

## **MEMORANDUM**

Date: April 28, 2016  
To: The College Community  
From: Selina M. Boria, Secretary, Board of Trustees  
Re: Summary of Actions of the Board of Trustees – Regular Meeting of April 27, 2016

### **I. Attendance:**

**Present:**

Trustee Mailman, Chair  
Trustee Lopez, Vice Chair  
Trustee Cavaioli  
Trustee Gomez  
Trustee Lafleche  
Trustee Moore  
Trustee Murray  
Trustee O'Connell  
Trustee Spillane

*Present from the College were President Gail Carberry; Vice Presidents Stephen Marini and Lillian Ortiz; Associate Vice President William Daring; Assistant Vice Presidents Jane Shea, Nancy Schoenfeld, and Debra LaFlash; Deans Leslie Horton, Kathie Manning, Kathy Rentsch, and Michelle Tufau Afriyie; Professors Betsy Zuegg, and Susan McPherson; Executive Assistant to the President/Secretary to the Board Selina Boria*

*The Board of Trustees of Quinsigamond Community College, at its regular meeting held on Wednesday, April 27, 2016, in Room 107A in the Administration Building, 670 West Boylston Street, took the following actions:*

*Board Chair Mailman introduced new student trustee, Ethan O'Connell, who was elected to replace former student trustee, Aaron Dean. Mr. O'Connell gave a brief overview about himself.*

### **II. Minutes:**

*Upon Motion duly made, the Board of Trustees voted, to approve the Minutes of the Regular Meeting of March 23, 2016 as presented.*

### **III. Audit and Oversight Committee:**

Trustees Linda Cavaioli (Chair), Gomez, Moore, Nguyen and Spillane

## **1. Trust Fund Budget Report for period ending April 27, 2016**

Trustee Cavaioli reported the college remains on budget and on track. The cost center cuts across the board will enable the college to not spend the approved \$2.3million of reserves, with the plan to return \$1.2million back to reserves. VP Marini gave an overview of all the elements of the Trust Fund report.

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

## **2. FY17 Budget Proposal**

Trustee Cavaioli reviewed the proposed draft budget for Scenario A with an assumption of a decline in credits of 5% for FY17. The proposed scenario presented for approval includes a 5% decline in credits, and modest fee increase of \$3 per credit. It was noted all other community colleges are proposing fee increases in the range of \$4.50 to \$14.00 per credit. Also included in the proposed budget include program fee increases, and a facilities fee increase, recognizing additional programming in Southbridge in January of 2017. Line 50 on the budget was highlighted as it involves strategic cost center cuts of 12%.

VP Marini reviewed the many cost saving efforts the college has employed over the past year and are implementing for FY17. Items discussed include lease consolidation, a hiring freeze and selective modest hiring, retrenchments, LED lighting, buying power and energy savings, IT cut-backs, planned Surprenant upgrades to elevator, gas to electric energy, asbestos removal, and air-conditioning. Other projects include the privatization of the bookstore, solar credit partnership with solar farm in East Brookfield, a solar canopy project at the QCC main campus parking lots (potential to save \$300,000 a year in energy costs), strategic retrenchments, additional rebates on energy contracts and an increase in class size average. It was discussed that an average increase of 1 person per class can result in a savings of \$1million.

Trustee Lopez commended the college leadership on their budgetary management and the fair job they have done keeping fee increases minimal, as he didn't want to see a fee increase, but feels it was done fairly. President Carberry noted that the next DHE dashboard will be coming out and she is proud of our standing in instructional spending as we are one of the top in the state. She noted that as we look at strategic cuts, we will continue to ensure students first, safety and the maintenance of a growth pattern of meeting regional demands and building quality workforce in healthcare, STEM, etc.

Trustee O'Connell inquired about the term retrenchment and VP Marini explained it is a layoff for a role that is no longer needed and it allows the college to reposition personnel and refunction resources and departments.

*Upon Motion duly made, the Board of Trustees voted to approve the FY17 Budget as presented.*

### **3. Request for Approval of Tenure**

Trustee Cavaioli presented the list of names of employees who 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 and Vice President and the President. President Carberry described the process and eligibility to meet the requirements for tenure. She noted that if a person is not approved for Tenure they get a 1 year contract and are removed from employment at the college. Trustee Lopez read the list of names. Trustee Gomez inquired about future evaluations of tenured employees and President Carberry confirmed that continued evaluations occur, as well as student evaluations. Associate VP Daring shared his perspective and the process. He noted that if an employee is not performing well during the 6 years leading to eligibility of tenure, they would have been dismissed at that time, so once they reach this point, they are well established and have demonstrated satisfactory performance.

