

## MEMORANDUM



Date: June 5, 2014  
To: The College Community  
From: Susan M. Laprade, Secretary, Board of Trustees  
Re: Summary of Actions of the Board of Trustees – June 4, 2014

### **Attendance:**

#### **Present:**

*Trustee DeBoise Luster, Chair  
Trustee Castiel  
Trustee Cavaioli  
Trustee Josephson  
Trustee Lopez  
Trustee Moore (phone)  
Trustee Nguyen  
Trustee Pierce*

#### **Absent:**

*Trustee Lawless  
Trustee Rodriguez  
Trustee Spillane*

*Present from the College were President Gail Carberry; Vice Presidents Lillian Ortiz, Steven Budd, and Stephen Marini; Associate Vice President William Daring; Assistant Vice Presidents Jane Shea, Nancy Schoenfeld, and Debra LaFlash; Dean Jane June; Chief Technology Officer Ken Dwyer; MCCC President Professor Susan McPherson; Professor Jean McLean, Professor Margaret Wong, and Professor Betsy Zuegg; Assistant Vice President and Secretary to the Board Susan Laprade, others from the College.*

*The Board of Trustees of Quinsigamond Community College, at its regular meeting held on Wednesday, June 4, 2014 in Room 107A in the Administration Building, took the following actions.*

**Note:** *At the outset of the Meeting, Trustee Chair Luster announced that the Board Agenda has been rearranged to allow all voting items to be handled first due to the expected early departure of several Trustees.*

### **I. Minutes:**

*Upon Motion duly made, the Board of Trustees voted to approve the Minutes of the Special Meeting of April 29, 2014 as presented.*

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

*No Committee Meeting was held.*

#### **1. Trust Fund Reports**

Vice President Marini presented the Trust Fund Report for the period ending April 30, 2014 reporting no anomalies and informing the Trustees that all lines appear to be in order. He said that the college, while a bit behind, appears to be on target to reach its revenue goals, and mentioned that part of the decline in TEC revenue is due to the fact that several of its courses are now credit bearing and the revenue is therefore reported elsewhere. Mr. Marini then informed the Trustees that the Bookstore is on target to generate approximately \$400,000 I

revenue for the college, and that the Cafeteria, following the recent two excellent hires, appears to be able to produce approximately \$30,000 in revenue this year.

*Upon Motion duly made, the Board of Trustees voted to accept the Trust Fund Report for the Period Ending April 30, 2014 as presented.*

## **2. FY 15 Budget**

Trustee Cavaoli presented the proposed FY 15 Budget, saying that the Executive Committee had reviewed the five proposals and is recommending the FY 15 budget as follows (Option C5) based on the following:

- Based on 166,600 credits (2% below last year's budget)
- No increase in State budget
- No increase in fees
- State Appropriation (\$14,398,374); Funding Formula (\$3,353,379); and Other Appropriations/Transfers (\$1,611,944)
- \$2,399,813 from reserves budgeted for the Downtown campus (leaving \$5.3 M in reserves)
- \$1,996,737 from QCC Foundation Campaign for FF&E
- 10% reduction in non-faculty part-time payroll
- Holding on most non-faculty hiring
- \$250,000 reduction in Travel (professional development funding will remain)

This budget scenario would result in a Net Operating Revenue of (\$312,261).

*Upon Motion duly made and seconded, the Board of Trustees voted to approve the Proposed Budget C-5, based on 166,600 credits, and the budget assumptions listed above.*

## **3. Approval of Bids**

### **a. Dental X-Ray Imaging:**

**Recommendation:** That the Board of Trustees approve the following award of bid for a Digital Panoramic Dental X-Ray Imaging Unit for the Dental Clinic to Patterson Dental, Wilmington, MA for its bid of \$27,130.

**Justification:** Following Massachusetts General Laws, Chapter 30B and 801 CMR 21.00 (best value procurement principles), an Invitation to Bid was advertised in the local newspaper and on COMMBUYS, the State of Massachusetts official Procurement System.

Patterson Dental was the only bid received.

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

### **b. Hospital Beds & Headwalls**

**Recommendation:** That the Board of Trustees approve the following award of bid for Electric Hospital Beds and Simulated Headwalls to Amico Beds, Richmond Hill, Ontario, Canada for its bid of \$68,525.

**Justification:** Following Massachusetts General Laws, Chapter 30 and 801 CMR 21.00 (best value procurement principles), an Invitation to Bid was advertised in the local newspaper and on COMMBUYS, the State of Massachusetts official Procurement System. Proposals were received from 4 Vendors. Amico Beds was the low bidder.

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

**c. 3-D Printer for Manufacturing Tech**

At the request of Trustee Josephson, this bid was withdrawn by the Administration and further options will be explored. Given that the printer is needed for the Fall semester, this item may be approved as a Time Sensitive Purchase by the Board Executive Committee at its meeting of July 23, 2014.

**4. Pre-Approval – Time Sensitive Bids**

Vice President Marini presented the request for the Board’s approval of the following two time-sensitive bids:

1. An Invitation to Bid on 24 pairs of telescoping lenses and frames for the dental program will be advertised beginning in June, 2014. Students will need to be fitted prior to September 2014. Estimated Cost is \$25,000 for FY15.
2. An Invitation to Bid on Security Services for both the Downtown Campus and Southbridge location will be posted beginning in June, 2014. The start date and estimated cost is undetermined at this time.

These items and services will be needed for the beginning of the Fall semester, but the bids have not yet been received.

