



MEMORANDUM

Date: October 10, 2013
To: The College Community
From: Susan M. Laprade, Secretary, Board of Trustees
Re: Summary of Actions of the Board of Trustees – October 9, 2013

Attendance:

Present:

Trustee DeBoise Luster, Chair
Trustee Castiel
Trustee Cavaoli
Trustee Josephson
Trustee Lawless
Trustee Lopez
Trustee Pierce
Trustee Rodriguez
Trustee Spillane

Absent:

Trustee Moore
Trustee Nguyen

Present from the College were President Gail Carberry; Vice Presidents Patricia Toney, Lillian Ortiz, and Stephen Marini; Associate Vice President William Daring; Assistant Vice Presidents Jane Shea and Debra LaFlash; Deans Kathleen Rentsch and Clarence Ates; MCCC President Professor Susan McPherson; Faculty Senate President George Fitch, Campus Police Chief Kevin Ritacco; Assistant Vice President and Secretary to the Board Susan Laprade. In addition, some students and several members of the faculty and staff were in attendance.

Special Guests: Mr. David Dilulis, Partner in the firm of O'Connor and Drew, PC, and Mr. Keith Pfeifer, O'Connor and Drew, PC, Account Manager for QCC

The Board of Trustees of Quinsigamond Community College, at its regular meeting held on Wednesday, October 9, 2013, in Room 109AB in the Harrington Learning Center at the College, took the following actions.

I. **Minutes:** Upon Motion duly made and seconded, the Minutes of the Regular Meeting of August 28, 2013 were approved as presented.

II. Annual Audit Report:

Auditor David Dilulis noted that auditing colleges and some foundations has become a niche area for his firm, and that his firm has several college clients in Massachusetts, Vermont, Rhode Island, and Connecticut. He mentioned that the audits for all of the Massachusetts colleges must be submitted to the state by October 15, and that with the Board's approval the audit will be

filed by Tuesday's deadline. He also noted that the Single Audit (the Financial Aid Audit) will be concluded at a later date and is due by March 31, 2014.

Mr. DiIulis then distributed copies of a powerpoint presentation, complimenting the great team at Quinsigamond and stating that the firm is issuing an unqualified opinion on the College's financial statements, 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. DiIulis also stated that the audit of the financial statements for the college's Foundation account is also included in this report.

In response to a Trustee's question about whether or not the Board should be concerned about anything in the Audit, Mr. DiIulis responded that having proper oversight of the college's credit cards and ensuring that management cannot override these limits, thus ensuring that proper controls are in place, is very important.

Mr. DiIulis noted that the college's net position (p. 18) is approximately \$600K higher than last year's; in addition, the college's operating loss decreased, which he described as very positive. He also noted that the state's fringe benefit rate went down substantially, and that the college has \$7 million in its reserve account. Dr. Carberry confirmed with Mr. DiIulis that the Department of Higher Education has recommended that a college retain 6 months of operating revenue in its reserve account, and that most schools do not come close to that amount. QCC is doing better than most.

Mr. DiIulis stated that the college has infused \$1.1 million into infrastructure. He then stated that although his firm does not audit the funds extracted from the Foundation, he did state that this item looks reasonable. He then pointed out (p. 26) that the College does not have a formal deposit policy for custodial credit risk, many colleges do not, but some are now looking into it and mentioned this may be something the college will want to develop.

Upon Motion duly made, the Board of Trustees voted to accept the Audit Report for the period ending June 30 2013 and 2012.

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

III. Audit and Oversight Committee: Trustee Linda Cavaioli, Committee Chair

Trustee Linda Cavaioli, Chair of the Audit and Oversight Committee, provided the following report of the Committee meeting held on Wednesday, September 25, 2013.

1. FY '13 Trust Fund Report for Period Ending June 30, 2013

Trustee Cavaioli stated that the Committee had met on September 25, 2013 with Mr. Marini and Ms. LaFlash in attendance and reviewed the details of the FY '13 Trust Fund Report through June 30, 2013, and the Committee is recommending that the report be accepted. She also noted that the college has spent \$1.8 million less than budgeted which will allow the college to move into the downtown campus when it is ready.

Upon Motion duly made and seconded, the Board of Trustees voted to accept the FY '13 Trust Fund Report for the period ending June 30, 2013.

