

**FULL BOARD MEETING**  
**December 3, 2020**  
**SUMMARY OF ACTIONS**

- TRUSTEES PRESENT:** Sue Mailman, Tammy Murray, Jennifer Davis Carey, Geri Herlihy, John Lafleche, Juan Gomez, Alex Zequeira (departed at 5:55)
- TRUSTEES ABSENT:** Linda Cavaioli, Lucille DiLeo, Kimberly Roy
- OTHERS PRESENT:** President Pedraja, VP Steve Marini, VP Lillian Ortiz, AVP Kathy Rentsch, AVP Viviana Abreu-Hernandez, AVP Deb LaFlash, Dean Pat Schmohl, Dean Ingrid Skadberg, Dean Benjamin Benton, Dean Brady Hammond, Dean Betty Lauer, Beth Austin, Susan McPherson, Judy Colson, Lisa Cook, Meghan Martin, NT Izuchi, Nicole Payen, Tara Rudolph, Joseph Cecchi, Jorgo Gushi, Lisa DiGuisto, Selina Boria, Board Secretary

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**Meeting commenced at 5:10pm 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, December 3, 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 October 8, 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** (No Committee Meeting)

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

1. **FY20 Audit Report with O'Connor and Drew** – Lisa DiGuisto reviewed the report. Informational only as Executive Committee approved at their meeting on October 28, 2020.

2. **Trust Fund Report FY20** – VP Marini reviewed the report noting a decline in 4% in tuition from last year. All income, receivables and expenses reviewed including impacts from COVID. There was discussion around workforce development and it was noted a workforce development presentation and grants will be presented at the next SPESS Committee meeting. A delay in financial aid awarding was discussed due to a delay in federal funds, challenges with reaching students and the decline in enrollment.

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

Steve and Deb reviewed potential budget scenarios and projections for spring 2021 with varying enrollment projections. Projecting workforce development to be up 25%. Projecting being down an additional 7% in enrollment beyond the projected 2%. COVID cost and savings and structural savings discussed. Operationally if enrollment 20% down or better, QCC can handle the decline financially.

**B. Strategic Planning, Education, and Student Success (No Committee Meeting)**

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

1. **Fall 2020 Enrollment-** VP Lillian Ortiz reviewed fall enrollment numbers and discussed preliminary spring registrations.

***Upon a motion duly made and a vote via roll call, the Fall 2020 enrollment report was accepted as presented.***

2. **Emeritus Policy** – The revised policy was created to include non-teaching faculty (librarians).

***Upon a motion duly made, and a vote via roll call the revised Emeritus Policy with the addition of non-teaching faculty was approved.***

3. **Spring 2021 Semester Plans-** Kathy Rentsch presented on Spring COVID academic planning and noted safety is a primary concern. She reviewed options and recommended plan to stay the course with a remote modality, with in-person labs being pushed back to March 1<sup>st</sup>, but with all healthcare practicals and clinicals beginning when the semester begins on January 20<sup>th</sup>. However, it was noted all plans are prepared to pull back if state mandates any closures.

**C. Executive (October 28, 2020)**

*Trustees Mailman, Cavaoli, Lafleche, and Murray*

1. **College-wide updates** – Chair Mailman noted the Exec Committee met on 10/28/20 with a focus to review and approve the FY20 Audit Report prior to deadline. Additional discussions were around current budget and enrollment.

**Other Business**

1. **Mandatory Statewide Trustee Trainings** – Chair Mailman reported the trainings have begun, but the DHE will consider alternate times. Trustee Lafleche noted a survey will be going out to Trustees for feedback on best availability for future sessions.

2. **Activating Emails** - There was discussion about activating Trustee QCC email accounts which are required for the DHE trainings. Chair Mailman requested Ms. Boria resend email with information about activating accounts.

### **Student Trustee Report (still to be determined)**

Tara Rudolph, as a student guest, shared student struggles through pandemic and challenges of balancing home life and school. It was also reported the legislature approved changing the state policy for only full-time students to serve as Student Trustees. This changed policy is awaiting Governor approval.

### **President's Report**

#### **a. Ongoing Initiatives/Campus Updates:**

- Addressed student struggles and wrap around services,
- Conflict of Interest Policy Acknowledgement – all Trustees need to email Selina they received the policy.
- Update on Equity Audit and RFP process and selection of a vendor taking place soon.
- Exec Director of HR finalists being interviewed in next week
- President's Advisory Council on Equity (PACE) working on a Land Acknowledgement Statement for QCC.
- Giving Tuesday (link- <https://www.qcc.edu/foundation/gives-giving-tuesday>)
- Budget legislative priorities shared in Trustee meeting Google Drive and news to come soon from the State on final FY21 budget.

Thank you to all QCC faculty, staff, alum and Trustees for support throughout the pandemic and work to help our students.

*Upon a motion duly made, the meeting was adjourned at 6:50pm.*

#### **Upcoming Meetings:**

**Executive Committee** – Wednesday, January 13, 2021 at 4:00pm

**Audit & Oversight Committee** – Wednesday, January 20, 2021 and February 10, 2020 at 4:00pm

**Strategic Planning, Education and Student Success Committee** – Wednesday, February 10, 2021 at 5:00pm

**Regular Board Meeting** – Wednesday, February 24, 2021 at 5:00pm

Respectfully submitted,

*Selina M. Boria*

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QCC Board Secretary