

Office of the President
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MEMORANDUM

Date: July 27, 2007
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 July 26, 2007, took the following actions:

1. Approved the Minutes of the May 24, 2007 meeting of the Board of Trustees.
2. Accepted the FY 2007 Trust Fund Report for the period ending May 31, 2007.

Mr. Todd Emmons, Vice President of Administrative Services, briefly reviewed the Trust Fund Report, noting that the college expects to end the year with a healthy balance. In addition, he referenced the fact that he has provided the Trust Fund Report in both formats (new and old) and that the close out budget for the end of the year will be available at the next meeting. The new format provides comparative data for FY 06 vs. FY 07 as well as actual

3. Approved the projected FY 08 College Operating Budget in the amount of \$39,048,740.
4. Approved the award of Sabbatical Leave for the Spring, 2008 semester to Professor Robert Prior, Biology.
5. Approved the adoption of the Code of Conduct - Student Loan Programs, as requested by the Board of Higher Education.
6. Received a copy of the Draft Faculty Reassigned Time Audit Report, and the response to the Audit prepared by Attorney Kenneth J. Tashjy. Dr. Carberry mentioned that she met with the auditor recently, and noted that OCC had not

been singled out in the report. Further, she stated the auditor said that the person who initiated the audit has in fact misinterpreted the contract and that the auditors and the BHE's legal counsel now agree that the community colleges are in compliance with the terms of the contract.

7. Suspended Rules in order to take up the following item that had been modified since its original presentation to the Committee, and approved the Adoption Agreement for the Section 125 Cafeteria Plan as prepared by the Community College Counsel's office.
8. Approved the Certificate in Computer Aided Design in Manufacturing Technology, effective Fall 2007.
9. Approved the Direct Support Certificate effective Fall 2007.
10. Received information concerning the Energy Utility Technology Certificate which is being offered as a pilot program in the Fall 2007 semester and will be returned to the Board for final approval once it has obtained approval through the college's governance system.
11. Received information concerning the college's summer and fall enrollment, noting a 7% increase for Summer 1, a 31% increase for Summer 2, and a projected double-digit increase for Fall 2007.
12. Received copy of the Quality Team summary slides from the May 1 Town Meeting.
13. Received information regarding the President's Inauguration planned for September 28.
14. Received copies of the *Worcester Area Manufacturing Workforce Competitiveness Report* and the *Manufacturing Industry CEO Briefing Meeting Report*.
3. Received information about the upcoming Joint Review Committee on Education in Radiologic Technology (JRCERT) accreditation visit for the Radiologic Technology Program, and were informed that some equipment expenditures are planned to ensure the program remains current.
15. Following discussion of the continuing and escalating costs to maintain the pool, coupled with the damage the pool inflicts on the work out area and the building in general, voted to close the college's pool effective September 1 (one abstention). Further, agreed that the athletic center will be closed from September 1 - October 1 to allow time for the college to update the fitness equipment.
16. Appointed Student Trustee Anita Depatie to the Strategic Planning Committee.
17. Were informed that Ms. Brenda Safford has won the election as the Alumni Trustee, and will be invited to the college to meet with Dr. Carberry and then sworn in.
18. Were informed that the names and resumes of the Trustees eligible for reappointment have been forwarded to the Public Education Nominating

Committee and, as requested, an additional nominee has been submitted for each opening. The college anticipates appointment letters sometime during September.

19. The Board of Trustees received the following President's Report:
 1. Informational Personnel Actions
 2. Informational Award of Bid:
 - a. **2007-2008 QCC Traditional Learner Search Piece:** bid awarded to Marcus Printing of Holyoke, MA, the low bidder, in the amount of \$6,559.00
 - b. **2007-2008 QCC Adult Search Piece:** bid awarded to Marcus Printing of Holyoke, MA, the low bidder, in the amount of \$6,559.00.
 3. Informational Grant Report
 4. Informational Newsclippings
 5. Discussion: *Campus Climate Survey*
 6. Invitations:
 - a. **July 30, 2007 @ 11:30** - Press Release Regarding NSF Grant
 - b. **Tuesday, September 4:** All College Day
 - b. **Monday, September 24** - QCC Foundation Golf Classic
 - c. **Friday, September 28** - President's Inauguration
 7. Received copy of the QCC 2006 Graduate Career Survey, noting that 99.6% of the responders indicated they would recommend QCC to others.
 8. Received an informational copy of a draft of the President's proposed reorganization of direct reports, including the creation of a new position, Vice President for External Engagement. Further information and recommendations will be presented in the Fall.
 9. Presidential Evaluation Committee members Andersen, LaMantia, and McKenna received copies of the 2006-07 Evaluation materials.
21. Following discussion, revised the meeting calendar to better accommodate the President's Inauguration and the timeline necessary for the Audit Report and set the date of the next Regular meeting of the Board of Trustees at **Wednesday, October 10, at 5:30 p.m.**, with Committee meetings to take place on **Wednesday, September 19**. Also, postponed discussion of changes to the May, 2008 Board meeting dates.
22. With no further items to come before the Board, the meeting was adjourned at 7:05 p.m.