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MEMORANDUM

Date: November 25, 2008

To: The College Community

From: Susan M. Laprade, Secretary
Board of Trustees

Re: Summary of Actions of the Board of Trustees - November 19, 2008

The Board of Trustees of Quinsigamond Community College, at its meeting of November 19, 2008, took the following actions:

1. Approved the Minutes of the October 7, 2008 meeting of the Board of Trustees.
2. Accepted the college's Trust Fund Management Report for the period ending October 31, 2008. Vice President Todd Emmons reviewed the information with the Trustees, commenting that our strong enrollment is reflected in our budget despite the \$300,000 (Governor) and the \$750,000 (9C) reversions. Mr. Emmons mentioned that there is the expectation that the colleges' budgets will be cut yet again for the 2010 budget cycle, and that the CFOs expect those cuts to be in the range of 6-10% from the post-9C budget figures. At this point, Dr. Carberry noted, that there is much uncertainty and that the information we received while mentioning an 8% reduction from the post 9C budget, also mentions a 5% increase intended to fund the gap; therefore, the budget reduction expectation at this point in time is 3% - 8%, and that she will keep the Trustees informed as more information becomes available. She also mentioned that the college is now 28% state funded, which helps to lessen the impact of these reductions.

Mr. Emmons then provided updated information concerning the College's Trust Funds, including the Bookstore and the Cafeteria. Mr. Emmons said that he would look into the decrease in the Functions revenue line in the Cafeteria, but explained that it might be either a timing issue or an indication that fewer functions are occurring on campus as a cost saving measure. Mr. Emmons also provided the Trustees with an update concerning the Loop Road funding, stating that the funds were removed from the college's account when the 1995 Bond Bill was de-authorized. Mr. Emmons, working with Senator Chandler's office, was able to restore these funds, and has been assured that this reinstatement will not harm the college's position for our other pending capital requests. He stated he appreciates that all of the college's cost centers have been careful in their spending and that all accounts are being closely monitored. Dr. Carberry noted the college has been in growth mode, and that 143 positions have been filled since her arrival, 68 of which were new positions. Knowing there is such global financial

uncertainty, the college has in fact dragged its feet a bit on some planned hiring until the college has a better sense of the future financial picture, and has allowed other positions to move forward. Mr. Emmons then reported that all indications are that our enrollments will continue to be strong and that we are currently at 73,902, which is 10% higher than projected, with Intersession, Spring, and Summer I enrollments still to be counted.

Mr. Emmons then reported on the status of the college's investments, stating that the operating funds are fully insured when on deposit at Sovereign Bank during the day, and that when invested overnight in repurchase agreements, these instruments are fully backed by the United States Government. The college's invested funds are placed with the Massachusetts Municipal Depository Trust (MMDT), whose funds are jointly managed by Fidelity and the State Treasurer's Office. Given that the Commonwealth has invested up to \$3 billion in MMDT, and that State Treasurer Cahill has reinvested the \$300 million in Sovereign Bank (funds that were withdrawn on September 29), Mr. Emmons reported that he is feeling confident about the security of these funds. Finally, Mr. Emmons called attention to the financial aid awards and assured the Trustees that financial aid at QCC is always awarded to the full extent possible to those students who complete the necessary paperwork.

3. Accepted the Financial Aid Audit Report for the period ending June 30, 2008 as prepared by O'Connor and Drew, PC, of Quincy, MA. Ms. Joyce Cravedi, Comptroller, reported to the Trustees that the audit report states that Quinsigamond Community College has complied, in all material respects, with the necessary requirements, and there were neither current year matters nor previous year review findings to report.

Dr. Carberry commended the collaborative efforts of Iris Godes and Joyce Cravedi as well as the staffs of the Business Office and the Financial Aid Office for the excellent work they have done evidenced by their continuing to secure such excellent audit reports, especially given the large number of QCC students who apply and the wide variety of needs presented.

4. Received a copy of the President's PowerPoint demonstration delivered at the October 29 collegewide meeting.
5. Received an update from President Carberry regarding the Governor's proposed Free Community College Model as well as the initial strategies to address this initiative. Dr. Carberry reported the program is designed for students who are majoring in Early Childhood Education and for the parents of low income children. President Carberry envisions a program where classes could be offered at non-peak times and acknowledged the supports (child care, transportation, etc.) that would also need to be provided, and suggested the possibility of the college developing a civic engagement program that would involve our students providing child care while the parents attend classes; too, she mentioned the possibility of partnering with other area agencies such as the Worcester community Action Council in this venture. In response to the mention that many of these parents may not be college ready, President Carberry agreed that they would then be directed to the GED programs offered by the college.
6. Received a copy of a letter received from Laurence S. Morrison company, Inc. relative to the college's site exploration efforts in the Southbridge area following a meeting with area leaders. Vice President Dale Allen mentioned the college is continuing to explore other sites and has been preparing a business plan for this venture, and expects that the plan development will continue through Spring.

7. Mr. Allen then distributed information about research now underway to explore civic engagement opportunities for QCC students and staff. The goals of the working group is to develop an efficient system and support for globalizing more student and employee volunteers in our community, and that the staff member conducting the research for this effort is Mr. Victor Somma. Mr. Allen expects this phase of the project to be concluded in four months.
8. No new information regarding Trustee Appointments/Reappointments has been received.
9. The Presidential Evaluation Committee continues to meet, and no report was issued.
10. Received informational personnel items.
11. Received the following update from Dr. Carberry regarding recent personnel items: *(summary below)*

Last month, I reported on several personnel actions recently enacted.

As I mentioned when we first spoke of this reorganization, during my two years at the college three members of my Executive Team departed, making it necessary for the college to fill these three important positions and making it necessary for me to oversee these areas in more detail than I had originally planned

I am happy to report to you that I believe I now - at last-- have in place an excellent Executive Team - one that works very well together -- and I have now put in place what I believe is an appropriate salary for this Team

Subsequent to the Board meeting, when I heard that some on campus were upset, I scheduled an all campus meeting to address their concerns. The meeting was well attended and there was a question and answer period at the end.

As you may have read in Worcester Magazine, some members of the college community are continuing to express their opposition to the process by which these personnel actions were taken

I am torn on this issue --- on the one hand, I feel proud that I work in an organization that allows and values free speech, and I do defend people's right to exercise it; on the other hand, I feel badly that there remains a great deal of misinformation, and even low morale, that will take some time to address

I intend to work with the members of the QCCPA and the Faculty Senate on this matter and will keep the Trustees informed about the progress.

12. Received information regarding recent Award of Bid:
 - a. Printing of copy of TEC Fall 2009 Booklet, awarded to Saltus Press of Worcester, MA , the low bidder, for its bid in the amount of \$5,552.00.
13. Received informational newsclippings about Quinsigamond Community College.
14. Received invitations to attend:
 - a. Cancellation: Invitation to attend FAFS Follies, cancelled this year.
 - b. Saturday, December 13, Mystery Dinner Theater at the Worcester Senior Center, (flyers delivered at meeting)
 - c. Monday, January 19, 2009, 8:00 a.m., MLK Breakfast Event
 - d. Tuesday, January 20, 2009, 9:00 a.m., All College Day

15. Set the date of the next meeting of the Board at **WEDNESDAY, JANUARY 28, 2009 AT 5:30 PM** with Committee Meetings scheduled to take place on **WEDNESDAY, JANUARY 21, 2009**.
16. With no further items to come before the Board, the meeting was adjourned at 6:55 p.m.