

MEMORANDUM

Date: June 11, 2015
To: The College Community
From: Susan M. Laprade, Secretary, Board of Trustees
Re: Summary of Actions of the Board of Trustees –
Regular Meeting of June 10, 2015

I. Attendance:

Present:

Trustee DeBoise Luster, Chair
Trustee Cavaoli
Trustee Castiel
Trustee Murray
Trustee Pettiford
Trustee Rodriguez
Trustee Spillane

Absent:

Trustee Lawless
Trustee Lopez
Trustee Moore
Trustee Nguyen

Present from the College were President Gail Carberry; Vice Presidents Pat Toney, Dale Allen, Lillian Ortiz, and Stephen Marini; Associate Vice President William Daring; Assistant Vice Presidents Nancy Schoenfeld and Jane Shea; Deans Clarence Ates, Leslie Horton, and Maria Addison; Professors Kelly Moran, Jose Castillo, Susan McPherson, and Betsy Zuegg; Senior Technical Specialist (Community Engagement) John Solaperto; Assistant to the President Selina Boria; and Assistant Vice President /Secretary to the Board Susan Laprade.

Guests: Ms. Jennifer Perkins, Trustee Liaison, Dept. of Higher Education
Mr. Aaron Dean, Student Trustee for 2015-16

The Board of Trustees of Quinsigamond Community College, at its Regular meeting held on Wednesday, June 10, 2015, in Room 107 in the Administration Building, 670 West Boylston Street, took the following actions.

II. Minutes

Upon Motion duly made, the Board of Trustees voted to approve the Minutes of the Special Meeting of April 29, 2015 as presented.

III. Current Items for Action/Discussion

Standing Committee Reports

A. Audit and Oversight

Trustees Cavaoli (Chair), Lawless, Nguyen, Rodriguez, and Spillane

Trustee Cavaoli presented the report of the Committee.

1. Trust Fund Budget Report for Period Ending April 30, 2015

Trustee Cavaoli stated the Committee had reviewed the report and found that the budget is on track and that no surprises have emerged nor are expected, and noted that the college has received 100% of its expected revenue and has encumbered 77% of its expected expenditures as of the April 30 date. Dr. Carberry noted that the Summer 1 revenue is not included in this figure.

Upon Motion duly made, the Board of Trustees voted to accept the Trust Fund Budget Report as presented.

2. Budget Update

Vice President Marini reported that the President, the HR Office, and the Vice Presidents are all working on the budget areas to reduce their budgets by 20%. Each has been given the opportunity within their own area to make the necessary reductions as long as the final budget is 20% less than last year's. These revised budgets will be discussed at the Executive Team meeting on June 15.

3. Request for Approval of Bid: Office Drinking Water Service

Recommendation: That the Board of Trustees approve the award of bid for the for Office Drinking Water Service to **W.B. Mason Company** of Worcester, MA for its bid in the amount of **\$2.19** per 5 gallon bottle.

Justification: Following Massachusetts General Laws, Chapter 30B and CMR 21.00 (best value procurement principles), and Invitation to Bid was advertised beginning 04/30/2015 in the local newspaper, on the Purchasing Department bulletin board, and on the State's public procurement system COMMBUYS for 2 weeks before public bid opening. Reference checks were requested from the noted reference contacts on sealed bids. 2 references were received for W.B. Mason with "Extremely Satisfied" and "Satisfied" ratings.

4 bids were received, and 3 were qualified to meet the needs of the department. W.B. Mason Company is the apparent low bidder.

Vice President Marini noted that the proposed bid price is approximately \$.80 less than the price the college is currently paying for drinking water.

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

- 4. Approval of Social Media Policy:** Trustee Cavaioli reported that this policy that was previously presented to the Board and was returned to the Administration for further review along with two sample policies from other institutions/agencies for consideration provided by Trustee AiVi Nguyen. This policy has now been reviewed and is recommended by Trustee Nguyen and by Mr. Ken Dwyer, the Chief Technology Officer, and Mr. Josh Martin, the Director of Institutional Communications. She also mentioned that at the committee meeting, the Trustees had offered two friendly amendments which have been incorporated into the proposed policy.

Policy Section of the QCC Social Media Policy:

1. The Institutional Communications Office shall maintain an official Quinsigamond Community College Facebook page and any other official College social networking presence (such as Pinterest, Instagram, Twitter, etc.)
2. Only Authorized Individuals may send or post messages on social networking sites on behalf of QCC.
3. Use of the QCC Social Media presence for personal or political purposes is prohibited.
4. Only College staff and faculty can act as a Social Media Site Administrator. Authorized Individuals participating must work under the supervision of the assigned Social Media Site Administrator.
5. The College reserves the right to monitor and/or remove any postings and comments on any official QCC Social Media venue that violate this Policy.
6. Postings and comments on any official QCC Social Media presence must conform to the Quinsigamond Community College Web and Social Media Guidelines.
7. Postings and comments on any official QCC Social Media presence that violates any existing College policy, State or Federal law is prohibited and shall be removed at QCC's discretion.
8. QCC will not tolerate any posting that infringes on proprietary or confidential information that is defamatory, pornographic, harassing, libelous, or inhospitable to a reasonable work environment.
9. The College does not permit explicit or implied institutional endorsements of any kind through the use of its names, trademarks, logos or images.

