

**FULL BOARD MEETING**  
**December 6, 2021**  
**SUMMARY OF ACTIONS**

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

**TRUSTEES REMOTE:** Juan Gomez, Jennifer Davis Carey

**OTHERS PRESENT In-Person:** President Pedraja, VP Steve Marini, VP Lillian Ortiz, VP Jim Keane, VP Viviana Abreu-Hernandez, AVP Kathy Rentsch, AVP Deb LaFlash, AVP Kevin Li, Dean Ingrid Skadberg, Dean Liz Woods

**OTHERS PRESENT Remotely:** Dean Ken Dwyer, Dean Brady Hammond, Dean Betty Lauer, Dean Ben Benton, Dean Pat Schmohl, NT Izuchi, Susan McPherson, AVP Michelle Tufau Afriyie, Judy Colson, Mariyam Bhatti, Selina Boria, Board Secretary

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**Meeting commenced in person and remote at 5:10pm 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 Monday, December 6, 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 October 7, 2021 Regular Board Meeting (approve)
2. Trust Fund Reports –FY22 through Current period (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 (11/17/21)**

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

1. **COVID Funds/Spending Update-** VP Marini highlighted the funding amounts in the various categories. Total student awards was \$20million with \$8.7million remaining to award by May 2022. An extension for spending is possible. He also

reviewed spending, such as IT upgrades, HVAC upgrades, and COVID related expenses, such as signage. An inventory of supplies also on hand. VP Marini also discussed the health care team and related expenses to manage all COVID needs. Revenue shortfalls, student debt, and student support awards were all discussed, as well as supply chain issues.

### 3. Informational Bids

- a. **Repair to the HLC Cooling Tower** – Bids are coming in now. \$124,000 by Allanco Co. was lowest bidder. No vote required – information as it is COVID spending.
- b. **Digital Signage** – Informational Only (COVID spending)

**2. Annual Clery Report** – The full report was reviewed by Chief Ritacco at the A&O Committee meeting on 11/17/21. The report was shared with all Board members electronically. No questions by the full Board and minimal incidents due to low activity on campus through pandemic.

**Dean for Compliance & Education Liz Woods** was invited at this time to discuss Title IX and changes to the law and processes at QCC. In 2020 Title IX (Sexual Misconduct and Discrimination) changed and she highlighted those changes, the new standard and how one individual no longer has sole responsibility of the process. Liz read the law to the group, noted it covers everyone on campus, and discussed the new standards. She reviewed the campus CARE Team. She reviewed how Advisors are assigned to both parties in a case (not academic advisors). QCC has trained all Advisors (all are employees). All hearings must be live (and/or on Zoom) and recorded. Liz reviewed full process. If a formal complaint moves forward, Liz does the investigation and it moves to a hearing board, overseen by a Chair. Ms. Woods shared the new process is difficult and long. Good thing is more people are aware of the process on campus. And 10 QCC students just completed a peer training and 16 staff trained to serve as an advisor or hearing board member (statewide). Complainant has more control over the process. DHE sexual violence survey discussed. Note – this is separate from Clery and pregnancies fall under Title IX too. Trustee Herlihy noted more Trustee engagement was mentioned at Statewide Conference – Board requested this type of report and update take place annually to the Board.

## B. Strategic Planning, Education, and Student Success (11/17/21)

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

1. **FA21 Enrollment** – VP Ortiz walked the Trustees through the report, noting down 4.5% in FTE. (met budgeted goal of a decline no more than 7%). She noted intersession numbers are looking strong and spring enrollment is open. Student demographics highlighted, noting still majority part-time (67.6%). Many students working and only taking classes part-time. Female enrollment up (63.7%). A focus on boosting male enrollment was discussed. Average student age is 25.3. Preliminary spring enrollment and impact of vaccine mandate were discussed. Students attending fully remote are not required to be vaccinated, but all faculty/staff are required.

***Upon a motion duly made, the Fall 2021 Enrollment report was accepted as presented.***

- 2. Comprehensive/360 Presidential Evaluation-** This item was moved up in the agenda to vote, prior to departure of Trustee Herlihy who has to leave early. The proposal and memo from ACCT were shared with Trustees. Other proposals from AGB and Greenwood Asher were reviewed by the SPESS Sub-committee and they are recommending ACCT to conduct the evaluation.

