

**FULL BOARD MEETING**  
**June 19, 2019**  
**SUMMARY**

- TRUSTEES PRESENT:** Sue Mailman, Tammy Murray, Linda Cavaioli, Juan Gomez, John Lafleche, Jennifer Davis Carey, Mustafa Boweden
- TRUSTEES ABSENT:** Lucille Dileo, Geraldine Herlihy, Kimberly Roy, Alex Zequeira
- OTHERS PRESENT:** President Pedraja, VP Steve Marini, VP Lillian Ortiz, Interim VP Nancy Schoenfeld, Assistant VP Deb LaFlash, Asst. VP Kathy Rentsch, Susan McPherson, Beth Fullerton, Betsy Zuegg, Benjamin Aryeh, Selina Boria, Board Secretary
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**Meeting commenced at 5:20pm by Chair Mailman**

**Approval of Board Meeting Calendar 19-20**

*Upon a motion duly made, the 2019-2020 meeting calendar was approved.*

**Approval of Minutes: Full Board Meeting 4/10/19**

*Upon a motion duly made, the Minutes of the April 10, 2019 meeting were approved.*

**Standing Committee Reports:**

**A. Audit and Oversight (Committee Meeting - June 12, 2019)**

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

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

Trustee Cavaioli gave an overview of the A&O meeting noting \$400K in surplus will be returned back to reserves from FY19. Tuition and fees and expenditures on target.

**Projects review** – dental lab (partially funded by Capital Grant) and locks (funded by DCAM). Costs on the dental project came in higher. ADA work ongoing across campus and more to come, such as Hebert Auditorium. ADA study done 2-3 years ago across campus. At next A&O, the committee will take a more extensive look at capital projects.

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

**2. Budget & Financial Updates**

Trustee Cavaioli noted the College is still waiting on a state budget and a confirmation of any collective bargaining funding. FY20 was budgeted at a decline of 3% in enrollment and small fee increase. VP Marini discussed various scenarios

are in place as a contingency, in an abundance of caution, if state budget does not include collective bargaining. Hold on some staff /administrative positions to cover a \$1million deficit, if needed.

**Pre-Approval of Dental Lab Bid** – Expense of project covered in skills grant and reserves as previously approved, but need pre-approval of Award of Bid to move forward, prior to awarding of the grant.

***Upon a motion duly made, the Trustees approved the Awarding of a Bid for the Dental Lab.***

**DOL TAACT Grant Update** – VP Marini reviewed the grant and awarding in ‘13-‘14 and shared a recent finding of non-compliance by the DOL and the possibility of being held liable for \$1million in advertising as the fiscal agent for the grant. If responsible, it will be shared among the 15 community colleges, along with legal fees. Currently, in light of recent findings, the DOL requested a stay until September. Counsel has been retained in Washington, DC and locally. Kudos to AiVi Nguyen for her legal support on this project.

**State Audits** – two audits are currently taking place, one for the Children’s School (happening across the state as a result of the Bridgewater State situation) and the other with the QCC Foundation (also occurring across the state in a staggered timeline).

**Athletic Center Renovation** – Capital plan being put together to be submit in December. Project could run between \$15million and \$22million. In September, the College may request a match from the reserves in order to put some skin in the game and to drive a Foundation campaign. Preliminarily, it may be a health and wellness center and multi-use.

## **B. Strategic Planning, Education, and Student Success (No June Committee Mtg)**

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

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

- a. **Graduation Reports** were distributed and various charts shared, showing trends and demographics of graduates over previous years. Spike in 2018 for graduation, which accounts to a degree audit and notifying qualified individuals of credentials for certificates or degrees they were eligible for.
- b. **Summer 1 Enrollment** numbers came in strong with a decline in credits of only 1.64% or 2.2% headcount (47 heads). Summer 2 numbers are currently at a decline of 5% or 91 heads, but enrollment still happening. For the fall, the College is currently at 10.6% down in headcount and 12.1% in credits.

### **2. Curriculum Approvals**

VP Schoenfeld presented on the requested changes collectively and the reason for the change, noting it aligns with a goal in the Strategic Plan to move toward guided pathways. This group of programs are under Healthcare which allows for better

grouping and different programs will begin with similar courses, which can lead to ease of transition from different degrees within Healthcare. Meta-majors or areas of study are becoming more popular in the community college system.

