

MEMORANDUM

Date: December 3, 2015
To: The College Community
From: Selina M. Boria, Secretary, Board of Trustees
Re: Summary of Actions of the Board of Trustees – Regular Meeting of December 2, 2015

Attendance:

Present:

*Trustee Mailman, Chair
Trustee Lopez, Vice Chair
Trustee Castiel
Trustee Cavaioli
Trustee Murray
Trustee Nguyen
Trustee Moore – by phone*

Absent:

*Trustee Lawless
Trustee Spillane
Trustee Dean*

Present from the College were President Gail Carberry; Vice Presidents Lillian Ortiz, Dale Allen, and Stephen Marini; Associate Vice President William Daring; Assistant Vice Presidents Jane Shea, Nancy Schoenfeld, Elisabeth Borg and Debra LaFlash; Deans Jane June, Kathy Rentsch, and Michelle Tufau; MCCC President Professor Susan McPherson; Professors Betsy Zuegg, Kathie Lewando and Jean McLean; Downtown Site Administrator Faith Symmes; Transfer Counselor Beth Fullerton, 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 regular meeting held on Wednesday, December 2, 2015, in Room 107A in the Administration Building, 670 West Boylston Street, took the following actions:

I. Minutes:

Upon Motion duly made, the Board of Trustees voted, via roll call, to approve the Minutes of the Regular Meeting of October 8, 2015 as presented.

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

No meeting - no report from the Committee

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

No Meeting – no report from the Committee

IV. Executive Committee: Trustee Susan Mailman (Chair)

1. Review QCC Foundation/College Entrepreneurial Vision Documents

Vice President Dale Allen reviewed the handout of a slide presentation and discussed the changes in the QCC Foundation Board personnel and vision for a more entrepreneurial vision. The College's current RISE Campaign had a goal of \$5million and currently stands at \$10.5million and still going. The Foundation will be moving away from existing events such as the corporate breakfast, golf tournament, scholarship lunch and spelling bee and turning to a focus which has an annual business and corporate strategy, an annual fund, events and increased alumni relations. Dr. Allen reviewed the post RISE Campaign priorities and the request for a bylaw change which will position the Foundation to acquire real estate and in a direction to acquire more resources to support our mission. Real estate acquisitions by the Foundation will allow for mixed use capabilities of properties including leasing space back to the college and external leases. Other leases will help with the mortgage of the property.

VP Allen requested the endorsement of the Board of Trustees for the amendment to the QCC Foundation Bylaws. The amendment will add subsection A and B to Article IV, Directors under Section 4.1, Powers which will include new language.

Upon motion duly made, the Board of Trustees voted, via roll call, to approve this endorsement.

VP Allen reviewed an RFP which was submitted December 1, 2015, for a proposed AIM Photonics MII Cost Share for QCC with the potential of \$8.4million. In collaboration with the QCC Foundation, MIT, MassMEP, and local industry partners we are seeking the funds for an AIM Academy and Innovation Center with the intention of locating in Central MA. The AAIC is envisioned as a centralized location for the national AIM community college network, state-of-the-art research and development facility, incubation center and education delivery facility. QCC should be notified within a couple of weeks of the outcome. Dr. Carberry shared this will be very high profile, will be in Southbridge but with plans to broaden out to Worcester and will serve to lure university partners and ensure higher education partnerships in Southbridge.

2. Administrative Emeritus Honor

President Carberry shared that faculty have had a long standing of being offered Emeritus status, but there has never been an opportunity for administrators or staff. President Carberry and the executive team are putting forward a proposal for an Administrative Emeritus Honor which will be for long standing administrative leaders including those in the rank of Dean or higher. The criteria

are outlined in the proposal. Each recommendation to the Trustees will be on a case by case basis by the Executive Team.

Upon motion duly made, the Board of Trustees voted, via roll call, to approve the implementation of an Administrative Emeritus Honor.

Recommendation: President Carberry presented the recommendation of the executive team to nominate Assistant Vice President Susan Laprade to be bestowed the honor of Assistant VP Emerita for her 28 years of service and leadership at QCC.

Upon motion duly made, the Board of Trustees voted, via roll call, to award the honor of Administrative Emeritus to Mrs. Susan Laprade.

V. Committee of the Whole (Because no Committee meetings were held):

1. FY16 Trust Fund Report through October 31, 2015

Vice President Steve Marini reviewed the year to date through October 31, 2015 of the fiscal year, noting the college has current expenditures running just under 30%, which is \$1.5million below the same point last year. This is due to efforts across the board by the college and cuts that have been made.

