

M E M O R A N D U M

Date: March 26, 2015
To: The College Community
From: Susan M. Laprade, Secretary, Board of Trustees
Re: Summary of Actions of the Board of Trustees – March 25, 2015

Attendance:

Present:

Trustee DeBoise Luster, Chair
Trustee Castiel
Trustee Cavaioli
Trustee Lawless
Trustee Murray
Trustee Pettiford
Trustee Rodriguez

Absent:

Trustee Lopez, Vice Chair
Trustee Moore
Trustee Nguyen
Trustee Spillane

Present from the College were President Gail Carberry; Vice Presidents Pat Toney, Lillian Ortiz, Dale Allen, and Stephen Marini; Associate Vice President William Daring; Assistant Vice Presidents Nancy Schoenfeld and Debra LaFlash; Deans Leslie Horton, Clarence Ates, Faith Symmes, and Michelle Tufau; MCCC President Professor Susan McPherson; Faculty Senate President Professor Betsy Zuegg; Professor Margaret Wong; Assistant Professor of Biology Benjamin Benton; Transfer Counselor Beth Fullerton; Learning Manager Amarildo Barbosa; Chief Technology Officer Ken Dwyer; Deputy Chief Technology Officer Robert Sarao; Professor/ Coordinator of the ECE Program Charlene Mara; Director of the Children's School Nancy Knight; and Assistant Vice President /Secretary to the Board Susan Laprade.

Special Guests:

- Commissioner Richard Freeland, Dept. of Higher Education
- Jennifer Perkins, Office of Trustee Relations, Dept. of Higher Education

The Board of Trustees of Quinsigamond Community College, at its regular meeting held on Wednesday, March 25, 2015, in Room 107 in the Administration Building, 670 West Boylston Street, and took the following actions.

Presentation: Assistant Professor of Biology Benjamin Benton was congratulated and accepted the Massachusetts Life Sciences Education Consortium (MLSEC) award of Gold, Platinum for the Natural Science's Associate Degree and Certificate Biotechnology Program. Professor Benton is the Program Coordinator.

Special Guest: Commissioner Richard Freeland of the Department of Higher Education, who will be retiring at the end of this school year, addressed the Trustees during his annual visit to the Board meeting. He also introduced Ms. Jennifer Perkins, the director of the Office of Trustee Relations, who was also in attendance.

Dr. Freeland commended the very strong leadership of Dr. Carberry, and also praised the double-duty efforts of Board Chair Stacey Luster for her service to both the QCC Board and the Board of Higher Education. He noted, too, that Dr. Carberry is leading the Council of Presidents this year and has been willing to challenge the Commissioner from time to time.

Commissioner Freeland mentioned, too, that if a tax increase does not support higher education, we are required through fees to impose a tax on our students. Dr. Freeland then noted that financial aid funding in Massachusetts is a disgrace, and that the state ranks 46th in the nation

He informed the Board of some recent changes made by Governor Baker to the membership on the Board of Higher Education (Mr. Chris Gabrieli and Dr. Sheila Harrity), who he described as good appointments and serious candidates to fill these positions.

Dr. Freeland also discussed the Vision Project, stating that QCC is doing well (mid-range) on most of the measures, and said that one of the project's goals is to make sure that students are well served at our community colleges. He said that he knows QCC is focused on problem areas (such as developmental Math) and that the college has adopted best practices and is focused on the right areas.

The Commissioner also mentioned that he is interested in sharing resources among the campuses, noting that every campus has its own IT system, etc., and that he believes some economies might be realized by consolidating some of these systems.

Commissioner Freeland congratulated QCC as a well-run campus celebrating its 50th Anniversary, and the President and Trustees thanked him for his leadership and wished him well during his retirement.

I. Minutes

Upon Motion duly made, the Board of Trustees voted to approve the Minutes of the Regular Meeting of December 3, 2014 as presented.

Special Request: Dr. Carberry asked that the Board take an item from the Strategic Planning Report out of order, and the meeting proceeded as follows:

Upon Motion duly made, the Board of Trustees voted to change the order of business to respond to this request.

