

**BOARD OF TRUSTEES
MAY MEETING**

Minutes of May 26, 2020

The 387th meeting of the Holyoke Community College Board of Trustees was held on Tuesday,
May 26, 2020, remotely via Zoom, Chair Robert W. Gilbert, Jr. presiding.

MEMBERS PRESENT	Robert Gilbert Jose Delgado Charles Epstein Marley Friedrich Yolanda Johnson Suzanne Parker, Vice Chair Evan Plotkin Julie Pokela Ivonne Vidal
MEMBERS ABSENT	Ted Hebert Lucy Perez
ALSO PRESENT	Michelle Cabral, Karen Desjeans, Veena Dhankher, Mary Dixey, Amy Dopp, Clara Elliott, Curt Foster, Christine Gosselin-Miller, Jeff Hayden, Kim Hicks, Olivia Kynard, Clare Lamontagne, Moira Maguire, Edward Murch, Matt Noyes, Lea Occhialini, Michelle Robak, Joanne Rome, Christina Royal, Rachel Rubinstein, Narayan Sampath, Amanda Sbriscia, Adrienne Smith, Idelia Smith, Michele Snizek, Linda Szalankiewicz, 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 Delgado and seconded by Trustee Plotkin it was VOTED to approve the April 28, 2020 meeting minutes. Roll Call Vote: Trustee Delgado Yes Trustee Epstein Yes Trustee Friedrich Yes Trustee Gilbert Yes Trustee Johnson Yes Trustee Parker Yes Trustee Plotkin Yes Trustee Pokela Yes Trustee Vidal Yes
APPROVAL OF PERSONNEL ACTIONS	On a motion by Trustee Johnson and seconded by Trustee Parker it was VOTED to approve the appointments and reappointments for Faculty and MCCC Unit Professional Staff Roll Call Vote: Trustee Delgado Yes Trustee Epstein Yes Trustee Friedrich Yes Trustee Gilbert Yes Trustee Johnson Yes Trustee Parker Yes Trustee Plotkin Yes Trustee Pokela Yes Trustee Vidal Yes

	<p>On a motion by Trustee Epstein and seconded by Trustee Delgado, 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 Friedrich</td><td>Yes</td></tr> <tr><td>Trustee Gilbert</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 Plotkin</td><td>Yes</td></tr> <tr><td>Trustee Pokela</td><td>Yes</td></tr> <tr><td>Trustee Vidal</td><td>Yes</td></tr> </table>	Trustee Delgado	Yes	Trustee Epstein	Yes	Trustee Friedrich	Yes	Trustee Gilbert	Yes	Trustee Johnson	Yes	Trustee Parker	Yes	Trustee Plotkin	Yes	Trustee Pokela	Yes	Trustee Vidal	Yes
Trustee Delgado	Yes																		
Trustee Epstein	Yes																		
Trustee Friedrich	Yes																		
Trustee Gilbert	Yes																		
Trustee Johnson	Yes																		
Trustee Parker	Yes																		
Trustee Plotkin	Yes																		
Trustee Pokela	Yes																		
Trustee Vidal	Yes																		
<p>FINANCE COMMITTEE REPORT</p>	<p><u>Third Quarter Statement of Revenue and Expenses report provided by Curt Foster, Comptroller covering the period of July 1, 2019 through March 31, 2020.</u></p> <ul style="list-style-type: none"> • Financial Highlights - Overall, total revenue through the third quarter is 3.2% unfavorable to prior year and total expense is 3.6% favorable compared to prior year. Total revenue as a percent of the full year budget is 82.5% and total expense is 70.6%. • Tuition and Fee (T&F) revenue is 6.36% unfavorable compared to the prior year. • The FY20 T&F budget is 3% lower than prior year. Based on the third quarter T&F decline compared to last year, we are currently projecting T&F revenue to shortfall budget by \$1.9 million. • State Appropriation reflects an increase of .64%. Our unrestricted state appropriation is at budgeted \$30,067,260. This includes state paid fringe benefits not previously budgeted, but, reported on our annual financial statements. • Private gifts and grants revenue and expense are not reflected in this report. Grant activity in the third quarter year to date is lower at \$18.1 million compared to \$20.1 million. • Investment revenue is not reflected in this report. Investment losses for the third quarter totaled \$2.0M. • Business and Community Services revenue is unfavorable to the prior year by 11.93% distributed across all categories. Revenue is currently at 72.5% of budget. Currently, we are projecting a \$346.5K shortfall to budget. • Administrative Allowance revenue which is derived from indirect cost recovery from grant activity is favorable to prior year by 55.26%. • 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 1.37% favorable to the prior year and is tracking as a percent of budget at 76.07%. Our current forecast is \$733K over budget that is offset by \$950K in additional state funding for contractual increases. • Supplies and Services is 10.54% favorable to prior year and is tracking at a rate of 52% of the full year budget. We pursued reducing or delaying expenses to fully offset the remaining revenue 																		

