

M E M O R A N D U M

Date: December 4, 2014
To: The College Community
From: Susan M. Laprade, Secretary, Board of Trustees
Re: Summary of Actions of the Board of Trustees – December 3, 2014

Attendance:

Present:

Trustee DeBoise Luster, Chair
Trustee Castiel
Trustee Cavaoli
Trustee Lopez, Vice Chair
Trustee Moore
Trustee Murray
Trustee Nguyen
Trustee Pettiford
Trustee Rodriguez

Absent:

Trustee Lawless
Trustee Rodriguez
Trustee Spillane

Present from the College were President Gail Carberry; Vice Presidents Pat Toney, Lillian Ortiz, Dale Allen, and Stephen Marini; Associate Vice President William Daring; Assistant Vice Presidents Jane Shea and Debra LaFlash; Deans Jane June, and Michelle Tufau; MCCC President Professor Susan McPherson; Faculty Senate President Professor Betsy Zuegg; Transfer Counselor Beth Fullerton; and Assistant Vice President /Secretary to the Board Susan Laprade.

The Board of Trustees of Quinsigamond Community College, at its regular meeting held on Wednesday, December 3, 2014, 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 October 8, 2014 as presented.

II. Special Request: Dr. Carberry asked that the Board take an item from her President's Report out of order to receive the Sabbatical Leave reports from several members of the faculty and staff.

Upon Motion duly made, the Board of Trustees voted to change the order of business to respond to this request.

Sabbatical Leave Reports: HEALTHCARE:

The following members of the faculty and staff presented their reports:

Spring, 2014: **Professor Ellen Andrews:** *develop an innovative approach to identify students who are at risk of failure and setting up a program for nursing student success. She reported that the department is looking into hiring a part-time nurse coach/mentor to assist students who are struggling with the material. She estimated that 75-90% of the students who are struggling are doing so due to non-cognitive reasons. The current NCLEX pass rate for QCC is 78% (it has previously been in the 90% range). Dr. Carberry reported that our Nursing program is one of the most ethnically diverse in the state.*

Spring, 2012: **Dean Jane June:** *further develop the nursing testing program evaluation tool. Dean June mentioned that the participation rate in the survey is 99% (students cannot receive final exam grade until they complete the survey). This evaluation tool is now available for use by other programs at the college (Early Childhood, etc.)*

Professor Donna Rollo: *to revise, organize, and coordinate the information contained in the Dental Hygiene Policy and Procedure Manual and the Dental Hygiene Faculty Clinical Handbook and Resource Guide. She mentioned that the Commission on Dental Accreditation (CODA) requires a comprehensive manual. This final document, now written in one voice, supports the staff and students. All are required to sign a form indicating they have received the document. It is reviewed and revised, if necessary, once per semester, and is posted on the Q.*

Professor Margaret McGrath: *develop a seamless transition from ADN to BSN; dual enrollment with Worcester State University. Professor McGrath noted that this past spring, 12 of our students entered the WSU BSN program.*

All of the sabbaticants expressed gratitude to the Board for granting them the opportunity to work on these important projects.

The Board of Trustees thanked and congratulated the sabbaticants on their work on these student-centered projects.

III. Audit and Oversight Committee: Trustee Linda Cavaioli, Committee Chair

Trustee Cavaioli presented the report of the Committee.

1. FY 15 Trust Fund Budget through October 31, 2014

Vice President Marini and Assistant Vice President Debra LaFlash reviewed the budget for the early part of the fiscal year, noting that while tuition revenue is down, the program fees are up, and that the budget is tracking as expected. Trustee Cavaioli mentioned that at the committee meeting, the members were reviewing information concerning a possible 9C cut to the college's budget, so had asked for a \$300,000 reduction in the budget additions approved in October, and the college identified \$296,000 in delayed hiring, canceling the IT request for Southbridge, etc. The college has since been informed that reversion will not take place at this time, but the college will continue to monitor the budget and enrolment closely.

Upon Motion duly made, the Board of Trustees approved the \$300,000 change to the budget as described above.

2. Approval of Awards of Bid:

a. Consulting Services, Reengineering of Financial Aid Process

Recommendation: That the Board of Trustees approve the following award of bid for Consulting Services for the Reengineering of QCC's Financial Aid Process to **The Higher Education Assistance Group (HEAG)**, Wellesley, MA, the low bidder for the total project, for its proposed hourly rate of **\$125/hour** with an estimated project cost of **\$137,500**.

