

MEMORANDUM



Date: January 31, 2014
To: The College Community
From: Susan M. Laprade, Secretary, Board of Trustees
Re: Summary of Actions of the Board of Trustees – January 29, 2014

Attendance:

Present:

Trustee DeBoise Luster, Chair
Trustee Castiel
Trustee Cavaoli
Trustee Josephson
Trustee Lawless
Trustee Lopez
Trustee Nguyen
Trustee Pierce
Trustee Rodriguez

Absent:

Trustee Moore
Trustee Spillane

Present from the College were President Gail Carberry; Vice Presidents Patricia Toney, Lillian Ortiz, and Stephen Marini; Assistant Vice Presidents Jane Shea and Debra LaFlash; Dean Kathleen Rentsch, MCCC President Professor Susan McPherson; Professors Lee Duerden, Kathleen Lewando, Margaret Wong, Robert Desilets, James Heffernan, and Betty Lauer; Chief Technology Officer Ken Dwyer; Dean for Employment and Equity Anita Bowden; Coordinator of Specialized Advising Diane Levinson, Assistant Vice President and Secretary to the Board Susan Laprade.

Special guests: Mr. Tim Murray, President and CEO, Worcester Regional Chamber of Commerce

Certificate Candidates: Cassandra Caraballo, Jason Butler, and Mackenzie Warren; Mr. Ted Bauer from Mass MEP; Professor Lee Duerden and Dean Kathleen Rentsch

Mr. David Dilulus, Auditor, O'Connor and Drew

The Board of Trustees of Quinsigamond Community College, at its regular meeting held on Wednesday, January 29, 2014, in Room 107A in the Administration Building at the College, took the following actions.

- I. **Minutes:** Upon Motion duly made and seconded, the Minutes of the Regular Meeting of December 4, 2013 were approved as presented.

Following the vote to suspend rules, the following items were presented out of order.

II. **A. Special Presentation – (from the President’s Report) – Recognition of MassMEP Students**

- Dean Kathleen Rentsch recognized Mr. Ted Bauer of MassMEP, Professors Lee Duerden and Bryant Laflamme (*absent*) and thanked them for their strong support for this program. Dean Rentsch noted that the program is set up as a pyramid and the students advance through by mastering various competencies. This is a stackable certificate program based

on a framework developed by the Manufacturing Advancement Center Workforce Innovation collaborative (MACWIC) and students progress as they master each level. This program is sponsored by MCCWDTA (the Department of Labor Grant). President Carberry, Mr. Ted Bauer of MassMEP, Dean Kathleen Rentsch, and Professor Lee Duerdan presented certificates for mastering MACWIC Level 1 to the following students: Cassandra Caraballo, Jason Butler, and Mackenzie Warren. (Other students who earned certificates but were not present: Slade Figueiredo and Michael Grunbaum.) In addition, the following students (not present) have completed the Certified Solid Works (3 D modeling) Credential: Brandon Avila, Bavid Bair, and Bawid Bal. The Trustees congratulated all of the students and thanked Mr. Bauer, Dean Rentsch, and Professors Duerden and Laflamme for their efforts.

- **B. Special Presentation –Mr. Timothy P. Murray, President and CEO, Worcester Regional Chamber of Commerce**

Mr. Murray addressed the Trustees, informing them that his three chief goals as President of the Chamber are to Recruit, Retain, and Incubate businesses. He mentioned that by the end of February he hopes to hire a full-time person to recruit new businesses. To recruit, he explained that he would be soliciting assistance from other businesses and colleges so that a team of area leaders would be able to meet with business leaders who are considering relocating to or expanding in the area; the team would be able to answer questions or address concerns. For example, he said that new manufacturers would be interested to hear about the Man Tech program at QCC, or, similarly, a Biotech firm might wish to speak to Kevin O’Sullivan. To retain, he mentioned that in the area 80% are small businesses and 20% are large. The single biggest issue facing them is workforce training. To incubate, he is interested in putting together a Chamber hiring partnership with strong internship possibilities. He noted that QCC has always been focused on workplace relevancy and that as a public entity it is similar to Worcester State University. Some ideas under discussion are the procurement of goods and services locally, so the money stays local. Mr. Murray mentioned the Worcester Women’s Leadership Lecture Series, the Business Expo, etc. as opportunities to collaborate. The Chamber is planning to inventory talents available in the Worcester Region.