	<p>shortfall by \$2.8 million after the second quarter, however expenses related to the COVID-19 pandemic, currently estimated at \$600,000, and may impact this reduction in the full year budget.</p> <ul style="list-style-type: none"> • Scholarship and Fellowship expenditure is favorable by 10.94%. • Auxiliary enterprises expenditure (bookstore) is favorable by 46.89% compared to last year largely due to retirements of two long time employees and privatization of the bookstore. <p>On a motion by Trustee Plotkin and seconded by Trustee Parker it was VOTED to approve the Third Quarter Statement of Revenue and Expenses 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 Friedrich</td><td>Yes</td></tr> <tr><td>Trustee Gilbert</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 Plotkin</td><td>Yes</td></tr> <tr><td>Trustee Pokela</td><td>Yes</td></tr> <tr><td>Trustee Vidal</td><td>Yes</td></tr> </table>	Trustee Delgado	Yes	Trustee Epstein	Yes	Trustee Friedrich	Yes	Trustee Gilbert	Yes	Trustee Johnson	Yes	Trustee Parker	Yes	Trustee Plotkin	Yes	Trustee Pokela	Yes	Trustee Vidal	Yes
Trustee Delgado	Yes																		
Trustee Epstein	Yes																		
Trustee Friedrich	Yes																		
Trustee Gilbert	Yes																		
Trustee Johnson	Yes																		
Trustee Parker	Yes																		
Trustee Plotkin	Yes																		
Trustee Pokela	Yes																		
Trustee Vidal	Yes																		
<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 continue to monitor and document all expenses as it relates to COVID-19.</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> Trustee Johnson stated that she will be meeting with President Royal to outline the next steps for the Equity Committee.</p> <p><u>Nominating Committee report provided by Trustee Johnson</u> Trustee Johnson reminded the Board that June will be Trustee Friedrich last meeting. The new elected Student Trustee’s term is effective July 1, 2020 – June 30, 2021.</p> <p><u>Presidential Evaluation Committee Chaired by Trustee Pokela</u> Trustee Pokela informed Trustees that there are four major components to President Royal’s evaluation. Every three to five years the State requires us to do a more comprehensive in-depth evaluation of the President. This year due to the current pandemic, the State has extended the deadline to submit the President’s Evaluation to the fall.</p> <p><u>Strategic Plan Committee Report provided by Trustee Plotkin</u> President Royal informed the Board that with the departure of Dr. Kathryn Senie who led the Strategic Plan work, these responsibilities will now be assumed by the Director of Planning and Curriculum Assessment. There is currently a search underway to fill this position.</p>																		

