



## MEMORANDUM

Date: June 11, 2010  
To: The College Community  
From: Susan M. Laprade, Secretary  
Board of Trustees  
Re: Summary of Actions of the Board of Trustees - June 9, 2010

*Immediately preceding the Board Meeting, the Trustees were invited to attend the rededication of the Worcester Tornado Memorial along the Loop Road to the College (due to rain, this event was held in the HLC).*

### **Attendance:**

#### **Present:**

*Trustee Andersen  
Trustee LaMantia  
Trustee Spillane  
Trustee Josephson  
Trustee McKenna  
Trustee Peppel  
Trustee Salomon*

#### **Absent:**

*Trustee Daoust  
Trustee DeBoise Luster  
Trustee Lopez*

*Also present were President Gail Carberry, Vice Presidents Patricia Toney, Stephen Sullivan, Todd Emmons, and Dale Allen; Assistant Vice Presidents Jane Shea, Steven Marini, and Susan Laprade; Professors Kathi Lewando and Patrick Schmohl, and Trustee-Elect Floyd Miller.*

*The Board of Trustees of Quinsigamond Community College, at its regular meeting held on Wednesday, June 9, 2010, held in Room 107 of the Administration Building of the College, took the following actions:*

1. **Minutes:** Approved the minutes of the meeting of April 27, 2010 as presented.

### 2. **Strategic Planning Committee**

#### **a. Approval of Conferral of Professor Emeritus/a Status:**

**Recommendation:** That the Board of Trustees confer the honorary title of Professor Emeritus/a upon the following faculty member following her retirement from Quinsigamond Community College.

Adrienne M. Nichols, Professor of Dental Hygiene

**Justification:** Professor Nichols meets the established criteria for this honor, having served the college for many years with distinction. She is recommended as a worthy recipient of this honor by the Emeritus/a Selection Committee, her area Dean, the Vice President of Academic Affairs, and the President.

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

**b. Approval of Business Administration Career - Insurance Certificate**

**Recommendation:** That the Board of Trustees approve the creation of a Business Administration - Career: Insurance Certificate effective Fall 2010.

**Justification:** This program is designed to offer students a new and attractive industry education option in a field that continues to seek well-prepared individuals. This Certificate has been reviewed and recommended by the Business and Technology Division, the Academic Affairs Committee of the College, and is also recommended by the Vice President for Academic Affairs and the President.

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

**c. Approval of Heating, Ventilation and Air Conditioning Certificate**

**Recommendation:** That the Board of Trustees approve the creation of a Heating, Ventilation and Air Conditioning Certificate effective Academic Year 2010, including the introduction of a new course designation, HVAC, and approving the development of five new HVAC courses over the summer and brought through governance during Fall 2010.

**Justification:** This program is being introduced as a key component of an emerging "green technology" curricular focus, and will be offered at off-site locations, specifically vocational-technical schools in the region who already have the requisite laboratory facilities. This Certificate has been reviewed and recommended by the Business and Technology Division, the Academic Affairs Committee of the College, and is also recommended by the Vice President for Academic Affairs and the President.

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

**d. Approval of Computer Information Systems - Database Option Certificate**

**Recommendation:** That the Board of Trustees approve the creation of a Computer Information Systems - Database Option Certificate effective Fall 2010.

**Justification:** The CIS program already has an Associate in Science - Database Option. Students and faculty of the CIS program have identified a need for a certificate program for students who simply need to retrain for database skill, but not necessarily for a degree. This Certificate has been reviewed and recommended by the Business and Technology Division, the Academic Affairs Committee of the College, and is also recommended by the Vice President for Academic Affairs and the President.

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

**e. Approval of Associate in Arts - General Studies with Concentration in Biotechnology Sciences**

**Recommendation:** That the Board of Trustees approve the creation of an Associate in Arts - General Studies with Concentration in Biotechnology Sciences effective Fall 2010,

**Justification:** This concentration is being recommended following the biotechnology Academic Program Review. QCC already offers most of the courses needed for a student to transfer to four year institutions as Biological Sciences majors. This concentration will allow for better advising and tracking of these students. This Concentration has been reviewed and recommended by the Math and Social Sciences Division, the Academic Affairs Committee of the College, and is also recommended by the Vice President for Academic Affairs and the President.

