



**HOLYOKE COMMUNITY COLLEGE
BOARD OF TRUSTEES
OCTOBER 24, 2023 MEETING**

Minutes of October 24, 2023

The 422nd meeting of the Holyoke Community College Board of Trustees was held on Tuesday, October 24, 2023, both in person and remotely with Chair Robert W. Gilbert, Jr. presiding.

MEMBERS PRESENT (in person)	Trustee Garcia Ted Hebert Vanessa Smith Robert Gilbert
MEMBERS PRESENT (via Zoom)	Yolanda Johnson Nayroby Rosa Eleanor Williams
MEMBERS NOT PRESENT	Charles Epstein Evan Plotkin Ivonne Vidal
ALSO PRESENT (in person)	Dan Campbell, Mark Clinton, Karen Desjeans, Derek Estrella, J Garcia (student), Raul Gutierrez, Jeff Hayden, M. Lumpkin (student), Sharale Mathis, Irma Medina, M. Neyra Alcantara (former student), Narayan Sampath, Amanda Sbriscia, George Timmons, and Chris Yurko
ALSO PRESENT (via Zoom)	Amy Brandt, Beth Breton, Maria Brunelle, Saul Caban, Vanny Chen, Veena Dhankher, Mayra Diaz, Margaret Downing, Christine Gosselin-Miller, Judy Gregoire, Johnna Lebron, Michelle Robak, John Sieracki, Kim Straceski, and Renee Tastad
CALL TO ORDER	At 8:07 am, the meeting was officially called to order by Chair Robert Gilbert. Roll Call Attendance: Trustee Garcia Yes Trustee Hebert Yes Trustee Johnson Yes Trustee Rosa Yes Trustee Smith Yes Trustee Williams Yes Chair Gilbert Yes
CONSIDERATION OF CONSENT AGENDA ITEMS	Chair Gilbert asked if any consent agenda items needed to be moved to the regular agenda; and the Audit and Finance Committee Report was moved out of the Consent Agenda A motion was made by Trustee Smith, and seconded by Trustee Hebert to approve the Consent Agenda as presented. Roll Call: Trustee Garcia Yes Trustee Hebert Yes Trustee Johnson Yes Trustee Rosa Yes Trustee Smith Yes

	<p>Trustee Williams Yes Chair Gilbert Yes</p>
<p>AUDIT AND FINANCE COMMITTEE REPORT</p>	<p>Vice President Sampath presented the Board with a Facility Assessment.</p>
	<div data-bbox="716 352 1252 751"></div> <p data-bbox="743 762 1224 816">Holyoke Community College, Facility Assessment October 2023</p> <p data-bbox="526 793 581 827"><small>HOLYOKE COMMUNITY COLLEGE</small></p> <p data-bbox="1247 804 1463 827">Educate. Inspire. Connect.</p>
	<p data-bbox="532 913 1211 947">Capital Projects, Deferred Maintenance, Renovation</p> <ul data-bbox="565 982 1235 1297" style="list-style-type: none">• Division of Capital Asset Maintenance and Management (DCAMM)• Capital Projects: Every two years, up to \$30M• Deferred Maintenance: ~ 6M for five years with some flexibility• Assistance from the HCC Foundation• Grants• Funds from the College <div data-bbox="1295 968 1442 1108"></div> <p data-bbox="1255 1373 1474 1396">Educate. Inspire. Connect.</p>

Facilities Condition Assessment

The Division of Capital Asset Management and Maintenance (DCAMM) engaged Cannon FOS to conduct a facility condition assessment (FCA) for all state-owned major buildings and grounds occupied by the nine (9) state universities and specialty colleges and the fifteen (15) community colleges.

The purpose of the FCA was to update information that enables sound capital asset management practices. The goals of the FCA are to gather and systemically catalog updated information about existing facility conditions (including basic building portfolio information), prioritize the data and provide estimate construction costs (ECC). A ten-year planning horizon was used for this assessment.

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Summary

The following summary analysis is to answer the four fundamental questions underlying an objective assessment: what is owned (Current Replacement Value); what is the current-state condition (Facility Condition Index); what are the estimated direct cost (trade), estimated construction cost (ECC) and project costs to maintain (Funding Needs); and how to strategically plan for the future needs (Priority Planning).

This report is based on our field assessments, interviews with client staff, our professional opinions and comparative analysis of assessment items within our expansive facility condition assessment database. The following is a summary of our findings and recommendations.