2. FY 14 Trust Fund Report:

Trustee Cavaioli stated that the Committee had met with Mr. Marini and Ms. LaFlash in attendance and reviewed the details of the FY '14 Trust Fund Report through August 31, 2013 and the Committee is recommending that the report be accepted. She stated that although the report is quite early in the year, the budget is on track and that although fewer credits were sold, expenses are similarly down, and that expenses are tracking to budget as expected. She also stated that Vice President Marini and Assistant Vice President Debra LaFlash have prepared a contingency budget to be followed should the college not receive the \$3.4 million scheduled to be appropriated from casino revenues derived from license fees and permits. Mr. Marini informed the Trustees that at the present time the college is fairly confident that there will not be a reversion this year.

Mr. Marini noted that there are more students taking fewer credits this year, but that a similar reduction in expenses will be realized. He stated that Institutional Financial Aid will be up again this year, but the college has budgeted sufficiently to cover the expected increased and that he will keep the Board informed about this line item. In response to a question about whether or not there is an average amount awarded to students, he replied that each case is different and can vary from \$500 to a complete financial aid package. In response to a question about the State Maintenance Appropriation, he replied that every year the state delivers the college's funds in a different manner, and that the funds are appropriated all at once.

Mr. Marini then reviewed the other accounts, noting that Line 30 includes the funds for the downtown lease.

Upon Motion duly made and seconded, the Board of Trustees voted to accept the FY '14 Trust Fund Report for the period ending August 31, 2013.

3. Approval of Award of Bid: Campus Beverage Contract

Recommendation: That the Board of Trustees approve the following award of bid for a 5-year Beverage Contract with Pepsi-Cola Bottling Company of Worcester for the beverage rights for the entire campus.

Justification: This vendor is the most advantageous choice because they have more to offer than Coca-Cola. Pepsi-Cola is offering more product promotions and annual funding over Coca-Cola, and a higher commission rate at 45% than Coca-Cola at 25%.

Since this solicitation incorporates price per item and also additional funding and promotions, we did not vote simply by the lowest price. Comparing the \$7,500 annual fund Coca-Cola would be giving us, Pepsi-Cola's \$14,000 Annual Fund along with the other additional product and promotions they would be giving us sustains our recommendation.

Mr. Marini informed the Trustees that a committee consisting of Assistant Vice President Debra LaFlash, Assistant Dean of Auxiliary Operations Faith Symmes and Ms. Stacey Tata of our Purchasing Department had met to review the bids and provide this recommendation.

He also noted that local vendor Polar Corporation had not submitted a bid. In response to a question, Mr. Marini informed the Board that Pepsi is the current vendor at QCC.

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

4. Endorsement of the Award of Bid for Marketing Technical Assistance for Massachusetts Community Colleges and Workforce Development Transformation Agenda (MCCWDTA) Bid Number # QCC06262013

Recommendation: That the Board of Trustees endorse the possibility of the following award of Request for Bid Solicitations for MCCWDTA earmarked to Allen & Gerritsen, located at 2 Seaport Lane, Boston, MA 02210. Allen & Gerritsen (A&G) was the lowest responsible and responsive bid price in the amount of up to \$1,000,000 for all requested components. Upon endorsement the College will seek a scope of services, through the MCCEO, and will develop a proposed contract with the firm. Endorsement will be procured from the Federal Program Officer at the Department of Labor prior to final execution of a contract.

Justification: Following Massachusetts General Laws, Chapter 30B an invitation to submit bids in response to a Request for Proposal was posted on two occasions (April 9, 2013 and July 30, 2013) and were posted on Com-PASS, in the Telegram & Gazette and the Boston Globe. Nineteen bids were submitted by 15 firms by the closing date of the second process. Vice President Allen stated that the firm (A&G) and its proposal was selected by a committee headed by the Executive Director and Associate Director of the Massachusetts Community College Executive Office (MCCEO), and consisted of five other representatives with appropriate expertise from across the community colleges in the state. There were two finalists, and A&E was the lowest responsible and responsive bidder that was endorsed by the Community Colleges President's Council at the September 20, 2013 meeting.

Because Quinsigamond is the lead partner for this Department of Labor grant, this Board action is the second in a series of Board approvals necessary for the proper management and oversight of the grant.