Justification: Following Massachusetts General Laws, Chapter 30B and 801 CMR 21.00 (best value procurement principles), a Request for Proposals was advertised in the local newspaper and placed on Commbuys, the Commonwealth of Massachusetts state-wide procurement system.

Mr. Marini and Ms. LaFlash reported that this company was the low bidder and the total was under the projected cost. The company is well-referenced, and the system works well with the current Jenzabar system.

Upon Motion duly made, the Board of Trustees approved the award of bid to HEAG.

b. Winter Rental Equipment Re-Bid

Recommendation: That the Board of Trustees approve the following award of bid for the Winter Rental Equipment Re-Bid for the Facilities Department to **Blue Line Rental** of Haverhill, MA for its bid in the amount of **\$39,265.92**.

Justification:

The Invitation for Bid was sent to six (6) area vendors, was publicly posted this solicitation in the Worcester Telegram & Gazette and also through the Commonwealth's Procurement System (CommBuys); only one bid was received.

The original due date was Wednesday, November 14, 2014, but the one bid we received was late and therefore unacceptable.

The bid amounts are exactly in line with what the IFB had estimated, and all qualifications are proposed to be met.

Mr. Marini and Ms. LaFlash reported that this bid was opened that afternoon, the college has used the company/s services before and has been satisfied with their work. Although advertised in several locations, this was the sole bid received. The bid is in line with the projected costs for this service.

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

3. Children on Campus Policy

Trustee Cavaioli reported the Committee had reviewed the policy and is recommending it to the Board for approval. This is a re-write of a 2004 policy, and the change is that the updated version also requires the approval of the Learning Managers for the presence of children in the Learning Centers. Trustee Pettiford noted that in general the permission is granted, and informed the Trustees that the Perkins Grant will allow the college to have a camp for children during the school vacations. Dr. Carberry mentioned that one of the considerations when deciding whether to close the campus for weather concerns is whether or not the local schools are open, knowing that school closing will affect many of our students..

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

4. State Budget Update

Dr. Carberry repeated that the College was relieved that although there were 9C cuts to the STEM academies, the community colleges' budgets have remained intact. Trustee Cavaioli noted that if 9C cuts are made later in the year, we will have a shorter period of time in which to absorb the impact.

IV. Strategic Planning Committee: Trustee Matilde Castiel, Committee Chair

1. Enrollment Report

Dr. Lillian Ortiz, Vice President for Strategic Enrollment Development and Student Engagement, discussed the Intersession and Spring 2015 Enrollment report. She noted that although enrollment is down a bit at the moment, it is still very early in the enrollment cycle. She stated the college's goal is to hold flat or do slightly better than last Spring (8,129). Intersession is currently up by 8.39%, and Spring is down by 5.26%. Dr. Ortiz then mentioned several

marketing initiatives recently begun, including advertising on Hulu, Pandora, and Netflix, and ads on local gas pumps, etc. which she hopes will begin to show results.

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

2. Discussion: Growth Opportunities /Master Plan Update

3. Growth Strategy and Methodology

Vice President Dale Allen requested that these two items be postponed to the January meeting. He and Vice President Stephen Marini had planned to do a joint presentation on these topics; however, due to VP Marini's laryngitis, they would prefer to postpone the discussion.

The Board of Trustees agreed to postpone these items until the January meeting.

4. Update: \$30 K Degree Completion Agreement

Vice Presidents Dale Allen and Pat Toney updated the Board about the \$30K public college degree completion Memorandum of Understanding drafted by the Central Links campuses (Quinsigamond, Mount Wachusett, Fitchburg State, and Worcester State). This MOU will provide full-time students with a direct pathway from the community colleges to the state universities, and in-state students in this program will be able to obtain baccalaureate degrees for approximately \$30,000. Vice President Toney stated that students in particular, identified programs (e.g., Business Administration) who complete the requirements of this program (complete 60 college level credits within two years) will be able to take their 60 credits here at QCC, then transfer to WSU with guaranteed acceptance to the baccalaureate program. The receiving institution will also be in contact with these students, while they are enrolled at QCC to establish the relationship and reinforce the continued interest of the receiving school. During this pilot phase, the tuition and fees will not increase at the institutions, and they will be seeking other sources of funding for this program. This program also aligns with the Complete College America initiative.

