



Board of Trustees Meeting Minutes

June 25, 2024

Holyoke Community College
June 25, 2024 at 8:00 AM EST

Remote

Attendance

Trustees Remote:

Charles Epstein, Barney Garcia, Ted Hebert, Yolanda Johnson, Evan Plotkin, Nayroby Rosa , Ivonne Vidal, Eleanor Williams

Trustees Absent:

Interim Chair Vanessa Smith

Remote Guests:

Alan Bloomgarden, Beth Breton, Dan Campbell, Vanny Chen, Julissa Colon, Karen Desjeans, Mary Dixey, Kermit Dunkelberg, Cur Foster, Jeff Hayden, Mark Hudgik, Jennifer Kerr, Olivia Kynard, Jane Lerner, Ann Medina, Anne Mistivar, Michelle Robak, Narayan Sampath, Amanda Sbriscia, Renee Tastad, George Timmons, Rebecca Townsend and Allison Wrobel.

ANNUAL MEETING

I. Call to Order: Trustee Vidal called the Annual Meeting of the Holyoke Community College Board of Trustees to order at 8:02 am.

II. Roll Call

Roll Call Vote:

YES: Charles Epstein, Barney Garcia, Ted Hebert, Yolanda Johnson, Evan Plotkin, Nayroby Rosa, Ivonne Vidal

Eleanor Williams – entered at 8:05 am

III. Interim Board Chair’s Annual Report – NONE

IV. Student Trustee’s Report

Trustee Garcia reflected on the past six months of the academic year. Highlights:

- He discovered his passion for public service in helping others, and answered the call to become the Student Trustee
- Student Senate Kindness Week and celebrating the HCC Community in early April
- Belief – to believe that there is something beyond what meets the eye; to recognize talent and vigor that people often cannot see themselves
- He thanked President Timmons, the President’s Cabinet and the Trustees for being pillars in our society to allow people to transform themselves.
- He provided an update on the next Student Trustee, who will be elected in the Fall semester.

V. President's Annual Report

President Timmons highlighted the community and student demographics as the college remains committed to the mission in providing a comprehensive quality education and opportunities that cater to the needs of a varied student body.

Overall, HCC has had a successful year, with impressive gains in retention rates, course completion, and retention equity metrics. Student retention rates have improved, and the retention equity gap between white students and students of color narrowed to its lowest percentage.

He provided several key challenges, such as slower population growth, and is projected to decline in the next decade, and the highly competitive higher education landscape.

The FY 2024 fiscal year concluded with 69,000 credit hours; which represents 6% more than the budgeted number of credits.

He announced that Dr. Marlowe Washington was selected as the first Vice President of People, Culture and Equity. He will begin on July 8, 2024.

Kermit Dunkelberg added that Business and Community Services has served 900 adult learners in the adult education and transition to college program, not including and workforce training.

VI. Adjournment

Roll Call Vote for Adjournment

A motion to adjourn was made by Trustee Plotkin and seconded by Trustee Epstein to adjourn the Annual Meeting of the Holyoke Community College Board of Trustees at 8:38 am.

YES; Charles Epstein, Barney Garcia, Ted Hebert, Yolanda Johnson, Evan Plotkin, Nayroby Rosa, Ivonne Vidal, and Eleanor Williams

MEETING

VII. Call to Order: Trustee Vidal called the the 429th meeting of the Holyoke Community College Board of Trustees to order at 8:39 am.

VIII. Roll Call

Roll Call Vote:

YES; Charles Epstein, Barney Garcia, Ted Hebert, Yolanda Johnson, Evan Plotkin, Nayroby Rosa, Ivonne Vidal, and Eleanor Williams

Trustee Vidal asked that items E. Consideration of the cancellation of the July 23, 2024 Board Meeting and F. Committee Reports, be pulled out of the Consent Agenda

IX. Consent Agenda

- A. Consideration of the Minutes for the Board of Trustees Meeting of May 28, 2024
- B. Report of Personnel Actions dated June 25, 2024 (*see attached*)

- C. Report of the Department Chairs/Curriculum Coordinator/Program Coordinator dated June 25, 2024 (see attached)
- D. Sabbatical Request Approval (see attached)
- E. To empower the President of the College to approve all personnel actions prior to the next meeting.

Roll Call Vote for Consent Agenda

A motion was made by Trustee Johnson and seconded by Trustee Hebert to accept the Consent Agenda as presented.

YES; Charles Epstein, Barney Garcia, Ted Hebert, Yolanda Johnson, Evan Plotkin, Nayroby Rosa, Ivonne Vidal, and Eleanor Williams

- X. Consideration of the cancellation of the July 23, 2024 Board Meeting
Trustee Vidal asked if there was any conversation around the cancellation of our July meeting, and there was none.

Roll Call Vote for Cancellation of the July 23, 2024 Board Meeting

A motion was made by Trustee Plotkin and seconded by Trustee Hebert to cancel the July 23, 2024 Board Meeting.

YES; Charles Epstein, Barney Garcia, Ted Hebert, Yolanda Johnson, Evan Plotkin, Nayroby Rosa, Ivonne Vidal, and Eleanor Williams

XI. Committee Reports

- A. Nomination and Presidential Evaluation Committee – Trustee Vidal reported on the work of the Committee and that they are in the middle of the Presidential Evaluation process in working with the consultant, Liz Denny. She reminded all Trustees to please respond to the survey link that was sent out. We would like 100% participation.
- B. By Laws and Governance – Trustee Vidal reported that the Committee will be meeting this week to complete the second self-assessment survey and have it sent out to all Board members. The plan is to have a yearly assessment in the future. The Committee is also working on another survey focused on board competencies to help assist the Committee when vacancies occur on the Board.
- C. Strategic Planning Committee – Trustee Rosa reported that this Committee will be meeting in August to review the metrics for the fiscal year 2024.
- D. Equity Committee – Trustee Johnson reported that the Equity Committee continues to meet to plan the fall/spring equity series of workshops and trainings.

