

MEMORANDUM

Date: April 7, 2011
To: The College Community
From: Susan M. Laprade, Secretary
Board of Trustees
Re: Summary of Actions of the Board of Trustees – March 23, 2011

Attendance:**Present:**

*Trustee Andersen, Chair
Trustee LaMantia, Vice Chair
Trustee Chapin
Trustee DeBoise Luster
Trustee Lopez
Trustee Josephson
Trustee Lawless
Trustee McKenna
Trustee Spillane*

Absent:

*Trustee Peppel
Trustee Daoust*

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; Executive Assistant to the President Patricia Solitro; Dean Kathleen Rentsch; Dean Jane June; Professors Andria Schwartz, Patrick Schmohl, Margaret Wong, Lisa Cook, Adjunct Professor Linda Grochowalski, and Assistant Chief Reynaldo Rodriguez.

The Board of Trustees of Quinsigamond Community College, at its regular meeting held on Wednesday, March 23, 2011, in Room 107A at the College, took the following actions:

1. Minutes: Approved the minutes of the meeting of December 8, 2010 as presented.

2. Audit and Oversight Committee**a. Acceptance of Trust Fund Reports for Period Ending February 28, 2011**

Vice President Todd Emmons provided a brief 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 mentioned in particular that the ARRA (Federal Stimulus) funds are truly quasi-restricted in that they have been designated for specific purposes. Having already reviewed all instances where revenues and expenses differ disproportionately from year to year, Mr. Emmons reported that these fluctuations are due to the timing of the report and that the overall budget was tracking to plan.

Mr. Emmons assured the Trustees that the financial aid account is adequately funded and that he works with the Financial Aid office to ensure that no QCC student leaves the college due to an inability to pay tuition and fees.

Mr. Emmons reminded the Trustees that that for FY 12 and beyond, ARRA funds will not be available. Additionally, in view of the absence of the federal stimulus funding, and based upon what we anticipate as a state appropriation for the coming year as well as anticipated increases in fringe benefit charges, Mr. Emmons reported that next year was likely to be a difficult budget year.

Upon Motion duly made, the Board of Trustees voted to accept the Trust Fund Report for the period ending February 28, 2011.

- b. Recommendation:** That the Board of Trustees grant Sabbatical Leave to the following professors for the Fall Semester, 2011:

Mark Bates, Professor of English
Amy Beaudry, Professor of English
George Fitch, Professor of Applied Arts/Coordinator of the Applied Arts Program

Justification: These sabbatical leave recommendations have been reviewed and recommended by the Sabbatical Leave Committee, the appropriate area Deans, the Vice President for Academic Affairs, and the President.

Discussion: Dr. Carberry reported that the college has granted 3-4 sabbaticals per year over the past five years and that she is a firm believer that this is a positive program that strengthens our faculty and staff and thus our students. She noted that all of the faculty are tenured and all who are granted sabbatical leave commit to serving one additional year upon their return to campus.

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

- c. Recommendation:** That the Board of Trustees award Tenure to the following members of the college community:

effective September 1, 2011

Gaelan Benway	Associate Professor of Sociology
Susan Johnson	Associate Professor of Nursing ADN
Linda McInerny	Associate Professor of Nursing PNP
Jean McLean	Assistant Professor of Business Administration/ Entrepreneurship & Small Business Management Focus/ Coordinator of the Business Administration Related Programs
C. Pat Schmohl	Associate Professor/Clinical Coordinator EMS/Fire Science
Meg Yoder	Associate Professor of Nursing PNP

Justification: These employees have met the criteria for Tenure in accordance with Article 11.03 of the MCCC/MTA Contract, and are recommended for tenure by the Unit Personnel Practices Committee, the appropriate area Dean, the appropriate area Vice President, and the President.

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

- d. Recommendation:** That the Board of Trustees approve a \$20.00 per credit increase in the Education Services Fee effective Fall 2011. This increase will bring the total cost for tuition (\$24) and fees (\$154) at Quinsigamond to \$178.00 per credit.

