Quinsigamond Community College
A community of support. A world of possibilities.

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M E M O R A N D U M

Date: February 2, 2009

To: The College Community

From: Susan M. Laprade, Secretary
Board of Trustees

Re: Summary of Actions of the Board of Trustees – Monday, January 26, 2009

The Board of Trustees of Quinsigamond Community College, at its meeting of January 26, 2009, took the following actions:

1. Approved the Minutes of the November 19, 2008 meeting of the Board of Trustees.

2. Accepted the college's Trust Fund Management Report for the period ending November 30, 2008. Vice President Todd Emmons mentioned that tuition receipts are strong suggesting that the college is having another strong enrollment year. He then reported on recent state reversions to date totaling $1.037 million, plus, because these are salary charges, an additional 30% for benefits, for a total reduction to the QCC budget of $1.35 million. In response to a question, Mr. Emmons reported he anticipates a loss of approximately $200,000 in interest income. Mr. Emmons stated the Bookstore and the Cafeteria income is reflective of the increased enrollment, and that the increase in the salary line for the Cafeteria is a result of the movement of some cafeteria personnel charges from Department 3000 to the Cafeteria Trust Fund account.

3. Mr. Emmons then provided a report on State Revenues, noting that the college's strong enrollment will allow us to manage for this year. The college is anticipating a decrease in state appropriation in the amount of 6% - 9% for FY 10, which could result in an additional $750,000 drop in state revenue, for a total loss of $2 million since the FY 08 appropriation. Mr. Emmons stated that at this point, no one knows for certain the full amount of the budget reductions, and that he is staying in close contact with the Department of Higher Education and the Executive Office of Education to monitor this situation.

4. Approved an award of a contract to provide Owner's Representation Services for the New Loop Road Construction Project to Peter Malkowski of Shrewsbury, MA for the lowest quoted hourly rate in the amount of $50.00/per hour, not to exceed $50,000.00 for Fiscal Year 09.

   Mr. Emmons explained that this position is similar to a Clerk of the Works and is a position required by DCAM in order for the college to oversee the Loop Road construction project. Funds for this position will be paid for from the $3 million the college received from the state for the Loop Road project, and the item is

presented to keep the Trustees informed about the project. In addition, Mr. Emmons mentioned he remains hopeful that the funding for the North Wing project will be granted and that, using Mr. Malkowski's expertise, the college might be granted approval to administer the project in house.

5. Approved an award of bid for the installation of handrails at the Administration Building to Federal Construction of Lynnfield, MA for the lowest bid price in the amount of $21,000. In response to questions concerning this bid, Dr. Carberry reported that the handrails are needed for the front entryway because the present railings do not service the entire staircase and pose a danger to handicapped and other users. Trustee Theerman stated he believed the work could be completed for less than the bid, and Trustees Theerman and Tribastone opposed this bid.

6. Received a report from Mr. Emmons about the Ice Storm and Beetle damage on campus. Mr. Emmons stated the campus has lost 134 trees. The cost of the removal of the ice-storm affected trees was $59,000, $45,000 of which will be reimbursed by the Federal Emergency Management Agency (FEMA). Dr. Carberry informed the Trustees that she will form a Campus Beautification Committee to discuss plans to re-foliate the campus.

7. Received a report from Mr. Emmons regarding Federal Stimulus capital funding efforts. Mr. Emmons stated that over 500 projects were submitted to the EOE for consideration, and only 30 projects have been advanced for funding consideration, 4 of which were QCC proposals (Athletic Center, Surprenant Science Labs, North Wing Renovations, and IT Data Center) with a possibility of two more being funded as well. In addition, Dr. Carberry reported the SIM grant ($35,000 from the state, $95,000 from Fairlawn) was recently funded.

