



MEMORANDUM

Date: March 29, 2010

To: The College Community

From: Susan M. Laprade, Secretary
Board of Trustees

Re: Summary of Actions of the Board of Trustees - March 24, 2010

Attendance:

Present:

Trustee Andersen
Trustee LaMantia
Trustee Spillane
Trustee McKenna
Trustee Daoust
Trustee Deboise Luster
Trustee Salomon
Trustee Jones

Absent:

Trustee Peppel
Trustee Josephson
Trustee Lopez

Also Present were President Gail Carberry, Vice Presidents Patricia Toney, Steven Sullivan, Todd Emmons, and Dale Allen; Associate Vice President Bill Daring; Assistant Vice Presidents: Jane Shea, Steven Marini, and Susan Laprade; Director of Institutional Research Ingrid Skadberg; Professor NT Izuchi; and the Coordinator of Library Services Dale LaBonte .

The Board of Trustees of Quinsigamond Community College, at its meeting of March 24, 2010, held in Room 107A at the College, took the following actions:

1. **Minutes:** Approved the minutes of the meeting of January 26, 2010.
2. **FY 10 Trust Fund Reports:** Vice President Todd Emmons reported that the college's budget is doing well, which he attributed to the strong enrollment and the fact that the budget was developed based on the state appropriation and was not reliant on federal stimulus funding. Mr. Emmons mentioned that the college was able to increase its financial aid budget to \$700,000, and has awarded \$484,000 of that to date, and he assured the Trustees that QCC continues to be able to meet the needs of its students.

Mr. Emmons then informed the Trustees that the state is reviewing the \$547,000 of stimulus money that we used to build the parking lot this year. Regardless of the outcome of the discussion, QCC will retain the funds for operating purposes. He mentioned that all

accounting activity for the Bookstore has now been moved to the Business Office, and that Bookstore net revenue is up by \$150,000, and that the Cafeteria account is also doing well. Mr. Emmons noted in reviewing the Financial Aid Trust Fund that many of QCC's students are Pell eligible students, who also receive other grant awards which cover the full cost of tuition and fees.

The College's grant awards for the year are doing well, and Mr. Emmons reported that they are a substantial help to the overall budget, as are the generous transfers received from the QCC Foundation.

3. **Recommendation:** That the Board of Trustees approve a \$6.00 per credit increase in the Education Services Fee effective Fall 2010. This increase will bring the total cost for tuition (\$24) and fees (\$134) at Quinsigamond to \$158.00 per credit.

Justification: The recommendation is proposed to partially offset the anticipated reduction in the college's state appropriation for FY 2011 and will keep the college's per credit charge in line with those charged by other similar community colleges within the state.

Having presented the information about the current budget, Mr. Emmons then informed the Trustees of two differing budget possibilities for state appropriated funds: the DHE's recommendation (\$11.8 M for QCC) and the Governor's recommendation (\$13.7 M for QCC), and noted that there is some concern that the Governor's budget will not be realized by the campuses. Although the state is mandated to fund the college at the 2009 level, Mr. Emmons reported that it is his understanding that the state has applied for and been denied a waiver on this issue. Given the general concern about state revenues this year, Mr. Emmons stated he did not know whether the state would impose any 9C reversions during the coming year.

Mr. Emmons noted that the College, with its aging buildings and its many pressing needs arising from increased enrollment, has a state appropriation that is still quite low. He cited several positions which the College must fill to meet the needs of the students, including four faculty positions, increased staff for admissions at our Southbridge location, financial aid personnel, Training and Education staff, a purchasing staff member, additional network services personnel, and a Director of Institutional Planning and Effectiveness to oversee the initiatives in the new Strategic Plan. Further, Mr. Emmons informed the Trustees of an increase in the fringe rate (from 27.8% to 33.2% - \$400,000), the lack of deferred maintenance funding, the many projects that need to be done, the opening of the Southbridge campus, the cancellation of the TELP program, and the additional money needed to fund financial aid for students.

For these reasons, Mr. Emmons stated the college is requesting consideration of the \$6.00 per credit hour increase to allow the college to stay on the cutting edge. For a full-time (15 hours per semester) student, this would result in a \$180 per year increase; for the majority of students, the additional cost would be closer to \$120.00. The increase would be offset by the increase in Pell funding of \$200 per year. Although there has not been a survey of other campuses on this issue, QCC has traditionally tried to set its fee rate at the March meeting to allow financial aid packaging to begin.

