



Board of Trustees Meeting Minutes

September 24, 2024

Holyoke Community College

September 24, 2024 at 8:00 AM EST

Remote and In Person, Frost 309 Conference Room

Attendance

Trustees Present:

Nayroby Rosa, Ivonne Vidal and Interim Chair Vanessa Smith

Trustees Remote:

Sonia Dinnall, Charles Epstein, Ted Hebert, Yolanda Johnson, and Eleanor Williams

Trustees Absent:

Evan Plotkin

In Person Guests:

Teresa Beaudry, Karen Desjeans, Julius Dixon, Barney Garcia, Kim Hicks, Olivia Kynard, Sharale Mathis, Julie Phillips, William Reyes-Cubides, Amanda Sbriscia, John Sieracki, Goerge Timmons, Rebecca Townsend, Marlowe, Washington, and Chris Yurko

Remote Guests:

Pesha Black, Alan Bloomgarden, Beth Breton, Saul Caban, Vanny Chen. Veena Dhanker, Mayra Diaz, Curt Foster, Judy Gregoire, Jeff Hayden, Liz Hurley, Jennifer Kerr, Johanna Lebron, Jane Lerner, Ann Mistivar and Jeannette Smith

MEETING

I. Call to Order: Interim Chair Vanessa Smith called the the 431st meeting of the Holyoke Community College Board of Trustees to order at 8:05 am.

II. Roll Call

Roll Call Vote:

YES: Sonia Dinnall, Charles Epstein, Ted Hebert, Yolanda Johnson, Nayroby Rosa, and Interim Chair Vanessa Smith

Ivonne Vidal entered at 8:19 am

Eleanor Williams entered at 8:06 am

III. Consent Agenda

A. Consideration of the Minutes for the Board of Trustees Meeting of August 27, 2024

B. Report of Personnel Actions dated August 27, 2024 (*see attached*)

C. To empower the President of the College to approve all personnel actions prior to the next meeting.

Roll Call Vote for Consent Agenda

A motion was made by Trustee Rosa and seconded by Trustee Epstein to accept the Consent Agenda as presented.

YES: Sonia Dinnall, Charles Epstein, Ted Hebert, Yolanda Johnson, Nayroby Rosa, , Eleanor Williams and Interim Chair Vanessa Smith

Ivonne Vidal entered at 8:19 am

IV. Committee Reports

- Audit and Finance Committee – Trustee Epstein reported that the Committee made the decision a while back to increase our equity exposure of our investment funds. He reported that the decision has been profitable for the College
- By-Laws and Governance Committee – Trustee Vidal reported that the Committee will be sending out a questionnaire on competencies to see the strengths each Board member brings to the Board. The Committee is also planning with Dr. Sharale Mathis' guidance, a half-day in-person Board Retreat on the work of assessment of the Board for the NECHE Accreditation report. Karen will be sending out a Doodle Poll with some date options – please respond as soon as possible. The Committee is also proposing changes to the Trustee website page to include more information on each of us so everyone can be familiar with who we are and where work.
- Equity Committee – Trustee Johnson invited all Trustees to the Equity Committee's In-Person Workshop with the Massachusetts Department of Education on Monday, September 30, 2024 starting at 9 am, and ending at 12 pm. This workshop will continue to deepen the knowledge around the State's Equity Agenda, and how that impacts the College. Trustees will be joined by members of the President's Cabinet.
- Strategic Planning – Trustee Rosa reported that today's presentation later this morning by Dr. Mathis and Dr. Dhankher will show the progress of Year 2 of the Strategic Plan. These results were reviewed by the Committee earlier this month.

V. Nominating and Presidential Evaluation Committee

Interim Chair Smith reported that the Presidential Evaluation Committee has completed their work. Members of this Committee put in a lot of work in pulling this information together. The Committee worked with an outside consultant, Elizabeth Denny, in serving multiple constituencies, including the President's Cabinet, the Equity, Diversity and Inclusion (EDI) Council and both full-time and adjunct faculty (for anyone who taught a course in the last year). We collected data from the Board of Higher Education and from the College's data sources to complete the evaluation of President Timmons. It is the Committee's recommendation to the Commissioner of Higher Education the following motion.