Dr. Carberry also mentioned the idea of offering a 15% refund to students who complete two 15 credit semesters (total would be approximately \$450.00). While this program will not be attractive to every student, it may provide the incentive to some students to complete the Associate degree in two years.

5. Other Business

- **Complete College America: Common Completion Metrics**

A copy of this report was shared with the Trustees, and will be discussed in detail in the future.

V. Executive Committee: Trustee Chair Stacey Luster

1. Discussion: QCC Board Retreat Agenda and Date

Trustee Chair Luster informed the Trustees that the Executive Committee discussed the difficulty of finding a good date/time for the Retreat. Therefore, the January 21 Committee meetings have been canceled, and that the Board will hold its Retreat at an off campus location on that date from 4:00 – 8:00 p.m.

Chair Luster stated that Attorney Ken Tashjy, Community College Counsel, and Ms. Anne Perkins, Associate Commissioner of Academic Affairs at the Department of Higher Education, will be invited to present at the Retreat. In addition, each of the QCC Vice Presidents will report on their retention efforts. Any recommendations for additional Retreat topics should be forwarded either to Chair Luster or Ms. Susan Laprade.

2. Discussion with Foundation Board: Memorandum of Understanding

Chair Luster reported that at the Statewide Trustee Conference held in September, each of the Boards were encouraged to develop a Memorandum of Understanding with their Foundations to delineate the roles and responsibilities of each. The officers of the two Boards met on November 19th to begin this discussion and to review a sample MOU distributed at the conference as well as a sample currently in use at a Florida university.

The decision was reached that a smaller group will work out a draft MOU that will then be circulated to the Boards. The subcommittee working on the draft will include Dr. Jacqui Diggs, Vice President, and Jim Hoogasian, Treasurer, from the Foundation Board and Miguel Lopez, Vice Chair, and AiVi Nguyen, Trustee from the QCC Board of Trustees. Dr. Dale Allen and Assistant Vice President Laprade will provide staff support.

3. Discussion: Trustees Award Recipient and Commencement Speaker

Chair Luster reported that the Executive Committee had discussed the desire to identify a high profile recipient for the Trustees Award and a high profile speaker for Commencement for this the 50th Anniversary year. The call for nominations for the Trustees Award will be distributed at the January meeting, but she asked that all give some advance thought to this year's recipient.

Chair Luster also reported that the Executive Committee had discussed inviting Supreme Court Justice Sonia Sotomayor to give the address. Trustee Ed Moore mentioned that he would extend the invitation on the Board's behalf.

(Note: We have heard from the Justice's office that she has declined our invitation. She receives so many that she now only accepts those from family members' schools.)

Chair Luster invited others to suggest high profile possibilities, particularly if the Trustee has a personal contact with that proposed speaker.

VI. Other Business:

- 1. Board Retreat** – Wednesday, January 21, 4:00 – 8:00 p.m. All Committee Meetings (Executive, Audit and Oversight, and Strategic Planning) have been cancelled for January to accommodate the Retreat.

VII. President's Report

- 1. Informational Personnel Items** were distributed.
- 2. Sabbatical Leave Reports – Healthcare** – were provided earlier in the meeting
- 3. President's Out of State Travel Report:** no travel plans to report
- 4. Endorsements Received from MassBioEd:**
 - Gold: General Studies – Biotechnology Option
 - Platinum: Biotechnology Technician Certificate
- 5. Informational News Items**
 - Latest Issue - The Open Door (student newspaper)
 - Copies of the Vision Project Report: Degrees of Urgency – Why Massachusetts Needs More College Graduates Now
 - Added at Meeting: QCC Selected as Top School in Military Advanced Education's 2015 Guide to Colleges and Universities
 - Article from Boston Globe: *Charlie Baker will need to catch up on challenges of higher education*

6. CALENDAR:

- December 8, 2014 – Fall MCCTA Meeting – at QCC
 - January 19, 2015 8:00 a.m. – 30th Annual MLK Breakfast
 - February 9 – 12, 2015 – ACCT's Community College National Legislative Summit in Washington, DC
- 7. Please Note:** Commissioner Richard Freeland will attend the QCC January 28 Board Meeting

VIII. 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