



MEMORANDUM

Date: July 31, 2012
To: The College Community
From: Susan M. Laprade, Secretary, Board of Trustees
Re: Summary of Actions of the Board of Trustees – July 25, 2012

Attendance:

Present:

*Trustee Josephson
Trustee Biernacki
Trustee Daoust
Trustee Lawless
Trustee Nguyen
Trustee Rodriguez
Trustee Spillane*

Absent:

*Trustee Cavaoli
Trustee Lopez
Trustee DeBoise Luster*

Also present were President Gail Carberry, Vice Presidents Patricia Toney, Stephen Sullivan, and (Interim) Vice President Stephen Marini; Assistant Vice Presidents (Acting) Pat Schmohl, and Susan Laprade; Comptroller Debra LaFlash; Professors Susan McPherson, and Margaret Wong.

The Board of Trustees of Quinsigamond Community College, at its regular meeting held on Wednesday, July 25, 2012, in Room 107A at the College, took the following actions:

1. Minutes: Amended the Minutes of the Meeting of June 6, 2012 as follows:

***Corrected Attendance** to reflect Trustee Daoust was absent from the June meeting (had been listed as both present and absent); Trustee Cavaoli was present at the June meeting.*

***Corrected Date of Next Meeting:** Next Regular Meeting corrected to read "July 25" (not "July 24")*

The Board of Trustees approved the Minutes as amended.

2. Audit and Oversight Committee

A. Trust Fund Report for Period Ending May 31, 2012

Mr. Stephen Marini, Interim Vice President of Administrative Services, and Ms. Debra LaFlash, Comptroller, presented the Trust Fund Report for the period ending May 31, 2012. Mr. Marini noted that tuition revenue is up substantially due in part to out-of-state tuition collection. He also pointed out that the current net unrestricted amount exceeds \$8 million, but cautioned that there is one more month of activity and that the college will not end the year with this large surplus.

Mr. Marini then reviewed the following accounts with the Trustees: Bookstore, Cafeteria, Financial Aid, Grant Awards, noting that all funds are doing well.

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

B. FY '13 College Operating Budget

Mr. Marini presented the revised version of the FY '13 College Operating Budget, based on the expected sale of 172,500 credits and a state appropriation in the amount of \$12,980,558. Mr. Marini stated that this budget represents the expansion plan budget that had been presented at the June 6 meeting, but this revised, balanced version represents the previous budget less \$75,040. In order to balance the expansion budget proposal, the additional \$75,040 has now been subtracted from various areas of the college (primarily Administrative Services, but also Academic Affairs, and Enrollment and Student Services).

Mr. Marini informed the Trustees that the College is awaiting a final report from the Division of Capital Asset Management about the expansion opportunities, including both Front Street and Main Street properties. He informed the Trustees that there is a possibility that the Main Street property owners may revise their original Proposal, which may in turn impact the price of the project. DCAM continues to work with proposers on behalf of QCC and the Commonwealth and will include any and all changes in the final report to the College with recommendations. Mr. Marini assured the Trustees that they will be kept informed as the College learns more.

Upon Motion duly made, the Board of Trustees voted to approve the revised budget for FY '13.

C. Update Regarding Recent IT Server Issue

Mr. Marini informed the Trustees about the June 21 fire in the server room closet that brought down the phones and network capabilities on the campus. The incident occurred at 6:10 a.m. After conferring with the Emergency Management Team and assessing the impact on teaching & learning resulting from the loss of these services, the campus was closed for the day. The service was later restored and no further issues have been reported.

D. Update Regarding Capital Projects

Mr. Marini informed the Trustees about recent capital expenditures on projects such as the installation of HVAC in the Science Labs and the progress made on the classrooms in the former Chapel area. Dr. Carberry offered the Trustees a tour of the new classrooms following the meeting.

E. Update: TEC Relocation

Mr. Marini informed the Trustees that the Training and Education Center (TEC) that had been located temporarily on May Street has been relocated to Grove Street to a property owned by the Diocese of Worcester, the former St. Peter-Marian Junior High School. The plan is for the TEC to operate from this location for the Fall semester; however, the property is available for the full year.

F. Update: Administrative Services

President Carberry reminded the Trustees that having considered several options relative to leadership organization in this area, she has decided to post the position and conduct a search process to fill the position of Vice President for Administrative Services. The search will be launched during the Fall semester.

