

**HOLYOKE COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Minutes of November 22, 2016

The 354<sup>th</sup> meeting of the Holyoke Community College Board of Trustees was held on Tuesday, November 22, 2016, in the John T. Hickey Conference Room, Chair Robert W. Gilbert, Jr. presiding.

<b>MEMBERS PRESENT</b>	Robert Gilbert Yolanda Johnson Teddy McCormick Steven Mitus Suzanne Parker Lucy Perez Julie Pokela John Vaccaro
<b>NOT PRESENT</b>	Ted Hebert, Evan Plotkin, Katie Stebbins
<b>ALSO PRESENT</b>	Joe Bruseo, Michele Cabral, Karen Desjeans, Veena Dhankher, Mary Dixey, Amy Dopp, Steve Duffany, William Fogarty, Curt Foster, April Graziano, Jeff Hayden, Olivia Kynard, Nelson Lopez, Keith McKittrick, Marcia Mitchell, Ed Murch, Monica Perez, Jose Rivera, JoAnne Rome, Anthony Sbalbi, Michele Snizek, Chris Yurko
<b>CALL TO ORDER</b>	Chair Gilbert called the meeting to order at 8:06 a.m.
<b>APPROVAL OF THE MINUTES</b>	On a motion by Trustee Vaccaro and seconded by Trustee Parker, it was <b>VOTED</b> to approve the minutes of the October 2016 meeting as presented.  On a motion by Trustee McCormick and seconded by Trustee Vaccaro, it was <b>VOTED</b> to approve the minutes of the November 3, 2016, Presidential Selection meeting as presented.
<b>APPROVAL OF PERSONNEL ACTIONS</b>	On a motion by Trustee McCormick and seconded by Trustee Vaccaro, it was <b>VOTED</b> to approve the appointment for the MCCC Unit Professional Staff member as presented.  On a motion by Trustee Mitus and seconded by Trustee Johnson, it was <b>VOTED</b> to approve the appointment of the Program/Work Area Department Chairs as presented.  On a motion by Trustee McCormick and seconded by Trustee Mitus, it was <b>VOTED</b> to empower the Interim President of the College to approve all personnel actions prior to the next meeting.
<b>MEETING CANCELLATION</b>	On a motion by Trustee Vaccaro and seconded by Trustee Perez, it was <b>VOTED</b> to cancel the Board of Trustees' December 2016 meeting.
<b>REPORT OF THE FINANCE COMMITTEE</b>	Report of the Finance Committee presented by Trustee Mitus and Interim President William Fogarty:

- The cost of the Hospitality & Culinary Arts Center (HCAC) is slightly higher than originally expected. Additional ventilation needed, due to a change in location.
- Budget proposal initially submitted to Economic Development Agency (EDA) was based on the HCAC to be located at the Steam Building. However, when negotiations fell through, the Cubit Building was selected as the new location for the HCAC.
- Change in location is permitted by the EDA, but a new budget proposal may not be submitted by the college.
- If the college were to submit a new budget proposal, it would have to pull its original request and submit a new one for the next grant cycle. This would affect the timeline for when the HCAC would open. Trustee McCormick asked why there was a need to stay on schedule. Interim President Fogarty explained to the Board, “With MGM (Springfield) planning to open in the fall of 2018, the college would like at least one full year to train potential employees”.
- HCC can submit a supplemental budget request to the EDA for consideration, but must be submitted with estimates from actual bids, and not from an architect.
- In order to sign the construction contract to go ahead with the renovations, the college needs to secure all of its financing up front. Therefore, the Finance Committee proposed to the Board the following:

*Whereas, the Holyoke Community College Foundation (the Foundation) has undertaken the creation of a hospitality and culinary arts center (the Center) on behalf of Holyoke Community College (the College); and,*

*Whereas, the College and the Foundation have jointly and individually obtained funding of \$4,186,500 from a variety of sources (U.S. Department of Commerce, the Commonwealth of Massachusetts, and MGM Resorts International, and \$387,300 of grant match funds); and,*

*Whereas, the U.S. Department of Commerce requires that 100% of the funding to complete the Center be guaranteed before it will make the granted funds available to cover expenses; and,*

*Whereas, the amount of estimated funds required to complete the project exceeds the available funds by \$1.9 million; and*

*Whereas, the HCC Foundation will continue to fundraise, apply for applicable new grant funds, and file an amended application with the U.S. Department of Commerce to address the current shortfall;*

*Now, therefore, the Finance Committee of the Board of Trustees of the College recommends that the full Board of Trustees move and vote approval of supplemental rent payments, or other financial guarantee, to the HCC Foundation of up to \$1.9 million upon occupancy of the Hospitality and Culinary Arts Center.*