The Trustees expressed interest in the initiatives Mr. Murray is pursuing, particularly the idea of placing interns in the area businesses, noting that the nonprofits have been working with the majority of the interns in the area.

Following Mr. Murray’s presentation, the Board of Trustees voted, upon Motion duly made and seconded, to approve the following

Motion: That the Board of Trustees authorize the President to work with the Worcester Regional Chamber of Commerce and the Presidents associated with the Higher Education Consortium of Central Massachusetts to participate in similar fashion in shaping a “college town” concept as reflected in the concept paper developed by the Worcester Area Chamber of Commerce.

Items from the President’s Report were discussed as follows:

- **STEM Starter Academy (from President’s Report)** Dr. Carberry informed the Trustees that the college has been awarded \$300,000 for a STEM Starter Academy. One drawback is that there is a very short turnaround time (August 1 deadline) which the college is hoping the State will extend.

- **Downtown Center:** Vice President Stephen Marini reported that plans are progressing smoothly and that everything is on target for the July transfer to QCC.
- **Sci-Tech Building:** Mr. Marini reported that there is a \$2 million difference between the architect's budget and the budget prepared by DCAM; therefore, the building will be twelve feet shorter than originally planned. Mr. Marini stated that the agreed upon changes represent a compromise that did not compromise too much, giving up the least amount of space with the least possible impact. He noted that the anticipated shovel-in-the-ground date will be between April – June. In response to Trustees' questions, Mr. Marini stated that the Phase II building could be attached, bridged, or detached from this building. Mr. Marini also noted that there is an equipment budget, and that they will be seeking to maximize energy savings. In response to a Trustees' question about the reduction in common spaces, Mr. Marini stated that the terraces, etc. could be done at a later date by our own staff.
- **Southbridge:** A draft concept paper relative to South County was distributed. Dr. Carberry stated that this expansion opportunity will continue to be explored, and noted that Fitchburg State and UMass Lowell have indicated an interest in this venture, although Worcester State is more interested in partnering with QCC on the downtown location.
- **C. Presentation: Financial Aid Audit Report (# 3 from Audit & Oversight Agenda):**
Recommendation: That the Board of Trustees accept the attached Financial Aid Audit report for the period ending June 30, 2013 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 of Enrollment Management, 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 DiIulis, Auditor, O'Connor and Drew, and Ms. Karen Grant, Director of Financial Aid, presented the results of the Financial Aid Audit. Mr. DiIulis informed the Trustees that once the college has completed two audits with no findings, they will be considered low risk; because there were findings last year, QCC is still considered high risk and is subject to annual audits. Mr. DiIulis noted that two of the three findings from last year's report have been corrected, and that all instances of noncompliance must be reported; this year's report includes the following three findings.

- 2013-1 concerns the issue of work-study payments and, in large part, are the result of the way the HRCMS payroll system works, resulting in students' timesheets for those who work either Friday or Saturday being signed off by the student and the student's supervisor prior to the last day of the work week. The Auditor's recommendation is that the College develop mitigating internal controls and develop a time reporting mechanism to address this finding. The College is looking into ways to comply with both the Federal and State policies regarding work-study payments. In addition, Ms. LaFlash, the comptroller, said that she is developing a system by which all work-study payments will be double checked on the following Monday and that she will report back with a final proposal to address this issue.
- 2013-2 concerns the Federal regulation that payments to students be reported within 30 days of disbursement; of the 40 sampled, one was 9 days late. The Auditor's recommendation is that supervision and oversight be enhanced

immediately. The College has implemented a new tracking report within PowerFacts to ensure loan tasks are completed within the required timelines.