XII. Audit and Finance Committee Report

Vice President Sampath presented the following presentation:



Fiscal Year 2025 Budget
(July 2024 to June 2025)

HOLYOKE
COMMUNITY
COLLEGE

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State Budget Process and FY'25 Appropriations

Announced on January 24th



Line Item	Name	FY24 GAA	FY25	FY25 vs FY24	
7502-0100	Berkshire Community College	\$13,197,485	\$14,840,522	12%	\$1,643,037
7503-0100	Bristol Community College	\$27,337,925	\$30,322,851	11%	\$2,984,926
7518-0100	Bunker Hill Community College	\$33,200,128	\$36,960,151	11%	\$3,760,023
7504-0100	Cape Cod Community College	\$15,007,897	\$16,625,186	11%	\$1,617,289
7505-0100	Greenfield Community College	\$12,880,259	\$14,487,538	12%	\$1,607,279
7506-0100	Holyoke Community College	\$24,380,131	\$27,127,838	11%	\$2,747,707
7507-0100	Massachusetts Bay Community College	\$19,420,019	\$21,839,616	12%	\$2,419,597
7509-0100	Massasoit Community College	\$26,040,568	\$28,946,844	11%	\$2,906,276
7516-0100	Middlesex Community College	\$28,458,000	\$31,969,817	12%	\$3,511,817
7509-0100	Mount Wachusett Community College	\$17,842,335	\$20,184,867	13%	\$2,342,532
7511-0100	North Shore Community College	\$26,242,903	\$29,306,678	12%	\$3,063,775
7510-0100	Northern Essex Community College	\$23,767,647	\$26,659,658	12%	\$2,892,011
7512-0100	Quinsigamond Community College	\$26,257,855	\$29,584,745	13%	\$3,327,090
7515-0100	Roxbury Community College	\$12,990,071	\$14,517,293	12%	\$1,527,222
7514-0100	Springfield Technical Community College	\$29,927,094	\$33,281,659	11%	\$3,354,565

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Fiscal Year 2025 Outlook

The Boston Globe

After budget cuts, tax collections slump again

Weeks after officials downgraded the state's tax revenue forecast, collections in January lagged \$263 million behind even those dimmer...

Feb 5, 2024



NBC Boston

April tax report crushes expectations in Mass.

Heading into April, state tax collections for fiscal 2024 were trailing expectations by \$145 million. After the new revenue report,...

5 days ago



Senate Budget Funds Free Community College For All

May 6, 2024

Senate Democrats on Monday unveiled plans to make community college free for all students in Massachusetts, starting in the fall semester of 2025.

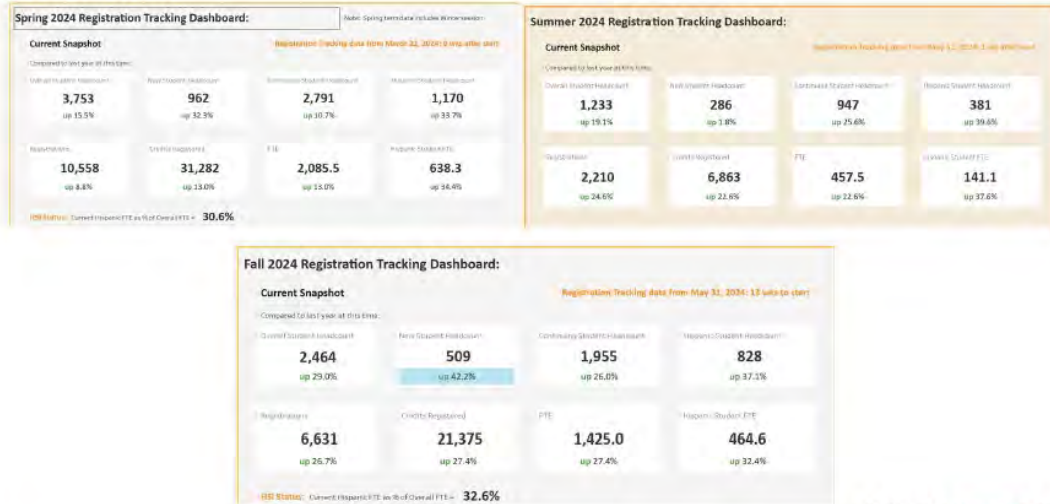
Surtax Revenue On Pace To Double Estimates

