

**FULL BOARD MEETING**  
**April 15, 2020**  
**SUMMARY OF ACTIONS**

- TRUSTEES PRESENT:** Sue Mailman, Tammy Murray, Linda Cavaioli, Lucille DiLeo, Geri Herlihy, John Lafleche, Jennifer Davis Carey, Alex Zequeira, Mustafa Boweden
- TRUSTEES ABSENT:** Juan Gomez, Kimberly Roy
- OTHERS PRESENT:** President Pedraja, VP Steve Marini, VP James Keane, AVP Deb LaFlash, AVP Kathy Rentsch, AVP Viviana Abreu-Hernandez, AVP Michelle Tufau Afriyie, Dean Pat Schmohl, Dean Ingrid Skadberg, Dean Benjamin Benton, Dean Melissa Fama, Dean Brady Hammond, Dean Ken Dwyer, Susan McPherson, Judy Colson, Sheryl Ficorilli, Amy Booth, Jane Gauthier, Laura Tino, Jennifer McKeon, Patrick Printz, Representative from Workday Darrin Schmautz, DHE Director of Trustee and Government Relations Matt Noyes, Selina Boria, Board Secretary

---

**Meeting commenced at 5:00pm by Chair Mailman and attendance taken by roll call.**

The Board of Trustees of Quinsigamond Community College, at its regular meeting held virtually via Zoom (due to COVID-19 Pandemic) on Wednesday, April 15, 2020, took the following actions:

**DHE Director of Trustee and Government Relations, Matt Noyes was welcomed and presented a greeting from the DHE**

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.*

- A. Minutes from the February 26, 2020 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 via roll call as presented.***

## 2. Standing Committee Reports:

### A. Audit and Oversight (April 8, 2020)

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

#### 1. A-133 Audit Report – Lisa DiGuisto from O'Connor and Drew Accounting

Lisa DiGuisto reviewed A-133 Audit Report discussing there were two significant deficiencies found, but no material weaknesses. Finding 2019-001 reports student enrollment changes to the National Student Loan Data System (“NSLDS”) is required within 60 days and during our testing, they noted 6 students, out of a sample of 40, were not reported to NSLDS within the required timeframe. Finding 2019-002 noted the College has 45 days from the date they determined the student withdrew to return any unearned portions of Title IV funds. During their testing, they noted 1 student, out of a sample of 35, where the aid returned was different than the amount properly calculated on the Return to Title IV (“R2T4”) form. The amount in questions was \$9.00 and was due to an entry error (\$323 vs \$332).

Ms. DiGuisto reviewed management responses. For summary of previous findings – 2018 -001 was made timely in 2019 and finding 2018-002 also had no findings. Both fully corrected. Corrective action plan for 2019 reviewed in end of report.

***Upon a motion duly made, the A-133 Audit Report was accepted as presented by roll call.***

#### 2. Coronavirus Budgetary Impacts

VP Marini reviewed the COVID-19 Impact Areas document. There was discussion around the Children’s School vouchers, and the CARES Act disbursement. Protocols are being developed for distribution and need consideration. Dr. Pedraja noted all state community colleges working to develop a standard form.

### B. Strategic Planning, Education, and Student Success (April 8, 2020)

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

#### 1. Emeriti / Administrative Emeriti

Dr. Pedraja reviewed the process to consider retiring/retired faculty members for this honor. Upon Committee review and VP of Academic Affairs recommendation, President Pedraja presented the following faculty:

Professor Donna Rollo – Dental Hygiene  
Professor Dagne Yesihak – Criminal Justice  
Professor Karen Kaletski-Dufault – Respiratory Care  
Professor Sheila Booth – English

#### **Posthumous awarding of Emeritus Status:**

Professor Fred Pilch – Computer Information Systems (Passed on September 22, 2019)

#### **Administrative Emeritus recommendations:**

Assistant Vice President of Academic Affairs – Dr. Nancy Schoenfeld  
Assistant Vice President of Extended Campuses Operations  
& Community Engagement– Victor Somma

***Upon a motion duly made, all faculty and administrators noted above for Emeritus consideration were approved by roll call.***

## **2. Tenure**

Dr. Pedraja presented the list of candidates for Tenure consideration and recommended the Board of Trustees award Tenure to the following members of the college community:

### ***Effective July 1, 2020***

Tiger Swan	Coordinator of Library Reference and Instruction
Erin Roache	Teacher/Children's School
Joseph Whitney	Coordinator of Career Services and Credit for Prior Learning (Senior Special Programs Coordinator)
Tracy Levin	Science Lab Manager (Science Division Safety Officer/Biology Laboratory Technician)
Sheryl Ficorilli	Dental Clinic Operations and Facilities Manager (Senior Programs Coordinator)

### ***Effective September 1, 2019***

Brenda Safford	Associate Professor of Human Services
Greg Mullaney	Associate Professor of Early Childhood Education
Erin Connor	Associate Professor of Occupational Therapy Assistant Program
Jacob Longacre	Associate Professor of Electronic Engineering Technology
Karen O'Neill	Associate Professor of Early Childhood Education

***Upon a motion duly made, the Trustees approved all candidates listed above for Tenure by roll call.***

- 3. Presidential Annual Evaluation** – Trustee Lafleche reported the evaluation tool for the Trustees has been reviewed and Section 8 aligns with the DHE Equity Agenda and Section 9 aligns with the Presidential goals set for the 19-20 school year. The evaluation tool and supporting documents will be sent to Trustees for completion by May 22, 2020.

