

MEMORANDUM

Date: June 13, 2013
To: The College Community
From: Susan M. Laprade, Secretary, Board of Trustees
Re: Summary of Actions of the Board of Trustees – June 12, 2013



Attendance:

Present:

Trustee DeBoise Luster, Chair
Trustee Cavaoli
Trustee Josephson
Trustee Lawless
Trustee Lopez
Trustee Nguyen
Trustee Rodriguez
Trustee Spillane

Absent:

Trustee Biernacki
Trustee Castiel
Trustee Moore

Also present from the College were President Gail Carberry; Vice Presidents Patricia Toney and Stephen Marini; Interim Vice President Steven Budd; Associate Vice President William Daring; Assistant Vice Presidents Jane Shea and Debra LaFlash; MCCC President Professor Susan McPherson; Professors Margaret Wong and Jean McLean; Campus Police Chief Kevin Ritacco; Assistant Vice President and Secretary to the Board Susan Laprade.

Also present was Student Trustee-Elect Amy Pierce.

The Board of Trustees of Quinsigamond Community College, at its regular meeting held on Wednesday, June 13, 2013, 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 March 27, 2013 and the Special Meeting of May 24, 2013 were approved as presented.

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

Trustee Linda Cavaoli, Chair of the Audit and Oversight Committee, provided the following report of the Committee meeting held on Wednesday, June 5, 2013.

1. Trust Fund Report for Period Ending April 30, 2013

Trustee Cavaoli stated that the Committee had met with Mr. Marini and Ms. LaFlash in attendance and reviewed the details of the Trust Fund Report and the Committee is recommending that the report be accepted. She noted that the Committee had discussed this report in detail, paying particular interest to lines that were overspent, such as Line 12, Institutional Financial Aid, and Line 15, where the 1% 9C reversion is reflected. In addition,

- Line 12 – **Financial Aid and Other**- Mr. Marini noted that this line also included money expended in tuition waivers, and stated that the college is very generous in awarding waivers; although the aid account was overspent, he informed the committee the college will be OK and will end up in the black
- Line 15 – **State Maintenance** – Reflects the 1% reversion to the State
- Line 16 – **Other Appropriations** – Includes the Vision Project funds as well as for the Lab Ventilation project where the college took advantage of available DCAM funds
- Line 17 – **Administrative Overhead** – Dr. Carberry noted that direct costs are not being spent as fast from the Department of Labor (DOL) grant

Trustee Cavaioli also stated that Mr. Marini had informed the committee that the money for positions is now incorporated into the departmental budgets, but that the committee had a good discussion about how the Board can be better informed about positions along the way, including staffing projections.

Trustee Cavaioli stated that Mr. Marini then discussed the funds collected from the facilities fee instituted last year, noting that although the college did take advantage of some opportunities and spent some of the money on facilities, the money for the Healthcare and Workforce Development Center in downtown Worcester remains available. She noted we have approximately 2 – 2.5 months cash in hand. Mr. Marini informed the Trustees that his office is working to provide additional summary information for the Trustees in the future to ensure more transparency. In response to a question from a Trustee asking if the 2.5 months reserve is included in the funds that Mr. Marini mentioned were set aside for the downtown expansion, and Mr. Marini replied that it is not included.

Upon Motion duly made and seconded, the Board of Trustees voted to accept the Trust Fund Report for the period ending April 30, 2013.

2. Acceptance of System-wide Policy on Service Animals

Trustee Cavaioli stated that the committee had discussed the previously tabled item relative to the Systemwide Policy on Service Animals, and mentioned that Trustees Nguyen and DeBoise Luster had discussed this policy in detail with Attorney Kenneth Tashjy in light of concerns raised at Quinsigamond and another campus. Trustee Nguyen also informed the Committee that Attorney Tashjy had discussed and negotiated this policy with the Union. Trustee Nguyen stated that following their discussion, and upon Attorney Tashjy's recommendation, the recommendation is that the policy be approved by the Board of Trustees for approval, with the exception of the form entitled "*Service Animal Handler Acknowledgement of Responsibility and Liability Waiver Agreement*," which Attorney Tashjy is currently revamping. She also noted that compliance is voluntary.

Upon Motion duly made and seconded, the Board of Trustees voted to approve the policy without the "Service Animal Handler Acknowledgement of Responsibility and Liability Waiver Agreement" as recommended by Attorney Kenneth Tashjy.

3. Pro Forma Budget for July – August, 2013

Trustee Cavaioli introduced the Pro Forma budget which was designed to provide an operating budget for July and August in the absence of a final state budget appropriation. She mentioned that Budget Scenario A reflects the worst case scenario, with both a 2.5% decrease and the Senate recommendation for appropriation. Mr. Marini noted that current enrollment

(date to date) is down 5-6% and that the recommendation is to approve Proposed Budget A for the upcoming two months as it is the most conservative estimate.

