

**HOLYOKE COMMUNITY COLLEGE  
BOARD OF TRUSTEES FINANCE COMMITTEE**

**MINUTES of April 3, 2018, 8:07 am**

Frost 309 Conference Room

**Members Present:** Chair Robert Gilbert; Suzanne Parker, Evan Plotkin and Charlie Epstein

**Others Present:** Christina Royal, President; Bill Fogarty, Vice President – Administration and Finance; Marcia Mitchell, Comptroller; Curt Foster, Interim Assistant Comptroller; Jeff Hayden, Vice President – Business and Community Services; Amanda Sbriscia, Vice President – Institutional Advancement; Jon Jasmine, Student Trustee and Michele Flynn, Staff Assistant

**REVIEW OF MEETING MINUTES**

Minutes from the previous Finance Committee Meetings held on January 23, 2017 were reviewed. Motion to approve by Trustee Plotkin, seconded by Trustee Parker and the minutes were unanimously approved as written.

**REVIEW OF FEE PROPOSALS AND OVERVIEW OF FY19 BUDGET**

An overview was given by VP Fogarty stating that HCC is going through a transitional period to be in alignment with our strategic plan as of 2020. Traditionally, two greatest sources of revenue have been state appropriations and per credit fees. However, state appropriations have been stagnant and not fully covering the cost of collective bargaining. Fee revenue has been undermined by lower enrollment, and the College has lost a third of its billable credits since FY 2010. The next two years will be a challenging period but we will then be prepared for growth. Fiscal Year 2019 is HCC's last year without a strategic plan.

Comptroller Mitchell and Interim Assistant Comptroller Foster then answered questions about the 2018 Fee Proposal and 2019 Draft Budget. In 2020 HCC plans to review the programs and courses offered to ensure we are providing the community with the desired offerings. It is safe to say that HCC will see a 5% enrollment decline for 2019.

The committee discussed the FY 19 Fee Proposal. Chair Gilbert asked for the following motions.

**MOTION 1:** Move that the Finance Committee recommend to the Board of Trustees that the \$100 per student, per semester, Foundations of Health Fee be eliminated.

The motion was made by Trustee Plotkin, seconded by Trustee Parker and approved unanimously.

MOTION 2: Move that the Finance Committee recommend to the Board of Trustees to accept the fee proposal for FY 2019, as presented.

The motion was made by Trustee Epstein, seconded by Trustee Parker and approved unanimously.

Comptroller Mitchell reviewed the Committee's future meeting list and noted that the next meeting will occur on April 24, 2018 after the Trustees' Meeting.

The meeting adjourned at 9:28 a.m.

Respectfully submitted,

William J. Fogarty, Vice President for Administration and Finance