

**FULL BOARD MEETING**  
**February 26, 2020**  
**SUMMARY OF ACTIONS**

- TRUSTEES PRESENT:** Sue Mailman, Tammy Murray, Linda Cavaioli (departed 5:45pm), Geri Herlihy (joined 5:30pm), John Lafleche, Jennifer Davis Carey, Kimberly Roy, Alex Zequeira, Mustafa Boweden
- TRUSTEES ABSENT:** Lucille DiLeo, Juan Gomez
- OTHERS PRESENT:** President Pedraja, VP Steve Marini, VP Lillian Ortiz, VP James Keane, AVP Deb LaFlash, AVP Kathy Rentsch, AVP Viviana Abreu-Hernandez, Dean Pat Schmohl, Dean Ingrid Skadberg, Dean Benjamin Benton, Dean Melissa Fama, Susan McPherson, Judy Colson, Beth Fullerton, Barbara Zawalich, Patrick Printz, Keith McKittrick, Jorgo Gushi, Representative from Workday, Selina Boria, Board Secretary

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**Meeting commenced at 5:05pm by Chair Mailman**

The Board of Trustees of Quinsigamond Community College, at its regular meeting held on Wednesday, February 26, 2020, in Room 107A in the Administration Building, 670 West Boylston Street, took the following actions:

**Jorgo Gushi, Student Government Association President was introduced and it was noted he is participating as part of the first ever President Switch Day.**

- 1. 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.*

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

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

## **2. Standing Committee Reports:**

### **A. Audit and Oversight (February 19, 2020)**

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

#### **1. FY21 Budget – VP Steve Marini and Assistant VP Deb LaFlash**

A&O Chair Cavaoli presented the A&O Committee report, noting that state appropriation, enrollment and fees drive the budget and this year a large impact item will be the new Student Information System(SIS). Governor's proposed budget is with a 1% increase. VP Marini shared the recommended FY21 budget is proposed with a 2% decline in credits and a \$3 per credit fee increase and an additional program fee increase of \$119,980 plus the use of \$1,683,385 from reserves to help defray cost of new SIS. Prior to approving the FY21 budget, the SIS system was discussed due to the budgetary impact.

#### **2. Student Information System (SIS)**

The SIS Core Team proposal was discussed by Patrick Printz, Director of IT and Barbara Zawalich, Registrar beginning with an R5 process, RFP and vendor presentations on campus, including campus feedback on each system. Focus on functionality and not cost during the review process. The Core team recommended Campus Management as the system that best meets the needs of QCC, noting it combines workforce development and credit students into one system. Currently, QCC does not have a Customer Resource Management (CRM) but uses Hubspot for a marketing tool. Trustee Roy wants to assure the new system is compatible with our marketing interface tool. QCC will be the first to contract with Campus Management from the MA public system.

***Upon a motion duly made, the Trustees approve awarding the contract to Campus Management as the new Student Information System at a proposed cost over 5 years of \$5,764,677.***

The FY21 budget discussion continued - QCC long-term strategy is to have small incremental increases annually as opposed to large increases at once. Group looked at the community college comparisons relative to tuition/fee costs to students. QCC stands in 4<sup>th</sup> place currently. The additional program fees increases (line 15) of \$119,980 include certain fees connected to programs which students used to pay out of pocket and will now be rolled into their tuition/fee statement - security fees, CORI/SORI, and other security related fees to qualify for clinical/Early Childhood settings. Follett revenue is around \$400K, but more options to students such as rentals and used books.

***Upon a motion duly made, the Board of Trustees approved the FY21 budget (Scenario 2) with a \$3 fee increase per credit, an increase in program fees of \$119,980, a 2% decline in annual credits, and investment in the new SIS, using \$1,683,385 from reserves.***

### **B. Strategic Planning, Education, and Student Success (February 19, 2020)**

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

### **1. Enrollment Report – VP Lillian Ortiz**

VP Ortiz reviewed the Spring 2020 enrollment numbers noting an increase in headcount of 2.2% and credits and FTE of 1.3%. She shared graduation numbers for August, December and May. Part-time students are up to 67.8% and online enrollment is up 6.2% in credits. Relative to diversity of the student body, minorities represent about 50% and females outnumber males. Southbridge continues to decline and Lillian noted students divide time between Worcester and Southbridge with many SB students choosing to travel to Worcester. A demographic dip is still projected through 2025/26 in the region. Drop in immigration numbers was also noted as an impact. Bunker Hill had a sharp decline of 10% which is reflective of impact of immigration. Early College and other site enrollments discussed.

### **2. Strategic Plan Implementation Update from VP's**

Each VP highlighted a few initiatives from their area relative to the strategic plan:

**VP Keane (Academic Affairs)** highlighted the developmental plan and 7 week compressed courses in reading and writing. First cohort going through the 7 week module this semester. Training initiatives in place for faculty. Jim highlighted some math initiatives as well and QMAT, mapping, and course curriculum.

