

## MEMORANDUM

**Date:** January 26, 2017

**To:** The College Community

**From:** Selina M. Boria, Secretary, Board of Trustees

**Re:** Summary of Actions of the Board of Trustees - Regular Meeting of  
Wednesday, January 25, 2017, 5:30pm, Room 107A

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**Trustees Present:** Susan Mailman, Chair, Miguel Lopez, Vice Chair, Matilde Castiel, Linda Cavaioli, Juan Gomez, Geraldine Herlihy, John Lafleche, Ethan O'Connell

**Trustees Absent:** Edward Moore, Tammy Murray & Kristina Spillane

**Others present from the college:** President Gail Carberry, Vice President Steve Marini, Vice President Lillian Ortiz, Vice President Bill Daring, Interim Vice President Nancy Schoenfeld, Assistant VP Jane Shea, Assistant VP Deb LaFlash, Dean Kathy Rentsch, Dean Michelle Tufau Afriyie, Chief Kevin Ritacco, Professors Susan McPherson & Betsy Zuegg, and Executive Assistant to the President Selina Boria

**Also present:** O'Connor & Drew Auditor Lisa DiGiusto

The visit by Commissioner Santiago was postponed to the June 2017 meeting.

- 1. Board Calendar:** Upcoming meeting dates were reviewed noting the Audit & Oversight Committee will meet in February and March, which originally were tentative. Additionally it was noted the finalist candidates may be scheduled for their BOT interviews and campus visits the week of March 20<sup>th</sup> (week after Spring Break.)
- 2. Approval of the Minutes of the November 1, 2016 Special meeting:**  
The minutes of the 11/1/16 meeting were emailed to the Trustees for review within 10 days of the meeting and distributed in hardcopy at this meeting. No edits were suggested.

***Upon Motion duly made, the Board of Trustees voted to approve the minutes of the November 1, 2016 meeting.***

## ***Audit & Oversight Committee Report: Presented by Chair Cavaoli***

### **1. Trust Fund Budget Report:**

Trustee Cavaoli gave the mid-year update and overview noting we are in good shape and on track to remain within the budget with no use of reserves. She highlighted that 53.4% of the net tuition has come in and total revenue received so far is at 56.9% which is just off last year's figures at this time of 56.4%. Chair Mailman inquired about QCC being considered the 4<sup>th</sup> largest community college in the state and whether it was determined by budget or enrollment – VP Marini shared it is by enrollment. She then inquired if it was possible to see what the budgets are at the other community colleges, such as Bunker Hill. Mr. Marini will look into it.

***Upon Motion duly made, the Board of Trustees voted to accept the budget as presented.***

### **2. A-133 Single Audit Draft:**

Gina DiGiusto from O'Connor and Drew, an independent auditing firm gave an overview and shared their findings, the purpose of which is to describe the scope of their testing of internal controls and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control or on compliance. The audit was performed in accordance with *Government Auditing Standards*.

The audit was for a single financial assistance cluster which identified a significant deficiency that is not considered to be a material weakness. Ms. DiGiusto shared it is a repeat finding. It was also pointed out on page 9 that the dollar threshold used to distinguish between program types has been increased to \$750,000, well over previous years. The finding notes that the Federal Government requires the College to report student enrollment changes to the National Student Loan Data System (NSLDS) within 60 days. Out of a sample of 40 students with enrollment status changes, 31 were reported incorrectly. These 31 students were reported to the NLDS between 5 and 169 days late. It was noted that the finding occurred because the College's verification and review process in the Registrar's office and the financial aid office were not operating effectively due to employee turnover.

Ms. DiGiusto noted this is the most common finding among colleges and currently O'Connor and Drew audit 14 of the 15 MA community colleges. Four of them had this same finding in 2013, 9 had the finding in 2014 and 10 in 2015. Due to the fluid nature of student enrollment and many hands involved, it impacts this finding. Chair Mailman asked about any penalties for consecutive findings and Ms. DiGiusto shared there are, but we will most likely never see that happen. Instead of financial aid funds going to the school first then reimbursed to students, the school would pay out and then be reimbursed.