Vice President Dale Allen informed the Trustees that this request is for the Trustees to pre-endorse the \$1 M expenditure for the marketing firm that will create the statewide marketing plan to drive students to all 15 community colleges. This will be an intensive, TV heavy ad campaign. He noted the MCCEO has gone out to bid twice for this project; that 15 firms had submitted 19 bids, and that the plan was endorsed by the Presidents at their meeting of September 20. Because Quinsigamond is the lead partner, and to ensure the project is in compliance with the grant, the Quinsigamond Board is requested to authorize the recommendation. Dr. Allen noted that the bid had come in at \$1.2M, but that the price had been negotiated back to \$1 M as that was all that was available in the grant. Of this \$1 M, 25% is for services and 75% is for advertising space & time. Once the contract is executed, the work will begin and the expectation is that it will take 10-12 weeks. Dr. Carberry stated that this campaign will raise the profile of community colleges, support other college initiatives, and promote the Vision Project's workforce agenda.

Upon Motion duly made and seconded, the Board of Trustees voted to endorse the award of Bid for Marketing Technical Assistance for Massachusetts Community Colleges and Workforce Development Transformation Agenda (MCCWDTA).

IV. 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, September 25, 2013.

1. Enrollment Report:

Fall, 2013: Dr. Lillian Ortiz, Vice President for Strategic Enrollment Development and Student Engagement, provided the final enrollment report for Fall 2013. She mentioned that having spoken to her colleagues throughout the state, it appears that 12 have experienced a decline in enrollment this semester. She mentioned, too, that QCC has changed the order of reporting in that the college will now scrub prior to freezing its enrollment numbers. She then mentioned the success of the Student Recovery Project, and stated that the college will continue its retention efforts. Dr. Carberry commended the faculty and staff members who worked on this projects, noting that 14.8% of the students were retained. Dr. Carberry then spoke of the Nine to Shine program, a program which encourages students who test into developmental courses to take nine credits to improve their likelihood of success. A question was raised about whether or not the enrollment declines can be broken out by program, and Dr. Carberry stated she would look into that.

2. QCC Clery Report

Vice President Stephen Marini and Chief Kevin Ritacco presented the annual Clery Report. Chief Ritacco informed the Trustees that the officers monitor campus safety and issue security alerts and timely warnings to the college community as warranted. The report also details the security and awareness programs currently offered. Dr. Carberry noted that because of recent incidents on or near the campus, there is a heightened sense of awareness among faculty and staff. In response to a question about whether the college engages in a total evacuation exercise, Chief Ritacco stated that the members of the Emergency Management Team do an annual table top exercise; further, Dr. Carberry noted that the college also has formed a Threat Assessment Team led by the Dean of Students.

Trustee Lopez asked about the reporting of sexual offenses, noting that these crimes are committed against the commonwealth and that the victim is essentially a witness to the crime, to which Chief Ritacco responded that all of the officers go through annual training and are aware that these crimes should be reported, but that sexual assault crimes are known to be underreported.

Chief Ritacco then stated that whenever a student is arrested on campus, the student will also be disciplined through the QCC discipline process; discipline can occur without an arrest if the student did not break the law, but students who are arrested on campus are also always subject to the discipline process.

3. QCC Police Accreditation Update

Chief Ritacco mentioned that he is due to meet with the Commissioner of the Accreditation Review body on October 21st, and that the report should be available in time for the next meeting.

The following item which appeared on the Agenda for the Executive Committee was taken out of order at the Board Chair's request:

- 1. Discussion of Material Received Relative to the Proposal to Arm the QCC Campus Police Officers**
 - a. Material Received from the QCC Campus Police Union Police Officers**
 - b. Memo Received from the QCC Emergency Management Team**
 - c. Information Relative to this Topic at Holyoke Community College**

Board Chair Luster stated that this item had been discussed by the Executive Committee and that Committee Chair Ron Josephson would like to propose a Motion.

Motion: That a Special Committee be convened to review the request of the QCC Campus Police Department Union's proposal to arm the Quinsigamond Police Department with firearms.

That the Special Committee be empowered to engage a consultant to examine safety on the Quinsigamond Community College campus and to bring a recommendation back to the Board.

Further, the Board appointed Trustee Miguel Lopez as an ex officio member of this Special Committee, and requested that Vice President Stephen Marini, Chief Kevin Ritacco, Student Trustee Amy Pierce, and other appropriate college personnel be appointed to serve on this Special Committee.

Board Chair Luster then invited Sergeant Joseph Cecchi to address the Board on this topic. Sergeant Cecchi noted that all of the officers have completed the sixteen week police academy training and that several are police officers in area towns where they carry firearms. He mentioned that the petition was begun by Ms. Nancy Knight of the Children's School following the August incident in the parking area adjacent to the Children's School. He also informed the Trustees that Quinsigamond is the only college in Worcester whose officers are not armed. Chair Luster thanked Sergeant Cecchi, noting that this evening the Board will not be debating this topic but that it has now been referred to a Special Committee who will study this issue and return with recommendations.