G. Sabbatical Leave Recommendations

Recommendation: That the Board of Trustees grant Sabbatical Leave to the following employees for the Spring semester, 2013:

- John Solaperto, Applied Arts, Learning Lab Manager
- Ellen Andrews, Professor of Nurse Education
- Colleen Kirley, Associate Professor of Radiologic Technology

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 informed the Trustees that four sabbatical applications had been submitted and three are being recommended to be approved at this time, each for one semester at full salary. The Trustees expressed interest in hearing the sabbatical reports, and Vice President Toney stated the reports will be due to her in October 2013.

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

3. Strategic Planning Committee

A. Updated Enrollment Report

Vice President Stephen Sullivan provided the following updated enrollment numbers from the close of business on July 24:

Summer 2: down by 56 headcount (2.86%), due in part to the changes in the federal financial aid regulations which no longer allow financial aid to be used for summer courses; **Fall, 2012:** down by 33 head count (.48%); Mr. Sullivan informed the Trustees that the staff is now identifying the students who need to register for courses they have not successfully completed during the summer.

Mr. Sullivan also stated that in less than 3 weeks, the College will begin its traditional additional advertising efforts for the Fall semester. In response to a Trustee's question, Mr. Sullivan replied that parents are increasingly involved in the college process; in fact, Mr. Sullivan stated that a conscious effort was made when he arrived at QCC to conduct additional high school recruiting knowing that the reduced cost of the community college is often appealing to the parents, and the college has witnessed significant growth in this population.

B. Update Relative to Recent Legislative Action Affecting Local Boards of Trustees

Dr. Carberry reviewed the copy of the new legislative language specific to community colleges contained in the FY '13 Budget. No specific implementation plan relative to these changes has yet been distributed, and Dr. Carberry assured the Trustees that once received they will be shared and discussed with the Trustees. Some items of note include the following:

- The governor shall appoint the chair of the board of community colleges;
- Each community college shall designate a member to serve as a non-voting member of the district trustees for vocational-technical schools in their geographic area to serve as liaison between the two boards;
- The council will appoint a voting member to assist the board of trustees in a search for the appointment of the chief executive officer.

The Presidents expect to receive implementation directives within 90 days, and President Carberry will share the details with the Trustees immediately following receipt.

4. Other Business

- a. **Update Regarding Trustee Appointments:** Chairman Josephson announce the following new appointments:
- i. Welcomed **Student Trustee Joshua Biernacki**, who replaced Trustee David Chapin effective July 1, 2012. Trustee Biernacki will serve as a member of the Strategic Planning Committee.
 - ii. Were informed of the very recent appointment of **Mr. Edward H. Moore**, Chief Executive Officer of Harrington Memorial Hospital, who will join the Board at its next meeting. Mr. Moore will be replacing Trustee Alan Peppel, who resigned in December, 2011.

b. **Report of the Nominating Committee and Election of Board Officers for 2012-13.**

Trustee Lawless placed the following slate of officers in nomination, and asked for any additional nominations. No other nominations were put forward. The Board of Trustees, by formal roll call vote, elected the following slate of officers for 2012-13:

For Chair:	Trustee Ron Josephson
For Vice Chair:	Trustee Miguel Lopez

- c. **Update regarding Presidential Evaluation Process:** Chairman Josephson asked that all members of the Presidential Evaluation Committee, Trustees Miguel Lopez, Nguyen, Luster, Cavaioli, Rodriguez, and Josephson complete and return the evaluation form to him on or before Friday, August 17. Chairman Josephson will summarize the responses and meet with the committee on August 22. The final evaluation will be submitted to the Commissioner on or before the September 22 deadline.

5. President's Report

1. Informational Personnel Actions: President Carberry called the Trustees' attention to the fact that the college has completed five full-time faculty searches and will welcome these professors this fall. In addition, several other full-time faculty searches are being completed, and the college will begin the year with a significant increase in full-time faculty.

2. For Your Information / For Your Calendar:

September 17, 2012 – Fifteenth Annual QCC Foundation Golf Classic
@ Wachusett Country Club

3. Recent Newsclippings regarding QCC

6. Dates of Next Meetings:

Committees: Wednesday, September 26, in Room 107A

Committee Meetings TBA Beginning at 5:00 p.m.

Regular Meeting: Wednesday, October 10, at 5:30, in Room 107A

7. Adjournment: With no further items to come before the Board, the meeting was adjourned at 6:20 p.m.