8. Approved the following two Sabbatical Leave Requests:

   Betty Lauer, Associate Professor of Computer Systems Engineering Technology/ Coordinator of the Computer Systems Engineering Technology Program - *Full year leave at half workload/full salary*

   Lisa Palmer, Professor of English – *Half year leave at full salary*

9. Received enrollment reports from Vice President Steven Sullivan, who stated that as of January 26 the Spring enrollment was up by 6.36% headcount and 9.31% credit count. Intersession, too, was up by 10%, and the Fall figures are up by 5.8%. Mr. Sullivan mentioned the college is expecting a large amount of applications in April, but based on the unique, unusual economic landscape and the uncertainty of the availability of financial aid for students, it is truly a guess. Mr. Sullivan then reported that the college is now offering 137 sections of on-line courses, and the enrollment is now at 2,351 seats, up by 605. In response to questions about the new applications reports, Mr. Sullivan informed the Trustees that applications are considered "new" if the student is new to college, new to QCC as a transfer student, or new in that they have stepped out for two or more years. In response to questions about the conversion rates, Mr. Sullivan responded that the last time this was calculated was in September 2008. Mr. Sullivan also informed the Trustees about the 65,000 piece mailings that have been sent out to prospective students, and the active recruitment via the high schools, etc. has continued. He then complimented Mr. Emmons' intuitive sense of potential financial aid needs and credited the teamwork between Enrollment Management and Academic Affairs as reasons for the current success.

Dr. Carberry agreed with Mr. Sullivan's assessment, adding that there has been a fine display of teamwork and that there are many kudos to be extended for faculty and staff who have worked to keep the college available and maintain open access. She stated the college is in better financial shape than many other colleges who have already instituted furloughs and layoffs, and attributed our fiscal health to having had the wisdom to grow enrollment.

10. Mr. Sullivan provided a report regarding Dual Enrollment, saying that the college has received $35,000 from the Department of Higher Education and that we now have 31 students enrolled plus 8 who are enrolled through the Worcester Public Schools Partnership program, and that it is hoped this program will continue to be funded and made available to high school students again next year.

11. Dr. Carberry then spoke of the various sites the college is exploring to find a viable location to expand the college's facilities in light of the current and projected enrollment growth. Too, she spoke of exploring alternative sites for the possible relocation of the automotive technology program. Through the office of Community Engagement, sites in South County, Blackstone, Marlborough, and Downtown are being explored, and she will keep the Trustees informed.

12. Ms. Jane Shea, Assistant Vice President for Academic Affairs and former Director of the Training and Education Center, then provided a brief presentation about the two new non-credit programs being offered by the TEC: Ophthalmic Assistant Certificate and Photovoltaic Boot Camp. Mr. Dale Allen, Vice President for Community Engagement who now oversees the TEC then informed the Trustees that the next industry forum will be held on February 23rd and will involve Alternative Energy.

13. Dr. Carberry informed the Trustees that no new information regarding Trustee Appointments/Reappointments has been received in a formal manner, but that there are some indications that new appointments are imminent and that she will keep the Trustees informed.

14. No new information was provided by the Presidential Evaluation Committee.

15. Chairman Anderson appointed the following Trustees to serve as the Nominating Committee:
    - Trustee Kristina Spillane, Chair
    - Trustee James McKenna
    - Trustee Stephen Tribastone

16. Issued the Call for Nominations for the annual Trustees Citizen's Award, which will be presented at Commencement. Vice-Chair Tracy LaMantia expressed her hope that members of the faculty and staff will be encouraged to put forward for consideration the names of people from the community who have made important contributions to the college.

17. Received informational personnel items, and noted that Professor of Mathematics Stephen Zona, who was in attendance, was beginning his sabbatical leave. Professor Zona provided a brief overview of his sabbatical project.

18. Received information regarding the bid opening for the construction of the QCC Loop Road which will be held on Wednesday, February 4, and were informed that bid packages had been distributed to more than 30 contractors.

19. Received informational newsclippings about Quinsigamond Community College.

20. Received invitations to attend the following:
    - **Tuesday, February 10, at 2:00** – Safety Committee Forum regarding the topic of whether or not to arm the public safety officers at QCC
    - **Thursday March 26, at 7:00 -** 10th Annual Spelling Bee

21. Set the date of the next meeting of the Board at **WEDNESDAY, MARCH 25, AT 5:30 PM** with Committee Meetings scheduled to take place on **WEDNESDAY, MARCH 18, 2009.**

22. With no further items to come before the Board, the meeting was adjourned at 7:10 p.m.