

**BOARD OF TRUSTEES
MARCH MEETING**

Minutes of March 24, 2020

The 385th meeting of the Holyoke Community College Board of Trustees was held on Tuesday, March 24, 2020, remotely via Zoom, Chair Robert W. Gilbert, Jr. presiding.

MEMBERS PRESENT	Robert Gilbert Jose Delgado Charles Epstein Ted Hebert Yolanda Johnson Suzanne Parker, Vice Chair Lucy Perez Evan Plotkin Julie Pokela
MEMBERS ABSENT	Ivonne Vidal Marley Friedrick
ALSO PRESENT	Karen Derouin, Karen Desjeans, Amy Dopp, Clara Elliott, Curt Foster, Christine Gosselin-Miller, Jeff Hayden, Kim Hicks, Tricia Kiefer, Olivia Kynard, Clare Lamontagne, Johanna Lebron, Moira Maguire, Edward Murch, Lea Occhialini, Kris Ricker-Choleva, Michelle Robak, Joanne Rome, Christina Royal, Rachel Rubinstein, Narayan Sampath, Tony Sbalbi, Amanda Sbriscia, Linda Scott, K.C. Senie, Adrienne Smith, Idelia Smith, Michele Snizek, Renee Tastad, Madeline Torres, Chris Yurko
CALL TO ORDER	Chair Gilbert called the meeting to order at 8:03 am.
APPROVAL OF THE MINUTES	On a motion by Trustee Plotkin and seconded by Trustee Perez it was VOTED to approve the February 25, 2020 meeting minutes. Roll Call Vote: Trustee Delgado Yes Trustee Epstein Yes Trustee Gilbert Yes Trustee Hebert Yes Trustee Johnson Yes Trustee Parker Yes Trustee Perez Yes Trustee Plotkin Yes Trustee Pokela Yes
APPROVAL OF PERSONNEL ACTIONS	On a motion by Trustee Johnson and seconded by Trustee Pokela it was VOTED to approve the March 24, 2020 personnel actions reports for Appointments and Reappointments for Non-Unit Professional Staff, MCCC Unit Professional Staff, and Faculty. Roll Call Vote: Trustee Delgado Yes Trustee Epstein Yes Trustee Gilbert Yes Trustee Hebert Yes Trustee Johnson Yes Trustee Parker Yes Trustee Perez Yes Trustee Plotkin Yes Trustee Pokela Yes