A motion was made by Trustee Johnson and seconded by Trustee Epstein to accept the report of the Presidential Evaluation Committee, including the recommendation that Dr. George Timmons receive the maximum increase, including of increases such as merit and cost of living, as determined by the Board of Higher Education effective July 1, 2024.

YES: Sonia Dinnall, Charles Epstein, Ted Hebert, Yolanda Johnson, Nayroby Rosa, Ivonne Vidal, Eleanor Williams and Interim Chair Vanessa Smith

VI. Report of the Interim Chair – Interim Chair Smith's effort has been spent on the Presidential evaluation as just discussed.

VII. President's Report

President Timmons reported:

- The College has been selected to be a member of the JED Campus Community College Collaborative for Student Parents, a transformative initiative designed to support community colleges in enhancing the mental health and well-being of parenting students. This support also comes with \$5,000 from the JED foundation.
- This semester, I, along with Trustee Epstein, have been hosting monthly luncheons with area community members.
- He thanked Professor Michelle Cabral for the opportunity to be a guest lecturer in your Business 101 class. The focus was to share his story from college student to college President, and having a business degree helped prepare him for this role.
- The College chartered a bus to Community College Night the Worcester Red Sox (WooSox). There were approximately 50 students and staff that took part in the night's festivities.
- He thanked Dr. Marlowe Washington, the EDI Council and those responsible for the resurgence of the Black Leadership Council (BLC). The EDI Council will be hosting a luncheon to recognize the outstanding contributions and the dedication to fostering a culture of inclusivity and equity within Holyoke Community College.
- He invited everyone to the 7th Annual Phillips Festival on Saturday, September 28, 2024 at 7:30 pm. The Festival honors Leslie Phillips, the esteemed founder of HCC's Theater Department, by raising funds for the LESLIE PHILLIPS FUND for Arts and Education at HCC.
- Congratulations to Dr. Amanda Sbriscia on being named to the Council of Foundation Leaders for the Association of Governing Boards of Universities and Colleges.
- He was honored to be a guest speaker at the Holyoke YMCA, where he spoke with teenagers on the importance of dressing for success; and the importance of setting career goals. We are planning to bring a group to campus for a tour.

President Timmons introduced Dr. Sharale Mathis and Dr. Veena Dhankher who presented the following:

**HOLYOKE
COMMUNITY
COLLEGE**

Strategic Plan FY2023-FY2026 Metrics Update Assessing Our Progress in Year 2

HCC Board of Trustees

September 24, 2024

Educate. Inspire. Connect.

Strategic Plan Refresh: FY23-26

Teaching & Learning

Strategy #1: Enhance and expand innovative teaching and learning practices that result in a quality education for all.

Workforce Development & Transfer

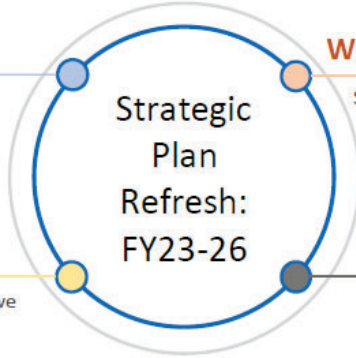
Strategy #3: Align program outcomes with workforce demands and student needs for employment and transfer.

Equity & Student Success

Strategy #2: Collaborate with the communities we serve to increase equity.

Financial Sustainability

Strategy #4: Create a sustainable model for long term financial stability and growth.



17 measurable outcomes:

- 4 Equity Gap metrics
- 6 Student Success metrics
- 5 Financial Sustainability metrics
- 2 Non-credit metrics

- Each metric has a baseline and target data point
- We completed 2 years of our Strategic plan
 - Year 1 - FY2023
 - Year 2 - FY2024

Outline

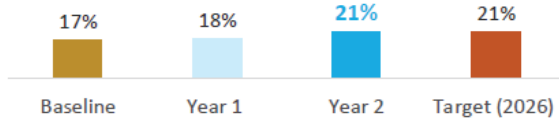
- Assessing Our Progress in Year 2
 - Met the Target
 - Outstanding progress
 - Slow progress/no progress
- Summary