Rodriguez Expects Debate Next Year On Allocating More Than \$1 Billion

June 14, 2024

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Enrollment



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Strategic Plan Metrics

TEACHING & LEARNING							
Strategy #1: Enhance and expand innovative teaching and learning practices that result in a quality education for all.		Baseline Data	Year 1: 2023 (Actual)	Year 2: 2024 (Actual)	Target (by 2026)	Ambitious Metric (by 2026)	On Track in Progress At Risk
1.1	Increase the Fall course completion rate from 77% to 81% by 2026.	77%	76%	79%	81%	84%	●
1.2	Increase the Fall-to-Fall retention rate for all first-time degree/certificate seeking students from 53% to 57% by 2026.	53%	51%	54%	57%	60%	●
1.3	Increase the 150% graduation rate for first-time degree/certificate seeking students from 17% to 21% by 2026.	17%	18%	21%	21%	24%	●
1.4	Assess the impact of a program of equity-focused professional development offered to 100% of faculty and staff starting by Fall 2022.	Not Applicable	NA	NA	80%	100%	
EQUITY & STUDENT SUCCESS							
Strategy #2: Collaborate with the communities we serve to increase equity.		Baseline Data	Year 1: 2023 (Actual)	Year 2: 2024 (Actual)	Target (by 2026)	Ambitious Metric (by 2026)	
2.1	Decrease the Fall course completion gap between BIPOC and white students from 10 to 6 points by 2026.	10 points	12	10	6 points	3 points	●
2.2	Decrease the retention rate gap between first-time degree/certificate seeking BIPOC and white students from 13 to 9 points by 2026.	13 points	11	9	9 points	6 points	●
2.3	Decrease the 150% graduation rate gap between first-time degree/certificate seeking BIPOC students and white students from 11 to 7 by 2026.	11 points	16	11	7 points	4 points	●
2.4	Decrease the gap between first-time degree/certificate seeking BIPOC and white students transferring to four-year institutions from 11 to 7 points by 2026.	11 points	13	11	7 points	4 points	●
2.5	Increase Hispanic Fall FTE from 660 to 772 by 2026.	660	575	667	772	795	●

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Strategic Plan Metrics

WORKFORCE DEVELOPMENT & TRANSFER							
Strategy #3: Align program outcomes with workforce demands and student needs for employment and transfer.		Baseline Data	Year 1: 2023 (Actual)	Year 2: 2024 (Actual)	Target (by 2026)	Ambitious Metric (by 2026)	
3.1	Increase the percentage of all first-time degree/certificate seeking students who transfer to four-year institutions from 19% to 23% by 2026.	19%	16%	25%	23%	26%	●
3.2	Increase enrollment in non-credit programming from 2,700 to 3,500 by 2026.	2,700	2,056		3,500	3,850	●
3.3	Increase the percentage of HCC non-credit students matriculating into credit programming from 13% to 17% by 2026.	13%	9%		17%	20%	●
3.4	Increase the percentage of students who become employed upon graduation/completion from 62% to 66% by 2026.	62%	73%		66%	69%	●
FINANCIAL SUSTAINABILITY							
Strategy #4: Create a sustainable model for long-term financial stability and growth.		Baseline Data	Year 1: 2023 (Actual)	Year 2: 2024 (Actual)	Target (by 2026)	Ambitious Metric (by 2026)	
4.1	Increase total annual credit hours from 65,500 to 67,465 by 2026.	65,500	63,444		67,465	66,120	●
4.2	Increase total annual revenue in charitable contributions, including estate commitments, to the HCC Foundation from \$1.75 million to \$8.5 million by 2026.	\$1.75 M	\$18.9 M		\$8.5 M	\$10 M	●
4.3	Increase the total annual number of unique donors making gifts to the HCC Foundation by 50% by 2026.	858	959		1,287	1,400	●
4.4	Increase revenue streams beyond student tuition and fees from \$9,442,000 to \$9,725,260 by 2026.	\$ 9,442,000	\$ 12,808,042	\$ -	\$ 9,725,260	\$ 9,819,680	●
4.5	Increase the implementation of process reimagine and redesign projects from 4 to 10 by 2026.	4	7		10	13	●

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EAB
Asset

Case Study
How a Community College Grew the Number of Financial Aid Packages with Early Alerts and Coordinated Outreach

In Spring 2023, Holyoke Community College (HCC) admissions and financial aid staff discovered that only 53% of New Student Orientation attendees had a completed financial aid package. Many students didn't know they were missing package requirements or how to fulfill them.

Read the case study to learn how HCC used Navigate360's Coordinated Care Network to connect students with financial aid counselors who helped them complete their aid package requirements, resulting in a 14% increase in completed financial aid packages among newly enrolled students who received Navigate360 intervention.

[Access the case study](#)

First Name:

Last Name:

Email Address:

Job Title:

Organization:

Subject:

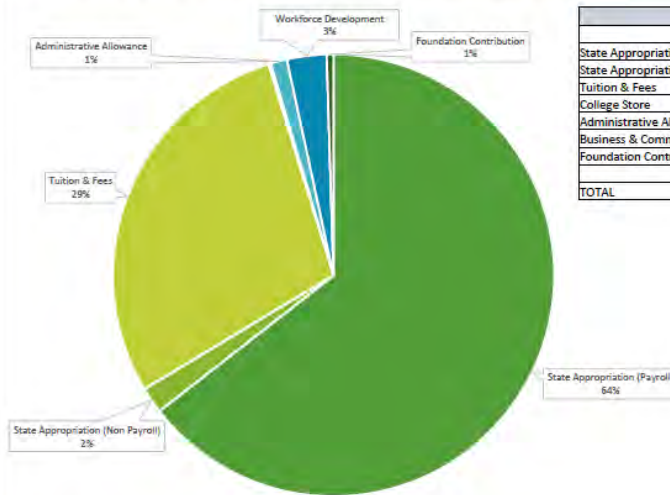
About Us

At EAB, we are insight-chasers and innovators, and our teams are as diverse as the problems we solve. For four decades, we've delivered extraordinary results, and we proudly support 2,500+ organizations from K-12 to college to career. Together with our partners we can solve education's toughest challenges. Our mission is to make education smarter and our communities stronger, and we strive to be a trusted partner to everyone we serve, in turn helping thousands of schools and millions of students thrive.

