



MEMORANDUM

Date: October 14, 2010
To: The College Community
From: Susan M. Laprade, Secretary
Board of Trustees
Re: Summary of Actions of the Board of Trustees - September 29, 2010

Attendance:

Present:

*Trustee Andersen
Trustee LaMantia
Trustee Lopez
Trustee Daoust
Trustee Josephson
Trustee Peppel
Trustee Lawless
Trustee Miller*

Absent:

*Trustee McKenna
Trustee DeBoise Luster
Trustee Spillane*

Also present were President Gail Carberry, Vice Presidents Patricia Toney, Stephen Sullivan, Todd Emmons, and Dale Allen; Associate Vice President Bill Daring; Assistant Vice Presidents Jane Shea, Steven Marini, and Susan Laprade; Dean Kathleen Rentsch; Professors Andria Schwortz, Kathi Lewando, and Patrick Schmohl; Police Chief Kevin Ritacco, Interim Comptroller Debra LaFlash, and Director of Institutional Research and Planning Ingrid Skadberg.

Special Guests: Auditors David Dilulis and Keith Pfeiffer from O'Connor and Drew, P.C., of Braintree, Massachusetts

The Board of Trustees of Quinsigamond Community College, at its regular meeting held on Wednesday, September 29, 2010, in Room 107 of the Administration Building of the College, took the following actions:

Trustee Andersen introduced newly appointed Alumni Trustee (appointed), Rosalie Lawless, who was welcomed to the Board.

1. **Minutes:** Approved the minutes of the meeting of July 28, 2010 as presented.

2. Audit and Oversight Committee

a) Report from the Auditing Firm O'Connor and Drew for the Period ending June 30, 2010

Mr. David Dilulis, CPA, of O'Connor and Drew, informed the Trustees his firm conducted a thorough audit of the College's financial statements (including statements of net assets and related statements of revenues, expenses and changes in net assets and cash flows for years ended June 30 2009 and 2010) and determined that these financial statements represent fairly the college's financial position and are in conformity with generally accepted accounting principles (gaap). In addition, Mr. Dilulis stated that the firm conducted a review of the college's internal control over financial reporting and found the college to be in compliance with applicable laws, regulations, contracts, and grant arrangements. Mr. Dilulis stated that his firm made one adjustment related to an excel calculation, and that there were no disagreements between the college and the firm as to the conclusions.

The firm has issued an unqualified, clean opinion and found the college to be operating according to set standards. Further, Mr. Dilulis complimented the college on its significant increase to its net asset position of \$5.1 million, and noted the college had completed a very good year. In response to a question about how long the firm has been auditing the college, it was noted that it has been more than 5 years. With no further questions or comments raised, encouraged the Board members and the College to contact him if any questions should arise.

Dr. Carberry thanked Vice President Emmons and Interim Comptroller Debra LaFlash and the team of employees from the Business Office for their hard work on behalf of the college which yielded such a positive audit report. Vice President Emmons also commended Ms. LaFlash and the staff for the superb job being done during this complex and difficult budget year.

Upon Motion duly made, the Board of Trustees voted to accept the Audit Report for the period ending June 30, 2010.

b) Acceptance of Trust Fund Reports for period ending June 30, 2010

Vice President Todd Emmons provided a brief overview of the Trust Fund Reports for this period, stating he would answer any questions but that if no questions were raised his report would be brief given that the information contained in the Trust Fund Report is in large part reflected in the Audit.

Mr. Emmons distributed a listing of FY 2010 Capital Adaptation and Renewal Expenditures, totaling \$1,083,056 to give the Trustees a sense of the college's capital expenditures this year. He mentioned the Data Center Construction project was undertaken in response to a Technology Audit recommending that the college's data security be improved and that HVAC issues be addressed. Also, he mentioned the construction project undertaken at the Auditorium, where lighting and sound improvements were made as well as seating improvements (tablet arm seats) for 106 seats, with plans to complete seating improvements over the next few years.

Upon Motion duly made, the Board of Trustees voted to accept the Trust Fund Report for the period ending June 30, 2010.

c) Approval of Awards of Bid:

1. Bid for Data Center Construction (Emergency Approval Granted on 9/1/2010)

Recommendation: That the Board of Trustees approve the award of bid for the construction of the Data Center to Systems Contracting of Plymouth, Massachusetts, the lowest responsible and responsive bidder, for its bid in the amount of \$396,800.

Justification: Following Massachusetts General Laws, Chapter 149, an invitation to submit bid proposals was issued and bids were received from six contractors, 5 of whom were qualified.

