

FULL BOARD MEETING
October 8, 2020
SUMMARY OF ACTIONS

TRUSTEES PRESENT: Sue Mailman, Tammy Murray, Jennifer Davis Carey, Linda Cavaioli, Lucille DiLeo, Geri Herlihy, John Lafleche, Kimberly Roy, Alex Zequeira, Juan Gomez

TRUSTEES ABSENT: Student Trustee (not elected to date)

OTHERS PRESENT: President Pedraja, VP Steve Marini, VP James Keane, VP Lillian Ortiz, AVP Kathy Rentsch, AVP Viviana Abreu-Hernandez, AVP Deb LaFlash, Dean Pat Schmohl, Dean Ingrid Skadberg, Dean Benjamin Benton, Dean Melissa Fama, Dean Brady Hammond, Dean Betty Lauer, Dean Ken Dwyer, Beth Austin, Susan McPherson, Judy Colson, Lisa Cook, Julie Tzipori, Karen O'Neill, Charlene Mara, Meghan Martin, Jill Arrell, Tara Rudolph, NT Izuchi, Michelle Dugan, Shelese Johnson, Erin Roache, Brandi Dewar, Tara Rudolph (student), Eve Gilmore(Edward Street Child Services), Darrin Schmautz (Workday), Selina Boria, Board Secretary

Meeting commenced at 5:00pm by Chair Mailman and attendance noted.

The Board of Trustees of Quinsigamond Community College, at its regular meeting held virtually via Zoom (due to COVID-19 Pandemic) on Thursday, October 8, 2020, 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 17, 2020 Regular Board Meeting (approve)
2. Informational Personnel Items (accept)
3. President's Out-of-State Travel (accept)
4. President's Leave Time (accept)

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

Standing Committee Reports:

A. Audit and Oversight (September 30, 2020)

Trustees Cavaioli (Chair), DiLeo, Gomez, Herlihy, and Zequeira

1. **Trust Fund Report FY20** – It was noted a surplus of \$1.6 million will be returned to reserves.

Upon a motion duly made and vote via roll call, the unaudited FY20 Trust Fund report was accepted as presented.

2. **Trust Fund Budget Report for the Current Period FY21-** Trustee Cavaioli reported out on appropriation received to date and any variances from last fiscal year. CARES Act reported on page 2. VP Marini and AVP Laflash explained how funds were presented for students and institutional operations (grant awards line). Linda requested that moving forward COVID expenses tracked as a separate line item.

Upon a motion duly made and vote via roll call, the FY21 Trust Fund Report was accepted as presented.

3. **Draft Audit with O'Connor and Drew (postponed)-** due to state delay in OPEB reporting. The audit will be presented at a future Executive Committee, A&O and Board meeting.

Additional Presentation from A&O: The dynamic FY21 budget scenarios were reviewed and discussed with potential impacts from enrollment and state appropriation. Plans discussed with new assumptions. A potential state decrease of a 15% decline in appropriation and 5% in enrollment was discussed. Salary attritions reviewed, more DHE funding for COVID related expenses, Southbridge site move savings, deferred SIS implementation costs, estimated departmental savings, structural savings due to closures. CARES Act Funding was shared it is a grant, not a loan. \$4.8 million received and \$2.4 million direct to students and other \$2.4 is to recover college expenses – moving forward this will be tracked on a separate COVID line.

4. **Informational Bid – DCAMM Funding** – contract awarded for Ahlfors Roof to WPI construction of Webster, MA at \$49K. Three bidders on the bid and since below the spending threshold, no vote required.

B. Strategic Planning, Education, and Student Success (September 30, 2020)

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

1. **Enrollment-** VP Ortiz reported out, sharing final numbers froze on October 2nd and full report will be ready for next meeting. Headcount 6950 students, 4524 p/t. Headcount is down 4.7% and 4% down in FTE. We are better than national average of 8%. Number 1 or 2 in the state for enrollment (awaiting final numbers). 553 students in Early College program. Southbridge numbers are up even with campus closing, move to the high school and remote-only operations.
2. **Academic Affairs Report**
 - a) **Grays Associates Summary** – AVP Rentsch gave an overview and feedback of the past year with Gray Associates. Report focused on opportunity to expand our capacity of data for decision-making. Kathy reviewed yearlong

process. She presented examples of programs that have been started, grown, sunset, under review or fixed.

Luis presented a summary and benefits of extending the partnership with Gray Associates.

Upon a motion duly made and vote via roll call, with the recommendation of the Strategic Planning Committee, the Board supported the renewal of a 1 year contract with Gray Associates for the next year at the cost of \$34,900.

