



## MEMORANDUM

Date: January 28, 2016  
To: The College Community  
From: Selina M. Boria, Secretary, Board of Trustees  
Re: Summary of Actions of the Board of Trustees – Regular Meeting of January 27, 2016

### ***Attendance:***

#### ***Present:***

*Trustee Mailman, Chair  
Trustee Lopez, Vice Chair  
Trustee Cavaioli  
Trustee Gomez  
Trustee Moore – by phone  
Trustee Murray  
Trustee Nguyen  
Trustee Spillane*

#### ***Absent:***

*Trustee Castiel  
Trustee Dean*

*Present from the College were President Gail Carberry; Vice Presidents Lillian Ortiz, Dale Allen, Pat Toney and Stephen Marini; Associate Vice President William Daring; Assistant Vice Presidents Jane Shea, and Debra LaFlash; Dean Kathy Rentsch; Professors Betsy Zuegg, and Margaret Wong; Newly appointed Trustee John Lafleche (observing); Executive Assistant to the President/Secretary to the Board Selina Boria.*

*The Board of Trustees of Quinsigamond Community College, at its regular meeting held on Wednesday, January 27, 2016, in Room 107A in the Administration Building, 670 West Boylston Street, took the following actions:*

### **I. Minutes:**

*Upon Motion duly made, the Board of Trustees voted, via roll call, to approve the Minutes of the Regular Meeting of December 2, 2015 as presented.*

### **II. Audit and Oversight Committee: Trustee Linda Cavaioli, Committee Chair**

*Vice President Steve Marini reviewed the current operating budget of the college, noting expenditures and revenue are on target. VP Marini have kudos to Asst. VP Deb LaFlash and her staff on their close monitoring of the budget*

*and spending. The preliminary FY17 budget will be presented at the March meeting with final approval at the May 2016 meeting. The Governor's proposed budget is up 1% for all 15 community colleges~ meaning there will be a \$2.6million increase split 15 ways. President Carberry shared her disappointment in a relatively level funded budget and the uneven distribution of state appropriations between the state schools and community colleges. UMass receives half of the higher education appropriations, the state universities receive a quarter and the community colleges receive a quarter. As a sector the community colleges have the highest number of enrolled students. President Carberry reviewed that of the total \$64million revenue needed for our budget, our state appropriation is only \$20million and the rest comes from other sources, such as fees.*

**III. Strategic Planning Committee: Trustee Matilde Castiel, Committee Chair**

*No Meeting – no report from the Committee*

**IV. Executive Committee: Trustee Susan Mailman (Chair)**

**1. Curriculum Changes:**

Vice President Pat Toney presented three curriculum changes for approval: *Technician in Applied Analysis Certificate in Early Childhood Education Program* for Fall 2016 - the college was approached by Behavior Concepts with a request for this Certificate, due to the success they have experienced with our students. Our current faculty are qualified and one additional course in behavior has been developed and ready to begin.

*Liberal Arts Psychology option in Liberal Arts Program* for Fall 2016 – This option will serve as an academic transfer pathway with a seamless transfer to the state universities or UMass.

*Dietary Management in Hospitality and Recreation for Fall 2016* – This certificate will meet the needs of the certification board and will serve as a great option in Marlboro with the opening of HRM at the Marlboro Senior Center.

*Upon motion duly made, the Board of Trustees voted, via roll call, to approve all curriculum changes.*

**2. Sabbaticals:**

VP Toney presented a summary of the sabbatical applications for Professor Mary Newman and Full-time staff member/adjunct faculty member Lamont Slater. Both applicants are seeking to take their sabbaticals during the Fall 2016 semester and both have previously applied but were denied leave during the Fall 2015 semester due to budgetary constraints.

Trustee Lopez inquired about reports from those on sabbatical leave to the Board upon their return. Trustee Murray suggested presentations are also made

to the students, faculty and campus community. It was suggested it be part of All College Day. VP Toney shared that upon return from sabbatical leave, faculty do present to other faculty and staff and it used to take place at All College Day. All agreed it would be good idea to include again.

Trustee Gomez inquired about the required commitment to the college upon completion of a sabbatical – the response was 1 year.

