GREENFIELD COMMUNITY COLLEGE
Board of Trustees Meeting
October 14, 2021 8:00 a.m.

Present: Chair Robert Cohn, Cady Coleman, Chris Donelan, Claire Higgins, Evan LeBeau, Isaac Mass, Joanne Marqusee, Robyn Provost, Judith Roberts and Hector Toledo

Others Present: Interim President Richard Hopper, Anna Berry, Mark Boudreau, Marie Breheny, Kristin Cole, Rosemarie Freeland, Mary Ellen Fydenkevez, Laura Garcia, Charles Jordan, Dawn Josefski, Shannon Larange, Claire Lobdell, Mary McEntee, Matt Noyes (DHE), Alexis Page, Karen Phillips, Karyn Skiathitis, Eric Sumner, Anne Wiley and Alex Wiltz. From O’Connor and Drew P.C. - David Diulis and Christopher Evans

Call to Order
Chair Cohn called the meeting to order at 8:04am.

Minutes
On a motion by Trustee Marqusee and seconded by Trustee Donelan, the Board of Trustees voted unanimously to approve the draft minutes of the August 19, 2021 and September 16, 2021 meetings.

Committee and Liaison Reports/Updates

Personnel & Policies Committee
Trustee Higgins reported she met with Chair Cohn, Karen Phillips (VP of Administration and Finance), Eric Sumner (Director of Human Resources) and Shannon Larange (Liaison to the Board of Trustees) to discuss the process for the selection of the Presidential Search firm. The RFP from the last search was updated accordingly and will be posted over the next few days. Clare asked that any Trustees interested in serving on the Presidential Search committee contact her with their interest. Similar to the process for the last search, the College will request nominations and/or considerations for appointment from the campus and broader community.

Academic Affairs
No Report.

Alumni Liaison
Trustee Roberts reported the College’s 60th Anniversary celebration plans are underway. It was decided to postpone any in person events with the hope of holding them in the Spring of 2022. She also shared she had the opportunity to march with the new Director of Institutional Advancement for the College, Alexis Page, during the Franklin County Fair parade. She was grateful for the time to get to know Alexis and hear a bit about her vision for the office moving forward.
Finance Committee

FY 2021 Financial Audit
Karen Phillips introduced David Diiulis. David reviewed the required communications with the Finance Committee. David reported no material weaknesses and or significant deficiencies were noted in the report. He also reviewed upcoming GASB Pronouncement, GASB Statement 87, which requires lessees to recognize on their statement of net position the rights and obligations resulting from leases categorized as operating leases as assets, liabilities, or deferred inflows/outflows of resources. David reported that the College received a clean, unmodified report.

David then reviewed the financial statements with the Trustees. David noted there is a specific summary under Operations outlining the impact of the COVID-19 pandemic as well as information on the CARES Act funding the College received.

Chair Cohn thanked Karen Phillips, Mark Boudreau and their entire team along with David and Chris from O’Connor and Drew PC for their extraordinary work this year.

MOTION
On a motion by Trustee Donelan and seconded by Trustee Mass, the Greenfield Community College Board of Trustees voted to approve the Annual Financial Audit for Greenfield Community College submitted by O’Connor and Drew P.C. on October 12, 2021 for period July 1, 2020 through June 30, 2021. A roll call vote was taken, all were in favor, the motion carried.

FY2022 Budget
Karen Phillips reviewed the Fiscal Year 2022 Budget with the Finance Committee. This year’s strategy will be to focus on revenue building in the face of declining enrollments and continuing to grow the College’s reserves.

MOTION
On a motion by Trustee Donelan and seconded by Trustee Higgins, the Greenfield Community College Board of Trustees voted to approve a total annual budget of $28,786,249 for the period July 1, 2021 through June 30, 2022. This total consists of the following categories: operating $19,671,774; restricted $8,854,000; and designated $260,475. A roll call vote was taken, all were in favor, the motion carried.

Draft Mobile Device Policy and Procedure
Karen Phillips provided background and reviewed the Draft Mobile Device Policy and Procedure. Trustee Donelan moved the motion with a second by Trustee Provost for discussion purposes only. Trustees engaged in discussion regarding the precedents this could set and whether it was necessary. Trustee Donelan and Trustee Provost withdrew the motion.
Selection of Investment Firm

MOTION
On a motion by Trustee Mass and seconded by Donelan, the Greenfield Community College Board of Trustees voted to approve the selection of Gage Wiley as the College’s new investment firm based on the results of the recent Request for Proposal and review process conducted by members of the Finance Committee and College management. Chair Cohn reported the subcommittee met with three different firms and felt it was a very worthwhile endeavor. A roll call vote was taken, all were in favor, the motion carried.

Student Senate
Trustee LeBeau reported the Student Senate is currently holding elections. They recently voted to implement rank choice voting and this is the first election it will be used. The Senate is very excited for the addition of some new students. Trustee LeBeau also shared their will be an outdoor Fall Event on the main lawn in front of the Main Building on October 28th from noon – 1:30pm. There will be free food, music, and events. He shared students are working hard to continue to build community as they return to campus.

New Business
Chair Cohn reported the presidential search process will begin with the selection of the search firm and reminded trustees if they are interested in serving on the committee to contact Trustee Higgins.

President’s Report
Interim President Hopper was pleased to report there has been no community spread of the COVID-19 virus so far on campus. He acknowledged the diligence of the entire campus and community and their commitment to keeping the campus and everyone on it safe.

He shared he visited the Holyoke Soldier’s Home last week and was very impressed with the facility. The College’s LPN program was formerly located at that facility. He also visited Smith Vocational where the LPN program is currently housed.

He reported participating in several meetings with constituencies across campus, engaging in important and open dialogues, particularly with local union representatives and their executive committees. He also holds a weekly community dialogue via Zoom every Wednesday at noon for faculty and staff to attend.

He has also begun making external connections after focusing the first two months on the internal community. He recently met with the Executive Director of the Franklin County Chamber of Commerce, the Mass Hire Workforce Board, and has upcoming meetings with local superintendents and the Greenfield Mayor.

The College is continuing to focus on Workforce Development having much success with their municipal accounting, CNA and manufacturing programs. The goal is to continue to grow
dynamic and agile workforce programming and credentialing that is responsive to the community’s workforce needs.

On the Academic side, the College is looking at transitioning away from developmental education to a co-requisite model.

President Hopper also reported the College is currently reviewing and revamping its internal governance structure and processes.

Chair Cohn introduced Matt Noyes from the Department of Higher Education. Matt reminded Trustees that all required trainings must be completed by December 1st and to contact him or Shannon if they were having any difficulty accessing the training videos.

**Adjournment**
On a motion from Trustee Donelan and seconded by Trustee Roberts the Board of Trustees unanimously voted to adjourn at 8:55 am.

Respectfully submitted by,
Shannon Larange