



**M E M O R A N D U M**

Date: January 28, 2010  
To: The College Community  
From: Susan M. Laprade, Secretary  
Board of Trustees  
Re: Summary of Actions of the Board of Trustees - January 26, 2010

**Attendance:**

**Present:**

*Trustee Andersen  
Trustee LaMantia  
Trustee Daoust  
Trustee Deboise Luster  
Trustee Josephson  
Trustee Spillane*

**Absent:**

*Trustee Lopez  
Trustee Jones  
Trustee McKenna  
Trustee Peppel  
Trustee Salomon*

*Also Present were President Gail Carberry, Vice Presidents Patricia Toney, Todd Emmons, Steven Sullivan, and Dale Allen; Associate Vice President William Daring; Assistant Vice Presidents: Jane Shea, Stephen Marini, and Susan Laprade; Dean Jane June, Comptroller Joyce Cravedi, Professor Margaret Wong and Professor Kathi Lewando*

*The Board of Trustees of Quinsigamond Community College, at its meeting of January 26, 2010, held in Room 107A at the College, took the following actions:*

1. **Minutes:** Approved the minutes of the meeting of December 2, 2009.
2. **Trust Fund Reports:** Ms. Joyce Cravedi, Comptroller

QCC Comptroller Joyce Cravedi, presented the Trust Fund Reports for the period ending December 31, 2009. Ms. Cravedi reviewed each of the College's Trust Funds, taking special note of several items including the increase this year Institutional Financial Aid, that the ARRA (Federal Stimulus funding) allowed the college to proceed with several much-needed projects as well as setting aside \$240K for student scholarships. Ms. Cravedi then informed the Trustees that the college expects to receive \$12,500 in McNair funding this year. Ms. Cravedi noted that the Bookstore revenue is up by 19%, Cafeteria revenue up by 11% and that the Pell Grant funding has doubled. Dr. Carberry noted that the payment made to Middlesex Community College represents Quinsigamond's assessment for participation, along with the other 14 community colleges, in the Massachusetts Community Colleges Association (MCCA).

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

**3. Discussion: FY 11 Budget Projection:** Mr. Todd Emmons, Vice President of Administrative Services

Vice President Todd Emmons presented a report on the FY 11 budget projections. Acknowledging that there is a lot of information that is still missing from the equation, Mr. Emmons explained each of the assumptions he made in developing the projected \$1.5 million deficit. This is based on factors such as the projected sale of 160,000 credits along with attendant related increases to the budgeted amount for Financial Aid, the loss of two Department of Education grants (\$381,000) the \$914,455 reduction in the State Appropriation, the change in the benefit rate from 28% to 33.2%, etc. In summary, Mr. Emmons reported that he is comfortable making these projections at this moment, and noted too that other factors unknown at this time could affect this projection.

Mr. Emmons informed the Trustees that it is likely that the College will need to seek a fee increase to cover the cuts to the budget and to serve the increased student enrollment. He stated he will continue to comb through the budget seeking responsible reallocations or cuts that might be made, but noted the college is already operating on a shoestring. Dr. Carberry informed the Trustee that Mr. Emmons is also seeking proposed fee increase information from the other Massachusetts community colleges; many have already asked their Trustees for increases in the \$10 - \$20 per credit range.

In response to questions about how a statewide early retirement incentive program might affect the college, the Trustees were informed that nearly 40 employees retired as a result of the last statewide erip, and that such a program would cost the college a considerable sum of money.

Mr. Emmons stated he will continue to monitor the budget and all related budgetary matters, but that he wanted to present the current projections at this time so that the Trustees would have some advance notice about this matter and will try to prepare an appropriate and responsible FY 11 budget recommendation for their approval.

**4. Information: Commissioner's Collaboration and Efficiency Report:** Mr. Todd Emmons, Vice President of Administrative Services

Vice President Emmons then discussed the summary of Commissioner Freeland's Task Force on Collaboration and Efficiency Report, stating that Quinsigamond has for the past several years worked very hard at being efficient. Mr. Emmons noted that when reading this report he learned that Quinsigamond has already done and implemented or considered all of the recommendations contained in the report, and had done so before the release of the report, thus confirming that the college has made serious progress in this area.

5. **Approval of Award of Bid: Website Development**

**Recommendation:** That the Board of Trustees approve the following award of bid for Website Development, at Quinsigamond Community College to Emaginex, Inc., 1A Peter Street, Uxbridge, MA 01569 for its low bid in the amount of \$27,500.00.

**Justification:** Following Massachusetts General Laws, Chapter 30 and 801 CMR 21.00 (best value procurement principles), an invitation to bid was mailed to six vendors.

Emaginex was the lowest responsible and responsive bidder.