<https://eab.com/>

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Sources of Revenue in Fiscal Year 2025

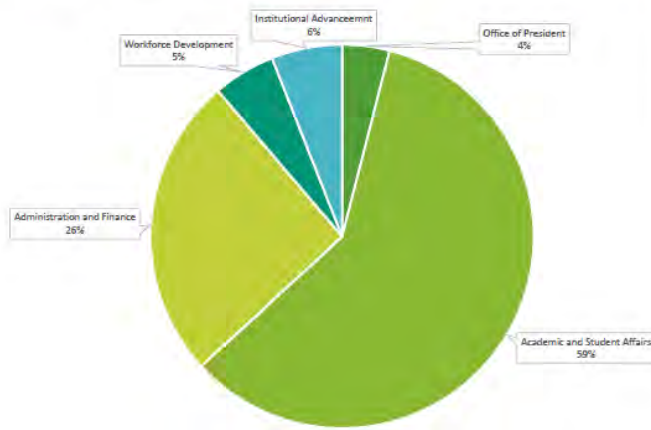


REVENUES/APPROPRIATIONS		
	2025	2024
State Appropriation (Payroll)	\$ 37,778,000	\$ 35,049,141
State Appropriation (Non Payroll)	\$ 1,127,638	\$ -
Tuition & Fees	\$ 16,900,000	\$ 14,061,182
College Store	\$ 100,000	\$ -
Administrative Allowance	\$ 700,000	\$ 650,000
Business & Community Service	\$ 1,700,000	\$ 1,600,000
Foundation Contribution	\$ 290,000	\$ 290,000
TOTAL	\$ 58,595,638	\$ 51,650,323

- Some CBA increases funded
- Foundation contribution towards operations
- Increased tuition revenue

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Budgeted Expenses (College/Trust Funds) in Fiscal Year 2025



EXPENSES		
	2025	2024
Office of President	\$ 2,333,572	\$ 1,826,429
Academic and Student Affairs	\$ 34,675,105	\$30,161,318
Administration and Finance	\$ 14,999,651	\$14,125,513
Workforce Development	\$ 3,089,423	\$ 2,809,381
Institutional Advancemnt	\$ 3,497,886	\$ 2,727,682
	\$ 58,595,638	\$51,650,323

- More students cost more
- Inflation
- More travel and PD
- CBA increases
- Fringe rates

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Focus on Equity and Student Success

- Office of Vice President of People, Culture and Equity
- Child watch services
 - Renovation underway
- Homestead market, Thrive
 - Moved to Campus Center
- El Centro, SUCCESS (SAMP & ALANA)
- New Student Lounge
- Mental health services
- Institutional commitment to financial aid

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Fiscal Year 2025 Challenges & Opportunities

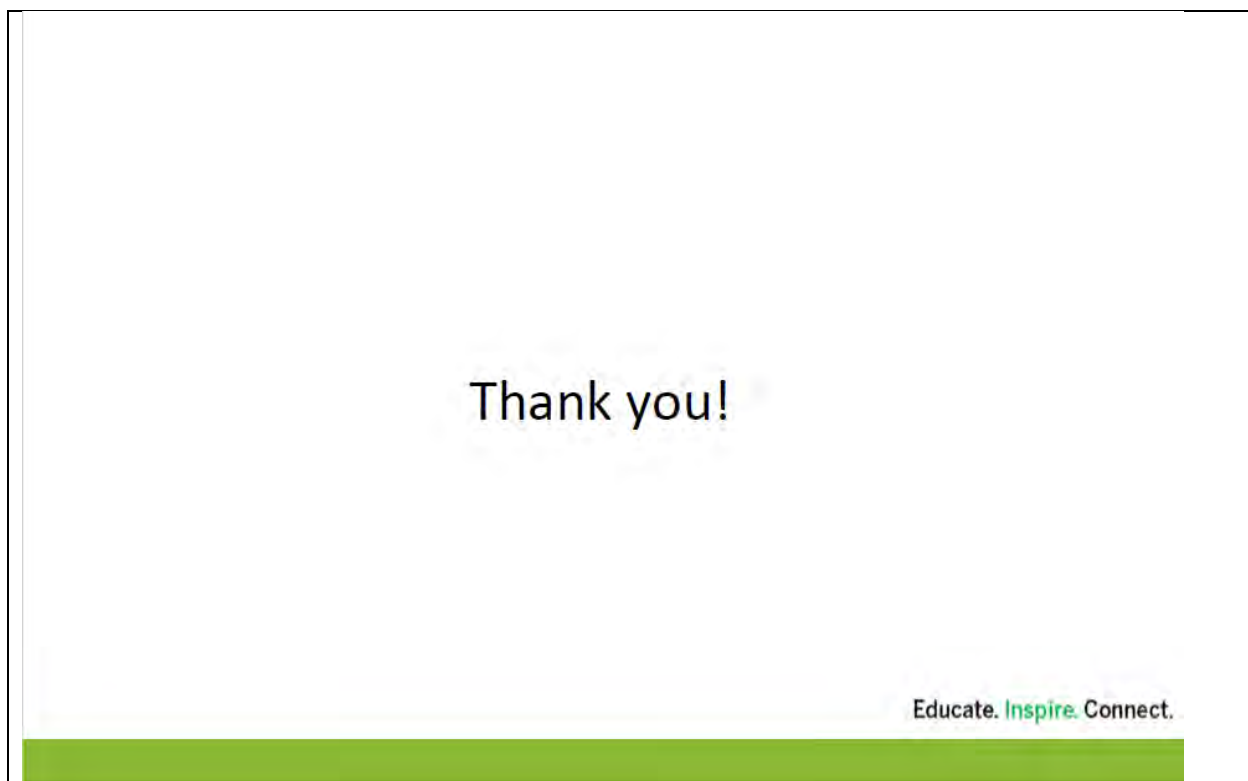
- Enrollment/Retention/Completion
- Impact of Mass Reconnect and “Free Community College for all”
 - Increased enrollment
 - Increased need for college to provide support, example Financial Aid, Student Accounts
- Institutional and student support due to COVID expires June 2024
 - College to take on additional expenses next year
- CBA implications
- Inflation/Price increases
- Facilities
 - Effective Utilization of Space on Campus
 - Deferred Maintenance

