

M E M O R A N D U M

Date: June 9, 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 June 8, 2016

I. Attendance:

Present:

*Trustee Mailman, Chair
Trustee Lopez, Vice Chair
Trustee Castiel
Trustee Cavaioli
Trustee Lafleche
Trustee Nguyen
Trustee O'Connell
Trustee Spillane*

Present from the College were President Gail Carberry; Vice Presidents Stephen Marini and Lillian Ortiz; Vice President William Daring; Assistant Vice Presidents Nancy Schoenfeld and Debra LaFlash; Dean Kathy Rentsch; 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, June 8, 2016, in Room 107A in the Administration Building, 670 West Boylston Street, took the following actions:

II. Minutes:

Upon Motion duly made, the Board of Trustees voted, to approve the Minutes of the Regular Meeting of April 27, 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 June 8, 2016

Trustee Cavaioli reported the college remains on track with the budget. VP Marini gave an overview of all the elements of the Trust Fund report, noting on page 2, the Net tuition amount is pre-purge and may go down

slightly. As far as the decline in Cafeteria revenue, it was discussed that one of the factors may be the opening of the Downtown Healthcare and Workforce Development Center drawing this population of students off the main campus.

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

2. Southbridge Update

VP Marini discussed the grid distributed to the Trustees about the various grants, appropriations, and expenditures as well as the glossary of terms. As far as ITAC and AIM Photonics, Mr. Marini updated the Trustees on 2 potential buildings located at the AO site. The first is 40 Optical for ITAC only and maintaining possession of 5 Optical. The second option is 35 Optical which would hold all operations plus space for the R&D Center through the AIM Grant. It was noted that 35 Optical is the prime target and it will be a few weeks before we know if viable.

For the **MLSC grant**, it was highlighted that spending has been rolled over to FY17 and no longer has to meet the June 30, 2016 deadline.

Mr. Marini gave an overview of **Fly by Wire**, noting how it is an outgrowth from the TAACCCT Grant. The technology will link databases and systems for example a linkage between NSCC and QCC. QCC is a developing partner who opened our database to MIT to assist with the architecture. (middleware). This project serves as an opportunity to participate in a leading edge technology. We are contracted through 2019 and have already received some funds. President Carberry gave kudos to Dean Rentsch and Asst. VP Schoenfeld and their faculty for rolling out the model.

AIM Photonics – Mr. Marini gave an overview of how this grant is designed to develop a network of colleges to deliver programs over time. The \$3.4Million commitment is for the center’s capital and real estate. He stressed it would be ideal if the facility is co-located in the same facility as the ITAC. Our students will have the ability to register to use the R&D Center.

President Carberry noted that QCC’s goal is to implement Photonics in Southbridge for Fall ‘16, but if less than 15 students enroll, we will bus them to Worcester for their courses. She also noted that Karl Storz has pledged \$125,000 for scholarships over 5 years.

AFFOA – Mr. Marini gave a brief overview of AFFOA, explaining we are in the pre start-up phase with the aspirations and intent to move forward.

IV. Strategic Planning, Education, and Student Success Committee:

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

- 1. Enrollment Report:** The current figures were distributed – since the Board has had other opportunities to review the numbers for summer 1 & 2, and fall '16, VP Ortiz shared the current **marketing campaign** highlighting STEM, as well as Spanish campaign videos and ITAC. Ads have been running on HULU, Pandora, Facebook and the QCC website. It was also noted the link to the videos are on the town of Southbridge manager's site and the Bay Path HS site. The ITAC videos identify students who are also area employees. VP Ortiz noted they are working to expand exposure. The link to the ITAC videos: qcc.edu/ITAC
- 2. Photonics Certificate:** Dean Rentsch reviewed that this certificate is a stackable credential under the Electronics Engineering Technology Degree. An inquiry was made as to whether the BHE needed to approve this certificate, but since the program is less than 29 credits, it does not require BHE approval, just a notification.

Upon Motion duly made, the Board of Trustees voted to approve the Photonics Certificate as presented.