II. Strategic Planning Committee: Trustee Matilde Castiel, Committee Chair

Trustee Castiel presented the report of the Committee

1. Strategic Growth/Assessment of Opportunities

Southbridge: Request to Endorse the RFP: Dr. Dale Allen spoke of the great success thus far at the Southbridge location and stated the college is hoping to expand the 5 Optical location; possibilities include second floor of the conference center and 40 Optical Drive (for ITAC) – utilizing the \$3.2 M from the \$5 M Mass Life Sciences Grant for capital. Not sure at present whether or not the Department of Defense is interested, but the RFP process will likely produce a response. Once proposals are received, the College would need to obtain the Board’s approval prior to executing an agreement for additional space, but would like to procure additional space for the Fall, 2015 semester. Dr. Carberry read highlights from the recent Simpson-Scarborough Program Demand study noting that she is working to forge partnerships to co-brand and co-market in order to increase student interest in manufacturing.

In response to a question about the discussion of a partnership with Fitchburg State in the Southbridge location, Dr. Allen reported that FSU found that it has little name recognition in that area so is therefore not interested in a lease arrangement, but would consider offering courses at this location. In response to questions about bus transportation between campuses, Mr. Marini stated that the college has found that the 1.5 hour bus ride is a burden the students do not want, and that some students elect to take course on-line rather than to travel to the main campus.

2. Assessment of Strategy for Potential Expansion Locations:

Dr. Allen stated that there are other options for growth under discussion, and stated that the college must first determine that the decisions made are market-driven and self-sustaining for the Northboro/Marlboro area, the college has executed a \$5,000 contract with a firm to study the viability of expanding in that area.

Dr. Allen noted that there has been some political pressure for the college to explore expanding into these areas, particularly in Northbridge, which has bus service in place. The RFP would give the college the data we need to adequately assess the areas (Milford, Northbridge, and Marlborough).

Dr. Allen and Vice President Marini estimated that the RFPs would be approximately \$25,000 each, and could be less. In response to a question about whether the college would lose its \$300K funding, Dr. Allen replied that he believed this activity would be sufficient to show the College is making a good faith effort to make a responsible decision on this project.

Trustee Cavaioli noted that the RFPs would be brought back to the Board for a vote once the proposals have been received.

Upon Motion duly made, the Board of Trustees voted to endorse the RFPs for Southbridge and for Greater Blackstone Valley.

3. Final Enrollment Report - Dr. Lillian Ortiz informed the Trustees that the final Spring 2015 enrollment reports shows enrollment is down approximately 2%, and that the staff is working very hard to try to achieve at minimum level enrollment next semester. She did also point out that QCC is doing better than our peers. She noted that part-time enrollment continues to be higher than full-time, and mentioned that the \$30K baccalaureate program may entice more full-time enrollment.

Trustee Luster pointed out that General Studies, which has been shown to be a program with the least success, continues to be our largest program, and asked that those students in a pre-program options sub-group be broken out so that the Trustees can better see the breakdown of this multifaceted group.

Motion: That a report be prepared for presentation at the next meeting of the Strategic Planning Committee detailing what efforts are planned for Fall to improve the performance of students who had enrolled in General Studies/Undeclared.

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

Dr. Carberry reported that Undeclared students have not yet confirmed a program of study; others may be in General Studies/Pre-Health, etc. Pre-Health is where the student would do the preparation work necessary to enter into Nursing or Radiology, for example.

Ms. Beth Fullerton, Transfer Counselor, offered that Mass Transfer works very well for students and stated that the advisors absolutely guide their students along the way. Vice President Pat Toney stated that the CAPS program allows students to develop an academic plan; if undecided, they are directed to ORT (Orientation) course. Advisors then follow up with students about their progress towards the goals in their academic plans.

