

FULL BOARD MEETING
December 9, 2019
SUMMARY

- TRUSTEES PRESENT:** Sue Mailman, Tammy Murray, Linda Cavaioli, Lucille DiLeo, Geraldine Herlihy, Mustafa Boweden, Juan Gomez, Alex Zequeira
- TRUSTEES ABSENT:** John Lafleche, Jennifer Davis Carey, Kimberly Roy
- OTHERS PRESENT:** President Pedraja, VP Steve Marini, VP Lillian Ortiz, Interim VP Nancy Schoenfeld, Assistant VP Deb LaFlash, Asst. VP Kathy Rentsch, Associate VP Viviana Abreu-Hernandez, Susan McPherson, Dean Pat Schmohl, Dean Ingrid Skadberg, Interim Executive Director of HR Beth Austin, Dean Ken Dwyer, Chief Kevin Ritacco, Amy Beaudry, Gaelan Benway, Peter Starrett from Gray Associates, Selina Boria, Board Secretary

Meeting commenced at 5:05pm by Chair Mailman

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.

- A. Minutes from the October 9, 2019 Regular Board Meeting (approve)
- B. Trust Fund Budget Report for the Current Period (approve)
- C. Informational Personnel Items (accept)
- D. President's Out-of-State Travel (accept)
- E. President's Leave Time (accept)

Upon a motion duly made, the Consent Agenda (A-E) was approved as presented.

Special Report – Gray Associates with Peter Starrett

Three steps Discussed– Program Review workshop, Program Economics & Southbridge Analysis. Recommendations have been made on all current programs to grow, sustain, fix or sunset. Next phase of Program Economics will be completed in January. Economics to include net revenue, direct instructional costs, total and per credit hour and built up from course- and student-level data. Economic data may help rank fixes to prioritize. The final project will be the Southbridge analysis. All market data fits into 4 categories – student demand, employment opportunity, degree fit and competitive intensity. Kathy Rentsch gave an overview of 2 potential new programs that the College has already been looking at – dental radiology and addiction counseling.

Standing Committee Reports:

A. Audit and Oversight (Committee Meeting – November 20, 2019)

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

1. Capital Projects/Athletic Center Project

VP Marini reviewed project plan summary, critical repairs and funding of projects. A project manager hired to manage over next 3 years. Auditorium project to address all ADA concerns. A separate bond in place for campus infrastructure project. A new digital sign for main entrance to be completed in January.

Athletic Center/IQ Center DCAMM project to be submit by December 20th. Decision by April/May. It was requested that Trustees approve a capital funding commitment for the project to be submit with proposal. The Foundation will vote to support \$1million for project as well, possibly through a capital campaign and fundraising. It was noted that QCC received strong feedback from peer review process. Trustees noted the IQ Center Project is their priority capital project and that the project results in efficient effective sharable program space that will address critical current and emerging workforce needs in the region and overall student success.

Upon a motion duly made, the Trustees approve the capital funding from College reserves of up to \$3million to support renovations to the QCC Athletic Center.

B. Strategic Planning, Education, and Student Success (Comm. Mtg. – November 20, 2019)

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

- 1. Equity and Excellence Experience Presentation – Amy Beaudry & Gaelan Benway from the Center for Academic Excellence** – Overview of the CAE work and DHE & QCC Strategic Initiatives. Work with QORE - Oversee general education assessment outcomes and faculty support. QORE@qcc.mass.edu. Gaelan reviewed the EEE project around equity and inclusive excellence in the classroom.
- 2. Open Educational Resources (OER) Presentation** – Amy reviewed what OER is and what we are doing at QCC. Slides and links to various sites will be shared with Trustees from Gaelan and Amy. Amy noted Northern Essex a leader in OER and QCC has gone to trainings and working to adopt materials. Labor intensive for faculty to create resources. Currently 34 QCC faculty have contributed to a career educator vault with writing tool kits, visual presentation, rubrics, assignments, etc. Certain work areas have worked together to create digital course templates and shared materials. Mustafa – Relative to OER, Student Advisory creating a statement of support and strategic plan. Will share with Amy and Gaelan. He raised concerns around student barriers that are non-academic such as personal trauma in students' lives. Faculty and staff working to address concerns and trauma. *Trustee Gomez departed at 6:20pm.*

3. **Enrollment Report** – VP Lillian Ortiz reviewed graphs of current enrollment cycle for spring 2020, noting we are on track and about 1.4% down in credits at this point. Southbridge showing a continued decline. Southbridge capacity is 500. Overall, at 80% to goal for Spring semester.

C. Executive

Trustees Mailman, Cavaoli, Lafleche, and Murray

1. **Student Information System Update** – Informational item and team is looking at evaluations of companies and a decision to be made in next month or so. Will be included in next year's budget and will need Board approval at the February meeting.
2. **Common Assessment Policy Update** – policy shared.

Other Business:

1. **Annual Security Report** - <http://www.QCC.edu/clery>

Chief Ritacco noted nothing new to report, policies and procedures the same and reviewed every year. Trends of incidents have remained consistent. Three year trend reported. Question about drug violation on non-campus (includes downtown and high schools (WTHS, Burncoat, Catholic Charities) – anything that occurs at those locations is reported. List of non-campus areas on page 3. Stalking on campus noted to be on the rise. Kevin noted more students are coming forward and reporting.

2. **Trustee Connections** – hard copies shared

Student Trustee Report: Mustafa shared his concerns with trending enrollment declines and retention rates on campus and has 2 proposed initiatives –

1) Consider sending representatives from QCC **athletic programs** to share their experiences with HS students and opportunities at QCC. Make sure to visit schools before decision day- May 1st.

2) **Student Advisory Council** – working on OER and informing students about program and advocating for support against sexual violence on campus. Also, review student trustee requirements. Cape Cod does not have a student trustee since all CC's are majority part-time attendees, it is hard to find students who are full time to serve and so advisory is looking at re-assessing.

Additionally, looking at **WPI partnership** with student leaders around student engagement- OER, student engagement and clubs, ex. Turkish association, sport participation, sexual violence (Every Voice Coalition). Is there a chamber student government association? Yes and QCC SGA President has been participating. Tammy inquired – do we actually market or do videos of our sports programs as a marketing tool. Currently on Facebook. She suggested a commercial with sports as a focus – Mustafa will work with Josh.

President's Report:

Updates -

- a) QCC Foundation had annual holiday gathering and an anonymous donation of \$25 K was made for food pantry.

- b) National Rankings – Intelligent.com – best online business administration programs – QCC is #38 and best skills based curriculum. Diverse Issues in Education – ranked several QCC programs in top 100 in country in multiple areas relative to serving minority students. Issue to come out 12/12 and will share with students and the public.
- c) **New Vice President of Academic Affairs**, Jim Keane begins January 2nd. Will be here this week to meet with E-team and to attend campus holiday gathering on Wednesday, 12/11. Deans searches are ongoing and nearing final interviews.
- d) **Advocacy** – strong MA delegation in Washington, DC at recent meeting. Still need advocacy for adoption of supplemental budget and support for MCCC raises. The money is available, but hasn't been released by the State or allocated it. All raises on hold until MCCC funded. Deadline is December 12th.
- e) Luis was asked to serve on the joint Chamber Board.
- f) Traveling to Cuba in January for an academic conference between Cuban and American scholars.
- g) **Nancy Schoenfeld will be retiring February 1st** – Luis recognized for her service and thanked her.

Meeting was adjourned at 7:05pm.

Respectfully submitted,

Selina M. Boria
QCC Board Secretary