*Upon Motion duly made, the Board of Trustees voted to approve all recommended employees as presented for Tenure.*

#### **IV. Strategic Planning Committee:**

Trustees Castiel (Chair), Lafleche, Lopez, and Murray

*No Meeting*

#### **V. Executive Committee:**

Trustees Mailman (Chair), Lopez (Vice-Chair), Castiel, and Cavaioli

##### **1. Approval of Emeritus/a Awards 2016**

Chairperson Mailman presented the three names eligible for Emeritus/a to be presented at Commencement. The recommended faculty were Renee Gould, Kathleen Lewando and Laraine Sommella.

*Upon Motion duly made, the Board of Trustees voted to approve all Emeritus/a status as presented.*

##### **2. Nominations for Trustees' Citizen's Award**

Chairperson Mailman recommended the Board approve Stacey DeBoise Luster as this year's recipient.



*Upon Motion duly made, the Board of Trustees voted to approve Stacey DeBoise Luster as recipient of the Trustees' Citizen's Award to be presented at Commencement.*

Chairperson Mailman also presented the recommendation to award a Distinguished Donor Award at Commencement to Frederick Eppinger, President and CEO of Hanover Insurance Group.

*Upon Motion duly made, the Board of Trustees voted to approve Frederick Eppinger as recipient of the Distinguished Donor Award to be presented at Commencement.*

### **3. Approval of updated VP Job Descriptions and Salaries**

Chairperson Mailman reported this item has been tabled and will be discussed at a future meeting.

### **4. ACCT Trustee Leadership Award**

Chairperson Mailman and President Carberry recommended the Board nominate Stacey Deboise Luster for the ACCT Trustee Leadership Award. This award will give regional and national recognition to Stacey for her service to QCC and the BHE, if selected.

*Upon Motion duly made, the Board of Trustees voted to nominate former Board Chair Stacey Deboise Luster for the ACCT Trustee Leadership Award.*

## **VI. Other Business: NONE**

## **VII. President's Report**

### **1. Informational Personnel Items:**

Dr. Carberry reported all personnel actions for the current period. She shared the title change and salary adjustment for Victor Somma who will be stepping up to oversee all branch campuses in the retirement of Faith Symmes. It was noted he will continue reporting to VP Dale Allen, but additionally will report to VP Steve Marini on the operations side. Also shared with the Trustees was the Change of Rank report for 2016.

### **2. President's Out of State Travel Report: N/A**

### **3. President's Leave Time:**

Dr. Carberry reported on her accrued sick, vacation and personal time for the first quarter of 2016. It was reported she had 2.5 sick days and 4 personal days during the time period from March 23, 2016 to April 27, 2016.

### **4. Post Campus Incident Review – March 30 & 31, 2016**

The letter that was shared with the campus community post the bomb and shooting threats on March 30<sup>th</sup> and 31<sup>st</sup> was shared with the Trustees. President Carberry reviewed the timeline and events that occurred and protocols followed. VP Marini shared his perspective and update as far as following protocols, but the difficulty in following these guidelines when panic and unexpected behavior are factored in. He reported that the school currently does not have an internal PA system in place, but one is being looked and considered for installation. The idea of utilizing our phone system was discussed, however the schools VOIP system is limited to 32 phones for intercom. Too small to handle the campus.

Trustee Lopez inquired about the investigation and VP Marini shared there is a person of interest. Along with the FBI, State Police, and local police, our campus police are working collaboratively. He reported that all assistance, locally and federally have been strong and other campuses have been phenomenal. VP Marini noted that all concerns are being addressed, even the campus exit plan. He reviewed our Run, Hide, Fight protocol.

## **5. Informational Items**

The following items/articles were shared by President Carberry:

- a. Bowditch Economic Development Award
- b. \$317million MIT-based textile research center (AFFOA)
- c. Opening of QCC's Fab Lab

## **VIII. Dates of Next Scheduled Meetings**

### **Upcoming Meetings:**

Audit & Oversight:	Tuesday, May 31, 2016, 5:00pm
Strategic Planning:	Tuesday, May 31, 2016, 6:00pm
Executive Committee:	Wednesday, June 8, 2016, 4:00pm
Regular Board Meeting:	Wednesday, June 8, 2016, 5:30pm

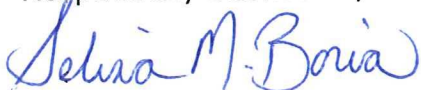
Board Retreat:	Tuesday, June 14, 2016 2:00pm to 5:00pm
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## **IX. Adjournment**

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

*Upon motion duly made, the Board of Trustees voted to adjourn.*

Respectfully submitted,



Selina M. Boria, Executive Assistant to the President