Met the Target

8 Metrics Met the Target

1.3 Increase the 150% graduation rate for first-time degree/certificate seeking students

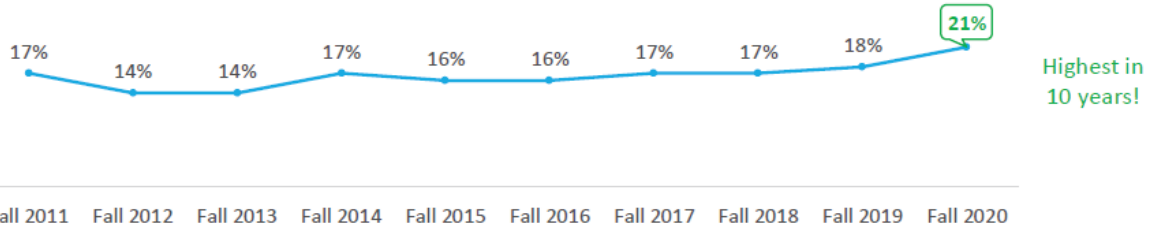


150% Graduation Rate Year 2:

21% of Fall 2020 cohort graduated as of August 2023 - highest ever

Distance from Target (based on Year 2) = 0 points

Graduation Rate (150%): 10-year Trend for first-time degree/certificate seeking students

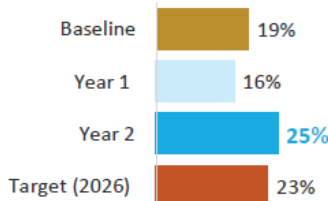


Continued on next slide >>>

Met the Target

8 Metrics Met the Target

3.1 Increase the 150% transfer rate for first-time degree/certificate seeking students to 4-year institution



Transfer Rate Year 2 (Fall 2020 cohort):

25% of Fall 2020 cohort transferred out within 150% of normal time (as of August 2023)

Distance from Target (based on Year 2) = +2 points

Transfer Rate (150%): 8-year Trend for first-time degree/certificate seeking students

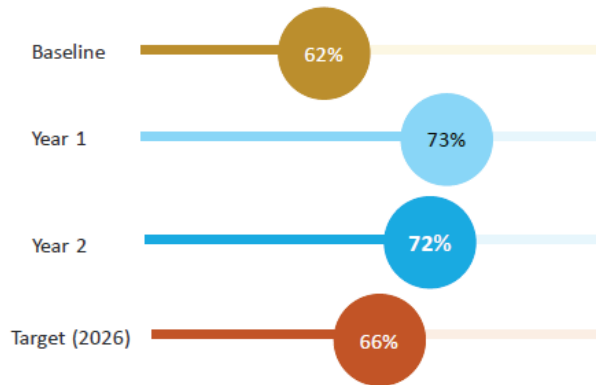


Continued on next slide >>>

Met the Target

8 Metrics Met the Target

3.4. Increase the percentage of students who become employed upon graduation/completion.



Year 2 (Class of 2023)

- A total of 529 Class of 2023 graduates were surveyed by the Alumni office (graduates identified using Raiser's Edge) between April–June 2024
- A total of 74 graduates responded to the survey- 14% response rate.
- 53 of the 74 graduate respondents (72%) indicated they were employed.

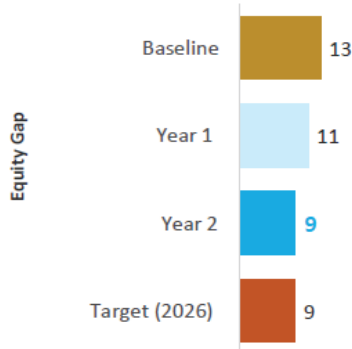
Source: Graduate Survey administered by the Alumni office

Continued on next slide >>>

Met the Target

8 Metrics Met the Target

2.2 Decrease the retention rate gap between first-time degree/certificate seeking *white students* and *students of color*



Equity Gap in Retention Year 2 (Fall 2022 cohort):

9 points gap in white and students of color retention rate

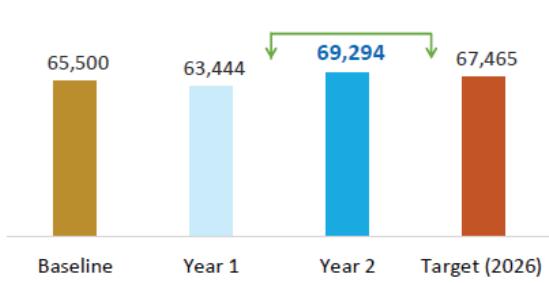
Equity Gap: Equity gaps are calculated by subtracting the success rate of students of color from the success rate of white students. Therefore, they are presented as points, not percentages.