***Upon a motion duly made and vote by roll call, the Trustees approved ACCT as the consulting firm to conduct the 360 Presidential Evaluation for AY22.***

- 3. Graduation Data (5 years) & Male Enrollment at QCC:** Dean Skadberg gave a condensed version of the full report she presented at the SPESS Sub-Committee. Her full presentation was shared with Trustees in their packets electronically. She reviewed IPEDS Three-year Graduation Rate/Transfer by Gender, those still enrolled. Comparing pre-Covid to post-Covid enrollment – nationally females declined 7% and males 15%, but at QCC females were up 1% and males down 13%. Enrollment changes by degree type were shared –Certificates, degree, and non-degree (non-financial aid, early college, just some courses). Enrollment by Pell vs. Non-Pell also reviewed. Pell Grants- federal financial aid (lower income level and minimum of 9 credits). Pell eligible males declined by 26.7% and females 10.7% from pre-pandemic. Ingrid highlighted some reasons for male enrollment loss such as more likely to go to work, less likely to take on debt, responsibility to support families. Course pass rates were also shared.
- 4. Gray Associates Update** – VP Keane gave an overview of the longer presentation he made at the SPESS Sub-Committee. Full report was shared with Trustees electronically in Board packets. Dr. Keane began with program vitality work, looking at academic health, and activities taking place such as an APR (Academic Program Review for every program) – deep dive including advisory boards. General Education review currently underway including course level and program level assessment. Assessment Cycle will be presented to the Board in near future. VP Keane gave update on how Grays data was used, to evaluate some programs, sunset some, and show where there is a need for new offerings. Additional work underway on multiple programs. He touched on benefits of now having Tableau and other software platforms like Weave and EMSI/Burning Glass which are being considered. He shared benefits of transitioning from Grays to EMSI. Similar work will take place, just a new and more user-friendly tool. Dr. Pedraja reported the state & other community colleges are looking into a joint agreement for pricing. Trustee Cavaoli wants to assure cost is considered for next budget.

**C. Executive (11/10/21)**

*Trustees Mailman, Cavaoli, Lafleche, and Zequeira*

No report – items addressed in Committee Reports

#### 4. Other Business

1. **Title IX Update – Dean Liz Woods** – Dean Woods’ report took place during the A&O Committee Report
  2. **QCC Foundation Report** – Chair Mailman noted that she would like to see 100% Trustee giving participation. VP Abreu-Hernandez gave a progress report on behalf of Linda Maykel and the Foundation. An outcomes report will take place annually in June. Dr. Abreu-Hernandez presented the report, highlighting addition of Ms. Felicia Riffelmaker, changes on Foundation Board, Quinsigabrator, Legislative Breakfast, and Giving Tuesday.
  3. **Equity Appraisal Update** – VP Abreu-Hernandez gave an overview of the work of the Equity Task Force and work they are doing. Identifying activities that will allow goals to be achieved campus-wide. Group met for 5 weeks and now the work will take place by campus-staff on campus.
5. **Student Trustee Report (No Report)**- Student elections are currently taking place to replace Tara Rudolph who resigned.
6. **President’s Report**
- a. **Alumni Trustee** – the Alumni Advisory Board nominated Mariyam Bhatti and concurrently having an informal meeting with her today. Ms. Bhatti was submit to the state for formal appointment by the Governor’s Office.
  - b. **Equity Work** – committed to moving forward with work of the Equity Task Force and appreciates Board support. Trustee Gomez serving on Task Force.
  - c. **Focus on Transfers** – working to follow success of students after they transfer. How? Have some data from UMass, but need to work with others. Use HECCMA to get more data from other colleges. **Healthcare component** – with closing of Becker, and workforce demands, he has connected with the Lt. Governor on how to increase the pipeline for students to reduce the 3year waitlist for nursing. Vaccine mandate also impacting workforce.
  - d. **Vaccine Requirement** – health care team hired on campus to manage uploading of vaccine cards and support the process. Trustee Gomez stressed importance of assuring that health and faith-based waivers are in place. An exemption process is in place.
  - e. **DHE Mandatory Trainings** – Thank you to all Trustees for completing all 8 modules.
  - f. **NECHE Accreditation** process launching and will take place for next two years. Wants Trustee input in the process. Campus visits will be October 1-4, 2023.

Board Chair Mailman formally announced her resignation as Chair of the Board effective December 31, 2021 due to her new role on Worcester School Committee.

On behalf of the College, Dr. Pedraja thanked Ms. Mailman for her service and presented her with a recognition plaque.

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

**Upcoming Meetings:**

**Executive Committee** – Wednesday, January 19, 2022 at 4:00pm,  
**Audit & Oversight Committee** – Wednesday, January 26, 2022 at 4:00pm,  
**Strategic Planning, Education and Student Success Committee** – Wednesday, January 26, 2022  
at 5:00pm,  
**Regular Board Meeting** – February 26, 2022 at 5:00pm

Respectfully submitted,

*Selina M. Boria*

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QCC Board Secretary