- 3. Vision Project:** President Carberry walked the Trustees through the report, noting this is our annual report card on college participation, college completion, workforce alignment, and use of resources, as well as the gaps in these areas. Dr. Carberry highlighted a job well done on the financial aid re-engineering project and other initiatives such as Brothers and Keepers or SHE in working to improve achievement gaps. Dr. Carberry shared a letter from JD LaRock, NSCC Board Chair and Member, BHE requesting the identification of the high performing colleges in the Dashboards to allow others access to what they are doing right. She agrees with his request and supports the idea. Trustee Cavaioli pointed out the misleading label of African Americans in the report as it does not say Black and therefore it is questionable as to whether the data includes all blacks or just African Americans.

V. Executive Committee:

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

1. Approval of Administrative Emeritus/a Awards 2016

Chairperson Mailman presented the two names recommended for Administrative Emeritus/a Awards by the Executive Team and the Executive Committee. The recommended administrators were Dean James Brown and Dean Faith Symmes.

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

2. Title and Salary Change for Executive Team:

Chairperson Mailman reported that the BOT Executive Committee approved the title and salary change for William Daring from Associate Vice President to Vice President of Human Resources. The approved salary increase is a total of \$8175. The Executive Committee also approved the addition of Chief Operations Officer (COO) to Vice President Marini's title. His full title will now be Vice President of Administration/Chief Financial Officer (CFO)/Chief Operations Officer (COO).

3. President and Board Evaluation Timeline

The timeline for this year's Board and President's evaluation was distributed. The deadline for submission to Commissioner Santiago is October 14, 2016. The Board will make final approval of the evaluation results at the Full Board meeting on October 12, 2016.

4. Approval of the 2016-2017 Board Calendar

The final calendar of meetings was presented for approval.

Upon Motion duly made, the Board of Trustees voted to approve the calendar as presented.

5. Board Retreat Agenda

Upon Motion duly made, the Board of Trustees voted to approve the agenda for the Board Retreat as presented.

VI. Other Business: NONE

VII. President's Report

1. Informational Personnel Items:

Dr. Carberry reported all personnel actions for the current period. She reviewed the new hires, resignations and retirements for the MCCC Faculty, MCCC Unit Professional, Non-Unit Professionals, and AFSCME.

- 2. President's Out of State Travel Report:** The only out of state travel during this period was to Capital Community College for a NEASC site visit on May 12, 2016.

3. President's Leave Time:

Dr. Carberry reported on her accrued sick, vacation and personal time for the period from the last board meeting on April 27, 2016 to Friday, June 3, 2016. It was reported she had 1 sick day, 0 personal days and 5.5 vacation days.

4. Faculty Salary Ranges and Diversity

Per a previous request from Trustee Gomez, President Carberry shared a chart that displays the salary levels for faculty from Instructor through Professor and reported that the full time faculty diversity increased from 9.9% to 17% from 2007 to 2013. Since fall 2014, QCC has hired 23 new faculty, 8 of which were diverse candidates. Thirty-three percent (33%) of full time hires during the reported time period were diverse candidates.

5. Informational Items

The following items/articles were shared by President Carberry:

- a. May/June Open Door
- b. Report from the Fiscal Affairs and Administration Policy Committee of the BHE about the approval of guidelines and procedures for transitional and post-presidential employment agreements for state university and community college presidents. Any feedback on the report is requested by June 12th.

VIII. Dates of Next Scheduled Meetings

Upcoming Meetings:

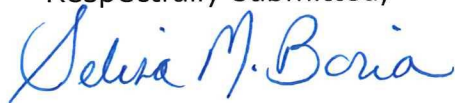
Audit & Oversight:	Tuesday, October 4, 2016, 5:00pm
Strategic Planning:	Tuesday, October 4, 2016, 6:00pm
Executive Committee:	Wednesday, August 16, 2016, 4:00pm
Regular Board Meeting:	Wednesday, October 12, 2016, 5:30pm

IX. Adjournment

With no further items to come before the Board, the meeting was adjourned at 6:55 p.m.

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

Respectfully submitted,



Selina M. Boria, Executive Assistant to the President