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Motion

Move that the Audit and Finance Committee recommend to the Board of Trustees to approve the balanced FY 2025 budget. The budget includes general operating trust funds and the auxiliary enterprise funds as presented with the express approval of all purchases and to authorize the President or their designee to transfer among departments as needed during the fiscal year.

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There were no questions; however, there was discussion on the Scholarship Center, and meeting the needs of the students through the HCC Foundation.

The following document was also provided to the Trustees



**Office of the Vice President for
Administration & Finance**

TO: Audit and Finance Committee
FROM: Narayan Sampath, Vice President for Administration & Finance
DATE: June 6, 2024
SUBJECT: FY 2025 Trust Fund Operating Budget and Spending Plan

Attached please find the recommended local trust fund operating budget for fiscal year 2025 (July 2024 to June 2025), along with a comprehensive spending plan for the year. These documents reflect the following assumptions:

We have estimated that the fiscal year 2025 State appropriation will be \$ \$27,127,638 based on currently available information. Our spending includes an increase in the Educational Service Fee of \$7 per credit and assumes a \$5 increase to the per semester Student Services Fee. The revenue projection assumes enrollment (credit hours) of 72,500 credits for the year, an increase from 65,000 credits for the current fiscal year.

	<u><i>Amount</i></u>
1. Budgeted expenditures which personally benefit the president	\$0
2. Budgeted expenditures for renovations or repairs of President’s office	\$0
3. Budgeted expenditures for individual’s membership dues in excess of \$500 for employees other than the President and for amounts in excess of \$1,000 for the president (except for fees or dues associated with professional organizations that directly advance the institution’s mission)	\$0
4. Budgeted expenditures for trustee travel	\$5,000
5. Budgeted expenditures for entertainment of guests in President’s home	\$0
6. Budgeted expenditures for possible (potential) moving costs	\$11,828
7. Budgeted expenditures for purchase or lease of motor vehicles (for use by the President or other college employees) and housing allowance	\$30,500
8. Employee attendance at charitable dinner or event	\$5,000
9. Employee and student morale and recognition	\$10,000

001 - Office of the President	\$ 2,077,644
1001 - Presidents Office	\$ 810,090
1002 - Accreditation	\$ 23,000
1003 - Affirmative Action	\$ 235,472
1011 - Equity, Diversity & Inclusion	\$ 260,675
5009 - Human Resources	\$ 740,207
5009A - AFSCME Professional Development	\$ 8,200
002 - Academic Affairs	\$ 25,011,691
1004 - Institutional Research	\$ 807,980
1009 - The Learning Collaborative	\$ 75,480
2001 - V.P. Academic & Student Affairs	\$ 928,811
2002 - Asst. V.P. Academic & Student Affairs	\$ 238,571
2003 - Honors Program	\$ 42,765
2005 - Community Based Learning	\$ 25,320
2007 - Learning Communities	\$ 27,212
2011 - Planning, Curriculum and Assessment	\$ 1,001,352
2022 - Commencement	\$ 132,282
2101 - Business	\$ 906,708
2105 - Culinary Arts	\$ 821,856
2200 - Child Watch Center	\$ 300,455
2203 - Education	\$ 405,690
2204 - Environmental Science & Technonlogy	\$ 259,314
2206 - Practical Nursing (PN)	\$ 293,174
2210 - Radiologic Techician	\$ 313,672
2211 - Nursing (RN)	\$ 1,845,709
2212 - Foundations of Health	\$ 482,688
2213 - Health Sciences Admin	\$ 526,355
2301 - Soc Sciences, Arts&Humanities Admin	\$ 506,595
2302 - Art	\$ 662,109
2303 - Tabor Art Administration	\$ 24,729
2304 - Deaf Studies	\$ 169,559
2306 - English	\$ 1,847,856
23090 - Language Studies	\$ 285,019
23091 - Academic ESL	\$ 306,690
2310 - Music	\$ 468,422
2312 - Music - Jazz Festival	\$ 9,113
2313 - Music Instruction	\$ 65,037
23140 - Comm/Media/Theater	\$ 745,252
23141 - Theatre Activities	\$ 23,100
2410 - STEM Admin	\$ 490,871
2412 - Anatomy & Physiology	\$ 280,342