This item was presented for the information of the board; emergency approval had been granted on 9/1/2010. The Data Center Construction project was undertaken in part to address issues raised during an Information Technology Audit, and will centralize all of the college's servers in one location.

2. Bid for Stuffed/Plush Animal Wyvern Mascots

Recommendation: That the Board of Trustees approve the award of bid for the Wyvern Stuffed/Plush Animal Mascot to Todd Pearl of Clawson, Michigan, the lowest responsible and responsive bidder, for its bid in the amount of \$8.50 each (500 pieces) or \$6.35 each (1,000 pieces) or \$5.60 each (5,000 pieces) or \$5.35 each (10,000 pieces). This contract duration is for one year with two options to renew for additional one year periods.

Justification: Following Massachusetts General Laws, Chapter 149, an invitation to submit bid proposals was mailed to 3 vendors; we received 4 inquiries, and two completed bids were received.

Although the dollar amount for this bid falls within the authority of the President, Board approval was sought because the possibility existed that the Presidential approval dollar amount could be exceeded over the duration of the project, this being a three year bid.

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

d) Facilities Update

- a. **North Wing:** Vice President Emmons provided information about this project, involving the renovation of the lower level of the North Wing of the Administration Building (where the Library was formerly located). The college is in charge of this project (no DCAM involvement), and will manage the project with the assistance of a House Doctor. Mr. Emmons informed the Trustees that although the mold/asbestos abatement aspect of this project has exceeded the original estimates (have gone from \$40k to \$110k), the bids for the project are low enough that he believes the project will be delivered on budget.

- b. **Quest Academic Building:** Mr. Emmons reported that the Science/Technology building plans are moving forward rapidly, the momentum is strong, and the team continues to meet on this project. The college is hopeful that in addition to the \$16M set aside for construction, the college might have access to some additional money in Phase 2 of the bond bill, which would then allow for classrooms in the building as well as lab spaces. It is hoped that the project will be certified by mid-December, with construction to begin next year of the 34,000 sq. ft. building, and Mr. Emmons noted that DCAM officials have expressed their support for this project.
- c. **Auto Tech Information:** Vice President Dale Allen reported that the Clements Group has completed a forum with the faculty and that the college continues to explore new markets which may need similar training (e.g., area businesses involved with trains, trucks, airplanes). The report from the Clements Group is expected by December 10, and the academic study by November 15th. The Clements report will address market trends and identify our competition. Mr. Allen also noted that while we continue to stay at Blackstone, we need to find a new location or consider merging to an evening program.
- d. **Blackstone/Milford:** Mr. Allen informed the Trustees of an upcoming meeting with Congressman Neal scheduled for October 19 at 10 a.m. and discussions underway about the possible future offering of courses at Blackstone Valley Regional Tech. A group of students from Worcester Polytechnic Institute are conducting some market data research targeting the Blackstone Valley area, which will provide us with a good snapshot at next to no cost. In response to a trustee's question, Mr. Allen responded that the college could begin offering non-credit offerings as early as this winter, but that Fall 2011 is the earliest likely time at which we'd offer credit courses.
- e. **Marlboro:** Mr. Allen then spoke of an upcoming meeting scheduled for October 21 at 10:30 a.m. with Congressman McGovern and Representative Eldridge regarding expansion opportunities in the Marlboro area. In addition, he has also been in contact with Assabet Valley and may undertake a market survey, perhaps utilizing the students from WPI. While no commitments have yet been made, the college remains interested in holding the discussions.
- f. **Federal Funding:** Mr. Allen then spoke of funding requested in the amount of \$750,000 each via Congressmen McGovern and Neal, and stated the college remains hopeful of receiving a total of \$400,000 (\$200,000 from each congressional district).
- g. **Health Care Partnership:** Mr. Allen spoke of recent conversations held with the Princeton Review relative to forming a Health Care Partnership similar to the one underway at Bristol Community college. Mr. Allen stated that the college needs more facts about this project and plans to visit Bristol in the near future. Dr. Carberry also stated that the college will want assurance of quality and protection for its faculty before any agreement is reached.

3. Strategic Planning Committee

- a. **Enrollment Update:** Vice President Stephen Sullivan presented the Fall 2010 enrollment statistics, noting the following:
 - **Fall 2010** - Up by 6.9% (8922 headcount); up by 5.9% (83,905 credits); and up by 5.8% (5,593 fte)

Mr. Sullivan then distributed a fall enrollment comparison chart for Fall 2005 - Fall 2010, pointing out that QCC has increased enrollment by nearly 3,000 students during this timeframe. Further, Mr. Sullivan noted that in 2005, QCC was ranked 8th in size among the community colleges, and has climbed steadily to where it now ranks as the 3rd largest community college in the system, with only Bunker Hill and Middlesex currently larger than QCC. The number of graduates has also grown significantly, from 714 in 2007 to 1046 in 2010.