	<p>On a motion by Trustee Plotkin and seconded by Trustee Epstein, it was VOTED to empower the President of the College to approve all personnel actions prior to the next meeting.</p> <p>Roll Call Vote:</p> <table border="0"> <tr><td>Trustee Delgado</td><td>Yes</td></tr> <tr><td>Trustee Epstein</td><td>Yes</td></tr> <tr><td>Trustee Gilbert</td><td>Yes</td></tr> <tr><td>Trustee Hebert</td><td>Yes</td></tr> <tr><td>Trustee Johnson</td><td>Yes</td></tr> <tr><td>Trustee Parker</td><td>Yes</td></tr> <tr><td>Trustee Perez</td><td>Yes</td></tr> <tr><td>Trustee Plotkin</td><td>Yes</td></tr> <tr><td>Trustee Pokela</td><td>Yes</td></tr> </table>	Trustee Delgado	Yes	Trustee Epstein	Yes	Trustee Gilbert	Yes	Trustee Hebert	Yes	Trustee Johnson	Yes	Trustee Parker	Yes	Trustee Perez	Yes	Trustee Plotkin	Yes	Trustee Pokela	Yes
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<p>FINANCE COMMITTEE REPORT</p>	<p><u>Second Quarter Statement of Revenue and Expenses FY 2020</u></p> <p>Financial Highlights - Overall, total revenue for the first half is 5.4% unfavorable to prior year and total expense is 4.9% favorable compared to prior year. Total revenue as a percent of the full year budget is 60.9% and total expense is 44.5%. Net surplus before reserve draw is \$7.7 million.</p> <ul style="list-style-type: none"> • Tuition and Fee (T&F) revenue is 6.25% unfavorable compared to the prior year. • State Appropriation reflects a decrease of 2.3% due to timing and fully utilizing available state funds to maximize available cash. • Private gifts and grants revenue and expense are not reflected in this report. Grant activity in the first half of the year is comparable to last year at \$7.2 million compared to \$7.4 million. • Investment revenue is not reflected in this report. Investment gains and interest income for the first half totaled \$720K • Business and Community Services revenue is unfavorable to the prior year by 16.1% distributed across all categories. Revenue is currently at 39% of budget. Currently, we are projecting a \$100K shortfall to budget. • Administrative Allowance revenue which is derived from indirect cost recovery from grant activity is unfavorable to prior year by 10.8%. This variance is due to timing. The full year is projected to be on budget. • Auxiliary enterprises revenue (bookstore) is unfavorable to last year due to disruptions caused by the delay in privatizing the bookstore. We are projecting full year revenue to be \$168,375 or \$26,125 unfavorable compared to budget. • Compensation and Benefit expense is 3% favorable to the prior year and is tracking slightly favorable as a percent of budget at 47.9%. Last year at this time the first half represented 49.7% of budget. • Supplies and Services is 9.7% favorable to prior year and is tracking at the low rate of 37% of the full year budget. We will be investigating reducing or delaying expenses to fully offset the remaining revenue shortfall by up to \$1.0 million. • Scholarship and Fellowship expenditure is favorable by 28.7%. • Auxiliary enterprises expenditure (bookstore) is unfavorable by 7% compared to last year. We are projecting a net loss of \$37,000 compared to a budgeted surplus of \$113,258 for a net unfavorable to budget of \$150K. <p>On a motion by Trustee Epstein and seconded by Trustee Delgado it was VOTED to approve the Second Quarter Statement of Revenue and Expenses as presented at today's meeting.</p>																		

Roll Call Vote:

Trustee Delgado	Yes
Trustee Epstein	Yes
Trustee Gilbert	Yes
Trustee Hebert	Yes
Trustee Johnson	Yes
Trustee Parker	Yes
Trustee Perez	Yes
Trustee Plotkin	Yes
Trustee Pokela	Yes

Student Fee Schedule FY 2021

Below is a comparative analysis of HCC’s cost position relative to other Massachusetts community colleges. The listing below, ranging from the most to the least expensive community college, is based on the Department of Higher Education’s report on annual cost of mandatory tuition and fees for students taking 15 credits per semester.

The current (FY’20) annual tuition and 2019 FTE (full time enrolled) information is listed below. Fees are typically lower in institutions with higher enrollment due to the ability to spread basic overhead costs among a larger student body.

1. Middlesex Community College	\$7,560	4,613
2. Mt. Wachusett Community College	\$7,000	2,496
3. Greenfield Community College	\$6,932	1,053
4. Quinsigamond Community College	\$6,870	4,665
5. North Shore Community College	\$6,850	3,493
6. Berkshire Community College	\$6,750	977
7. Northern Essex Community College	\$6,740	3,115
8. Cape Cod Community College	\$6,690	1,803
9. Springfield Technical Community College	\$6,606	3,282
10. MassBay Community College	\$6,540	2,839
11. Roxbury Community College	\$6,490	1,148
12. Holyoke Community College	\$6,320	3,365
13. Bristol Community College	\$6,254	4,726
14. Massasoit Community College	\$6,240	4,406
15. Bunker Hill Community College	\$5,880	7,812
System Average	\$6,578	

Holyoke Community College is listed in the 12th position, and continues to be the least expensive institution in Western Massachusetts.

Proposed Fee Increase

We propose an increase of \$11 per credit increase in the Educational Services Fee from \$175 to \$188 per credit; and keeping the Student Services Fee as is, we will generate an estimated \$950,950, in additional revenue with an assumption of 85,000 credits. We recommend not changing the Student Service so we are not penalizing the students who take longer to graduate.