Someone asked about whether schools have been able to resolve this finding and not have it a consecutive year, and none of the other CC's have done this yet; Ms DiGuisto knows of 1 private school who has been able to eliminate the finding. Trustee Gomez noted it may be a good idea to learn what the other school did and find out best practices to resolve this issue.

When Ms. DiGuisto was asked about if she believes the College will be able to improve in this area, she believes we will, due to our corrective action plan in place and the financial aid re-organization. Additional management oversight and new hires in place should help improve.

***Upon Motion duly made, the Board of Trustees voted to accept the single audit report as presented by O'Connor and Drew.***

**3. Sabbatical Requests for Fall 17:**

Two applicants were presented for approval. They were reviewed and ranked by the Sabbatical Committee but were not recommended for approval by the President as she recommends postponement due to current budgetary constraints, financial uncertainty and the potential for only a 1% budget increase in FY18, and the presidential transition allowing for the new president to come in and assess the budget situation.

**Applicants:**

**Steven Rayshick**, Professor of English – requesting half year leave at full salary

**Flo Lucci**, Professor of Business Administration – requesting full year leave at half workload at full salary or full year leave at half workload at half salary

***Upon Motion duly made, the Board of Trustees voted to not approve any sabbaticals for the Fall 2018 semester.***

NOTE: President Carberry requested the applicants be notified to re-submit in the future.

***Strategic Planning, Education & Student Success Committee Report:  
Presented by Chair Castiel***

**1. Enrollment Report:**

VP Ortiz shared that current spring enrollment is down 2.94% in head count and 4.7% in credits prior to the scrub. Currently there are 600 students on the drop list for non-registration or payment, but they are all being tracked and personally called to complete their registration process and payment. Students can complete their enrollments as late as Monday 1/30/16, which has been pushed back to do several school cancellations on Mondays and Tuesdays due to weather. VP Ortiz also noted that the current unemployment rate is 2.8% which does hurt community college enrollment as we are counter cyclical to the economy. When reviewing the chart, Trustee Cavaioli noted the enrollment chart has an error, as the SP 15 column for

headcount should have a heading of 17/15 and not 17/16 since that column is a 2 year comparison.

VP Ortiz discussed the Pre-Priority Registration event which took place for 2 weeks in the fall in which students were given opportunity to learn about the registration process and know what they need to do when the registration window opened. Trustee Gomez inquired again about the 600 students on the potential drop list and what kind of impact that would have on total enrollment. If all 600 did not complete registration it would put the college at about a 8% decline vs a 4-5% decline. However, a lot of work is being done to reach out to this population and VP Ortiz is confident that many will be saved.

**SOUTHBRIDGE:** Final spring numbers are not in for Southbridge yet, but VP Ortiz highlighted that Fall 2016 enrollment was 486, Fall 2015 was 468 and it was as high as 541 in 2012 with an average holding steady around 494 enrollments. She shared there has been much outreach in the community especially with the Latino population.

***Upon Motion duly made, the Board of Trustees voted to accept the enrollment report as presented.***

## **2. Curriculum Changes**

Interim VP of Academic Affairs Dr. Nancy Schoenfeld presented the curriculum changes. Early Childhood Education was presented as a cluster as the closing programs align with the new certificate and options presented:

- a) **Early Childhood Education** Changes – include 3 certificate closings and 3 additions (1 Program Option and 2 Certificates).

**Request to close:**

Infant Toddler Training

Preschool Assistant Teacher Certificate

School Age Certificate

**Request approval of new Degree Option:**

Early Childhood Education-Birth through Eight Years Old

**Request approval for new Certificates:**

Early Childhood Education

Early Childhood Education Birth through Eight Years Old

Trustee Cavaioli pointed out the importance of these options and certificates for credentialing workers and teachers in order for day care centers and schools to be validated according to the new state standards (QRIS).

