

COMMITTEE OF THE WHOLE

April 12, 2017

SUMMARY

TRUSTEES PRESENT: Sue Mailman, Linda Cavaioli, Juan Gomez, Geri Herlihy, Ethan O’Connell, Miguel Lopez, John Lafleche (on phone), Tammy Murray

ABSENT: Edward Moore, Kristina Spillane, Matilde Castiel

OTHERS PRESENT: VP Steve Marini, Assistant VP Deb LaFlash, VP Lillian Ortiz, VP Bill Daring, Interim VP Nancy Schoenfeld, Assistant VP Jane Shea, Dean Kathy Rentsch, Selina Boria, Board Secretary

Meeting commenced at 6:05pm.

Approval of Minutes:

Upon a motion duly made, the Board of Trustees voted to approve the minutes of the January 2017 meeting and Special Meeting of March 27th. A typo was pointed out by Trustee O’Connell which will be corrected in final minutes.

Trust Fund Report:

Trustee Cavaioli gave overview of the Trust Fund Report through April 12th. Income revenue overall is a bit ahead - 5%. Expenses running low, which is good. On track to not use reserves and come in at or better than budget. A&O began beginning discussion of new budget, but will schedule an A&O in May to discuss further. President Carberry noted the state budget only has an additional \$2.7m to be split among the 15 community colleges. \$6.7M for collective bargaining is being sought across system. President Carberry will be reaching out to all local legislatures to support proposed amendments. The priority is funding the Collective Bargaining costs. An additional \$200k is being requested to support partnership for efficiencies among all system schools. This will fund personnel for Bill Hart’s office, who work to contract for the system as a whole. The last request of for the Workforce fund to provide grants to community colleges proportional to noncredit workforce programs - \$750K.

Upon a motion duly made, the Board of Trustees accepted the Trust Fund Report as presented.

Enrollment Report:

VP Ortiz reported on enrollment. Spring ‘17 had a decrease of 2.2% vs 7.8% for the same time frame last year. This strong improvement is due to a lot of work by staff to continue to reach goals set and consider budget considerations. Dr. Ortiz noted there is still work to do but it shows improvement. In credits, the school was down 4.3%. Dr. Ortiz pointed out the increase in P/T students to 71.4% from 64.7% last year. This is another sign that the economy is strong and people are working. Cost of living, food costs etc. lead people to work and gain financial stability vs. attending school full-time. President Carberry added the decline in 18-24 year old population and the low unemployment rate. She noted this is the perfect storm. As of today,

summer and fall enrollment are up from same point last year. Currently at about 4% up. Early registration push has helped.

Distance Ed – Trustee Mailman pointed out the decrease in enrollment. Dr. Carberry noted it is relative to the overall decrease, however it has shown improvement from previous years.

12th Year Program – The program is up to 45 students (on campus, students enroll, parents pay, and attend on campus). It was asked if a feeder school has emerged – Dr. Carberry noted West Boylston has a strong showing. This program tends to draw from adjacent, affluent communities.

Dual Enrollment – Currently has 381 students (students enrolled in high schools and take courses in high schools). Chair Mailman asked about Stem increases? Dean Rentsch and VP Ortiz said yet, but they will report back in future. Dr. Carberry also pointed out how General Studies is still a large cluster, along with Undeclared students who need to be encouraged to declare a major in order to be eligible to receive F/A.

Trustee Lopez requested that dual enrollment and 12th year stats be added to the Trustees enrollment report. This information is shared on the enrollment by program report which will be included at the next meeting. Trustee Herlihy asked about waiting list in nursing and where we are with that. Dr. Carberry noted we did move 75 off list this year and hired more faculty to accommodate. Currently there are about 400+ in nursing programs including 1 year certificate and LPN transfer to RN Bridge program. Also have bridges from EMT. How many from QCC go to WSU each year? This information was not available at this meeting however Dr. Carberry talked about the 3+1 with WSU. As well as other pathways, even nurse practitioner. She also shared that the LPN enrolls significant number of minorities and bridge to RN ensures we employ a high level of minority students. QCC has a very diverse group of students in healthcare compared to other community colleges in system, maybe only 2nd to Roxbury. Trustee Gomez asked if QCC has had conversations with additional healthcare facilities about demand so we don't flood the field and have too many graduates entering workforce. Want to make sure there is placement. Clinicals take place at more than just hospitals – include nursing homes, medical centers etc. Trustee Lopez inquired about whether the – LPN to RN is seamless, and Dr. Carberry noted there is a bridge program between the two with a set amount of credits.