- 2013-3 concerns exit interviews for students who were awarded direct student loans who subsequently withdrew from the college; of the twenty-eight students, five withdrew and two did not have evidence that an exit interview was performed or mailed written materials within the thirty day timeframe. The College has set up a system by which the person who runs the exit counseling reports is double checked by the supervisor to verify that all are conducted on time.

Mr. DiIulis reported that his firm conducts the audits for 5 of the 9 state universities and 11 of the 15 community colleges. In response to a Trustees' question, he reported that because this is the second year of the A-133 audits, all are considered high risk and that only a couple have no findings. He said that his firm will be conducting another session on Board Governance on February 27th at the Sheraton in Springfield and that all Trustees are invited to attend.

Upon Motion duly made, the Board of Trustees voted to accept the Financial Aid Audit as presented.

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

No Committee meetings were held in January due to snowstorm on January 22.

1. MCCWDTA Bid Career Services Planning and Facilitation

Recommendation: That the Board of Trustees approve the following award of bid for the MCCWDTA Grant's Career Services Planning and Facilitation.

Justification: The solicitation was publicly posted in the Worcester Telegram & Gazette and also through the Commonwealth's Procurement System (Comm-Pass); only one bid was received.

The original due date was Friday, January 3, 2014, but due to the inclement weather College closure, this due date was extended to Tuesday, January 7, 2014. The bid amounts are exactly in line with what the RFP had estimated, and all qualifications are proposed to be met. This contract amount is not to exceed \$20,000.00.

The Board of Trustees was informed that this consultant will provide technical assistance, research and facilitation for the "Career Team" and that the proposal has been vetted by the presidents. In response to a Trustees' motion, the Board of Trustees to add "that an evaluation mechanism be developed so that evidence of efficacy can be provided."

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

2. FY '13 Trust Fund Report for Period Ending December 31, 2013

Vice President Marini and Assistant Vice President Debra LaFlash presented the Trust fund Report for the period ending December 31. They informed the Trustees that they have not identified any unusual or unexpected budget items, noting that Line 14, Net Tuition is down

as had been predicted. They also noted that Grants and State Appropriations are well ahead of last year's numbers, and stated that the \$200,000 contingency in the capital adaptation and renewal account remains in the budget. Mr. Marini noted that the Bookstore revenue is slightly down, and that the Cafeteria is also slightly down due in part to the retirement of a longstanding employee of the College. President Carberry noted that the college will soon hire some additional Cafeteria personnel, and that the salary line may therefore increase.

Upon Motion duly made and seconded, the Board of Trustees voted to accept the FY '14 Trust Fund Report for the period ending December 31, 2013.

3. Approval of Financial Aid Consultant Contract

Recommendation: That the Board of Trustees approve the attached agreement from ProEducation Solutions of Florida for educational consulting services regarding financial aid process reengineering. The total amount of this contract will not exceed \$20,000. That the Board of Trustees approve the attached agreement from ProEducation Solutions of Florida for educational consulting services regarding financial aid process reengineering. The total amount of this contract will not exceed \$20,000.

Justification: The attached consulting agreement has been reviewed by the Vice President of Strategic Enrollment Development and Student Engagement, Assistant Vice President of Enrollment Management, Director of Financial Aid, Vice President of Administrative Services, Assistant Vice President for Finance/Comptroller, Director of Financial Compliance and Buyer III/Business Office. This consultant firm has responded to the College's request for Financial Aid Process reporting, evaluation and reengineering of the present workflow and processes. The final reporting will assist in determining the suggested outcome plan to meet the College's needs.

ProEducation Solutions is a unique consulting firm dedicated to Financial Aid Reengineering specifically for community colleges, and as such qualifies as sole source per the Commonwealth's procurement policies.

