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MEMORANDUM

Date: May 25, 2009

To: The College Community

From: Susan M. Laprade, Secretary
Board of Trustees

Re: Summary of Actions of the Board of Trustees - May 13, 2009

The Board of Trustees of Quinsigamond Community College, at its meeting of May 13, 2009, took the following actions:

1. Approved the Minutes of the March 25, 2009 meeting of the Board of Trustees.
2. Accepted the college's Trust Fund Management Report for the period ending May 13, 2009. Vice President Todd Emmons noted that the college's net balance for the year is approximately \$1.1 million behind last year (due to state appropriations), and that the college's investment income is off by \$160,000. Due to strong enrollment, Mr. Emmons projected that despite the cut in appropriations, the FY 09 budget closeout still could exceed the budgeted numbers. Mr. Emmons also noted that the College expects to receive an additional \$1.3 million in state funding for capital projects prior to the end of the year.
3. Mr. Emmons provided an overview of thirteen capital projects currently underway at the College, mentioning that the college received \$1.3 million of its \$2.2 million request, and that all of the projects must be completed by June 30. Mr. Emmons also informed the Trustees that the college was able to pay for the revolving door with these funds, and that many energy efficiencies (HVAC motors, lighting in the North Wing, exterior windows in the Surprenant building, etc.) will be accomplished with this money.
4. Mr. Emmons also spoke of the Loop Road construction project, mentioning the naturally occurring arsenic that has been found in the soil necessitating that the college retain all of the soil displaced by the project on site. He noted this has sparked a mini-controversy with the neighbors, but assured the Trustees that the situation has been reviewed and signed off on by the Department of Environmental Protection and that the situation is being monitored. This arsenic is indigenous to

the area and Mr. Emmons mentioned that there may be times when the workers themselves will be wearing protective clothing and that the wheels of the construction vehicles are being washed down to ensure that the arsenic is not carried off site. Mr. Emmons also mentioned that the contractors found a long stretch of the work area with 6 - 8 feet of loam, meaning that there will be large amounts of loam to spread around the campus. In response to a question about whether any change orders should be expected, Mr. Emmons mentioned that the college does have some action pending, but that he expects the project to be completed on time.

5. Approved the revisions to the Trust Fund Management Guidelines, as explained by the college's Comptroller, Joyce Cravedi, who stated these changes are merely to update our Guidelines, as many of the changes reflect the college's current practices.
6. Approved the recommended reduction in the number of College Trust Funds to consolidate or merge those no longer relevant to the college's current practices. These changes will comply with all GAASB requirements, and will still allow for the same reporting and ability to compare expenditures year-to-year. The Loan fund, which has been inactive, will be closed; and the Auxiliary Services, Endowment, and Plant Funds will be merged into the Educational Services Fund.
7. Adopted the Identity Theft Prevention Guidelines as suggested by the community College Counsel's office. The rules listed in the guidelines are ones that are already the current business practices of the college's Registrar and Business offices, and no new software purchases will be necessary because the college was already in compliance.
8. Approved the award of bid for the Video/Media equipment for Commencement to Immedia LLP of Worcester, MA for its low bid in the amount of \$10,980.
9. Approved the award of bid for Alterations for Simulated Patient Laboratories in Administration Building 309A-311A to Wachusett Development and Construction Company, Inc. for its low bid in the amount of \$59,416. The total amount requested from College funds will not exceed \$17,416 (\$10,000 for the base bid and an additional \$7,416 for an alternate if needed.) Therefore, the payment will be made as follows: \$17,416 from College funds (\$10,000 base plus \$7,416 alternate); plus \$17,000 from Grant funds; plus \$25,000 from the QCC Foundation.
10. Were provided by Vice President Stephen Sullivan with up-to-date, pre-scrub enrollment numbers, indicating enrollment is up significantly for the Summer 1, Summer 2, and Fall semesters, and that new applications are up by 12.1% over last year.
11. Affirmed the telephone confirmation of the conferral of Professor Emerita status to retired (December 2008) Professor of Dental Hygiene, Joyce Cooney.
12. Elected, on a roll call vote, the following officers of the Board for the period of July, 2009-June, 2010:

<i>For Chair:</i>	Brent J. Andersen
<i>For Vice Chair:</i>	Tracy LaMantia

13. Received information from Vice President Dale Allen that one response (from Franklin Realty for the property at the former American Optical) was received in response to the RFP for the South County site. This proposal included many amenities, and offered the use of the first and third floors at the Five Optical location. The rent would be \$48,500 per year for 24/7 access to seven classrooms for the first two years (as opposed to the \$10,000 per year we currently pay at Southbridge High School for the use of classroom space for four hours on two nights per week). Mr. Allen reported that the College hopes to move forward with the project and expects to have the lease offer proposal ready for the Board's vote at the meeting of June 24 or sooner. Mr. Allen stated that there is also a core operational team meeting regularly, led by Assistant Vice President Stephen Marini, and that if the Board approves this lease, the site could be fully operational on August 15. In response to questions, Mr. Allen confirmed that the staff at Southbridge High knows of QCC's probable departure and is fully supportive of this venture. Dr. Carberry informed the Board that the College will be able to offer classes, not full programs, in the Fall, and stated the administration will provide a break even analysis and business plan, too, for the Board to review prior to the June vote.
14. Vice President Allen discussed exploring the creation of a new state-of-the-art healthcare training facility in the downtown area, and is investigating accomplishing this through a partnership arrangement with other Worcester organizations and through the receipt of a National Institutes of Health grant of up to \$15 million or a US Department of Labor Grant of \$8 million that would be applied to this effort. The stimulus fund opportunities have deadlines within the coming month. Mr. Allen informed the Board that he has looked at and toured several local properties with two different brokers, and that Congressmen Neal and McGovern are supportive of this endeavor. Since the site decision must be made prior to the filing of the grant application, Mr. Allen requested that a Special Board meeting be set for early June, and the meeting was set at Monday, June 1, at 5:30 p.m. in Room 109 HLC.
15. Vice President Stephen Sullivan announced the voting for the new College mascot has concluded, and that the top vote getter was the Wyvern, a mythical winged dragon-like creature known for protecting the City of Worcester, England, and that artists' renderings of the QCC wyvern will be sought in the Fall.
16. Vice President Sullivan then distributed copies of the new college logo that is currently being researched by Mr. Josh Martin, Marketing Manager, to determine the trademark is clear before using the new logo for the College.
17. Were informed that no new information relative to Trustee appointments/reappointments has been received by the College.
18. Were informed by Chairman Andersen that the Presidential Evaluation Committee has met and is finalizing its evaluation for FY 08, and apologizes to President Carberry for the protracted nature of this process which was due in part to the Committee's knowledge that the President intends to defer any salary increase until such time as the fiscal situation improves to the extent that other non-unit salary increases are implemented by the College.

Mr. Andersen stated that the Committee will meet with Dr. Carberry to discuss this evaluation prior to the June 24 meeting of the Board.

19. Received informational items of the following nature:

- Informational Personnel Actions
- Informational Award of Bid:
 - **Promotional Items:** Bid for promotional items drawstring sportspacks - was awarded to the low bidder, 4IMPRINT, Inc. of Milwaukee, WI, for its low bid in the amount of \$9,800.00.
- Informational Newsclippings regarding QCC
- Invitations:
 - **Thursday, May 21, 4:00 p.m., Commencement**
- Information regarding Professor Andreana Grimaldo's upcoming opportunity to serve as the keynote speaker at the Pearson College Forum in Brazil
- Copy of the Proclamation issued by Mayor Lukes proclaiming April 28th as Notre Dame Educational Bridge Center Day and citing the work accomplished by QCC's InterCare Alliance Program in serving disadvantaged groups to advance their careers.

20. Set the date of the next meetings of the Board as follows:

- a. Special Meeting: Monday, **June 1**, 5:30 p.m., Room 109 HLC
- b. Committee Meetings: Wednesday, **June 17**, 2009, Room 107A
 - i. Audit and Oversight: 5:00
 - ii. Strategic Planning: 6:00
- c. Regular Meeting: Wednesday, June 24, at 5:30 p.m., Room 107A

21. With no further items to come before the Board, the meeting was adjourned at 6:25 p.m.