2414 - Chemistry	\$ 187,066
2415 - Computer Information STEM	\$ 163,311
2416 - Center for Life Sciences	\$ 194,502
2417 - Engineering Dept	\$ 287,294
2418 - General Biology	\$ 1,035,535
2419 - Mathematics	\$ 1,330,442
2420 - Physics/Astronomy	\$ 259,001
2421 - Plant Sciences	\$ 16,294
2422 - Vet & Animal Science	\$ 513,523
2423 - Sustainability	\$ 1,500
2424 - Zoology	\$ 3,225
2425 - Forensic Science	\$ 117,266
2501 - Criminal Justice	\$ 372,650
25012 - El Centro	\$ 567,540
25013 - Hispanic Leadership Committee	\$ 5,000
2502 - Human Services	\$ 296,978
2503 - Integrative Learning Admin	\$ 134,195
2505 - Critical Social Thought	\$ 1,228,146
2506 - Psychology	\$ 621,606
2701 - Library Administration	\$ 993,728
6002 - Academic Support CAPS	\$ 987,159
6008 - English as Second Language Support	\$ 370,644
6016 - Student Support	\$ 5,000
006 - Student Development	\$ 8,752,639
6001 - Student Affairs Admin	\$ 439,962
6003 - Admissions	\$ 1,750,512
6005 - Athletics	\$ 645,958
6007 - Office for Students w/Disabilities	\$ 1,526,202
6009 - Financial Aid	\$ 1,297,515
6011 - Advising Center	\$ 1,015,446
6012 - Registrar	\$ 784,741
6017 - Dual Enrollment	\$ 352,929
6021 - Assessment Center	\$ 56,035
6022 - Thrive Center	\$ 141,549
6050 - HCC Grant	\$ 500,000
6101 - Student Activities	\$ 241,791
004 - Business and Community Services	\$ 3,696,550
2106 - Culinary Operations	\$ 292,032
2110 - Food Truck	\$ 85,346
4101 - CBPD Admin	\$ 848,203
41012 - Match - Learn to Earn Comm. Corp	\$ 8,470
4109 - Testing & Workforce Certification C	\$ 53,266
4120 - SNAP E&T	\$ 68,295
4121 - SNAP Outreach Program	\$ 83,363
4301 - Community Service Admin	\$ 219,466

4302 - Adult Basic Education/ESOL	\$ 292,025
43021 - ALC Juntos 340 Match	\$ 42,734
43022 - STCC Federal Match	\$ 83,583
43023 - STCC State Match	\$ 20,648
43024 - Match - Transition	\$ 32,405
43025 - Match - ALC Juntos	\$ 38,166
4401 - V.P. Business & Community Service Admin	\$ 546,001
4460 - Picknelly Family & Adult Ed Center	\$ 405,797
4560 - Gateway to College	\$ 576,751
007 - Institutional Development	\$ 3,434,226
7001 - Institutional Development	\$ 1,214,963
7004 - Marketing & Communications	\$ 1,744,530
7005 - External Development	\$ 474,734
005 - Administration & Finance	\$ 15,622,887
1008 - Ombuds Office	\$ 66,266
5001 - V.P. Admin & Finance	\$ 383,756
5004 - Business Office	\$ 2,019,265
5005 - Business Services	\$ 428,727
5021 - Bursar Office	\$ 1,075,520
5101 - Facilities Admin	\$ 431,765
5102 - Building Maintenance	\$ 1,286,918
5104 - Custodial	\$ 2,259,009
5110 - Power Plant	\$ 1,624,520
5111 - Campus Police	\$ 1,222,684
5113 - Enviromental Compliance	\$ 35,508
5502 - Central Admin Expenses	\$ 1,306,743
3001 - Information Technology Dept	\$ 3,482,207
	\$ 58,595,638

Vice President Sampath read the proposed motion out loud.

Roll Call Vote for Motion

A motion was made by Trustee Hebert and seconded by Trustee Rosa to to approve the balanced FY 2025 budget as presented. The budget includes general operating trust funds and the auxiliary enterprise funds as presented, with the express approval of all purchase and to authorize the President or their designee to transfer among departments as needed during the year.

YES; Charles Epstein, Barney Garcia, Ted Hebert, Yolanda Johnson, Evan Plotkin, Nayroby Rosa, Ivonne Vidal, and Eleanor Williams

XIII. Report of the Interim Chair - NONE

XIV. President's Report

President Timmons updated the board as follows:

- The College continues to be recognized nationally for our work. EAB featured HCC on their website for the case study entitled, “How a Community College Grew the Number of Financial Aid Packages with Early Alerts and Coordinated Outreach.”
- He attended the Holyoke Junior College class reunion at the Culinary Arts Building. He thanked Angela Wright, Maurice Ferriter, Fran Kane and the entire reunion committee for their efforts.
- He recently attended Massachusetts Association of Community Colleges’ Presidents’ Retreat to discuss strategic priorities and potential external partnerships.
- The Accepted Students Day initiative is showing results this year. The most recent event had nearly three times the number of students participating versus last year. The next event is July 10, 2024.
- Holyoke Community College will receive \$225,000 from the Massachusetts Department of Elementary and Secondary Education to support the work of Transition to College services and other college support services. The College has been awarded \$375,000 in Capital Skills Grant – these funds will help upgrade technology and lab spaces and expand career programs for young people and adults.
- Congratulations to Dr. Jennifer York for a successful semi-annual evaluation of the animal care and use program, and facility inspections.
- Congratulations to Shannon Glenn, Academic Coordinator for the Gateway to College program. She was awarded Business West’s 40 Under 40 Award.
- Congratulations to Dr. Rebecca Townsend on being selected to serve on the Campus Compact and AAC&U Higher Education Democracy Inventory Design Team. This subcommittee will focus on case studies, particularly on H S I and HBCU’s, where democracy-building work occurs.
- Congratulations to Megan Pereira on her proposal being accepted to the Council of Advancement and Support of Education (CASE) Conference in Baltimore this fall. The title to her presentation is How to Plan, Assess, and Promote the Long-Term Sustainability of Grant-Funded Programs.

