



MEMORANDUM

Date: February 5, 2013
To: The College Community
From: Susan M. Laprade, Secretary, Board of Trustees
Re: Summary of Actions of the Board of Trustees – January 30, 2013

Attendance:

Present:

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

Absent:

*Trustee Nguyen
Trustee Rodriguez*

Also present from the College were President Gail Carberry, Vice Presidents Patricia Toney, Dale Allen, and Stephen Marini; Associate Vice President William Daring; Deans Kathleen Rentsch, Pat Schmohl, and Nancy Schoenfeld; Comptroller Debra LaFlash; MCCC President Professor Susan McPherson; Faculty Senate President George Fitch; Professor Margaret Wong; Director of Institutional Research and Planning Ingrid Skadberg; Assistant Vice Presidents Jane Shea and Susan Laprade.

In addition, the following guests attended the meeting: Mr. David Dilulis of O'Connor & Drew PC; Director Martha Goldsmith and Mr. Bruce Tebo of the Division of Capital Asset Management; Mr. Steve Foskett and Mr. Steve Lanava of the Telegram & Gazette.

The Board of Trustees of Quinsigamond Community College, at its regular meeting held on Wednesday, January 30, 2013, in Room 107A in the Administration Building at the College, took the following actions. Upon Motion duly Made, the Board of Trustees agreed to take two items out of order in deference to the presence of the guests from DCAM, the T&G, and from O'Connor & Drew.

FIRST ORDER OF BUSINESS: Strategic Planning Committee Item: Recommendation: Campus Expansion, Approval of New Lease

Vice President Stephen Marini informed the Trustees that the DCAM representatives were present to observe the discussion of the lease agreement. Mr. Marini provided the Trustees with a one-page summary of the highlights of the lease agreement, including the following:

Address: 18-20 Franklin Street
Usable Space: 72,409 SF of Office/Classroom space; located on the Basement, First, Second, and Third Floors of the building
Cost: \$129,236.25 per year (years 1-5); \$142,190.00 (years 6-10)
Utilities: HVAC paid by Landlord; Lights & plugs estimated at \$1.71 per SF or \$123,820/year
Parking: 85 on-site parking spaces for Tenant in Federal Street lot; additional parking estimate: \$11,960/year
Environmental: Air quality testing will occur within 30 days of occupancy and will continue annually throughout the years of the lease
Completion Date: Landlord to complete the Landlord's improvements and make the premises available for occupancy no later than December 15, 2013

Mr. Marini informed the Trustees that the College plans a soft opening in January 2014 and a full or hard opening in the Fall of 2014. Trustee Ron Josephson, who played a key role in this process, offered his thanks to Mr. Marini and to the representatives to DCAM who were supportive throughout the process, and also thanked the Worcester Business Development Corporation (WBDC). Board Chair Stacey DeBoise Luster then asked the Trustees if they had any questions they would like answered prior to voting on the lease. Trustee Moore inquired who would pay for the building's renovations, to which Mr. Marini replied that those costs will be borne by the WBDC.

With no further questions from the Trustees, upon Motion duly made, the Board of Trustees voted unanimously to accept the terms of the lease as presented and authorized the President and the Chair of the Board to execute the necessary lease documents for the property at 18-20 Franklin Street.

Dr. Carberry expressed her deep appreciation to the team (DCAM, Trustees, and Staff) for their hard work and diligence throughout this process.

Board Chair Luster proposed a 5 minute recess, and the Trustees agreed, in order to allow the members of the Press to ask questions and interview the President and the Chair relative to the lease.

At 5:55 p.m., the meeting reconvened. Dr. Carberry asked the Trustees to consider the Financial Aid Audit next.

SECOND ITEM OF BUSINESS: Audit and Oversight Committee: Recommendation: Acceptance of the Financial Aid Audit Report

Recommendation: That the Board of Trustees accept the attached Financial Aid Audit report for the period ending June 30, 2012 as prepared by O'Connor and Drew, PC, of Quincy MA.

