



MEMORANDUM

Date: October 20, 2012
To: The College Community
From: Susan M. Laprade, Secretary, Board of Trustees
Re: Summary of Actions of the Board of Trustees – October 10, 2012

A handwritten signature in dark ink that reads "Susan M. Laprade".

Attendance:

Present:

*Trustee Josephson
Trustee Biernacki
Trustee Castiel
Trustee Cavaoli
Trustee Lawless
Trustee Lopez
Trustee DeBoise Luster
Trustee Moore
Trustee Nguyen
Trustee Rodriguez*

Absent:

Trustee Spillane

Also present were President Gail Carberry, Vice Presidents Patricia Toney, Stephen Sullivan, Dale Allen, and (Interim) Vice President Stephen Marini; Associate Vice President William Daring; Assistant Vice Presidents Susan Laprade, Jane Shea, and Assistant Vice President (Acting) Pat Schmohl; Comptroller Debra LaFlash; Professors Susan McPherson, Margaret Wong, Jean McLean, and Kathleen Lewando.

Special Guests: Auditors: Mr. David DiIulis, a partner in the firm of O'Connor and Drew, PC, and Mr. Keith Pfeifer, the account manager for QCC

The Board of Trustees of Quinsigamond Community College, at its regular meeting held on Wednesday, October 10, 2012, in Room 107A at the College, took the following actions:

Special Presentation: *Audit Report from O'Connor and Drew, PC*

Mr. David DiIulis presented the Audit Report for the period ending June 30, 2012, stating that following examination of the college's financial reports, the auditors have issued an unqualified opinion.

Auditor David Dilulis reported that this year's audit went very smoothly as a result of the College's hard work and diligence behind the scenes throughout the year. He noted that all of the colleges' financial audits must be submitted to the state by October 15, and that the Financial Aid Audit will be concluded at a later date. He mentioned that these college audits are highly complex and that his firm rotates their staff periodically and changes the tests performed. He stated that his firm is not hired to find fraud, and that if something is amiss it would be investigated and handled by the State Auditor's office.

Mr. Dilulis then distributed copies of a powerpoint presentation, stating that the firm is issuing an unqualified opinion on the College's financial statements and that no material weaknesses or deficiencies were noted within the report, nor were there any disagreements with management, difficulties encountered, major issues discussed, nor pervasive financial statement fraud risks identified.

Mr. Dilulis also reviewed with the Trustees the highlights of the Financial Statements and Management Discussion and Analysis, stating that no inconsistencies had been found and that overall it was a very clean audit. He mentioned that the firm is working on its report on the single Financial Aid Audit, which tests state financial aid, Perkins grants, etc., and will revisit the campus to deliver that report when available. He also mentioned that his firm also has someone available who could audit the college's Clery Act compliance, noting that the fines for non-compliance at \$37,000 per instance. Dr. Carberry stated that the college's Clery Report is on this evening's agenda, and that compliance is extremely important.

In conclusion, Mr. Dilulis mentioned the audit report is due to the state on October 15, 2012, and will be submitted on time.

Upon Motion duly made, the Board of Trustees voted to accept the Audit Report for the period ending June 30 2012 and 2011.

At the conclusion of the report, the Board of Trustees expressed its appreciation and congratulated Mr. Marini and Ms. LaFlash and the team in the Business Office for achieving these excellent audit results.

1. Minutes: The Minutes of the Meeting of July 25, 2012 were approved as presented.

2. Audit and Oversight Committee

A. Trust Fund Report for Period Ending June 30, 2012

Mr. Stephen Marini, Interim Vice President of Administrative Services, and Ms. Debra LaFlash, Comptroller, presented the Trust Fund Report for the period ending June 30, 2012. Mr. Marini noted that tuition revenue is up substantially due in part to the rule change allowing the college to keep more of its out-of-state tuition. He then noted that all of the ARRA money has been spent and is so reflected in these reports. He then reviewed with the Trustees the following accounts: 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 June 30, 2012.

B. Information Item: Emergency, Time Sensitive Approval of Bus Service Agreement

Vice President Dale Allen presented the information regarding the agreement reached with the Worcester Regional Transit Authority to provide bus service to the new location of the QCC Training and Education Center on Grove Street (previously St. Peter-Marian Junior High). This new service also includes providing our students with 100 free tickets and the design of the bus wrap for one of the buses in their fleet.

Vice President Stephen Sullivan noted that his Marketing area will be working with the designers of the bus wrap (Penta) to be certain that the messages we want to convey are visible. A few possible preliminary designs were shared with the Trustees. In response to questions about what would happen if this bus should break down and be taken off the road for any reason, and the Trustees were informed that the agreement is that the bus with the QCC wrap will be on the road for twelve months, and that it will be on the road four weeks after the final design has been approved.

C. Formula Funding Report

Dr. Carberry provided the update regarding the progress on the development of a funding formula for the community colleges, noting that she is one of the presidents who has been appointed to the Funding Formula Task Force, along with a few of her peers, a representative from the Mass. Teachers' Association, and a consultant. The goal is to develop a rational formula for distributing the funds allocated by the legislature to the 15 community colleges. At present, QCC stands to gain a significant amount of funding because it has been so seriously under-funded over the years. The Commissioner has been charged with presenting to the Legislature, by December 1, his formula recommendation.

