

**HOLYOKE COMMUNITY COLLEGE
BOARD OF TRUSTEES
ANNUAL & MAY MEETING**

Tuesday, May 22, 2018 – 8:00 a.m. – Room FR309

ANNUAL MEETING AGENDA

- 1) Call to Order Annual Board of Trustees Meeting
- 2) Annual Budget Report
- 3) Report of the Nominating Committee
- 4) Board Vote on Nominating Committee Report
- 5) President's Annual Report

MAY MEETING AGENDA

- 1) Call to Order May Board of Trustees Meeting
- 2) Correction & Approval of Minutes of the April 24, 2018 Meeting (**ATTACHMENT I**)

Correction to Meeting Minutes for Approved Motion #2 under the Report of the Finance Committee regarding the Facility Fee. **MOTION:** To increase the Facilities Fee from \$4 to \$5 per semester should be *corrected* to say increase the Facilities Fee from \$4 to \$5 per credit, *not* per semester.

- 3) Personnel Actions:
 - a) Appointments, Reappointments, and Non Reappointment for Non-Unit Professional, Unit Professional Staff, and Faculty (**ATTACHMENT II**)

MOTION: To approve the appointment for the Non-Unit Professional Staff as presented.

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

- 4) Finance Committee Report: *FY 2019 Budget Proposal, FY 2018 Third Quarterly Report of Revenue and Expenses, Purchasing Threshold Proposal & Recommendation of Change to Reserve Policy Proposal.* (**ATTACHMENTS III-IIIh**)

MOTION: To approve the FY 2019 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 her designee to transfer among subsidiaries as needed during the fiscal year.

MOTION: To approve the Third Quarter FY 2018 Statement of Revenue and Expenses as presented.

MOTION: To approve the change of threshold amounts for the purchase of goods and services as presented. Three quotes will be required for purchases greater than \$10,000, and formal bids will be required for purchases greater than \$50,000; effective immediately.

MOTION: To approve the changes to the college's reserve policy as presented.

5) Draft Strategic Plan:

MOTION: To approve the following for the Draft Strategic Plan due to the Department of Higher Education for a Touch Point II on June 12, 2018:

Mission – Educate. Inspire. Connect.

Vision – Holyoke Community College aspires to be a college of academic excellence known for helping students overcome barriers to success.

Values - Kindness, inclusion and trust are the foundation of the work that we do together. Innovation and collaboration enable us to explore and implement the ideas that will shape our future.

6) Report of the Chair

7) President's Report:

a) General College Updates

8) Upcoming Events:

- 1) **Future Walk** – Wednesday, May 23, 2018, 11:30 a.m. – Kittredge Center/Leslie Phillips Theater, HCC
- 2) **Strengthening HCC as an HSI** – Wednesday, May 23, 2018, 2:00 p.m. – Leslie Phillips Theater, HCC
- 2) **Awards Night** – Wednesday, May 23, 2018, 6:30 p.m. – Leslie Phillips Theater, HCC
- 3) **Commencement** – Saturday, June 2, 2018, 10:00 a.m. – MassMutual Center

NEXT SCHEDULED MEETING – TUESDAY, JUNE 26, 2018

*** There are NO committee meetings following the May 22nd Board meeting ***