Justification: The recommendation is proposed to partially offset the anticipated reduction in the college's state appropriation for FY 2012 and will keep the college's per credit charge in line with those charged by other similar community colleges within the state.

Discussion: President Carberry informed the Trustees that Vice President Emmons has prepared a budget assuming 165,000 in credit sales. Given what the college will be facing in the coming year, balancing the budget will be extremely difficult.

Mr. Emmons reported that several revenue reductions are anticipated, including: State appropriation (approximately \$300,000); Interest income (\$100,000), Financial Aid (\$200,000), totaling nearly \$600,000. In addition, the college expects \$3 million in additional expenditures for the coming year, as well as the loss of deferred maintenance funding, increased costs for collective bargaining funding, equipment for the Auto Tech program and upgrades for the Applied Arts program.

Mr. Emmons also informed the Trustees about the impact of a reduced state appropriation using the following example. For a campus whose payroll is funded by the state, the benefits for those employees are also covered by the state. The college incurs an additional 30% charge (for benefits) for every employee on the local payroll. Therefore, for a campus that is significantly underfunded such as QCC, the impact for additional employees is 130% of their salaries. Campuses, such as STCC, who are more generously funded and who can cover more of their employees from the state appropriation actually benefit the full salary plus the 30% they would have had to pay had their budget not covered the expense.

Finally, Mr. Emmons reported that if there is a change in the Pell Grant awards such as is currently rumored, QCC would need to budget additional financial aid funds to ensure the needs of its students are covered. President Carberry noted that throughout the year QCC consistently increases the amount of financial aid to cover any unmet needs of its students. She called the Trustees' attention to a chart illustrative that when you compare state appropriation to FTE, QCC is on the bottom of the list, meaning that other Massachusetts community colleges receive \$25 more per credit, putting our students at a significant disadvantage. Although President Carberry has forwarded this information to the area legislators as evidence that our students are actually subsidizing the students at other campuses, she does not believe that this will be immediately remedied and has thus asked Mr. Emmons to prepare a budget based on what we know and can reasonably expect.

In response to questions about financial aid, Mr. Emmons stated that the college would continue to meet the needs of the students using a discounted tuition model. In response to a question concerning current costs at Worcester State, it has been reported to the Trustees that the per credit cost at WSU is \$298.12. Dr. Carberry stated that every institution is addressing its shortfalls, some through layoffs, some through fee increases. One Trustee commented that the students he has spoken to about this matter seem to understand that the college is not receiving adequate funding and wants to preserve the quality of its

programs and help more people, and concurred that this appears to be a proper increase. Mr. Emmons mentioned that the college always tries to ask for the very minimum; last year, it was a \$6.00 increase although some had said it could be \$10, and that QCC managed its budget with the \$6.00. This year, however, he believes the \$20.00 increase is necessary. Mr. Andersen noted that the Trustees do not take this increases lightly.

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

- e. **Recommendation:** That the Board of Trustees authorize the President to enter into an agreement with the Worcester Public Schools/Burncoat High whereby the Worcester Public Schools/Burncoat High will provide dedicated classroom, laboratory and storage space for use by the college's Automotive Technology Program. Under the terms of this agreement, Quinsigamond Community college will provide funding annually in the amount of \$15,687.00 for the maintenance and support services incurred by the Worcester Public Schools to support QCC's program.

This agreement will commence upon execution and will expire on June 30, 2014. This agreement may be modified, extended, or renewed at any time with the mutual consent of the Worcester Public Schools/Burncoat High School and the Quinsigamond Community College Board of Trustees.

Justification: This agreement is recommended by the Automotive Technology Instructors, the Dean of Business and Technology, the Assistant Vice President for Academic Affairs, the Vice President for Community Engagement, and the President as a mutually beneficial agreement allowing Quinsigamond's Automotive Technology students access to the classroom and laboratory space needed for the program as well as close proximity to the College. The details concerning the College's agreement to provide graduates of Burncoat High Schools 2 seats in the Certificate and 3 seats in the Associate Degree programs are delineated in the agreement.