***Upon a motion duly made, the Trustees approved the names changes of all programs presented:***

- **Allied Dental Services – Health Sciences Option to Healthcare – Pre-Dental Hygiene Option**
- **Allied Dental Services – Dental Office Management Option to Healthcare – Medical Office Management**
- **Allied Dental Services – Dental Sales/Marketing Option to Healthcare – Medical Sales/Marketing Option**
- **General Studies (AA)– Healthcare Option to Healthcare – Associate in Science**
- **General Studies – Pre-Nursing Option (AA) to Healthcare – Pre-Nursing Option-Associate in Science**
- **General Studies – Public Health Option (AA) to Healthcare – Public Health Option-Associate in Science**

### **3. Policy Approval – General Education Policy**

VP Schoenfeld presented the background information, noting the College needed to update an old policy on General Education from 1987 about General Education goals. It was revisited in 2009 and did not go through Governance and has now had some updates and was put forward to finalize as a policy.

***Upon a motion duly made, the General Education Policy was approved as presented.***

## **C. Executive**

*Trustees Mailman, Cavaioli, Lafleche, and Murray*

### **1. Bylaw Review – Meetings of the Board, Order of Business**

Two changes to the bylaws were presented – **change to Article II, Section 1 – Regular Meetings** to state:

Regular Meetings shall ordinarily be held in Room 107A on the campus of Quinsigamond Community College, 670 West Boylston Street, Worcester, Massachusetts at 5:00pm on select Wednesdays approved by the Board members at the end of the previous academic year. No less than five regular meetings will take place between September and June. The date or place of a regular meeting may be changed by majority vote of those present at any previous meeting, and notice of such change must be sent out within seventy-two (72) hours to all Board members.

**Second change to Article II, Section 11** to add to the Order of Business, Student Trustee Report (after Other Business).

***Upon a motion duly made, both bylaw changes presented were approved.***

*Note:* Requires a second vote at a consecutive meeting. Will take place in October, 2019.

## 2. Program Review Update – VP Marini

In response to request by the Board to conduct a program review, the proposal from Gray's Associates was presented. This proposal was the most comprehensive and is a more integrated approach with faculty and staff. The amount was budgeted in the FY20 budget.

*Upon a motion duly made, the proposal by Gray's Associates was accepted.*

## 3. Presidential Evaluation for 18-19

Delay in the evaluation due to incomplete results. Commissioner's office has approved us to submit the evaluation and recommendations in the fall, no later than October, allowing time for Trustees to review and discuss results.

### Other Business

1. **Change of Rank Report** – annual report of changes was shared with the Trustees.

### President's Report

1. **Informational Personnel Items** – regular report of personnel changes was shared with the Trustees.
2. **President's Out-of-State Travel** – two out of state trips were reported.
3. **President's Leave Time** – no leave time in this current cycle.
4. **Ongoing Initiatives**

Luis presented on current activities and committees he has been serving on in the community and on the national front.

**Early College Initiative** – QCC received a new Early College designation with Marlboro, in addition to current one with WPS and WSU. Luis reviewed differences with Early College, Dual Enrollment and attending college early. Some classes happen at QCC and some at the high schools. Costs vary and looking for more support from the State. Questions around if we hold seats in enrollment and classes for these students? Are we holding and are they filling? Attend college early goes through regular process of enrollment and pay tuition. Gateway graduate with almost a full year complete. John noted Bay Path has Early College and those students take the classes at Bay Path.

At a future meeting, the Board requested a comprehensive/detailed report about Early College and more details about the various types of programs. With funding, who pays, how much etc. Show models and where funding coming from.

**Searches** – three Dean searches ongoing with an offer out for a Humanities Dean. The Social Service and Public Service Dean is still ongoing. An interim, faculty member has been approved for Math and Science Dean. The VPAA search has launched and is open until Mid-August with semi-finalists to be brought in September. AVP for External Affairs – interviews complete and an offer made. Waiting on final details to announce.

**Strategic Plan** – implementation launched in January. Qualitative information is being tracked in Trello and will be reported at SPESS in the fall and a formal update in January to full board. E-team will present goals for the SP for next year.

**Announcements:**

Juan proudly shared that Centro underwent process of accreditation is now accredited through **CARF** (Commission on Accreditation of Rehabilitation Facilities). Among top 95% of organizations being accredited by CARF and will serve as a model for others.

Jennifer Davis Carey announced that on October 29<sup>th</sup> – **WEC** will hold its 10 year anniversary celebration at Mechanics Hall. Speaker is John King.

Benjamin gave thanks and appreciation to all Board members. Requested that the Student Trustee have an opportunity to speak at Commencement. Ben was thanked by the Board.

*Upon a motion duly made, and with no further business to be presented to the Board, the meeting was adjourned at 6:40pm.*

**Respectfully submitted,**

**Selina M. Boria**  
**QCC Board Secretary**