Continued on next slide >>>

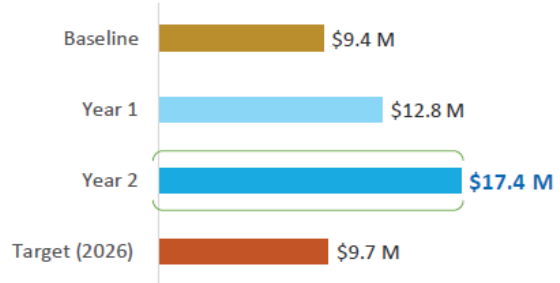
Met the Target

8 Metrics Met the Target

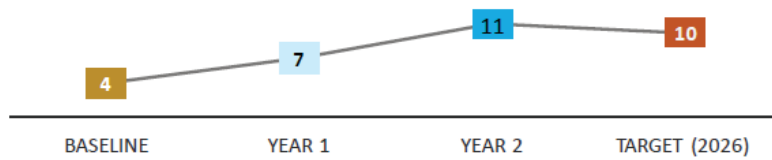
4.1. Increase total annual credit hours



4.4. Increase revenue streams beyond student tuition and fees



4.5. Increase the implementation of process reimagine and redesign (PRR) projects

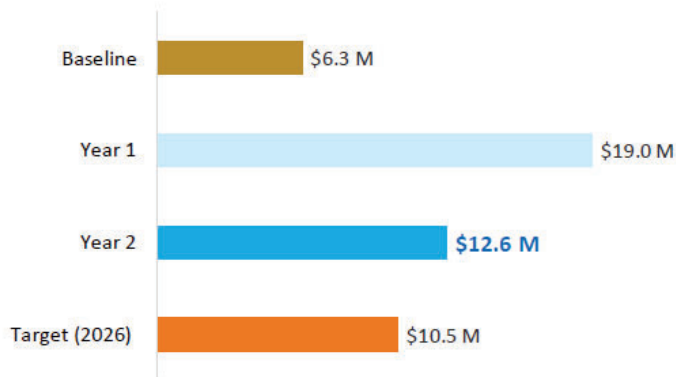


Continued on next slide >>>

Met the Target

8 Metrics Met the Target

4.2. Increase total annual revenue in charitable contributions, including estate commitments, to the HCC Foundation

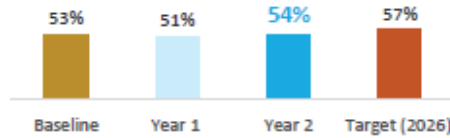


Outstanding Progress

4 Metrics Showing Notable Progress

	Baseline	Year 1	Year 2	Target
1.1 Increase the Fall <u>course completion rate</u>	77%	76.4%	78.5%	81%

1.2 Increase the Fall-to-Fall retention rate for first-time degree/certificate seeking students



Fall-to-Fall Retention Year 2 (Fall 2022 cohort):