***Upon Motion duly made, the Board of Trustees voted to approve the curriculum changes for Early Childhood Education as presented.***

- b) The remaining program requests were presented and considered as a group:
- Logistics/Supply Chain Management Certificate** – there is a growing demand on businesses to hire logistics employees for transportation, distribution/warehousing and purchasing.
  - Liberal Arts English Option**- this new option came about from interest presented on student surveys to develop a stronger transfer pathway to 4 year institutions.
  - Liberal Arts History Option**- Similar to the English option this came about from interest presented on student surveys to develop a stronger transfer pathway to 4 year institutions.
  - Computer Systems Engineering Technology** – 2 new options
  - Cybersecurity Option** – Associate in Science
  - Computer Support Option** – Associate in Science
- These options were developing to meet the growing demand in business and industry and align with developing articulations for 4 year universities such as Northeastern University.
- Applied Manufacturing Certificate** – Associate in Science
- This program was designed to help people who have credits through MACWIC certification credentialing to earn an Associates Degree. Most courses are offered online and can be done concurrently with apprenticeship program.
- As a student perspective, Trustee O’Connell shared that with many of the new options, such as English and History, more students are willing to stay and complete 2 full years and earn their associates then transfer, as opposed to just using QCC to take the basic general education courses and then move onto a four year to take their degree courses in the sophomore year.

***Upon Motion duly made, the Board of Trustees voted to approve all curriculum changes as presented.***

***Executive Committee Report:***

*No Meeting*

***Other Business: presented by Chair Mailman***

**1. Approval of Administrative Emerita Status for Dean Jane June**

President Carberry noted the impact Dean June has had on the college and her impact on the School of Healthcare and the expansion to the downtown facility.

Trustee Gomez inquired about the advantages of having Emeritus status and President Carberry shared the person gets their name on a plaque, a medallion, the right to carry the Emerita name in the title “Dean Emerita June”, and the employee has the privilege to continue using their QCC email address.

***Upon Motion duly made, the Board of Trustees voted to approve Emerita status on Dean Jane June as presented.***

***NOTE: Retired Vice President of Academic Affairs Pat Toney, also achieved Emerita status by unanimous vote of the Executive Committee prior to this Board meeting. VP Toney was presented her Emerita medal during All College Day on Tuesday, January 17, 2017 in front of her family and colleagues.***

## **2. Clery Report**

Chief Kevin Ritacco gave an overview of the annual report produced each year, noting it is due by October 1<sup>st</sup> which reports crime stats for both the main campus and the Southbridge Campus. The downtown campus is reported under the main campus as 'non-campus'. The campus needs to report on campus events, public property and non-campus. Chief Ritacco noted with the VAWA Act of 2013 enacted, we are now required to report on violence against women offenses.

There was conversation about non-campus locations which also includes the high schools in which we have students such as Burncoat HS, Assabet and Bay Path. Chief Ritacco also noted that all events are reported, unfounded or not, unless proven a false report. Trustee Lopez noted he believes the figures appear as reported offenses with an action taken.

Trustees Lopez and Cavaioli both gave kudos to the campus police for the great job they do in keeping the campus safe as well as the downtown area around the QCC campus.

***Upon Motion duly made, the Board of Trustees voted to accept the Clery Report as presented.***

## **3. Statewide Policy Changes**

- a) **Marijuana Policy-** The statewide policy revised 11/29/16 was presented to the Trustees for acceptance at QCC. President Carberry noted that even with the new state law effective 12/15/16 allowing marijuana usage in the state of MA, QCC will maintain a drug free workplace and follow federal laws in order to maintain Federal Financial Aid. All colleges who offer federal financial aid fall under the same policy in maintaining a drug free campus. Trustee Lopez expressed concerns about enforcing this on campus, since no one has the ability to enforce it – no federal officers. President Carberry noted that our campus policy enforce all policies and why not be able to enforce this policy too. Trustee Lopez recommends the College wait and see what the Attorney General advises. Trustee Lafleche shared that he thinks we need to have a policy in place not allowing marijuana on the campus now, even if changes come down from the Attorney General at a later time. As far as student notification, the Dean of Students informed the students that our campus rules have not changed and we are still a drug free campus.