XV. Adjournment

Roll Call Vote for Adjournment

A motion to adjourn was made by Trustee Johnson and seconded by Trustee Rosa to adjourn the 429th meeting of the Holyoke Community College Board of Trustees at 9:13 am.

YES: Charles Epstein, Barney Garcia, Ted Hebert, Yolanda Johnson, Nayroby Rosa, Vanessa L. Smith, and Eleanor P. Williams

**HOLYOKE COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT**

MEMORANDUM

TO: Board of Trustees

FROM: Dr. George Timmons, President

DATE: June 25, 2024

SUBJECT: Personnel Updates

Non-Unit Professional Appointments (permanent)

Name	Title/Area/Funding	Date of Hire
Mark Hudgik	Dean of Strategic Recruitment Initiatives/Admissions & Financial Aid/State Funded	April 30, 2024
Irma Medina	Director of Integrative Learning/Integrative Learning/State Funded	June 16, 2024

MCCC Unit Professional Appointments

Name	Title/Area/Funding	Date of Hire
Kyle Higney	Academic Advisor/Academic Advising Center/State Funded	June 2, 2024
Kim Lauren (KL) Pereira	Librarian-Archivist/Library/State Funded	July 1, 2024
Momina Sims	Coordinator of Career, Planning, and Placement/Elaine Marieb New Directions Adult Learning Success Center/ Grant Funded	June 2, 2024

MCCC Faculty Appointment – Academic Year 2024-2025 (permanent)

Name	Title/Area/Funding
Tracy Carter	Instructor of Culinary, Baking & Pastry Arts/ Health, Education, Culinary Arts & Human Services/State Funded

MCCC Unit Professional – Termination under the Probationary Period

Name	Title/Area/Funding	Effective Date
Monica Stellmacher	Senior Special Programs Coordinator/ Elaine Marieb New Directions Adult Learning Success Center/State Funded	June 12, 2024

SUGGESTED MOTION: To approve the personnel actions listed above for the Non-Unit Professional Staff, MCCC Unit Professional Staff, and Faculty.

OFFICE OF THE PRESIDENT MEMORANDUM

TO: The Board of Trustees

FROM: George Timmons, President

DATE: June 25, 2024

SUBJECT: Reappointment & Appointment of Department Chairs/Curriculum Coordinator/Program Coordinators for 2024-2025 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 2024-2025 academic year:

Appointments:

Culinary Arts – <i>Tracy Carter</i>	Mathematics – <i>Rebecca Targove</i> (Co-chair)
Pathways Program Senior Coordinator, – <i>Camille Close</i> (Interim)	

Reappointments:

Academic ESL – <i>Unyerie Idem</i>	English – <i>Jane Burkhardt</i> (Co-Curriculum Coordinator)
Academic Internships & Career Planning – <i>Andrea Picard</i> (Coordinator)	English – <i>Sarah Gilleman</i> (DE ENG Coordinator)
ASN/RN – <i>Karyn Briand</i>	Environmental Science & Technology – <i>Laurel Carpenter</i>
Biology – <i>Kevin Wentworth</i>	Foundations of Health – <i>Elizabeth Hayward-Jansen</i>
Business Administration – <i>Klara Karol</i> (Interim)	Honors Program – <i>Jessica Hill</i> (Interim Program Coordinator)
Communication, Media & Theatre Arts – <i>Tim Cochran</i>	Human Services – <i>Donna Rowe</i>
Community-Based Learning Program – <i>Vanessa Martinez</i> (Program Coordinator)	Language & Latinx Studies – <i>Monica Torregrosa</i>
Criminal Justice – <i>Adina Giannelli</i>	Learning Communities – <i>Raul Gutierrez</i>
Critical Social Thought – <i>Maura Henry</i>	Liberal Arts & Sciences – <i>Diane Beers</i> (Interim Chair)
Critical Social Thought – <i>Tracy Ross</i> , Program Coordinator	Mathematics- <i>Nathan Mercer</i> (Co-chair)
Deaf Studies – <i>Claire Sanders</i>	Music – <i>Elissa Brill Pashkin</i>
Education – <i>Tricia Kiefer</i>	Physical Sciences – <i>Juan Burwell</i>
Early Childhood Education Program Curriculum Coordinator - <i>Tricia Kiefer</i>	Practical Nursing – <i>Tina Jacques</i>
Elementary & Secondary Education Program Coordinator – <i>April Graziano</i>	Psychology – <i>Michelle Williams</i>
Engineering – <i>Thomas Barrup</i> (Co-chair)	Psychology– <i>Terri Kinstle</i> (Program Coordinator)
Engineering – <i>Gordon Snyder</i> (Co-chair)	Radiologic Technology – <i>Mary Beth Buckley</i>
English – <i>Naomi Lesley</i> (Co-Chair & Co Curriculum Coordinator)	Veterinary Science – <i>Jennifer “Kip” York</i>
English- <i>Fred Cooksey</i> (Co-chair)	Visual Art – <i>Felice Caivano</i>

SUGGESTED MOTION:

To approve the recommendations for reappointments and appointments of program/work area
Holyoke Community College Board of Trustees – June 25, 2024

department chairs.

OFFICE OF THE PRESIDENT

MEMORANDUM

TO: The Board of Trustees
FROM: Dr. George Timmons, President
DATE: June 25, 2024
SUBJECT: Sabbatical Request

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

Tricia Kiefer – Full Year Leave at Half Workload at Full Salary

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

APPLICATION FOR SABBATICAL LEAVE

Name: Tricia Kiefer

College: Holyoke Community College

Work Area HECH Education

Number of years of seniority in the collective bargaining unit: 17 years

Number of years since last previous sabbatical: I have never taken a sabbatical.