Following discussion, including some concerns raised about the increase's impact on those in the lower middle class, Dr. Carberry stated that while she shares this concern, she believes the change in rate will not hinder enrollment, especially given the college's ability to offset increased costs with financial aid.

Upon Motion duly made, the Board of Trustees voted approval of this item.

4. **Recommendation:** That the Board of Trustees approve the following proposed 2% per year increase in the fees for the QCC Children's School for the Full day and Half-day programs. The increases, as described on the attached, will become effective Fall 2010, and Fall 2011.

Justification: The proposed fee increases will bring the fees charged by the QCC Children's School to the mid-range of fees charged by other, similar centers in the Worcester area. The last fee increase for the Children's School was effective January, 2007.

Mr. Emmons reported, following questions raised at the sub-committee meeting about why the college was looking to lock in rates for the children's School for three years, that the college has traditionally scheduled the rates a few years in advance in order to allow parents time to plan and budget for schooling. The original request has been modified to cover only two years (Fall 2010 and Fall 2011), but will still be adequate time for parents to plan. In response to inquiries, Mr. Emmons reported that financial aid vouchers are available for those in need.

Upon Motion duly made, the Board of Trustees voted approval of this item.

5. **ARRA (Stimulus) Funding:** This topic was covered during the Trust Fund Budget Report.
6. **Facilities Projects:** Mr. Emmons presented an update regarding several projects, including the creation of a Data Center, increasing the electrical capacity for the campus, improvements to the Auditorium, and the North wing project, all of which are scheduled to take place this year.
7. **Science/Technology Building:** Mr. Emmons confirmed that the college is slated to receive a \$23 M Science/Technology building. In response to a question raised about the construction of the new building, he reported that the CM at Risk method is allowed, thus allowing for faster construction. Dr. Carberry noted that the targeted opening date for the building is January 2014.
8. **Master Plan Update:** Dr. Carberry reported that the college had been informed that it must attend the Board of Higher Education's spring meeting to secure formal approval for its "branch campus" in Southbridge. There is also a question as to whether QCC must update its Master Plan to reflect the new Southbridge location. Given that there are differing definitions of a branch campus (from the Board of Higher Education's definition to NEASC's definition to DCAM's definition), and differing views between DCAM and DHE on the need for a Master Plan update, we are now awaiting confirmation about whether or not this step must be taken at this time. If the Department of Higher Education confirms that we must, the college will submit its request for approval of a revised Master Plan which includes the Southbridge location through December 2010.

9. **Auto Tech:** Mr. Dale Allen, Vice President for Community Engagement, reported that as of the moment, the college has secured an agreement that will allow the Auto Tech program to remain at its current location. In response to the bid, nine proposals were received. Given that the bids received were far higher than the college expected, there remains a possibility that the college will seek to discuss with Blackstone Valley Tech the possibility of remaining at that location until June of 2011. In the interim, the college will conduct a market survey to project enrollment for the program and determine what it can afford.

10. **Commencement Bid:** Approved the award of the bid to the low bidder for the Audio Visual equipment for Commencement.

11. **Enrollment Reports:**

a. ***Final Spring 2010 Enrollment Report:*** Mr. Steven Sullivan, Vice President for Enrollment and Student Services, presented the final Spring enrollment reports, noting increases in Headcount (15.9%), Credits (17.1%), FTE (17.1%), and Distance Learning (22.2%). Further, he called the Trustees' attention to the increase in the Intersession enrollment (21%). He also noted significant increases in students of color as a very positive trend.

b. ***Final Spring 2010 Southbridge Enrollment Report:*** Mr. Sullivan reported that the Spring 2010 enrollment for Southbridge was Headcount (377), Seats (784), Credits (2,352), far stronger than the College expected.

c. ***Head Count, Credit, FTE Comparison, 2005-2010:*** Mr. Sullivan presented the comparison report noting the huge enrollment growth during this period, including Headcount (+2,330 - 41.77%); Credits (+25,039, 50.66%); and FTE (+1,669, 50.65%).

d. ***New Application Comparison, 2009-2010:*** Mr. Sullivan reported that the new applications for Spring 2010 are 9.3% higher than at this time last year. He stated that although it is not yet clear if the increase is due to a higher level of interest in attending QCC or to the fact that students are completing their applications sooner, either is a positive sign.

