



## MEMORANDUM

Date: December 7, 2012  
To: The College Community  
From: Susan M. Laprade, Secretary, Board of Trustees  
Re: Summary of Actions of the Board of Trustees – December 5, 2012

### **Attendance:**

#### **Present:**

*Trustee Josephson  
Trustee Biernacki  
Trustee Castiel  
Trustee Cavaoli  
Trustee Lawless  
Trustee Lopez  
Trustee DeBoise Luster  
Trustee Moore  
Trustee Rodriguez*

#### **Absent:**

*Trustee Nguyen  
Trustee Spillane*

*Also present were President Gail Carberry, Vice Presidents Patricia Toney, Dale Allen, and (Interim) Vice President Stephen Marini; Associate Vice President William Daring; Dean Kathleen Rentsch; Assistant Vice Presidents Susan Laprade, Jane Shea, and Assistant Vice President (Acting) Pat Schmohl; Comptroller Debra LaFlash; Professors Susan McPherson and Margaret Wong; Assistant Dean Faith Symmes.*

*The Board of Trustees of Quinsigamond Community College, at its regular meeting held on Wednesday, December 5, 2012, in Room 109A in the Harrington Learning Center at the College, took the following actions:*

**1. Minutes:** Upon Motion duly made and seconded, the Minutes of the Meeting of October 10, 2012 were approved as presented.

**2. Audit and Oversight Committee: Trustee Linda Cavaoli, Committee Chair**

Trustee Linda Cavaoli, Chair of the Audit and Oversight Committee, provided the following report of the Committee meeting held on November 28, 2012.

**A. Trust Fund Report for Period Ending October 31, 2012**

Trustee Cavaoli stated the Committee reviewed with Mr. Stephen Marini, Interim Vice President of Administrative Services, and Ms. Debra LaFlash, Comptroller, the Trust Fund

Report for the period ending October 31, 2012. At that committee meeting, Mr. Marini had informed the committee that the college has received \$1.3M to cover collective bargaining costs, and that these funds had not been budgeted as the college never counts on receiving these funds until they are actually in hand. Trustee Cavaioli pointed out that this is good news, as the \$1.3M may now be used to offset any 9C reversions that may be imposed. Dr. Carberry informed the Trustees that at this point the 9C reversions for higher education will be absorbed at the Board of Higher Education level and that it will likely involve their cutting back on some grants and delaying some new initiatives. At this point, the Presidents are hopeful that it will not impact their operating budgets.

Mr. Marini called the Trustees' attention to Line 55 in the amount of \$237,000 which is being carried over and will balance out in the end, and stated that there are no other anomalies to report.

*Upon Motion duly made, the Board of Trustees voted to accept the Trust Fund Report for the period ending October 31, 2012.*

- B. Recommendation:** That the Board of Trustees approve the President's recommendation to appoint Mr. Stephen Marini as Vice President of Administrative Services effective December 10, 2012.

**Justification:** Mr. Stephen Marini, most recently serving as the Interim Vice President of Administrative Services, was selected following a national search for candidates for this position which yielded 61 candidates, 48 of whom met the minimum qualifications. Mr. Marini has served the college as a high level leader and member of the Executive Team as well as serving as a faculty member, a Dean, and an Assistant Vice President in the Academic Affairs area. He has a strong background in information technology, network security, working in a unionized environment, and has served as the college's key representative on site exploration initiatives. He is viewed on campus by peers and subordinates as a capable, collaborative leader who values the contributions of his team.

Mr. Stephen Marini exited the meeting room for the duration of the discussion of this item.

Trustee Cavaioli reported that at the AO Committee meeting, the Trustees received the Search Committee Report from Associate Vice President William Daring, who noted that Vice President Stephen Sullivan had served as the Chair of the Search Committee. Mr. Daring had informed the AO Committee that the college had received applications from 48 qualified applicants, had interviewed 8 applicants and selected three finalists; one withdrew due to salary. Dr. Carberry had also stated at the AO Committee meeting that she believes Mr. Marini's IT background and varied set of skills made him an ideal candidate for this position.

