



MEMORANDUM

Date: June 21, 2011
To: The College Community
From: Susan M. Laprade, Secretary
Board of Trustees
Re: Summary of Actions of the Board of Trustees – June 8, 2011

Attendance:

Present:

*Trustee Andersen, Chair
Trustee Chapin
Trustee Josephson
Trustee Lawless
Trustee Lopez
Trustee DeBoise Luster
Trustee Nguyen
Trustee Peppel
Trustee Rodriguez
Trustee Spillane*

Absent:

Trustee Daoust

Also present were President Gail Carberry, Vice Presidents Stephen Sullivan, Patricia Toney, Todd Emmons, and Dale Allen; Associate Vice President Bill Daring; Assistant Vice Presidents Jane Shea, Steven Marini, and Susan Laprade; Dean Kathleen Rentsch; Professor Jean McLean; and Assistant Chief Reynaldo Rodriguez.

The Board of Trustees of Quinsigamond Community College, at its regular meeting held on Wednesday, June 8, 2011, in Room 107A at the College, took the following actions:

- 1. Minutes:** Approved the minutes of the meeting of March 23, 2011 as presented.
- 2. Audit and Oversight Committee**
 - a. Acceptance of Trust Fund Reports for Period Ending April 30, 2011**

Vice President Todd Emmons provided the overview of the Trust Fund Reports for this period, including an explanation of the revised reporting method he has developed for the College's restricted and unrestricted accounts. Mr. Emmons noted that the report indicates that the college projected a 2010 fiscal year surplus in the amount of \$16,963; so far, in the April to April comparison, the actual results depict a \$1.1 million dollar net increase versus the previous year, suggesting that the college would achieve its budget goal. Also, Mr. Emmons reminded the committee that in the February time frame, the year-to-year difference was a shortfall of \$2.6 million – which, he had suggested in February was due to timing issues. The April numbers bear this out.

In regard to Financial Aid, Mr. Emmons noted that as recently as FY 2007 the college budgeted only \$50,000 for institutional financial aid; in the FY 2010 operating budget, QCC budgeted \$800,000, and has already spent over \$900,000 in an effort to meet the needs of its students.

Mr. Emmons explained that he has already examined any budget areas that have expended more than 83% of budget at this time (representing 10/12 of the fiscal year) to ascertain the reason for exceeding the pro-rated budgeted amount. In response to a Trustee's question about whether QCC will end the year with a \$16,000 surplus, Mr. Emmons reported that it is likely the college's year-end balance will be higher than that. Also, in reviewing the restricted revenue and expenditure accounts, Mr. Emmons reported that restricted funds reports are similar to a balance sheet and that all of the restricted money needs to be spent.

Upon Motion duly made, the Board of Trustees voted to accept the Trust Fund Report for the period ending April 30, 2011.

b. Approval of College Operating Budget for 2011-12

Recommendation: That the Board of Trustees approve the College's Operating Budget for FY 2012 in the amount of \$52,614,715. This budget is based upon the expected receipt of a state appropriation in the amount of \$12,980,558 and the projected enrollment of 170,000 credits.

Justification: This 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 reported that he believes that basing the budget on an enrollment of 170,000 credits is a comfortable assumption, and that given the increase in fees approved by the Board along with the increased budget for the college's financial aid, the projected operating budget should address the college's 2011-12 needs.

Upon Motion duly made, the Board of Trustees voted to approve the College Operating Budget for 2011-12 as presented.

c. Approval of Bids:

i. Renovation of Natural Gas Line Services/Administration Building

Recommendation: That the Board of Trustees approve the award of bid for renovation of Natural Gas Line Services/Administration Building to Automatic Temperature Control of Cranston, RI for its low bid in the amount of \$104,000.00.

Justification: Following Massachusetts General Laws, Chapter 149, an invitation to submit bid proposals was mailed to 11 vendors; 2 bids were received.

Mr. Emmons reported that this renovation will result in cost savings in the amount of \$70,000.

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

ii. Renovations to Classrooms 217S and 317S/Surprenant

Recommendation: That the Board of Trustees approve the award of bid for renovations to Science Classrooms 217S and 317S to D. Wayne Contracting of Sterling, MA for its low bid in the amount of \$56,542.00

Justification: Following Massachusetts General Laws, Chapter 149, an invitation to submit bid proposals was mailed to 10 vendors; 3 bids were received.

Mr. Emmons reported that this is not the full scope renovation, but a step towards the desired design.

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

iii. Interior Alterations to Classrooms S120A and S120B/Surprenant

Recommendation: That the Board of Trustees approve the award of bid for interior alterations to the classrooms S120A and S120B to Builder's Systems of Auburn, MA, for its low bid in the amount of \$195,917.00.

Justification: Following Massachusetts General Laws, Chapter 149, an invitation to submit bid proposals was mailed to 9 vendors; 2 bids were received.

Mr. Emmons reported that this project may be modified through change orders if the college decides to move its health programs.