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

**f. Approval of Associate in Arts - General Studies - Health Care Option**

**Recommendation:** That the Board of Trustees approve the creation of an Associate in Arts - General Studies - Health Care Option effective Fall 2010.

**Justification:** This degree option will provide an opportunity for students to focus on a specific area within General Studies and create opportunities for graduates of the Health Care Option program to advance their careers in the health area of their choice and/or enable them to transfer into baccalaureate programs at other institutions with this degree option. This Option has been reviewed and recommended by the Math and Social Sciences Division, the

Academic Affairs Committee of the College, and is also recommended by the Vice President for Academic Affairs and the President.

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

**g. Approval of Associate in Science - Nurse Education Evening Program**

**Recommendation:** That the Board of Trustees approve the creation of an Associate in Science - Nurse Education Evening Program effective Fall 2010.

**Justification:** This new program will be offered in the evening for students who have completed a BA/BS or MA/MS degree in addition to the other requirements for admission to the Nurse Education program. This Program has been reviewed and recommended by the Health Care Division, the Academic Affairs Committee of the College, and is also recommended by the Vice President for Academic Affairs and the President.

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

*A single vote was taken to approve all of the additional certificate/ program offerings listed above.*

3. **Enrollment Update:** Vice President Stephen Sullivan distributed the daily enrollment statistics for Summer 1, Summer 2, and Fall 2010 as well as a report on the enrollments at OCC Southbridge, as detailed below. Mr. Sullivan stated that enrollment continues to be strong.
- a. **Summer 1** - Up by 5.05% (122 headcount); up by 4.77% (494 credits)
  - b. **Summer 2** - Up by 10.27% (192 headcount); up by 11.07% (843 credits)
  - c. **Fall 2010** - Up by 17.14% (772 headcount); up by 15.59% (6932 credits)

Mr. Sullivan then mentioned that he will explore why the percentage headcount exceeds the percentage credit count, and stated he prefers to see the credit count the higher percentage of the two.

**Southbridge:** Mr. Sullivan reported 578 seats sold at Southbridge (and these are included in the totals given above), and noted that this is number well exceeds projections. Dr. Carberry then stated that the college intends to run courses at the break-even level (for professors, not overhead) at Southbridge in order to build credibility within the community. Further, since the facility did not open until last Fall, meaningful enrollment comparisons are not yet available and won't be until mid-August.

4. **Audit and Oversight Committee**

A. **Trust Fund Report for the Period Ending April 30, 2010:**

Vice President Todd Emmons provided the overview of the Trust Funds for the period ending April 30, stating that the college's financial position at this time is doing well, thanks to strong enrollment (budgeted for 150,000 credits and realized 170,000

credits) and careful oversight of expenditures. Mr. Emmons reported that all accounts are tracking as expected and that he will continue to monitor them closely, and that the college is likely to end the year with money in its reserve account. He also discussed that KMPG recommends a primary reserve ratio of 40%, which for QCC would be \$20.1M, noting that our reserve, while healthy, is not by any means excessive.

*Upon Motion duly made, the Board of Trustees voted to accept the Trust Fund Report as presented.*

## **B. FY 2011 Preliminary College Operating Budget**

**Recommendation:** That the Board of Trustees approve the attached preliminary budget, in the amount of \$47,920,514 for FY 2011. This budget projection is based upon the expected receipt of the state appropriation in the amount of \$13,260,514 and the projected enrollment of 160,000 credits.

**Justification:** This preliminary budget is based upon the College's best estimates relative to state appropriation and other projected revenue, and addresses the known relevant staffing, academic, capital, operational, and mission critical needs.

Mr. Emmons noted that he developed this budget based on the projection of the sale of 160,000 credits, the approved fee increase of \$6 per credit, receipt of a state appropriation at the mid-point between the House and Senate recommendations. Further, the budget projection recognizes some negative revenue impacts such as increased financial aid and tuition waivers and a decrease in interest income on the college's investment account (from 6% to .3%).

