

**FULL BOARD MEETING
FEBRUARY 27, 2019
SUMMARY**

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

TRUSTEES ABSENT: Edward Moore, Lucille DiLeo

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, Dean Leslie Horton, Dean Pat Schmohl, Dean Betty Lauer, Karen Rucks, Susan McPherson, Judy Colson, Selina Boria, Board Secretary

Meeting commenced at 5:00pm by Chair Mailman

Minutes of the October 24, 2018 Meeting were reviewed.

Upon a motion duly made, the Minutes of the October 24, 2018 meeting were approved.

Standing Committee Reports:

A. Audit and Oversight

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

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

Trustee Cavaioli and VP Marini presented a summary of the report noting 58.7% of revenue received to date. The target is to complete the year with a \$100K carry over. Capital projects were reviewed and projects included are the move to the Student Success Center, HVAC Project, classroom renovations, asbestos abatement, campus barriers, cafeteria renovations, security camera upgrade, forklift and receiving, painting, and general maintenance. ADA project is ongoing. Trustee Roy reiterated the use of inmates for a savings on campus painting projects. It was noted all painting is done internally by QCC staff.

Upon a motion duly made, the Trust Fund report was accepted as presented.

2. FY20 Budget Approval

Trustee Cavaioli gave overview of income driving factors (fees, state appropriation & enrollment). Enrollment discussed relative to budget and it was noted spring 2019 is at a decline of 5.2% in credits. On target for revenue. A&O is recommending a \$3 fee increase for FY20 which will be used directly to support students and their success. The projected enrollment decline target is 3%.

Trustees are requesting to commission a study to look at programming and perform a program review. The estimated cost is near \$40K which VP Marini shared is budgeted. Scenario 2 on the chart is the recommended budget scenario for FY20.

In comparison to other Community College's in state, two are proposing no fee increase and others are proposing between \$3 and \$10 for next year. Dr. Pedraja noted that those who historically propose a \$0 increase in fall tend to implement an increase in spring. He also noted some key faculty positions that have been on hold in past are budgeted to be filled in FY20.

Relative to system-wide tuition and fees, QCC is the 4th highest among the community colleges. Worcester State did not do a fee increase this year and enrollment has been more stable. Trustee Roy inquired about how many students use support services – Luis noted it varies depending on service and he shared the key areas of support are from advising, tutoring, counseling, food insecurities, and access to external resources. Departments do track how many students are served in their areas. Micro-targeting certain populations for service options was discussed by Trustee Roy.

Upon a motion duly made, the Trustees approved Budget Scenario 2 with a \$3 increase per credit, and a projected decline in enrollment of 3%.

B. Strategic Planning, Education, and Student Success

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

1. Enrollment Report ~ VP Lillian Ortiz

VP Ortiz gave an update on enrollment and reviewed the cycle of enrolling and freezing enrollment numbers and presenting clean data. Headcounts are down 4.7% and credits down by 5.2%. Other community colleges were at 3% to 8% down for Spring 19. Part-time numbers at a high of 67.3%. (Less than 4 classes). More students working while in school. Trustee Lafleche noted decline in Southbridge (SB) and inquired about what is going on in that area. Dr. Pedraja noted an RFP will be going out soon for a new lease/location and he stressed importance of staying in that area due to distance from Worcester. With a campus-wide program review, the course offerings and needs will be assessed to assist in determining future programming. Only 118 students attend Southbridge campus exclusively while others go to both locations. Trustee Lafleche shared possibility of using the SB High School as a campus moving forward and investigate an agreement with the town. High School enrollment is down so there may be space available. He proposed speaking with the town first and seeing if an agreement can be reached before going out to RFP. Trustee Lafleche and Davis Carey noted it also provides an opportunity for the HS students to benefit from QCC resources and labs. VP Marini noted that QCC does have to follow DCAM process with RFP, but additional opportunities like the HS will be reviewed.

It was noted downtown has 753 students and Trustees inquired as to whether this meets the projected plan for the location and was there a set plan for the number the college wanted to serve there. The College shared the campus has been well utilized and attendance is strong.

VP Ortiz noted the Director of Admissions has resigned and it will be posted this week and a search to begin.

2. **Curriculum Approval** ~ Interim VP Nancy Schoenfeld

VP Schoenfeld presented an overview of the four Associate Degree Options presented for approval:

Surgical Technology – due to accreditation, it is now required to have an Associates Degree in this area and no longer just a Certificate.

General Studies Pre-Nursing Option – The courses offered in this option will benefit students to be better prepared for a pathway to transfer to a bachelors program. (General Studies Healthcare is already in place but this new program will better align with a transfer to nursing and will benefit students on the wait list).

Liberal Arts Media Communication – New option presented which came out of a state-wide discussion around transfers to 4 year institutions. MassTransfer alignment.

Criminal Justice Transfer Option – Current degree does not meet MassTransfer and was created for Associates Degree completion. This new transfer option will allow for ease of transfer from QCC to a 4-year CJ program. This was also created as part of the broader statewide discussion.

Upon a motion duly made, all four proposed degree options were approved.

3. **Revised President's Evaluation Instrument**

Upon a motion duly made, the Board approved the revised instrument to be implemented this spring, 2019.

C. Executive

Trustees Mailman, Cavaioli, Lafleche, and Murray

1. Sabbatical Approval

*Upon a motion duly made the Board approved the sabbatical of **Anita Soracco** for the Fall 2019 semester.*

Other Business

1. Grants Presentation ~ Karen Rucks

Chair Mailman shared importance of 100% participation of Board of Trustee members and Foundation members in giving.

Executive Director of Advancement, Karen Rucks gave a presentation on Community Connections, the Foundation and happenings in the department. Karen presented the grant projects funded in FY17, FY18 and FY19 and noted current efforts

to target alumni, parents, particular schools and program grads etc. Food pantry drive was successful and overall giving has increased by 30% by donors.

Foundation Board recruitment in process – shared competencies and attributed matrix. QCC has the 12th lowest endowment among the community colleges. Title III funds included in effort to grow the endowment. \$178,000 in scholarships awarded last year. Corporate appeal in progress. Bay Path Foundation partners with QCC to award 4 scholarships a year.

2. Governance Institute for Student Success – Board Self-Assessment Nov. 2018

Informational Item shared

3. BHE Amendment to 1998 Common Assessment Policy

Informational Item shared

President's Report

1. Informational Personnel Items included in packets

2. President's Out-of-State Travel

President Pedraja gave an overview of national travel and the purpose of each trip. Some key focus areas from Dr. Pedraja's travel include shared areas of advocacy for food insecurity, Pell, DACA, Public Charge, and legislative priorities.

3. President's Leave Time

4. Ongoing Initiatives

Dr. Pedraja noted a key area of advocacy state-wide is to include fully funding the contract negotiated increases in the funding from the state. Homeless student pilot with Worcester State and housing opportunities discussed. Part of statewide pilot program. Commission for Latino Advancement in Education – co-chair. American Council on Education in Philadelphia next month –representing community colleges on a panel. Important to stay visible in community on national level.

Upon a motion duly made, and with no further business to be presented to the Board, the meeting was adjourned at 6:20pm.

Respectfully submitted,



Selina M. Boria
QCC Board Secretary