

Office of the President  
670 West Boylston Street  
Worcester, MA 01606  
TEL: 508-854-4203  
FAX: 508-856-7374

## MEMORANDUM

Date: October 11, 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 October 10, 2007, took the following actions:

1. Welcomed Ms. Brenda K. Safford as the newly elected Alumni Trustee.
2. Approved the Minutes of the July 25, 2007 meeting of the Board of Trustees.
2. Accepted the Management Letter and the Financial Statements and Management's Discussion and Analysis for the Period Ending June 30, 2007 and 2006 (the Audit Report) prepared by O'Connor & Drew PC of Quincy MA.

Mr. David Dilulis, Principal with O'Connor & Drew, mentioned the Board should be very proud of the QCC staff involved in this audit, and that their efforts resulted in a clean audit of the Financial Statements and a clean Audit of the Internal Control Environment. Mr. Dilulis then provided a brief overview of the highlights of the report. Looking toward the future, Mr. Dilulis mentioned that the GASB 45, to become effective in June 2008, will require accrual for post-employment benefits. He stated that no decision has been made as to whether the state will report this accrual or if it will be distributed to the individual campuses; he expects that this will have a significant impact on future financial statements and that he expects the decision to be made in January of 2008. Mr. Edward Buiser then discussed the Management Letter item, stating that the inaccuracy appears to be an isolated incident and that additional controls have been established to safeguard against this in the future. Ms. Joyce Cravedi noted the auxiliary operations system will soon be interfaced with the college's main system, thus providing uniform scrutiny of all college financial transactions.

President Carberry and Vice President Emmons also commended Joyce Cravedi and her staff for their ongoing efforts yielding such positive audit results.

3. Accepted the reports on the college's Educational Services, Bookstore, Cafeteria, Financial Aid, and Grant Awards Trust Funds for the period ending August 31, 2007.
4. Reviewed the worksheet report on revenue and credits sold as of August as prepared by Mr. Emmons.

5. Approved the motion to authorize the President to execute a contract with The Education Alliance, the total cost of which will be \$9,000 per month for a five to six month period, plus expenses; total contract not to exceed \$49,500. The Education Alliance will provide professional higher education consulting services in connection with the Quinsigamond Nursing and Allied Health Database Management and Learning System Tools leading to the publication, distribution, subscription and sales of these tools to schools, colleges, universities and other contemporary learning organizations. Dr. Carberry agreed to keep the Board informed about the activity and progress relative to this contract.
6. Mr. Emmons presented information relative to the progress in the discussion with the Board of Higher Education and the Division of Capital Asset Management relative to the Loop Road. At the meeting on September 19, a multiphase plan was discussed; the college remains hopeful that phases 1 and 2, at minimum, will be funded soon.
7. Received an informational copy of the Award of Bid for the installation of a concrete floor at the pool in the Athletic Center. This bid will be awarded, pending reference checks, to R.S. Hurford Company, Inc. of North Reading MA for its low bid in the amount of \$69,999.00.
8. Approved the Jenzabar Emergency Co-location Services Contract in the amount of \$27,400.00
9. Discussed briefly the conversations at the state level relative to the Capital Bond Bill. Dr. Carberry informed the trustees that she had received notice that QCC has been listed to receive \$18 M for a new academic building and \$2M for the maintenance facility. She and Mr. Emmons will hold further discussions with the BHE to inquire about the renovations to the North Wing, the Athletic Center, the loop road, and other projects that are needed on the campus.
10. Dr. Carberry reported on the record-breaking enrollment achieved this Fall through the efforts of a great many people on campus, and commended the faculty and staff for not only bringing the students in but also for accommodating them when they arrived. Dr. Carberry noted she was especially pleased with the increases in our engineering and technology programs. In response to a question about whether or not there is a plan to increase intersession enrollments, Dr. Carberry stated some strategies are being discussed but that a full plan is not yet available.
11. Dr. Carberry informed the Trustees that the College has moved forward with a Pilot Program of administering the TEAS test to students interested in entering the health fields. Citing the high rate of attrition in these programs, the financial cost to the college for each student who does not complete, the cost to community of the loss of the services expected to be provided by each graduate, and the cost to the students themselves who have waited and labored to pursue a career that may not be attainable, the faculty have suggested the increase to the admissions criteria. Dean Jane June spoke of the many alternate routes students who have been appropriately advised might take to eventually achieve their goals, and of the faculty's desire to ensure students are successful in these programs and can ultimately be licensed. Dean June and Dr. Carberry assured the Trustees that this program will be very closely monitored and that attention will be paid to ensure that no population is eliminated. The plan is to test the January group, who will be held harmless, and the results for that cohort will be reported to the Trustees.

12. Dr. Carberry reported that a group of Executive Team members attended a NEASC meeting today in Bedford in preparation for the upcoming Five Year Report, and that she will keep the Trustees informed as to their role in the process.
13. Approved the President's proposed reorganization, creating a division for Community Engagement aligned with Institutional Advancement and Public Relations led by a Vice President for whom the college will conduct a national search, with preference given to those with community college backgrounds.
14. Approved the recommendation of the Presidential Evaluation Committee, based upon the results of the performance evaluation of Dr. Carberry's first year as president and on input received from the 360 degree internal and external community evaluation recently conducted, to award Dr. Carberry a 2.3% inflationary adjustment and to recommend to the Board of Higher Education that she be given a 2% merit adjustment and a \$3,000 increase in housing allowance, effective July 1, 2007.
15. Were informed that no new Trustee appointments have been made.
16. Appointed newly elected Trustee Brenda Safford as a member of the Strategic Planning Committee.
17. Approved the change in meeting dates as follows:
  - a. November 14 - Committee Meetings
  - b. November 28 - Regular Board Meeting
  - c. June 4 - Committee Meetings
  - d. June 11 - Regular Board Meeting
18. Received informational items of the following nature in the President's Report:
  - a. Report that the college has received many good articles in the local news lately, and commended Mr. Somma for this success
  - b. Dr. Carberry thanked all for participating in the successful planning and execution of her Inauguration, led by Mr. Somma, and relayed many compliments she has since received about these efforts
  - c. Report that the college will soon engage in a Junior Achievement Academy in concert with the Worcester Vocational Technical High School, this effort to be led by Professor Flo Lucci
  - d. Report that the college recently conducted its second segmental analysis meeting, this time with the Health Care industry, and the report will be shared when available
  - e. Informational Personnel Actions
  - f. Informational Newsclippings
  - g. Invitations: to attend the MCCTA Meeting at QCC on October 18
  - h. Letter of thanks from the QCC Foundation for the Board's donation to the Golf Tournament
  - i. Informational Award of Bid: for the installation of a concrete floor at the pool in the Athletic Center awarded to the low bidder, RS Hurford Co. Inc. of North Reading MA, for its bid in the amount of \$69,999.00
19. Following discussion, set the date of the next Regular meeting of the Board of Trustees at **Wednesday, November 28, at 5:30 p.m.**, with Committee meetings to take place on **Wednesday, November 14.**
20. With no further items to come before the Board, the meeting was adjourned at 7:25 p.m.