trustee Smith	Abstain																		
Trustee Williams	Yes																		
Chair Gilbert	Yes																		
AUDIT AND FINANCE COMMITTEE REPRT	Trustee Epstein provided an update on the Investment RFP as the Committee is conducting final presentations for those organization responding to the RFP. Once the Committee reconvenes, they will make a recommendation to the Board																		

on who will be managing the College’s investment funds.

Vice President Sampath discussed the motion to approve the balanced FY 24 budget. He presented the remainder of his presentation from the Annual Meeting (focused on the FY 2024 Budget motion) as follows:

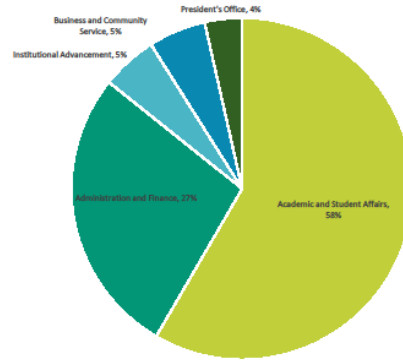
Budgeted Revenue (State/Trust Funds) in Fiscal Year 2024



REVENUE		
State Appropriation	\$25,035,101	48%
State Appropriation Fringe Benefits	\$10,014,040	19%
Tuition & Fees	\$14,061,182	27%
Administrative Allowance	\$ 650,000	1%
Business and Community Service	\$ 1,600,000	3%
HCC Foundation	\$ 290,000	0.6%
Total Revenue	\$51,650,323	100%

Educate. Inspire. Connect.

Budgeted Expenses in Fiscal Year 2024



EXPENSES		
Academic and Student Affairs	\$30,161,318	58%
Administration and Finance	\$14,125,513	27%
Institutional Advancement	\$ 2,727,682	5%
Business and Community Service	\$ 2,809,381	5%
President's Office	\$ 1,826,429	4%
Total Expense	\$51,650,323	100%

Educate. Inspire. Connect.

Vice President Sampath read the motion aloud for consideration.

	<p>Motion</p> <hr/> <p><i>Move that the Board of Trustees approve the balanced FY 2024 budget. The budget includes general operating trust funds and the auxiliary enterprise funds as presented with the express approval of all purchases and to authorize the President or her designee to transfer among departments as needed during the fiscal year. This approval includes student course material fees.</i></p> <p style="text-align: right;">Educate. Inspire. Connect.</p>																
	<p>A motion was made by Trustee Johnson and seconded by Trustee Epstein to approve the motion to approve the balanced FY 24 budget. The budget includes general operating trust funds, and the auxiliary enterprise funds as presented with the express approval of all purchases and to authorize the President or her designee to transfer among departments as needed during the fiscal year. This approval includes student course material fees.</p> <p>Roll Call:</p> <table border="0"> <tr><td>Trustee Epstein</td><td>Yes</td></tr> <tr><td>Trustee George</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 Rosa</td><td>Yes</td></tr> <tr><td>Trustee Smith</td><td>Yes</td></tr> <tr><td>Trustee Williams</td><td>Yes</td></tr> <tr><td>Chair Gilbert</td><td>Yes</td></tr> </table>	Trustee Epstein	Yes	Trustee George	Yes	Trustee Hebert	Yes	Trustee Johnson	Yes	Trustee Rosa	Yes	Trustee Smith	Yes	Trustee Williams	Yes	Chair Gilbert	Yes
Trustee Epstein	Yes																
Trustee George	Yes																
Trustee Hebert	Yes																
Trustee Johnson	Yes																
Trustee Rosa	Yes																
Trustee Smith	Yes																
Trustee Williams	Yes																
Chair Gilbert	Yes																
<p>REPORT OF THE CHAIR</p>	<p>Chair Gilbert shared the highlights since the last meeting.</p> <ul style="list-style-type: none"> • Attended the Audit and Finance Committee meeting • Continued conversations and emails with Dr. George Timmons to prepare for his arrive in mid-July. <p>Chair Gilbert discussed an incident that occurred on May 25, 2023. President Royal and I received a letter of concern from the EDI Council. We read it and have prepared a letter of response. This letter has been sent to all trustees and to the EDI Council. He read the letter aloud:</p> <p style="padding-left: 40px;">To the members of the College’s Equity, Diversity, and Inclusion (EDI) Council:</p> <p style="padding-left: 40px;">I write on behalf of Holyoke Community College’s Board of Trustees and President Christina Royal, to respond to your May 25, 2023 letter, which expressed concern with comments made during the April 25, 2023</p>																

Board meeting which have been characterized as both implicitly and explicitly racist, as well as with the Board’s response (or lack thereof) to these comments during the meeting. Your letter reflects the College’s bold commitment to EDI, and to building an anti-racist community. This work is difficult, but the thoughtful and pointed approach taken by the EDI Council allows us to, as you state, continue dialogue toward creating an equitable working environment for all. Thank you for the time and care the Council devoted to this communication, and for providing the Board with this opportunity to learn and grow.