Trustee Cavaioli stated the AO Committee voted to approve the President's recommendation to appoint Mr. Stephen Marini to the position of Vice President of Administrative Services. Dr. Carberry then stated that after the day-long interviews with the candidates on campus, she had invited the college community to submit their comments on the candidates. She informed the Trustees that Mr. Marini was the overwhelming choice of the faculty and staff who had submitted comments.

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

Chair Stacey DeBoise Luster then noted that at the Committee meeting a related Motion was made and approved wherein the Committee requested that additional information be provided to Trustees relative to the Search Processes utilized by the College, including such items as the screening tool being used, salary scales, etc. so that the Board might more fully understand how the college conducts its hiring. Appointments to the Executive Team (the President's direct reports) are presented to the Board for approval. The Trustees endorsed this request.

At this point in the meeting, Mr. Marini was invited to return to the meeting, was greeted with applause and congratulated on his appointment.

**C. Enrollment Update**

Trustee Cavaioli reported that Assistant Vice President Iris Godes had attended the AO Committee meeting and provided the enrollment reports for Intersession and Spring 2013., and pointed out that the latest enrollment numbers have been provided this evening. Ms. Godes had informed the Trustees that the Spring enrollment is running about level (down by .5%) and that the Intersession numbers look a bit down at the moment but are particularly difficult to predict because students do not register for these classes until the fall semester ends. Ms. Godes had also mentioned that the college could be a bit behind due to losing days for the hurricane and the water main break, but in general the college expects enrollment to remain level.

**D. Recommendation: Bloodborne Pathogen Policy**

Trustee Cavaioli reported that the AO Committee had reviewed and discussed this policy, which had been recommended by the All College Council, discussed at an All College Forum, and discussed by and recommended by the Executive Team and the President.

Acting Assistant Vice President Pat Schmohl, who had served as the Chair of the Administrative Services Governance Committee while this policy was being drafted, was available to answer questions about the policy. Mr. Schmohl noted that this policy represents an update of the college's previous policy. In creating the policy, he explained, the Committee identified and gathered all of the policies and practices in effect in the college's many labs and working over the course of a year merged these documents to the policy now before the Board. In response to a question, he explained that although the college is not required to adhere to OSHA standards, the policy does follow and in some instances exceeds the OSHA standards. When asked why the policy does not stipulate that the PPE's will be available in every location, Mr. Schmohl stated that having PPE's available is always the practice and is understood by those working in these areas. A Motion was made that the policy be **amended** to include the statement that the College will provide the PPE's in every relevant location. This amendment was approved.

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

Dr. Carberry commended the members of the committees who worked on this policy acknowledging that it was an important accomplishment to consolidate all of these documents.

### 3. Strategic Planning Committee: Trustee Ronald Josephson, Committee Chair

Chair Luster thanked Trustee Ronald Josephson for the many courtesies he has extended to her during her transition to the position of Chair of this Board, and invited Committee Chair Ronald Josephson to provide the report of the SP Committee.

#### A. Update: Campus Expansion

- **Downtown Worcester:**

Trustee Josephson informed the Trustees of new information since the Committee meeting, specifically that there have been some personnel changes at DCAM and that the college's main contact person is no longer working on our project. Her supervisor will now be the contact person and has been provided with all of the files and information she will need to assist with our project. The college is awaiting a letter from DCAM about the downtown property. Chair Luster stated that if the college has not received this letter by Friday, she feels the college should call the supervisor to discuss the matter as this process has already been significantly delayed. Trustee Josephson stated that he and Vice President Marini will stay on top of this matter.

- **Science & Technology Building:**

Trustee Josephson stated that the committee had heard a report from Dean Kathleen Rentsch about the new Science and Technology building for the campus. At present, although the college had hoped to combine two bonds to have construction of the entire building occur at once, it is now a two phase project. Dr. Carberry interjected that she has spoken with Senator Brewer who is still working for us in an effort to get this money combined. Trustee Josephson stated that the college will be able to occupy this building in 2017, with a groundbreaking in 2014. In response to a question about whether the building will cause the campus to lose some parking, Dr. Carberry stated that the college will lose some enrollment on campus when the downtown campus is opened and has also been looking into building tiered parking lots.