Trustee O'Connell inquired about whether QCC target students from privates to take summer courses? Dr. Carberry noted absolutely and Trustee Cavaioli added it is a pre-college strategy as well.

Upon a motion duly, the Board of Trustees accepted the enrollment report as presented.

Policy on Participation:

This policy was updated through the governance system and formatted into the new format. It went through the governance steering committee and Forum for approval before coming to the BOT.

Upon a motion duly made, the Board of Trustees approved the Policy on Participation as presented.

Tenure:

President Carberry gave an overview of the process noting the recommendations from the Deans, to the area VP to the President were made and now forwarded to the BOT for approval. A yearly evaluation process for faculty and professional staff takes place and a committee reviews personnel files and then makes recommendations. Once candidates reach this point in the process, they are well vetted through the college. Trustee Lopez inquired about the benefit of tenure. President Carberry noted tenured faculty's stability in the college, unless have behaviors unbecoming a professional. The process begins when a faculty member/prof staff member reaches 6 years, and if tenure is not approved, they receive a 1 year contract for evaluation. VP Schoenfeld added that a post tenure review does take place every 3 years after tenure appt.

Effective July 1, 2017

Richard Frazier III	Counselor – TRIO Student Support Services Program (Academic Counselor)
Diane Gillespie	Senior Financial Aid Counselor
Raymond Johnson	CSET Laboratory Manger (Coordinator Learning Resources)
Diane Levinson	Coordinator of Specialized Advising (Academic Counselor)
Michael O'Connell, IV	Teacher – Children's School

Effective September 1, 2017

Joseph Babu	Associate Professor of Mathematics
Sheri Boisseau	Associate Professor of Nurse Education A.D.N. (Evening)
Judy Colson	Associate Professor of Psychology
Hao Loi	Associate Professor of Computer Science
Sheiba Mas-Oud	Associate Professor of Mathematics
Doe West	Associate Professor of Human Services

Upon a motion duly made, the Board of Trustees approved all recommended candidates for tenure.

Emeritus:

Seven candidates were presented for Emeritus/a status. President Carberry reviewed the process in which a committee meets and reviews eligible candidates and then makes a recommendation to the VP of Academic Affairs, the President and BOT. Certain criteria needs to be met, such as 15 years of full time teaching at QCC. Trustee Gomez inquired about the benefits. President Carberry noted it is an honored title on academia to those who represent long term, outstanding

commitment. Professors each a medal, retain college email and get invited to events. It is an honor. Many will come back to celebrations throughout the year.

Professor John Brand, English

Professor Adrian Comeaux, Electronics Program

Professor Kathryn Rozanski, Nurse Education PN Program

Professor Elizabeth Sergio, Nurse Education

Professor Maurice Tonissi, Business Law

Professor Maureen Woolhouse, Mathematics

Dan Daly, Former Professor/ Coordinator of the Hotel, Restaurant Management Program, Coordinator of Records and Registration

Upon a motion duly made, the Board of Trustees approved all recommended candidates for Emeritus/a status.

Trustees' Citizen's Award:

President Carberry noted how the BOT bestows this annual honor on individuals or groups who have been good/supportive to QCC and students. Some have been philanthropic benefactors. Last year Stacey DeBoise Luster received the honor as former Board Chair. Sumner "Tony" Tilton is being recommended as he has served the college well through the current capital campaign. He was directly involved with the Harrington Foundation and endowment which was directed into 4 increments – general education, QCC for Main South, Clark for Main South and Boys and Girls Club. Tony was a critical vote on decision to ensure QCC would get ¼ of proceeds annually. He gave great counsel on approaching community foundations and was instrumental in bringing \$300K out of foundations he has control.