<p>REPORT OF THE CHAIR</p>	<p>In addition to attending various zoom meetings and telephone calls, Chair Gilbert participated in:</p> <ul style="list-style-type: none"> • April 28th – Town Hall Meeting for the Class of 2020 • April 30th – Town Hall Meeting for Students Regarding the CARES Act Funding • May 12th – Met with President Royal to set the agenda for today’s meeting. • May 20th – Professional Association Meeting
<p>PRESIDENT’S REPORT</p>	<p>President Royal provided the following updates:</p> <ul style="list-style-type: none"> • The first disbursement of the CARES Act funding was given in a block grant in the amount of a \$350 to approximately 2300 students. There is also the application process for students who did not qualify for the CARES Act funding to apply for financial assistance from the President’s Emergency Student Fund. • The revisions to the fall schedule have been made since the announcement that the college will be going remote for the fall semester. • We are currently tracking our summer and fall enrollment numbers and adopting new marketing initiatives. • We are working on prioritizing the repopulation of the campus. President Royal reminded the Board that we did not physically close but restricted physical access to campus. Cabinet members along with the Emergency Management Team are working on creating a draft of our reopening plan that aligns with the states requirements. • A decision was made to hold a virtual commencement on Thursday, August 20th at noon for the Class of 2020. These students will have the opportunity to walk across the stage during the Class of 2021 Commencement Ceremony on June 5, 2021. • NECHE Self Study was shared with the HCC Community and feedback is accepted until June 10th. • President Royal congratulated Amanda Sbriscia on her 40 Under 40 Class of 2020 recognition. <p>Strategic Plan In-Depth Topic: Celebrating Academic Achievements was provided by Rachel Rubinstein, Vice President of Student & Academic Affairs, Kim Hicks, Dean of Arts & Humanities, Moira Maguire, Dean of Social Sciences, Clare Lamontagne, Dean of Health Sciences and Adrienne Smith, Interim Dean of Science Technology Engineering and Math.</p> <div data-bbox="641 1453 701 1848" style="background-color: #00a651; width: 37px; height: 188px; margin-bottom: 10px;"></div> <p style="text-align: center;"> Celebrating Academic Achievement Board of Trustees Tuesday, May 26, 2020 </p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div data-bbox="641 1864 756 1938" style="text-align: center;"> <p>HOLYOKE COMMUNITY COLLEGE</p> </div> <div data-bbox="1263 1913 1477 1938" style="text-align: right;"> <p>Educate. Inspire. Connect.</p> </div> </div>

Overview

- Programmatic and Curricular Initiatives
- Faculty/Staff Recognitions
- Student Achievement

Educate. Inspire. Connect.

Arts and Humanities

- Launch of LAX program in Fall '19
- Response to Gray's Associates report
- Glascock Poetry Prize awarded
- Visual Art student scholarships awarded
- Kennedy Center Theater Festival awards



Educate. Inspire. Connect.

Arts and Humanities

- Virtual Student Art show
- Remote Studio Art courses
- Service Learning online
- Music and Art curriculum innovation for Fall '20



Educate. Inspire. Connect.

Business and Digital Learning

- Response to Gray Associates Program Prioritization
- Development of the meta major
- Focus on retention through team taught BUS 101 Intro to Business
- LC: Shark Tank
- Digital Marketing Certification Course
- Development of multidisciplinary Social Media Marketing Option



Business Department

Educate. Inspire. Connect.

Business and Digital Learning

- Grinspoon Initiative Entrepreneurship Award and EforAll winners Alexandra Clark and Nicole Ortiz
- First six AAS in Culinary Arts graduates
- Transitioned away from entry requirements to supported education via use of SI and tutoring
- Capital Skills Grant Hotel Lab



Hospitality and Culinary Arts Department

Educate. Inspire. Connect.

Health Sciences

- Vet Tech
 - Awarded a \$230,000 Mass Capital Skills Grant for much needed equipment and upgrading the dog kennel.
 - As a result of work with Gray Associates a 10 credit Vet Assistant certificate was developed.
 - Furry Fridays
- MA, Rad Tech, Nursing
 - Awarded a \$240,000 Mass Capital Skills Grant for equipment needed to proceed with the accreditation process for MA as well as simulation equipment for all departments.