Justification: The attached Financial Aid Audit Report has been reviewed by the Comptroller, the Assistant Vice President for Enrollment and Student Services, the Vice President for Administrative Services, and the President and found to be an accurate representation of the financial status of the financial aid operation for the college during the covered period of time.

Mr. David Dilulis, Auditor from the firm O'Connor and Drew, PC, informed the Trustees that the KPMG had been conducting random audits of the financial aid accounts and discovered repetitive findings. Therefore, they increased the scope and sample to get a better idea of the practices in place, and the State Auditor's office requested stand alone audits for all colleges this year. Mr. Dilulis noted that Assistant Vice President Iris Godes, who oversees the financial Aid office at QCC, was not available, but that Vice President Marini and Comptroller Debra LaFlash were present and would represent Ms. Godes for this meeting.

Mr. Dilulis reported that the auditors cited three minimal findings, and two have already been rectified. He noted there are two parts to the Audit Report; the A133 report disclosed three instances of non-compliance, and the Internal Control report, which was spotless. He explained that within the next few weeks, the Auditors will be meeting with the comptrollers from every campus and will present all audit findings to the entire group to provide instruction and training for all of the comptrollers and as a means to ensure they have the opportunity to learn from one another's errors. Mr. Dilulis also informed the Trustees that because the college exceeds \$300,000 in financial aid awards, it can expect to be audited annually.

Upon Motion duly made, the Board of Trustees accepted the Financial Aid Audit Report as presented.

1. **Minutes:** Upon Motion duly made and seconded, the Minutes of the Meeting of December 5, 2012 were approved as presented.

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

Trustee Linda Cavaioli, Chair of the Audit and Oversight Committee, provided the following report of the Committee meeting held on Thursday, January 24, 2013.

A. Enrollment: Trustee Cavaioli reported that Vice President Sullivan had provided the committee with a brief enrollment update on Intersession (which was up by 3.4%) and Spring (which at this point is down by 2.0%). She noted that there was a loss of a registration day due to snow and that the enrollment session ends this week. Dr. Carberry stated that the college is now within 1% of last year's enrollment, and expects to freeze the data within the next day or so.

B. Trust Fund Report for Period Ending December 31, 2012

Trustee Cavaioli reported that the Committee has reviewed with Vice President Marini and Comptroller LaFlash the content of the current budget report and that there was nothing to be concerned about at the moment. Mr. Marini reported that he and Ms. LaFlash meet twice per week to review all of the budget numbers and to ensure that they are in agreement, and expect the college will end the year in the black. She informed the Trustees that the committee has requested a separate report detailing fees collected and how that income will

be applied toward the leases, and stated that this report will be provided for the next Board meeting in March.

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

C. Recommendation: That the Board of Trustees grant Sabbatical Leave to the following employees commencing Fall semester, 2013:

- *Daniel de la Torre, Coordinator of Transfer/Articulation (full year, half workload, full salary)*
- *Priscilla Underwood, Professor of Developmental English (Fall 2013)*
- *Susan Johnson, Professor of Nurse Education ADN Program (Fall, 2013)*

Justification: These sabbatical leave recommendations have been reviewed and recommended by the Sabbatical Leave Committee, the appropriate area Deans, the Vice President for Academic Affairs, and the President.

Trustee Cavaioli noted that Vice President Toney had provided a brief synopsis of each of the Sabbatical proposals for the committee: **Daniel de la Torre:** to begin his dissertation at UMass Amherst on the topic of ongoing challenges to developing transfer and articulation policies; **Priscilla Underwood:** to complete research and present suggestions to the college relative to developmental English; and **Susan Johnson:** to explore the creation of a formalized student nurse association.

In response to a Trustee's question, the Trustees were informed that a new, full-time Transfer person had recently been hired and that Mr. de la Torre would be working half-time at the College throughout his sabbatical. In response to another Trustee's question, the Trustees were informed that the sabbatical proposals are reviewed and vetted by a committee and the area supervisors prior to submission to the Board, and that coverage for the absences has been planned.