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

iv. Capital Projects Discussion

Mr. Emmons presented information relative to the college's capital projects, noting that the Federal Stimulus (ARRA) funds must be spent, and that QCC has been able to complete many projects with these funds. The project list includes items such as the Loop Road construction, North Wing renovations, improvements to the Auditorium, construction of and equipment for the new Data Center, HLC Roof repairs, renovations for Surgical Tech, Labs, Chapel area, and the Chapel windows. The Chapel area will now be renovated to accommodate five new classrooms and the TRIO project; this renovation was put out to bid and is likely to be both under budget and ahead of time.

v. Discussion of Clark University – Mosakowski Report

President Carberry discussed the recent report prepared by the Mosakowski Institute of Clark University. She stated that State Senator Harriette Chandler, upon learning how poorly funded some of the community colleges are in terms of enrollment/per FTE allocation, had requested the report. Dr. Carberry noted that this inequity results in students at the lower-funded colleges (such as Quinsigamond) paying more for their classes than those students who attend the more well-funded colleges (such as STCC). The report notes that the average funding per FTE in Massachusetts is \$4,100, and Quinsigamond receives only \$2,600 per FTE. With such a large discrepancy in funding, coupled with the state's desire to move towards a performance-based funding model, Presidents at the most under-funded per FTE campuses have grown increasingly

concerned about competing with more affluent campuses, some of which receive between \$5 and \$9 million more per year to serve fewer students than Quinsigamond.

Dr. Carberry reported that it is her understanding that the funding formula developed in 2003 was never truly implemented, and relied heavily upon factors such as the number of full-time faculty, the size of the campus, etc. The roll-out to fund the gap was originally intended to be seven years; in the end, each campus received 1/20th of the gap funding in 2005 only, with some campuses (STCC) receiving 8% increases since that time, and others (QCC) receiving 3.5%. These inequities have persisted, and the Mosakowski Report confirms the disparity in funding. All of the community college presidents have received a copy of this report.

3. Strategic Planning Committee

a. Enrollment Update

Vice President Stephen Sullivan provided the following enrollment report:

- **Summer 1** – enrollment is up by 1.85% in headcount, 2.94% in credits
- **Summer 2** – enrollment is up by 2.38% in headcount; 1.84% in credits
- **Fall** – enrollment is down by 1.46% in headcount; 3.84 in credits

Mr. Sullivan noted that a few enrollment dates were lost during March due to storms and also pointed out that his colleagues across the state have noticed an enrollment plateau. He commented, further, that there is a 1.7% increase in students who are new to the college who are now ready to register.

b. Notice of Selection of the Recipients of Emeritus Awards for 2011:

In accordance with the process discussed and agreed to at the March meeting, President Carberry and Chairman Andersen concurred with the recommendations received from the Emeritus Selection Committee and conferred the title of Professor Emeritus/Emerita on the following retiring professors:

- **Professor Junea Hutchins** – presented at Commencement
- **Professor Lynda Nesbitt** – *to be presented*
- **Professor Jean Nicholas** – presented at Commencement
- **Professor Phyllis Samara** – presented at Commencement
- **Professor Michael Vallante** – *to be presented*

c. NEASC Report on QCC Southbridge

President Carberry commented on the glowing report received from the NEASC following an evaluation visit to the college's Southbridge instructional site, and commended the staff involved for their efforts.

d. CAAHEP Accreditation Report on Surgical Technology Program

President Carberry informed the Trustees of the college's receipt of a notice of continuing accreditation received from CAAHEP following a peer review conducted for the Surgical Technology program, and commended the staff involved for their efforts.

e. MAERB Annual Report on the Medical Assisting Program

President Carberry informed the Trustees of the college's receipt of a letter of congratulations received from CAAHEP –MAERB following a review of the 2010 annual Report for the Certificate of Medical Assisting program, and commended the staff involved for their efforts.

f. South County Mini-Campaign

Vice President Allen reported on the successful event held on Friday, May 6, at the Southbridge Hotel & Conference Center, raising \$139,000.

g. Assabet Valley Agreement

Mr. Allen presented the copy of the Memorandum of Understanding (MOU) for the arrangement with Assabet Valley Regional Technical High School expanding upon the offering of ESL classes and Accuplacer testing to include delivering an HVAC evening certificate program as well. In addition, QCC will continue to explore additional avenues of collaboration.

h. Addendum to Assabet Valley Agreement – HVAC

Mr. Allen presented information relative to an Addendum to the HVAC agreement with Assabet Valley Regional Technical High School. The Addendum will enable Quinsigamond to access up to six classrooms per evening for non-credit or credit instruction as early as September 2011, at no additional cost, and allowing the college to bring the photovoltaic training program to Assabet effective immediately.

i. Site Exploration Update

• Potential KSI and South County Expansion for Fall 2011 Operation

Mr. Allen presented information about the potential for Quinsigamond to partner with the firm KSI (Kavanaugh Services Inc. – formerly the Princeton Review) to obtain additional instructional space at the Southbridge location at 40 Optical. This partnership would be similar to the one currently operating at Bristol Community College. The arrangement would involve a contract between KSI and QCC wherein KSI would provide the space and QCC would provide, in return, a percentage (12-15%) of the revenue generated from the students enrolling at the site. Mr. Allen stated that although there is a minimum target headcount, there would not be any penalty to the college if enrollment falls below the target.