Vice President Lillian Ortiz noted that there have been several modifications in financial aid, both with federal and state reporting changes, and that the college is seeking the expertise of this consulting firm to examine the processes and systems now in use by our Financial Aid Office. The consultant will review the systems, technology, and training QCC has in place and make recommendations about corrective steps and actions the college might undertake to improve training and efficiency. This firm is unique and the only firm with the given expertise for community college financial aid reengineering. Dr. Carberry noted that the growth in the numbers of students receiving financial aid has been enormous (28% of 6,000 students a few years back, now 45% of 9,000 students). She stated that college expects to engage this consultant during February - March and that QCC expects to receive a 100-120 pp report with recommendations.

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

4. Approval of Sabbatical Leave Awards

Recommendation: That the Board of Trustees grant Sabbatical Leave to the following employees for the Fall semester, 2014:

- *Paula Moreau, Professor of Nurse Education*
- *Kathy Rozanski, Professor of Nurse Education – Practical Nurse Program*

That the Board of Trustees grant Sabbatical Leave to the following employees for the Fall semester, 2014 and Spring semester 2015 at half workload ~~half salary~~:

Amended at meeting to read: half workload, full salary – Motion was approved as amended.

- *Dr. Gaelan Benway, Professor of Sociology*

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.

Vice President Patricia Toney described the sabbatical leave requests as follows:

FALL 2014:

PROFESSOR PAULA MOREAU: to identify best practices for enhancing minority student retention in our nursing program with the goal of identifying practices that would be most appropriate to implement. This is necessary to increase the diversity of the nursing workforce. Evaluating practices that may be implemented with little or no expense can be further transferred to other health programs.

PROFESSOR KATHY ROZANSKI: to investigate and plan and develop a new program of study, an Orthotics and Prosthetics Program and to research the job opportunities available to graduates of this proposed program. In addition, work with state and local officials and or the federal government to secure funding to launch an O&P program at QCC.

FULL YEAR – FALL/SPRING 2014-15 ~~AT HALF WORKLOAD, HALF SALARY~~ amended at meeting – should read: FULL YEAR LEAVE AT HALF WORKLOAD, FULL SALARY – APPROVED AS AMENDED

PROFESSOR GAELAN BENWAY: to develop ten interdisciplinary, multimedia learning modules that address each of Quinsigamond's ten General Education Learning Goals through the lens of Asian cultures and societies. These modules, for use by the teaching staff of the college, will be able to be accessed by faculty for use in their courses, thereby broadening their courses' coverage of Asian life and culture.

Upon Motion duly amended, made, and seconded, the Board of Trustees voted to approve the Sabbatical Leaves for Professors Moreau, Rozanski, and Benway.

5. **Review of the QCC Procurement Card Policies and procedures Guide; current Cardholders Groups** – *Topic postponed for discussion by Audit & Oversight Committee at its next Committee meeting.*

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

No Committee meetings were held in January due to snowstorm on January 22.

1. **Enrollment Report** – Vice President Lillian Ortiz presented the up to date enrollment figures, noting that these represent scrubbed but not frozen numbers and that the final Spring enrollment report will be available at the March meeting. She stated that the Marketing campaign was effective and that they are moving forward with the marketing campaign for downtown. She also noted that and that 360 students graduated in December.- Dr. Carberry then informed the Trustees that the college has also been looking at the conversion ratio of applications to acceptances to enrollments.
2. **Approval of New Certificate: Perioperative Nursing Certificate**
Vice President Toney informed the Trustees that at one time the hospitals did their own perioperative training, but this is no longer the case. This is a post graduate course, and students will need to already be RNs. She stated they anticipate a class of 20 per semester, noting there is a need in the community and a long list of potential students seeking this instruction.

Recommendation: That the Board of Trustees grant approval to the **Perioperative Nursing Certificate** effective Fall, 2014.

