

*Office of the President*  
670 West Boylston Street  
Worcester, MA 01606  
TEL: 508-854-4203  
FAX: 508-856-7374

## MEMORANDUM

Date: September 10, 2009

To: The College Community

From: Susan M. Laprade, Secretary  
Board of Trustees

Re: Summary of Actions of the Board of Trustees -  
Special Meeting Held on Wednesday, September 9, 2009

The Board of Trustees of Quinsigamond Community College, at its special meeting of September 9, 2009, took the following actions:

1. Approved the award of bid for Gymnasium Interior Alterations to Mill City Construction, of Lincoln, RI for its low base bid in the amount of \$125,828.00, plus HVAC Installation in the amount of \$73,370.00, for a total bid amount of \$199,198.00. Money for this project will be drawn from the college's reserve account. Mr. Emmons reported that architectural drawings are in place and that this construction project will render the former racquetball court area usable for the college. No decisions have yet been made as to what this site will be used for, but it is believed that the area will yield approximately 8 office spaces.
2. Authorized the award of a contract to provide consulting services for a year-long professional development series to assist with the college's culture change efforts during Academic Year 2009-10. The total amount of the contract will not exceed \$35,000. The Statement of Work includes the following services: *providing consultation and training services to support QCC to (a) 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.*

Dr. Carberry reported that this recommendation is largely in response to the recommendations she received from the Strategic Planning Team. The Team, which was a cross-functional group of college administrators, faculty, and staff met over the summer and drafted a Strategic Plan. One of the agreed upon recommendations was that the college engage the assistance of a cultural change expert. The person recommended worked with the college last year on the civility initiative, knows the college community well and therefore will be able to build on what she already has learned about

the college. She has begun to work with the Executive Team and will provide support and assistance to the newly-formed Governance Review Team as well. In addition, it is expected that the Strategic Plan will result in the formation of additional teams requiring her expertise.

The Board of Trustees were also informed that the college is able to terminate the contract at will, and expressed interest in receiving an action plan delineating recommendations for corrective steps. The Board of Trustees authorized the execution of the contract contingent upon the Trustees' receipt at the next meeting a set of measurable milestones and deliverables for this work.

3. Received a brief budget update, noting that the college finished the fiscal year in the black and that this year's strong enrollment numbers put the college in good stead for the coming academic year.
4. Received a brief enrollment update, noting that the current enrollment at the Southbridge campus is 765 (last year 90), at the Worcester campus is 8214 (last year 7226), and on-line enrollment is 2700.
5. Set the dates of the next meetings as follows:
  - a. Committee Meetings: - September 30, 2009, at 5:00 and 6:00 p.m.
  - b. Regular Meeting: October 8, 2009, at 5:30 p.m.