Check the type of sabbatical for which you are applying:

- Half year leave at full salary (
-) Half year leave at half salary ()
- Full year leave at half salary
- Full year leave at half workload at full salary**
- Full year leave at half workload at half salary

Date on which proposed sabbatical would begin: Spring 2025 & Fall 2025

Use the rest of this form and/or a separate sheet appended to this form to answer the following questions:

What activities will you do during the proposed sabbatical leave and what goals are these intended to achieve?

Context:

The Massachusetts Department of Early Education and Care (EEC) has recommended each community college revise or develop a 16 credit Foundational Infant Toddler or Preschool Certificate program (Level 1) that is stackable into an associate degree. These discussions began February 2024 and are ongoing. This recommendation is supported by the Massachusetts Senate. “We require the Department of Early Education and Care to develop a career ladder that links educational attainment and work experience to compensation and benefits and recommends that compensation levels should be commensurate with public school teachers with similar credentials,” said Sen. Jason Lewis. <https://www.wbur.org/news/2024/03/07/massachusetts-senate-child-care-bill-healey>

Significant program/course revisions:

As the Education Department Chair, one of my responsibilities to navigate curriculum changes, address emerging trends, and ensure that courses and programs meet transfer, accreditation/credentialing standards and prepare future educators in early childhood education. During this sabbatical, I will gather key stakeholder groups to determine what early childhood education (ECE) and care teachers (center-based and family child care providers) need to know at 3 various levels to provide quality care and education. I will review, assess and make recommendations about specific coursework, competencies, criteria and key assessments to ensure the department offers a relevant, up-to-date

academic program that adheres to the recommendations of the state and prepares future early childhood educators.

This work will also respond to 3 recommendations from our programs review fall 2023 which included:

Explore options to reorganize field experience hours within courses/programs of study to ensure students have dedicated pre-practicum teaching opportunities.

Explore options for re-examination of lesson plan format utilized during Practicum.

Develop or adopt technical standards and/or dispositions to teach and assess the “hard” and “soft” skills required for effective teaching.

High school articulations:

I will also cultivate relationships with our Chapter 74 high schools to develop/update articulation agreements in efforts to increase recruitment (enrollment). While there are 6 active articulations with ECE currently, due to staff turnover, person-to-person interactions have not happened. I will meet with high school teachers and counselors to develop these relationships. I will also reevaluate the articulation credits awarded considering the increased standards required of the high school ECE program. This will require time to meet with each high school to review their syllabi and curriculum. It may also entail co-creating activities/lessons with the high school teachers for alignment with accreditation/credentialing evidence and transfer to baccalaureate programs.

Overall, during my sabbatical, I will work to revise the ECE curriculum/program for better alignment, improve high school articulation partnerships and develop CPL opportunities, in effort to increase enrollment and reduce time to completion and meet new state requirement and emerging workforce needs. Of note, this work is part of my study for a doctorate degree.

How will the proposed sabbatical meet the following criteria listed in section 9.01I2 of the collective bargaining agreement? The following criteria shall be considered in determining who shall be granted for sabbatical leave:

That the objectives of the sabbatical leave, if attained, would substantially contribute to the professional growth of the unit member.

I would work with administrators and faculty across the state and in conjunction with the Department of Early Education and Care to create/align our Foundational program. I will gain experience developing a credit for prior learning opportunity. I will learn a great deal about Chapter 74 high school programs and criteria, engage with high school personnel to better understand barriers to enrollment at HCC after high school graduation for articulated programs, specifically education. I hope to better understand the process and make suggestions for process improvement including data gathering and dissemination with stakeholders at HCC.

That the objectives of the sabbatical leave, if attained, would assist the unit member in substantially contributing to institutional needs and attainment of institutional purposes.

If my goals are met, the Education Department will meet the requirement of the Department of Early Education and Care, the needs of the field and will have stronger articulation agreements with Chapter 74 high schools in education programs. The results of these changes have the potential to increase enrollment and reduced time to completion therefore graduating more highly qualified early childhood educators.

That the unit member has the ability to achieve the goals of the project or plan based on the unit member's past experience and formal educational background.

I currently have a M.Ed and have led many projects successfully on time and under budget. My CV is attached. In my current position as Chair of the Education Department, serve on several statewide committees to address curricular and programmatic issues in ECE. I also review syllabi from Chapter 74 high school programs to determine eligibility or articulation credit. I am familiar with the process but look to increase the return on investment. In AY 23, only one student matriculated into the Education department and received credit through the articulation agreement.

That the attainment of the objectives of sabbatical leave as proposed are realistic in terms of time, costs, and other related variables.

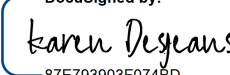
There will be no additional cost for this work. I am requesting a year sabbatical at half time. It will take about a year to gather stakeholder input, analyze data, make recommendations and propose curricular changes. I hope to remain in the role of Department Chair throughout the sabbatical for stability of the department and to make the review and the creation of articulation agreements easier.

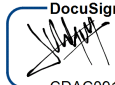
That there exists independent financial support from other funding sources concerned with the proposed plan or project where College funding sources are otherwise unavailable. N/A

BOARD ENGAGEMENT OPPORTUNITIES

NONE

Respectfully submitted,

DocuSigned by:
 9/3/2024
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Karen Desjeans
Board Liaison, Board of Trustees

DocuSigned by:
 9/3/2024
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Approved: Ivonne Vidal
Board of Trustees