Both President Royal and I took separate opportunities following the April 25, 2023 Board meeting to address with the individual the concerning comments highlighted in your letter. That individual is deeply remorseful and understands that the comments were insensitive and hurtful to our community. As a full board, we have discussed the impact that allowing such comments to go unchecked can have on our community and on one’s ability to learn and correct, and we have engaged in self-reflection on our inaction and how we can do better going forward. We must have these difficult conversations with one another, and we appreciate the dialogue that your letter has encouraged. We are a collection of learners, leaders, and educators connected by a need to improve our world, and a community that holds itself to high standards of acceptance, inclusion, and belonging. We aspire to these high standards every day; and some days, we may get it wrong.

The Board has pledged to learn and grow from this recent experience; to engage in continued self-reflection with a commitment to action. All Trustees will continue to actively participate in professional development to advance our EDI work which will now include mandatory equity training specifically focused on the intersection of racism and linguisticism. Further, the Board’s Statement on Anti-Racism includes a Board self-assessment survey, and we will be adding to this assessment measurable outcomes to evaluate our progress. Together, we will strengthen our understanding of what it means – and what it will take – to become an anti-racist community.

The Board Equity Committee will be inviting the EDI Council to meet to discuss the work ahead. There have been some collaborations in the past but we would like to renew and strengthen our partnership as it creates necessary space for ongoing dialogue, which we welcome. We know that this work is iterative; it requires us to truly live our institutional values, to practice humility and accountability with grace. This is the most important work of our time, and this moment is yet another step along our journey in service to our students and the College.

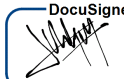
Finally, please note that we agree with the need for transparency and public redress. To that end I will be sharing the contents of this letter at the scheduled June 27, 2023 Board meeting to demonstrate the Board’s renewed commitment and accountability for an anti-racist community.

Thank you,
Robert Gilbert
Chair, Board of Trustees
Holyoke Community College
Cc: Dr. Christina Royal, President


Irma Medina thanked the Board for the opportunity to respond, and

	<p>expressed appreciation of the mutual dialogue that President Royal and Board members have recognized the severity of the issue and that it has been addressed with the individual. She stated that in her role as Chair of the EDI Council, the Committee will discuss this letter at the next meeting.</p> <p>Chai Gilbert took the opportunity to celebrate President Christina Royal with a special announcement. As the fourth President of Holyoke Community College, she was the first female queer person of color to assume this leadership role. During her tenure, Dr. Royal was a champion of equity, diversity and inclusion. The HCC Board of Trustees announced the establishment of the Christina Royal Equity Award. This award will honor Dr. Royal’s legacy and recognize an HCC employee each year who have demonstrated a sustained commitment to advancing equity. The annual recipient will receive a plaque with a monetary award funded by the HCC Foundation. The Board is pleased to share that the Christina Royal Equity Award has been established today and your contributions totaling more than \$10,000. On behalf of the Board of Trustees, thank you President Royal for your commitment to advancing equity, diversity and inclusion and for inspiring us to continue this work into the future.</p>																
<p>PRESIDENT’S REPORT:</p>	<p>President Royal thanked the Trustees, and expressed gratitude to Chair Gilbert and the Board of Trustees. The work of HCC will continue with this community and students. Some of her proudest moments include building a great team, building an equity agenda and addressing students’ basic needs.</p>																
<p>ADJOURNMENT OF MEETING</p>	<p>On a motion by Trustee Williams and seconded by Trustee George it was VOTED to adjourn the meeting.</p> <p>Roll Call:</p> <table data-bbox="532 1203 852 1470"> <tr><td>Trustee Epstein</td><td>Yes</td></tr> <tr><td>Trustee George</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 Rosa</td><td>Yes</td></tr> <tr><td>Trustee Smith</td><td>Yes</td></tr> <tr><td>Trustee Williams</td><td>Yes</td></tr> <tr><td>Chair Gilbert</td><td>Yes</td></tr> </table> <p>The meeting was adjourned at 10:10 a.m.</p>	Trustee Epstein	Yes	Trustee George	Yes	Trustee Hebert	Yes	Trustee Johnson	Yes	Trustee Rosa	Yes	Trustee Smith	Yes	Trustee Williams	Yes	Chair Gilbert	Yes
Trustee Epstein	Yes																
Trustee George	Yes																
Trustee Hebert	Yes																
Trustee Johnson	Yes																
Trustee Rosa	Yes																
Trustee Smith	Yes																
Trustee Williams	Yes																
Chair Gilbert	Yes																

Respectfully submitted,

DocuSigned by:

 CDAC0916A5464E4...
 Ivonne Vidal,
 Secretary Board of Trustees

8/25/2023

DocuSigned by:

 D1FC1283608C487...
 Approved: Robert W. Gilbert, Jr., Chair

8/26/2023