Upon Motion duly made and seconded, the Board of Trustees voted separately on each Sabbatical Proposal and approved them as follows:

- *Daniel de la Torre, Coordinator of Transfer/Articulation: Approved (8-1)*
- *Priscilla Underwood, Professor of Developmental English: Approved (9-0)*
- *Susan Johnson, Professor of Nurse Education ADN Program: Approved (9-0)*

D. Discussion: Sustaining a High Quality Workforce

Trustee Cavaioli reported that Associate Vice President William Daring had provided the Committee with a large quantity of information (employment contracts, organizational charts, statistics, etc.) as well as copies of the personnel request forms currently in use by the college. She stated that the Committee will continue this discussion in future meetings in order to better understand the practices currently employed by the college. In response to a question about whether the category "transgender" should be added to the form, Mr. Daring stated that they are seeking legal advice about this and would provide the Trustees with sample documents in use at other area community colleges. Trustee Cavaioli noted that these conversations were initiated following the departure of Mr. Sullivan and the Trustees' interest in the process to be used to fill that position.

Other Business Item # 3: Recommendation Regarding Leadership of Enrollment and Student Services following the Departure of Vice President Sullivan: President Gail Carberry noted that the college cannot tread water on enrollment, and will need someone in place to oversee the Enrollment and Student Services Area while the college conducts a thorough search for a Vice President. She distributed a copy of the job description, noting that she is interested in finding an enthusiastic ambassador for the college who is able to engage in some different methodologies to attract additional students. She recommended that the Trustees consider appointing Dr. Stephen G. Budd, former President of River Valley Community College, to serve in this interim role. She stated she had worked alongside Dr. Budd for several years at STCC and that he had also worked at Greenfield CC, thus was familiar with the Massachusetts Community College system and would be able to fit in immediately. She noted he is currently working as a consultant for CCRI and STCC, but has indicated he is interested. She stated she recommended his appointment to fill this position for the interim without reservation. In response to a question, Dr. Carberry mentioned that she had also discussed asking Assistant Vice President Iris Godes to fill this position on a temporary basis, but noted that such an action would have necessitated several other workload changes within that area.

Trustee Luster stated she had met Dr. Budd and was supportive of this recommendation. In response to a Trustee's question, Dr. Carberry informed the Trustees that the salary as an interim would be in the range of \$125,000 - \$127,000, noting the salary for the permanent position held by Mr. Sullivan was \$137,000. In response to a question about why Dr. Budd left his previous presidency, Dr. Carberry informed the Trustees that when Dr. Budd became a finalist for the position of President at Berkshire, his Chancellor asked that he resign.

Upon Motion duly made and seconded, the Board of Trustees voted to appoint Dr. Steven Budd to serve as Interim Vice President of Enrollment and Student Services for the duration of the Search.

Mr. William Daring then informed the Trustees that he had contacted three different Executive Search firms that he believed would be able to assist with the Search, and that his recommendation is that the college engage with the Association of Community College Trustees (ACCT) for this particular project, as they estimated a quicker process. (The others contacted were the Pauly Group and Spellman/Johnson.) He stated that with luck, the search process would be conducted during the spring in the hope of having a candidate selected by mid-July, and here for the Fall semester. During the discussion, Mr. Daring informed the Trustees that the college does pay relocation expenses for candidates. The total estimated cost at this time is in the \$30,000 - \$50,000 range, plus travel for candidates from outside the area, excluding relocation costs.

A Motion was duly made and seconded to authorize the college to execute a contract with ACCT to conduct the search process for this position. The Motion was approved (8-1).

Mr. Daring stated that the Search Committee will be formed soon, be chaired by a Vice President, and will involve a cross-section of the campus, and that he and Dr. Carberry will confer and appoint the members. He said he expects the firm will provide the names of 12-15 solid candidates who could then be contacted by phone for preliminary interviews. He expects the creation of recruiting materials will take two weeks, and believes it is entirely possible to have someone identified by July 1. In response to a question about the Board's

role in the search process, the response was that to date the Board had not been part of the Search process beyond approving the final candidate. Chair Luster said she would like the opportunity for the Board to meet and interview the final three candidates, and Trustee Moore stated that it is understood that the final decision will be Dr. Carberry's. Mr. Daring agreed to provide an update on this search process at the next Board meeting.