Upon Motion duly made, the Board of Trustees voted, via roll call, to accept the FY16 Trust Fund Report through October 31, 2015 as presented.

2. Final Fall 2015 Enrollment Report

Vice President Lillian Ortiz reviewed the final Fall 2015 Enrollment report which shows a 4.6% decline in head count and 5.1% decline in credits. VP Ortiz shared how our enrollment is cyclical with the economy and discussed why some students did not return, specifically African American males who struggle the most with the process. Part-time students make up 62.3% of our population and our overall population consists of 58.2% females.

VP Ortiz discussed our top ten overall programs, highlighting that many of the undeclared students are those on wait lists for certain programs. She also discussed our Southbridge campus and downtown location. Downtown has a capacity of 2000 students and we are currently at 720.

VP Ortiz discussed the Register Now, Pay Later campaign. She was pleased with the college-wide effort to push students to register prior to Thanksgiving. We had 52% or 4149 students registered. The goal is to register 1000 more before the end of the semester.

Trustee Lopez inquired about interest in the 30K Commitment. VP Ortiz shared we will have more solid figures next fall since there is a year lead time for the roll-out and we had an off-cycle start in the spring. Brochures have been popular and Ads are running. President Carberry shared that the Governor is looking to initiate a state-wide 30K Initiative. President Carberry also highlighted the many other partnerships we are involved in with Nichols College, Anna Maria College, and Elms College and future meetings to take place with Mass College of Pharmacy and Health Sciences.

Trustee Castiel inquired about how the 30K or 40K models work. President Carberry highlighted key points – QCC gets \$6000 a year for a total of \$12K and the 4 year university gets the remaining \$18K. It is a 5 year commitment/model, student must attend full time and a student must earn their associates at QCC before moving on. The benefit to the schools is to attract families who do not want loan debt which makes students more viable to purchase homes in MA (talent retention). Challenge for community colleges and universities is – how do we keep debt balance between schools even so 4 year universities don't have to take the biggest discount.

Upon Motion duly made, the Board of Trustees voted, via roll call, to accept the Fall 2015 Enrollment Report as presented.

3. Approval of Curriculum Changes:

President Carberry shared the process of curriculum changes at the college, noting the Learning Council is a very active committee that hears the validity of conversations around curriculum and any changes, then they are reviewed by the Vice President of Academic Affairs and the President. Assistant Vice President Nancy Schoenfeld presented the proposed changes as outlined on the agenda.

Proposed changes include the approval of new options or certificates in Public Health Certificate, General Studies–Public Health Option, Associate in Science–Interactive Media–Game Design Option, CNC Technologies Certificate, Associate in Arts–Liberal Arts–Biology Option, and Associate in Arts–Liberal Arts–Chemistry Option. Recommendation for approval to close programs for Early Childhood Education Pre-K to Grade 2 Option and Early Childhood Education Preschool Option. Both of these programs are going back to their original design in which all Early Childhood students will have the same degree requirements. The one request for approval of a name change was Applied Arts–Associate in Science to Interactive Media-Digital Design Option–Associate in Science.

Upon Motion duly made, the Board of Trustees voted, via roll call, to accept the all Curriculum Changes as presented.

VI. Other Business:

1. Update Regarding Trustee Appointments/Vacancy – President Carberry shared the Public Education Nominating Council (PENC) would be meeting next week to make nominations to fill vacant trustee seats. QCC Board currently has 1 seat still vacant. President Carberry gave praise and thanks to the current board members.

VII. President's Report

1. Informational Personnel Items:

a) Dr. Carberry noted that the MCCC still has no contract and are still in negotiations. The faculty are in 'Work to Rule', which only requires they teach and hold to the letter of their contract, but nothing above and beyond.

b) Informational Personnel Actions for December 2015 were presented.

2. President's Out of State Travel Report: N/A

3. Informational News Items

"One Day I Will Be" book, created by our Digital Media Design students was distributed.

VIII. Dates of Next Scheduled Meetings

Upcoming Meetings:

Audit & Oversight Committee: Wednesday, January 20, 5:00 p.m.

Strategic Planning Committee: Wednesday, January 20, 6:00 p.m.

Executive Committee: Wednesday, January 27, 4:00 p.m.

Regular Board Meeting: Wednesday, January 27, 5:30 p.m.

VII. Adjournment

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

Respectfully submitted,

Selina M. Boria
Executive Assistant to the President