

Office of the President
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MEMORANDUM

Date: April 1, 2009
To: The College Community
From: Susan M. Laprade, Secretary
Board of Trustees
Re: Summary of Actions of the Board of Trustees - March, 2009

The Board of Trustees of Quinsigamond Community College, at its meeting of March 25, 2009, took the following actions:

1. Approved the Minutes of the January 26, 2009 meeting of the Board of Trustees.
2. Accepted the college's Trust Fund Management Report for the period ending February 28, 2009. Vice President Todd Emmons called the Trustees' attention to the fact that the Operating Budget is running approximately \$2.2 Million behind last year's figures, but attributed that in part to the fact that last year at this time we had already received our entire state appropriation. Owing to the strong enrollment this year, Mr. Emmons reported it is highly likely that our FY 09 budget closeout will exceed the budgeted numbers.
3. Approved the award of Tenure to the following members of the college community:

effective July 1, 2009

Daniel Daly	Coordinator of Records and Registration
Daniel de la Torre	Coordinator of Transfer and Articulation
Denise Cross	Coordinator of Library Technical Services and Systems
Jane Pickett	Learning Manager, Individualized Learning Center
Michael Stevenson	Coordinator of Library Collection Development

effective September 1, 2009

Andreana Grimaldo	Assistant Professor of Mathematics
Leslie Horton	Associate Professor of Mathematics
Jean Nicholas	Associate Professor of Nursing ADN
William McCarthy	Associate Professor of Criminal Justice
Arpi Payaslian	Associate Professor of English

4. Awarded the bid for the installation of the Revolving Door and Accessible Entrance, Administration Building, to D. Wayne Contracting, Inc. of Sterling, MA for its low bid in the amount of \$43,550.00.
5. Authorized the award of the contract to provide consulting services to update and extend the College's Strategic Plan to GID Consulting Services. The total amount of the contract will not exceed \$15,000.00. Given the many changes to the state and national economy and the need to create a collegewide response to these changes, the Strength, Weakness, Opportunity, and Threat (SWOT) analysis and resultant refinement of the existing Strategic Plan will be critical components that will guide our preparations for the future success of the college. President Carberry stated that the optimal time at which to conduct this SWOT analysis would be this Spring to ensure the revised plan will have the benefit of the input of the faculty.
6. Approved a \$20.00 per credit increase in the Education Services Fee effective Fall 2009, bringing the total cost for tuition (\$24) and fees (\$128) at Quinsigamond to \$152.00 per credit. This increase will partially offset the reduction in the college's state appropriation for FY 2009 and FY 2010 and will keep the college's per credit charge in line with those charged by other similar community colleges within the state. Further, this increase is not expected to have a negative impact on enrollment, because the college intends to work with students who are unable to afford the new rates to assist them with financial aid, etc., both federal and institutional, in order to ensure no student leaves because of an inability to pay.
7. Approved increases in various Program Fees, commencing Fall 2009, as requested by the program coordinators and area Deans, and a \$5 per credit increase in the Technology Fee. These increases are commensurate with charges at other institutions. The affected programs are as follows: Auto Tech, Biotechnology, Dental Assisting, Dental Hygiene, Paramedic/EMT, Practical Nursing, Medical Support, Nursing, Occupational Therapy, Respiratory Care, Radiologic Technology, Surgical Technology, Basic Engineering, Computer Science, Applied Arts, Electronics/Computer Systems; and the Technology Fee.
8. Received the following information regarding Facilities Upgrades:
 - o *Athletic Center - money has been requested through the Stimulus Funds*
 - o *North Wing Renovation - will begin this summer to renovate the basement level to create a student Enrollment/Advising Center using money available through the Foundation*
 - o *Surprenant Science Labs - money has been requested through the Stimulus Funds*
 - o *IT Data Center - money has been requested through the Stimulus Funds*
 - o *Loop Road the bid has been awarded to the low bidder and construction will begin on April 1. On March 30, the college will hold a meeting with interested neighbors to make them aware of the plans. Dr. Carberry mentioned the accident that occurred this week at the island at the top of the hill, noting that this long-awaited construction addresses a serious safety issue on campus.*
9. Received the following enrollment reports: Spring enrollment was up by 8.2% headcount and 10.7% credit count and FTE, an extremely strong semester. Intersession enrollment was up in credits and FTE. Were informed of the increases

in the number of “click and brick” students. Trustee Tribastone reported on his positive experience with the combination of on-campus and on-line learning, stating that this method has allowed him to remain active in Student Life. The Trustees also received information that financial aid applications are up by 28% thus far which could be attributed either to students filling out their applications earlier as they have been encouraged to do, or as an indication of a very strong fall enrollment. In preparation for what could be unusually high numbers this fall, arrangements have been made to begin academic advising efforts in the HLC three weeks before event registration.