Justification: The proposed **Perioperative Nursing Certificate** is designed to prepare students who are Registered Nurses (RN) with the didactic training needed to become a perioperative nurses.

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

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

3. **Approval of New CIS Degree Options:** Professor Robert Desilets discussed the New CIS degree options with the Trustees as follows:
- Computer Information Systems – Health Information Option: Professor Desilets informed the trustees that this program option will train students to both read and write software programming and perform data analysis; this will bring students from entry level through data analysis and will align to a Bachelor’s degree program of study.
 - Computer Information Systems – Transfer Option: Professor Desilets noted the program has now aligned with both Framingham State and Fitchburg State universities allowing smooth transfer into the baccalaureate program
 - Computer Information Systems – Web Development and Programming Option: this program will prepare students for career paths in applications and Web software systems development.

Recommendation: That the Board of Trustees approve the following **CIS Degree Options** effective Fall, 2014:

- Computer Information Systems – Health Information Option
- Computer Information Systems – Transfer Option
- Computer Information Systems – Web Development and Programming Option

Justification: The proposed **Computer Information Systems – Health Information Option** is designed to prepare students for a career in the healthcare industry for applications software systems development and support in organizations such as hospitals, clinics, insurance, etc.

The proposed **Computer Information Systems – Transfer Option** is designed to align with the first two years of a Bachelor in Science (B.S.) in Computer Information Systems degree at a baccalaureate institution by providing a transition to upper-division CIS coursework with a minimum of transfer loss.

The proposed **Computer Information Systems – Web Development and Programming Option** is designed to prepare the students for career paths in applications and Web software systems development and support functions in the business Information Systems environment.

These options have been reviewed and recommended by the Learning Council, the Vice-President of Academic Affairs, and the President.

Upon Motion duly made, the Board of Trustees voted to approve these new CIS Degree Options.

4. Approval of New CSET Certificates: Professor Betty Lauer discussed the New CSET Certificates with the Trustees as follows:

- Computer Systems Engineering Technology – Help Desk Technician
- Computer Systems Engineering Technology – Network Technician

Recommendation: That the Board of Trustees approve the following **CSET Certificates** effective Fall, 2014:

- Computer Systems Engineering Technology – Help Desk Technician
- Computer Systems Engineering Technology – Network Technician

Justification: The proposed **Computer Systems Engineering Technology – Help Desk Technician** certificate is designed to prepare students for entry-level positions and to move seamlessly into the Personal Computer Specialist Certificate.

The proposed **Computer Systems Engineering Technology – Network Technician** certificate is designed to prepare students for entry-level positions in high demand technical area of networking to

keep up with industry skill and feeds into the Network Associate Certificate.

These certificates have been reviewed and recommended by the Learning Council, the Vice-President of Academic Affairs, and the President.

Upon Motion duly made, the Board of Trustees voted to approve these new CSET Certificates.

5. **Approval of Program Name Change: *from Electronics Technology A.S. to Electronics Engineering Technology A.S.*** : Professor James Heffernan discussed the proposed program name change with the Trustees as follows:

Recommendation: That the Board of Trustees approve the following program name change effective Fall, 2014:

from Electronics Technology A.S.

to **Electronics Engineering Technology A.S.**

Justification: The proposed name change aligns QCC's program name with other similar technology programs at other community colleges around the US.

This name change has been reviewed and recommended by the Learning Council, the Vice-President of Academic Affairs, and the President.

6. **Approval of New Degree Option:**
- Electronics Engineering Technology A.S. – Mechatronics Option

Recommendation: That the Board of Trustees grant approval to the **Electronics Engineering Technology A.S. – Mechatronics Option** effective Fall, 2014.

Justification: The proposed **Electronics Engineering Technology A.S. – Mechatronics Option** is designed to prepare students for higher skilled, higher wage jobs in high-tech manufacturing which depends heavily on skilled technicians' knowledge of electronics and automated systems and the ability to logically troubleshoot problems.

