

Office of the President
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MEMORANDUM

Date: November 29, 2007

To: The College Community

From: Susan M. Laprade, Secretary
Board of Trustees

Re: Summary of Actions of the Board of Trustees

The Board of Trustees of Quinsigamond Community College, at its meeting of November 28, 2007, took the following actions:

1. Approved the Minutes of the October 10, 2007 meeting of the Board of Trustees.
2. Accepted the college's Trust Fund Management Reports for the period ending September 30, 2007 and the Year to Date Revenue and Financial Equivalents for the same period. In addition, Mr. Emmons noted that he has reviewed the October figures and that he is pleased with the strong performance to date.
3. Approved the awards of the following bids:
 - a. Radiology Imaging Equipment, to XRI of Warwick, RI, for its low bid in the amount of \$81,007.64.
 - b. Electrical Services, to Barrows Electric of Auburn, MA for its best value to the college bid.
 - c. HVAC Services, to Wheeler Mechanical of Dudley, MA for its best value to the college bid.
 - d. Painting Services, to K Wage Painting of Holden, MA for its low bid.
 - e. Plumbing Services, to DeWolfe Plumbing and Heating of Worcester, MA for its best value to the college bid.
 - f. Graduation Tent, to Creedon and Company, for its low bid in the amount of \$27,250 (08), \$27,472 (09), and \$27,602 (10).
 - g. Printing of the 2008 Training and Education Center Spring Booklet to Saltus Press of Worcester, MA for its low bid in the amount of \$6,044.
(It was noted that this bid is informational, as it is under \$10,000 and the low bidder is recommended).
4. Dr. Carberry updated the Trustees regarding the "Free" Community Colleges discussion currently underway at the state level. Two models are under discussion, one of which would not include waiver of charges for insurance and texts. Both will be presented to the Board of Higher Education; we are hopeful that the more generous version (including books and Insurance) will be approved.

5. Mr. Steve Sullivan, Vice President for Enrollment and Student Services, discussed the preliminary Spring enrollment projections (up 6.5% over last year; up 8% over the previous year; and 11% headcount; 13% credits) prepared in concert with Neena Verma and Todd Emmons. These projections are extremely positive, underlining the importance of a strong Fall enrollment, and they provide the college with an internal goal. Mr. Sullivan also stated that the more complete enrollment report will be available at the January meeting.
6. President Carberry reviewed the Community College Survey of Student Engagement (CCSSE) report with the trustees, stating that on balance the report reveals that QCC compares favorably against national norms as well as against our in-state community college system. She stated the college has identified some areas for additional dialog and further consideration, such as student/faculty engagement outside of class (which could be a factor of our FT/PT faculty ratio) and stated that even in the areas in which we are ahead of our peers, we would like to improve. Mr. Sullivan mentioned that the influx of many younger students arriving directly fro high school, the interest in participating in clubs and activities has risen. Dr. Carberry mentioned that through the Consortium, there are efforts underway to form groups and clubs populated by students throughout the consortium, e.g. a student Choral Group or an Orchestra.
7. Dr. Carberry reported on the Capital Bond Bill, stating that we are hopeful of receiving funding for a new science and technology building and that the college would also like to accomplish some of the renovations to regain the use of the space in the North Wing. Dr. Carberry mentioned that she may put forward in the Spring a request to approve a \$5 million plan (including the \$2 million already secured for the North Wing plus \$3 million that the college must generate.) In addition, she mentioned that there is strong potential that the college will receive \$3 million for the loop road project. She distributed a copy of the framework plan and the capital projects summary.

Dr. Carberry then mentioned that she has had a discussion with the new President of Assumption College regarding the stained glass windows in the North Wing, noting that they are the property of the Commonwealth, and stated that she will keep the Trustees informed about these discussions.

In response to a question about the status of the Pool, Dr. Carberry reported the pool has been filled in, but there area is not being used at the moment. The college is waiting to hear from DCAM about the viability of the planned 17-classroom construction; if that plan is not viable, another plan will be put in place. No more complaints about the closing of the pool have been received from the neighbors and the college has ordered new exercise equipment for the gym.

8. Dr. Carberry reported that no news has been received from the Governor's Public Education Nominating Council relative to Trustee appointments/reappointments, and that she will keep the Board informed when that information arrives.
9. Changed the date of the Regular Meeting of the Board of Trustees from January 23, 2008 to **January 30, 2008** so that Dr. Carberry can accept the invitation from Dr. Patricia Stanley to participate in a conference on Student Retention in New Orleans at their expense. Dr. Stanley, formerly of ACCT, is now the Deputy Assistant Secretary in the Office of Vocational and Adult Education at the US Department of Education.
10. Dr. Carberry reported that she had just received a packet of information from the Education Alliance relative to the Nursing & Allied Health Database Project. The report states that while there is some concern about the ACCESS platform, the

project looks viable and they would like to proceed with Beta testing. Dr. Carberry stated she would forward additional information to the Trustees and keep them informed as the project progresses.

11. Received informational items of the following nature in the President's Report:

- a. Informational Personnel Actions
- b. Informational Newsclippings
- c. Invitations:

Campus Seasonal Celebration - Thursday, December 11, Noon, HLC

MLK Breakfast - Monday, January 21, 8:00 a.m., Athletic Center

All College Day - Tuesday, January 22, 9:00 a.m., Auditorium

New Year Foundation/Trustee Dinner (Worcester Club) TBA

12. Following discussion, and by majority vote of those present, set the date of the next Regular meeting of the Board of Trustees at **Wednesday, January 30, at 5:30 p.m.**, with Committee meetings to take place on **Wednesday, January 16.**

13. With no further items to come before the Board, the meeting was adjourned at 6:30 p.m.