Mr. Steven Sullivan, Vice President of Enrollment and Student Services, explained that this bid had been opened and reviewed on Monday, January 25. Although one other bidder was \$700 lower in price, that bid had been rejected due to quality issues in the bidders documents and website, and Ms. Cravedi reported that the lowest bid had actually been disqualified. Therefore, the recommendation is to award the bid to Emaginex, as the lowest responsive and responsible bidder. Mr. Sullivan mentioned that Emaginex is a local (Uxbridge) the company that works with Clark University on its website and that has worked with QCC in the past on small jobs.

*Upon Motion duly made, the Board of Trustees voted to approve this recommendation.*

6. **Promotional Materials:** Copies of various recent QCC promotional materials were distributed.

7. **Enrollment Update:** Mr. Steven Sullivan, Vice President of Enrollment and Student Services

Vice President Sullivan then provided the Trustees with the updated enrollment reports as shown below, stating that Spring 2010 add/drop is still ongoing, therefore Spring enrollment will not be frozen until later this week. Mr. Sullivan remarked that the college is experiencing an anomaly he has not seen before happen during his 30 years in this profession, that being a spring enrollment that exceeds the fall enrollment.

**Intersession, 2010:** Head Count: 305 (up by 21%)  
Credits: 913 (up by 8%)  
FTE: 61 (up by 7%)

**Spring, 2010:** Head Count: 7,838 (up by 16.85%)  
Credits: 11,384 (up by 18.10%)

**Southbridge:** Head Count: 380  
Seats Sold: 780

**New Fall 2010 Apps:** Quite early to report, but already up by 4.3%

8. **New College Mascot: The Wyvern:** Mr. Sullivan displayed a copy of the winning (following the campus wide vote) version of the college's new Mascot, the QCC Wyvern.

9. **NEASC Approval:** Ms. Patricia Toney, Vice President for Academic Affairs

Vice President Toney commented on the recently received approval from the New England Association of Schools and Colleges, accepting the college's new instructional location in Southbridge. Further, the NEASC letter cited Quinsigamond for having engaged in an inclusive, collaborative approach in developing this plan. Vice President Toney then stated how pleased she was that the college's three major recent NEASC submissions have each met with strong approval from NEASC. She mentioned that the next step, now that QCC Southbridge has been approved by NEASC, will be for the college to seek Department of Education (DOE) approval in order to certify financial aid for the students attending programs at Southbridge.

10. **Discussion/Campus Public Safety/Security:** Dr. Gail Carberry, President

Dr. Carberry informed the Trustees that the Massachusetts Department of Public Education, following the tragedy at Virginia Tech, recommended that all of the campuses arm their Security officers. As of the moment, only Massasoit has armed officers. During the past year, a QCC campus task force has researched and studied this issue and has made several improvements to the campus safety system, including emergency notification capability via cell phone callouts (for students, faculty, and staff as well as campus neighbors), newly installed Siren system, formation of risk assessment teams, and physical campus items such as lighting, etc. and has an active Emergency Response Team. Dr. Carberry referred to the campus crime reports included in the packets, and noted that Trustee Lopez offered at the Committee meeting to bring forward a crime report for the surrounding neighborhood. President Carberry stated that at the March meeting, she plans to bring forward a report and recommendation for the consideration of the Trustees, believing it important that the administration and the Trustees go on record as having made a reasoned decision based on data. She noted that the campus has looked at all of the pros and cons on this issue, and that passions on either side are strong. In response to a Trustee's question, Dr. Carberry stated that the Dean of Students and the Chief will also prepare a report on student discipline issues (names redacted).

11. **Update regarding Trustee Appointments/Reappointments:** No new information was disseminated regarding upcoming Trustee appointments/reappointments.

12. **Appointment of Nominating Committee:** Chairman Andersen appointed the following Trustees as members of the 2010 Nominating Committee: Trustee Spillane, Trustee McKenna, and Trustee Josephson.

13. **Issuance of Call for Nominations for the Trustees' Citizen's Award:** Received a copy of the criteria for the Trustee's Citizen's Award which will be distributed at Commencement; announced that all recommendations should be forwarded to Assistant Vice President Susan Laprade in advance of the March 5 deadline.

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

- Informational Personnel Actions
- Informational Newsclippings regarding QCC
- Invitations:
  - **Thursday, April 8<sup>th</sup> : 11<sup>th</sup> Annual Spelling Bee**
  - **Thursday, May 20<sup>th</sup>: Commencement**
  - **Monday, September 20<sup>th</sup>: QCC Foundation Golf Tournament**

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

- a. For Committees: **March 17** at 5:00 (Audit and Oversight) and  
at 6:00 (Strategic Planning)
- b. For Regular Board Meeting: **March 23** at 5:30 p.m.

16. **Adjournment:** With no further items to come before the Board, the meeting was adjourned at 6:50 p.m.