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Building Info

Buildings Included in Assessment

Holyoke Community College Building Names	Location	GSF	Year Built	Energy Source
Bartley Athletic Facility	Holyoke	45,750 GSF	2000	4 Gas Fired Boilers and 4 Gas Heating Rooftop Units
Fine & Performing Arts - C	Holyoke	64,350 GSF	1975	Central Plant
Building E	Holyoke	48,872 GSF	1974	3 Steam Boilers
Campus Center G	Holyoke	60,000 GSF	1980	Central Plant
Center For Health Education	Holyoke	19,210 GSF	2003	Gas-Fired Boiler
Donahue Building (Formerly Bldg A)	Holyoke	123,367 GSF	1974	Central Plant
Frost Building (Formerly Bldg B)	Holyoke	116,067 GSF	1974	Central Plant
Kitteridge Center	Holyoke	55,000 GSF	2006	Central Plant
Marieb Building Formerly Bldg D	Holyoke	57,630 GSF	1974	Central Plant
Holyoke Community College - Site	Holyoke	415,000 GSF	0	
Total GSF		1,005,246 GSF		

Renovated in 2020

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Facility Condition Index (FCI)

Facility Condition Index Ranking Scale Summary:

The FCI Scale is an industry standard scale used to communicate condition. It assigns the numeric value of the FCI Equation to five general condition rankings: Good, Fair, Poor, Critical and Divest.



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Deferred Maintenance

Results

Est. Construct Cost
CRV

\$470,226,373

	Ranking	FCI	Direct Cost DMD	Est. Construct Cost DMD
1-YEAR FCI	GOOD	0.00	\$643,413	\$836,436
5-YEAR FCI	POOR	0.11	\$41,390,722	\$53,807,939
10-YEAR FCI	POOR	0.17	\$62,872,348	\$81,734,053

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Deferred Maintenance Estimate

Discipline Condition Index



Disciplines	CRV	CRV/SF	1 YR Needs	5 YR Needs	10 YR Needs	1 YR DCI	5 YR DCI	10 YR DCI
Structural	\$82,406,180	\$82	\$0	\$137,188	\$137,188	0.00	0.00	0.00
Architectural	\$171,159,208	\$170	\$677,013	\$26,891,990	\$31,094,672	0.00	0.16	0.18
Plumbing	\$23,478,848	\$23	\$0	\$459,961	\$4,948,716	0.00	0.02	0.21
Mechanical	\$81,815,934	\$81	\$0	\$12,799,784	\$24,270,427	0.00	0.16	0.30
Fire Protection	\$6,797,152	\$7	\$0	\$9,400	\$9,400	0.00	0.00	0.00
Electrical	\$52,366,359	\$52	\$159,424	\$5,534,338	\$11,593,849	0.00	0.11	0.22
Communications	\$11,897,974	\$12	\$0	\$0	\$221,264	0.00	0.00	0.02
Safety and Security	\$6,865,233	\$7	\$0	\$0	\$1,473,311	0.00	0.00	0.21
Civil	\$30,488,258	\$30	\$0	\$4,104,037	\$4,113,983	0.00	0.13	0.13
Accessibility Assesmmer	\$2,951,227	\$3	\$0	\$3,871,242	\$3,871,242	0.00	1.31	1.31
Total Estimated Construction Costs	\$470,226,373	\$468	\$836,436	\$53,807,939	\$81,734,053	FCI 0.00	FCI 0.11	FCI 0.17

Per Building

Asset Portfolio

BUILDING CONDITION INDEX

All cost below are listed in Estimated Construction Costs (DC *1.3)

Site Name	# of Buildings	CRV / SF	SF	Site CRV	1 Yr Needs	1 Yr FCI	5 Yr Needs	5 Yr FCI	10 Yr Needs	10 Yr FCI
Holyoke Community College	10	\$468	1,005,246	\$470,226,373	\$836,436	0.00	\$53,807,939	0.11	\$81,734,053	0.17