Dean Kathleen Rentsch reported to the Trustees that after searching for a venue in which to continue the Auto Tech program, the college is very excited about the opportunity to join in this partnership with Burncoat High School, allowing the following benefits for our students:

- Close proximity to the main campus, thus allowing easy access for gen ed courses and the library
- The program can continue as a day program
- It does not disrupt our current students
- In addition to the benefits for the QCC students, there are benefits for the Burncoat students as well
 - QCC is offering 2 seats in the class to Seniors at Burncoat, who will be able to take courses concurrently and graduate with a college credential and their high school diploma simultaneously

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

N.B. Will appear on the Worcester School Committee Agenda on Thursday, April 7th, at 7:00 p.m., in the Worcester City Council Chambers. All are welcome to attend.

- f. **Recommendation:** That the Board of Trustees authorize the President and Board Chair to continue to explore college expansion opportunities as they emerge. These opportunities, including partnerships, will expand Quinsigamond's presence throughout the service area, shorten the distance a student must travel to participate in college programs, and will alleviate the space concerns on the main Worcester campus.

Justification: The recommendation is proposed in order to allow the President and Board Chair the authority to act as quickly as necessary on opportunities. Trustees will be kept informed of expansion plans in a timely manner as partnerships and agreements are developed, and will continue to have approval authority over contracts, leases, and expenditures.

Expansion opportunities are currently being explored in the following areas:

- a. Marlborough
- b. Blackstone Valley/Milford
- c. Worcester Public Schools
- d. Southbridge
- e. Main South, Worcester

Vice President Dale Allen informed the Trustees that the Foundation Board has voted \$350,000 to support QCC's expansion efforts. He then reviewed with the Trustees the details of the expansion opportunities currently being explored, noting that surveys will be conducted in advance to determine if the area will support the proposed programs. The requested endorsement would allow the President and Board Chair to act quickly, if necessary, on opportunities for expansion, while keeping the Board members informed.

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

- g. **Community College Health Care Partnership Opportunity:** The Trustees received a powerpoint presentation regarding the Health Care opportunity.

3. Strategic Planning Committee

a. **Enrollment Update:**

- Final Enrollment Report, Intersession and Spring 2011, Worcester and Southbridge
Vice President Stephen Sullivan reported that the college's enrollment had remained fairly level for Spring, with a head count increase of 1.2% from the previous Spring and a decrease in credits sold, and his staff is reviewing the statistics with the IR department to determine why. Of particular interest is those students who took 9 or more credits in the fall semester yet did not take courses in the Spring. The college plans to do focus groups with these individuals to see if we can determine the cause(s) for these changes.
- Enrollment – Five Year Trend Report: The Trustees received a copy of the Five Year Trend Report, and Mr. Sullivan pointed out that the college had grown over the period from Spring 2006 – Spring 2011 by 48% (head count) and 53.3% (FTE).
- Notice of repeat listing in "Top 50 Fastest-Growing Public Two-Year Colleges:" The Trustees were informed that Quinsigamond has been recognized by Community College Week Magazine as one of the Top 50, and that only QCC and Forsyth Community College (a college mentioned by President Obama during his State of the Union address) had earned this recognition for three consecutive years. Mr. Sullivan attributed this success to the hard

work performed by many at QCC. Chairman Andersen and President Carberry then presented Mr. Sullivan with a plaque recognizing this achievement, which will hang next to the other two in the Student Services corridor.

- b. **New Certificates:** Vice President Pat Toney introduced the request for the Trustees to approve four new certificate programs, effective Fall, 2011. Vice President Toney also informed the Trustees that each of these new certificate programs were the result of work conducted by faculty members during sabbatical leave, and thanked the Trustees for continuing to support faculty sabbaticals.

- Creation of the Early Education and Care Leadership Certificate
- Creation of the Computer Systems Engineering Technology – Network Professional Certificate
- Creation of the Computer Systems Engineering Technology – Unix Systems Administrator Certificate
- Creation of the Computer Systems Engineering Technology – Windows Systems Administrator Certificate

Upon Motion duly made, the Board of Trustees voted to approve the four new Certificates effective Fall, 2011.