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

A. **Recommendation: Campus Expansion, Approval of New Lease** (*see First Item of Business*)

B. **Update: Enrollment for Intersession and Spring, 2013**

Trustee Josephson noted that the current Enrollment Report was presented by Trustee Cavaoli earlier in the meeting. He also stated that his Committee has received and reviewed the draft Strategic Plan for Enrollment document, which Dr. Carberry noted is a work in progress.

C. **Recommendations: Four New Certificate Options plus One to be Re-named:**

1. **Recommendation:** That the Board of Trustees approve the **Healthcare Certificate Emergency Medical Technician** effective Fall, 2013.

Justification: The proposed **Healthcare Certificate Emergency Medical Technician** is designed as a career ladder initiative as part of the Department of Labor Grant. This Certificate has been reviewed and recommended by the Healthcare Division, the Department of Labor Process Team, the Department of Labor Program Team, the Learning Council of the College, the Academic Affairs Leadership Team, the Vice President of Academic Affairs, and the President.

2. **Recommendation:** That the Board of Trustees approve the **Healthcare Certificate: Nursing Assistant** effective Fall, 2013.

Justification: The proposed **Healthcare Certificate: Nursing Assistant** is designed as a career ladder initiative as part of the Department of Labor Grant. This Certificate has been reviewed and recommended by the Healthcare Division, the Department of Labor Process Team, the Department of Labor Program Team, the Learning Council of the College, the Academic Affairs Leadership Team, the Vice President of Academic Affairs, and the President.

3. **Recommendation:** That the Board of Trustees approve the **Healthcare Certificate: Pharmacy Technician** effective Fall, 2013.

Justification: The proposed **Healthcare Certificate: Pharmacy Technician** is designed as a career ladder initiative as part of the Department of Labor Grant. This Certificate has been reviewed and recommended by the Healthcare Division, the Department of Labor Process Team, the Department of Labor Program Team, the Learning Council of the College, the Academic Affairs Leadership Team, the Vice President of Academic Affairs, and the President.

4. **Recommendation:** That the Board of Trustees approve the **Healthcare Certificate: Phlebotomy/EKG Technician** effective Fall, 2013.

Justification: The proposed **Healthcare Certificate: Phlebotomy/EKG Technician** is designed as a career ladder initiative as part of the Department of Labor Grant. This Certificate has been reviewed and recommended by the Healthcare Division, the Department of Labor Process Team, the Department of Labor Program Team, the Learning Council of the College, the Academic Affairs Leadership Team, the Vice President of Academic Affairs, and the President.

5. **Recommendation:** That the Board of Trustees approve **changing the name of the Certificate from “Entrepreneurship” to “Entrepreneurship and Small Business Management”** effective Fall, 2013.

Justification: The proposed **change of the name of the Certificate from “Entrepreneurship” to “Entrepreneurship and Small Business Management”** would permit students in this certificate program to be considered eligible to receive Federal financial aid according to the Department of Education. This Certificate name change has been reviewed and recommended by the Business and Technology Division, the Learning Council of the College, the Vice President of Academic Affairs, and the President.

Trustee Josephson stated that his committee had reviewed with Vice President Toney the recommended new certificates and the name change and is recommending all to the Board for its approval.

Upon Motion duly made and seconded, the Board of Trustees voted to approve these new certificates and the name change as presented.

D. Recommendation: Grading Policy

Trustee Josephson reported that the Committee had held an in-depth discussion about the proposed changes to the Grading Policy, primarily about the proposal to allow for Pass and At Risk grades at the mid-term. He stated that although there was some support for the proposal at the Committee level, it was not sufficient, and when the motion was made it was not seconded.

Vice President Toney informed the Trustees that following the Committee meeting she had met with the faculty members and the Faculty has asked that the proposal be withdrawn and returned to them for further review of the concerns raised at the Committee meeting. She stated that the current mid-term letter grades will continue to be awarded, and the current policy will remain in effect. Dr. Carberry stated that the at risk students will be advised through the early alert process.

With no further discussion, the policy recommendation was returned to the Administration for further discussion and consideration.