President Carberry stated that the state budget is now in conference committee; under the Governor's and the House's recommendation, QCC stood to gain \$3.3 million, but the Senate budget recommendation was lower, and recommended \$14.3M plus collective bargaining costs. She stated we do not know at this moment what the final compromise budget will be, but that it could possibly be as high as \$3.3M.

Interim Vice President Steven Budd provided the enrollment report at this point, noting that enrollment is down a bit for Summer 1, 2, and Fall. Mr. Marini noted that although our actual enrollment this past year was 174,000, we budget for 172,500, so that for the current year we are above our budgeted projection. Dr. Carberry noted that the contracted raises for June 30 (2.75) and July 1 (1.75) are included in the Senate budget, and noted that Administration and Finance sets these rates and that they reflect some catching up. The vote being requested was to cover July and August under the most conservative budget scenario, Proposed Budget A.

Upon Motion duly made and seconded, the Board of Trustees voted to approve the Proposed Budget A, based on 170,000 credits, for July and August of 2013, with the proviso that the budget for the remaining ten months will be provided at the August Board meeting and that any significant deviation from the projected budget would be communicated to the Trustees and may also require a special meeting.

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

Trustee Ronald Josephson, Chair of the Strategic Planning Committee, provided the following report of the Committee meeting held on Wednesday, June 5, 2013. As there was not a quorum present at the Committee meeting, no votes were taken.

1. Enrollment Report

Trustee Josephson noted that the Enrollment Report had been presented by Dr. Steven Budd earlier in the meeting as part of the budget discussion.

2. Strategic Planning Update

Dr. Carberry informed the Trustees that the Strategic Planning Refinement Team had met with the consultant, Dr. Elaine Smith, on June 4, 2013 and discussed the college's strategic plan in light of performance funding implementation and the changes that have occurred at the college (new downtown facility, etc.) since the plan was first written. Dr. Carberry stated she expects the rewritten plan will carry the college forward to 2017 and that the new plan, once written, will be presented to the Board for feedback before submission to the Department of Higher Education.

3. Campus Security Update

Vice President Stephen Marini and Campus Police Chief Kevin Ritacco presented information about the intention to seek Police Accreditation for the campus police force. Chief Ritacco stated that it has always been his goal to achieve accreditation status with the Massachusetts Police Accreditation Commission, and explained that this is the second level of recognition, the other being Certification. Chief Ritacco stated that his department has been working over the past several years toward readying itself for the process, and has been reviewing and updating its policies and practices. Vice President Marini stated that from his

perspective it is of a great value to have an external review of the department. In response to a question about costs, the response was that it is \$1,000 to join and a minimal cost for the assessment; the force consists of 12 officers plus one security officer, and the total is anticipated to be approximately \$2,000 - \$3,000. Vice President Marini reported that he and the Chief had been looking into accreditation agencies for several months; Trustee Lopez stated that this is the agency he would recommend as well and that he would like the college to aim to achieve accreditation, the step beyond certification. Chief Ritacco informed the Trustees that a Lieutenant on the force had attended CALEA back in 2008 and the force has been assessing its practices since that time in anticipation of seeking accreditation. In response to a question about how long the process will take, Chief Ritacco stated that he estimates about one year. A request was then made that an update on campus security, including use of cameras, crime reporting definitions, etc. be provided to the Board at an upcoming meeting.

Upon Motion duly made, the Board of Trustees voted to move forward with seeking accreditation by the Massachusetts Police Accreditation Commission within the next three years.

IV. 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, June 12, 2013.

- 1. Presidential Evaluation Instrument:** Trustee Chair Luster distributed the Presidential Evaluation instrument and noted that Trustee Miguel Lopez had exerted a considerable amount of effort in creating this instrument and had attended numerous meetings held by the Department of Higher Education, thus ensuring that measures were included that reflected the goals of the Vision Project and the system goals of the DHE. Dr. Carberry also informed the Trustees that several other campuses have asked for copies of these instruments to use on their campuses

Trustee Chair Luster asked all Trustees to complete the form and return it to Assistant Vice President Susan Laprade on or before July 1. Trustee Luster then stated she regretted that the Trustees had not had an opportunity to review the instrument earlier, and asked that they agree to complete the evaluation this year and to make note of their suggestions and ideas for improvement so that the instrument can be revised for next year if necessary. She also noted that the Trustees have categories on these instruments such as "don't know" and "not sure" and stated that the Board and the President will meet at a board retreat to discuss the items that fall into these categories.

