

**FULL BOARD MEETING**  
**April 14, 2021**  
**SUMMARY OF ACTIONS**

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

**TRUSTEES ABSENT:** Geri Herlihy

**STUDENT TRUSTEE ADVISOR:** Tara Rudolph

**OTHERS PRESENT:** President Pedraja, VP Steve Marini, VP Lillian Ortiz, VP Jim Keane, AVP Kathy Rentsch, AVP Viviana Abreu-Hernandez, AVP Deb LaFlash, Dean Pat Schmohl, Dean Ingrid Skadberg, Dean Benjamin Benton, Dean Brady Hammond, Susan McPherson, Margaret Wong, Meghan Martin, NT Izuchi, Dean Ken Dwyer, Selina Boria, Board Secretary

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**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, April 14, 2021, took the following actions:

**The meeting began with the Strategic Planning Committee Report**

**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 February 24, 2021 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 (March 31, 2021)**

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

1. **Trust Fund Budget Report for the Current Period FY21-** VP Marini gave an overview noting expenditures and revenue are both down, but net unrestricted

position is higher. Trustee Cavaoli pointed out that reserves have not been drawn on for the SIS Implementation project as it has been covered under Administrative Services to date. COVID expenses and income included throughout the report.

***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. Federal Funding – COVID Relief-** VP Marini reviewed the Institutional Expense Report broken down in categories relative to direct COVID funds received and expended. Includes CARES, GEER, CRRSSA, ARPA. Dates of when funds need to be expended was shared by Deb LaFlash.

**3. FY22 Budget-** VP Marini reviewed the report noting the new format displays current budget, current activity from Trustee Fund Report and how we are doing, followed by budget scenarios impacted by different enrollments. Currently returning \$2.5million for attrition. Other savings and expenditures discussed. Net operating revenue estimated to be \$1.7million. COVID unexpected expenditures estimated to be \$3million. For budget planning, Trustee Cavaoli proposed the board consider a budget with a 7.5% decrease in enrollment for next year’s budget planning. Deb shared a semester variance which shows net changes from actual budgeted amount. FY 21 was budgeted for a decrease of 3%, but this shows an additional 2% for a total of 5% from last year. Adjustments have been made, especially on capital expenditures and attrition to have a balanced proposed budget at a 7.5% decrease. A question was raised around the whether the 7.5% budget and decrease in attrition would lead to a reduction of course offerings to students if QCC is down in positions. Luis noted much of it from timing of hires, retirements. Faculty positions prioritized to meet accreditation and working to not impact students. Jim Keane noted this will not reduce courses or impact students. College reserves budgeted for SIS, but will not be drawn on if not needed for implementation.

***Upon a motion duly made and a vote by roll call, the Trustees approved the FY22 budget with a projected decline in enrollment of 7.5%.***

## **B. Strategic Planning, Education, and Student Success** (March 31, 2021)

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

- 1. Outreach Strategies** – The Outreach Strategies document was shared in packets. Viviana gave an overview of an upcoming event taking place May 5<sup>th</sup>. The Save the Date has been sent to over 80 invitees. It is by invitation only and not open to the public. Board will continuously be updated on funds and spending.
- 2. New BHE Policy – Student Trustees-** Trustee Lafleche gave an overview. Jorgo Gushi spoke to the proposed policy which he helped spearhead through the statewide Student Advisory Board.

***Upon a motion duly made and a vote by roll call, the Trustees adopted the BHE Policy permitting part-time students with a minimum of 6 credits to serve as Student Trustee effective immediately.***

- 3. Revised Policy – Readmission-** VP Keane informed the group on the recommended change to the policy which would allow students who return to the college to fall under the current catalog (within 2 terms) instead of the current 4 semesters currently stated in the policy. Students would go through a short readmission process and return to a current curriculum (2 terms) which would help eliminate old catalogs from staying active for an extended period.

***Upon a motion duly made and a vote by roll call, the Trustees approved the revised Student Readmission Policy to include re-admittance within 2 terms of original application instead of the previous 4 terms.***

- 4. Curriculum Change (Dental)-** VP Keane discussed the addition of a weekend cohort for dental assisting and noted there will be no change to the curriculum. There is space and availability of faculty for this cohort.