#### B. Update: Southbridge Veteran Center

Trustee Josephson mentioned that a proposal has been submitted which would involve having disabled veterans (10% disability) to live in a dormitory arrangement at the Southbridge Hotel and Conference Center. If successful, the college would offer courses such as EMT, Criminal Justice, Auto Tech, etc. to these veterans.

Vice President Dale Allen informed the Trustees that the proposal had been submitted to the Department of Defense. If successful, QCC would be the external service providers for this program. The model will be similar to the one used by the DOL grant. In addition, he reported that the property owner would be willing to provide 40,000 sq. ft. of renovated space to QCC for 8-10 years at no charge. If this proposal is approved, it could begin as early as this summer. While there is no hard date for a response, the property owner expects it will be approximately 5 weeks. Mr. Allen also informed the Trustees that Senators Kerry, Brown, and Congressman Neal support this project.

In response to a Trustee's question, Mr. Allen informed the Board that this is a new idea and that it would be a pilot program. The college's investment will be perhaps \$800,000 per year, mainly for full time faculty and staff, but that the college would seek an agreement that

would ensure it will break even from day 1. Mr. Allen then stated he projects a loss of about \$25K in the first year and that after that it would be all profit.

- C. **Recommendation:** That the Board of Trustees approve the **Manufacturing Technology – Associate in Science – Applied Manufacturing Option** effective Fall, 2013.

**Justification:** The proposed **Manufacturing Technology –Associate in Science – Applied Manufacturing Option** is designed to provide students who have successfully completed the MA Manufacturing Extension Partnership (MassMEP) Computer Numerical Control (CNC) Machine Operator Skills Training and Advanced CNC Machine Operator Skills Training with an advanced entry pathway to the AS in manufacturing Technology. This new option also meets the MACCWDTA goals of building viable non-credit pathways (with stackable credentials) in key industry sectors.

This Certificate has been reviewed and recommended by the Business and Technology Division, the Learning Council, the Vice-President of Academic Affairs, and the President.

Dean Kathleen Rentsch summarized the new certificate option, stating it is a unique new program resulting from the college's close relationship and year-long discussions with the Mass. Manufacturing Extension Partnership (MMEP). This program will allow the college to award college credit and will allow students to complete 99% of their degree work online. She provided the Trustees with the 3" bound copy of the background material which was the result of the collaboration between our faculty and MMEP's. In response to a Trustee's questions about the Math component, Dean Rentsch reported that the college will hold Math Boot Camps for those who need them.

Board Chair Luster mentioned that the Lieutenant Governor at a recent meeting sounded his praises for this program, citing it as a great example of collaboration, impacting the labor force, and working beyond our own traditional service area. No other community college in the state is currently doing this, and Mr. Healy from MassMEP wishes to make this a model for others to adopt.

Dr. Carberry mentioned her recent conversation with Senator Michael Moore regarding setting Centers for Excellence within the state. In Worcester, manufacturing and health are excellent possibilities. She stated she is currently drafting some concepts and working on this with the Senator.

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

- D. **Grading Policy:** Trustee Josephson informed the Board that the SP Committee had discussed the proposed Grading Policy at its meeting and identified a number of issues. Following that discussion, this item was withdrawn by the Administration and will likely be resubmitted to the Board in January.

- E. **Presidential Evaluation Committee: Chair Stacey DeBoise Luster**

Board Chair Luster stated that with the Trustees approval, she has appointed the members of the Committee as follows: Board Chair Luster (Chair); Board Vice Chair Lopez; AO Committee Chair Cavaoli, and SP Committee Chair Josephson. She informed the Board that

to ensure the process is not rushed, this Committee will begin to meet in January and will review the process and evaluation instruments. In addition, she noted that she would like to gather input from the students and faculty of the campus. Dr. Carberry noted, too, that the Presidential Evaluation at the DHE level is becoming more formalized, and that the college will seek input from the Commissioner to ascertain whether or not new evaluation instruments and guidelines are being developed.

In addition, Dr. Carberry mentioned that the board needs to develop a Board self-evaluation tool, and that the ACCT might be a good source for evaluation instruments. Trustee Lopez mentioned that the DHE, with a new Director of Trustee Relations, may be offering new trainings, etc., and that the Executive Office and the General Counsel's office may be part of those trainings.

