



MEMORANDUM

Date: December 11, 2013
To: The College Community
From: Susan M. Laprade, Secretary, Board of Trustees
Re: Summary of Actions of the Board of Trustees – December 4, 2013

Attendance:

Present:

*Trustee DeBoise Luster, Chair
Trustee Castiel
Trustee Josephson
Trustee Lawless
Trustee Lopez
Trustee Moore
Trustee Nguyen*

Absent:

*Trustee Cavaioli
Trustee Pierce
Trustee Rodriguez
Trustee Spillane*

Present from the College were President Gail Carberry; Vice Presidents Patricia Toney, Lillian Ortiz, and Stephen Marini; Associate Vice President William Daring; Assistant Vice Presidents Jane Shea and Debra LaFlash; Deans Kathleen Rentsch and Clarence Ates; MCCC President Professor Susan McPherson; Faculty Senate President George Fitch, and several members of the faculty; Campus Police Chief Kevin Ritacco; director of Institutional Communications Josh Martin, Director of Institutional Research and Planning Dr. Ingrid Skadberg, Assistant Vice President and Secretary to the Board Susan Laprade.

The Board of Trustees of Quinsigamond Community College, at its regular meeting held on Wednesday, December 4, 2013, in Room 109AB in the Harrington Learning Center at the College, took the following actions.

- I. **Minutes:** Upon Motion duly made and seconded, the Minutes of the Regular Meeting of October 9, 2013 were approved as presented.

The following two items, Marketing and Strategic Plan, were taken out of order.

II. Special Presentation on Marketing and the 50th Anniversary – Dr. Lillian Ortiz and Mr. Josh Martin

Mr. Martin presented the Marketing update, and distributed copies of powerpoint slides illustrating the marketing plans for three target audiences: returning students, new students, and DOL/MCCWDTA students. The slides covered the details of the marketing efforts for Spring semester and included numerous outreach methods such as postcards, call outs, e-mails, tv, radio, theatres, web banners, billboards, brochures. In addition, Mr. Martin presented the television ads now running on local stations.

In regard to the 50th Anniversary/Guardians plans, Mr. Martin informed the Trustees of the series of soon to be released publications (President's Report, WBJ Connections) as well as a series of events in the planning stages to celebrate the 50th anniversary and the recognition of additional Guardians. A total of 50 Guardians will be identified (10 were recognized in September, 10 will be announced in February/March, and 10 more in May). In addition, Mr. Martin informed the Trustees that the college intends to participate in area parades, festivals, and events to further advertise and promote the college's 50th anniversary celebration. Forms to nominate future Guardian award recipients are available.

The Board of Trustees applauded these initiatives and efforts and asked to be kept informed as the Anniversary events are planned.

III. Presentation of the Strategic Plan – Dean Kathleen Rentsch and Dean Clarence Ates

Deans Rentsch and Ates presented the final report of the Special Committee on the Strategic Plan, noting that the report contains the thinking of the Committee members on the topics the Committee had been particularly charged with reviewing: 1.4b; 1.4c, and 1.5c. In addition, Dr. Carberry pointed out that many other changes to the Draft Plan had been proposed by members of the college community and that those changes have been reviewed by the Executive Team and incorporated in the new Draft. During the discussion, one of the Trustees noted that she had been persuaded by the information presented at the sub-committee meeting by faculty member Professor Marilyn Martin, and that she was therefore not in favor of integrating the final exam into the total grade for the course. However, with that limited reservation, she stated she was in support of the current iteration of the Draft Strategic Plan. In addition, the Board was informed that the language in item *1.5c a) Incorporate departmental final exam grades as a percentage of the final course grade in developmental math and English, but do not use such exams as a stand-alone exit exam or sole prerequisite to enter into the next sequence level* be moved to item 1.4c, as proposed by the Special Committee on the Strategic Plan.

Recommendation: That the Board of Trustees approve the College's Strategic Plan for 2014-2017, as amended (attached). Further, that the Board of Trustees commend the members of the college community who offered their recommendations relative to the plan, the Strategic Planning Committee who met on June 4 to develop the initial plan, and the Special Committee on the Strategic Plan.

