

FULL BOARD MEETING
June 17, 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, Mustafa Boweden, Student Trustee
- TRUSTEES ABSENT:** Juan Gomez
- 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 Ken Dwyer, Beth Austin, Susan McPherson, Judy Colson, Margaret Wong, Barbara Zawalich, Patrick Printz, Representative from Workday -Darrin Schmautz, Representative from Campus Works- Bruce Blierman, 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, June 17, 2020, took the following actions:

- 1. 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 April 15, 2020 Regular Board Meeting (approve)
2. Trust Fund Budget Report for the Current Period (approve)
3. Informational Personnel Items (accept)
4. President's Out-of-State Travel (accept)
5. President's Leave Time (accept)

Upon a motion duly made, the Consent Agenda (A-E) was approved via roll call as presented.

2. Standing Committee Reports:

A. Audit and Oversight (June 10, 2020)

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

1. Informational Items:

a. Print Shop HVAC Project

VP Marini reviewed a bid process took place and Quinsigamond Community College is awarding a bid through the Division of Capital Asset Management and Maintenance (DCAMM) in June 2020 for QCC Print Shop HVAC Upgrades. The estimated cost of the DCAMM-funded project is \$195,000.

General Mechanical Contractors of Auburn, MA if the apparent low bidder out of 4 total bidders, at a cost of \$198,000.00

This renovation will include, but not necessarily be limited to the removal and replacement of existing HVAC system components. Related work may including electrical, plumbing, controls work, removal/reinstallation of ceilings, cutting and patching and touch-up painting where required.

No Trustee vote required due to being a DCAMM funded project. QCC expects to award the winning bidder and execute a contract to ensure a completion date of September 01, 2020.

b. Mass Notification Project FY21 Budget Scenarios

VP Marini shared a bid process is opening to award the lowest bidder through the Division of Capital Asset Management and Maintenance (DCAMM) in June 2020 for the QCC MASS Notification Project estimated to start on campus during July 2020. The estimated cost of the DCAMM-funded project is \$1.1 million.

This renovation will include, but not necessarily be limited to the installation of a new fire alarm system which allows recorded live-spoken messages to be annunciated through fire alarm notification devices, and the removal of existing fire alarm system components which the new system is replacing. Related work including removal/reinstallation of ceilings, cutting and patching and touch-up painting where required.

No Trustee vote required due to being a DCAMM funded project. We expect to award the winning bidder and execute a contract on or before June 22, 2020 to ensure a completion date of June 25, 2021.

2. Student Information System

VP Marini reviewed a pricing change to the purchase of the new Student Information System with Campus Management. The implementation costs will be spread over a 3 year period, as opposed to 2 years in original proposal approved by Trustees. Over time, this will save the college \$990,337 with a new total cost for the project to be \$9,339,706.

Upon a motion duly made and a vote via roll call, the Trustees approved the new pricing schedule and cost for the SIS system with Campus Management.

3. FY21 Budget (Informational Item)

VP Marini reviewed several new budget scenarios for FY21 relative to original budget, previously approved by Trustees in February 2020, due to the impact of the pandemic on enrollment and state appropriation (still unknown). Mr.

Marini reviewed the CARES Act funding and noted \$2.2million of the total CARES act disbursement is being applied to FY21. In addition, estimated savings for the relocation of the Southbridge site have been included, as well as the increase in expenses and savings due to COVID. No vote or approval is required as this informational and offers a sense of what the College is looking at relative to COVID impacts and budgetary changes.

Note - \$2million in savings from FY20 will be added to reserves. In addition, it was noted that there were no sabbatical requests for Spring 2021.

4. Fall 20 Fee Structure Proposal

VP Marini presented a proposed change in the student fee structure in which all fees such as the technology fee, facilities fee, student services fee and parking fee will be consolidated into one fee for student billing. This proposal will change the fee structure and combine all OTHER fees to one Student Support Fee. This new fee structure will decrease the cost billed per student by \$20 for FA and SP semesters. No more waivers will be accepted with the new structure, but the new combined Student Support Fee will be covered though financial aid.

Upon a motion duly made and a roll call vote, the Trustees approved the new Fee Structure with all student fees consolidated into one Student Support Fee.

B. Strategic Planning, Education, and Student Success (June 10, 2020) ***Trustees Lafleche (Chair), Davis Carey, Murray, Roy, and Boweden***

1. Enrollment

VP Ortiz reported enrollment for Summer 1, Summer 2 and Fall 2020 to date, noting Summer 1 was up, Summer 2 is down, but still enrolling and Fall 2020 is currently at a 5.2% decline in credits. She reviewed all work and outreach taking place to reach new and returning students.