*Upon motion duly made, the Board of Trustees voted, via roll call, to approve the sabbatical leaves for both Professor Newman and Mr. Slater.*

### **3. Presidential Merit Increase**

Chairperson Mailman shared an email she received from Commissioner Santiago just prior to the Board meeting, approving President Carberry for a full merit increase due to the Board's review of the President submitted in the fall. The maximum approved increase of 2% is split evenly between 1% from the state and 1% from the Board's, retroactive to July 1, 2015. President Carberry noted that the college is holding on all raises until faculty negotiations are complete.

*No vote was needed at this time, as the Board approved the President's merit increase previously with the submission of the presidential evaluation.*

## **V. Other Business:**

### **1. Enrollment Report**

VP Lillian Ortiz gave an enrollment update beginning with a background in the campus-wide campaign mobilizing the entire campus to push students to register early. A goal was established to enroll 75% of returning students prior to Thanksgiving. We actually enrolled 54% which was up from only 48% the prior year. Currently financial aid issues are being worked out, but looking at a 4-5% decline in enrollment for spring 2016. VP Ortiz reported that we forecast for a 5% decline financially. Trustee Cavaiali inquired about our peers and VP Ortiz reported that all are reporting decreases. Final numbers for spring enrollment will not be in until Friday, January 29, 2016. VP Ortiz reported we have 733 new students enrolled this semester.

The discussion around enrollment continued around certain subgroups, such as black males and first generation students who historically enroll late and struggle with understanding the enrollment process. Trustee Spillane inquired about outreach to these populations and VP Ortiz shared the many forms of outreach the college performs such as personal calls, robo calls, emails and texts. President Carberry shared that the fall to spring retention rate on average is 78%, which is normal, but the tougher challenge is the spring to fall retention rate which is down near 50%. The reasons for this lower rate as well

as the options to improve it were discussed. Trustee Gomez inquired about how our peers address these challenges and President Carberry discussed the Vision Project Dashboard and how schools are only given information as an aggregate and specific school information is not shared. She shared how Best Practices are shared among the community colleges.

Trustee Cavaiali inquired to summer enrollments, however students are not Pell eligible for summer, so it was reported that it involves more 4 year students taking courses. She suggested it is a great time for faculty to do call outs to their students for an additional personal touch. She also suggested creating focus groups to ask students what we can do better. Workforce and corporate outreach teams were also discussed to connect more programs with employers. President Carberry shared how we have large numbers of students still enrolled in General Studies which does not qualify them for financial aid. Students need to be advised more to select a program. All General Studies students take an ORT course which offers a sampling of career choices with the hope to guide students to select a major and get them out of the General Studies pool and in a career pathway.

- 2.** Chairperson Mailman shared that newly appointed Trustee Juan Gomez will be on the Audit & Oversight Committee, Trustee Moore has been moved from Strategic Planning, Education and Student Success Committee to Audit and Oversight. Newly appointed, but yet to be sworn in, Trustee John Lafleche was in attendance, was introduced to the Board. Trustee Lafleche will be on the Strategic Planning, Education and Student Success Committee upon his official swearing in.
- 3.** Chairperson Mailman shared that Commissioner Santiago will be attending the next full board meeting on March 23, 2016.

## **VI. President's Report**

### **1. Informational Personnel Items:**

- a) Informational Personnel Actions for January 2016 were presented.

### **2. President's Out of State Travel Report:      N/A**

### **3. Informational News Items**

- a) Human Services Accreditation Certificate and information was shared. This is the first accreditation for Human Services
- b) The article from the Lumina Foundation magazine, FOCUS was shared. QCC was the first community college asked to participate in the

nationwide effort to revamp transcripts and how students should be portrayed on a transcript, other than just GPA.

- c) QuEST Update was given by VP Marini, noting we have our temporary occupancy permit for the first two floors.

## **VII. Dates of Next Scheduled Meetings**

### **Upcoming Meetings:**

<b>Executive Committee:</b>	<b>Wednesday, February 17, 4:00 p.m.</b>
<b>Audit &amp; Oversight:</b>	<b>Wednesday, March 16, 5:00 p.m.</b>
<b>Strategic Planning:</b>	<b>Wednesday, March 16, 6:00 p.m.</b>
<b>Regular Board Meeting:</b>	<b>Wednesday, March 23 2016, 5:30 p.m.</b>

## **VIII. Adjournment**

With no further items to come before the Board, the meeting was adjourned at 7:00 p.m.

*Upon motion duly made, the Board of Trustees voted to adjourn.*

Respectfully submitted,

Selina M. Boria  
Executive Assistant to the President