

**FULL BOARD MEETING**  
**October 7, 2021**  
**SUMMARY OF ACTIONS**

**TRUSTEES PRESENT:** Sue Mailman, Linda Cavaioli, Geri Herlihy, Alex Zequeira

**TRUSTEES REMOTE:** John Lafleche, Juan Gomez, Tara Rudolph

**OTHERS PRESENT In-Person:** President Pedraja, VP Steve Marini, VP Lillian Ortiz, VP Jim Keane, AVP Kathy Rentsch, AVP Deb LaFlash, Dean Pat Schmohl, Selina Boria, Board Secretary

**OTHERS PRESENT Remotely:** VP Viviana Abreu-Hernandez, Dean Ken Dwyer, Dean Brady Hammond, Dean Ingrid Skadberg, Dean Melissa Fama, NT Izuchi, Susan McPherson, Michelle Tufau Afriyie, Anne Shore, Amy Beaudry, Judy Colson, Darrin Schmutz, and Felicia Riffelmacher

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**Meeting commenced in person and remote at 5:00pm by Chair Mailman and attendance noted.**

The Board of Trustees of Quinsigamond Community College, at its regular meeting held in person and virtually via Zoom (due to COVID-19 Pandemic) on Wednesday, October 7, 2021, took the following actions:

**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.*

1. Minutes from the June 16, 2021 Regular Board Meeting (approve)
2. Trust Fund Reports – FY21 and FY22 through August 2021 (accept)
3. Informational Personnel Items (accept)
4. President’s Out-of-State Travel (accept)
5. President’s Leave Time (accept)

***Upon a motion duly made and vote by roll call, the Consent Agenda was approved as presented.***

**STANDING COMMITTEE REPORTS:**

**A. Audit and Oversight** (No September/October Committee meeting)  
*Trustees Cavaioli (Chair), Gomez, Herlihy*

- 1. FY21 Audit Report – Lisa DiGuisto and Dean Kosow from O’Connor and Drew Auditing Firm**

Dean Kosow presented the required communications. Lisa DiGuisto presented the FY21 financial report. The balance sheets were reviewed and discussed. Some key notes - Deposits held by the state increased due to major projects occurring on campus. Student deposits and unearned revenues were up, also related to capital projects not completed yet. These funds remain until projects complete. Federal grants for COVID reported as non-operating revenue. Ms. DiGuisto reported that HEERF and SIP Funds are all federal funds received for COVID – CARES, CRRSSA ARPA for a total of \$35,127,467. \$18million will be recognized by FY22 (May 2022). Government is not currently granting any petitions for an extension of spending funds. Capital Assets reflects building and campus improvements which are all in progress. The dental clinic upgrades are completed.

***Upon a motion duly made and vote by roll call the Trustees accepted the FY21 Audit Report as presented.***

- 2. COVID Funds/Spending-** reviewed by Deb LaFlash and Steve Marini focusing on remaining opportunities for spending. Trustee Lafleche requested for the next SPOSS Committee, to discuss COVID funds and programs specifically for men of color and retention.

### **3. Informational Bids –**

Four bids were shared for various capital repairs and projects on campus. No vote required.

- **Administration Exterior Critical Repair Masonry Roof Repairs, Gutters and Downspouts** – low bidder Raymond James Restoration, Inc., \$549,900
- **Tent Rental Services** – outside seating for students, staff and faculty (HEERF Funding) – Zmetra Clear Span Structures - \$102,075.
- **Admin Condensate Boiler System Repairs** – Aalanco Service Corporation \$84,444
- **Admin Heat Trace System for Gutters and Downspouts** – ICON West Corporation, \$132,332

## **B. Strategic Planning, Education, and Student Success** (No September/October Committee Meeting)

*Trustees Lafleche (Chair), Davis Carey, Zequeira*

- 1. Enrollment Update** – VP Ortiz shared the current enrollment headcount and credits, noting the final numbers are being worked on and will be reported at December meeting. As of the freeze date, the headcount is flat and the FTE is down 4.5%, exceeding the goal of a 7% decline. She noted 68% of students are returning students. Other CC's in MA report ranging from flat to down almost 20% in enrollment. Approximately 67% of students are part-time and 69% of students are taking at least one class on campus.

President Pedraja thanked and gave kudos to VP Ortiz and her team. It was noted the debt relief program brought back 500+ students who may not have returned without this support. John reported the next SPOSS will look at

graduation rates, men of color, an update on Grays Associates report and steps for a comprehensive presidential evaluation.