Educate. Inspire. Connect.

Health Sciences

- FOH, Rad Tech, Nur, Vet tech
 - Collaborated with Admissions to develop a fully online Information Session. This provides access to anyone interested in our health programs.
- All Health Programs
 - Moving to blended orientation programs for incoming students.
- CHW
 - Their clinical experience was shifted to working with organizations to complete contact tracing.

Educate. Inspire. Connect.

Social Sciences and Integrative Learning

- Response to Gray Associates
- Naomi Robles is off to Mt. Holyoke with a Francis Perkins scholarship!
- Education Department hosts Trunk or Treat
- The Education Department enrolls first cohort of CDA students as part of StrongStart grant
- Education Department participates in Holyoke High School future educator signing day
- Nate Ferreira, Education program alum, wins Grinspoon Award for Teaching Excellence
- Professor Martinez gives keynote address to Southwest Race Amity Conference



Educate. Inspire. Connect.

Social Sciences and Integrative Learning

- Mary Orisich and Nicole Hendricks establish Core
- 17 students inducted into Psi Beta
- Professor Martinez wins Commonwealth Honors Program grants
- Michael Zalivchii accepted into accelerated nursing program at Elms College
- Pandemic becomes a case study in HSV 141: Foundations of Trauma
- Stories of student success and perseverance



Educate. Inspire. Connect.

STEM

- Response to Gray's Report
- New Math Pathways to speed student progress through developmental math; reflects more holistic and integrated math pedagogy
- STEM Open House



Educate. Inspire. Connect.

STEM

- New courses/certificates for Fall 2020: Cannabis Certificate; courses in Beer, Wine, and Cannabis cultivation.
- Three student submissions to AMATYC (American Mathematical Association of Two Year Colleges) selected for third prize in nation
- STEM Starter Academy students and staff are printing mask extenders as well as training supplies and lab pieces for our nursing and biology students this summer



Educate. Inspire. Connect.

Questions & Discussion

HOLYOKE
COMMUNITY
COLLEGE

Educate. Inspire. Connect.

President Royal thanked Dr. Rubinstein and the Academic Deans for their presentations and for providing an overview of the work and achievements within their divisions.

ADJOURNMENT	<p>On a motion by Trustee Plotkin and seconded by Trustee Vidal it was VOTED to adjourn today's meeting.</p> <p>Roll Call Vote:</p> <table data-bbox="597 241 933 546"> <tr><td>Trustee Delgado</td><td>Yes</td></tr> <tr><td>Trustee Epstein</td><td>Yes</td></tr> <tr><td>Trustee Friedrich</td><td>Yes</td></tr> <tr><td>Trustee Gilbert</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 Plotkin</td><td>Yes</td></tr> <tr><td>Trustee Pokela</td><td>Yes</td></tr> <tr><td>Trustee Vidal</td><td>Yes</td></tr> </table> <p>The meeting was adjourned at 9:36 am.</p>	Trustee Delgado	Yes	Trustee Epstein	Yes	Trustee Friedrich	Yes	Trustee Gilbert	Yes	Trustee Johnson	Yes	Trustee Parker	Yes	Trustee Plotkin	Yes	Trustee Pokela	Yes	Trustee Vidal	Yes
Trustee Delgado	Yes																		
Trustee Epstein	Yes																		
Trustee Friedrich	Yes																		
Trustee Gilbert	Yes																		
Trustee Johnson	Yes																		
Trustee Parker	Yes																		
Trustee Plotkin	Yes																		
Trustee Pokela	Yes																		
Trustee Vidal	Yes																		