4. Motion to Authorize the Expenditure of \$25,000 for the Massachusetts State College Building Authority (MSBCA) Pro Forma Study

Professor/Coordinator of the ECE Program Charlene Mara and the Director of the Children's School Nancy Knight addressed the Board about the need to expand the Child Study Center. Ms. Mara informed the Board that a few years ago a program for Infants and Toddlers had been developed; however, it cannot be implemented because there is not sufficient lab space.

Mr. Marini informed the Board that the proposal is to work with MSBCA to conduct a pro forma study of expanding the school under three different scenarios: \$1.8 M to add 6,000 square feet \$3.3 M to add 11,000 square feet \$6.3 M for a full replacement. These estimates have been provided by the college's architect, and would cover on the low end space not connected to current building, no upgrades to existing space to on high end, moving all

children to entirely new space, and using the existing building for ECE classes. Mr. Marini said that the \$25K study would review all of these ideas, do a complete site review, and return with recommendations. This study will also include the financials, etc. as well as bonding. He said that the \$25K for the study is available.

In response to questions about a break-even analysis, Mr. Marini responded that programs of this nature, particularly Lab programs, do not make money, but serve as on-campus laboratory placements for the students.

The Board commended the Children's School for its achievement of Level 4 status.

Following this discussion, *upon Motion duly made, the Board of Trustees voted to approve this Motion.*

5. Curriculum: Vice President Pat Toney spoke to the Trustees recommending the following changes to Certificates and Degrees:

a. Approval of New Certificate: Fire Science

***Fire Science** – 27 credit Certificate; many students in the program are working and are taking the course in the evening*

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

b. Approval of New Option: Photonics Option for the Electronics Engineering Program

***Photonics:** Photonics has to do with lights, fiber optics, etc. This recommendation is part of the re-design of the Electronics Engineering program and part of the new Southbridge expansion plan; internships are included in the program, it meets the workforce needs, and companies such as IPG hire our graduates.*

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

c. Approval to Close: General Studies – Occupational Education – Associate in Arts

- **Occupational Ed:** *This program was part of a transfer program, and UMass closed the receiving program. Our students have many other options within General Studies and this program is no longer needed.*

Upon Motion duly made, the Board of Trustees voted to Close this program.

d. Approval to Close: General Studies – Community Health Option – Associate in Arts

- **Community Health Option:** *The General Studies Health Care program is the new program, and is a better design and fit for these students. Students already in the program will be allowed to finish; new students will be directed to the new program.*

Upon Motion duly made, the Board of Trustees voted to Close this program option.

III. Audit and Oversight Committee: Trustee Linda Cavaoli, Committee Chair

Trustee Cavaoli presented the report of the Committee.

1. FY 15 Trust Fund Budget through February 28, 2015

Vice President Marini and Assistant Vice President Debra LaFlash reviewed the budget for the period ending February 28, noting that this report reflects the impact of the 1.5% 9c reduction. He stated that some of the 9C reversion money was recouped through delayed hiring, cautious purchasing, etc. Trustee Cavaoli noted that having 95% of the revenue in the budget at the 67% mark is extremely good.

Upon Motion duly made, the Board of Trustees voted to accept the Trust Fund Budget Report as presented.

2. A-133A Financial Aid Audit

Trustee Cavaoli reported that the A-133 Audit was discussed in detail at the Committee meeting with auditors David Dilulis and Lisa DiGiusto from O'Connor and Drew. Mr. Dilulis stated that there are two findings in this report, that neither is a repeat finding, and that although one is very minor, the Auditors are obligated to report it. The findings were as follows:

- a. The first finding (*p 8*), he stated, is a very common one, and has to do with the reporting of changes of enrollment status that were not reported to the National Student Loan Data System (NSLDS) within the prescribed time limit. Of the sample of 40 students, 25 had exceeded the time limit.

The report contains the College's proposed solution to this problem, namely, the College will submit its changes of student status to the NSC on a weekly basis, and that the Registrar's Office will monitor submissions to the NSC and spot-check entries to ensure they appear accurately and timely on NSLDS. (p 9)

- b. The other finding (*p 11*) was that of a sample of 25 students, one student's calculated amount of federal refund did not match the actual amount refunded. Although only one, it must be reported. *The College is in the process of reengineering its financial aid systems, and this should prevent this type of manual error from occurring. The new system will be in place for*

the 2015-16 award year; during the transition, calculation adjustments will be reviewed by a second party to ensure accuracy.

