

**HOLYOKE COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Minutes of February 27, 2018

The 365<sup>th</sup> meeting of the Holyoke Community College Board of Trustees was held on Tuesday, February 27, 2018, in the John T. Hickey Conference Room, Chair Robert W. Gilbert, Jr. presiding.

<b>MEMBERS PRESENT</b>	Charles Epstein Robert Gilbert Ted Hebert Jonathan Jasmin Yolanda Johnson Suzanne Parker Evan Plotkin Ivonne Vidal
<b>CALLED IN</b>	Julie Pokela
<b>NOT PRESENT</b>	Lucy Perez, Katie Stebbins
<b>ALSO PRESENT</b>	Nick D’Agostino, Karen Desjeans, Mary Dixey, Steve Duffany, Kermit Dunkelberg, Clara Elliott, Andrew Fletcher, Bill Fogarty, Christine Gosselin-Miller, Jeff Hayden, Carl King, Johanna Lebron, Nelson Lopez, Keith McKittrick, Irma Medina, Matthew Medina, Marcia Mitchell, Ed Murch, Liz Murphy, Monica Perez, Michelle Robak, JoAnne Rome, Christina Royal, Tony Sbalbi, Amanda Sbriscia, Idelia Smith, Michele Snizek, Linda Szalankiewicz, Renee Tastad, Judy Turcotte, Ken White, Haley Woods, Chris Yurko, Bonnie Zima Dowd
<b>CALL TO ORDER</b>	Chair Gilbert called the meeting to order at 8:08 a.m.
<b>NEW TRUSTEE APPOINTMENT</b>	Chair Gilbert introduced the Board’s newest Trustee, Charles Epstein.
<b>RULES OF ORDER SUSPENDED</b>	Chair Gilbert suspended agenda items 3, 4, 5 and 6, to allow enough time for Liz Murphy (Consultant, CampusWorks), and two students, to present to the Board. The rules of order to resume afterwards.
<b>PRESIDENT’S REPORT</b>	<u>Adult Learners:</u>  Pathways Coordinator Irma Medina introduced Matthew Medina. At 21 years of age, and homeless living behind a jewelry store, Matthew (no relation to Irma) began his academic career at Springfield Technical Community College (STCC). While studying Network Security, Matthew began taking honors courses. A professor and mentor at STCC advised Matthew to transfer to HCC so he could utilize the College’s partnerships with private elite institutions. Now at 24 years of age attending HCC and in his final semester, Matthew is a semi-finalist for the Jack Kent Cook Transfer Scholarship. With the help of Irma Medina and various transfer advisors from different colleges, Matthew is working with the College Board to establish waivers for community college students who have not taken the SAT. The waivers would make it easier for community college students to transfer to elite schools that have yet to accept such waivers.

Vice President for Business & Community Services (BCS) Jeff Hayden introduced Carl King. Not only is Carl a student, he is also a lab technician for BCS and Workforce Development. Carl, a military veteran of 14 years is studying Culinary Arts. Carl trained in culinary while in the military, as well as Putnam Vocational High School. Working in the culinary industry, Carl felt he was passed over for promotions, and the money that they bring, because he lacked the necessary credentials. Therefore, he decided he needed to do something. Through Workforce Development, Carl took non-credit courses to earn his Serve Safe and OSHA-10 certifications. After discussions with Assistant Vice President of ABE & Workforce Development Kermit Dunkelberg, Carl decided to attend HCC fulltime. Carl finished his first fulltime semester (Fall 2017) with a 3.2 grade point average. Carl's future plans include working at the MGM Springfield Casino, and ultimately returning to HCC as an instructor.

CampusWorks: presentation by Strategic Planning Consultant Liz Murphy, CEO of CampusWorks.