On a motion by Chair Gilbert and seconded by Trustee Vaccaro, it was **VOTED** to approve supplemental rent payments, or other financial guarantee,

	to the HCC Foundation of up to \$1.9 million upon occupancy of the Hospitality and Culinary Arts Center. Trustee McCormick abstained.
<b>PRESIDENTIAL TRANSITION</b>	<ul style="list-style-type: none"> <li>• Dr. Christina Royal will be meeting with the Board of Higher Education on November 29, 2016 to finalize her appointment as HCC President.</li> <li>• Dr. Royal is scheduled to begin her tenure as President on January 9, 2017.</li> <li>• Efforts to welcome Dr. Royal to the college, and the local community, are underway.</li> </ul>
<b>REPORT OF THE CHAIR</b>	<ul style="list-style-type: none"> <li>• Chair Gilbert attended the Statewide Trustees Conference on October 27, 2016. One of the conference’s main focuses was on “risk-sharing” in regards to student loan defaults.</li> <li>• Chair Gilbert attended a regional Workshop held by the state’s Division of Capital Asset Management &amp; Maintenance (DCAMM) at HCC on November 9, 2016. A central theme of the Workshop centered on institutions benefiting from the use of previously unused campus/facility space.</li> </ul>
<b>PRESIDENT’S REPORT</b>	<ul style="list-style-type: none"> <li>• <u>Campus Center Update</u> – Campus Center will close prior to the next Board meeting. Temporary food locations will be opened throughout the campus. The cafeteria will open for the first two weeks of the spring 2017 semester. The Book store will be moved to a different location on campus and will be referred to as the Campus Store. Students will be able to buy their books online through MBS Direct. Communications have been sent to students via postcard, email, as well as prominent signage throughout the campus and in classrooms.</li> <li>• <u>Center for Life Sciences Update</u> – Construction for the center will begin this winter, and is scheduled to finish next summer. Another potential source of private HCC Foundation funding has been identified. The college will be submitting an application for this funding. Potential funding would be used to expand the Center for Life Sciences within the Marieb Building, as well as upgrading all of the science labs.</li> </ul> <p>Interim President Fogarty thanked the Board for the privilege and opportunity to serve as the College’s Interim President.</p> <p>Chair Gilbert thanked Interim President Bill Fogarty for serving as the College’s Interim President.</p>
<b>OTHER BUSINESS</b>	Chair Gilbert reviewed policy on Old & New Business for Board meetings. Bylaws allow for the discussion of New Business not originally posted on Agenda by unanimous vote only.
<b>ADJOURNMENT</b>	The meeting was adjourned at 8:54 a.m.

BOT January 2017 - Attachment I

Respectfully submitted,

Teddy McCormick  
Board of Trustees

Approved: Robert W. Gilbert, Jr., Chair, January 24, 2017

**HOLYOKE COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT**

**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Dr. Christina Royal, President

**DATE:** January 24, 2017

**SUBJECT:** Appointments for Non-Unit Professional Staff, MCCC Unit Professional Staff and Faculty

**NON UNIT PROFESSIONAL APPOINTMENTS**

April Graziano – Interim Dean of Social Sciences – 01/01/17 – 07/01/17  
Jennifer Keenan-Jolie – Associate Director of Financial Aid – 01/15/17 (trust-funded)  
Todd Wonders- Staff Assistant, Financial Aid – 11/27/16 (trust funded)

**FACULTY APPOINTMENTS beginning 2017 Spring Semester**

Allison Hrovat – Instructor of Human Services  
Donna Rowe – Assistant Professor of Human Services  
Tracey Burton -- Instructor of Education (temporary appointment for the 2017 Spring Semester)

**SUGGESTED MOTION:** To approve the appointments for the Non-Unit Professional Staff, MCCC Unit Professional Staff, and Faculty

**OFFICE OF THE PRESIDENT**

**MEMORANDUM**

**TO:** The Board of Trustees

**FROM:** Dr. Christina Royal, President

**DATE:** January 24, 2017

**SUBJECT:** Edits to Appointments of Program/Work Area Department Chairs - Spring 2017

In accordance with the terms of Article XX of the Collective Bargaining Agreement between the Board of Higher Education and the MCCC/MTA, I am recommending that the following faculty be reappointed/appointed as program/work area department chairs for the 2016-2017 academic year:

**Appointments:**

- CIS – *Joseph Lavoie*
- Forensic Science- *Beth Butin, Program Coordinator (Department moved to SEM Division)*
- Foundations of Health – *Rebecca Lewis*

**SUGGESTED MOTION:**

To approve the recommendations for appointments of program/work area department chairs.

**OFFICE OF THE PRESIDENT**

**MEMORANDUM**

**TO:** The Board of Trustees  
**FROM:** Dr. Christina Royal, President  
**DATE:** January 24, 2017  
**SUBJECT:** Sabbatical Request

Based on the recommendations of the Sabbatical Leave Committee, the Vice President of Academic Affairs, and after reviewing the contractual sabbatical criteria, I concur with the following:

*Miles Xian Liu – Half year leave at full salary*

***SUGGESTED MOTION:*** *To approve the sabbatical request as listed above.*