President Carberry thanked the Board for beginning this process early enough that the final submission to the Department of Higher Education should be ready in time for the deadline, usually in September.

- 2. Board Self-Assessment Instrument:** Trustee Chair Luster also distributed the Board Self-Assessment instrument, asking that it be completed and returned to Assistant Vice President Susan Laprade on or before July 1.

Upon Motion duly made, the Board of Trustees voted to accept both evaluation tools for this year's processes and to review the tools at the end of the process.

3. **Update: Strategic Enrollment Development and Student Engagement VP Search:** Provided under the President's Report.
4. **Table of Committee Responsibilities:** A chart delineating the responsibilities assigned to each Board committee was distributed.

V. Other Business

1. **Proposed Revisions to Trustee By-Laws on Second Reading:** Trustee Chair Luster informed the Trustees that the Executive Committee had met to review the by-laws and to ensure they reflect the current board practices and the provisions of the new MG Laws regarding Trustees. At this meeting, the Board members are being asked to vote to approve the revisions to the Trustee By-laws on the second reading, the first reading having occurred at the March meeting.

Upon Motion duly made, the Board of Trustees voted to approve the revised Trustee By-laws.

Trustee Luster departed the meeting, asking the Vice Chair, Trustee Lopez, to preside over the remainder of the meeting.

VII. President's Report

1. **Informational Personnel Actions:** Informational items were distributed; Dr. Carberry noted that there were new positions listed, all included in the budget, and several of which are to support the retention initiative, the new Veteran's office which will oversee the new Valor Act, and IT positions. She also mentioned that some of the positions are actually to address the part-to-full time staffing needs and to safeguard that staff members do not exceed the 18.75 hour limit.
2. **Updates:**

VP Search: Vice President Patricia Toney, the Chair of the Search Committee, stated that the committee has met to discuss the applications and that seven applicants have been selected to participate in an electronic interview on June 27. She noted that the committee is comfortable with the diversity of the pool (with 4 apparent minority candidates remaining). Following these interviews, the committee will deliberate and select finalists for in-person interviews on campus. In response to a Trustee request, Vice President Toney and Associate Vice President William Daring stated that they would attempt to schedule these campus visits during the week of July 8-12 so that available Trustees could observe and participate in the collegewide meetings with the candidates.

Downtown Campus: Vice President Stephen Marini informed the Trustees that the project is running slightly over budget and that they are now working to get credit. He stated it is not inconceivable that the project could be 1-2 months late, and that we may not take occupancy until March. In response to a question about whether there are any incentives to offer to ensure the building is ready beforehand, he responded that we will not be paying rent until we are occupying the space.

NEASC: Vice President Patricia Toney invited the Trustees to attend the November 3rd dinner with the NEASC site visit team. She mentioned that the college has already met with Dr. Grace Jones for a preliminary visit and has submitted its draft report and received some feedback which the teams are now in the process of reviewing. She

informed the Trustees that the college's final report will be due in August, following which the NEASC team will then come to campus during the November 3-6 site visit.

Capital Campaign: Dr. Carberry stated the QCC Foundation's \$5 million capital campaign, endorsed by the Board of Trustees at the March meeting, is moving forward under the leadership of Ms. Susan Mailman who has agreed to Chair the campaign. She mentioned that she and Ms. Mailman will be meeting with key people in the community and that Smith and Jones will be handling the marketing for the 50th anniversary, linked closely with the campaign.

Risk Assessment: Vice President Stephen Marini reported that QCC is participating in the statewide PACE Committee (Partnership for Advancing College Effectiveness) and is in the process of completing its survey along with all of the other campuses. DHE has set the goal, and Dr. Carberry noted that this will address IT efficiencies as well.

3. **Recent Newsclippings** Regarding QCC were distributed.
4. **For your calendar:**
 - **QCC Foundation Golf Classic – Monday, September 16, at Cyprian Keyes**
 - **NEASC Site Visit Dinner – Sunday, November 3, time and place to be determined**

VIII. Dates of Next Meetings

Committee Meetings:

Executive Committee: Wednesday, July 10, 2013, at 4:00 p.m., Room 123A – Evaluation review

Audit & Oversight Committee: Monday, August 26, 2013, 5:00 p.m., Room 107A

Strategic Planning Committee: Wednesday, August 26, 2013, 6:00 p.m., Room 107A

Executive Committee: Wednesday, August 28, 2013, at 4:00 p.m., Room 123A

Regular Meeting: Wednesday, August 28, 2013, at 5:30 p.m.

IX. Adjournment

With no further items to come before the Board, the meeting was adjourned at 6:56 p.m.