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

5. Informational - Notice of Bids Awarded

- Bid: ITAC Materials Testing Machine: Approved on April 29 based on estimated cost of \$50,000; actual bid received (sole bidder) was \$43,845 from Instron Corp.

- Bid: ITAC Coordinate Measuring Machine: Approved on April 29 based on estimated cost of \$95,000; actual bid received (low bidder) was \$94,333 from Faro Technologies.

Trustee Cavaioli noted that both of these bids had been pre-approved at the April 29 meeting and are now offered as informational items. She noted, too, that both bids are lower than originally projected.

B. Strategic Planning

Trustees Castiel (Chair), Lopez, Moore, Murray, and Pettiford

1. Enrollment Report

Vice President Lillian Ortiz discussed the June 9 Enrollment Report with the Trustees. She noted that the Summer 2 Enrollment is approximately 2% down, and that the Fall enrollment is running slightly better than last year. Vice President Ortiz informed the Trustees of the many enrollment efforts underway, including 15 to Finish, the 30K Baccalaureate plan, QCC Days in the high schools, faculty phone calls, etc., a truly comprehensive plan to maximize enrollment for Fall.

- 2. Approval of Student Action Policy:** The Student Action Policy is a re-write and update of an existing policy which has also been shared with Trustee Nguyen for review. This policy is to ensure order and safety on the campus during times of student support or protest on topics of interest and concern to the student body. In response to a question about a timeline for notifying the campus in advance, Ms. Laprade stated that this had been discussed but that it was left open to allow for protest for actions that are outrageous (or support for actions that are great) and that the only time notice needed would be to alert our officers about the Action so that they could keep the campus and students safe and streets and walkways clear during the Action. Trustees agreed that they were not interested in impeding student Action.

Policy Section of the QCC Student Action Activity Policy:

Students wishing to provide information, collect information, or poll the campus community in general are asked to provide a written letter requesting that such activity take place on campus grounds or in campus buildings to the Director of Student Life and Leadership. The director will provide the requesting student(s) with the Request for Student Action Activity form which must be completed and returned prior to the activity. This allows the college the opportunity to maintain awareness of these actions and to support the ability of the community to make constructive commentary on issues affecting the student body and the greater community. It also allows for the thoughtful preparation of presentations on the part of the student(s) involved.

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

3. Approval of New Program Option: Liberal Arts – Theater

Vice President Pat Toney, Adjunct Faculty member Kelly Morgan, and Dean Clarence Ates discussed the proposed Liberal Arts – Theater Option with the Trustees. Vice President Toney explained that Dean Ates and Professor Morgan developed the curriculum for QCC students, which has been reviewed and approved through college governance. This program will enable transferability to area colleges who offer theater programs. Professor Morgan, who has over 30 years of experience participating in all aspects of Theater and who teaches at Fitchburg State University, has ensured that the students who graduate from QCC in the Liberal Arts, Theater Option will be able to transfer smoothly into area colleges who offer baccalaureate degrees.

Professor Morgan spoke to the Trustees about the film industry, noting that the largest markets are in New York, Chicago, and Boston (with L.A. now 4th). He mentioned the number of credits that appear at the end of a movie, stating these all represent jobs in the industry. For example, he said, Stage manager is a Union position paying Union wages. Other emerging growth opportunities are in the areas of Drama Therapy and Playwriting. The college is now producing two major productions each year without the Theater option, and he said he believes this is the time to move forward. Professor Morgan noted, too, that performing arts are extremely important for student retention, and that even if students move away from this option and pursue other studies, their ability to be on stage is of crucial importance.

Dean Ates informed the Trustees that the area high schools are very happy about this program option, and have said they have students who would be interested in attending QCC if this option was available.

Vice President Toney stated that the college would like to make this option available in Fall 2016, in order to allow time for the college to get the space available and get the equipment ready for the music option and enhance the Auditorium. The college plans to launch these options with adjunct faculty until we can assess the enrollment. A soft launch to gauge interest would begin in Spring 2016 (e.g., Music Theory). Professor Morgan noted that the college can assess feasibility by using the Kennedy Center protocols which will allow the college to vet the offerings. He noted, too, that the theater itself becomes the Lab for these courses. Professor Morgan then stated that at Fitchburg State, 96% of the theater students are placed into professional internships, and from that, 72% find work in the theater (set design, electrical, load-ins, etc.). He mentioned, too, that seventeen new theaters have opened in the Boston area and that QCC is in a major market area, in fact, that people in the film industry are leaving L.A. to come to Boston.

