



## MEMORANDUM

Date: December 10, 2009

To: The College Community

From: Susan M. Laprade, Secretary  
Board of Trustees

Re: Summary of Actions of the Board of Trustees - December 2, 2009

### *Attendance:*

#### *Present:*

*Trustee Andersen*  
*Trustee Spillane*  
*Trustee McKenna*  
*Trustee Daoust*  
*Trustee Peppel*  
*Trustee Deboise Luster*  
*Trustee Salomon*  
*Trustee Josephson*  
*Trustee Lopez*

#### *Absent:*

*Trustee LaMantia*  
*Trustee Jones*

*Also Present were President Gail Carberry, Vice Presidents Patricia Toney, Todd Emmons, and Dale Allen; Assistant Vice Presidents: Jane Shea, Steven Marini, and Susan Laprade; Dean Jane June, Professor Betsy Zuegg, Professor Margaret Wong, Professor Susan McPherson, and Professor Kathi Lewando, and Mr. Victor Somma.*

*The Board of Trustees of Quinsigamond Community College, at its meeting of December 2, 2009, held at the Southbridge Inn and Conference Center, took the following actions:*

- 1. Minutes:** Approved the minutes of the meeting of October 8, 2009.
- 2. Presentation by Dr. Gail Carberry: Three Year Retrospective**

Dr. Carberry noted that the college has changed significantly in many ways since she became President of QCC back in September of 2006, and presented via powerpoint slides a retrospective of changes made to the college in terms of enrollment, fiscal reserves, fiscal resources, academic programming & partnerships, transfer agreements, community outreach, professional development efforts, campus facilities enhancements (including the opening of the South County location), administrative reorganization to include community engagement, Foundation development, grants, and reorganization of the training and education center. Dr. Carberry noted that most recently, the campus has engaged in a comprehensive, collegial process of developing a new Strategic Plan for QCC to guide the college community for the next five years.

**3. Presentation by Professor Betsy Zuegg, Dean Jane June, and Vice President Dale Allen regarding the Updated Strategic Plan for QCC**

Professor Zuegg, Dean June, and VP Allen, three members of the Strategic Planning Team, presented information for the Trustees about the process used by the Strategic Planning Team, under the excellent guidance of the Strategic Planning Consultant, Elaine Smith. The Team discussed topics such as what a perfect community college would look like in 2015, what the college must do to adapt to changing realities, what threats might stand in the college's way, and how the college might best convert its weaknesses into strengths. The Team worked together to develop several documents for presentation to the college community, including: a shared vision statement, a mission statement, mission driven principles, statement of institutional values, strategic priorities, strategic goals, and strategic objectives. The document development process involved multiple methods of obtaining input from the college community via listening sessions, including collegewide forums, division meetings, and written comments via a sharepoint site. Keeping the mantra of 'students first' and with the knowledge that the college will need to double the number of graduates in order to meet the Obama Challenge, the Strategic Planning Team offered its best efforts and its members continue to be strong supporters of the Plan. Dr. Carberry noted that in the Spring of 2010, the college will be putting together a Planning Team, which will have data support from the database manager as well as extensive IT support. She emphasized that it is very important and appropriate that our culture change consultant assist in launching this Strategic Plan and help to train the new Team.

In response to a questions concerning whether the college is being mindful of the projection that in 2020 the largest growing demographic will be in the 55 years + age group, and the college responded that our current average student age in 27, and that we know we need to market to all and that our definition of student is very broad: those changing careers, those who are unemployed and are looking into Section 30 programs, etc. The college aims to provide responsive programming for all people who seek to further their education. In response to a question about whether with the growth of on-line course, the college anticipates a decline in need for faculty, and the President responded that not all curricula lend themselves to this format, though our online course registrations have grown phenomenally over the past several years. In response to questions concerning the wait lists for the health programs, the Trustees were informed that there is one seat available for Dental Hygiene for Fall 2010, and that Nursing is accepting two years out.

