



Date: October 5, 2016

To: The College Community

From: Selina M. Boria, Secretary, Board of Trustees

Re: Summary of Actions of the Committee of the Whole -
Tuesday, October 4, 2016, 5:30pm, Room 107A

Present: Susan Mailman, Chair, Miguel Lopez, Linda Cavaoli, Geraldine Herlihy, Ethan O'Connell, Kristina Spillane, Ed Moore (via telephone until 6:00pm).

Absent: Matilde Castiel, Juan Gomez, John Lafleche, Tammy Murray

Also present: *Vice President Stephen Marini, Vice President Lillian Ortiz, Vice President Pat Toney, Vice President Bill Daring, Assistant Vice President Debra LaFlash, Assistant Vice President Jane Shea, Assistant Vice President Nancy Schoenfeld, Professor Susan McPherson, Professor Betsy Zuegg, Professor Jean McLean, O'Connor & Drew Representative Lisa DiGiusto and Executive Assistant to the President Selina Boria*

Items for Action/Discussion

1. AUDIT REPORT:

At the conclusion of the Audit & Oversight Committee meeting, the A&O Committee recommended to the Committee of the Whole to accept the audit report as reported to A&O. After the vote Lisa DiGiusto excused herself from the meeting.

Upon Motion duly made, the Board of Trustees voted to accept the Audit Report as presented.

2. INTRODUCTION:

Board Chair Susan Mailman introduced new Trustee, Geraldine Herlihy. Chair Mailman went around the room allowing all to introduce themselves to new Trustee, Ms. Herlihy. Chair Mailman also acknowledged AiVi Nguyen for her service to the college and her excellent tenure as a Trustee.

3. NAMING FOR CENTER FOR ACADEMIC EXCELLENCE:

President Carberry gave an overview of the Center for Academic Excellence (CAE) as a project to enhance the campus several years back, which was an idea from VP Pat Toney. The CAE was created 10 years ago as an opportunity for faculty, of all varying backgrounds, to share best practices and to be used for professional

development. Along with an overview of the CAE, President Carberry reviewed some highlights of VP Toney's 35 years of experience at QCC through varying roles and her major accomplishments. President Carberry specifically noted the increase in faculty diversity from 7% to 17%. Upon concluding the presentation of highlights from VP Toney's career, President Carberry recommended the CAE be renamed as the Patricia A. Toney Center for Excellence. Chair Mailman shared the support of the Executive Committee, who discussed this approval at the September 14, 2016 meeting. President Carberry noted that if approved, the unveiling of the new name and plaque would take place at the spring All College Day on Tuesday, January, 17, 2017.

Upon Motion duly made, the Board of Trustees voted to approve the naming of the Center for Academic Excellence as the Patricia A. Toney Center for Excellence.

4. ENROLLMENT REPORT:

VP Lillian Ortiz reviewed the Fall 2016 Enrollment Report noting the college was down 4.5% in headcount and 4.4% in credits. She expressed gratitude and kudos to Advising, the One Stop and all registration services, as they worked hard and kept pushing. We still struggle to meet the demands of the population that walk in last minute, especially first-generation who do not understand the process and the delay in financial aid. VP Ortiz also noted the low unemployment rate which does impact our enrollment. Other items highlighted included an increase in distance education enrollment, not much variation in demographics, a slight shift in age with an increase in the 23 to 29 population. It was noted the majority of MA community colleges all experienced a decrease with some remaining flat. We are still waiting on the final report from the state. Dr. Ortiz noted that the projections for the decline in the 18 to 24 population are not expected to peak until 2025 according to trends reports.

Enrollment for Southbridge was relatively flat with an increase of 14 heads. Enrollment has leveled off in the upper 400 range, but all agreed would like to see it back up over 500. Dr. Ortiz noted the new principal of Southbridge HS is working on building bridges, which may help improve enrollment of the Southbridge population.

The per program figures and charts were distributed in board packets and the group reviewed the trends. One topic discussed was the drop in General Studies, but it was noted this may be due to a shift into career programs or Liberal Arts. VP Toney highlighted that within our new majors, we have 90 new students enrolled into these programs (new to college). The decline in Early Childhood Education was pointed out by Trustee Cavaioli, noting that more teachers are needed in this area but it is a low paying field, which has turned some people away.