Upon a motion duly made, the Board of Trustees approved Sumner "Tony" Tilton as the recipient of the 2017 Trustees' Citizen's Award.

Request for approval to Close: Complementary Health Associate in Science Program:

The proposal went through the College's governance process and is considered for closure due to low enrollment and not attracting students. The program has been tracked over several semesters. Includes massage therapy etc. Some courses will continue as electives for other programs. Currently program has 1 person enrolled, and the College will ensure the enrolled individual is able to complete the program.

Upon a motion duly made, the Board of Trustees approved the closing of the Complementary Health Associate in Science Program.

OTHER BUSINESS:

NEASC 5-year Interim Report:

VP Schoenfeld presented an overview of the 5 year Interim process and report. The NEASC letter was shared with the BOT, noting the interim report is due August 2018. The process has begun, 9 standards committees have been established. Data collection, student survey, and a

faculty/staff survey will be complete by end of fall '17. Committee drafts are due March 2018 – and VP Schoenfeld's office will compile the draft report for NEASC, then NEASC sends comments back and we submit final report in August. Chair Mailman inquired as to whether we have to be NEASC certified – yes for transfers, financial aid. Etc. Full accreditation required every 10 years, with an interim every 5 years, plus a yearly report, program changes, campus changes. Additionally it was noted that QCC does not accept credits from unaccredited universities.

BY-LAW and 17-18 Calendar:

This item to change the wording in the by-law for regular meetings was tabled until the new president is in office. Additionally it was noted the process to change a by-law change requires a majority vote of members at two (2) consecutive regular meetings.

Naming of the Gail E. Carberry Gallery:

The executive team of the college put forward the recommendation to the BOT to approve the naming of the Harrington Learning Center First Floor, which included the living room, conference rooms, community meeting space and café as the Gail E. Carberry Gallery.

Upon a motion duly made, the Board of Trustees approved the naming of the first floor of the Harrington Learning Center as the Gail E. Carberry Gallery.

PRESIDENT'S REPORT:

Personnel Items:

President Carberry reviewed the March report highlighting the retirements, movements, appointments, replacements that have taken place in the college since the January Board meeting.

Out of State Travel:

President Carberry's travel included a trip to Washington DC to attend the Community College National Legislative Summit with Trustee Lafleche.

Leave Report:

The standing leave report was presented with any vacation, personal and sick leave time taken by President Carberry since the January board meeting.

Informational Items:

Gateway to College – Program Excellence Award

Continuing Accreditation of Nursing programs

Coca Cola New Century Scholar – Ethan O'Connell

Worcester College Student Poetry award winner – QCC student Julie de Oliviera

Phi Theta Kappa – Hallmark Awards – President Carberry shared how QCC's PTK chapter has excelled this year and worked very hard on multiple projects. Unfortunately, the students who were scheduled to attend the National conference were not able to attend since their flight was cancelled. Trustee O'Connell gave an overview of QCC's PTK chapter who stood out among 1300 chapters around

the world. Top 10% of 1300 chapters. Number 1 for Honors in Action Theme Award. Distinguished Top 50 Chapter and Michael Bennett Lifetime Achievement Awards to Gail Carberry. Trustee O'Connell thanked President Carberry for her commitment to students and the College. President Carberry thanked Student Trustee O'Connell for his service on the Board and for being so poised, articulate, confident and she shared how proud she is of him.

This year's Honors and Awards Ceremony will take place May 10th at Mechanics Hall.

Presidential Transition:

President Carberry shared how she has spent multiple hours on the phone so far with Dr. Pedraja as he begins his transition into his new role as president. She shared she has had great conversations, she has become very comfortable with Dr. Pedraja. She believes they have a shared perspective on the future of the college.

MCCTA Spring Meeting Announcement- place TBD.

Next full board meeting is June 21, 2017.

**With no further business to be presented to the Committee, the meeting was adjourned at 7:10pm.
Respectfully submitted,**



**Selina M. Boria
QCC Board Secretary**