Justification: Following initial review of the Strategic Plan at the committee meeting of September 25, 2013, the Board authorized the creation of a Special Committee on the Strategic Plan to further study three objectives (1.4b, 1.4c, and 1.5c). This Special Committee, led by Deans Clarence Ates and Kathleen Rentsch, researched and reviewed these topics over the period of October 1 – November 8, and has made recommendations (attached) to revise the wording. The Committee's recommendations have been included in the plan.

In addition, numerous additions and revisions offered by the college community during the open comment period have now been reviewed by the Executive Team and are included in this recommendation.

Attachments: Strategic Plan Documents

Upon Motion duly made, the Board of Trustees voted to approve the Strategic Plan for 2014-2017 as amended.

IV. Strategic Planning Committee: Trustee Ronald Josephson, Committee Chair

Trustee Ronald Josephson, Chair of the Strategic Planning Committee, provided the following report of the Committee meeting held on Wednesday, November 20, 2013.

1. **Report from the Special Committee – Strategic Plan** - presented earlier in the meeting.
2. **Approval of the Revised Strategic Plan** - presented earlier in the meeting.
3. **Enrollment Report:** Dr. Lillian Ortiz reported that enrollment is currently down slightly (-1.5%) and that students typically await their grades before registering for the next semester. She stated she has been diligent about student callouts and other outreach methods and will continue these efforts throughout the Spring registration cycle.
4. **Tracking QCC Enrollment by Program:** Dr. Lillian Ortiz distributed the QCC Enrollment by Program statistics for Fall 2011-Fall 2013, and reviewed the entries with the Trustees. Vice President Toney noted that the programs listing low numbers (e.g., Complementary Health with 1 student) are not courses run with these low enrollments, but represent students who are in classes with others but who are pursuing specific certificate programs. Further, she noted that those who are in non-degree program who are therefore not eligible for financial aid. The Trustees indicated they would also like to see the number of graduates by program, and Dr. Ortiz indicated she will be able to provide that information at a future meeting.
5. **Diagram – Strategic Enrollment Plan (Marketing and Retention):** Dr. Lillian Ortiz also distributed the Strategic Enrollment Plan diagram her area is currently following to synchronize the area's marketing/recruitment and retention plans.

V. Special Presentation by Sue Mailman, Chair of the QCC Capital Campaign

The Trustees welcomed Sue Mailman, Chair of the QCC Capital Campaign, and each Trustee received a packet of information relative to the ongoing campaign. She explained that the expectation is that the college will have 100% participation from both the QCC Foundation Board and the QCC Board of Trustees, and that they would love to receive a stretch gift from each Director and Trustee by the end of this year. She explained that it is very important that all participate, and that the level of participation question is often asked by area Foundations and Trusts when they are approached for donation.

Chair Stacey Luster thanked Sue for stepping up and taking on this undertaking for the College, noting that all of the Directors and Trustees are volunteers and donors. Chair Luster then encouraged the Trustees to use their QCC business cards and to distribute them frequently to demonstrate their support for Quinsigamond.

VI. Presentation by Audit and Oversight Committee: Vice President Stephen Marini

Vice President Marini, in the absence of Trustee Linda Cavaoli, Chair of the Audit and Oversight Committee, provided the following report of the Committee meeting held on Wednesday, November 20, 2013.

1. FY '13 Trust Fund Report for Period Ending October 31, 2013

Vice President Marini presented the Trust Fund Report for the period ending October 31, 2013, informing the Trustees that all appears to be in order, and noting that although revenue is less, it was expected and is therefore on budget. He then mentioned that expenses are slightly up, but that at this not an exact science. At this point, the college has received half of its expected revenue and has expended approximately one-third of its expected expenditures, and that we are at this point one-third through the fiscal year. He stated that the college is on budget and on track.

Upon Motion duly made and seconded, the Board of Trustees voted to accept the FY '13 Trust Fund Report for the period ending October 31, 2013.