Dr. Carberry explained that the point system under discussion would award points for various categories, such as 1 point for completing a history or psychology course, 2 points for completing a more complex course such as science or technology, and so on. Each campus would be allowed a base operations amount of \$4 million to turn on the lights and cover basic overhead. In addition, performance points would be achieved for each graduate (1), for graduates from high demand programs (2), and a bonus point for financial aid graduates, etc. When they ran a straw assessment without increasing the size of the appropriation, QCC stood to gain by 40% (9 campuses would lose, 6 would gain); even with a stop loss of 5%, it would still be 9/6. Dr. Carberry stated that she is doubtful this formula will survive in its present form, given that the legislators who represent the campuses that stand to lose funding are unlikely to vote for it. Other approaches such as pulling QCC out of the formula before running the numbers or ensuring that no campus loses more than 5% are also being discussed. Dr. Carberry stated she will keep the Trustees informed as more information becomes available.

D. Update: Administrative Services VP Search

Vice President Stephen Sullivan, who chaired the Search for this position, provided the Trustees with a progress update, reporting that the Search Committee reviewed the applications of the 48 who met the minimum qualifications, identified 8 candidates to be interviewed (one of the group had accepted another position), interviewed 7 candidates and have now invited three excellent candidates for day-long, campus interviews. He stated he expects these interviews will be completed by October 26.

3. Strategic Planning Committee

A. **Updated Enrollment Report**

Vice President Stephen Sullivan distributed copies of the Fall 2012 Enrollment Report, making note of the following:

Fall 2012: Numbers are slightly down from the Fall, 2011 figures (down by 0.9 – 1.5%)

Distance Ed: Numbers have caught up and are now ahead (up by 3.2%)

Southbridge: Up by 7% head count, 9% FTE

B. **Enrollment: Six Year Trend Report**

Vice President Sullivan discussed the six year fall enrollment trend report (F2006-F2012), noting the college's growth in headcount (49.3%); Credit (51.21%) and FTE (51.21%) over this time period.

Mr. Sullivan also distributed a copy of the **Ethnicity Report from Fall 2007 – Fall 2012**, noting the growth in the number and percentage of ethnic minorities enrolled at QCC, and stating that this group now represents 30% of the student population.

C. **Strategic Planning Accomplishments Update, prepared by the Office of Institutional Research**

Dr. Carberry called the Trustees' attention to the report included in their packets, noting that the college, led by the Office of Institutional Research and the Strategic Planning Groups on campus, has worked really hard on making progress toward the goals described in the plan.

D. **Annual "By the Numbers" Report**

Dr. Carberry briefly reviewed the "By the Numbers" report which is a supplement to the Strategic Planning Update and highlights those campus accomplishments over the past year which can be quantified. Dr. Carberry then noted that the college has undergone a culture change and has been making a strong effort to use data for its decision making.

E. **DOL – MCCWDTA Update**

Vice President Dale Allen provided a report on the Department of Labor Grant, stating that the results of the first site visit were extremely positive. In addition, he mentioned that the college has just signed an extension with the MMEP (Massachusetts Manufacturing Extension Partnership) for the apprenticeship program.

F. **Executive Session: Update Regarding Campus Expansion Project**

No Executive Session was held, as no new information was available to report. The college awaits additional information from DCAM. The Trustees were informed that there is a possibility that a special meeting may be called when the DCAM information becomes available.

4. Other Business

A. **Update Regarding Trustee Appointments**

Welcomed New Trustees: Dr. Matilde Castiel and Mr. Edward Moore

B. Update Regarding Presidential Evaluation Process

The Trustees were informed that the evaluation letter, based on the input of the Presidential Evaluation Committee, has been forwarded to the Commissioner.

C. Update Regarding the Possibility of a Special Meeting

The Trustees were informed that there is a possibility that a special meeting may be called when the DCAM information becomes available.

5. President's Report

A. Informational Personnel Actions were distributed.

B. Annual Crime Statistics Report (Clery Act) – October 1, 2012

Dr. Carberry noted that this report is required annually, and that the college sent 8 staff members to a workshop with Attorney Ken Tashjy's office to develop system-wide standards for Clery reporting and to ensure all are working with the same definitions. In response to a Trustee inquiry about reconsidering the weapons policy and to arm the campus police, Dr. Carberry stated that at present only one campus is armed and that she would likely reconsider this topic if the college locates a campus in the downtown.

C. The Vision Project Report: Time to Lead was distributed.

D. Recent Newsclippings Regarding QCC were distributed.

E. Additional Topics: Dr. Carberry extended her congratulations to the following campus individuals for recent accomplishments:

- Vice President Pat Toney, Dean Kathleen Rentsch, Carol King, and Lee Duerdan for their work on the Manufacturing Articulations and Outreach Model
- Dean Lori Corcoran, who received the Community Bridging Award at the 36th Annual Alternatives Thank You Reception.
- Vice President Marini, Don Hall, the Faculty, and the Facilities staff for their work on the North Wing
- Vice President Allen and his staff for their work on the DOL Grant
- Trustee Luster expressed her best wishes to former Chef Kirschbaum for his excellent service to the college

6. Dates of Next Meetings

Committees: **Wednesday, November 28, in Room 107A**
Audit & Oversight: 5:00 p.m.
Strategic Planning: 6:00 p.m.

Regular Meeting: **Wednesday, December 5 at 5:30, in Room T.B.A.**

7. Adjournment

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