- 4. Authorization to Amend Contract for Organizational Change Consultant:**  
**Recommendation:** That the Board of Trustees authorize the President to amend the award of the contract to provide consulting services for professional development activities to support the college's culture change efforts during Academic Year 2009-10. The total amount of the contract amendment will not exceed \$35,000, and will terminate on June 30, 2010. The Statement of Work for the Spring, 2010 semester will involve the continuation of the following services:

*Providing consultation and training services to support OCC to:*

- *Build inclusive, civil teams;*
- *Work collaboratively across functional areas;*
- *Facilitate meetings and dialogues that promote inclusion and civility;*
- *Coach leaders and planning groups to create greater civility and inclusion;*
- *Prepare hiring managers and screening committees, in order to help the campus redefine its candidate outreach and review processes to support the hiring of a more diverse staff and faculty workforce that demonstrates the skills and competencies to effectively serve our increasingly diverse student population*
- *Provide culture change facilitation training to planning unit managers*

**Justification:** This recommendation originally resulted from the work of the College's Strategic Planning Team and was subsequently reviewed and recommended by the Executive Team. The Organizational Culture Change consultant has been engaged with many campus groups during the Fall semester, including the Executive Team, the Non-Unit Professionals Managers Group, the Southbridge Operations Team, the Governance Review Team, and the Academic Affairs and Enrollment and Student Services Management Teams, to name a few. It is highly desirable that her services remain available to the college as we launch our new Strategic Plan and form the campus Cross-functional Teams necessary to support the Plan.

Dr. Carberry credited the consultant with having begun many excellent initiatives on campus, and stated that she believes the college community would benefit enormously from the continuation of this contract through June 30, 2010. Given that the transition strategy involves the hiring of someone to oversee the collegewide planning functions, Dr. Carberry stated she believes it would be beneficial to have the consultant with us for one additional semester to help train the new planning unit. Dr. Carberry stated the college would not seek another extension of this contract, and that the contract will end no later than June 30, 2010.

*Upon Motion duly made, the Board of Trustees approved this recommendation.*

5. **Trust Fund Report:** Mr. Emmons reported that he believes the college is in good shape, thanks to its strong enrollment, which he estimates could gross the college \$2.3 M in additional revenue, and careful spending on the part of the cost centers. Though the initial state appropriation for the year was significantly lower than the previous year's, and was then further reduced by a 9C reversion, the college's strong enrollment coupled with the receipt of ARRA funding has allowed the college's financial situation to remain stable and for the college to increase its financial aid funding to \$800K. Mr. Emmons reported that the college will be moving some of the staff on the payroll to allow them to be paid via Federal Stimulus funding. This change will not affect their employment status or benefits. Mr. Emmons reminded the Trustees that because all of the college's state appropriation money is spent on salaries, every \$1.00 lost in state funding means a \$1.30 reduction (because the college now must pay benefits for those not funded

via the appropriation). Mr. Emmons then reviewed each of the Trust Fund budgets with the Trustees.

*Upon Motion duly made, the Board of Trustees accepted the Trust Fund Report for the period ending October 31, 2009.*

6. Due to the absence of Vice President Sullivan, the Board of Trustees tabled the item relative to Recruitment (Marketing & Outreach) Strategies for the Southbridge location.

7. **Update Regarding Enrollment:** The Board of Trustees received enrollment reports reflecting the enrollment to date as follows:

2010 Headcount:	Intersession	308	+38.12%	Spring	4395	22.29%
2010 Credits:	Intersession:	987	+32.31%	Spring:	43715	22.84%

*Southbridge: as of 11/24/09 = Spring 2010 Enrollment = 252*

8. **Other Business:** No new information was disseminated regarding upcoming Trustee appointments/reappointments.

9. **President's Report:** Received informational items of the following nature:

- ★ Informational Personnel Actions

- ★ Informational Newsclippings regarding QCC

- ★ Invitations:

- **POSTPONED UNTIL SPRING: Thursday, December 3: FAFS Follies - Faculty and Staff Talent Show - 7 p.m. in the Hebert Auditorium**
- **Friday, December 4: Michael Patrick McDonald, author of All Souls: A Family Story from Southie; Noon in the Hebert Auditorium**
- **Monday, January 18, 8:00 a.m.:** 25<sup>th</sup> Annual Rev. Dr. Martin Luther King, Jr. Community Breakfast. The featured speaker for this year's breakfast is Ms. Donzaleigh Abernathy, the youngest daughter of Reverend Ralph David Abernathy. Donzaleigh is the author of Partners to History and is a popular movie and television actress.
- **Tuesday, January 19, 8:00 a.m.:** Opening Day activities for the Spring 2010 semester.

10. **Next Meeting:** Set the date of the next meeting

- a. For Committees: January 20 at 5:00 (Audit and Oversight)  
and at 6:00 (Strategic Planning)
- b. For Regular Board Meeting: January 27 2010 at 5:30 p.m.

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