

**FULL BOARD MEETING
OCTOBER 24, 2018
SUMMARY**

TRUSTEES PRESENT: Sue Mailman, Jennifer Davis Carey, Linda Cavaoli, Juan Gomez, Geraldine Herlihy, John Lafleche, Kimberly Roy, Benjamin Aryeh

TRUSTEES ABSENT: Tammy Murray, Lucille DiLeo, Edward Moore

OTHERS PRESENT: President Pedraja, VP Steve Marini, VP Lillian Ortiz, Interim VP Nancy Schoenfeld, Assistant VP Deb LaFlash, Interim Executive Director of HR Beth Austin, Asst. VP Kathy Rentsch, Chief Kevin Ritacco, Dean Ingrid Skadberg, Dean Leslie Horton, Dean Betty Lauer, Beth Fullerton, Tiger Swan, Susan McPherson, Judy Colson, Mary Valentine, Adrienne Linnell, Selina Boria, Board Secretary

Meeting commenced at 5:00pm by Chair Mailman

Minutes of the June 13, 2018 Meeting and the September 12, 2018 Retreat were reviewed.

Upon a motion duly made, the Minutes of the June 13, 2018 Board Meeting and the September 12, 2018 Retreat were approved.

Standing Committee Reports:

A. Audit and Oversight

Trustees Cavaoli (Chair), DiLeo, Gomez, Herlihy, and Moore

1. Audit Report ~ Lisa DiGiusto from O'Connor and Drew

Lisa DiGiusto noted the report this year is a single year report due to OPEB liability implementation. Ms. DiGiusto reviewed the required communications. The final date for submission is the later of either the Board meeting or final receipt of OPEB figures, which in our case is the Board meeting – document will be dated today, 10/24/18.

Financials – Ms. DiGiusto highlighted changes from last year in the financials. Pages 3 to 16 are management's submission – unaudited by firm. Overview included review of statement of net position, cash flow, notes to financials, pension notes, and OPEB liability disclosure. OPEB 87 will implement next year which involves lease obligations. There was discussion about state appropriations for salaries and impact on liability.

Upon recommendation of acceptance by the Audit & Oversight Committee and a motion duly made, the Audit Report was accepted as presented.

2. Trust Fund Budget Report for Current Period ~ VP Steve Marini and Assistant VP Deb LaFlash

VP Marini and Asst. VP LaFlash reviewed the budget report. Note – a Collective bargaining supplemental was received this year for the first time. Chair Cavaioli reviewed several line items, noting changes but noted all in line with the budget. Note – Workforce Development and Continuing Ed Revenue is up due to the new part-time Police Academy. HEFA debt will continue to 2023. Total expenditures in line with the budget.

Upon a motion duly made, the Trustees voted to accept the Trust Fund Budget Report as presented.

3. Alternative Budget Reports ~ VP Marini & Assistant VP LaFlash

VP Marini shared new sample reports for presenting the budget by category and the important expense categories. Top page is whole college and following pages are a break-down of each area within the college. For example salary vs. occupancy, etc. These new reports are directly connected to the Trust Fund Report, which displays the overall expenditures in each area. For budget planning, the Board will be presented these reports with budgeted amounts in each area. Additional discussion about breakdowns by program were discussed. Other colleges have different reporting formats and hard to compare apples to apples, but QCC working with others on alignment. These reports give Trustees more detailed info into the budget.

4. Clery Report ~ Chief Kevin Ritacco

Chief Ritacco shared the required yearly report. It is shared online and sent to campus electronically. Has all college policies, emergency procedures, statistics, locations of crimes reported, etc. No required changes in the reporting from last year. In comparison to other community colleges, Chief Ritacco noted we are very similar. Mental health reporting has changed dramatically, but not reported in the Clery as a crime report. College is obligated to report crimes to the campus. If a report is made to the police that is on one of QCC's non campus locations, it is reported back to QCC Police. Ben asked about police response to situations and Steve noted we have active shooter training, run hide fight training etc. on campus and all campus police trained to deal with various attacks and situations. Campus escort requests are met nightly – students just need to call dispatch if have a request. The report was distributed October 1st.