Building Name	Build Year	Size	CRV	1 Yr Needs	1 Yr FCI	5 Yr Needs	5 Yr FCI	10 Yr Needs	10 Yr FCI
Bartley Athletic Facility	2000	45,750	\$39,116,248	\$16,252	0.00	\$1,440,981	0.04	\$2,380,640	0.06
Building E	1974	46,872	\$47,356,968	\$446,163	0.01	\$3,552,485	0.08	\$4,977,370	0.11
Campus Center G	1980	60,000	\$37,620,000	\$93,779	0.00	\$601,442	0.02	\$601,442	0.02
Center For Health Education	2003	19,210	\$18,914,489	\$85,981	0.00	\$682,978	0.04	\$829,919	0.04
Donahue Building (Formerly Bldg A)	1974	123,367	\$91,414,940	\$0	0.00	\$15,323,392	0.17	\$22,214,461	0.24
Fine & Performing Arts - C	1975	64,350	\$55,019,247	\$0	0.00	\$8,508,427	0.15	\$13,438,776	0.24
Frost Building (Formerly Bldg B)	1974	116,067	\$86,005,647	\$0	0.00	\$9,419,850	0.11	\$20,602,491	0.24
Holyoke Community College - Site	0	415,000	\$11,819,999	\$0	0.00	\$1,698,260	0.15	\$1,804,421	0.16
Kitteridge Center	2006	55,000	\$40,754,968	\$89,904	0.00	\$2,050,557	0.05	\$2,482,120	0.06
Marieb Building Formerly Bldg D	1974	57,630	\$42,703,830	\$102,358	0.00	\$10,549,566	0.25	\$12,402,411	0.29

Frost



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Frost

Discipline Condition Index



Disciplines	CRV	CRV/SF	1 YR Needs	5 YR Needs	10 YR Needs	1 YR DCI	5 YR DCI	10 YR DCI
Structural	\$15,436,911	\$133	\$0	\$28,418	\$28,418	0.00	0.00	0.00
Architectural	\$32,150,559	\$277	\$0	\$7,669,465	\$9,770,561	0.00	0.24	0.30
Plumbing	\$4,410,546	\$38	\$0	\$52,444	\$638,734	0.00	0.01	0.14
Mechanical	\$15,320,845	\$132	\$0	\$0	\$6,534,378	0.00	0.00	0.43
Fire Protection	\$1,276,737	\$11	\$0	\$9,400	\$9,400	0.00	0.01	0.01
Electrical	\$9,401,427	\$81	\$0	\$0	\$1,551,052	0.00	0.00	0.18
Communications	\$1,973,139	\$17	\$0	\$0	\$145,954	0.00	0.00	0.07
Safety and Security	\$1,276,737	\$11	\$0	\$0	\$263,871	0.00	0.00	0.21
Civil	\$4,178,412	\$36	\$0	\$601,552	\$601,552	0.00	0.14	0.14
Accessibility Assesmer	\$580,335	\$5	\$0	\$1,058,571	\$1,058,571	0.00	1.82	1.82
Total Estimated Construction Costs	\$86,005,647	\$741	\$0	\$9,419,850	\$20,602,491	0.00	0.11	0.24

Frost

Project # BHE2201
Higher Education Facility Condition Assessment
Frost Building (Formerly Bldg B)
September 08, 2023



Architectural

Item ID	Informal	Description	Critical Issue(s)	Recommendation(s)	Pri	Act Time	Life Cycle	ECC
105152	Exterior Doors	The exterior doors include aluminum storefront entry door systems in aluminum frames with single-pane glazing. There are painted metal doors in painted metal frames. There is a roll-up painted metal door.	Some doors show rusting and deterioration to the finish, weather seals, sweeps, exterior sealant, and hardware. There are gaps between a few doors. The doors are approaching the end of their service lives. The roll-up service door has a rotted frame and a deteriorated mesh. Some door frames are corroded and rusted.	Replace deteriorated, rusted, or worn exterior doors, frames, and hardware. Replace rusted or corroded frames. Replace roll-up door and frame. Replace or install new weatherstripping, sweeps, and seals throughout.	3	B	15	\$355,225
105144	Roofing	The roofing is a fully adhered single-ply membrane roof system with metal flashings, drip edge, and coping.	The main building's single-ply membrane is reported to have been installed in 2002-03. There are a few patches on the main building. The roofing has wrinkles and bubbles. There are a few deteriorated panels and sealants and some staining, debris, and organic growth. The membrane is near the end of its service life.	Fully replace the membrane roofing system, penetrations, and flashings within the projected time frame. Trim overhanging trees. Careful and regular maintenance may extend the life of the roof system.	3	B	20	\$2,363,241
105143	Roof Appurtenances	Anchored metal roof ladders and hatches.	The roof hatch currently lacks fully enclosed safety fall protection. The roof ladder lacks extensions.	Add required compliant fall protection and ladder extensions at the roof hatch.	3	A	50	\$5,554
105148	Skylights	Sloped aluminum-framed skylight system with dual-pane glazing.	The glazed metal skylights at the stairwells and bridge are reported to be actively leaking despite frequent repair attempts. Some have deteriorated, fogged glazing units. The skylights appear to be beyond their useful service life.	Replace the sloped glazed metal skylight systems, flashings, and seals. Coordinate skylight replacement to coincide with roof replacement.	3	B	25	\$400,319

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On a Positive Note....