Taken together these changes would increase the annual costs of our mandatory tuition and fees for students taking 15 credits per semester by \$165 per year or a 5.22% increase. The average increase over the last decade is 5.39%. Actual student impact would vary, depending on credit load.

	<p>On a motion by Trustee Plotkin and seconded by Trustee Johnson it was VOTED to approve the revisions to the Student Fee Schedule for FY 2021 as presented at today’s meeting.</p> <p>Roll Call Vote:</p> <table border="0"> <tr><td>Trustee Delgado</td><td>Yes</td></tr> <tr><td>Trustee Epstein</td><td>Yes</td></tr> <tr><td>Trustee Gilbert</td><td>Yes</td></tr> <tr><td>Trustee Hebert</td><td>Yes</td></tr> <tr><td>Trustee Johnson</td><td>Yes</td></tr> <tr><td>Trustee Parker</td><td>Yes</td></tr> <tr><td>Trustee Perez</td><td>Yes</td></tr> <tr><td>Trustee Plotkin</td><td>Yes</td></tr> <tr><td>Trustee Pokela</td><td>Yes</td></tr> </table> <p><u>Single Audit Results</u></p> <p>Curt Foster, Comptroller, reported the Auditors had no findings and HCC performed without any compliance issues on any of our federal programs.</p> <p>On a motion by Trustee Pokela and seconded by Trustee Hebert it was VOTED to approve the Single Audit Results, as presented at today’s meeting.</p> <p>Roll Call Vote:</p> <table border="0"> <tr><td>Trustee Delgado</td><td>Yes</td></tr> <tr><td>Trustee Epstein</td><td>Yes</td></tr> <tr><td>Trustee Gilbert</td><td>Yes</td></tr> <tr><td>Trustee Hebert</td><td>Yes</td></tr> <tr><td>Trustee Johnson</td><td>Yes</td></tr> <tr><td>Trustee Parker</td><td>Yes</td></tr> <tr><td>Trustee Perez</td><td>Yes</td></tr> <tr><td>Trustee Plotkin</td><td>Yes</td></tr> <tr><td>Trustee Pokela</td><td>Yes</td></tr> </table>	Trustee Delgado	Yes	Trustee Epstein	Yes	Trustee Gilbert	Yes	Trustee Hebert	Yes	Trustee Johnson	Yes	Trustee Parker	Yes	Trustee Perez	Yes	Trustee Plotkin	Yes	Trustee Pokela	Yes	Trustee Delgado	Yes	Trustee Epstein	Yes	Trustee Gilbert	Yes	Trustee Hebert	Yes	Trustee Johnson	Yes	Trustee Parker	Yes	Trustee Perez	Yes	Trustee Plotkin	Yes	Trustee Pokela	Yes
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<p>COMMITTEE REPORTS</p>	<p><u>Advocacy Committee Report provided by Trustee Gilbert</u> Chair Gilbert stated the Advocacy Committee has not met recently, however, stated our Representatives have been kept up to date with the actions of the college as it relates to COVID-19</p> <p><u>Audit & Finance Committee Report provided by Trustee Epstein</u> Trustee Epstein stated the Administration and Finance Department will work to monitor and document all expenses as it relates to COVID-19 to forward to the State for reimbursement.</p> <p><u>Bylaws & Governance Committee Report provided by Trustee Gilbert</u> No update to report as the Committee has not met.</p> <p><u>Equity Committee Report provided by Trustee Friedrich & Trustee Johnson</u> No update to report as the Committee has not met.</p> <p><u>Nominating Committee report provided by Trustee Johnson</u> No update to report as the Committee has not met.</p> <p><u>Presidential Evaluation Committee (Chaired by Trustee Pokela)</u> Trustee Pokela informed Trustees that the timelines for the Presidential Evaluation may change due to the COVID-19 pandemic. She will provide the members of the Board with an update at a later meeting.</p>																																				