Respectfully submitted,

Marley Friedrich
Board Secretary
HCC Board of Trustees

Approved: Robert W. Gilbert, Jr. June 23, 2020

**HOLYOKE COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT**

MEMORANDUM

TO: Board of Trustees

FROM: Dr. Christina Royal, President

DATE: June 23, 2020

SUBJECT: Personnel Updates

Non-Unit Professional Appointments – Trust Funded

Name	Title/Area	Date Position Changed
Vilmaris Cintron	Staff Assistant to the VP of Institutional Advancement & Executive Director of the HCC Foundation, Inc.	06/07/2020
Reid Hunter	Technical Operations Manager, IT	06/14/2020

Non-Unit Professional Reappointments (07/01/20 – 12/31/20) – Trust Funded

Name	Title/Area
Sharon Grundel	Training Workforce Options (TWO)/Staff Associate – Sales (Healthcare, Non-Profit, and Governmental Service)
Tracye Whitfield	Training Workforce Options (TWO)/Staff Associate – Sales (Manufacturing, Hospitality, and General Business)

MCCC Unit Professional Reappointment - 07/01/2020 – 06/30/2021- External Funding

Name	Title/Area
Andrea Hojnacki	Learning Disability Specialist/Transition, Office for Student with Disabilities & Deaf Services

Faculty – One Year Appointment for the Academic Year 2020-2021 – State Funded

Name	Area/Title
Klara Karol	Instructor of Business Administration, Business and Digital Learning Division

SUGGESTED MOTION: To approve the appointments and reappointments for the above 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: June 23, 2020

SUBJECT: Reappointment & Appointment of Department Chairs/Curriculum Coordinator/Program Coordinators for 2020-2021 Academic Year

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 department chairs/curriculum coordinator/program coordinators for the 2020-2021 academic year:

Appointments:

AND/RN – <i>Kayla Aliengena</i>	Foundations of Health – <i>Kara Moriarty</i>
Criminal Justice – <i>Nicole Hendricks</i>	Foundations of Health – <i>Wendi Tatro, Medical Assistant Program Coordinator</i>
Education – <i>Joan Giovannini</i>	Human Services – <i>Allison Hrovat, Program Coordinator</i>
Education – <i>Sheila Gould, Program Coordinator</i>	Psychology – <i>Michelle Williams, Program Coordinator</i>

Reappointments:

Academic ESL – <i>Rubaba Matin</i>	Language Studies – <i>Monica Torregrosa</i>
Biology - <i>Stephanie Easler</i>	Learning Communities – <i>Diane Beers & Mary Orisich, Program Coordinators</i>
Business Administration – <i>Kelly O'Connor</i>	Liberal Arts & Sciences – <i>Monica Torregrosa, Program Coordinator</i>
Communication, Media & Theatre Arts – <i>Joanne Kostides</i>	Mathematics – <i>Ileana Vasu</i>
Computer Information Systems – <i>Jon Ventulett</i>	Music – <i>Elissa Brill Pashkin</i>
Critical Social Thought – <i>Donald Hanover</i>	Practical Nursing – <i>Tina Jacques</i>
Deaf Studies – <i>Claire Sanders</i>	Psychology – <i>Terri Kinstle</i>
English – <i>Patricia Kennedy</i>	Physical Sciences – <i>Juan Burwell</i>
Environmental Science & Technology – <i>Jamie Laurin</i>	Radiologic Technology – <i>Mary Beth Buckley</i>
Forensic Science – <i>Elizabeth Butin, Program Coordinator</i>	Service Learning – <i>Lisa Mahon, Program Coordinator</i>
Health, Fitness & Nutrition – <i>Patricia Mantia</i>	Sociology/Anthropology – <i>Tracy Ross</i>
Honors Program – <i>Vanessa Martinez, Program Coordinator</i>	Sustainability Studies – <i>Kathleen Maiolatesi</i>
Hospitality & Culinary Arts – <i>Mark Antsel, Academic Program Coordinator</i>	Veterinary Science – <i>Jennifer York</i>
Hospitality & Culinary Arts – <i>Warren Leigh</i>	Visual Arts – <i>Felice Caivano</i>

SUGGESTED MOTION:

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