54% of Fall 2022 cohort returned in Fall 2023

Distance from Target (based on Year 2) = 3 point

Continued on next slide >>>

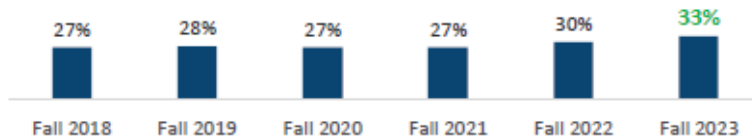
Outstanding Progress

4 Metrics Showing Notable Progress

2.5 Increase Hispanic Fall FTE

Baseline	Year 1	Year 2	Target (2026)
660	575	687	772

Hispanic Student Headcount: as % of total known Race/Ethnicity

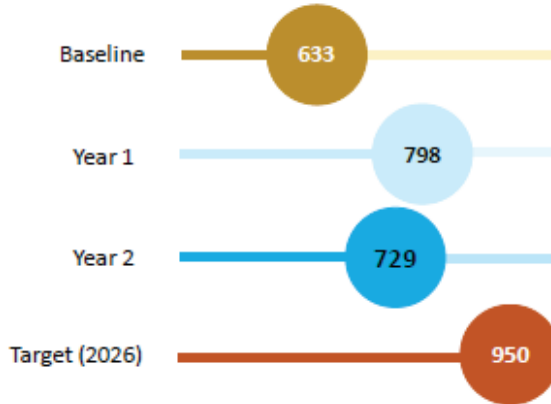


Continued on next slide >>>

Outstanding Progress

4 Metrics Showing Notable Progress

4.3 Increase the total annual number of unique donors making gifts to the HCC Foundation



Slow Progress

5 Metrics Showing Static Outcome

Racial Equity Gap: White vs. Students of Color

	Baseline	Year 1	Year 2	Target
2.1. Course Completion Rate Gap	10 points	12 points	10 points	6 points
2.3. 150% Graduation Rate Gap	11 points	18 points	11 points	7 points
2.4. 150% Transfer Rate Gap	11 points	13 points	11 points	7 points

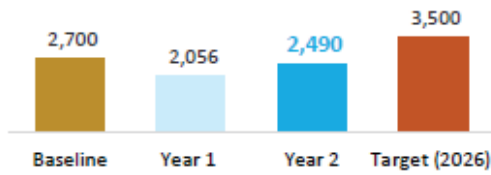
Equity Gap: Equity gaps are calculated by subtracting the success rate of students of color from the success rate of white students. Therefore, they are presented as points, not percentages.

Continued on next slide >>>

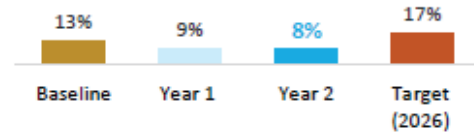
Slow Progress

5 Metrics Showing Static Outcome

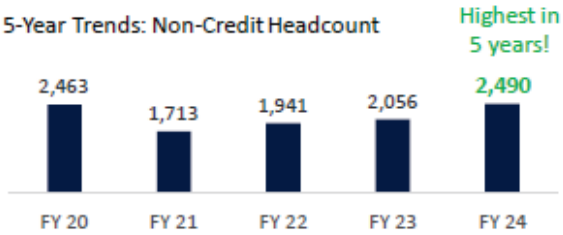
3.2 Increase non-credit enrollment



3.3 Increase the percentage of non-credit students matriculating into credit programming



5-Year Trends: Non-Credit Headcount

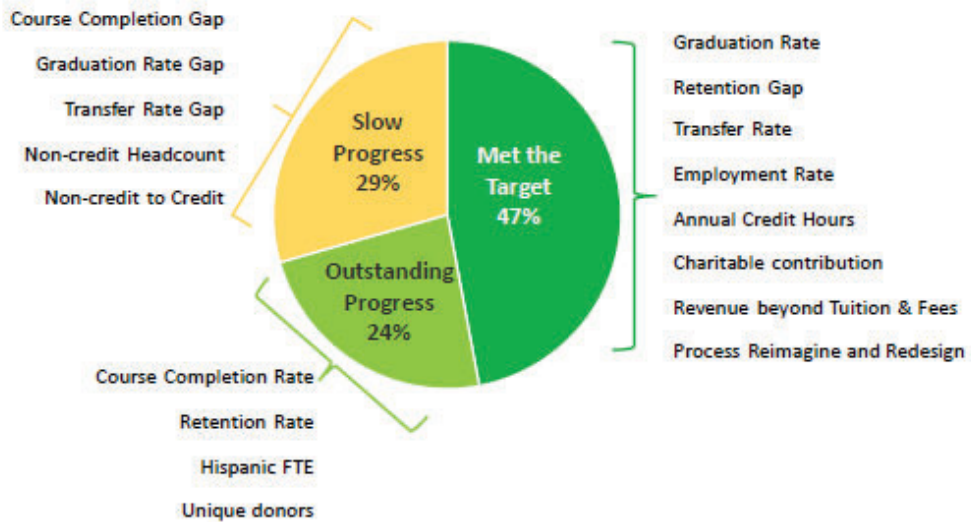


Year 2 (FY 2023):

Non-credit to credit matriculation rate: 8%

FY 2023 Non-credit students were tracked into credit enrollment within 1 year of the non-credit program completion date.