**AVP Abreu-Hernandez (External Affairs)** gave an overview of efforts in community connections and partnerships with the Worcester Red Sox, promotion of diversity and equity in the Worcester Public Schools (Mayoral Commission on Latino Educational Excellence, and partnership with Worcester State to diversify and increase pipeline of teachers and school workforce), and strengthening relationships with elected officials. Strong attendance at the February 7<sup>th</sup> Legislative Breakfast. Working close with QCC Foundation on several initiatives with a housing pilot (Jump Off Campus), and emergency funding. Grant applications – awarded \$500K in FY20 and awaiting the DCAM grant.

**VP Ortiz (Enrollment and Student Engagement)** gave an overview of the Student Success Center, peer mentors, FYE, student success counselors and generalist and operational changes to holistically serve students in one convenient co-located area. This model has impacted enrollment due to these improvements. In addition, the food pantry, resource center, and expanded counseling center with grad students was highlighted.

**VP Marini (Administrative Services)** highlighted infrastructure support for campus, IT upgrades, phone upgrades and deferred maintenance including ADA upgrades.

### **3. QCC Naming of Facilities, Programs and Supporting Funds Policy**

AVP Viviana Abreu-Hernandez gave an overview of the history of the creation of the policy. The state has set high thresholds, but this policy more clearly

outlines a policy for smaller donations and naming of classrooms, programs, etc. Serves as a guidance to the Foundation when donations received.

***Upon a motion duly made, the Trustees approve the QCC and the QCC Foundation Naming of Facilities, Programs and Supporting Funds Policy.***

**C. Executive (January 29, 2020)**

***Trustees Mailman, Cavaoli, Lafleche, and Murray***

**1. Sabbaticals**

Two applications received and recommended for approval for the Fall 2020 semester

**Professor Ann Shull** - half year leave at full salary

**Professor Mary Bruni** half year leave at half pay (part-time sabbatical)

***Upon a motion duly made, sabbatical leaves were approved for Professors Shull and Bruni for the fall 2020 semester.***

**2. Gray Associates Program Review Update**

Chair Mailman shared that Steve Probst from Gray Associates presented at the Executive Committee on the process, data reviewed and the system which QCC will utilize to continue reviewing programs. Luis gave an overview of our future ongoing relationship with Gray Associates and teaming with them on best practices.

**3. Other Business:**

- 1. Trustee Connections** – hard copies shared

**4. Student Trustee Report:**

Trustee Boweden shared an initiative he is working on at QCC around athletics and student athletes as ambassadors to surrounding high schools. He is working with Lillian and Josh (marketing). Videos being worked on.

He reviewed OER – Open Educational Resources and his support of it and how it removes barriers of unaffordability of textbooks and resources.

Mustafa noted he attended the ACCT Legislative Summit in DC with President Pedraja, highlighting how dreamers and immigrant students are being impacted nationwide. They advocated with legislators on supporting these students.

**5. President's Report:**

**Updates / Ongoing Initiatives**

- a) Accreditation visit concluded today for the OTA program and went well, with no findings/violations.
- b) Kate Merrill from WBZ/CBS News was at QCC last week and recorded and is doing a story about the food pantry and food insecurity and will air tomorrow, 2/27.
- c) Campus Health & Wellness initiatives – campus increased sanitizing around spread of Coronavirus and flu. VP Keane sent out a message to campus today around

continuity in instruction. Shared with Trustees. AED's and stop the bleed kits installed in all campus building.

- d) New Dean – Melissa Fama, Dean of Public Services, Education and Social Sciences. Finalists interviewed for the Dean of Humanities and appointment will be made soon. Other position changes shared noting Karen Rucks resigned and went to Ascentria. Community Connections considering restructuring. Changes in HR reviewed and the search for an Executive Director of Human Resources, Equity and Inclusion. Beth Austin will move to a Senior Director of HR role. Director of Student Life and Leadership position vacated and search is open.
- e) ACCT appointed Luis to serve on their President's Advisory Council and for the American Association of Community Colleges, he will meet in DC as a member of one of their working groups.

***Meeting was adjourned at 6:40pm.***

**Upcoming Meetings:**

**Executive Committee** – March 25, 2020 at 4:00pm, Room 123A

**Audit & Oversight Committee** – April 8, 2020 at 4:00pm, Room 107A

**Strategic Planning, Education and Student Success Committee** – April 8, 2020 at 5:00pm, Room 107A

**Regular Board Meeting** – April 15, 2020 at 5:00pm, Room 107A

**Respectfully submitted,**

*Selina M. Boria*

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**QCC Board Secretary**