

STRATEGIC PLANNING SPECIAL MEETING

May 14, 2018 ~ 4:30pm

SUMMARY

BOT Members Present: Sue Mailman, Linda Cavaioli, Lucille DiLeo, Juan Gomez (5:00pm), Geri Herlihy, John Lafleche, Edward Moore, Tammy Murray, Kimberly Roy (5:05pm), Stephanie Teixeira

BOT Members Absent: Jennifer Davis Carey

Others Present: President Luis Pedraja, VP Nancy Schoenfeld, VP Lillian Ortiz, Dean Ingrid Skadberg, AVP Kathy Rentsch, Dean Pat Schmohl, Selina Boria, Rick Ricardi via teleconference

1. **Agenda - Meeting called to order at 4:35pm**

Chair Mailman thanked Student Trustee, Stephanie Teixeira, as this is her last official meeting. Sue announced and congratulated Stephanie for her new role on the BHE as a Community College Representative.

2. **Board Meeting Calendar: 18-19 Draft Calendar**

No conflicts reported

3. **Approval of Minutes: Full Board Meeting March 28, 2018**

Upon a motion duly made the Trustees approved the meeting notes from the March 28th Full Board Meeting.

4. **Strategic Plan Review:** The purpose of this session is to get Board input to the draft operational plan, which will go to the BHE June 12th for Touchpoint 2. Some metrics included without too many specific measures. Still to be determined. President Pedraja reviewed the BHE Procedure for Strategic Planning and the various touchpoints with the BHE. Touchpoint 2 is for feedback and to assure on the correct path. Touchpoint 3 is for final BHE approval and then it ultimately goes to the Secretary of Higher Ed for ultimate approval.

- a. **Metrics, Outcomes & Deliverables** – Trustees are seeking the who, what and when will be responsible for each item. These will be worked on over the summer to be incorporated in the final document. Budgetarily, \$200K is set aside in the FY19 budget for strategic initiatives.
- b. **Student Success Center** – This project is a priority going into the plan for implementation by the fall for phase 1.
- c. **Summary Sheet – primary document for the BHE:** The operational plan and appendices will go as support documents. Measurables for each goal/metric have not been set yet, as far as percentages for increases and improvements. *Once the plan is approved, Trustee LaFleche requested the Trustees receive periodic updates and interim reports. They want a report every 6 months or end of each semester with*

status, implementation etc. on the operational plan. Make sure 1st year goals/metrics support the budget. There is a resource component to the goals.

President Pedraja reviewed several strategies. The Plan will align with the 'Big 3' as the 'Vision Project' has concluded. Make college more accessible & affordable, close gaps in student opportunity and achievement and improve completion rates. *The Trustees want to be informed of where the College is among our peers on major measures and where do we want to be. This will be shared at the June Meeting.* President Pedraja stressed importance to stabilize and grow retention and persistence and graduation rates and improve access to non-traditional populations. Trustee Gomez highlighted sports as a big retention tool and attractor - need to do more for minority population. Goal 1.3.5 currently addresses co-curricular and sports. Trustee Roy addressed advising as a large factor and can make an impact on enrollment. Need to have a strategic plan for each student which may go a long way to retain students. Assistant VP Rentsch noted Strategy 1.2 addresses individual academic plans and pathways. All agree, need a baseline and data to measure performance.

Trustee Lafleche wants to know how much staffing the College will need to meet all these goals and strategies. Is it with current staff or will it require increases? The resource impact is not included in plan yet. Need BHE feedback first before that work is done. There will be a budget impact and a resource impact for the plan. Some external factors that are hard to predict are changes in competition, impacts of SARA, etc. Trustee Roy recommended the addition of a section on recruitment - needs more attention. Section 3 tracking social media engagement. Make sure in the plan. Trustees would like more feedback on social media and advertising and requested Josh Martin to come in and share this information at a future date.

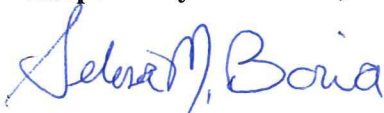
5. Other Business

- a. **Commencement Information- Friday, May 18th, 1pm, DCU Center**
- b. **MCCTA Meeting - June 4, 2018, 4pm, Middlesex Community College, Bedford, MA**

Announcements: Chair Mailman and President Pedraja thanked Student Trustee Stephanie Teixeira since this was her last meeting as a Board member. She is excited to be part of the BHE in her new role. Trustee Roy announced a donation from the Sheriff's Office to the QCC Foundation Board for \$250.

With no further business to be presented to the Committee, the meeting was adjourned at 6:10pm.

Respectfully submitted,



Selina M. Boria
QCC Board Secretary