It was agreed that this item will remain on the Agenda as the discussions proceed.

#### **4. Other Business**

**A. Trustee Committee Assignments:** Board Chair Luster reviewed the following committee assignments, noting that all Trustees can attend any of the committee meetings when they wish to and emphasizing that given the important discussions that will take place at the committee meetings, attendance is critical. In addition, Chair Luster noted that she intends to refer items to Committees and not take them up at the Board meeting without having been first discussed by the appropriate Committee.

- Chair: Stacey DeBoise Luster                      Vice Chair: Miguel A. Lopez
- Audit & Oversight Committee: Chair: Linda Cavaoli  
Members: Rosalie Lawless, AiVi Nguyen, John Rodriguez, Kristina Spillane
- Strategic Planning Committee: Chair: Ronald Josephson  
Members: Joshua Biernacki, Matilde Castiel, Miguel Lopez, Edward Moore
- Presidential Evaluation Committee: Chair: Stacey DeBoise Luster  
Members: Miguel Lopez, Linda Cavaoli, Ronald Josephson

**B. Trustee Request:** That the Board of Trustees reconsider the previously proposed Smoking Ban at Quinsigamond Community College.

This item has been referred to the Strategic Planning Committee. The proposed policy and the summary from the last Board discussion about this topic will be provided to the Committee.

**C. Trustee Request:** That the Board of Trustees consider arming the members of the Public Safety Police Force at Quinsigamond Community College.

This item has been tabled and will remain on the Agenda, to be discussed again when the college has made a decision about locating in the downtown and will then view this topic more globally. In addition, the Trustees would be interested in reviewing the skill set of the existing force in terms of psychological testing, marksmanship, fitness, etc., and also expressed a desire to hear from the Chief on this topic.

## 5. President's Report

- A. **Informational Personnel Actions** were distributed. The Trustees requested that future editions of this report indicate whether each reported position is new or a replacement.
- B. **Copy of Letter from Commission Freeland relative to the Report: Time to Lead**. *(This report was distributed at the October 10 meeting. Additional copies will be available at the meeting.)* Chair Luster asked if the college's strategic plan is aligned with the goals of the Commissioner's vision project, and Dr. Carberry said she would provide a copy of the report she prepared showing how these are aligned.
- C. **Copy of the Report: Labor Market Trends in the Central Mass Region** was distributed.
- D. **Copy of the October 2012 MCCC Newsletter** was distributed.
- E. **Recent Newsclippings Regarding QCC** were distributed.
- F. **For your calendar:**
- **Annual Holiday Luncheon – December 13 at Noon in the Harrington Learning Center**
  - **Annual Rev. Dr. Martin Luther King Jr. Community Breakfast: Monday, January 21, at 8 a.m.**
  - **Ribbon Cutting for North Wing: Friday, January 25, at 10 a.m.**
- G. **Additional Topics:** Dr. Carberry extended her congratulations to the following campus individuals and groups for recent accomplishments:
- **Bellwether Award Nomination:** Trustee Moore, Vice President Allen, and President Carberry reported at the ACCT conference in Boston about the partnership arrangements that led to the college opening a Southbridge campus with little or no state support; this project has been nominated for a Bellwether award and they will travel to Orlando in January for this event.
  - Several charitable efforts underway on campus, including **Be An Angel** (toys for children of QCC students), **Feed A Family** (for grocery gift cards for students), **Random Acts of Kindness Hats and Mittens Drive** (for needy children in the Worcester area) and **Linus Blankets** (for Hurricane Sandy survivors).
  - Several Faculty have been honored recently in the press, including Don Morin (Auto Tech) and Charlene Mara (Childrens' School).

## 6. Dates of Next Meetings

**Committee Meetings – to be determined:** Trustee Cavaioli mentioned that she has a schedule conflict and will not be able to attend a committee meeting on Wednesday, January 23. Board Secretary Susan Laprade will poll the Trustees to find another date on which to hold the Committee meetings.

**Regular Meeting: Wednesday, January 30 at 5:30, in the Southbridge Hotel and Conference Center** (directions to be provided)

## 7. Adjournment

With no further items to come before the Board, the meeting was adjourned at 6:58 p.m.