E. Smoke-Free Campus Policy:

Recommendation: Smoking is prohibited within the confines of college grounds, any college building, or college vehicle (smoking is only permitted in private vehicles on campus.) The sale of tobacco products on campus is prohibited.

Trustee Josephson reported that this policy proposal was brought forward to the Committee following Trustee Biernacki's request that the smoking ban be reconsidered as a follow up to the January 2012 discussion, and the Committee voted to recommend it to the Board for its approval. Trustee Josephson stated that Trustee Biernacki was persuasive, stating that the policy over a three year period had been vetted and recommended by the students, faculty, staff, and Administration. Dr. Carberry stated that if approved, the college would put into place smoking cessation opportunities through Student Activities and Student Life, perhaps forming support groups, etc. to assist those who need help with quitting. Dr. Carberry cited an article that appeared in a recent edition of Worcester Magazine encouraging every campus to become smoke-free. Trustee Moore mentioned that Harrington Hospital had recently become smoke-free and noted that the decision was made based on the best interest of the entire community. Trustee Biernacki stated that the proposed policy does allow smoking in private vehicles, and Vice President Marini suggested that smoking not be permitted in vehicles. Noting that the proposed policy was vetted throughout the campus and is now recommended, the vote was taken on the policy as written.

Upon motion duly made and seconded, the Board of Trustees voted to approve this item. (Vote: 7-2)

4. Presidential Evaluation Committee: Chair Stacey DeBoise Luster

Board Chair Luster informed the Trustees that the Evaluation Committee (Board Chair Luster (Chair); Board Vice Chair Lopez; AO Committee Chair Cavaioli, and SP Committee Chair Josephson) had met this afternoon to begin the processes of developing an evaluation process for the President's annual evaluation and to discuss developing a tool for Board Self-Evaluation. The Committee's next meeting will take place on Wednesday, February 13, at 4:00 p.m., in Room 123A.

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

5. Other Business

- 1. Call for Nominations: Trustees' Citizen's Award:** Board Chair Luster informed the Trustees that it is now time to solicit nominations for the annual Trustees' Citizen's Award, noting that the nominations are due by March 1. Any Trustee or member of the college community may nominate an individual or group to receive this award and the award will be presented at Commencement.
- 2. Memo from Commissioner Freeland Regarding Office of Trustee Relations Feedback Sessions from 5:30 – 7:30 p.m. on Monday, February 4 at Holyoke Community College and on Tuesday, February 5 at MassBay Community College:** Board Chair Luster reminded the Trustees of the two upcoming important meetings with the Commissioner, and encouraged the Trustees to attend if their schedules permit.

- 3. Recommendation Regarding Leadership of Enrollment and Student Services following the Departure of Vice President Sullivan:** *This item was presented in the Audit and Oversight Report as part of the Human Resources discussion.*

6. President's Report

- 1. Informational Personnel Actions:** Informational items were distributed; Dr. Carberry called attention to the notations made in response to the Trustees' request next to each appointment noting if the position is a New position or a Replacement.
- 2. Recent Newsclippings** Regarding QCC were distributed.
- 3. For your calendar:**
 - **Office of Trustee Relations Feedback Sessions** scheduled from 5:30 – 7:30 p.m. on Monday, February 4 at Holyoke Community College and on Tuesday, February 5 at MassBay Community College
 - **Annual Corporate Breakfast;** Friday, March 15, 8:00 a.m., Worcester Senior Center, *details to follow*
 - **Signing Ceremony,** Wednesday, February 6, 9:00 a.m., T&G Building

7. Dates of Next Meetings

Committee Meetings:

Executive Committee: Wednesday, February 13, at 4:00 p.m., Room 123A

Audit & Oversight Committee: Wednesday, March 20, 2013, 5:00 p.m., Room 107A

Strategic Planning Committee: Wednesday, March 20, 2013, 6:00 p.m., Room 107A

Regular Meeting: Wednesday, March 27 at 5:30 p.m.

8. Adjournment

With no further items to come before the Board, the meeting was adjourned at 8:00 p.m.