2. Approval of Contract with the DCU Center for the Rental of the Commencement Venue

Recommendation: That the Board of Trustees authorize the attached contract with the DCU Center in Worcester to provide the venue and other attendant services as listed for Quinsigamond Community College's Commencement 2014 to be held on Thursday, May 22, 2014 in accordance with the attached rental contract in the amount of \$24,000.

Further, assuming a modest annual cost increase of no more than 10%, that the College is also authorized to execute a similar contract for this venue for Commencement 2015 which will be held on Thursday, May 21, 2015 and Commencement 2016 (date not yet set).

Justification: The college has contracted with the DCU Center for two of its past three Commencement ceremonies and have found this venue to best meet the needs of the college in its efforts to honoring its graduates and their families and guests on this important occasion, providing a beautiful, safe, clean, accessible, and welcoming venue, protected from the New England weather.

Mr. Marini informed the Trustees that executing this contract with the DCU would be to secure the dates for the 2014 and 2015 commencement ceremonies. Mr. Marini estimated that holding this event at the DCU results in a significant cost savings to the college, and ensures a safe and accessible venue for the graduates and their families. Dr. Carberry stated that in considering holding the ceremony in the tent the college has another challenge in addition to the New England weather, that being the large increase in the number of graduates (2007 = 700; 2013 = 1300).

Upon Motion duly made and seconded, the Board of Trustees voted to approve the Contract with the DCU Center for the Rental of the Commencement Venue .

3. Approval of Contract with DCU Center for Audio Visual Event Services

Recommendation: That the Board of Trustees authorize the attached contract with the DCU Center/Presentation Technologies in Worcester to provide the Audio Visual equipment and labor for Quinsigamond Community College's Commencement 2014 to be held on Thursday, May 22, 2014 in accordance with the attached in an amount not to exceed \$20,741.25.

Further, assuming a modest annual cost increase of no more than 10%, that the college is also authorized to execute a similar contract for these services for Commencement 2015 which will be held on Thursday, May 21, 2015.

Justification: The college has contracted with Presentation Technologies for two of its past three Commencement ceremonies and has found them to provide excellent service, sound, and audio visual production. Further, this contractor is the authorized contractor for the DCU Center.

Mr. Marini noted that the Audio Visual services contract with the DCU AV vendor is a separate item and also requires approval.

Upon Motion duly made and seconded, the Board of Trustees voted to approve the Contract with the DCU Center for AV Services for Commencement.

4. Approval of the Award of Bid for Marketing Technical Assistance for Massachusetts Community Colleges and Workforce Development Transformation Agenda (MCCWDTA) Bid Number # QCC06262013

Recommendation: That the Board of Trustees approve the award of Bid for MCCWDTA earmarked to Allen & Gerritsen, located at 2 Seaport Lane, Boston, MA 02210. Allen & Gerritsen (A&G) was the lowest responsible and responsive bid price in the amount of up to \$1,000,000 for all requested components.

Justification: Following Massachusetts General Laws, Chapter 30B an invitation to submit bids in response to a Request for Proposal was posted on two occasions (April 9, 2013 and July 30, 2013) and were posted on Com-PASS, in the Telegram & Gazette and the Boston Globe. Nineteen bids were submitted by 15 firms by the closing date of the second process. Vice President Allen stated that the firm (A&G) and its proposal was selected by a committee headed by the Executive Director and Associate Director of the Massachusetts Community College Executive Office (MCCEO), and consisted of five other representatives with appropriate expertise from across the community colleges in the state. There were two finalists, and A&G was the lowest responsible and responsive bidder that was endorsed by the Community Colleges President's Council at the September 20, 2013 meeting and by the Quinsigamond Community College Board of Trustees at its meeting of October 9, 2013.

Because Quinsigamond is the lead partner for this Department of Labor grant, this Board action is the second in a series of Board approvals necessary for the proper management and oversight of the grant.

Vice President Marini presented the Award of Bid for Marketing Technical Assistance, noting that this was endorsed by the QCC Board on October 9 and has now been reviewed and approved by the Federal Program officer.