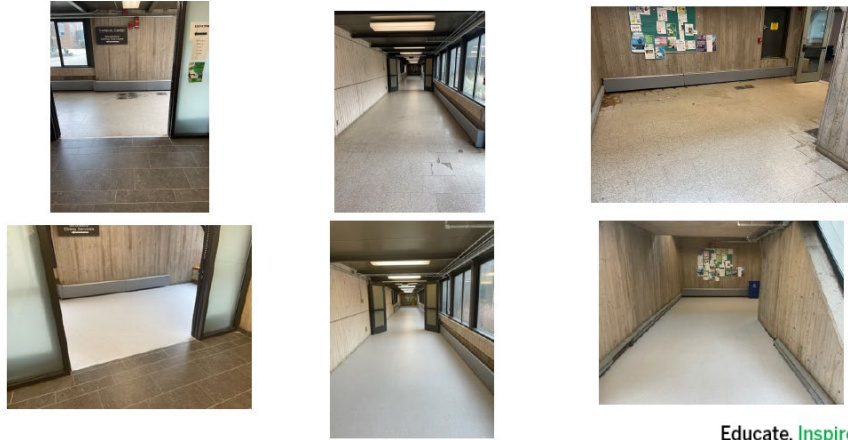
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Sidewalk Renovation



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Walkway Between Marieb and Campus Center



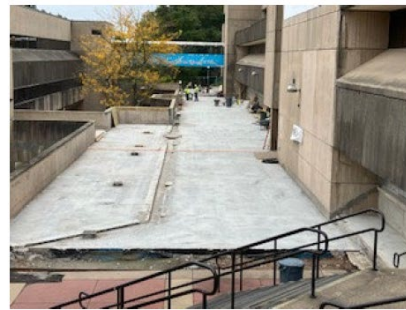
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Under the Hood (Road)




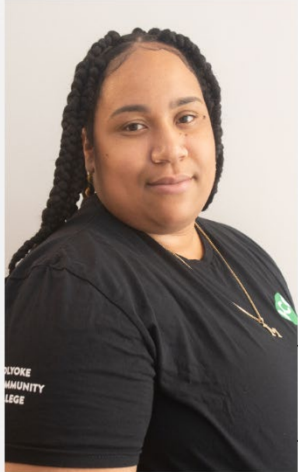
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South Patio Renovation



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	<p style="text-align: center;">Questions??</p> <p style="text-align: center;">Thank you!</p> <p style="text-align: right;">Educate. <i>Inspire</i>. Connect.</p>
<p>REPORT OF THE CHAIR</p>	<p>Chair Gilbert highlighted his work with the College over the last month:</p> <ul style="list-style-type: none"> • He continues to meet with President Timmons weekly to discuss college business, and has now invited Vice Chair Smith to join them in the discussion. • He attended an Executive Session of the Board on September 28, 2023. • He attended the Audit and Finance Committee meeting on October 10, 2023. • He attended the special meeting with Secretary Tutwiler at the Center for Health Education as part of STEM week and the announcement of free community college for our nursing students. • He attended the Board Equity Training, along with members of the Leadership Team on Institutional and Systemic Racism. • He asked the Committee Chairs to send in their goals for each committee as soon as possible. • He encouraged members of the Board to be visible on campus as much as possible.
<p>PRESIDENT'S REPORT:</p>	<p>President Timmons provided the following update:</p> <ul style="list-style-type: none"> • With members of the Cabinet, attended dinner on Sunday night with guests from the New England Commission of Higher Education (NECHE). The purpose of the visit is to verify information submitted in the Focused Evaluation Report over the summer. Special thanks were extended to Dr. Sharale Mathis, Kris Ricker Choleva and Dr. Veena Dhankher. • On October 17th, the College had the honor of hosting members of the Healy-Driscoll administration, the Secretary of Education, Patrick Tutwiler, Secretary of Labor and Workforce, Lauren Jones and other dignitaries. As part of the visit, they toured the Center for Education and announced the \$18 million scholarship that will allow currently enrolled nursing students to attend community for free. Special thanks were extended to Dr. Amanda Sbriscia and Karen Desjeans. • The HCC Team met with Baystate Health leadership to discuss innovative ways to enhance the partnership. We will continue with small group conversations focusing on specific initiatives. • Has accepted the call to serve on the Search Committee for the new CEO/President of the MassHire Hampden County Workforce Board. • Met with the community college presidents and representatives from MACC with the Smith Family and Accelerate the Future Foundations to discuss an interest in a state-wide approach to embedding credit work-based learning into associate degrees. • The College received an additional \$100,000 for Education and Training programming from the Supplemental Budget requests, managed by the

