



## MEMORANDUM

Date: October 13, 2015  
To: The College Community  
From: Susan M. Laprade, Secretary, Board of Trustees  
Re: Summary of Actions of the Board of Trustees –  
Regular Meeting of October 8, 2015

### I. Attendance:

**Present:**

*Trustee Lopez, Acting Chair  
Trustee Cavaoli  
Trustee Castiel  
Trustee Dean  
Trustee Lawless  
Trustee Nguyen  
Trustee Spillane*

**Absent:**

*Trustee Moore  
Trustee Murray  
Trustee Rodriguez*

**Also Present:** Ms. Susan Mailman, Trustee Board Chair-Elect

Present from the College were President Gail Carberry; Vice Presidents Pat Toney, Dale Allen, and Stephen Marini; Associate Vice President William Daring; Assistant to the President Selina Boria; Assistant Vice Presidents Deb LaFlash, Jane Shea, and Nancy Schoenfeld; Deans Michelle Tufau and Faith Symmes; Professors Susan McPherson, Betsy Zuegg, Jean McLean, Margaret Wong, Kathi Lewando, and Lisa Cook; Police Chief Kevin Ritacco; Coordinator of Library Services Dale LaBonte; Assistant Vice President /Secretary to the Board Susan Laprade.

The Board of Trustees of Quinsigamond Community College, at its Regular meeting held on Thursday, October 8, 2015, in Room 107 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 Special Meeting of September 9, 2015 as presented.

### **III. Current Items for Action/Discussion**

#### **First Item of Business: Professor Susan McPherson, President, QCCPA**

Professor McPherson thanked the Board for allowing her the opportunity to address them regarding the Day Contract Issues, and mentioned that all Massachusetts community colleges have been asked to allow time for the local union leadership to address them on this topic. She informed the Trustees that she has been teaching at QCC for twenty years and has served as the President of the local chapter for three years.

Professor McPherson reminded the Trustees that in a typical classroom at a community college the instructor may expect to find a gang member, a recent high school graduate, someone hoping to transfer to MIT, a 15 year old dual enrollment student, someone with severely limited English skills, etc., noting that this is the very nature of the community college classroom. Community college faculty members understand this, embrace the mission, and do their best on a daily basis to deliver quality education to the hearts and minds of their students.

Professor McPherson summarized the MCCC's concerns as follows:

- Negotiations have dragged on for 11 months
- Financial language, which is inadequate, was not received until September 30 - 3 months after the contract expired
- Management's proposal contains significant take-backs
- Worst package they have seen

Professor McPherson asked the Board to show support for the efforts of the MCCC to obtain a contract that will demonstrate respect for the important contributions of MCCC members. She noted that one way to do this is to contact the Department of Higher Education and ask that they reach a fair agreement with the MCCC.

Professor McPherson was thanked for bringing these concerns to the attention of the Trustees; Trustee Dean noted that he, as a student, witnesses firsthand the positive work of the faculty at QCC.

### **IV. Standing Committee Reports**

#### **A. Audit and Oversight Committee**

*Trustees Cavaioli (Chair), Lawless, Nguyen, Rodriguez, and Spillane*

Trustee Cavaioli presented the report of the Committee, noting that the Committee had met on Wednesday, September 30, and had reconvened today on October 8 to complete its review of the items before the Committee.

## 1. Audit Report – O'Connor and Drew

Auditors David DiIulis and Lisa DiGiusto were present to discuss the Audit.

Mr. David DiIulis, Principal, O'Connor and Drew, that new GASB rule #68 related to pension liability reporting has caused delays in the audits statewide making this a most challenging audit year. He mentioned that the auditors learned in May of this year that they must implement an unfunded pension liability. He noted that Auditor Lisa DiGiusto had presented the updated financial information at the 4 pm meeting.

Mr. DiIulis then reported that the most important results of the audit found no material weaknesses/deficiencies, nor were there any audit differences nor uncorrected misstatements.

He noted the most significant transactions this year were the following:

- The GASB 68 net pension liability resulted in the restated unrestricted net position as of June 2014 as (\$1,376,042) rather than the previously reported \$9,374,428 (a hit to the net opening position of \$11M)
- The 9C reversion that occurred during FY 15

Mr. DiIulis then walked the Trustees through the Audit report, answering all questions posed. He mentioned the final drafts will be submitted to the State by the October 15 deadline.

Dr. Carberry called attention to the fact that campuses whose payrolls are funded fully by the State were not as significantly impacted as those for whom the state appropriation does not cover payroll. For example, QCC and a few other campuses were severely impacted (by \$11M or more) while other, some larger, campuses were significantly less impacted (by \$2M or less). Following discussion, the following Motion was made and approved:

*Motion that the Board shall acknowledge*

*that the Board has received and reviewed the Audit for the period ending June 30, 2015; and*

*that the college will seek clarification from the State Comptroller as to the accuracy of the proportionate share of the collective net pension liability.*

The Board issued kudos to the college staff on achieving another fine audit.

## 2. Approval of Revised College Operating Budget for 2015-16

Vice President Stephen Marini and Assistant Vice President Debra LaFlash presented the proposed revised Operating Budget for FY 16 in the amount of \$64,271,176. The budget revision is necessary due to the larger than anticipated decline in enrollment, originally budgeted at an anticipated -2% in credits and in actuality -5% in credits. Mr. Marini noted that the college had received from the

Board last year approval to use money from the College Reserves account, the majority of which was not spent last year. The revised FY '16 budget proposal requests the use of the unexpended portion of reserves to cover the college's capital needs (list of projects provided) totaling \$1.4 M.