- c. **Recommendation:** That the Board of Trustees authorize the President and Board Chair to consider the recommendations made by the Emeritus Selection Committee and the Vice President of Academic Affairs and make the final selection of Award recipients.

Justification: The recommendation is proposed in order to expedite the College's ability to notify prior to Commencement those selected to receive the Award. Trustees will be notified of the names of recipients prior to the Award presentation.

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

- d. **Annual Grant Report:** The Trustees received a copy of the annual report of grants activities as well as a three year comparative chart illustrating the increase in grant proposals. Vice President Allen noted, in particular, the joint application from the community colleges for a Department of Labor grant in the amount of \$24.5 M. Mr. Allen mentioned the resignation of Mr. Michael Wronski, who was the Director of Development, and stated he will be looking for an Assistant Vice President to oversee the grants area and to work with the Foundation.

4. Other Business

a. **Update: Trustee Appointments/Reappointments**

- a. Introduced New Student Trustee, David J. Chapin Jr., completing the term of Trustee Floyd Miller who has transferred to Amherst College

b. **Appointment of Board Nominating Committee**

Trustee Rosalie Lawless, Chair
Trustee Alan Peppel
Trustee David Chapin

- c. Nomination Process for Officers of the Board:** Trustee Lawless proposed the following amended process for this year. This change in the process was necessary in part to the fact that the Board did not hold a meeting in January. Trustee Andersen has notified the Board via e-mail dated March 23 that he will not be seeking another term as the Board chair.
- Anyone interested in serving as either Board Chair or Board Vice Chair for 2011-12, please complete the form available in the Board packet and forward it to Susan Laprade by **Friday, April 8**.
 - Following the receipt of these forms, the Nominating committee will arrange to meet on or before **April 25** and will prepare its recommendations. In the interest of time, these recommendations will be forwarded to the Board members in advance of the June meetings.
 - Any discussion necessary and any additional nominations will be heard at the Committee meetings scheduled for **June 1**.
 - The final election of officers will take place at the **June 8** meeting, and the new officers will take their positions at the July meeting.

The Board of Trustees voted to approve this process for the current 2011-12 election.

- d. Nominations for the Trustees' Citizen's Award:** No nominations were submitted for approval at this meeting.

e. Proposed Calendar of Meetings for 2011 - 12

The Trustees received a copy of the proposed calendar of meetings for the coming year.

5. President's Report: *The Trustees received the following items of an informational nature:*

a. Informational Personnel Actions (January and March reports)

b. Informational Bids:

- i. Emergency Approval Granted: Bid for North Wing Windows** to G.V.W. Incorporated of 1200 Bennington Street, East Boston, MA, the lowest responsible and responsive bidder, for its bid in the amount of \$134,435.00.
- ii. Continuation Bids Awarded for Commencement Activities as follows**
 - **Tent to Creedon and Company :** Rollover bid held to same price as previous year, \$27,906.00
 - **Audio Visual to Immedia :** Rollover bid, modest increase of \$550.00 from previous year, \$11,530.00

c. Information Regarding IT Area Reorganization

d. Copy of Academic Calendar for 2011-12

e. Report from the Transportation & Logistics Industry Forum

f. Recent Newsclippings

g. Copy of the Annual President's Report

h. Invitations/For Your Calendar:

- i. Spelling Bee** – April 7 – 7 pm
- ii. Nursing Alumni Event** – April 15 – 4 pm – 8 pm
- iii. Donor/Scholarship Recipient Luncheon** – May 4 - Noon
- iv. Southbridge Celebration** – May 6 – 4:30 pm

- v. Honors & Awards – May 11 – 5 pm
- vi. Commencement – May 19 – 4 pm

6. Next Meeting: Set the dates of the next meetings:

a. Committee Meetings:

Wednesday, June 1: 5:00 (Audit and Oversight)
6:00 (Strategic Planning)

b. Regular Board Meeting: Wednesday, June 8, at 5:30 p.m., in Room 107A

7. Adjournment: With no further items to come before the Board, the meeting was adjourned at 7:35 p.m.