In preparation of the Board of Trustees' upcoming Mission/Vision Workshop, Liz shared the following presentation:



## Overview of the Strategic Planning Process and the Board's Role in It

**HOLYOKE**  
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	<p>Former Business Division Chair Kristine Ricker-Choleva will assume the role of Interim Dean of Business and Technology.</p> <p>Moira Maguire will join the college in April as Dean of Social Sciences.</p> <p>On a motion by Trustee Parker and seconded by Trustee Jasmin, it was <b>VOTED</b> to approve the appointments for the Non-Unit Professional Staff as presented.</p> <p>On a motion by Trustee Johnson and seconded by Trustee Hebert, it was <b>VOTED</b> to empower the President of the College to approve all personnel actions prior to the next meeting.</p>
<p><b>REPORT OF THE FINANCE COMMITTEE</b></p>	<p>Report of the Finance Committee presented by Comptroller Marcia Mitchell and Vice President for Administration &amp; Finance Bill Fogarty:</p> <ul style="list-style-type: none"> <li>• As of 6 months, revenues are currently 2% unfavorable to the prior year and expenses are 2% favorable. The college is currently even.</li> <li>• As usual, compared to budget, at 6 months we're usually between 65-70% of our revenues because we start collecting revenues for the second semester (spring). We are currently at 48%.</li> <li>• Chair Gilbert stated that while dealing with a decrease in enrollment, Marcia and Bill are doing a good job of controlling expenses.</li> <li>• The CFO's of all of the Mass. Community Colleges agree that the current financial model is not sustainable. As the Board looks at the strategic planning process they should keep in mind that the college is looking at revamping its current business and financial model.</li> </ul> <p>On a motion by Trustee Vidal and seconded by Trustee Plotkin, it was <b>VOTED</b> to approve the Second Quarterly Statement of Revenue and Expenses for FY 2018 as presented.</p>
<p><b>REPORT OF THE CHAIR</b></p>	<ul style="list-style-type: none"> <li>• Chair Gilbert had dinner with President Royal and Liz Murphy on 2/26.</li> <li>• Chair Gilbert, Trustee Epstein, Trustee Hebert, Trustee Epstein, Trustee Vidal, and President Royal are attending the Statewide Trustees Conference on 3/1.</li> </ul>
<p><b>PRESIDENT'S REPORT (cont'd)</b></p>	<p>President Royal welcomed the College's new Affirmative Action Officer/Title IX Coordinator Nick D'Agostino.</p> <p><u>Strategic Planning Update:</u></p> <p>The Trustees present were given an updated Strategic Planning Calendar of Activities (see handout). Several events that were cancelled due to snow were rescheduled. Prior to submitting the Strategic Plan (SP), the college will conduct a couple of key Touch Points with the state. The SP is individualized for HCC however the touch points provide discussion opportunities with the state to ensure that state priorities are taken into account in the SP as well. Board of Trustees to approve a recommendation of a SP that would go to the Department of Higher Education for approval after Touch Point 2. The state will vote on the plan in the Fall (October perhaps).</p>

**Business & Community Services Annual Report:** presented by Vice President for Business & Community Services (BCS) Jeff Hayden, and Dean of Community Service Ken White.

**By the Numbers FY17:**

- ◆ Enrollment – Total BCS Registration 5,351, an increase of 8.5%;
- ◆ Workforce Development Registrations 3,848, an increase of 10%;
- ◆ GED/HiSet and High Stakes Testing 5,324, an increase of 1%; and,
- ◆ FY 2016 – from non-credit to credit 355 and FY 2017 – 375\*  
(\*Being confirmed)
- ◆ FY 18 Enrollment on track to meet or exceed FY 2017

