

**FULL BOARD MEETING – QCC Healthcare and Workforce
Development Center**

February 14, 2023 – 5:00pm

SUMMARY OF ACTIONS

TRUSTEES PRESENT: Alex Zequeira, Geri Herlihy, Linda Maykel, Collin McGuiness, Satya Mitra, Mariyam Basim Bhatti, Lynn Keeley, Lori Jones, Raj Rajeshkumar
TRUSTEES ABSENT: Eric Goodwine, Juan Gomez
CABINET PRESENT: President Pedraja, VP Steve Marini, VP Jim Keane, VP Michelle Tufau, VP Viviana Abreu-Hernandez, ED Kevin Lovaincy, AVP Deb LaFlash, Lu Costa-Board Secretary, Jess Ahrens

Meeting commenced at 5:00pm by Interim Chair Alex Zequeira and roll call attendance noted. The group introduced themselves around the room, including the new Trustees.

The Board of Trustees of Quinsigamond Community College, at its regular meeting held at the QCC Healthcare and Workforce Development Center on Tuesday, February 14, took the following actions:

Executive Session: Chair Zequeira announced that the group will enter executive session to discuss strategy with respect to possible litigation and to consider the purchase, exchange, lease or value of real property. He stated that the regular Board meeting will convene in open session at the end of the executive session.

The regular meeting of the Board of Trustees resumed at 5:40pm..

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 December 13, 2022 Regular Board Meeting (approve)
2. Trust Fund Reports –FY23 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 seconded, the Consent Agenda was approved/accepted as presented.

STANDING COMMITTEE REPORTS:

A. Audit and Oversight (1/24/23)

Trustees Herlihy (Chair), Gomez, Goodwine, Mitra

1. Budget Review & Fee Increase Request

Audit & Oversight (A&O) Committee Chair Herlihy reported that the committee met and decided to focus the FY24 budget on -5% down in enrollment. This would require a \$9 fee increase to balance the budget. The Committee has decided to release \$300k from reserves and propose a \$6 fee increase. VP Marini went over the budget scenarios used by the A&O Committee based on different percentages down in enrollment. He explained the rationale behind using reserves to offset and lower the fee increase amount. There have not been any fee increases since FY20. VP

Marini discussed Pell grants and how this increase will affect students. The amount in reserves now is \$10 Million. VP Marini and President Pedraja answered questions from the Trustees. **Upon motion duly made and seconded, the Board voted to accept the \$6 fee increase using \$300k from reserves.**

B. Strategic Planning, Education, and Student Success (1/24/23)

Trustees Maykel (Chair), Basim Bhatti, McGuiness, Zequeira

1. Enrollment Report – AVP Michelle Tufau

AVP Tufau presented the enrollment numbers and showed how we compare to the other community colleges. She discussed the enrollment funnel, communication, collaboration and data. The student facing areas of the College have improved processes to fill the gaps. They are reaching out, following up, and using technology to engage with students and prospective students. Orientation and First-Year Experience are filling the gaps to help students be successful.

2. Equity Update – ED Kevin Lovaincy

ED Lovaincy updated the Board on the work he has done since he started in September. He explained that the participation of everyone is important. He went over what he has planned for the future and partnerships that he has forged across campus. ED Lovaincy answered questions from the Board.

C. Executive (1/18/23)

Trustees Herlihy (Chair), Maykel, and Zequeira

1. Campus Security – Chief Ritacco, Deputy Chiefs Rodriguez and DiGiovanni

Chief Ritacco introduced himself and Deputy Chiefs Rodriguez and DiGiovanni to the Board. He presented the Campus Safety Report to the Board. Deputy Chief Rodriguez discussed accreditation and the purpose for being accredited. Quinsigamond Community College is the first and only accredited community college in the state. He discussed the training that QCC police officers go through.

2. Sabbatical Leave Request

VP Jim Keane presented the sabbatical leave request for the Board to consider.

Upon a motion duly made and seconded, the Board approved the sabbatical leave.

3. ECE Lab School Increase

VP Keane explained the rationale for the proposal to raise the ECE Lab School fee from the new state voucher rate of \$54.25 to \$55 a day. Chair Zequeira reported on the detailed conversation from the Executive Committee meeting and recommended the Board approve.

Upon a motion duly made and seconded, the Board approved the increase as proposed.

4. President's Comprehensive Evaluation

Chair Zequeira discussed the evaluation process and also the incentive from the DHE to presidents who have served for 5 years. The Commissioner of Higher Education has put this incentive in place for Presidents who have served 5 years. The evaluation was very positive and Chair Zequeira proposed the 5% increase for President Pedraja.

Upon a motion duly made and seconded, the Board approved the 5% salary increase for the President.

5. Student Trustee Report (Trustee McGuiness)

Trustee McGuiness reported to the Board on his participation in the recent ACCT National Legislative Summit. He had the opportunity to meet with legislators and advocate for QCC.

Trustee McGuiness will be holding a local election event for voter registration in the spring. There will be a dialogue on local issues with the City Councilors.

Trustee McGuiness brought up a concern from the students about the PTK Greenhouse. He asked the Board to investigate funding for this initiative.

6. President's Report

- President Pedraja discussed the recent trip to DC for the ACCT Summit. There is a list of legislative priorities that will be sent to the Board. He said that there will be a website coming for Trustees to take online courses. President Pedraja encouraged the Trustees to attend future conferences.
- Worcester State is negotiating for space in the QCC downtown location for our partnership. We received \$1.6 million together with WSU.

Upon a motion duly made and seconded, the Trustees adjourned at 7:22pm.

Upcoming Meetings:

Executive Committee – Tuesday March 21, 2023 at 4:00pm

Audit & Oversight Committee – Tuesday March 28, 2023 at 4:00pm

Strategic Planning, Education & Student Success Committee – Tuesday March 28, 2023 at 5:00pm

Regular Board Meeting – Tuesday April 11, 2023 at 5:00pm

Respectfully submitted,

Lucinda Costa

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QCC Board Secretary