Upon Motion duly made, the Trustees voted to accept the Audit Report as presented.

3. Notice of Approval of Time Sensitive Bids: The following time-sensitive bids were approved on February 6, 2015 and were offered as informational items to the Board:

- Notice of Approval of Bid: ITAC Milling Machines and Lathes: to HAAS Factory Outlet for its low bid in the amount of \$195,643.
- Notice of Approval of Bid: ITAC Coordinate Measuring Machine: to Hexagon Metrology for its low bid in the amount of \$56,250.
- Notice of Approval of Bid: MLS Carbon-13 NMR Spectrometer: to Magritek for its bid in the amount of \$93,390.00 (sole bidder).
- Notice of Approval of Time Sensitive Bid – Ahlfors: Renovations to the Ahlfors building including upgrades to the HVAC system and internal structure. Bid was approved up to the amount of \$350,000 on February 6, 2015; bid from the low bidder, Builders Systems Inc., was in the amount of \$370,500; new amount, \$370.5K, was approved at the Executive Committee meeting on February 25, 2015.

4. Approval of Fee Increase for Children’s School

Recommendation: That the Board of Trustees approve the attached proposed daily rate increases for the Full-day program. These increases will become effective Fall 2015 and Fall 2016.

Justification: The proposed fee increases will bring the fees charged by the QCC Children’s School to the mid-range of fees charged by other, similar centers in the Worcester area and align with the current state voucher rates.

The last fee increases for the Children’s School were approved in January 2012 and were implemented for Fall 2012 and Fall 2013. No rate increase was implemented in 2014.

During the discussion, it was noted that this increase will keep the school in line with competitive rates in the area.

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

5. Approval of Sabbatical Leave – Fall 2015

Vice President Toney discussed the two applications for Fall, 2015 Sabbatical Leave:

Professor Jean Kennedy: Jean Kennedy is the Coordinator of the Human Services Program and is interested in researching establishing a QCC Center for

contemplation and Reflection. Dr. Schoenfeld mentioned that the college had run a similar program on campus for 74 participants (faculty, staff, and students), and that the program was very well received. This practice is a non-pharmacological method of dealing with stress and helping people cope with trauma. Professor Kennedy intends to integrate these practices in her program so that students may use them in the field, and this is a cutting edge approach in the human services field.

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

Associate Professor Timothy LaFontaine: Timothy LaFontaine has requested Sabbatical Leave to review best practices and develop supplemental course materials such as podcasts, videos, and recorded lectures in his home studio to enhance learning in the Developmental English classes.

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

6. Approval of Tenure Awards

Vice President Toney informed the Board that Tenure is a contractual item and that all tenure candidates must have completed their sixth year of full-time employment, have contributed to the college community. She stated the college has developed a good evaluation process to identify those candidates best suited for Tenure and to identify and remedy any who may be in danger of not achieving Tenure before the sixth year. The Unit Professional staff at 12-month professionals and their Tenure begins in July; the Faculty members earn Tenure as of September 1. Evaluations prior to Tenure occur every year; post Tenure they occur every 2 years.

Information prepared by Associate Vice President William Daring regarding the progression in Rank from Instructor to full Professor was also distributed.

Recommendation: That the Board of Trustees award Tenure to the following members of the college community:

Effective July 1, 2015

Jill Arrell, Lead Teacher/Children's Center
Daniele DeAdder, Teacher-Children's School
Karyn Kachadoorian, Lead Teacher/Children's Center
Raymond Lawless, CAPS Advisor (Academic Counselor)
Lamont Slater, Assessment Specialist

Effective September 1, 2015

Valarie Clemente-Crain, Associate Professor of
Psychology
Eric Mania, Associate Professor of Psychology
Pamela Schiltz, Professor of Dental Hygiene
Jennifer Arner Welch, Associate Professor of
Psychology

Justification: These employees have met the criteria for Tenure in accordance with Article 11.03 of the MCCC/MTA Contract, and are recommended for tenure by the Unit Personnel Practices Committee, the appropriate area Dean, the appropriate area Vice President, and the President.