**FY17 Highlights:**

- ◆ Healthcare Training Grants
  - ◆ TRAIN Grant – Home Health Aid through TWO (\$220k, 53 Completed)
  - ◆ Contextualized ESOL & Nursing Asst. and Home Health – Holyoke Works
- ◆ Emergency Medical Technician Training Redesign
  - ◆ Massachusetts Capital Skills Equipment Grant - \$175,000
  - ◆ Partnership – STCC & Holyoke Med. Ctr. for Holyoke EMT Program
  - ◆ Partnership with Baystate East and E2E for Ware EMT Program
- ◆ Workforce Grants in Preparation for HCC MGM Culinary Arts Inst.
  - ◆ WCTF – Commonwealth Corporation Culinary Training (\$190k, 90 comp.)
  - ◆ Integrated Education Grant ESOL and Culinary – Putnam VTHS
  - ◆ HC Sheriff’s Dept. – HiSet and Culinary Contextualized Training
- ◆ Gateway to College program increased Holyoke enrolment from 12 to 43 and growth continues
- ◆ Pakistan Project – over 55 guests and regional interaction
- ◆ Participation in Holyoke Public Schools HS Redesign
- ◆ Western MA Home Builders and Remodelers – New On-line Course developed and launched – Lt. Governor a student
- ◆ Largest Enrollment for Summer Youth Education Programs

**FY18 Highlights:**

- ◆ Gaming School, MA Casino Careers Training Institute Open – Mitigation Grant
- ◆ Lead Partner for Juntos Collaborative
- ◆ Awarded Learn to Earn Grant of \$350,000 – Medical Asst. – GCC, Baystate, Holyoke Med. Ctr. and Cooley D.
- ◆ Gateway to College - total enrollment has grown to 124, a 10% increase over FY 2017; over 275 graduates since FY 2011, approximately 50% of program graduates stay enrolled at HCC. National recognition.
- ◆ Developing on line Transition to College Curriculum for Ware E2E;

	<ul style="list-style-type: none"><li>◆ Jump Start – Skills training for those on Public Assistance<ul style="list-style-type: none"><li>◆ Program Growth</li><li>◆ SNAP Path to Work</li><li>◆ ESOI</li><li>◆ HiSet Preparation</li></ul></li></ul> <p>Chair Gilbert thanked Jeff Hayden for his work with TWO and MGM partnerships.</p>
<b>ADJOURNMENT</b>	The meeting was adjourned at 9:36 a.m.

Respectfully submitted,

Nelson Lopez  
Recording Secretary

**HOLYOKE COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT**

**MEMORANDUM**

**TO:** Board of Trustees

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

**DATE:** April 24, 2018

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

**NON UNIT PROFESSIONAL APPOINTMENTS**

Kori Ferris – Associate Director of Financial Aid Technology Operations – 03/18/18  
Melissa Paciulli – STEM Project Administrator (grant funded) – 03/18/18

**FACULTY – REAPPOINTMENTS (2018-2019 Academic Year)**

Thomas Barrup – Assistant Professor of Engineering  
Jose Bou – Instructor of Criminal Justice  
Laurel Carpenter – Instructor of Environmental Science  
Eric Carreira – Instructor of Mathematics  
Ellen Cogen – Assistant Professor of Music  
Mary Cornell – Instructor of Nursing, ADN Program  
Sage Franetovich – Assistant Professor of Biology  
Sarah Gilleman – Associate Professor of English  
Joan Giovannini – Instructor of Education  
Sheila Gould – Assistant Professor of Childhood Education  
Janet Grant – Instructor of Foundations of Health Faculty/Certificate Program Coordinator  
April Graziano – Associate Professor of Education  
Raul Gutierrez – Assistant Professor of Spanish  
Elizabeth Hayward – Assistant Professor of Foundations of Health  
Alix Hegeler – Instructor of Visual Arts  
Benjamin Hersey – Instructor of English  
Jessica Hill – Associate Professor of Economics  
Allison Hrovat – Instructor of Human Services  
Tara Kavanuagh – Assistant Professor of Nursing, ADN Program  
Nicholas Lalanne – Instructor of Deaf Studies  
Joseph T. Lavoie – Instructor of Computer Information Systems  
Naomi Lesley – Assistant Professor of English  
Rebecca Lewis – Associate Professor of Foundations of Health/Coordinator