	<p><u>Strategic Plan Committee Report provided by Trustee Plotkin</u> Trustee Plotkin informed the Board the Strategic Plan Teams have suspended their meetings while HCC has been shifted to remote teaching, offering online student services and campus operations due to the COVID-19 pandemic. An overview of the Strategic Plan Teams progress prior to and in response to COVID-19 was provided.</p>																		
REPORT OF THE CHAIR	<ul style="list-style-type: none"> • March 16th – Participated remotely in the Audit & Finance Committee meeting. • Several phone calls and zoom meetings with President Royal 																		
PRESIDENT’S REPORT	<p><u>Strategic Plan In-Depth Topic: COVID-19</u> President Royal provided the members of the Board with an update on the work HCC has been doing to transition offices to work remotely, faculty to teach remotely and assist our students with transitioning to learning remotely. We have been working closely with the Massachusetts Association of Community Colleges and they have been helping to coordinate updates from the Governor’s Office, the Executive Office of Education, Massachusetts Department of Public Health, and our legal counsel to interpret the various orders from the Governor’s Office, so that we can provide appropriate guidance to our employees and students. Discussion ensued regarding COVID-19 and HCC’s plans moving forward.</p>																		
ADJOURNMENT	<p>On a motion by Trustee Perez and seconded by Trustee Hebert it was VOTED to adjourn today’s meeting.</p> <p>Roll Call Vote:</p> <table style="margin-left: 20px;"> <tr><td>Trustee Delgado</td><td>Yes</td></tr> <tr><td>Trustee Epstein</td><td>Yes</td></tr> <tr><td>Trustee Gilbert</td><td>Yes</td></tr> <tr><td>Trustee Hebert</td><td>Yes</td></tr> <tr><td>Trustee Johnson</td><td>Yes</td></tr> <tr><td>Trustee Parker</td><td>Yes</td></tr> <tr><td>Trustee Perez</td><td>Yes</td></tr> <tr><td>Trustee Plotkin</td><td>Yes</td></tr> <tr><td>Trustee Pokela</td><td>Yes</td></tr> </table> <p>The meeting was adjourned at 9:04 am.</p>	Trustee Delgado	Yes	Trustee Epstein	Yes	Trustee Gilbert	Yes	Trustee Hebert	Yes	Trustee Johnson	Yes	Trustee Parker	Yes	Trustee Perez	Yes	Trustee Plotkin	Yes	Trustee Pokela	Yes
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Respectfully submitted,

Marley Friedrich
Board Secretary
HCC Board of Trustees

Approved: Robert W. Gilbert, Jr. April 28, 2020

**HOLYOKE COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT**

MEMORANDUM

TO: Board of Trustees
FROM: Dr. Christina Royal
DATE: April 28, 2020
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 2020 - 2021 academic year:

Sheila Gould – Assistant Professor of Childhood Education
Jessica Hill – Associate Professor of Economics
Judith Loughrey – Assistant Professor of Nursing – ADN Program
Emily Rabinsky – Associate Professor of Biology
Nicholas Schwab – Assistant Professor of Mathematics
Rebecca Targove – Assistant Professor of Mathematics
Michelle Williams – Associate Professor of Psychology

In concurrence with the Unit Personnel Practices Committee and Dr. Rachel Rubinstein, Vice President for Academic and Student Affairs, 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 28, 2020
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 Dr. Rachel Rubinstein, Vice President for Academic and Student Affairs and the respective Deans, I am pleased to recommend the following such awards:

TO ASSISTANT PROFESSOR:

Eric Carreira – Science, Technology, Engineering, and Math Division
Allison Hrovat – Social Sciences & Integrative Learning Division
Dawn Lovegrove – Arts & Humanities Division
Patricia Twining – Health Sciences Division
Matthew Whiton - Arts & Humanities Division

TO ASSOCIATE PROFESSOR:

Sage Franetovich - Science, Technology, Engineering, and Math Division
Sheila Gould - Social Sciences & Integrative Learning Division
Judith Loughrey – Health Sciences Division
Donna Rowe - Social Sciences & Integrative Learning Division
Nicholas Schwab - Science, Technology, Engineering, and Math Division
Rebecca Targove - Science, Technology, Engineering, and Math Division