- 3. Remote Instruction Qualitative Report** – VP Keane gave a brief overview of fall prep for remote teaching, the 6 modules of faculty training, and remote instruction plans. He shared Class section counts and breakdown as well as reviewed other class enhancements, STARFISH, intrusive tutoring and advising, curbside library pick-up and QCC Seminar. Electronic Course Evaluation will be implemented this semester.

4. President's Goals

Upon a motion duly made and a vote via roll call, following the recommendation of the Strategic Planning, Education and Student Success Committee, the Trustees approved the President's 20-21 Goals as presented.

- 5. Strategic Plan Update** – Dean Skadberg reported that she shared the full metrics at the committee meeting and she highlighted areas such as the enrollment/headcount, access to education by racial and ethnic groups improved, graduation rate up by 3%, dual enrollment and workforce development are up, grants of over \$6million have been brought in and \$1million a year invested in infrastructure. Retention plateaued. Hiring of faculty and staff of color has not improved, but hiring in general is flat. She shared the Strategic Plan is a living document and recent student survey and focus groups will help inform how we will keep moving forward and where we can improve.

C. Executive (September 23, 2020)

Trustees Mailman, Cavaoli, Lafleche, and Murray

- 1. Board of Trustee Goals** – Chair Mailman reported that the Trustees have begun working on Board goals with the main focus of supporting the College in their goals.
- 2. Equity Audit Update-** An RFP process has been opened this week to seek a consultant to guide QCC through this process.
- 3. Spring Plans** – President Pedraja noted the College is looking for Board input on the spring opening. VP Keane presented the Course Modality Options for the spring. He shared some data from the Johns Hopkins dashboard, prediction of human behavior and why an increase in COVID cases in the winter, legislation in masks and opening of businesses. He shared four potential options from a remote start to a slow opening of various student spaces, faculty conferencing and limited on-site final exams. Need to have the schedule set in the system prior to open of registration in November.

Luis stressed importance of safety of students as a priority. He recommends status quo with minimal footprint for the spring and if things allow, begin a phased re-opening. Trustees concurred with plan and expressed their appreciation for a focus on safety. Geri noted if return in spring we would need a testing mechanism, which would be cost prohibitive. She was appreciative of the College making decisions early. Linda noted safeguards need to be in place and communication clear with students and their needs. Juan inquired about student perspective, which Luis noted has been considered. Tammy noted it is important we push synchronous more than asynchronous as the face to face contact even virtual is important.

Other Business

- 1. Children's School Letters** – Letters in support of opening the Quinsigamond Children's School (QCS), when safety permits, were shared with Trustees.

Chair Mailman invited public participation at this time. Charlene Mara spoke about how she understands why the Center closed, but now Childhood Centers have been permitted to open state-wide, but our QCS has stayed closed. She discussed importance of the Lab School for our students and highlighted benefits of whole program. Meghan Martin spoke in support of the QCS and how important the ECE program and Lab School are to the community and training future teachers. Requesting the QCS be opened in Spring 2021 in a tiered model. Eve Gilmore spoke as a friend of QCC and community partner and asking them as a leader in the Early Childhood field and preparer of quality early childhood teachers to consider re-opening.

Trustees shared feedback and thanks for the letters and comments. They stressed importance of addressing the critical community need this program meets.

- 2. Save the Date – Virtual State-wide Trustee Convening-** October 27, 2020 from 12 to 2pm.

Student Trustee Report (still to be determined)

Tara Rudolph, as a student guest, thanked President for making the call to go remote early. She understands frustration of taking blended and remote classes and it's challenges, but appreciates safety and would like to see school remain remote in the spring.

President's Report

a. Ongoing Initiatives/Campus Updates

Luis thanked everyone for sharing and noted no definitive decision has been made on QCS. He gave kudos to all QCC staff and faculty for their hard work and dedication through the pandemic. Luis shared the national and state trends on enrollment and noted QCC is doing much better than average and he attributes it to the faculty and staff.

Upon a motion duly made, the meeting was adjourned at 7:12pm.

Upcoming Meetings:

Executive Committee - Thursday, November 5, 2020 at 4:00pm

Audit & Oversight Committee - Wednesday, November 18, 2020 at 4:00pm~**CANCELLED**

Strategic Planning, Education and Student Success Committee - Wednesday, November 18, 2020 at 5:00pm~**CANCELLED**

Regular Board Meeting - Thursday, December 3, 2020 at 5:00pm

Respectfully submitted,

Selina M. Boria

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QCC Board Secretary