

**FULL BOARD MEETING**

**June 21, 2017**

**SUMMARY**

**Trustees Present:** Sue Mailman, Matilde Castiel, Linda Cavaioli, Geri Herlihy, Edward Moore, Tammy Murray, Stephanie Teixeira

**ABSENT:** Juan Gomez, John Lafleche, Miguel Lopez, Kristina Spillane

**OTHERS PRESENT:** VP Steve Marini, Assistant VP Deb LaFlash, VP Lillian Ortiz, VP Bill Daring, Interim VP Nancy Schoenfeld, Dean Maria Addison, Dean Kathy Rentsch, Professor Margaret Wong, Selina Boria, Board Secretary

**Meeting commenced at 5:35pm.**

**Board Chair Mailman introduced the new student trustee - Stephanie Teixeira.** Stephanie gave a brief overview of her education at QCC and background. All Trustees present introduced themselves.

**17-18 Meeting Calendar-** The 17-18 meeting calendar was presented to the Board.

*Upon a motion duly made, the 17-18 board calendar was accepted.*

**Approval of Minutes:** The minutes of the April 12, 2017 Committee of the Whole were shared with the Trustees for approval. They were previously emailed to all members following the meeting and any corrections were made at that time.

*Upon a motion duly made, the minutes of the April 12, 2017 Committee of the Whole meeting were approved.*

**AUDIT & OVERSIGHT REPORT:**

**Trust Fund Report:**

Trustee Cavaioli gave a brief overview of the Trust Fund Report, noting we are on track to stay in budget for FY17. She shared that the A&O had previously reviewed it in detail and line by line.

*Upon a motion duly made, the Trust Fund Report was accepted as presented.*

**FY18 Budget:**

Trustee Cavaioli noted the A&O reviewed several scenarios and agreed to a budget with a projected decline in credits of 4%. A&O is recommending scenario 4 which has a per credit increase of \$6 and for those in programs, there will be a \$15 increase in program fees per semester. Last year, program fees were increased \$100 a semester and \$3 a credit as a comparison and this year's increase will not have as negative an impact on part-timers. A full-

time student will see about \$135 per semester increase overall. For FY17, we saw a 4.6% decline in credits and the trend is showing a slowing down of a decline, which is what lead the committee to agree on the 4% decline in credits for FY18. Chair Mailman inquired about the other community colleges in the system. MWCC went up \$5 a credit and we are neck in neck with most others. It was noted that some of our programs are more expensive, some are less in comparison. Nursing and general studies are on par. Over the past 2 years, cost center budgets have been decreased 32% - this year will see a 5% reduction in things like part-time help and materials. The 5% reduction is not across the board, it will be strategic along with strategic investments. Additionally, it was noted that this budget reflects last year's state appropriation, which may be close to what final numbers are for FY18.

Student Trustee Teixeira asked about the decline in enrollment – is it less new students or in retaining current students. VP Ortiz shared that new student enrollment is up, so it is more from current students. VP Marini discussed how enrollment at community colleges is counter-cyclical to the economy, so as the economy rises and recovers, less students return to community colleges. More students return to work instead. President Carberry shared there are many retention strategies in place which focus on reducing attrition. Other reasons noted include, pre-mature transfers before graduating, academic failure, life happens, students return to work etc. There is a retention team which works to improve retention. A&O recommends to support Scenario 4 as presented.

***Upon a motion duly made the FY18 Budget was approved as presented.***

**Student Computer Purchase and Upgrade:**

Informational item – The College has made a large purchase of computers for classrooms. 500 student computers will be upgraded and replaced. Bulk buy, received 3 proposals and it was all budgeted. It is an FY18 expenditure. The total is \$500,000 which includes service fees for installers.

**STRATEGIC PLANNING, STUDENT SUCCESS AND EDUCATION**

No Meeting

**EXECUTIVE COMMITTEE REPORT**

**Re-Organization and change of direct reports:**

Gail shared that with an aging population and retirements, her and her team have made recommendations to retrench some positions as people retire. This decision has helped balance this budget. This plan allows a re-organization and a retrenchment of positions and not people as they retire. There is about \$300K in savings with the buy-outs the first year, and in the following year it will be closer to \$1.2Million in savings.



### **Financial Aid Re-engineering Update:**

President Carberry gave an update to the re-engineering process and recent audit. A sizable portion of QCC's financial aid reporting was not done on time and had discrepancies. The gov't decided to do an audit of all records over a certain period, in which QCC complied, did find additional errors and corrected them. The college met the audit requirements and submitted the report on time. There were IT systems issues, process issues and interfacing which needed to be remedied thorough the re-engineering process. Plus there were federal rule changes, and QCC had personnel changes and leaves. The data in audit was registrar info that was reported through Financial Aid. New hires stepped up and assisted with process issues, realized errors and fixed all errors. Now have processes in place and a strong team to move forward. VP's Marini and Ortiz spoke to the issue and the improvements seen across all areas that impact reporting and financial aid moving forward.

