

**HOLYOKE COMMUNITY COLLEGE
BOARD OF TRUSTEES
FINANCE COMMITTEE**

MEETING MINUTES of June 7, 2016
Frost Building, FR 309 Conference Room

Trustees PRESENT: John Ferriter, Chair; Robert Gilbert; John Vaccaro; Steve Mitus, and Suzanne Parker

Trustees not present: Evan Plotkin

Also Present: William Messner, President; William Fogarty, Vice President for Administration & Finance; Marcia Mitchell, Interim Comptroller; Curt Foster, Interim Assistant Comptroller; Dan Campbell, Director of Facilities and Engineering; Erica Broman, Vice President for Institutional Development; and Karen Desjeans, Staff Assistant.

The meeting was called to order by Chair Ferriter at 7:58 am.

- Approval of Finance Committee Minutes of April 13, 2016.

A motion was made by Trustee Vaccaro and seconded by Trustee Gilbert to approve the meeting minutes of April 13, 2016. It was approved unanimously.

- Recommendation of full board approval of the local funds budget.

Vice President Fogarty discussed the Local Funds Budget spreadsheet for fiscal year 2017. There was discussion about the Bookstore's decrease in both revenue and expenses. Vice President Fogarty explained that it will be an unusual year for the Bookstore as construction begins on the Campus Center. The Bookstore will be moving to temporary headquarters and selling books online starting in the Spring semester 2017. A Bookstore Transition Team has engaged a bookstore consultant and there will be a marketing campaign to inform students.

Recommended Motion: Move that Board of Trustees approve the FY 2017 budgets for the General Operating Trust Fund, the Restricted and Sponsored Activity Trust Fund and the Auxiliary Enterprises Trust Fund as presented with the express approval of all purchases in any amount, to authorize the President or his designee to transfer among subsidiaries as needed during the fiscal year.

The motion was made by Trustee Vaccaro and seconded by Trustee Gilbert to approve the above motion. It was approved unanimously.

- Authorization to amend the local funds budget recommendation in the event the Senate increases the College's appropriation for collective bargaining costs.

Vice President Fogarty explained that the reasoning behind the Motion. The Senate version of the budget is higher than the House version, therefore, if the Senate version passes, the College would have a plan of action without having to re-convene the Committee. In an effort to work with tighter budgets as enrollment declines, the College is working hard to look at what courses we offer and not to run under-enrolled classes.

There was further discussion around each item that was listed in priority order. The Committee felt strongly that funds should be re-directed toward student retention. Vice President Fogarty stated that it would be the direction that the Senior Staff would be discussing at their upcoming Retreat. Two things: 1) looking at the achievement gap between white and under-represented students; and 2) the whole advising structure. The group will come up with concrete items and ideas so the College could move forward. Trustee Vaccaro would like to see the funds be redirected toward student retention and allow enough flexibility to move things around, and possibly apply for grant funding to help with any associated costs. Vice President Fogarty discussed the

problem with grant money is that it is here today and gone tomorrow and it is a very difficult to proceed. The College will continue to trim the budget and re-direct funds to the support of students. After further discussion, the Committee felt that the last line of the motion should be removed, “with the last two items each subject to partial reduction.”

Contingency Motion Approved by the Board of Trustees Finance Committee: In the event that the college’s FY 2017 state appropriation is increased above the levels approved by the House of Representatives, the committee authorizes staff to amend the committee’s recommendation to the full board to include the following items and amounts to the extent permitted by the additional funding.

- \$82,000 for potential rental payments for the Center for Hospitality and Culinary Arts;
- \$29,500 to replace the current part-time New Student Orientation Specialist with a 30-hour-per week benefited position;
- \$22,000 to replace a temporary Accountant I position in Student Accounts with a full-time position;
- \$20,000 to implement a dispatcher program in Campus Police;
- \$185,000 to fund pay raises for Non-Unit Professional employees averaging 3.0%; and
- \$591,500 for information technology and student success initiatives, and to restore some of the funding cut from the adjunct faculty budget.

The motion was made by Trustee Vaccaro and seconded by Trustee Parker to approve the above motion. It was approved unanimously.

- Recommendation of full board approval of the FY 17-21 Capital Improvements Plan

Vice President Fogarty discussed the Capital Improvement Plan for FY 2017 – FY 2021. These documents include funding from the state, bond funding, EDA, Energy Loan, Massachusetts Life Sciences grant, and fundraising from the Foundation. There was further discussion on the Campus Center project. This project has a long construction timeline and the Committee shared concerns about the state’s tax revenues.

MOTION: Move that the Board of Trustees approve the FY 17 – 21 Capital Improvements Plan as presented.

The motion was made by Trustee Vaccaro and seconded by Trustee Gilbert to approve the above motion. It was approved unanimously.

- Discussion of the April 30, 2016 Monthly Budget Report

Vice President Fogarty provided this monthly budget report for information as part of the effort to inform the Committee about any disruptions in the budget situation due to enrollments. This year the College took back 5 percent of the budget in all cost centers in an effort to balance the budget.

Trustee Parker asked for a future discussion with the Committee on reserves. She asked that the Investment Policy be re-distributed to the Committee.

- Old / New Business

None

The meeting adjourned at 8:44 am.

Respectfully submitted,

A handwritten signature in cursive script, reading "William J. Fogarty". The signature is written in black ink and is positioned below the text "Respectfully submitted,".

Bill Fogarty
Vice President for Administration and Finance