Trustee Pettiford mentioned that the local Worcester Arts Magnet School is a natural feeder school to the Burncoat Middle School and High Schools and that she anticipates students who are interested in these programs will

continue their studies here at QCC. Trustee Rodriguez also stated his support for this option as a four year transfer opportunity.

Some Trustees then expressed some concern about the negative employment projections (EMSI) information provided; growth opportunity; and asked that it be made clearer that this is part of a Liberal Arts transfer program.

Upon Motion duly made, the Board of Trustees voted to approve the Theater Option to begin rolling out in the Spring 2016 semester with the following stipulations to test its viability before final approval:

Before money and resources are invested or a full-time faculty member is hired for the Theater Option, the Trustees have asked that the Administration provide:

- statistics relative to enrollment potential and projections;
- a detailed report on conversations held with feeder schools (e.g. Burncoat)
- updated, revised employment projections for the region rather than the National projections provided.
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4. Approval of New Program Option: Liberal Arts - Music

Vice President Toney then introduced Adjunct Faculty member Professor Jose Castillo. Vice President Toney informed the Trustees that Professor Castillo has developed a student survey to explore the level of interest QCC students have with Liberal Arts- Music option, then worked with a group of faculty and staff members to develop the courses for this option. Dean Ates stated they have also spoken to the Department Chairs at Worcester State, Anna Maria, and Clark and have worked with QCC's Transfer Coordinator, Dan de la Torre, to ensure students will be able to transfer smoothly to four year colleges in the area, and mentioned that Worcester State is in the process of expanding their music program.

Professor Castillo stated that in order to learn the necessary music skills, students should be provided courses in music history, ensemble, and music theory. Mr. John Solaperto stated that students during their first two years at QCC will be able to sample all aspects of music, while once they transfer their second two years will be more focused. This music option will cover nine of the 60 courses needed to complete degree in Liberal Arts/Music. It was noted, also, that while students may be able to work immediately upon completion of the Liberal Arts/Theater option, the Liberal Arts/Music option is geared to those students who wish to transfer.

Expressing some of the same concerns discussed earlier when reviewing the Theater option, the Trustees voted as follows:

Upon Motion duly made, the Board of Trustees voted to approve the Music Option to begin rolling out in the Spring 2016 semester with the following stipulations to test its viability before final approval:

Before money and resources are invested or a full-time faculty member is hired for the Music Option, the Trustees have asked that the Administration provide up to date statistics relative to enrollment potential and projections.

5. Report from Cecil Group – Strategic Growth/Assessment of Opportunities

Vice Presidents Dale Allen, Pat Toney, Stephen Marini, and Lillian Ortiz presented information about expansion opportunities (Southbridge, Marlborough, Blackstone Valley) and ideas resulting from the work conducted by the Cecil Group. The Vice Presidents have been most intrigued by the idea of a combination Incubator Campus/Online Learning Commons which would be staffed by 2-3 people who could help ease the online learning experience. Skype would also be a way to enhance this experience. This would be a lower cost alternative to a full, hub campus and blends learning communities with backup support. One possible location is Northbridge (utilizing the investment we received from the State, if rolled over to FY 16); we have not yet explored any real estate ideas yet. Vice President Allen noted that the work with the Cecil Group did not include market analysis.

Dr. Carberry stated that whatever the College decides to move forward with must become self-sustaining within a short period of time. Vice President Allen stated the College is not looking for a vote at this time, but will be returning to the Board in the Fall with additional information.

C. Executive

Trustees DeBoise Luster (Chair), Lopez, Cavaoli, and Castiel

- 1. Update on Budget Cuts:** Board Chair Luster noted that Mr. Marini had provided this information as part of the audit and Oversight committee Report.
- 2. President's Evaluation and Board's Self-Evaluation:** Established the following timeline for the submission of Evaluation Materials:

Process: At the June, 2015 Meeting of the Board Executive Committee, the following evaluation process and timelines were developed. Trustees were made aware of the process and deadlines at the June 10, 2015 meeting of the Board.

President's Performance Evaluation

- a. June 15: Distribute Evaluation Forms to Trustees
 - Presidential Evaluation Form
 - Board Self-Evaluation Form
- b. By July 1: Distribute President's Year End Report Materials to Trustees
- c. July 24: Evaluations Due
- d. August 6: Executive Committee reviews submissions and drafts Final Evaluation Report for the Commissioner
- e. September 2: Presidential Evaluation Summary and Draft Final Evaluation Report distributed to Trustees
- f. September 9: Board reviews and approves Final Evaluation Report
- g. October 15: Presidential Evaluation due to the Commissioner

3. DHE Performance Measures: Trustees received a copy of the newly released DHE Vision Project Dashboard. Dr. Carberry explained that this report was received this week and has not yet been reviewed and analyzed by the QCC staff. Dr. Carberry stated she will provide additional information about the details of the report at an upcoming meeting once the Deans and the Institutional Research Office have had an opportunity to review the report.