## **4. Enrollment Update – presented by Assistant VP Michelle Tufau Afriyie**

Ms. Tufau Afriyie shared we are only 2 weeks into the enrollment cycle and enrollment for fall is holding level and summer is seeing a small decline. The Student Success Center and Solutions Station are working on student outreach and support noting all current students cleared to self-register. New student enrollment started this week. Unsure of impact remote learning will have on summer enrollment if the Summer 1 semester goes remote, which is very likely. There was discussion around outreach to 4 year students not returning to their schools due to current situation, concern around students' well-being and move to remote instruction, tutoring support, and completion rates for online classes. Student Trustee Boweden shared his perspective, as well as VP Keane around faculty engagement and challenges in lower level courses vs. upper level degree courses. It was noted the college is maintaining a grading system and not a pass/fail option. Faculty Development, trainings and the Center for Academic Excellence was also reviewed.

### C. Executive (March 25 & April 6, 2020)

*Trustees Mailman, Cavaoli, Lafleche, and Murray*

1. **Southbridge** – Chair Mailman reported the Executive Committee, at their meeting on April 6, 2020 voted to not renew the Southbridge lease at 5 Optical Drive, but stressed the importance of maintaining a presence in Southbridge and being more visible to the community. Meetings with Southbridge High School to move classes to their building are taking place along with a community learning hub in a different location. Communication with legislators are going out around importance of looking for a better solution for Southbridge.
2. **Commencement Update** – Dr. Pedraja noted in light of the Coronavirus pandemic and social distancing limitations and the DCU Center as a field hospital, alternate plans are taking place to have a Virtual Ceremony for students. In addition, caps and gowns are not available at this time as our distributor is shut-down. Along with a virtual ceremony, 2020 graduates will be invited back in May 2021 to participate in the live ceremony. This plan will be announced soon. Mr. Noyes from the DHE reported some schools are moving virtual, some to a December ceremony and many others are still undecided.

### 3. Other Business:

#### 1. Updated Student Code of Conduct (system-wide)

This item was shared as an informational item, noting it was a system-wide project, with QCC staff participation. The new code has been shared with students and posted on the QCC website.

#### 2. Foundation Update

- a. **Endowment Incentive Fund:** In accordance with Mass. General Laws, Chapter 15A, Section 15E, and Chapter 142 of the Acts of 2019, there is reestablished the Public Higher Education Endowment Incentive Program (“Program”). The purpose of the Program is to encourage private fundraising by the Commonwealth’s public institutions of higher education for the endowments and capital outlay programs of those institutions.

For each institution the Program shall be administered by its Foundation, as defined in Mass. General Laws, Chapter 15A, Section 37, in accordance with procedures developed by the Foundation and approved by the Board of Trustees by June 15, 2020. Such procedures shall include the method for each Board of Trustees to certify to the Board of Higher Education the aggregate value of all donations made that are eligible for matching funds during the fiscal period (annual or other) to which the certification pertains. Such procedures shall also include safeguards for protecting the anonymity of donors who indicate their desire not to be identified.

AVP Abreu Hernandez shared the request to Trustees is to approve the process by with the QCC Foundation will certify funds as outlined in the attached Foundation Process for EIP, which is a recommendation by the Massachusetts Association of Community Colleges (MACC).

***Upon a motion duly made, the Trustees approved, via roll call, the procedures developed by its Foundation to administer the Program pursuant to Mass. General Laws, Chapter 15A, Section 15E, and Chapter 142 of the Acts of 2019 and the Board of Higher Education's Endowment Incentive Program Guidelines.***

**4. Student Trustee Report:**

Trustee Boweden shared the challenges students have been facing during the Coronavirus pandemic. He noted how the College is doing a good job with support of technology, the emergency relief fund and food pantry. Faculty have been supportive. He did note how hard it is to transition to remote and students facing many anxieties around it.

**5. President's Report:**

Dr. Pedraja expressed his sincere appreciation for all faculty, staff and administrators during the pandemic and how everyone rose to the occasion to ensure student success. The College went 98% remote in 2 weeks and everyone is doing everything they can to take care of students. He thanked QCC students, many of whom are still working in the community on the frontline in healthcare, nursing homes, grocery stores, etc.

Dr. Pedraja noted he instituted a hiring freeze, preparation for the recovery phase and a potential increase in workforce demands. He reported the Student Government President and Student Trustee elections have been postponed until September, 2020.

***Upon a motion duly made, the meeting was adjourned at 6:35pm.***

**Upcoming Meetings:**

**Executive Committee** – May 27, 2020 at 4:00pm, Room 123A

**Audit & Oversight Committee** – June 10, 2020 at 4:00pm, Room 107A

**Strategic Planning, Education and Student Success Committee** – June 10, 2020 at 5:00pm, Room 107A

**Regular Board Meeting** – June 17, 2020 at 5:00pm, Room 107A

**Respectfully submitted,**

*Selina M. Boria*

**Selina M. Boria**

**QCC Board Secretary**