Mr. Emmons also reported that the proposed budget takes into account the following anticipated expenditure changes: the hiring of 15 new faculty/staff members, the budgeting for potential salary and benefit increases; other significant expenditure changes such as credit card fees, TELP payments, Auto Tech lease, Strategic Plan initiatives, etc. Mr. Emmons also provided a table illustrating the amount of increase each college division will receive under this budget proposal.

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

## **C. Approval of Award of Bid - Copiers**

**Recommendation:** That the Board of Trustees approve the following award of Request for Proposal solicitations for Office Equipment (28 New Copiers) located at various locations at the college campus to IKON Office Solutions, Inc., Milford, MA. IKON Office Solutions, Inc. was the lowest responsible and responsive bid price in the amount of \$217,156.80.

**Justification:** Following Massachusetts General Laws, Chapter 30 and 801 CMR 21.00 (best value procurement principles), an invitation to submit Proposals was mailed to 8 vendors. Four bids were disqualified as unconditional. Northeast Copier gave no allowance for the removal of the current Office Equipment. IKON submitted an allowance of \$8,400.00 to remove the Office Equipment.

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

#### D. Update Regarding Meeting with DCAM

Mr. Emmons reported that he, Dean Rentsch and Dean Schoenfeld had met today in Boston with the Designer Selection Board to hear the presentation of the three finalists for the construction of the new academic building at QCC. The DSB selected Perry Dean Rogers as the architects and the next meeting with them is scheduled to take place in two weeks. Mr. Emmons reported that this project appears to be on track for efficient completion.

Mr. Emmons also reported that due to some changes in the law, there is a possibility that the college will be able to proceed with the construction project in the North Wing without the assistance of the Division of Capital Asset Management, which may move the project along more swiftly.

#### 5. Other Business

- Update Regarding Trustee Appointments/Reappointments: No new information was presented.
- Introduction: New Student Trustee, Effective July 1: Mr. Floyd Miller
- Farewell and Best Wishes to Student Trustee Mukuana Salomon
- Election of Officers of the Board

*Proposed Slate of Officers:*

For Chair: Brent J. Andersen  
For Vice Chair: Tracy LaMantia

*With no other names were placed in nomination, the Slate of Officers for 2010-2011 was elected unanimously.*

#### 6. President's Report:

##### A. Invitations:

- Wednesday, June 9, at 4:30 p.m. - Rededication of the Worcester Tornado Memorial (immediately preceding the Board meeting)
- Monday, June 21, at 4:00 p.m. - at Quinsigamond, HLC Massachusetts Community Colleges Trustees Association Meeting with Congressman Tierney

- Monday, September 20, Foundation Golf Tournament at Wachusett Country Club

**B. Other Updates**

- **Personnel Actions:** Dr. Carberry informed the Trustees of the recently completed research showing that QCC has hired 38 new faculty/staff members during the past twelve months, 30% of whom came from the part-time/adjunct ranks and 33% of whom are individuals of color. She mentioned that due to the departure of our Comptroller, our Assistant Comptroller has taken on additional duties, and that one of our Financial Aid Staff members applied for and was hired to work at our Southbridge office. She also noted that a Spanish-speaking individual has been hired as part of the Southbridge team.
- **Copy of the QCC Strategic Plan:** Dr. Carberry informed the Trustees that the membership of the three core strategic action teams is being finalized and will include two people from each major division as well as two faculty members and two students.
- **Recent Newsclippings:** Added to the packet a copy of the recent "As I See It" article written by president Carberry and published in the Telegram on April 13, 2010.
  - **President's Evaluation:** President Carberry informed the Trustees that she will have her evaluation materials ready for the Presidential Evaluation Committee soon in order to allow them sufficient time to complete the evaluation in accordance with the timeline set by the Board of Higher Education.

**7. Next Meeting:** Set the date of the next meetings:

- a. For Committees: Tuesday, July 21: at 5:00 (Audit and Oversight)  
at 6:00 (Strategic Planning)
- b. For Regular Board Meeting: Wednesday, July 28 at 5:30 p.m.

**8. Adjournment:** With no further items to come before the Board, the meeting was adjourned at 6:37 p.m.