	<p>MACC office.</p> <ul style="list-style-type: none"> • Acknowledged the accolades of several community members: <ul style="list-style-type: none"> ○ Professor Nicole Henderson-Hendricks was honored with an Inspiration Award from the African American Female Professor Award Association. ○ Professor Sage Franetovich and her students, in collaboration with faculty and students from Smith College, were highlighted in the October 13th edition of MassLive for their service learning work in the City of Holyoke regarding Urban Forrest Project. ○ Media Relations Manager, Chris Yurko, is one of three finalists for an NCMPR District 1 Medallion Award in the Short Form Writing category. The Award will be presented at the November 3rd NCMPR Dinner in Boston. ○
<p>PRESENTATION</p>	<p>Vice President Mathis presented on Bringing the Student Experience to Life. The following students presented their story.</p>
	
	<div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <p>ACADEMIC AND STUDENT AFFAIRS</p> <p>Monique</p> <ul style="list-style-type: none"> • Pronouns: she/her • Program of Study: Psychology • Hometown: Springfield, MA • Engaged in: SAMP, Student Senate & Work Study in Financial Aid Office </div> <div style="flex: 1;">  </div> </div>

**ACADEMIC
AND STUDENT
AFFAIRS**

Johnny

- **Pronouns:** he/him
- **Program of Study:** Environmental Science
- **Hometown:** Holyoke, MA
- **Engaged in:** TRIO STEM-HS SSS, STEM Starter Academy, El Centro, & ALANA



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**ACADEMIC
AND STUDENT
AFFAIRS**

Miren

- **Pronouns:** she/ella/nena
- **Program of Study:** Latinx Studies Graduate '22
- **Hometown:** Mexico City, Mexico
- **Engaged in:** Integrative Learning, Thrive, Writing Center, Phi Theta Kappa
 - GPA 4.0
 - Jack Kent Cooke Undergraduate Transfer Scholarship Winner (*Competitive, National Scholarship*)
 - Commonwealth Honors Scholar



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Nelly was unable to attend the meeting.

**ACADEMIC
AND STUDENT
AFFAIRS**

Nelly


- **Pronouns:** she/her
- **Program of Study:** Early Childhood Education; *Infant/Toddler & Preschool Certificate*
- **Hometown:** Springfield (*currently Westfield*), MA
- **Engaged in:** Gateway to College, El Centro & Itsy Bitsy Childwatch



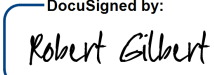
HOLYOKE
COMMUNITY
COLLEGE

	<p style="text-align: center;">AND STUDENT AFFAIRS</p> <p style="text-align: center;">ACADEMIC AND STUDENT AFFAIRS</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p style="margin: 0;">HOLYOKE COMMUNITY COLLEGE</p> </div> <p style="text-align: center;">ACADEMIC AND STUDENT</p>														
<p>ADJOURNMENT OF MEETING</p>	<p>On a motion by Trustee Hebert and seconded by Trustee Garcia it was VOTED to adjourn the meeting.</p> <p>Roll Call:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Trustee Garcia</td><td style="text-align: right;">Yes</td></tr> <tr><td>Trustee Hebert</td><td style="text-align: right;">Yes</td></tr> <tr><td>Trustee Johnson</td><td style="text-align: right;">Yes</td></tr> <tr><td>Trustee Rosa</td><td style="text-align: right;">Yes</td></tr> <tr><td>Trustee Smith</td><td style="text-align: right;">Yes</td></tr> <tr><td>Trustee Williams</td><td style="text-align: right;">Yes</td></tr> <tr><td>Chair Gilbert</td><td style="text-align: right;">Yes</td></tr> </table> <p>The meeting was adjourned at 9:07 a.m.</p>	Trustee Garcia	Yes	Trustee Hebert	Yes	Trustee Johnson	Yes	Trustee Rosa	Yes	Trustee Smith	Yes	Trustee Williams	Yes	Chair Gilbert	Yes
Trustee Garcia	Yes														
Trustee Hebert	Yes														
Trustee Johnson	Yes														
Trustee Rosa	Yes														
Trustee Smith	Yes														
Trustee Williams	Yes														
Chair Gilbert	Yes														

Respectfully submitted,

DocuSigned by:

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 Ivonne Vidal,
 Secretary Board of Trustees

12/1/2023

DocuSigned by:

 D1FC1283608C487...
 Approved: Robert W. Gilbert, Jr., Chair

12/1/2023