Summary: % of All Metrics



- **Successes:**
 - Overall graduation rate and transfer rates are highest ever
 - Retention rate gap of 9 points is the narrowest since 2006.
 - An increase in Hispanic student headcount and FTE
 - Fall 2023 course completions rate (78.5%) is the highest for the fall semesters.
- **Challenges:**
 - Equity gaps for course completion, graduation, and transfer rate
 - Non-credit to credit
- **Opportunities:**
 - Progress report: Early Alert using EAB Navigate with increased participation from faculty
 - Targeted recruitment: stop-out students, no-shows, Hispanic students etc.
 - Institutional investments in equity-focused programs (e.g. El Centro)
 - MassEducate and MassReconnect (free community college)
 - SUCCESS Funds: ALANA & SAMP
 - Unit/divisional Strategic plan goals aligned with the College's Strategic Plan

Thank you!



VIII. Board Engagement Opportunities (see attached)

IX. Adjournment

Roll Call Vote for Adjournment

A motion to adjourn was made by Trustee Rosa and seconded by Trustee Vidal to adjourn the 431st meeting of the Holyoke Community College Board of Trustees at 9:04 am.

YES: Sonia Dinnall, Charles Epstein, Ted Hebert, Yolanda Johnson, Nayroby Rosa, Ivonne Vidal, Eleanor Williams and Interim Chair Vanessa Smith

**HOLYOKE COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT**

MEMORANDUM

TO: Board of Trustees
FROM: Dr. George Timmons, President
DATE: September 23, 2024
SUBJECT: Personnel Updates

Non-Unit Professional Appointments

Name	Title/Area/Funding	Date of Hire
JulieAnne Schortmann	Acting Associate Dean of Education, Health Careers, Culinary Arts And Human Services/State Funded	09/05/2024
Emmy Phelps	Western Professional Development Center Community Coach (Bilingual)/Early Childhood Program/Grant Funded	09/23/2024
Arvard Lingham	Executive Director of Community Education and Corporate Training/Business and Community Services/State Funded	07/01/2024

MCCC Professional Appointment

Name	Title/Area/Funding	Date of Hire
Lindsey Pare	Coordinator of Student Activities/Student Affairs/State Funded	09/23/2024

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

BOARD OF TRUSTEES BOARD ENGAGEMENT OPPORTUNITIES - FY 2024/2025

SEPTEMBER 2024

- September 30, 2024 SAVE THE DATE - Board of Trustees Equity Committee Workshop (9 am-10:15 am in person)

OCTOBER 2024

- October 16, 2024 STEM Starter Academy: Celebrating 12 Years of Empowering Students & Strengthening Industry with MA Secretary of Higher Education, Dr. Patrick Tutwiler and MA Commissioner of Higher Education, Dr. Noe Ortega. 10 am-11 am – via Zoom <https://us02web.zoom.us/j/85748288760>
- October 16, 2024 Reader Raves 2025 Celebration, The Log Cabin, 6 pm

NOVEMBER 2024

- November 14, 2024 Adult Learner Space Ribbon Cutting/Dedication 11-1 pm

DECEMBER 2024

- December 2, 2024 Save the Date - Fall Graduate Reception, 5:30 pm
-

JANUARY 2025

- January 15, 2025 HCC Professional Day/President’s Welcome
- January 21, 2025 Spring Semester Begins

FEBRUARY 2025

- February 4-7, 2025 ACCT Community College Legislative Summit, Washington, DC

MARCH 2025

- March 4, 2025 TogetherHCC Day of Giving
-

APRIL 2025

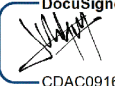
-

MAY 2025

- May 21, 2025 Celebration of Faculty & Staff (am) and Honors & Awards Night (pm)
- **May 31, 2025 HCC Commencement at MassMutual Center 10-12 pm**

JUNE 2025

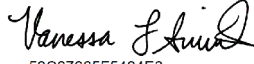
Respectfully submitted,

DocuSigned by:

CDAC0916A5464E4...

10/24/2024

Ivonne Vidal
Secretary, Board of Trustees

DocuSigned by:



10/28/2024

59C67665F5494E3...

Approved: Vanessa L. Smith
Interim Board Chair, Board of Trustees