4. Board Retreat – Set the date of the Board Retreat at Saturday, September 26, from 9 a.m. to 1:00 p.m., place to be determined

5. Next Executive Committee Meeting: Thursday, August 6, 2015, at 4:00 pm

IV. Other Business

1. **Second Reading: Motion to Amend Trustee By-Laws to:**
 - a. **Rename the Strategic Planning Committee to the Strategic Planning, Education, and Student Success Committee**
 - b. **Revise the List of Committees' Responsibilities**

Upon Motion duly made, the Board of Trustees voted to approve on Second Reading the changes to the Trustee By-Laws.

2. **Board Calendar for 2015-16:** Received a copy of the Board Calendar for 2015-16.
3. **Farewell to Student Trustee Beryl Pettiford and Introduction of Newly Elected Student Trustee Aaron Dean**

The Trustees bid farewell to Student Trustee Beryl Pettiford who has served as a member of the Board from July, 2014-present. The Trustees said it was truly a pleasure working with her this year and commended her for her thoughtful and mature manner of expressing concerns of the students and wished her well in her future endeavors. Newly elected Student Trustee Aaron Dean was introduced to the Trustees; he will take office on July 1.

4. **Chair Luster's Announcement:** Dr. Carberry bid farewell to Board Chair Stacey Luster who was chairing her last QCC Board meeting and who will be leaving the Board of Trustees following her recent acceptance of a position at Worcester State University. Dr. Carberry noted the phenomenal job that Chair Luster has done for Quinsigamond and said that the College will honor her for her contributions to QCC at an event in the future.

V. *President's Report*

1. Informational Personnel Items for June 2015 were presented.
2. **Complete College America – Guided Pathways to Success Presentation** - Assistant Vice President Jane Shea and Dean Leslie Horton

Vice President Toney gave an introductory description of the national non-profit, Complete College America (CCA), outlining its goals to increase the number of Americans who successfully complete career certificates or degrees within a timely manner and to meet the needs of the under-representative student. QCC, along with six community colleges in Massachusetts and one state university are participating in a grant received from CCA to implement the proven strategies of the non-profit.

Vice President Toney introduced Assistant Vice President Jane Shea and Dean Leslie Horton who have been working on this effort for QCC. Assistant Vice President Jane Shea described Complete College America's overarching components that lead students to enroll within a meta-major, to follow a sequence of courses, and to adhere to recommended milestones as they complete their course of study.

The Guided Pathways to Success (GPS) strategies are being initially implemented with QCC STEM programs as this aligns well with the work being done through the DOL IV grant, the STEM Starter Academy initiative, and the performance funding formula. Research has demonstrated that students who are provided guidance and who take 15 credits per semester (or at least 30 credits per year) are far more apt to complete than those who are not provided these supports. The college's 15 to finish program is being strongly marketed for this reason. Assistant Vice President Shea noted that the college has a cross functional team working together on the implementation of GPS with a focus to eliminate or minimize the number of courses a student takes that are not able to be applied to their major.

QCC's GPS team has developed Academic maps to lay out a plan for students in order to stay on course for completion.

Dr. Leslie Horton defined meta-major as a collection of academic programs that have common or related content. She noted that QCC's CCA team have formulated four STEM Meta Major Options; Natural Sciences, Computer Science/Engineering/Biomedical Engineering, Computer Technologies and Engineering Technologies. Following a Meta-Major will allow a student to move seamlessly from one to another with common core content. For example, a General Students Chemistry student can move into Pre-Pharmacy or a natural Science program without a loss of credits.

Dr. Horton distributed an example of an academic map showing a semester by semester sequence of courses and activities for students to follow in order to complete on time. Students will learn of the academic maps during their advising sessions. The college is also in the process of getting the academic maps placed on the Web.

At present, the initiative is for full-time STEM students, but the goal is that all STEM students will be introduced to the strategies of CCA. In response to a question about why General Studies students are not included, Vice President Toney responded that many of the college's General Studies students are here intending to transfer to another school. Assistant Vice President Shea mentioned that the cross functional team has already determined that the next group to be brought into CCA is the General Studies program. Eventually, this strategy will be available for all students.

3. **President's Out-of State Travel:** n/a
4. **For your Calendar:** Wednesday, June 17, 2015,- 50th Anniversary Celebration Event - Mechanics Hall

VI. Adjournment

With no further items to come before the Board, the meeting was adjourned at 8:15 p.m.

Respectfully submitted,



Susan M. Laprade
Assistant Vice President for Policy and Governance