*Upon Motion duly made, the Board of Trustees authorized the Board Executive Committee to review and approve these time sensitive bids at its meeting of July 23, 2014 and to report the awards to the Board at its next Regular meeting.*

**5. Approval of Social Media Policy and Guidelines**

*This policy was placed on hold and will be reviewed at the September 10, 2014 meeting.*

**6. Endorsement of Mutual Expectations**

*This item was placed on hold and will be reviewed at the September 10, 2014 meeting.*

**7. Approval to Close Certificate Programs**

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

- **CIS Programming Option (CIPR)**
- **CIS Web Development Option (CIWB)**

**Justification:** The CIS Web Development Option and the CIS Programming Option have been enhanced and merged to form the **CIS Web Development and Programing Option (CIWP)**

approved by the Board at the January 29, 2014 meeting. This new CIS degree option will be offered effective Fall, 2014.

These program option closures 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 this item.*

## **8. Follow-up – Deferred Maintenance**

The Trustees received the follow-up report on deferred maintenance expenditures authorized at the meeting of March 26, 2014 as follows:

- **Roofing Project/Campus Wide - \$99,000**
  - Athletic Center – to Rockwell Roofing \$67,000
  - Cafeteria Entrance Roof – to JD&D Construction \$24,000
- **Granite Lintel Repairs – Admin Building \$99,000**
  - Cast Concrete Water Table – Raymond James Restorations \$57,790
  - Exterior Granite Steps – Folan Waterproofing \$48,600

## **9. Update on Downtown Campus and Other Projects**

Mr. Marini and Dean Jane June provided the update on the Downtown project. Dean June reported that she had visited the site today and saw significant progress. The new date on which the keys will be turned over is July 15, 2014, and tours will be possible by the end of July.

Dr. Carberry reported that a counter-offer has been extended for the Southbridge campus, and that a meeting/event with local manufacturers will be held at the Publick House on June 10. In addition to the \$300,000 request for the Southbridge campus, Dr. Carberry informed the Trustees that Senator Richard Moore has submitted a request for \$300,000 for QCC to open a campus in Blackstone.

In response to a question from Trustee Chair Luster about when the Board will receive the market analysis for Southbridge, Mr. Marini responded that it would take approximately 6 months (6 weeks for Fitchburg State); Mr. Marini stated that the analysis for Fitchburg State will be provided to the QCC Board when available.

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

*No Committee Meeting was held.*

### **1. Enrollment Report:**

Dr. Lillian Ortiz, Vice President for Strategic Enrollment Development and Student Engagement discussed the numerous retention activities ongoing at the college, including Admissions Night, the Southbridge Festival, the Family Academy, and an International Outreach effort. Dr. Carberry noted that we are currently about .1% down and will be working to convert as many applicants to seats as possible. In addition, she noted that she is expecting that changes in the financial aid office, including outsourcing of some of the packaging, will enable staff to focus on those applications that need extra attention.

## 2. DHE Dashboards

Chair Luster stated that the Executive Committee had reviewed the DHE Dashboard information and the President's 2014-15 Priority Goals and will be using this information to inform the President's Evaluation. Chair Luster expressed the need to have a professional development activity to ensure all Trustees understand this material, and Dr. Carberry said she would arrange that.

#### IV. Executive Committee: Trustee Chair Stacey Luster, Committee Chair

##### 1. Approval of Presidential Evaluation Instrument and Timeline

##### 2. Approval of Board Self-Evaluation Instrument and Timeline

Trustee Chair Luster reported the Committee had discussed these instruments and approved the following timeline, noting it will be important to keep to the schedule in order to ensure that President Carberry's evaluation is submitted to the Commissioner on time.

- **Week of June 11:** Distribute Evaluation Materials and Forms
- **Week of July 11:** Evaluations Due
- **July 23:** Executive Committee Reviews Submissions
- **September 10:** Board Reviews and Approves Evaluation
- **September 15:** Evaluation Due to the Commissioner

The evaluation instruments and the President's brief, bulleted summary of accomplishments will be mailed to the Trustees next week.

#### VII. Other Business:

1. Farewell to Student Trustee Amy Pierce
2. Announcement of New Student Trustee Beryl Pettiford
3. **Special Calendar Note:** Presentation of Trustees' Citizen's Award will take place on Monday, June 23, at 5:30 p.m. – Champions Reception

#### VIII. President's Report

1. **Informational Personnel Actions** were presented.
2. **Informational News Items:**
  - a. QCC e-News
    - May, 2014 - distributed
3. **For Your Calendar:** Invitations were extended to the following events:
  - QCC Foundation Dinner, Tuesday, June 17, 5:30 p.m., Senior Center
  - QCC Champions Reception, Monday, June 23

**VII. Dates of Next Scheduled Meetings**

**Upcoming Committee Meetings:**

<b>Executive Committee:</b>	<b>Wednesday, July 23, 2014, 4:00 p.m.</b>
<b>Audit &amp; Oversight Committee:</b>	<b>Wednesday, September 3, 5:00 p.m.</b>
<b>Strategic Planning Committee:</b>	<b>Wednesday, September 3, 6:00 p.m.</b>
<b>Executive Committee:</b>	<b>Wednesday, September 10, 4:00 p.m.</b>

**Next Regular Meeting:            Wednesday, September 10, 2014, at 5:30 p.m.**

**VIII. Adjournment**

With no further items to come before the Board, the meeting was adjourned at 7:15 p.m.

Respectfully submitted,

Susan M. Laprade  
Assistant Vice President for Policy and Governance