Upon Motion duly made and seconded, the Board of Trustees voted to approve the Award of Bid.

5. Online Foundation Skill Development and Tutoring Services Bid No. QCC06262013

Recommendation: That the Board of Trustees approve of the following award of the bid for Online Foundation Skill Development and Tutoring Services on behalf of the MCCWDTA Grant to Educate Online for most responsive bid in the amount of \$95,000.

Justification: Following Massachusetts General Laws, Chapter 30B an invitation to bid was posted on the State Comm-Pass website and in the local Worcester Telegram & Gazette Newspaper. A total of two bids were received on June 28, 2013.

The Trustees were informed that this contract will provide access to online tutoring services desired by some of the campuses. QCC is already doing contextualized learning so will not need this assistance and are already using SmartThink to support our online students so we were ahead addressing this issue. These bids were vetted through the MCCEO are recommended for approval.

Upon Motion duly made and seconded, the Board of Trustees voted to approve the Award of Bid.

6. Approval of Bid for Consulting Services for Creating Online and Tech-Enabled Components for Advanced Manuf. Programs Bid No. QCC07222013

Recommendation: That the Board of Trustees approve of the following award of the bid for Consulting Services for Creating Online and Tech-Enabled Components for Advanced Manuf. Programs to the Massachusetts Institute of Technology (MIT) on behalf of the MCCWDTA Grant for most responsive bid in the amount of \$77,500.

Justification: Following Massachusetts General Laws, Chapter 30B an invitation to bid was posted on the Comm-Pass state website and in the local Worcester Telegram & Gazette Newspaper. MIT was the only bid that was received on July 22, 2013.

The Trustees were informed that this is for the Manufacturing Tech Simulations and the recommendation is that the bid be awarded to MIT, the sole bidder. The deliverable will be a simulation of a piece of equipment, e.g. a drill press, which will allow students to experience working on the equipment in a virtual lab without it being necessary to purchase all of the expensive machines.

Upon Motion duly made and seconded, the Board of Trustees voted to approve the Award of Bid.

VII. Executive Committee: Trustee Chair Stacey DeBoise Luster

Trustee Chair Stacey DeBoise Luster, Chair of the Executive Committee, provided the following report of the Committee meeting held on Wednesday, December 4, 2013.

- 1. Update from the Special Committee – Campus Police:** Trustee Luster reported that the Committee has begun to meet to discuss this issue.
- 2. Evolving Southbridge Expansion:** Trustee Luster reported that Vice President Dale Allen reported to the Executive Committee about some opportunity for expansion at the Southbridge location and that the Board will be kept informed as these discussions continue.

3. **Parking for Downtown:** Trustee Luster reported that Vice President Stephen Marini reported to the Executive Committee about the progress at the Downtown location, including negotiating for additional parking spaces and that the Board will be kept informed as these discussions continue.
4. **Post-Holiday Get-Together with the Foundation Board and Campaign Cabinet:** Trustee Luster asked Susan Laprade to work with the Foundation staff to plan a post-Holiday event.
5. **Approval of Award of Bid: Exterior Ductwork Insulation Roof Surprenant Hall Architect Project 13060**

Recommendation: That the Board of Trustees approve the following award of bid for Exterior Ductwork for insulation of the roof for Surprenant Hall to Energy Insulation Conservation, Inc. for most responsive bid in the amount of \$23,500.

Justification: Following Massachusetts General Laws, Chapter 30B an invitation to bid was posted on the Comm-Pass state website and in the local Worcester Telegram and Gazette Newspaper. A total of two bids were received.

Mr. Marini explained that when two identical bids are received, the bid award is resolved by a coin toss and that Energy Insulation won the bid. He noted that the money for this project is budgeted. In response to a question about whether there has been a sufficient cooling off period, given that the former Board Chair may have connections to this company, Mr. Marini stated he would check. **Note:** *Post meeting, Mr. Marini was assured that the former Board Chair had been employed by the company in the past but is no longer there and is not involved with the company at the present time.*

Upon Motion duly made and seconded, the Board of Trustees voted to approve the Award of Bid.