Judith Loughrey – Assistant Professor of Nursing, ADN Program  
Dawn Lovegrove – Instructor of Communications  
Jason Maurice – Assistant Professor of Psychology  
Kara Moriarty – Instructor of Nursing, ADN Program  
Emily Rabinsky – Associate Professor of Biology  
Donna Rowe – Assistant Professor of Human Services  
Nicholas Schwab – Assistant Professor of Mathematics  
Rebecca Targove – Assistant Professor of Mathematics  
Amy Toulson – Instructor of Biology  
Patricia Twining - Instructor of Nursing, ADN Program  
Carolyn Wetzel – Associate Professor of Biology  
Matthew Whiton – Instructor of Theater  
Michelle Williams – Associate Professor of Psychology  
Karen Woltjen Hines – Assistant Professor of Business Administration  
Jessica Zepke - Instructor of Nursing, ADN Program

**UNIT PROFESSIONAL REAPPOINTMENTS (July 1, 2018 – June 30, 2019)**

Jennifer Adams – Coordinator of Library Services  
Sharon Cenedella – Learning Specialist Disability Services  
Margaret Downing – Coordinator of Career Planning and Placement  
Sarah Kapinos – Senior Financial Aid Counselor  
Michael Kowalewski – Coordinator of Instructional Technology  
Laura Winter – Grants Writer

**UNIT PROFESSIONAL REAPPOINTMENTS (July 1, 2018 – June 30, 2019) (trust funded)**

Nancy Bazanchuk – Learning Specialist  
Bemie Enyong – Coordinator of Career Placement and Placement  
Rosemary Fiedler – Special Program Coordinator (THRIVE Center)  
Erin Galster – Senior Special Program Coordinator/Disability Services Program Coordinator  
Barbara Granger – Academic Counselor (20 hours)  
Elaine Hebert-Dancik – Senior Special Program Coordinator  
Harry Hill – Special Program Coordinator/Graphic Designer  
Susan Jones – Technical Specialist/Patient Simulation Technician  
Veronique Leroy – Senior Special Program Coordinator/Coordinator of Success Initiatives (30 hours)  
Irma Medina –Senior Special Program Coordinator/Pathways Coordinator  
Bryn Nowell – Senior Academic Counselor  
Karen Rock – Senior Special Program Coordinator/Veteran Services Coordinator  
Lindsey Rothschild – Coordinator of Instructional Technology  
Denise Salgado – Academic Counselor/Multicultural Academic Support  
Kimberly Slepchuk – Academic Counselor

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

**HOLYOKE COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT**

**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Dr. Christina Royal  
**DATE:** April 24, 2018  
**SUBJECT:** Recommendations for Tenure

In accordance with Article XI of the MCCC/MTA Collective Bargaining Agreement, unit members who serve six full years, at least three years of which have been in that unit member's current job function and have received satisfactory on their most recent summary evaluation may be considered for tenure. Unit members are eligible for the grant of tenure at the beginning of their seventh year of service.

The following unit members are eligible for consideration for the grant of tenure commencing with the 2018 - 2019 academic year:

Jennifer Adams – Coordinator of Library Services  
Sharon Cenedella – Learning Specialist Disability Services  
Ellen Cogen – Assistant Professor of Music  
Margaret Downing – Coordinator of Career, Planning, and Placement  
Sarah Gilleman – Associate Professor of English  
Michael Kowalewski – Coordinator of Instructional Technology  
Carolyn Wetzel, Associate Professor of Biology  
Laura Winter – Grants Writer  
Karen Woltjen Hines – Assistant Professor of Business Administration

In concurrence with the Unit Personnel Practices Committee, Mónica Pérez, Vice President for Academic Affairs, Yanina Vargas, Vice President for Student Affairs, and Amanda Sbriscia, Vice President for Institutional Advancement, I am pleased to recommend the candidates listed above for tenure.