TO PROFESSOR:

Perpetual Agyemang - Science, Technology, Engineering, and Math Division
Sarah Gilleman - Arts & Humanities Division
April Graziano - Social Sciences & Integrative Learning Division
Jessica Hill - Social Sciences & Integrative Learning Division
Rebecca Lewis - Health Sciences Division
Emily Rabinsky - Science, Technology, Engineering, and Math Division
Michelle Williams - Social Sciences & Integrative Learning Division

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

Holyoke Community College

Procedures for Implementing the Public Higher Education Endowment Incentive Program

1. Introduction

These Procedures for Implementing the Public Higher Education Endowment Incentive Program are made and adopted by the Board of Trustees of Holyoke Community College pursuant to Chapter 15A, §15E of the General Laws and Chapter 142 of the Acts of 2019. Their purpose is to implement the Public Higher Education Endowment Incentive program (the “Program”) that is constituted by Chapter 15A, §15E and Chapter 142 of the Acts of 2019; and they are to be interpreted and applied consistently with the requirements of those statutory provisions and the guidelines promulgated by the Board of Higher Education. It has been declared to be the policy of the Commonwealth to encourage private fundraising by the Community Colleges and to assist such fundraising through a matching program to be known as the Public Higher Education Endowment Incentive Program, which shall not result in direct or indirect reductions in the Commonwealth’s appropriations to the Colleges for the operations or for capital support.

2. Maintenance of the Endowment

(a) The Foundation Endowment

As a condition of its being granted and retaining certification under Chapter 15A, §37(a) of the General Laws, Holyoke Community College Foundation, Inc. (the “Foundation”) shall maintain one or more trust funds or trust accounts that shall (collectively) denominate the Holyoke Community College Foundation Endowment. All monies and other assets held in or upon the terms of such Fund shall, as a condition thereof, be held and applied for an **endowment for academic purposes including, but not limited to, scholarships and endowed chairs or contributions to a capital outlay program in support of academic facility construction and maintenance**, with charitable contributions approved by the Holyoke Community College Foundation Board of Directors per the Foundation’s gift acceptance policy.

These Procedures have been articulated for the specific and sole purpose of outlining the Foundation’s process for implementation of the Public Higher Education Endowment Incentive Program, with funds managed as part of the Foundation’s total Endowment in alignment with its existing policies and procedures for gift acceptance and fund management.

A \$1 match for every \$2 generated from new endowment pledges made and accepted in accordance with the Case Management and Reporting Standards and Management Guidelines for Educational Fundraising after July 1, 2019 and before June 30, 2021, subject to the following requirements will be eligible:

- 1) for a new endowment donor (defined as a donor who has not previously pledged endowment funds during the past three fiscal years) the full amount

of said donor's pledges made and accepted during the relevant time period is eligible for the match;

- 2) for a prior endowment donor (defined as a donor who has previously pledged endowment funds during the past three fiscal years), the amount of eligible matching funds shall be limited to the amount of said donor's pledges made and accepted during the relevant time period that exceeds the average donation amounts from said donor during the past three fiscal years.

(b) Definition of "Academic Purposes" and Eligible Donations

The phrase "academic purposes" shall have in these Procedures the meaning ascribed to it by Chapter 15A, §15E of the General Laws and Chapter 142 of the Acts of 2019. A gift made to the Foundation endowment for academic purposes shall include, but not be limited to, a gift given in support of any of the following:

- (i) student scholarships;
- (ii) endowed professorships, STEM programming, or chairs;
- (iii) the acquisition of library holdings, laboratory equipment and other materials and equipment that support or facilitate teaching, learning, study, research or the like;
- (iv) the acquisition or development, including the construction of classrooms, laboratories, libraries, study halls or any other like facilities that support or facilitate teaching, learning, study, research or the like;
- (v) teaching, practica, lectureships, visiting professorships and like activities and programs;
- (vi) research and other scholarly activities undertaken by members of the faculty, by other members of the professional staff or by students;
- (vii) programming in the arts and humanities;
- (viii) funds to increase diversity and inclusion on public higher education campuses;
- (ix) funds that increase persistence and completion rates;
- (x) funds that encourage innovative financial aid strategies, including income share arrangements;
- (xi) early college programs; and

In addition, the Board of Higher Education may, at its discretion, approve such other purposes that may be proposed by a public institution of higher education, provided that the institution can demonstrate that the proposed purpose is: 1) consistent with

system-wide goals and campus mission statements; and 2) the campus proposal is supported by measurable goals and metrics.