4. QCC Strategic Plan Revision 2014-17

Board Chair Luster then stated that at the Strategic Planning Committee meeting of September 25th, the Board had charged the President with forming a Special Committee to review the three controversial objectives contained in the Draft.

Dr. Carberry noted that the names of the members of the Special Committee are listed in the Board's materials, and that she had issued the charge to the Committee on October 1. She invited Deans Kathleen Rentsch and Clarence Ates, chairs of the Special Committee, to provide a brief status report on the progress to date.

Deans Rentsch and Ates then informed the Board that the committee members have been meeting weekly on Friday afternoons and are very serious about this task. All of the Minutes are being posted on the Governance website. The committee has selected two campuses within Massachusetts (Springfield Tech and Bristol) and two outside (Kirkwood and Monroe); those selected outside of Massachusetts are League of Innovation colleges. Dean Ates mentioned the committee has split into two working groups of 10 people each. The committee will deliver its report, as requested, by November 13.

Dr. Carberry then stated that the college is long overdue to have this discussion about what it means to graduate from a comprehensive community college like QCC in the 21st century. She noted that the Institutional Research Office has received the last of the written feedback and that tomorrow, Thursday, October 10, the Executive Team will begin its review of the feedback.

V. 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, October 9, 2013

1. Discussion of Report of Board Authorities Delegated to the President

The Executive Committee postponed its discussion of this topic.

2. Discussion of Material Received Relative to the Proposal to Arm the QCC Campus Police Officers

This item was discussed earlier in the meeting, and a Special Committee was appointed.

VI. Other Business

- a. Reminder: State Ethics Commission Compliance** Trustees were reminded of the goal to have all Trustees re-certified by the middle of the month.

VII. President's Report

- 1. Informational Personnel Actions:** Dr. Carberry briefly reviewed the report with the Trustees; Trustee Lawless asked that the report be revised and the word "permanent" be removed from the report; Dr. Carberry agreed.

Chair Luster noted that although she supports the temporary reassignment of Dr. Allen to the Statewide Workforce Development Initiative, she acknowledged that she feels the college is losing the services of an extremely talented individual, and that it was not easy to say yes to the commissioner's request to reassign him and that she hopes he will return when the assignment is completed; Dr. Allen responded that he is very appreciative of this opportunity.

Dr. Carberry noted, too, that Dr. Budd is also highly skilled in the community engagement and fundraising areas, having spent time as the President of the National Council for Resource Development (NCRD) and has a thirty year history in resource development. She also mentioned that Dr. Allen will continue to spend 10% of his time at the college.

The Board then received the following information items:

2. Updates:

- NEASC Accreditation
- Progress on Downtown Campus
- Progress on Science-Technology Building

3. Recent News about QCC

- Report: Special Populations Highlights & Accomplishments (*Attached*)
- Update from Academic Affairs (*Attached*)
- E-News for August 2013
- E-News for September 2013

4. Informational Item: Copy of the US DOE Office of Civil Rights Regulations relative to *"Supporting the Academic Success of Pregnant and Parenting Students Under Title IX of the Education Amendments of 1972"*

5. For your calendar:

- MONDAY, OCTOBER 21 – MCCTA MEETING – 4:00 P.M. – MIDDLESEX COMMUNITY COLLEGE, BEDFORD CAMPUS**
- SUNDAY, NOVEMBER 3 – NEASC WELCOME DINNER - SENIOR CENTER**
- THURSDAY, NOVEMBER 7 - DHE's OFFICE OF TRUSTEE RELATIONS – STATEWIDE TRUSTEE CONFERENCE – UNIVERSITY OF MASSACHUSETTS MEDICAL CENTER - 1:00 p.m. to 5:30 p.m. WITH DINNER TO FOLLOW.**

6. Dates of Next Meetings

Committee Meetings:

Audit & Oversight Committee: Wednesday, November 20, 2013, 5:00 p.m.

Strategic Planning Committee: Wednesday, November 20, 6:00 p.m.

Executive Committee: Wednesday, December 4, 2013, at 4:00 p.m.

Regular Meeting: Wednesday, December 4, 2013, at 5:30 p.m.

7. Adjournment

With no further items to come before the Board, the meeting was adjourned at 7:40 p.m.