

FULL BOARD MEETING
February 24, 2021
SUMMARY OF ACTIONS

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

STUDENT TRUSTEE ADVISOR: Tara Rudolph

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 Melissa Fama, Susan McPherson, Judy Colson, Meghan Martin, Dean Ken Dwyer, Dean Kathie Manning, Eric Saczawa, 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 Wednesday, February 24, 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 December 3, 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 by roll call, the Consent Agenda was approved as presented.

Standing Committee Reports:

A. Audit and Oversight (January 20 and February 10, 2021)

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

1. **Trust Fund Budget Report for the Current Period FY21-** VP Marini reported the College will be in the black by at least \$1million and not planning to use reserves for SIS implementation. COVID expenses discussed – about \$1million from first institutional component spent so far. Recognize it as

operating revenue. \$2.4million has been distributed to students so far. Trustees request a breakdown of COVID spending for next meeting.

Upon a motion duly made and a vote by roll call, the Trustees accepted the Trust Fund Report for the current period, as presented.

2. FY22 Budget- VP Marini reviewed the FY22 scenarios and discussed FTE is averaging 9.8% overall in annual net decline for 20-21. 3.2% down from budgeted amount. Focusing on a 7.5% decline as a probable target for 21-22. Attrition discussed and includes all current hires taking place by July 1st. The second round of CARES Act funding has been received for students (\$2.4 million) and \$8 million for institutional expenses. Targeting to approve the FY22 budget in April.

3. Informational Item – Inclusivity Education Contract

After a competitive bid process, **Inclusivity Education’s** proposal was accepted to conduct the Equity Audit for QCC in the amount of \$72,500. The scope of work is to include Pre-Appraisal Seminars, Inclusivity Appraisal, Inclusivity Gap Analysis, Liberator Action Plan, Accountability Tracking, and an Action Plan.

B. Strategic Planning, Education, and Student Success (February 10, 2021)

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

1. Spring 21 Enrollment Report- VP Ortiz reviewed the Spring 21 enrollment report noting headcount down 9.2% in headcount and 11.7% in FTE. Demographics were reviewed as well.

Upon a motion duly made and vote by roll call, the Trustees accepted the Spring 21 enrollment report as presented.

2. Center for Workforce Development Presentation- Dean Kathie Manning gave a brief overview of her presentation to SPESS. She highlighted drivers of the CWFDC, grants, support for grants, plus comprehensive supports such as childcare, transportation, cohort mentors, etc. She acknowledged support of External Affairs and grants department. She discussed the subscription model -work at own pace & competency based. 34 new courses added in FY21. Expansion of an apprenticeship program to be a big draw to students. Strong revenue growth over past few years. Juan acknowledged work and partnerships. Clock hour programs are eligible to be funded through traditional financial aid sources. Not term based, and current system cannot handle, but new SIS will be able to. SNAP path to work program – Umass Med School is overseer for state program and anything not state, QCC gets money back from money at UMass. Last year got \$87,000 back from this program and is growing.

3. Strategic Plan – COVID Addendum- Dean Ingrid Skadberg shared the College has looked at areas that have impacted students this year. She presented an overview of the longer presentation she gave at the SPESS. Four key focus areas were covered in the report:

- Financial assistance
 - Faculty and staff training and check-ins
 - Student engagement and support, both in and out of classroom
 - Facilities and safety
4. **Academic Matters** – Curriculum Changes were reviewed by VP Jim Keane, noting two closures which lead to a new program being more holistic. Addition of a New Radiology Technology Certificate to become a licensed CT tech, under Rad Tech Degree. New Certificate in Auto Tech that leads to employment. New Degree in Mathematics under the Liberal Arts Program – MA transfer block program. All rationales were discussed.
1. **Program Closure- Computer Information Systems – Database Option - Associate in Science** (Program Code: CIDB)
 2. **Program Closure – Computer Information Systems – Web Development & Programming Option- Associate in Science** (Program Code: CIWP)
 3. **New Degree Option: CIS-Career – Enterprise Information Systems – CIES**
 4. **New Certificate - Computed Tomography**
 5. **New Certificate - Advanced Automotive Certificate AAC**
 6. **New Option: Liberal Arts – Mathematics Option – LAMT – Associate in Arts 2.**

Upon a motion duly made and vote via roll call, the Trustee approved all curriculum changes as presented.

C. Executive (January 13 and February 4, 2021)

Trustees Mailman, Cavaoli, Lafleche, and Murray

1. **Sabbaticals** – Two applications for Fall 21 were reviewed and recommended by the Executive Committee for approval:
 - a. Doe West (full year at half workload/full salary)
 - b. Teresa Varriale Gonzalez (full year at half workload/full salary)

Upon a motion duly made and a vote via roll call, the Trustees approved both applicants for sabbatical beginning Fall 2021.

2. **Fall 2021 Semester Planning-** VP Keane lead the conversation on fall modality planning, targeted footprint on campus, classroom space, creating a nimble schedule to be honed and adjusted. Guiding principles are around safety, being student centered, map modalities to how students are registering and add courses as needed, hiring more online coaches, partner with faculty. Remote asynchronous options will no longer exist. True online will continue to be offered, as prior to pandemic. Any remote offerings will have a synchronous component. Learning spaces and capacities reviewed and how impacted by social distancing requirements. VP Marini and Facilities Director Jim Racki are working to map entire campus and spaces to

meet guidelines with adjustments as needed (6ft vs 3ft social distancing).
Lab courses may be hybrid with larger footprint.

This conversation continued at length allowing Trustees to ask questions and comments. Topics covered included cost of various modalities, roll out of courses open for enrollment, student demand, technology coaches, other community spaces/rental space, hyflex models to allow virtual participation if needed, air quality, faculty concerns/apprehension of returning, and vaccination opportunities and tracking.

3. **Equity Audit Update-** All Trustees will be invited to the Pre-Appraisal workshops with Inclusivity Education. Information has been emailed with Zoom links to all Trustees.

4. **Other Business**

1. **Reminder - Mandated Statewide Trustee Trainings**

- a. Reminder about trainings and a survey about Cycle 3 will be sent shortly

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

No additional items to add

6. **President’s Report**

Luis thanked team for work and continued efforts to mitigate impact of the pandemic and student success.

Upon a motion duly made, the Trustees voted to adjourned at 7:00pm.

Upcoming Meetings:

Executive Committee – Wednesday, March 24, 2021 at 4:00pm

Audit & Oversight Committee – Wednesday, March 31, 2021 at 4:00pm

Strategic Planning, Education and Student Success Committee – Wednesday, March 31, 2021 at 5:00pm

Regular Board Meeting – Wednesday, April 14, 2021 at 5:00pm

Respectfully submitted,

Selina M. Boria

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QCC Board Secretary