



MEMORANDUM

Date: April 30, 2015
To: The College Community
From: Susan M. Laprade, Secretary, Board of Trustees
Re: Summary of Actions of the Board of Trustees –
Special Meeting of April 29, 2015

Attendance:

Present:

Trustee DeBoise Luster, Chair
Trustee Cavaioli
Trustee Lawless
Trustee Moore
Trustee Murray
Trustee Nguyen
Trustee Pettiford
Trustee Rodriguez
Trustee Spillane

Absent:

Trustee Castiel

Present from the College were President Gail Carberry; Vice Presidents Pat Toney, Dale Allen, and Stephen Marini; Associate Vice President William Daring; Assistant Vice Presidents Nancy Schoenfeld and Debra LaFlash; Chief Technology Officer Ken Dwyer; Deans Michelle Tufau, Kathy Rentsch, Kathie Manning, Ingrid Skadberg, Maria Addison, and Faith Symmes; Professors Kathi Lewando and Jean McLean; Coordinator of Career and Academic Planning Services Eric Saczawa; Assistant to the President Selina Boria; and Assistant Vice President /Secretary to the Board Susan Laprade.

The Board of Trustees of Quinsigamond Community College, at its Special meeting held on Wednesday, April 29, 2015, in Room 107 in the Administration Building, 670 West Boylston Street, took the following actions.

I. Minutes

Upon Motion duly made, the Board of Trustees voted to approve the Minutes of the Regular Meeting of March 25, 2015 as presented.

The Order of Business was modified to allow additional time for Budget Revisions resulting from the Executive Committee's review and discussion.

II. Current Items for Action/Discussion

1. *Approval of Emeritus/a Awards for 2015*

Recommendation: That the Board of Trustees confer the honorary title of Professor Emeritus/a upon the following faculty members following their retirement from the College:

Professor Karen Carpenter, Nurse Education
Professor Vincent DiTaranto, Engineering
Professor Sandra England, Psychology
Professor George Harris, English
Professor Marilyn Kalal, Dental Hygiene
Professor John Lopriore, Biology*
Professor Brenda Marshall, Occupational Therapy
Professor Marilyn Martin, Developmental English and Speech

Justification: These professors have met the established criteria for this honor, having served the college for many years with dedication and distinction, and are recommended by the Emeritus/a Selection Committee, the Vice President of Academic Affairs, and the President.

**Professor Lopriore was added when he announced his retirement, post-meeting and prior to Commencement, and the action was approved by phone by the Board Chair.*

President Carberry informed the Trustees that each of these Professors has been vetted by the Emeritus Selection Committee and has been found worthy based on their many years of meritorious service to the College.

Upon Motion duly made, the Board of Trustees voted to confer Emeritus/a status to the recommended retiring faculty members.

2. *Approval of Sole Source Bid for Professional Services*

Dr. Dale Allen reported to the Board that when the college initially issued an RFP, no proposals were received; given the lack of response and that the funding for this project expires on June 30, rebidding was not a valid option. The Cecil Group, the recommended service provider, is familiar with the college, is available, and can complete the project before June 30 when the funding expires. Further, they are familiar with the programming needs in the Blackstone area and OCC's need to broaden their service area. The contract amount is \$44,330. Dr. Allen also disclosed that he worked for this firm six years ago, and has submitted the necessary Disclosure Form.

Upon Motion duly made, the Board of Trustees voted to award this Service Contract to the Cecil Group.

3. Pre-Approval of Time Sensitive Bids - ITAC

The Board was requested to pre-approve two bids that are expected to be awarded in mid-May for two purchases with money provided by the ITAC grant. The following information was provided regarding the two proposed purchases:

- One Portable 3D Coordinate Measuring Machine
- One Materials Testing Machine

A preliminary quote was requested for each of these items, so the estimated amounts are \$95,000.00 for the Portable 3D CMM and approximately \$50,000.00 for the Materials Testing Machine. This amount has been budgeted in the FY15 budget, and all deliveries are to be on-campus before June 30, 2015.

In order to ensure the work is completed on time, the College will utilize the Emergency/Time Sensitive Bid approval process, obtaining the approval of the President, the Board Chair, and the Chair of the Audit and Oversight Committee.

The current Massachusetts General Laws Chapter 30B bid processes will be in effect, where public advertisements will run beginning on May 6, 2015 for two weeks. The bids will be opened May 20, 2015. We expect to award the winning bidder and execute a contract before June 1, 2015. We will report the receipt of funds, the equipment details, and the bid information to the full Board at its next meeting, now scheduled for June 10, 2015.

Upon Motion duly made, the Board of Trustees voted to pre-approve these bids with the understanding that the information on the final bid awards will be brought to the next meeting for the information of the Board.

4. Proposed College Operating Budget for FY 2016

Dr. Carberry noted that the College's budget is based on the Governor's budget proposal plus the expected 2% decline in enrollment. She stated that many other campuses are experiencing steeper declines, and that the college is working hard to provide new, attractive options for our students such as the 3+1 agreement with Worcester State for our Nursing program, the 15 to finish advertising, and \$30K baccalaureate transfer program, etc.

Vice President Marini then discussed several budget options proposed for FY 16, all based on an expected 2% decline in enrollment and an increase in Ed Services, Parking, Technology, and Facilities Fees. The options varied in the amount of budget reductions that would need to occur in the 03 payroll and the Cost Center Budgets. Following discussion, the Board approved the Budget proposal B3 which will require a 20% reduction in 03 Payroll and a 20% reduction in Cost Center Budgets (such cuts to be determined by the Vice Presidents within their accounts).

Upon Motion duly made, the Board of Trustees voted to approve the College Operating Budget for FY 16 in the amount of \$64,512,967.

III. Adjournment

With no further items to come before the Board, the meeting was adjourned at 5:55 p.m.

Respectfully submitted,

Susan M. Laprade
Assistant Vice President for Policy and Governance