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MEMORANDUM

Date: October 20, 2008

To: The College Community

From: Susan M. Laprade, Secretary
Board of Trustees

Re: Summary of Actions of the Board of Trustees - October 7, 2008

The Board of Trustees of Quinsigamond Community College, at its meeting of October 7, 2008, took the following actions:

- o Were introduced to and welcomed Mr. Dale Allen, the recently appointed Vice President for Community Engagement for the College.
 - o **AUDIT REPORT:** The Board of Trustees heard the Audit Report from Mr. Ed Beiser and Keith Pfeiffer from O'Connor and Drew, who presented the details of the College's Audit report for the period ending June 30, 2008. They reported no material errors had been cited, resulting in an unqualified audit opinion. Following the presentation, the Board of Trustees congratulated Mr. Emmons, Ms. Cravedi, and the staff of the business office on the highly successful audit results.
1. Approved the Minutes of the July 30, 2008 meeting of the Board of Trustees.
 2. Accepted the college's Trust Fund Management Reports for the period ending August 31, 2008 and the year-end report for the period ending June 30, 2008. Mr. Emmons mentioned that our Fall enrollment figure was higher than had been budgeted, and that the enrollment increase will assist the college as it tries to hold down costs and maintain service to students. He mentioned the college has received indications from the State that there may be budget reductions enacted, the details of which will not be known until October 15, and that the Trustees will be kept informed of any budget reductions. In response to questions about whether the college may have money at risk holds in the MMDT accounts, especially in light of the recent turbulence in the stock market. Mr. Emmons responded that he would keep the Trustees informed about this account.

Mr. Emmons also mentioned other noteworthy items in the report, including that the fringe benefit rate, set by the State, has actually gone down this year; that six new full-time faculty members have been hired to accommodate the increased enrollment. He mentioned that he will be better able to provide a more accurate update at the November meeting once the college has received the information from the Governor's office regarding any budget changes for the 2008-09 year.

3. Were informed that the Media & Design bid for the Mass-Tec Program, which will be funded by the Grant, was approved by the Committee on October 1, 2008. This bid had been presented to the Trustees at the July 30 meeting, but the College was not ready to make its recommendation at that time. The bid was awarded to Palley Advertising of Worcester, MA for its low bid in the amount of \$46,820.
4. Received a brief update from Mr. Emmons on the status of the college's capital projects, noting the college is still waiting for final approval to begin work on the Loop Road and the North Wing projects.
5. Received up-to-date enrollment information, including Admissions Data, Financial Aid Data, and Disability Service Trends, from Mr. Stephen Sullivan, noting the current enrollment of 7227 for Fall 2008 is the highest ever, up by 8.6% over last year in headcount, by 9.25% in credits, and by 9.25% in FTE. In addition, Mr. Sullivan pointed out that the college's on-line enrollment has grown by 8.9%. Mr. Sullivan complimented the staff of the entire college community for the roles they have played in achieving this record enrollment. He also mentioned that 86% of the Summer enrollment was for on-line courses, and complimented Academic Affairs and the IT support staff for this success.
6. Heard PowerPoint presentation made by Vice President Dale Allen relative to the college's Site Exploration efforts. Due to the critical need for additional space and parking, the College has initiated some strategic contacts within Worcester County to explore the opportunities to expand within Worcester County. Mr. Allen mentioned the legislative earmark of \$100,000 to explore locations in the South County area, and mentioned that the college is also exploring opportunities in the Blackstone Valley, Marlborough, Main South, and Downtown Worcester locations as well. Mr. Allen noted that the President would hold further discussions with the Trustees prior to making any decisions and that he anticipated providing updates on this effort in the Spring, with a full presentation on the status to be provided to the Trustees in the Summer.
7. Dr. Carberry presented information concerning the College's Civility Agenda, mentioning that this initiative began to take shape during a Summer Symposium she attended, and then was discussed by the Diversity Caucus. At OCC, the Civility agenda is closely linked to the campus safety agenda. The college has now hired Dr. Kathy Obear to oversee the workshops conducted on All College Day and to provide leadership and assistance with the soon to be formed Campus Civility Planning Committee. This Committee will be co-chaired by Nancy Donohue-Berthiaume and Ron Smith.
8. Were informed that no new information has been received relative to Trustee appointments/reappointments.
9. Were informed that the Presidential Evaluation Committee has met and is now in the process of gathering additional information and is expected to report back to the Trustees soon.
10. Received information personnel items.
11. Received copy of thank you letter from Mr. Roland A. Gauthier, former Chair of the Board, thanking the Trustees for selecting him as the recipient of the 2008 Trustees' Citizen's Award.
12. Received thank you letter from the OCC Foundation, Inc. for the Silver Sponsorship of the Foundation Golf Tournament.

13. Received informational newsclippings about Quinsigamond Community College.
14. Received invitations to attend:
 - a. October 8 - HACE Reception, 5:30 , Room 109HLC
 - b. October 23 - MCCTA meetings, 4 pm, Room 109 HLC
 - c. November 12, Central Links at Wachusett Country Club
15. Also distributed at meeting:
 - a. Copy of the QCC Connections Magazine
16. Set the date of the next meeting of the Board at **WEDNESDAY, NOVEMBER 19, 2008 AT 5:30 PM** with Committee Meetings scheduled to take place on **WEDNESDAY, NOVEMBER 5, 2008**. These changes are necessary to accommodate the event taking place at Wachusett Country Club on November 12.
17. With no further items to come before the Board, the meeting was adjourned at 6:56 p.m.