Trustee Lawless noted for the record that candidate Raymond Lawless is not a relative.

Upon Motion duly made, the Board voted to approve all nine candidates for Tenure.

IV. Other Business

1. Nominations for Trustees' Citizen's Award

- Following discussion, the Board of Trustees voted unanimously to present the Trustees' Citizen's Award to Mr. Mark Fuller in recognition of his many years of strong support for the college and his invaluable advice with regard to the college's capital campaign.
- In addition, the Board of Trustees noted that State Senator Harriette Chandler be considered for this award in 2016.

2. Motion to Amend Trustee By-Laws to:

- Rename the Strategic Planning Committee to the *Strategic Planning, Education, and Student Success Committee*
- Revise the List of Committees' Responsibilities

Chair Luster reported that the Executive Committee had reviewed and made suggested changes to the Trustee By-Laws and the list of Committee responsibilities. Following that, the Executive committee asked that the President share this rearrangement with her Executive Team for their input. The Trustees were presented with the current, the Executive Committees' version, and the version proposed by the Executive Team.

Upon Motion duly made, the Board of Trustees voted on First Reading to adopt the version proposed by the Executive Team.

Prior to final approval, this item requires a second reading at the next regularly scheduled meeting of the Board.

3. Motion to Provide All Trustees QCC E-Mail Accounts for College Business

- *Information from General Counsel Kenneth Tashjy: Trustee E-Mail Accounts*

In accordance with the recommendation of the Inspector General, supported by Community College Counsel Ken Tashjy, all Trustees were presented with information concerning their newly established QCC e-mail accounts. Mr. Ken Dwyer, CIO, stated that staff will be available at the next meeting to

work with any Trustee who wishes to add the QCC e-mail address to their cell phones.

4. Proposed Board Calendar for 2015-16

Trustees were presented with the proposed Calendar for 2015-16.

5. Update re Changes at the Board of Higher Education:

- Dr. Sheila Harrity (*Mr. Keith Peden*)
- Mr. Chris Gabrieli, Chair (*Dr. Charles Desmond*)

6. Information from Office of Trustee Relations:

- Training Opportunities for Trustees
- Copy of AGB Report: *Consequential Boards*

V. President's Report – Trustees were provided with the following informational items:

1. Informational Personnel Items

- a. January, 2015
- b. March, 2015

2. President's Out-of State Travel:

- a. March 23-24 – Washington DC

3. Information Concerning Massachusetts Life Science Education Consortium Endorsements:

- a. General Studies – Biotechnology – Gold
- b. Biotechnology Technician Certificate – Platinum

4. Copy of Letter Received from the Mass. Department of Higher Education Regarding Successful Compliance Survey

5. Copy of Memo of Gratitude Received by the Office of Veteran Affairs

6. Summary of Recent Changes to the System-wide Affirmative Action Policy

7. Information Concerning the New England Mathematic Association of Two Year College's Math Conference at QCC March 27-28

8. Copy of Amended Calendar for 2015-16

9. Copy of March edition of the student newspaper, *The Open Door*

10. For your Calendar:

Thursday, April 2, 2015, 6:45 p.m. – 17th Annual Spelling Bee, Hebert Auditorium

Tuesday, May 12, 2015, Noon – 2nd Annual Scholarship Luncheon, HLC 109 AB

Wednesday, May 13, 5:00 p.m. – Honors and Awards Program, Mechanics Hall

Thursday, May 21, 2015 – 4:00 p.m. – Commencement Exercises, DCU

April 1 - Trustee Pettiford invited the Trustees to attend the Day of Diversity which will be held campus wide from 9:00 – 3:00.

VI. Adjournment

With no further items to come before the Board, the meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Susan M. Laprade
Assistant Vice President for Policy and Governance