- **Southbridge:** Mr. Sullivan reported 1181 seats sold at Southbridge (a 58.7% increase) and noted that this number well exceeds projections. In addition, credits is up by 59.2% (3554 credits) and headcount enrollment increased by 40.8% (521 headcount).

4. Other Business

- a. **Update: Trustee Appointments/Reappointments** - No new information has been received regarding the filling of the seat held by Mr. McKenna, whose first term of office expired on 3/1/10.
- b. **Introduction: New Alumni Trustee - Term 7/26/10 - 3/1/14:**
Ms. Rosalie Lawless, appointed to the Audit and Oversight Committee
- c. **Report of the Presidential Evaluation Committee:** Trustees serving as members of the President's Evaluation Committee for period July 1, 2009 - June 30, 2010 were as follows: Tracy LaMantia, Evaluation Committee Chair; Brent Andersen, Board Chair; Madaline Daoust, Ron Josephson, James McKenna, Miguel Lopez, and Alan Peppel

Trustee LaMantia reported that the Evaluation Committee was expanded this year in order to include the input from additional trustees who have a variety of backgrounds and expertise. In addition, this year's evaluation included a 360 degree evaluation completed by each of Dr. Carberry's direct reports. Trustee LaMantia announced that having concluded the evaluation of the President's activities for this year, the materials presented in the President's year-end report and incorporating the information received via the 360 evaluations, the Committee unanimously determined that the President should be ranked as a 9 on a scale of 1-10. That said, Trustee LaMantia stated that no merit increase money is available this year to reward this outstanding service.

Trustee LaMantia then stated that it was the recommendation of the Evaluation Committee that Dr. Carberry be afforded an opportunity to do as several other Massachusetts Presidents have done and have her total compensation language include the value of her housing allowance. As Dr. Carberry has mentioned, this does not alter the amount of her compensation, but more accurately reflects the current practice among the Presidents that their salary and housing allowance be combined.

Recommendation: That the Board of Trustees, having concluded its evaluation of Dr. Gail E. Carberry for the period July 1, 2009 through June 30, 2010, which included a thorough review of the President's Year End Report and the information received from the 360 evaluations received from her direct reports, recommends that the President be offered the opportunity to amend her contract relative to her housing allowance. If the President chooses to combine her current salary with her housing allowance, a

practice which has been increasingly offered to her peers, this action will not change the President's current overall compensation package.

Justification: The President has concluded a year of very strong performance, and the Trustees have cognizant of her efforts and many successes. While the Board is unable to offer a merit increase due to the financial constraints imposed by the Commonwealth, allowing the President the opportunity to receive her compensation in the same manner as is currently allowed to her peers is deemed fair and justified.

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

Dr. Carberry thanked the Board for their support and acknowledgement of her efforts, and stated that her accomplishments are due in large part to the expertise, enormous courage, passion, and hard work of her executive team and their faculty and staff members.

5. President's Report:

a. Invitations:

- Tuesday, October 5, All College Day, Athletic Center
- Wednesday, October 6, HACE Dinner, Athletic Center

b. Informational items:

- Personnel Actions
- Copy of thank you letter received from the Worcester Public Schools for QCC's participation in the College Community Connections
- Recent Newsclippings
- Copy of the Team Leaders Manual prepared by Kathy Obear
- Copy of the QCC Annual Security Report
- Copy of the QCC literary journal, Memescapes
- Dr. Carberry mentioned she and a Team from QCC will be attending the Commissioner's Vision Project meeting tomorrow in Boston
- Dr. Carberry provided information about the Shining Light Initiative under the direction of Dr. Deborah Gonzalez
- Dr. Carberry informed the Trustees of the college's receipt of a TRIO grant for a program targeting 140 at-risk, first generation, low income students
- Dr. Carberry informed the Board of the continuing Governance Review Process
- In response to a question concerning offering soccer for the students, the issue of the need to use the fields for parking was raised.
- In response to a question concerning the need for additional student parking, the Trustee was informed that this is a perennial problem which in the past has been alleviated by mid-semester; however, due to the record breaking enrollment, the parking issues may not subside soon. The college continues to explore other remedies; this is generally an issue on all college campuses.