B. Strategic Planning, Education, and Student Success

Trustees Lafleche (Chair), Davis Carey, Murray, Roy, and Aryeh

1. Sabbatical Presentation ~ Professor Mary Valentine

Professor Valentine shared her sabbatical on Interactive Media Design (IMD), new trends on design, design for sustainability, new software, new media etc. She visited several local colleges in the area to review programs such as WPI, Lesley, MA College of Art, and Becker. She gained many new resources and connections in the

community during her sabbatical. She wrote an Ibook, which students can use on their phone. She explained user interface vs. user experience. A UX designer is a mix of designer, info architect and developer. She reviewed QCC's current agreement with Becker, in which a student completes an IMD degree at QCC and enters Becker as a Junior. QCC is working with Lesley and WPI for additional articulation agreements. Two key take aways – teach to the future, program review & development for the future, sabbaticals allow our teachers to go out and learn and improve skills.

Trustees Roy and Herlihy departed the meeting at 6:00pm.

2. **Enrollment Report** ~ VP Lillian Ortiz

Lillian reviewed the final fall report highlighting QCC met its enrollment goal at an FTE of 3.1%. New initiatives such as Student Success Center helped improve processing. Some notes: Part-time students continue to increase, females 58.3%, working to retain males, and approaching becoming an HSI – need to increase Hispanic population by about 5%. Southbridge up by 10 headcount. Several enrollment charts shared and reviewed, noting criminal justice had a decline. Potential impacts discussed. Feeder high schools and colleges discussed – large impact from foreign country HS and GED fulfillment center. QCC STEM enrollment – wide variances noted in last column- College will review and get an updated report for next meeting. Totals are correct.

3. **Accreditation – 5-year Self-Report to NECHE**

Nancy noted our accrediting agency was previously NEASC, now known as NECHE. She reviewed process of 10 year report and 5 year interim self-study, which was submitted over the summer – waiting for report back. No site visit required unless have a new site and since downtown opened within 5 years, there was a visit to the site and separate report. The Self-Study Report is available to view online with multiple links: www.qcc.edu/about/news-events/publications Focus of 5 year report is to evaluate and look at what we have done over 5 years, accomplishments and how have we met 2013 projections. Specialized program accreditation included in the appendix – these all require additional accreditation.

4. **Board and President Evaluation Instruments**

John reported the Trustees desire to review the instrument and sample instrument with highlighted changes. Since there will be no SPESS meeting in November (cancelled due to a scheduling conflict), please share feedback with Luis, Sue and John to be incorporated into the revised document. Will address in January and approve prior to next evaluation cycle. Goals will be added at end of report once approves. A recommended revised document will come to December/January meeting.

C. Executive

Trustees Mailman, Cavaoli, Lafleche, and Murray

1. **President's Goals**

Goals were included in packets and will be discussed further at the next Executive Committee meeting.

2. Title III Grant

President Pedraja reviewed the awarding of the Title III Grant of \$2.25million awarded to the College for improved student success over 5 years. A portion, \$45K each year will go into the endowment, to be matched by the Foundation. This grant will help with retention, and some key positions.

3. Board Committee Responsibilities

Document shared from 2015 and still applicable.

Other Business

1. 18-19 QCC Foundation Board

Informational. Chair Mailman noted each Trustee will get an official solicitation and she is seeking 100% participation.

President's Report

1. Informational Personnel Items

Document notes hires, new appointments, resignations, retirements and title changes.

2. President's Out-of-State Travel

No travel during this time period.

3. President's Leave Time


Vacation time reported. Dr. Pedraja noted several hours a day worked while on vacation, especially on the NEASC report.

4. Ongoing Initiatives

Dr. Pedraja highlighted media coverage on the Governor's visit to QCC about MassGrant, additional coverage about news conference on Early College with Commissioner Santiago and Senator Moore. The Strategic Plan was approved by the BHE on 10/23/18. Kudos from Dr. Pedraja to Kathy, Ingrid and the College for their work on the project. BHE gave little feedback and QCC's plan was noted as a model for others, including state universities. Secretary Peyser noted it is very ambitious. A benchmark report will come every year to the SPESS. An implementation plan is being worked on by the original CORE Team and VP's, currently working to identify champions who drive the implementation. Using a project management tool to track progress. Next fall will be a report out of first year activity. President Pedraja noted his goals were pulled from the goals of the strategic plan and aligned together.

Upon a motion duly made, and 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