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## MEMORANDUM

Date: June 12, 2008

To: The College Community

From: Susan M. Laprade, Secretary  
Board of Trustees

Re: Summary of Actions of the Board of Trustees - June 11, 2008

The Board of Trustees of Quinsigamond Community College, at its meeting of June 11, 2008, took the following actions:

1. Approved the Minutes of the May 14, 2008 meeting of the Board of Trustees.
2. Accepted the college's Trust Fund Management Reports for the period ending April 30, 2008. Mr. Emmons reported the college's operating budget is strong, currently running \$1.8 M ahead of last year, which he attributed to careful planning and spending. Dr. Carberry noted that although we now have more money in reserves than previously, we are still behind where the auditors and the Department of Higher Education recommend that we should be in this regard.  
  
Mr. Emmons responded to questions concerning the budgeting for tuition and fee waivers, noting the college had awarded \$38,061 more this year than last.
3. Approved the projected FY '09 College Operating Budget in the amount of \$42,121,754, based upon the anticipated state appropriation in the amount of \$15,510,951. Mr. Emmons noted the budget assumes the sale of 140,000 credits, and that the Financial Aid budget has been increased to \$350,000 to assure the college will be able to meet the needs of the students. \$3.2 Million has been allocated to cost center budgets, and full time salaries will now be reflected in the individual cost center budgets, and that faculty development and travel and diversity initiatives have all been funded. Finally, Mr. Emmons reported that sufficient funds are contained in the budget to allow for a margin of error.
4. Approved the award of bid for Elevator Maintenance to Otis Elevator Company of Auburn, MA for its proposal considered to represent the best value bid to the college.
5. Approved the award of bid for Recycling Services to E.L. Harvey & Sons, Inc. of Westboro, MA for its proposal considered to represent the best value to the college.

6. Approved the award of bid for Dental Hygiene Kits to Patterson Dental Supply of Wilmington, MA for its low bid in the amount of \$46,395.84.
7. Accepted the Independent State Auditor's Report on the Federal Financial Assistance Program, and commended the staff of the Financial Aid and Business offices for their good work resulting in a clean audit, especially as the audit occurred during a time of change in staff in the financial aid area.
8. Accepted the report from the Office of the State Auditor relative to Internal Controls and Operational Procedures pertaining to Inventory, with the result of identifying one missing laptop. Given the number of pieces of IT equipment owned by the college, the staff members involved were commended on the excellent result of this report.
9. Reviewed the list of FY 2008 capital projects, including the list of projects now underway, totaling nearly \$900,000, with funds made available to the college by the Division of Capital Asset Management with the proviso that the money be spent prior to June 30. Dr. Carberry noted the Administrative Services staff of the college has developed an excellent working relationship with DCAM, and credited the receipt of these funds in large measure to the respect the college has earned from DCAM.
10. Reviewed the plans for the new college Loop Road, and Mr. Emmons explained what will be accomplished during each of the three phases of the project, with all work likely to be completed within a year. Dr. Carberry mentioned that she will be hosting a second neighborhood meeting on June 26 at 6:00 p.m. in Rooms 109 A&B in the HLC to reassure the neighbors that the college's plans for the loop road will be well landscaped, will increase security in the area, and will not harm the area wildlife.
11. Were informed that the changes to the Health and Educational Facilities Authority bond, moving funds from the J-5 Pool to the M Pool as approved at the May 14, 2008 special meeting, was accomplished immediately following the May meeting.
12. Following discussion concerning some issues with the language in the document, several Trustees stated their initial concerns had been allayed by the discussion with Attorney Ken Tashjy at the committee meeting on June 4. Acknowledging the difficulty of formulating a systemwide code for the fifteen community colleges that allows some flexibility at the administrative level of each of the individual colleges, the trustees approved this Code of Student Conduct for Quinsigamond Community College.
13. Dr. Carberry stated she was very pleased with the work accomplished by the Academic Affairs Committee this year and the faculty involved in the programmatic internal review process, which yielded the following recommendations for new Certificates and a new Degree:
  - a. Approved the Business Administration Career - Accounting Assistant/Finance Assistant Certificate effective academic year 2008-09.
  - b. Approved the Business Administration Career - Accounting Assistant / Entrepreneurship Certificate effective academic year 2008-09.

