

Office of the President
670 West Boylston Street
Worcester, MA 01606
TEL: 508-854-4203
FAX: 508-856-7374

MEMORANDUM

Date: June 3, 2009

To: The College Community

From: Susan M. Laprade, Secretary
Board of Trustees

Re: Summary of Actions of the Board of Trustees - June 1, 2009

The Board of Trustees of Quinsigamond Community College, at its special meeting of June 1, 2009, took the following actions:

1. Received a copy of the minutes of the meeting of May 13, 2009. These minutes will be offered for the Board's approval at its next meeting.
2. Authorized the President to proceed with lease negotiations with the Franklin Realty Group for the property known as 5 Optical Way, the sole bidder on the RFP issued in Southbridge Massachusetts. The following are the highlights of the discussion:
 - a. President Carberry noted that she had mentioned in her initial interview with the Board that there was a potential expansion opportunity for the college to explore in the South County region of the college's service area, and that it is the college's mission to provide educational services to the entire area
 - b. Vice President Allen reported the staff of the college has explored many sites in the South County area, and that 5 Optical Way offered the most. The property will be renovated to provide classroom space that will be available on or before August 15th, with the intention that the College will offer classes day and evening and Saturdays during the day in the Fall, 2009 semester.
 - c. The facility will be staffed for the most part with existing full-time personnel and adjunct faculty members, noting that expanded hours for the Evening Administrator will need to be added and a Recruitment Specialist will also need to be hired in October to recruit for the Fall 2010 semester. Any further hiring needs will not be identified until the facility is up and running

- d. The Case for Support, including a four-year cost benefit analysis, was presented by Vice President Dale Allen and Vice President Todd Emmons, noting the cost of the lease for years 1 and 2 will be \$48,500 per year for 24/7 access to 6 classrooms, a computer lab, and appropriate office space, some of which will be furnished by the Lessor
 - e. Reported that the expectation is that the college may not make a profit on this venture until Year 4 or 5
 - f. Reported that Southbridge area leaders are enthusiastic about this opportunity for their constituents, especially because of the high unemployment rates and high drop-out rates in the area and because it is within the scope of the college's mission to address these issues
 - g. This new campus may mitigate some of the space concerns on the main campus, especially in light of the fact that the pattern of enrollment increase is continuing
 - h. Plans for the program mix for the Fall 09 semester will be to include many of the introductory courses; no full programs will be offered until Fall 10
 - i. Mr. Emmons reported we currently pay Southbridge High School \$10,000 per year for four classrooms, and that the overall operation in Southbridge loses approximately \$10,000 - \$15,000, stating we now have an excellent opportunity to expand at minimal cost. The college is working to secure an out-clause in years 3 or 4 if the venture is not successful for the College with DCAM
 - j. Enrollment projections are difficult to estimate, however, the survey results show that 40% of high school grads in the immediate area are interested in attending a two-year school, and many of the adult population in the area do not have degrees; the goal is to have 400 new FTEs during Year 4 *
 - k. President Carberry noted there is considerable opportunity to expand ESL offerings, especially in light of the large Latino and Asian populations in the area, and students taking ESL classes for credit typically take 9 credits when they enroll.
3. Trustees entered into Executive Session, on a roll call vote, at 6:25 p.m., to discuss the pending negotiations, entirely dependent upon the receipt of grant funding, for the proposed lease/purchase of a facility in Worcester to house the College's health care programs.
 4. The Board reconvened in Open Session at 7:20 p.m. and voted to authorize the President to move forward with the execution of a Letter of Intent provided that all contingencies discussed are included in the Draft Letter of Intent with the property owner. Further, agreed that no further action beyond this Letter of Intent and the filing of the grant proposal with the National Institutes of Health will be undertaken by the College without further approval of Grant acceptances by the Board of Trustees.
 5. With no further items to come before the Board, the meeting was adjourned at 7:25 p.m.

* Revision: Per the Office of Institutional Research, the actual % of students was less than 40; however, area high school guidance counselors indicated the majority of graduates seeking higher education would likely begin at the two year college level.