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## MEMORANDUM

Date: January 31, 2008  
To: The College Community  
From: Susan M. Laprade, Secretary  
Board of Trustees  
Re: Summary of Actions of the Board of Trustees

The Board of Trustees of Quinsigamond Community College, at its meeting of January 30, 2008, took the following actions:

- ★ *Welcomed Ms. Stacey DeBoise Luster as the newly appointed member of the Board of Trustees.*
1. Approved the Minutes of the November 28, 2007 meeting of the Board of Trustees.
  2. Accepted the college's Trust Fund Management Reports for the period ending December 31, 2007, noting that the college is now on a course to end the year \$500,000 stronger than last year, which was a very good financial year for the college, attributable to strong enrollment and cautious spending. Mr. Emmons, in addition, provided the Trustees an update on the numerous ongoing campus capital projects as well as a summary of the sources of funds for the projects.
  3. Approved the award of sabbatical leave for the following professors:
    - ★ Sheila Booth (English/Humanities) - Fall, 2008
    - ★ Mary Newman (Applied Arts) - Fall, 2008
    - ★ Dadbeh Bigonahy (Business & Technology) - Fall, 2008
    - ★ Florence Lucci (Business Administration) - Academic Year 2008-09
  4. Reviewed the preliminary Spring Enrollment Report, indicating a 10.2% increase (credits); 10.1 % increase (FTE); and 8.1% increase (Head Count) over last year's enrollment. Vice President Sullivan noted that the numbers will not be final until later this week, but will likely remain strong. Also, received the final report on the college's Intersession enrollment, showing a significant increase (35%+); however, Mr. Sullivan noted that the college is still in the process of rebuilding its intersession numbers and that it will take some time to get the enrollment back to the level it was at in 2001 and 2002. Finally, Vice President Sullivan mentioned the strong on-line enrollment numbers, and complimented Vice President Toney for her efforts in this area, relaying compliments to QCC he had heard from the state director of the Mass College Online effort.

5. Vice President Toney provided a brief update regarding the college's upcoming NEASC review report, noting that committees to address each of the NEASC standards are now being formed. The report will be submitted to NEASC in late summer, and the Trustees will have an opportunity to review it prior to its submission.
6. Approved the creation of the Energy Utility Technology Certificate Option effective academic year 2007-08.
7. Approved the creation of a CIS Program Option, Web Development, effective Fall, 2008.
8. Formally welcomed Ms. DeBoise Luster as the newest member of the Board.
9. Dr. Carberry reported that no additional action has been taken regarding the recommendations she had forwarded regarding additional reappointments or appointments to the Board of Trustees.
10. Appointed the following as the Nominating Committee for Officers of the Board:

Trustee Spillane (Chair); Trustee Jones; and Trustee McKenna

11. The Board generally issues its call for Nominations for the Trustees' Citizen's Award at the January meeting. Chairman Andersen suggested that the Board endorse his recommendation to present this year's award to former Trustee Roland A. Gauthier in recognition of his many years of service to the College, and this suggestion was unanimously agreed upon by the Trustees. Mr. Gauthier will be contacted and notified of this action; if accepted, the award will be presented at Commencement.
12. Received informational items of the following nature in the President's Report:
  - a. Informational Personnel Actions: Dr. Carberry noted the many new faculty hires, and that 8 of the 12 new faculty hires had been adjunct faculty members  
  
Dr. Carberry announced the upcoming departures of two members of her Executive Team: Mr. Michael Seppala, who has accepted a position at Bunker Hill Community College, and Ms. Neena Verma, who has accepted a position at the UMass Systems Office.
  - b. Informational Newsclippings: Noted the press coverage received for the MLK breakfast and the excellent support received from Trustee DeBoise Luster who acted as the Mistress of Ceremonies for the event.
  - c. Received copy of the letter received from Assumption College regarding its interest in the stained glass windows, and noted too that these windows are the property of the Commonwealth
  - d. Were informed of today's signing of the 3 + 1 agreement with Nichols College for students in QCC's Business Administration Program
  - e. Received an update regarding Nursing and Allied Health Database Management Project, stating that the college has received a confidential (to protect the product) report from Education Alliance

indicating a grant is being formulated, they have identified its competitors, and that the product is believed to have strong potential

- f. Received a list of the President's Goals for FY 08:
    - ★ Increase enrollment - sell 125,000 credits
    - ★ Ensure satisfactory submission of the NEASC report
    - ★ Ensure FY 08 fiscal integrity through credit sales and sound budgetary management
    - ★ Advance QCC major capital projects
    - ★ Develop feasibility plan for up to three QCC satellite sites and set an agenda for FY 09 to advance a new site, based on the analyses
    - ★ Implement and provide formative evaluation of the new QCC Community Engagement model. Develop SWOT analysis and plan.
    - ★ Develop curriculum models that will lead to increased potential new student interest and enrollment.
    - ★ Expand legislative relations.
  - g. Invitations - received invitation to attend the Foundation/Trustee Event - Worcester Club, February 26, 6:00 pm
  - h. Received updated Grants Report
  - i. Received the December/January Issue of the *Community College Journal*.
13. Set the date of the next Regular meeting of the Board of Trustees at **Wednesday, March 26, at 5:30 p.m.**, with Committee meetings to take place on **Wednesday, March 19**.
14. With unanimous consent of Trustees present, entered into an Executive Session at 6:45 p.m. to discuss litigation. Reconvened in open session at 6:55 p.m.
15. With no further items to come before the Board, the meeting was adjourned at 6:55 p.m.