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MEMORANDUM

Date: July 31, 2008

To: The College Community

From: Susan M. Laprade, Secretary
Board of Trustees

Re: Summary of Actions of the Board of Trustees - July 30, 2008

TOUR OF THE CAMPUS: Prior to the meeting, several Trustees participated in a brief tour of the many recent improvements to the campus which included the parking area at the children's school, the plans for the loop road, and the upgrade of the Athletic Center. Athletic Center staff and Facilities staff members were presented with tokens of appreciation from the Trustees to acknowledge their strenuous efforts to accomplish these projects in a short amount of time.

The Board of Trustees of Quinsigamond Community College, at its meeting of July 30, 2008, took the following actions:

1. Approved the Minutes of the June 11, 2008 meeting of the Board of Trustees.
2. Accepted the college's Trust Fund Management Reports for the period ending May 31, 2008. Mr. Emmons also distributed a one page summary sheet comparing budgeted amounts for FY 08, to actual amounts for FY 07, to budgeted amounts for FY 09 in sch areas as tuition, institutional aid, state apporpiration bookstore (net), cafeteria food sales, cost of food and papers, etc. In response to questions about the possible effect on Quinsigamond students of the unavailability of MEFA loans, the Trustees were informed that although we do have approximately 100 students who receive MEFA loans, they will be able to be taken care of through the college's direct loan program. Mr. Emmons then noted that the college has awarded approximately \$308,991 in institutional financial aid this year, and that the college is doing what it can to make money available to students in need.
3. Approved the award of Sabbatical Leave for the Spring, 2009 semester for the following:
 - ★ Professor Stephen Zona
 - ★ Professor Walter Swett
 - ★ Professor Lisa Connelly Cook

4. Approved the award of bid for the printing of the Student Handbook to Marcus Printing of Holyoke, MA, the low bidder, for its bid in the amount of \$18,821.
5. Were informed that the bids, opened on July 23rd, relative to the Mass-Tec Media and Design, were not yet available for approval as the college is in the process of clarifying details with the various vendors. As it may take an additional 2-3 weeks to gather all the information necessary to recommend a bidder, the college will employ the emergency bid award provisions and will keep the trustees informed about the action when taken and will report the bid award at the next meeting. The funds for this bid are provided by the Mass Tec grant and the bid award will not exceed the amount allowed in the grant.
6. Received a copy of the updated Grants Development Office report.
7. Received a copy of the Capital Bond Budget, and information about the status of the Higher Education Bond Bill, the State Earmark update, and the Congressional earmark update, with Dr. Carberry explaining that at present we expect the Legislature to approve the Governor's budget.
8. Approved the appointment, following a national search, of Mr. Dale H. Allen as the Vice President for Community Engagement, effective August, 2008. Dr. Carberry presented information concerning the details of the process, noting that Mr. Allen was selected from a pool of 67 applicants. Chairman Andersen stated that he has met with the candidate and fully supports this appointment and commended the efforts of the committee.
9. Received the Fall new applications comparison report for Fall 2007 and Fall 2008, noting new applications are up by 5.8%.
10. Received up-to-date enrollment information concerning Summer 2 (up by 10.5%) and Fall 08 (up by 4.23%). Mr. Sullivan noted that the colleges throughout the system are watching their enrollments carefully to see if the high price of gasoline will impact enrollments (i.e. will students travel to campus only 3 days rather than 5). Describing this year as a perfect storm, Mr. Sullivan went on to reference also the current loan crisis, saying the college is also anticipating that some students who are now unable to pay the high tuitions at the private institutions may now opt to attend Quinsigamond. In response to questions concerning financial aid, Mr. Sullivan responded that the sooner a student applies, the better, but that students still have an opportunity to apply. He also mentioned that ad copy has been created and will begin to run in local papers to inform potential students that admissions applications and financial aid applications are still being accepted at Quinsigamond. In response to a question about whether students who had been accepted at elite institutions would need to take the Accuplacer, Mr. Sullivan responded that currently they would, but pointed out they can re-take the Accuplacer if they find they need to refresh their math skills in order to pass.
11. Received a copy of the recent EMS accreditation report and commended the efforts of the Program Coordinator and the faculty for their remarkable accomplishments as referenced in the report.
12. Dr. Carberry mentioned the college is about to submit its five year NEASC Accreditation Report, and commended Vice President Toney and the teams involved for their efforts.
13. Were informed that no new information has been received relative to Trustee appointments/reappointments.

14. Were informed that the Presidential Evaluation Committee has received the complete packet of information and will meet soon to discuss the plans for this year's evaluation. In addition, each of the Trustees received a copy of the summary of the President's Year End Report for 2007-2008.
15. Received information personnel items.
16. Received informational newsclippings about Quinsigamond Community College.
17. Received invitations to attend:
 - a. September 2 - All College Day
 - b. September 22 - QCC Foundation Classic
 - c. October 2 - Board of Higher Education Meeting at Quinsigamond
18. Also distributed at meeting:
 - a. Copy of the QCC Facilities Department Quarterly Newsletter
 - b. Copy of the QCC Connections Magazine
19. **REVISED AND** set the date of the next meeting of the Board at **TUESDAY, OCTOBER 7, 2008 AT 5:30 PM** with Committee Meetings scheduled to take place on **WEDNESDAY, OCTOBER 1, 2008**. These changes are necessary to accommodate the filing of the Annual Audit Report.
20. With no further items to come before the Board, the meeting was adjourned at 6:56 p.m.