**C. Executive** (September 22, 2021)

*Trustees Mailman, Cavaoli, Lafleche, and Zequeira*

**1. Sabbatical Approval**

**One applicant presented – Professor Amy Beaudry**

*Upon a motion duly made and vote by roll call, the Trustees approved the sabbatical of Professor Amy Beaudry*

- 2. Equity Assessment – DEI Priority Needs-** Trustees were invited to a presentation by Dr. Nwadike that was held on Tuesday, October 5<sup>th</sup> in which she gave an overview of the equity appraisal. Trustees also received a recording of the session. Trustees were updated on the process and next steps to create a strategic diversity plan. Trustee Juan Gomez will be a member of the Equity Task Force.
- 3. FY22 Presidential Goals-** President Pedraja reviewed his annual goals for the year and the addition of a goal to support the strategic plan and departmental goals.
- 4. FY21 Final Presidential Evaluation & Recommendation – report shared with Trustees**

*Upon a motion duly made and vote by roll call, the Trustees approved the annual evaluation and recommend a merit increase as established by the Board of Higher Education.*

**4. Other Business**

- 1. DHE Mandatory Trustee Trainings –** deadline has been extended to December 1<sup>st</sup> to complete all 8 modules. All trainings available asynchronously on UMass Online.
- 2. 2021 Presidents and Trustees Resource Manual –** An updated resource manual from the MA Community College General Counsel's Office was shared with all Trustees in the Google Drive meeting folder.

**5. Student Trustee Report (Student Advisor – Tara Rudolph)**

Trustee Rudolph inquired about having a student member on the Equity Task Force. An inquiry will be made with Dr. Nwadike, but Luis noted it is a strong time commitment. Tara also noted she wants to send out another survey at the end of the month, noting students at a good place right now especially with an option to come to campus. Her overall sense is that students are happy and like that the remote option for classes is continuing.

## 6. President's Report

- Two trustees have departed the Board – Tammy Murray and Kim Roy and he wants to thank them for their commitment and service. Gifts of gratitude will be mailed.
- Update on Trustee replacements – potential candidates have been submitted to the state. Multiple colleges and other agencies facing similar issues of multiple board vacancies.
- There have been many recent hires of new faculty, staff and administrators. Luis acknowledged Felicia Riffelmacher, present at this meeting as the new Director of Development and Kevin Li as the new AVP of Academic Affairs.
- The Nursing Accreditation (ACEN) team completed their accreditation visit today and they had zero findings and recommendations. Kudos to Pat Schmohl, Pat Creelman and entire team. Dental accreditation is next week.
- Vaccine requirement – Policy being finalized and will be rolled out next week. It was mandated for all community colleges beginning in January. (faculty, staff, vendors and students if in-person at any level).
- Success Funds – state has allocated to get more wrap-around services, such as advisors, success generalists and direct student support. Money awarded and extended next year. QCC received \$1.2million and has been hiring more positions, as well as increasing the Brothers and Keepers Advisor to full-time. (not COVID related). Not part of the general appropriation to the college.
- Hunger Free Campus Bill in legislature – testimony by some presidents and students at state house. QCC food pantry is now the QCC Home Plate and Resource Center.
- Free College – concerns among Presidents with sustainability. If this administration puts it in, what happens when next administration comes in. If created as a one size fits all model, it could create some challenges for MA.
- Next week, Luis will be in San Diego attending the HERDI National Board Meeting– collaboration of tech developers and higher ed to inform them if on right track for colleges and also the ACCT Leadership Congress. If anyone wants to address something at the national level, Luis can bring to the ACCT Advisory Committee.

*Upon a motion duly made, the Trustees adjourned at 6:30pm.*

### **Upcoming Meetings:**

**Executive Committee** – Wednesday, November 10, 2021 at 4:00pm

**Audit & Oversight Committee** – Wednesday, November 17, 2021 at 4:00pm

**Strategic Planning, Education and Student Success Committee** – Wednesday, November 17, 2021 at 5:00pm

**Regular Board Meeting** – Thursday, December 2, 2021 at 5:00pm (NOTE – this meeting was later changed to Monday, December 6, 2021 at 5pm.)

**Respectfully submitted,**

*Selina M. Boria*

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**QCC Board Secretary**