This new degree option has been reviewed and recommended by the Learning Council, the Vice-President of Academic Affairs, and the President.

7. **Approval to Close the Following:**
- Electronics Technology A.S. – Electronics Technician Option
 - Electromechanical Technology A.S.

- Telecommunications Technology A.A.S.

Recommendation: That the Board of Trustees grant approval to close the following Degree Programs effective Fall, 2014.

- Electronics Technology A.S. – Electronics Technician Program
- Electromechanical Technology A.S.
- Telecommunications Technology A.S.

Justification: **Electronics Technology A.S. – Electronics Technician Program** - All graduates of Electronics programs are Electronics Technicians and fall under the broad category of Electronics. The “Electronics Technician Option” does not make sense as a sub-category of Electronics Technology. This option is being removed to eliminate confusion and ambiguity

Electromechanical Technology A.S. - The name Electromechanical Technology has a connotation of older technology and systems, whereas Mechatronics reflects the high-tech nature of this field.

Telecommunications Technology A.S. - The Telecommunications Technology AAS degree program directly parallels the Next Step Telecommunications AAS degree program. The Next Step program has been available only to Verizon employees. Verizon has closed its Next Step program.

These program closures have been reviewed and recommended by the Learning Council, the Vice-President of Academic Affairs, and the President.

V. 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. Review: Commissioner’s Input re Evaluation:** Trustee Luster informed the Trustees that the feedback from the Commissioner on the evaluation process employed last year was commended by the Commissioner. He noted that he will be issuing guidelines to be followed for future evaluations and Trustee Chair Luster stated QCC will share these when received.
- 2. Review: Authority Delegated to the President:** Trustee Luster stated that the Trustees will be reviewing the authorities delegated to the President in committee; financial authorities by Audit and Oversight and all others by Strategic Planning. Any recommendations for changes will be brought forward for further discussion and approval by the Board.
- 3. Update: Capital Campaign:** Trustee Luster informed the Trustees that the Board is now at 50% participation and stressed how important it is that all Trustees participate in the capital campaign.

VI. Other Business

1. **Call for Nominations, Trustees' Citizen's Award:** The annual call for nominations for the Trustees Award was distributed.

VII. President's Report

1. Informational Personnel Actions were distributed.
2. Recognition of MassMEP Students – first item of business.
3. Update Regarding Southbridge: the college continues to explore expansion opportunities and partnerships in the Southbridge campus area
4. Update Regarding New Building: Vice President Stephen Marini reported that plans are progressing smoothly and that everything is on target for the July transfer to QCC.
5. Recent News:
 - a. Notification that the Department of Higher Education has awarded Quinsigamond Community College \$300,000 for the STEM Starter Academy for FY 2014. These funds have been allocated to each of the fifteen community colleges on an even basis. Funds must be expended no later than June 30, 2014.
 - b. QCC e-News – December 2013
6. For Your Calendar:
 - a. QCC Foundation's Expanded Executive Committee Meeting, Tuesday, February 11, 8:30 a.m., Room 107A
 - b. Corporate Breakfast, Thursday, March 14, 7:30 a.m., Senior Center
 - c. Annual Spelling Bee, Thursday, April 4, 7:00 p.m., Hebert Auditorium
 - d. Dr. Sandra Laney, QCC Guardian, will be honored at the WBDC Breakfast event on April 10 at the Hanover Theatre; all invited to attend.
 - e. Commencement, Thursday, May 22, 4:00 p.m., D.C.U.

VIII. Dates of Next Meetings

Committee Meetings:

Audit & Oversight Committee: Tuesday, March 18, 5:00 p.m.

Strategic Planning Committee: Tuesday, March 18, 6:00 p.m.

Executive Committee: Wednesday, March 26, 2014, at 4:00 p.m.

Regular Meeting: Wednesday, March 26, 2014, at 5:30 p.m.

IX. 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