• Downtown Health Care and TEC Opportunity

Mr. Allen then discussed the possibility of the college moving its healthcare and training and education center operations to a downtown site to be determined. Similar to the concept explored a year ago when developing the National Institute for Health grant application, this would allow the college to free up much needed space on campus and to consolidate its health care operations in closer proximity to its health care partners. Additionally, if sufficient square footage can be found, this move would enable the college to co-locate its TEC operations in this facility once the TEC lease expires. Dr. Carberry noted that the additional advantage of a downtown location will be to have the college located nearer to Main South and along the regular route of the Worcester Regional Transit Authority (WRTA). It was mentioned that the WBDC may acquire a location in the downtown; if this happens, and the facility is suitable, the

college will continue to explore this concept to see if an appropriate agreement can be reached. It was mentioned that such an agreement may not require DCAM approval.

In response to a question about these initiatives, it was stated that the Worcester model is based on no growth; the Southbridge model would add one faculty member.

Further, it was decided that additional discussion about this initiative may require a special meeting of the Board with the KSI and WBDC principals present. The date and time of the special meeting was set at Tuesday, June 14, at 5:30 p.m.; agreed that additional information would be sent to the Trustees in advance of the meeting.

j. North Wing Update

Mr. Emmons reported earlier in the meeting that the renovations to the North Wing, including the replacement of the windows, will soon be underway and will provide five new classrooms and space to accommodate the TRIO program.

4. Other Business

a. Update: Trustee Appointments/Reappointments

- New Trustee, Aivi Nguyen, replacing Trustee Tracy LaMantia whose term has expired; Trustee Nguyen to serve on the Audit and Oversight Committee
- New Trustee, John Rodriguez, replacing Trustee James McKenna whose term has expired; Trustee Rodriguez to serve on the Strategic Planning Committee

b. Report of the Nominating Committee:

Trustee Rosalie Lawless, Chair; Trustee Alan Peppel; Trustee David Chapin
Trustee Lawless presented the report of the Nominating Committee, and proposed that the Board consider the following slate of officers for 2011-12:

- Chair: Brent J. Andersen
- Vice Chair: Ronald E. Josephson

Trustee Lawless reported that since the time of the solicitation of nominations, Trustee LaMantia's, who had been a candidate for Chair, was replaced following the expiration of her second term as a Trustee. Therefore, At this time, the committee's recommendation is that the Board continue to operate under the leadership of Trustee Andersen as Chair and that Trustee Josephson be elected to the position of Vice Chair, thus providing a smooth succession should the college be notified of an appointment to fill Mr. Andersen's position. Further, Trustee Lawless asked that if a new Trustee is appointed within the year to Mr. Andersen's position, that Mr. Josephson be moved to the position of Chair and that a vice Chair be elected at that time. She also stated that she has discussed this proposal with the college's representative to the Public Education Nominating Council who has agreed that this is a good succession plan.

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

c. Notification of Recipient of the Trustees' Citizen's Award –

Trustee Andersen reported that Dr. Michael Fitzpatrick, Superintendent, Blackstone Valley Regional District, was this year's recipient and that Dr. Fitzpatrick received his award at

Commencement. The award reads:

2011 Trustees' Citizen's Award presented by the Board of Trustees to
Dr. Michael F. Fitzpatrick
with gratitude in recognition of his leadership and the cooperation of the
Blackstone Valley Regional Technical High School to support the faculty, staff, and students
enrolled in the QCC Automotive Technology Program.
MAY 19, 2011

d. Calendar of Meetings for 2011 - 12

COMMITTEE MEETINGS	REGULAR MEETINGS
July 20	July 27
September 28	October 12
November 30	December 7
January 18	January 25
March 21	March 28
May 30	June 6

5. President's Report

The Board of Trustees received informational items of the following nature:

- **Informational Personnel Actions**
- **Informational Award of Bid:**
- **Repair of the Harrington Learning Center Roof and Façade:** Awarded the bid for the repair to the roof and façade to LA Liberty Construction, Inc. of Bourne, MA, the sole bidder, for its bid in the amount of \$88,900.
- **Notification of Emergency Expenditure Related to Commencement:** Expenditure incurred due to the inclement weather predicted for the date of the May 2011 Commencement Exercises. The Civic Center Commission waived the rental fee for the DCU Center in the amount of \$5,000. Total expenses (venue, audio visual, and hospitality) = \$28,090.
- **Copy of Thank You Letter received from the QCC Foundation for the Board's Support of the QCC Spelling Bee**
- **Recent Newsclippings**
- **Invitations/For Your Calendar:**
 - a. QCC Foundation Annual Golf Tournament- September 19 at Wachusett Country Club
 - b. All College Day – Tuesday, October 5, 2011

6. Date of Next Regular Meeting

a. Committees on WEDNESDAY JULY 20 in Room 107A

- 5:00 – Audit and Oversight
- 6:00 – Strategic Planning

b. Regular Meeting on WEDNESDAY, JULY 27, at 5:30, in Room 107A

7. Adjournment: With no further items to come before the Board, the meeting was adjourned at 7:40 p.m.