Mr. Marini reported that each of the major college areas' budgets have been reduced by 20% this year, and those cuts will ensure that the college's budgetary needs will be covered, with the exception of capital needs.

Some of the projects listed are still under discussion (example: Dental Clinic which must be made HIPAA compliant – to complete upgrades here or move program to the Downtown site; ADA renovations, retrofit of Manufacturing Tech area). Mr. Marini also stated that a new space study team was formed today by the E-Team to begin immediately to review the college's use of space throughout all of its sites. In response to a question, Mr. Marini responded that he does not anticipate requesting to utilize reserves in the following year.

*Upon Motion duly made, the Board of Trustees voted to recommend approval of the Revised College Operating Budget in the amount of \$64,771,176 for 2015-16.*

- **Review of List of Expected Projects for 2015-16**

Mr. Marini provided the list of expected capital projects for FY 16 to be funded from the revised budget as follows: Manufacturing Renovation, Dental Clinic Upgrade, HLC Chiller, ADA Compliance/Signage. Other projects listed but not yet funded included parking lot repairs, sidewalk repairs/ADA compliance issues, and office backfills.

### **3. Request of Approval: Bid for Winter Rental Equipment**

**Recommendation:** That the Board of Trustees authorize the award of bid for winter rental equipment (snow removal) to BlueLine Rental of Haverhill MA for its low bid in the amount of \$10,530.82.

Mr. Marini noted that the college has determined that the rental of this equipment (front end loaders, etc.) for snow removal is the most efficient use of college funds and mentioned that this bidder is the same vendor the college used last year and the college was satisfied with their service.

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

### **4. Informational – Annual Security Report (Clery Report)**

Chief Kevin Ritacco presented the annual Clery Report on campus security which was filed by the October 1 deadline. This report includes all campus safety policies and provides statistics for the previous three years concerning certain crimes that may occur on campus. The crime statistical report reflect the number of criminal incidents reported to the various authorities for the Main Worcester Campus and

the Southbridge Campus (campuses are defined as sites at which you can complete an entire program of study).

Chief Ritacco also mentioned the college's RAVE emergency notification system which allows for the rapid communication of emergency messaging to all faculty, staff, and students. In addition, he mentioned that all officers are now armed.

Chief Ritacco noted that the stats for the Downtown location are not included in this report but agreed with Trustee Lopez that there are many issues related to the location's proximity to the Worcester Common and Allen Court. Chief Ritacco noted that Securitas staff are stationed at each door and that the door on the Franklin Street side is kept locked. Vice President Marini mentioned that he has been working with Mr. Blais from the WBDC to discuss lighting, cameras, and possible fencing improvements in this location.

Dr. Carberry mentioned that there are a couple of police officer vacancies and that she may consider breaking the hiring freeze for these position. In addition, she said Senator Markey's office had been in touch to suggest holding a statewide discussion on our campus relative to proposed changes to the gun laws relative to background checks/gun purchases, but have decided against it for the moment.

Vice President Marini also informed the Trustees that there are numerous activities taking place behind the scenes to make the campus as safe as possible, including that the QCC officers have recently completed an active shooter training where they were trained in current recommended tactics not simply to defend but to attack in an active shooter situation. Chief Ritacco also mentioned a shot spotter system that would provide a precise location of gunfire, but noted such a system would require funding.

Dr. Carberry also mentioned that the recent incident at Umpqua Community College had caused some anxiety for students and staff on our campus, and noted that the resources of the Well Connect program are available for those who are seeking to discuss their concerns. In response to a Trustees' request, Dr. Carberry stated she would ask Dr. Lillian Ortiz to provide an update about Well Connect at the next meeting.

#### **5. Approval of Recommendation Not to Renew Trustee Liability Insurance**

Mr. Marini stated that the College's Directors and Officers Liability Insurance has been in force for one year and it is now time to decide whether or not to renew the policy. He reported that most campuses are not buying this additional insurance, and that Attorney Ken Tashjy has reiterated his position that the Trustees area already covered under existing state law and that is considered to be sufficient liability coverage.

The annual premium for this policy is \$15,520.00. Given the current budget constraints and the knowledge that most other campuses do not purchase this additional insurance, the Audit and Oversight Committee voted to recommend that the policy not be renewed.

*Upon Motion duly made, the Board of Trustees voted to approve this item and not renew the D&O Insurance policy at this time.*

**B. Strategic Planning, Education, and Student Success**

*Trustees Castiel (Chair), Lopez, Moore, Murray, and Dean*

1. No Meeting

**C. Executive**

*Trustees Lopez (Acting Chair), Cavaoli, and Castiel*

1. No Meeting

**V. Other Business**

1. Announced the recent appointment of Ms. Susan Mailman to the position of Chair of the QCC Board of Trustees and welcomed her to the Board.
2. Reviewed Expiration Dates for Trustees' Appointments
3. Reviewed New Process of Trustee Appointments
4. Reminder: Statewide Trustees Retreat: UMass Lowell, November 4
5. Reminder: Commissioner Santiago to attend Board Meeting on March 23, 2016

**VI. President's Report**

1. Informational Personnel Items for October 2015 were presented.
2. President's Out-of-State Travel: n/a
3. For your Calendar:  
Wednesday, November 4: Statewide Retreat – UMass Lowell

**VII. Adjournment**

With no further items to come before the Board, the meeting was adjourned at 7:00 p.m.

Respectfully submitted,



Susan M. Laprade  
*Assistant Vice President for Policy and Governance*