

**FULL BOARD MEETING – Ahlfors Building, Room 107**

**December 13, 2023 – 5:00 pm**  
**SUMMARY OF ACTIONS**

**TRUSTEES PRESENT:** Linda Maykel, Geri Herlihy, Satya Mitra, Lori Jones, Raj Rajeshkumar, Maria Mikhaeil, Lynn Keeley, Mariyam Basim Bhatti  
**TRUSTEES ABSENT:** Eric Goodwine, Juan Gomez, Alex Zequeira  
**CABINET PRESENT:** President Pedraja, VP Steve Marini, VP Michelle Tufau, ED Kevin Lovaincy, Jessica Ahrens, Lu Costa-Board Secretary

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**Meeting commenced at 5:15 pm by Chair Linda Maykel and roll call attendance noted.**

The Board of Trustees of Quinsigamond Community College, at its regular meeting held at Quinsigamond Community College on Wednesday December 13, took the following actions:

**Consent Agenda:** *The purpose of the Consent Agenda is to expedite business by grouping routine agenda items together to be dealt with by one Board motion without discussion. Any member of the Board or staff may ask that any item on the Consent Agenda be removed and placed later on the agenda for full discussion. Such requests will be automatically respected.*

*If any item is not removed from the Consent Agenda, the action on the agenda is approved/accepted by single Board action adopting the Consent Agenda.*

1. Minutes from the October 17, 2023 Regular Board Meeting (approve)
2. Trust Fund Reports – FY24 through current period (accept)
3. Informational Personnel Items (accept)
4. President’s Out-of-State Travel (accept)
5. President’s Leave Time (accept)

**Upon a motion duly made and vote by roll call, the Consent Agenda was approved/accepted by the Board.**

**CHAIR REPORT:**

- Chair Maykel announced that Eric Goodwine has been appointed as Vice-Chair.

**STANDING COMMITTEE REPORTS:**

**A. Audit and Oversight (11/14/23)**

*Trustees Herlihy (Chair), Gomez, Goodwine, Jones, Mitra*

**1. FY23 Closing**

Lisa Rotondi from Withum Smith + Brown PC joined the meeting to discuss the FY23 audit. Ms. Rotondi presented the full report to the committee. Total assets are about \$112million. Ms. Rotondi explained the increases and decreases. What really drove revenue was grant funding, ARPA funding, SUCCESS funding, etc. Capital assets have increased due to projects on campus. They did a significant amount of testing this year, all was clean and there were no issues. Ms. Rotondi explained in detail Gasby 96 - what it means and how it works.

**Upon a motion duly made and vote by roll call, the FY23 audit was approved/accepted by the Board.**

## **B. Strategic Planning, Education, and Student Success (11/14/23)**

*Trustees Zequeira (Chair), Basim Bhatti, Keeley, Maykel, Mikhaeil, Rajeshkumar*

### **1. ESS Update**

VP Tufau presented the enrollment report to the Board. We are in line to meet our goal. She also provided a demonstration of Ocelot, new technology in the Enrollment and Student Services area. It uses artificial intelligence to help students with all kinds of services. VP Tufau explained the process to set up the software and how it is used. The technology also has a Chatbot feature and VP Tufau demonstrated how it works.

VP Tufau provided an update to the Board on MassReconnect. They are holding events for students who want to enroll under this new initiative. This will help enrollment numbers, but we need to improve retention.

### **C. Executive Committee (11/8/23)**

*Trustees Maykel (Chair), Herlihy, and Zequeira*

- Chair Maykel discussed how we fill vacancies on the Board. Now that we have a full board, we need to keep it that way.
- Chair Maykel asked everyone to donate to the QCC Foundation as part of the annual drive.
- Now that the Foundation is joining the Board to provide updates, Chair Maykel would like a Trustee to attend the Foundation meetings to provide updates.
- President Pedraja discussed the MCCC increases and explained that we paid out the increases before Thanksgiving. That supplemental budget has now been passed and all of the other raises can now be implemented. Faculty is thankful and are now off “work to rule”.
- President Pedraja explained that we have a new contract with Jenzabar for the SIS.

### **Other Business**

#### **A. QCC Foundation Report – Linda Cavaioli, QCC Foundation President**

Ms. Cavaioli joined the meeting and updated the Board on the Foundation. Financially, the Foundation is in a strong place. The Foundation Board has completed a skill matrix. Ms. Cavaioli urged everyone to donate to the scholarship fund.

#### **Student Trustee Report (Maria Mikhaeil)**

- Student Trustee, Maria Mikhaeil provided an update on what is happening in the student areas. PTK has a new staff leader, Ashley Woodland. They are working on induction.
- The food pantry gives snacks to all the campuses once a week. They have a new person to help with SNAP applications. They are working with a nutrition specialist from UMass.
- Student Government is doing well. They have 3 new clubs. They held elections and will be changing their meeting times. They will start next semester with a retreat.
- Ms. Mikhaeil said there are people complaining a lot about the elevators breaking down. However, she is hearing great reviews on the food choices and vending machines.
- Ms. Mikhaeil is involved in a project for parenting students.

### **President’s Report**

#### **A. Ongoing Initiatives/Campus Updates**

- Dean Pat Schmohl received a Healthcare Hero for Education award from the Worcester Business Journal.

- President Pedraja shared data from a new report from the Board of Higher Education. The Community College sector is thriving now compared to others. QCC is now the third largest community college in the state in enrollment.
- We have received the institutional report from the NECHE review team. We are working on a response now. There is a meeting in April with NECHE for this.
- There is still a lot of energy statewide around free community college.
- President Pedraja discussed the departure of VP Jim Keane.
- President Pedraja had the new person in DEI, Mendrick Banzuela, introduce himself to the Board.

*Upon a motion duly made and seconded, the meeting adjourned at 6:35 pm.*

**Upcoming Meetings:**

**Executive Committee – TBD**

**Strategic Planning, Education & Student Success Committee – Wednesday, January 24, 2024, 4:00 pm**

**Audit & Oversight Committee - Wednesday, January 24, 2024, 5:00 pm**

**Regular Board Meeting – Tuesday, February 13, 2024, 5:00 pm**

**Respectfully submitted,  
Lucinda Costa  
QCC Board Secretary**