10. Were informed by President Carberry that the College hopes to complete the SWOT analysis for the strategic plan this Spring with the input of the entire college community.
11. Received a copy of the annual Grant report, and were informed of the college’s intent to capitalize on its success in receiving grants in small denominations and will apply for some very large, relevant, and strategic grants in the future.

Further, the Trustees were informed about the college’s receipt of congressional earmark funds in the amount of \$238,00 via Congressman McGovern and \$143,000 received through the efforts of Senators Kerry and Kennedy, each for additional education technology and for outfitting additional campus areas. For next year, the college has requested \$500K through Congressman McGovern, \$500K through Congressman Neal, and \$1M through Senators Kennedy and Kerry to help spur economic development.

12. Received an update about the Auto Tech program, stating that the College will continue to seek an alternate location for this program but will likely remain at Blackstone Valley for the coming academic year. The Trustees were informed that DCAM allows neighborhood characteristics and safety, not solely price, to be taken into account when choosing the site.
13. Received information concerning the successful and accelerated response the college received from DCAM regarding the South County site, and noted the RFP is now in the Register and in the Classifieds, and were informed that by June the college will have information and a possible recommendation to report to the Board on this topic.
14. Welcomed New Trustee Miguel Lopez; Trustee Andersen then appointed Trustee Lopez to the Audit and Oversight Committee.
15. Were informed by Dr. Carberry that no new information has been received regarding other Trustee Appointments/Reappointments.
16. Were informed by Chairman Andersen that the Presidential Evaluation Committee would not report at this meeting, and moved the item to the Board’s next meeting.
17. Approved of the Proposed Calendar of Trustee Meetings for 2009-10.
18. Approved the nomination of Mr. Dean Messier of the Holy Trinity InterCare Alliance as the recipient of the 2009 Trustees’ Citizen’s Award.

19. Nominated the following Slate of Officers for the Board of Trustees for 2009-2010:
For Chair: Brent J. Andersen
For Vice Chair: Tracy LaMantia
No other names placed in nomination. Voting will occur at the May meeting.

20. Received a copy of Informational Personnel Actions

21. Received an Informational Award of Bid:

- ★ **Loop Road:** The contract has been awarded for the Loop Road Project to the Low Bidder, Bridges LLC for its bid in the amounts of \$1,875,667; \$114,085; \$102,529; and \$274,062.

22. Received a copy of the 2008 Performance Measurement Report for Quinsigamond Community College.

23. Received a copy of the letter of intent sent to Commissioner Freeland of the Department of Higher Education regarding the Associate in Computer Science (CS) Program approved by the QCC Board of Trustees at the meeting of June 11, 2008.

24. Received a copy of the letter received from Commissioner Richard M. Freeland inviting the campus Trustees to meet with him at Quinsigamond Community College on the afternoon of April 9 (exact time to be confirmed).

25. Received Informational Newsclippings regarding QCC

26. Received the following Invitations:

- **Thursday, March 26, 7:00 p.m.**, Annual Spelling Bee, Auditorium
- **Monday, March 30, 6:00 p.m.**, Neighborhood Meeting, Auditorium
- **Wednesday, April 8, 4:00 p.m.**, Massachusetts Community Colleges Trustees Association (MCCTA) Spring Meeting, Room 109 A&B, Harrington Learning Center
- **Thursday, April 9, either 1:45 or 2:15 -starting time to be confirmed** - Trustees Meeting with Commissioner Freeland, Room 109B, Harrington Learning Center
- **Friday, April 24, 4:00 - 6:00**, Enrollment Celebration, Room 109 A&B, Harrington Learning Center
- **Wednesday, May 13, 6:00 p.m.**, Honors and Awards Dinner, ~~Crowne Plaza Hotel~~ -- DCU Center
- **Thursday, May 21, 4:00 p.m.**, Commencement

27. Set the date of the next meeting at **WEDNESDAY, May 13, 2009 at 5:00 PM** at the DCU Center (correction). Committee Meetings, if needed, will take place at the college on **WEDNESDAY, MAY 6, 2009**.

28. With no further items to come before the Board, the meeting was adjourned at 7:35 p.m.