5. APPROVAL OF EVALUATION REPORT FOR COMMISSIONER SANTIAGO:

The final evaluation letter, goals, department reports and evaluation instrument had all been shared with the Trustees prior to the meeting. All agreed the report was strong and no one had any follow up questions. President Carberry shared the results in the report were a team effort by all VP's and departments.

Upon Motion duly made, the Board of Trustees voted to approve the 2015-2016 Evaluation Report for Commissioner Santiago.

6. APPROVAL OF A PRESIDENTIAL SEARCH FIRM:

The Trustees reviewed the evaluation criteria and ranking sheet for the 5 firms that submitted proposals, specifically the 3 firms who were highly advantageous and recommended by the review committee. The preliminary review committee consisted of Deb LaFlash, Stacey Maillet, Bill Daring and Selina Boria. The top three recommended firms were ACCT, Academic Search, and AGB. VP Daring gave an overview of the firms, sharing highlights of each proposal and firm. The trustees had several questions about the grid, such as travel costs of consultants and finalists. The responsibility of advertising was discussed as that varied from firm to firm. President Carberry and VP Ortiz were asked about their experience with ACCT as they had both been through searches with this firm as an applicant.

Several Trustees reviewed the actual proposals from the firm which were available at the table. President Carberry reiterated the importance of the profile. Others shared feedback such as Trustee Lopez about his positive experience with ACCT at a conference last year and VP Daring, Asst. VP LaFlash and Exec. Asst. to the President Boria shared their input about the proposals. There was some concern with the higher price of Academic Search over ACCT, however Academic Search appears to be more involved and handle more of the advertising, which ACCT seemed to put back on the college. The travel costs depend on whether the first round of interviews will take place by video conference or in person. Video conference can save the college money. The search committee will need to make the decision.

Upon Motion duly made, the Board of Trustees voted to select Academic Search as the executive search firm to manage the presidential search for the college.

7. APPROVAL OF PRESIDENTIAL SEARCH COMMITTEE:

Chair Mailman discussed the steps that have taken place in soliciting and selecting candidates for the search committee. She has reached out to the community and those interested, as well as a call to the college community went out yielding strong

feedback and interest. The goal for selection of participants is in accordance with the BHE Guidelines of 9 to 13 members. Chair Mailman discussed the mission of the search committee is to make a recommendation of finalists to the Full Board (3 to 5) who will conduct finalist interviews and make the final recommendation to the BHE. The proposed list of committee members was reviewed noting there was one change from earlier version email to the Trustees. Since the original student under consideration was also employed by the college, the Chair decided to nominate a student who was not also an employee, but a pure student.

The proposed search committee members (13) are: Board Chair Susan Mailman, Vice Chair Miguel Lopez, Trustee Linda Cavaoli, Trustee Matilde Castiel, student Karl "Holden" Lindblom, Faculty members Susan McPherson & Don Morin, Professional Staff member Ricky Frazier, Non-Unit staff member Liz Woods, Support Staff Deborah Fraturelli, BHE Appointed member Robert Johnson, Foundation Member Brian Chandley and Community Representative Maureen Binienda. Three non-voting members are Affirmative Action Officer Anita Bowden, BHE Staffer Mike Mizzoni and Secretary to the Committee Selina Boria.

Upon Motion duly made, the Board of Trustees voted to approve the members of the Presidential Search Committee as proposed.

8. FULL BOARD MEETING – 10/12/16

Due to a full quorum at today's Committee of the Whole and the Auditor presentation complete, the Search Firm approved, and Search Committee selected, Chair Mailman suggested cancelling the October 12th Full Board meeting which would have been a repeat of today's meeting. There were also several Trustees unavailable for the October 12th date. Chair Mailman noted there will be additional Full Board meetings scheduled around the search with one as early as November to meet with the Search Consultants.

Upon Motion duly made, the Board of Trustees voted to cancel the Board of Trustees meeting scheduled for October 12, 2016.

Informational Item: Due to cancellation of the Full Board meeting on 10/12/16, President Carberry distributed the Personnel Actions Report which would have been distributed at the full board meeting.

With no additional items to come before the Committee of the Whole, upon motion duly made, the meeting was adjourned at 7:05 p.m.

Respectfully submitted,



Selina M. Boria, Executive Assistant to the President