- c. Approved the General Studies - Associate in Arts - Energy Utilities Technology Option effective academic year 2008-09.
  - d. Approved the Computer Science Transfer - Associate in Science Degree effective following approval by the Department of Higher Education.
  - e. Approved the Computer Systems Engineering Technology - Computer Forensics Certificate effective academic year 2008-09.
  - f. Approval of Advanced Placement Paramedic to Associate Degree/ADN Evening Program effective academic year 2008-09.
  - g. Approval of Advanced Placement LPN to Associate in Science Degree/ADN Program effective academic year 2008-09.
14. Reviewed the updated New Applications report as of June 9, which indicated 4,712 applications have been received, or 5.5% more than last year. Further, reviewed the enrollment report as of June 10 indicating the following:

Summer 1 - Headcount is 2220 (up 16.35%) and Credits are 9499 (up 31.44%)  
Summer 2 - Headcount is 1487 (up 10.8%) and Credits are 5837 (up 15.63%)  
Fall 08 - Headcount is 3738 (up 7.9%) and Credits are 35705 (up by 7.47%)

Dr. Carberry cited the Enrollment Management Team efforts, the Marketing efforts, the implementation of the student payment plan, and the recruitment efforts as responsible for the dramatic increases and resultant impact on the budget. When asked if this is strong enrollment, Mr. Sullivan responded that these numbers represent an increase over last year's, and that our Fall 07 enrollment was the highest ever for the college and that Spring's fell just 4 headcount short of the record.

In response to a Trustee's question regarding conversion rates of application to assessment and from assessment to enrolled, Mr. Sullivan agreed to bring those figures to the September meeting (July is too early, since OCC recruits right through August 25) and add conversions as a category to the semester report.

15. Dr. Carberry reviewed the results of the survey of high school juniors and seniors in the South County area and mentioned QCC already has 1100 students from the South County area enrolled. The survey results indicate a strong level of interest in attending school after high school. Dr. Carberry mentioned several possible expansion ideas she is currently exploring, including Southbridge, Main South in Worcester, Marlboro, and Blackstone Valley. The President's Executive Team has planned a day-long retreat in Southbridge at a facility that might possibly be available to the college. Additionally, Dr. Carberry mentioned conversations she has held with Ms. Jill Dagilis of the Worcester Community Action Council, an agency that is also looking to expand in the South County area, about the possibility of partnering on a venture in that area. Too, Dr. Carberry has spoken to the President of the Community Colleges of Rhode Island to explore the possibility of collaborating on an effort targeting the Blackstone Valley area.
16. Re-elected, on a unanimous roll call vote, the following officers of the Board for the period July 1, 2008 - June 30, 2009:

Chair: Brent J. Andersen  
Vice Chair: Tracy LaMantia

17. Dr. Carberry reported that no new information has been received regarding Trustee appointments/reappointments.
18. Announced that the Presidential Evaluation Committee, composed of Tracy LaMantia (Chair), James McKenna, and Brent Andersen will meet soon to begin this year's process.
19. Received the President's Report containing informational items of the following nature:
  - a. Personnel Actions
  - b. Awards of (State Contract) Bids:
    - Automatic Temperature Controls, Cranston, RI, \$168,451, for hot water coil installation in the Athletic Center Building
    - Federal Construction Corp, Lynnfield, MA, \$58,800, for accessibility modifications at the Child Study Center
    - Atlantic Construction Restoration, Inc., Lowell, MA, \$291,000, for roof replacement for the Athletic Center
    - Capital Carpeting, Woburn, MA, \$37,342, to floor over the pool area in the Athletic Center
    - Sunshine Paving Corp, N. Chelmsford, MA, \$81,570, to repave the parking lot at the Child Study Center
  - c. Informational Newsclippings about OCC
20. Set the date of the next meeting at **Wednesday, July 30, at 5:30 p.m.** in Room 107A of the College.