***Upon Motion duly made, the Board of Trustees voted to accept the statewide marijuana policy as presented, with two Trustees opposed- Trustees Lopez and Gomez.***

*NOTE: This will be revisited when the Attorney General's report is put out.*

- b) Bathroom & Locker Room Use** – The revised statewide policy which aligns with the Commonwealth's new Public Accommodation Law was reviewed and discussed. Gender neutral facilities were discussed as well as use of gender specific facilities based on a person's sincerely held gender identity. Trustee Gomez expressed concern for the rights of males and females sharing gender specific facilities and their comfort. All agreed more gender neutral/single staff facilities need to be identified to avoid this discomfort, but it is a challenge on a campus like QCC with old facilities. Other businesses have labeled rooms as "All Gender" or "Family Changing Areas".

***Upon Motion duly made, the Board of Trustees voted to accept the statewide bathroom and locker room use policy as presented, with one Trustee opposed- Trustee Gomez.***

- c) Changing Student Biographical Data** – The Trustees reviewed the revised statewide policy and no questions were raised.

***Upon Motion duly made, the Board of Trustees voted to accept the statewide policy on Changing Biographical Data as presented.***

#### **4. Presidential Search Update**

- a. Chair Mailman shared there are currently 24 applicants in the pool with the application window closing February 3, 2017. The consultants shared there is usually an influx of applicants in the last week. Ms. Mailman noted the search committee will meet to select the semi-finalists on February 10<sup>th</sup> and conduct in-person interviews of the semi-finalists on February 26<sup>th</sup> and 27<sup>th</sup>. From there, the candidates will be narrowed down to 3 to 5 finalists to recommend to the Trustees for final interviews and campus visits. These visits are tentatively scheduled for either the week before Spring Break (3/6) or the week after (3/20). An inquiry was made about whether the search committee meetings are open or closed and it was confirmed they are closed due to the confidentiality of the candidates who apply. Chair Mailman noted she thinks the committee is doing a great job and it is going well so far.

#### **5. Distribution of Conflict of Interest Law for State Employees**

The annual distribution of the law is required to all Trustees. All Trustees signed in recognition of the receipt of the law which will stay on file in the President's Office.

### ***President's Report: presented by President Gail Carberry***

#### **1. Informational Personnel Items**

President Carberry reviewed the personnel actions report highlighting some of the key faculty and staff changes since the previous report. Changes to MCCC Unit Professionals, Non-Unit Professionals and AFSCME Classified staff were shared.

**2. President's Out of State Report**

President Carberry's only out of state item was a trip to Hartford, CT as chairperson of the Capital Community College NEASC review team from October 23-26, 2016. All expenses were covered by NEASC and there was not charge to QCC.

**3. President's Leave Time**

President Carberry reported out on her accrued sick, personal and vacation time for the prior period. She noted that with the change in state law, she would lose vacation time, so she was sure to use a good amount of it over the slower summer months.

**4. Early College Report by Parthenon Education Practice**

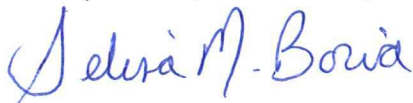
Dr. Carberry shared this report out of the Executive Office of Education which offers strong recommendations for colleges to step up more and support early college programs. She pointed out though, that preliminarily there are no additional funds seen in the budget. She also wanted to share the importance of promoting trades and the need for a push for Pell Grant support for certificates especially for those who may struggle in a degree program, but could benefit from a certificate or trade program. Dr. Carberry discussed the importance of building a "Talent Turnpike" in MA instead of a "pipeline." Pipelines are used to transport sludge and other chemicals and/or waste under the ground. She sees the biggest challenge with early college programs is that the middle class with educated parents will push their students into the program and they will fill seats first and then those who are challenged, 1<sup>st</sup> generation or don't have the support, will not know enough or what to do, lending this to be an enrichment program instead of an opportunity.

**5. Additional Item – Governor's Preliminary Budget**

President Carberry shared that the Governor's initial budget was released today showing the appropriations for the community college segment are at about a 1-2% increase over FY17 figures. The estimated amount for QCC is approximately \$20,772,130.

***With no additional items to come before the Board, upon motion duly made, the meeting was adjourned at 7:10 p.m.***

Respectfully submitted,



Selina M. Boria, Executive Assistant to the President