### **Blackstone Valley Update:**

President Carberry discussed a letter received from the Blackstone delegation about a concern with opening of cyber-learning center in Northbridge which used a portion of the \$300K earmark from FY15. President Carberry noted that QCC's willingness to accept the \$300K initially was accepted under the idea that it would require \$1M in raised capital from the valley – which did not yield any results. Sue and Gail went to businesses and was told the area was tapped due to other schools and needs in the area. Additionally, QCC did a study with part of the earmark funds which proposed a model about a cyber learning model for students in the Valley. Since a fiscal year earmark has to be spent in the fiscal year issued, QCC spent funds on bistro tables, chairs and computers to lift a cyber learning center with the limited funds and no additional raised capital. In search for a location, Alternatives Inc. contacted QCC with a space in their mill with no rent and free wi-fi, QCC went into an agreement. The Ribbon-cutting was held this week in Blackstone. The area delegation came back saying they wanted earmark for a manufacturing center, which in reality would have been an investment much more than the earmark. The Chamber, through Jeannie Hebert, reached out to other institutions like Ben Franklin, WSU etc. to partner with the chamber's manufacturing center.

On Monday, June 29, 2017, QCC held a ribbon-cutting at the cyber café, plus an MOU was signed at the Chamber to supply about \$30K for equipment to assist and support needs of local manufacturers. Gail's recommendation is to not own this manufacturing center, but to only partner and share equipment. If center does not open, equipment can come back to campus for engineering programs here. Additionally, on 6/22/17the QCC foundation will be asked to support a \$20K grant to the manufacturing center for renovations.

Gail praised the new cyber café and Dennis Rice at Alternatives for his partnership. Alternatives is a 1 year MOU to test viability. QCC will also host welcome and admissions events in this space.

## **OTHER BUSINESS**

### **Enrollment Report:**

VP Ortiz shared the report for Fall 17, noting it is currently at 5.4% down, which is better than how far we were down this same point last year. As an overview, she noted that 1400 students graduated and 500 transferred which need to be replaced over summer to fall. The marketing campaign is running for summer, and fall is to run soon. One Stop registration is running the end of July and beginning of August for 2 weeks to promote earlier registration. 1700 students have been through the financial aid process already. There are 2753 new and accepted students, with 682 enrolled already. Enrollment will continue working through them to get all enrolled and in seats. Chair Mailman inquired about whether summer numbers concern the College? 8.7% down is better than 2 years ago, which was 10.46% down. Summer 2 begins July 4<sup>th</sup> week so there is still time to sign up.

Trustee Teixeira asked about advising and impact of who advises and advice given to students. She has received different information from different advisors when it comes to what classes to take, what major to be in and how to finish quickest. She recommends the College work closely with current students to assist in retention. Dean Addison reviewed advising – noting that faculty are assigned 18 students each and all others to the advising center. It is very common to see different advisors every time come in and many part-time advisors are brought in during high volume times. Dean Addison reviewed that all advisors receive a monthly training to keep them updated and current on programs. Stephanie referenced VA students and changes in classes and majors that impact them. Much is driven by benefits that VA's receive and she says many get sent to advising often. On-boarding process reviewed often and the center deals with many different students at many levels with many different issues. President Carberry noted that advisor notes are always kept on all students and maintained so any advisor can pick up where another left off. All records maintained by advising center.

### **PRESIDENT'S REPORT:**

Thank you to all for work of wonderful retirement event and for hard work of team throughout her tenure.

#### **Personnel Items:**

President Carberry reviewed recent personnel changes. She highlighted that Liz Woods has taken on the role of Dean of Compliance, and there is an open search for the Dean of Students. Additionally she noted, Selina Boria has taken on more responsibility with a role in diversity. Other key changes include retirements of some faculty, Dean changes, a Southbridge clerk, campus police etc. Key positions.

#### **Out of State Travel:**

None

**Leave Report:**

Gail shared leave report noting the use of 1 sick day, 4 personal days and 3.2 vacation days.

Additional update - Gail shared a few articulation signings will be occurring in the near interim. Cape Cod/QCC agreement for avionics/ aviation maintenance. Also, Bay Path University for criminal justice. Others coming down the pipe.

**Next full board meeting is August 23, 2017.**

**With no further business to be presented to the Board, the meeting was adjourned at 6:45pm.**

**Respectfully submitted,**



**Selina M. Boria  
QCC Board Secretary**