***Upon a motion duly made and a vote by roll call, the Trustees approved the addition of a weekend cohort for dental assisting.***

- 5. Tenure – Recommendation -** the Board of Trustees award Tenure to the following members of the college community:

***Effective July 1, 2021***

Kirstie Leonard	Financial Aid Counselor
Kimberly Mohareb	Science Laboratory Technician (Biology Laboratory Technician)
Patricia Pope	Science Laboratory Technician (Biology Laboratory Technician)
Lakshmi Nayak	Coordinator of English Language (ELA) Reading & Writing-ABE Professional Development Center (Coordinator Learning Resources)

***Effective September 1, 2021***

Florence Munyiri	Associate Professor of Environmental-Physical Science
Hirul Patel	Associate Professor of Chemistry
Lizette Toney	Associate Professor of Psychology-Freshman Experience
Mark Duvall	Associate Professor of Environmental-Physical Science
Michael Gormley	Associate Professor of English
Nicole Payen	Associate Professor of English

***Upon a motion duly made and a vote by roll call, the Trustees approved all faculty and staff presented for Tenure, effective July 1<sup>st</sup> and September 2<sup>st</sup> respectively.***

**6. Emeritus** – It was recommended that the Board of Trustees confer the honorary title of Professor Emeritus/a upon the following faculty members following their retirement from the College:

**Andreana Grimaldo, Professor Mathematics**

**Carol Rinaldi, Professor of Mathematics**

**Rafael Vicente, Professor of Mathematics**

**Charlene Mara, Professor of Early Childhood Education**

**Cheryl Finn, Assistant Professor/EMS Paramedic**

**Roger Meservey, Professor of Biology**

*Upon a motion duly made and vote via roll call, the Trustee approved all recommendations for Emeritus.*

**C. Executive** (March 24, 2021)

*Trustees Mailman, Cavaoli, Lafleche, and Murray*

**1. Update on Fall Return to on-campus operations plan-** Luis gave an overview noting the plan is to return to in-person services in fall 2021, as much as possible. In addition, the Children's School/Lab School will be re-opening in Fall 2021 with a smaller footprint as permissible for safety and social distancing guidelines. VP Keane gave an update from Academic Affairs noting there will be a reassessment of course offerings in June to update the master schedule considering safety guidelines and social distancing requirements and then open additional courses as needed in a face to face modality. Jim discussed the walkthrough at St. Johns High School to observe face to face operations. For fall registrations so far - he noted returning students are registering about 1/3 face to face and 2/3 remote or online so far.

Jim discussed technology improvements, coordination with laptop and technology programs for faculty, plus ipad solutions for students to be creative with participating remote. Looking at carts for faculty to use to allow students who may be out sick and still attend class and participate. Faculty and Deans working group looking at all ideas and options. Relative to the service component of students, a plan in place for July/August to bring some staff back to offer in-person services. Registration patterns will be shared at June meeting. Linda asked about when expecting EEC guidance from the state. All still waiting.

**2. 20-21 Evaluation Process-** Selina shared the annual evaluation process will begin in May with results to be reviewed and discussed at the June meetings and final report sent to the Commissioner.

**3. 21-22 Draft Meeting Schedule/Retreat -**

*Upon a motion duly made and a vote by roll call, the Board of Trustees approved the 21-22 Calendar of meetings as presented with a Board Retreat scheduled for Friday, September 10, 2021 from 3 to 6pm.*

**4. Other Business**

- 1. Commencement Update-** Picture days have been scheduled, virtual ceremony recordings are being planned, regalia being mailed to all graduates, as well as a gift. Maya Rockeymoore Cummings will be our guest speaker.

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

Tara gave an update on the survey she conducted with students and requested to be on the next SPESS Committee agenda to review the report in full. She shared some data from first glance.

**6. President’s Report**

Luis noted he was appointed Chair of the President’s Advisory for the ACCT. Becker update – In wake of the closing, QCC has been meeting with staff and administration, particularly around nursing and aligning the two curriculum for the ASN program. Many will be taught out this summer. WSU and QCC working together to accommodate all nursing students, without impacting current QCC students. Info sessions have been held for Becker students. Working with state around accreditation and state funding since closure connected to COVID for assistance in leasing facilities. Capacity for clinicals is imperative and needs to be increased to accommodate students. Trustee Cavaioli inquired about other programs beside nursing, such as ECE. Transfer of credits and acceptance in other programs has been incorporated. Jim discussed transfer maps have taken place for other majors, such as Criminal Justice.

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

**Upcoming Meetings:**

**Executive Committee** – Thursday, June 3 at 4:00pm

**Audit & Oversight Committee** – Wednesday, June 9, 2021 at 4:00pm

**Strategic Planning, Education and Student Success Committee** – Wednesday, June 9, 2021 at 5:00pm

**Regular Board Meeting** – Wednesday, June 16, 2021 at 5:00pm

Respectfully submitted,

*Selina M. Boria*

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QCC Board Secretary