6. Sabbatical Leave Proposal – Non-Unit Professional

Recommendation: That the Board of Trustees grant Sabbatical Leave from March 1, 2014 to August 1, 2014 to **Elizabeth Woods, Dean of Students**

Justification: This Sabbatical Leave Proposal is to create a three tier Community Service Program. This request has been reviewed and is recommended by the Vice President of Strategic Enrollment Development and Student Engagement and the President. The proposal is in accordance with the procedures contained in the Board of Higher Education Non-Unit Professionals Personnel Policies Handbook.

Dr. Carberry stated that she is very pleased with this proposal and that she believes Dean Woods will be able to formalize community service initiatives for our students. In addition, she noted that Dean Woods has requested this leave during an off-peak time for students and that Mr. Kevin Butler, the Assistant Dean of Students, will step up to fill the role while she is on leave.

Upon Motion duly made and seconded, the Board of Trustees voted to approve the Sabbatical.

VIII. Other Business

1. **Marketing Presentation:** *presentation by Mr. Josh Martin and Dr. Lillian Ortiz occurred earlier in the meeting.*
2. **Capital Campaign Update:** *presentation by Ms. Sue Mailman, Chair of the Capital Campaign, occurred earlier in the meeting.*

3. **Updated List of the Directors of the QCC Foundation Board:** The Trustees received the annual copy of the updated list of Foundation Directors, as directed in Ch. 15A.

VII. President's Report

1. **Information Personnel Items**

2. **Copy of New Systemwide Affirmative Action Policy:** Ms. Anita Bowden, Dean for Employment and Equity, informed the Trustees that the new policy contains a lot more detail than prior versions, and that it includes more protected classes, the complaint process has been revised, and that issues of sexual violence are clearly delineated. She noted that this policy, though new, is available on the website and has been distributed campuswide; further, she has presented the material at the All College Forum on December 3. She will also be meeting with various leadership groups and will also ensure that the policy is available to students.

3. **Copy of New Valor Act:** This policy allows for experiential credit for Veterans. One issue with the policy as written is that students in Criminal Justice programs, because of previous abuses of the Quinn Bill, have been precluded from earning experiential credit. Dr. Carberry stated she has brought this issue to the attention of Senator Michael Moore who has promised to look into it.

4. **Copy of State Ethics Commission Advisory on Public Employees Making and Receiving Job Recommendations:** Dr. Carberry stated that she encourages people to continue to forward the names of good candidates, but that the Trustees and employees should also review and be aware of the dictates contained in this advisory.

5. **Recent News:**

- o **NEASC Site Visit Exit Summary:** Dr. Carberry reported that the initial NEASC Exit report was outstanding, the Team stated they had never seen a better written self-study report, and congratulated the NEASC Team, led by Vice President Pat Toney.
- o **QCC Expansion Funding:** Dr. Carberry stated that the initial view of the FY14 bond numbers did not look good, but that she will keep the Trustees informed.
- o **UMass Tobacco Free Symposium – Former QCC Student Veronica Gates:** Dr. Carberry distributed an article about Tobacco Free Symposium and noted that former QCC Student Veronica Gates had presented at this event; she was also the student who initiated this effort while at QCC.
- o **QCC e-News – October 2013 and November 2013**
- o **QCC Connections**

6. **For Your Calendar:**

- a. **Annual Holiday Luncheon – Thursday, December 12, at Noon**
- b. **Annual ACCT Conference Information – Summit at a Glance**

7. Dates of Next Meetings

Committee Meetings:

Audit & Oversight Committee: ~~Wednesday, January 22, 2013, 5:00 p.m.~~

Changed: Tuesday, January 21, 5:00 p.m.

Strategic Planning Committee: Wednesday, January 22, 6:00 p.m.

Executive Committee: Wednesday, January 29, 2013, at 4:00 p.m.

Regular Meeting: Wednesday, January 29, 2013, at 5:30 p.m.

8. Adjournment

With no further items to come before the Board, the meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Susan M. Laprade
Assistant Vice President for Policy and Governance