3. Process for Soliciting and Receiving Eligible Funds

Every person soliciting funds or any other thing of value on behalf of the Foundation shall, when doing so, conspicuously disclose to the potential donor (I) that the donation sought is sought as one to be made for the benefit of the College through the Foundation and not directly to the College, and (II) that the donor's identity will not be publicly disclosed if the donor makes a written request to that effect.

The Foundation, at its sole discretion, shall decide whether to accept or to decline to accept every gift, testamentary or other, that is proffered to it for its Endowment Fund or for any other trust or account therein of which it is trustee or custodian, per the Foundation's gift acceptance policy. As a condition of its accepting such gift, the Foundation may, upon such terms as are acceptable to it and to the donor, undertake to preserve the donor's anonymity consistently with the requirements of law, and it shall thereafter do all such things as are lawful and appropriate to honor its undertaking.

Unless in any particular case a donor shall otherwise require, the Foundation may receive and hold in its Endowment, upon the terms of such trust or other account therein as is appropriate, every gift of money or other property that is required or permitted to be used exclusively for academic purposes and expend such funds in accordance with the Foundation's Spending Policy. An accurate record shall be made of every donation, which record shall identify the donor or donors of the gift, the amount or value thereof, the date of its acceptance and the date of its receipt, the nature of the gift (whether restricted or unrestricted), and, where applicable, the terms of any restriction; such record shall contain such additional information as the Foundation may think appropriate. Every record shall be kept so that the anonymity of any donor requesting the same shall be preserved.

Within sixty (60) days following the close of each quarter of the Commonwealth's fiscal year, the Foundation shall make to the President of the College a report containing a summary record, with a statement of the aggregate value thereof, of all donations made that qualify for matching funds during such quarter; provided only that the report so made following the close of the fourth quarter of such year shall contain as well a summary record, with a statement of the aggregate value thereof, of all donations made to the Foundation's Endowment Fund during the whole of such year. Each such report shall contain therein such additional information as the President of the College may require. Nothing in this paragraph shall require, authorize or permit the disclosure of the identity of any donor whose donation is or was conditioned on the preservation of his, her or its anonymity.

4. Certification to the House and Senate Committees on Ways and Means via the Board of Higher Education

Not less frequently than annually, the Treasurer of the Foundation shall make and submit to the Chair of the Foundation Board of Directors and President of the College a statement certifying the **aggregate value** of all donations made for academic

purposes to the Foundation's Endowment Fund. Not less frequently than annually, the Board of Trustees shall make and submit to the Board of Higher Education a statement certifying the aggregate value of all donations made for academic purposes that are eligible for matching funds under this Endowment Incentive Program during the fiscal period (annual or other) to which the statement pertains. Every such statement shall conform to the requirements of Chapter 15A, §15E of the General Laws and shall contain such information in support thereof as the Committees may require.

Every such statement shall be made and submitted so that the anonymity of any donor requesting the same shall be preserved.

5. Delegation

The Board of Trustees may at any time and from time to time delegate to the President of the College the authority to do anything or make any decision that it is required or permitted under these Procedures; provided only that the statement required to be made pursuant to paragraph 4 shall in all cases be made by the Board of Trustees unless the provisions of Chapter 15A, §15E, otherwise permit.

6. Amendments

The Procedures may be amended by joint approval by the Board of Trustees and the Foundation Board of Directors.

7. Filing

A copy of these Procedures shall be filed with the House and Senate Committees on Ways and Means no later than June 15, 2020. Any amendments thereto shall be filed when adopted.