**SUGGESTED MOTION:** To approve the recommendations for tenure as presented.

**HOLYOKE COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT**

**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Dr. Christina Royal, President  
**DATE:** April 24, 2018  
**SUBJECT:** Change in Rank

Article XIV of the MCCC Collective Bargaining Agreement allows me to reward individuals with an upgrade in rank, if they:

- have shown evidence of significant relevant professional development;
- have shown significant contributions to the College or community services;
- are in the top 20% of the College faculty in that unit member's most recent two successive student evaluations.
- have been highly effective in their performance in my judgment.

In concurrence with the recommendations made by Mónica Pérez, Vice President for Academic Affairs, I am pleased to recommend the following such awards:

**TO ASSISTANT PROFESSOR:**

Laurel Carpenter, Science, Engineering, and Mathematics Division  
Joan Giovannini, Social Sciences Division  
Janet Grant, Health and Sciences Division  
Alix Hegeler, Arts and Humanities Division  
Benjamin Hersey, Arts and Humanities Division  
Joseph T. Lavoie, Business and Technology Division

**TO ASSOCIATE PROFESSOR:**

Ellen Cogen, Arts and Humanities Division  
Karen Hines, Business and Technology Division  
Tara Kavanaugh, Health and Sciences Division  
Naomi Lesley, Arts and Humanities Division  
Jon Ventulett, Business and Technology Division

**TO PROFESSOR:**

Steven Hilbun, Science, Engineering, and Mathematics Division  
Johanna Kolodziej, Health and Sciences Division  
Warren Leigh, Business and Technology Division  
Paul Twum Barima, Science, Engineering, and Mathematics Division  
Carolyn Wetzel, Science, Engineering, and Mathematics Division

**SUGGESTED MOTION:** To approve the recommendations for change in rank as presented.

**HOLYOKE COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT**

**M E M O R A N D U M**

**To:** Board of Trustees  
**From:** Dr. Christina Royal, President  
**Date:** April 18, 2018  
**Subject:** FY19 Fee Proposal

In considering fee increases, we take into account affordability, consistency, and the College's needs. Additionally, we consider whether or not there have been recent increases to the fees we consider adjusting. The college's Educational Services Fee (ESF) is its main source of revenue (other than the State Appropriation) and is generally adjusted annually. We also consider the impact of adjusting fees that are charged per credit, versus fees that are charged per semester.

Issues with the Foundations of Health Fee, a per-student per-semester charge of \$100 have been brought to our attention. This fee was developed and assessed when it was believed that most of the program would take place at the newly-opened Center for Health Education (CHE). In actuality, students enrolled in this program only take one course at the CHE, leading them and their families to question why they are being charged this fee. We are recommending elimination of this fee, an impact of approximately \$150,000 per year, and will need to compensate for this loss of revenue. After consideration of the impact of adjusting other fees, we have decided to recommend an additional increase to the ESF, given that Foundations of Health is one of our largest enrolled programs.

	FY19	FY18
Increase ESF by \$9 (5% attributable to regular increase, .8% attributable to elimination of Foundations of Health program fee).	\$164	\$155
Increase Facilities fee by \$1 (25%) Instituted in FY16, this is the first increase.	\$5	\$4
Distance Learning Fee by \$5 (33%). Last increased from \$10 to \$15 in FY15.	\$20	\$15

The impact to students taking 15 credit hours (no fully-online classes) would be \$150 per semester (\$9/credit ESF and \$1/credit Facilities Fee). Each fully-online, 3-credit class would add \$15 to this increase.

Recommended motion: Move that the Board of Trustees eliminate the \$100 per student per semester Foundations of Health program fee, effective 7/1/18.

Recommended motion: Move that the Board of Trustees approve to increase the Educational Services Fee from \$155 to \$164 per credit; increase the Facilities Fee from \$4 to \$5 per semester; increase the Distance Learning Fee from \$15 to \$20 per credit.