12. **Annual Grants Report:** Mr. Dale Allen provided the grants update, stating that this year alone the college has received \$4.3 M in new grant funding. The college employs two full-time grants officers, and others (faculty, deans, vice presidents, and at times the President) get involved to ensure the timely and accurate submission of grants. Mr. Allen noted that the college has \$5 M in grants in process, and that managing all of this grant activity is quite challenging.

Mr. Allen then called the Trustees' attention to the earmark requests submitted through Congressmen Neal and McGovern, which would be used to expand the college's offerings in the Blackstone Valley and South County areas. Mr. Allen concluded by stating the format for the grants report is still a work in progress, and may change over time.

13. **Update: Campus Public Safety Report:** Dr. Gail Carberry reported that the College has considered, at the request of the Board of Higher Education, the possibility of arming its

public safety officers, and that the recommendation is that the College revisit this issue on an annual basis, but that no change be made to current policy at this time. Dr. Carberry noted that currently only one of the 15 community colleges in Massachusetts has an armed force, and that this fact plus the incident report for QCC (one aggravated assault this year, zero reported in the previous year) will continue to be monitored and reported upon to the Board. Dr. Carberry also mentioned the various public safety improvements the college has made over the past few years, including improved lighting, creation of a Risk Assessment Team, the installation of emergency call boxes, the QCC Early Alert System (a rooftop siren and text messaging capabilities), development of the Be Safe Plan (blueprint plans for every building), the Departmental Emergency Evacuation Plan, the QCC Emergency Management Team, the relocation of the Public Safety offices, and the proximity of the Worcester Police Department. Dr. Carberry repeated her recommendation at this time is that this topic of overall campus safety be revisited and considered by the Trustees on at least an annual basis.

14. **Information: Preliminary Nursing Accreditation Site Visit Report:** Ms. Patricia Toney, Vice President for Academic Affairs, reported on the successful conclusion of the recent Nursing NLN accreditation visit. Acknowledging that this is a preliminary report, finding that the college is in compliance, the visitors further noted many positive strengths of the program, including that the administration is knowledgeable and supportive of the program, that the college offers a wide variety educational services and supports for the students, and the innovative software program the staff has developed. Vice President Toney credited the efforts of the Dean Jane June, Professor Meg Yoder, and the Nursing and General Education faculty for the success of this visit.

15. **Other Business:**

- **Update Regarding Trustee Appointments/Reappointments:** No new information has been received.
- **Report of the Nominating Committee:** Trustee Spillane, as Chair of the Nominating Committee, nominated the following slate of officers for 2010-2011:
 - For Chair: Mr. Brent J. Andersen
 - For Vice Chair: Ms. Tracy LaMantia

No other names were place in nomination; voting will take place at the May meeting.

- **State Ethics Commission Training due by April 2:** Trustees were reminded that the Training Certificates are due by April 2.
- **Proposed Meeting Calendar for 2010-2011:** Trustees received a copy of the proposed calendar of meetings for 2010-11.
- **Approved the Nomination for the Trustees' Citizen's Award,** with the award to be presented at Commencement:

South County Leadership Team:

Paul Bowler, Masonic Health System of Massachusetts
Kimberly Cameron, Southbridge Hotel & Conference Center
Brian Chandley, Southbridge Savings Bank
Christopher Clark, Town Manager
Robert Clemence, Hyde Tools
Alexandra McNitt, Central Mass. South Chamber of Commerce
John Miller, Radius HealthCare Center of Southbridge
Edward Moore, Harrington Memorial Hospital
Laurance Morrison, Laurance S. Morrison Company, Inc.
Alan Peppel, Dexter-Russell, Inc.
James Waddick, United Lens Company

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

- Informational Personnel Actions
- Informational Newsclippings regarding QCC
- Invitations:
 - a. **Thursday, April 8th:** 11th Annual QCC Spelling Bee
 - b. **Wednesday, May 12th:** Honors & Awards Reception
 - c. **Thursday, May 20th:** Commencement
 - d. **Monday, September 20th:** QCC Foundation Golf Tournament

17. **Next Meeting:** Set the date of the next regular meetings:

- a. For Committees: Tuesday, June 1: at 5:00 (Audit and Oversight)
at 6:00 (Strategic Planning)
- b. For Regular Board Meeting: Wednesday, June 9 2010 at 5:30 p.m.

NOTE: Mentioned that a Special Meeting of the Board may be scheduled in late **April, 2010** - Ms. Susan Laprade to poll the Trustees for available dates.

18. **Adjournment:** With no further items to come before the Board, the meeting was adjourned at 7:25 p.m.