2. Curriculum Changes

The following Curriculum changes were reviewed by VP Keane:

New Direct Entry Certificates:

Emergency Medical Tech (EMWF)
Nursing Assistant (NAWF)
Phlebotomy/EKG (PKWF)
Pharmacy Tech (PTWF)

New Degree Option:

Healthcare -Practical Nursing - Associate in Science (HCPN)

New Certificates:

Engineering - PreEngineering and Engineering Technology Certificate (PET)
Culinary Arts

Program Closures (due to low enrollment):

Computer Information Systems – Application Specialist Certificate – CAS

Computer Information Systems – Application Specialist Option –CIAS
CSET Unix Systems Admin Cert – USAC
CSET Windows Systems Admin Cert WSAC

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

- 3. COVID-19 Student Survey** – Dean Skadberg reported this survey was conducted 1 month after the College went remote due to the pandemic. She highlighted some responses and challenges and room for improvement. The VP's noted multiple initiatives have already been implemented per student feedback and to improve services and online learning for fall 2020. Note – all new students for fall will be enrolled in an 8 week non-credit workshop – College 101 which will allow more opportunity for student to check-in, get support and engage with campus support services and offer imbedded tutoring. Other campus highlights that have taken place during remote operations is the success of the food pantry, launching of E-Sports gaming, strong enrollment by Veterans and a boost in remote trainings through the CAE specific to asynchronous and synchronous modalities.

C. Executive (May 27, 2020)

Trustees Mailman, Cavaoli, Lafleche, and Murray

- 1. COVID Pandemic Campus Update and Return to In Service Plan** – The report was shared with all Trustees for review. CARES Act funding was discussed in A&O report.
- 2. Naming of Early Childhood Classroom**
Upon a motion duly made and a vote by roll call, the Trustees approved the naming of the Early Childhood Education Classroom, Room 348A located in the Administration Building:

The Ojerholm Early Childhood Classroom

This room is being named in honor of David Ojerholm because of his financial contribution to the renovations of the Early Childhood Education classroom.

- 3. 19-20 Presidential Evaluation & Recommendation:** Board Chair Mailman highlighted the evaluation results and comments. The evaluation summary and draft letter to Commissioner Santiago were shared with Trustees.

Upon a motion duly made and a vote by roll call, the Trustees approved the evaluation and summary report to Commissioner Santiago and the statutory raise approved/set by the Board of Higher Education for President Pedraja.

It was noted that the Trustees, trust Luis will exercise leadership prerogative by not accepting a raise, if raises are withheld from other groups across the campus or if deep cuts are needed across programs.

4. Other Business:

1. Southbridge Update

AVP Kathy Rentsch gave an overview of the status of the site move in Southbridge to Southbridge HS. The final MOU is in Southbridge to be signed and she noted there has been a strong working group between QCC and SB HS Administration. The goal is to access the high school space by July 6, 2020.

2. 20-21 Meeting Calendar

Upon a motion duly made, the Trustees approved, via roll call, the 20-21 Calendar of Board Meetings.

Note – all meetings are scheduled to take place in-person on campus, but will be moved to a remote modality if still required for safety and health reasons.

5. Student Trustee Report:

Trustee Boweden thanked the Trustees and College Administration for a great year and shared it was a pleasure to work and serve with everyone and to represent the voice of the students this past year.

6. President’s Report:

Dr. Pedraja shared the challenges the College has faced over past several months with the two pandemics – COVID and structural issues of oppression/Racism. He reported he is starting an Equity Initiative which will look at barriers and issues within our system and policies.

Dr. Pedraja stressed importance of pushing on the legislature to mitigate cuts and push on funding. Many infrastructure needs required for our population from technology to healthcare.

Upon a motion duly made, the meeting was adjourned at 6:47pm.

Upcoming Meetings:

Executive Committee – August 19, 2020 at 4:00pm

Executive Committee - September 23, 2020 at 4:00pm

Audit & Oversight Committee – September 30, 2020 at 4:00pm

Strategic Planning, Education and Student Success Committee – September 30, 2020 at 5:00pm

Regular Board Meeting – Thursday, October 8, 2020 at 5:00pm

Respectfully submitted,

Selina M. Boria

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QCC Board Secretary