



## MEMORANDUM

Date: October 9, 2014  
To: The College Community  
From: Susan M. Laprade, Secretary, Board of Trustees  
Re: Summary of Actions of the Board of Trustees – October 8, 2014

### **Attendance:**

#### **Present:**

Trustee Cavaioli  
Trustee Lawless  
Trustee Lopez, Vice Chair  
Trustee Moore  
Trustee Murray  
Trustee Pettiford  
Trustee Rodriguez

#### **Absent:**

Trustee DeBoise Luster, Chair  
Trustee Castiel  
Trustee Nguyen  
Trustee Spillane

*Present from the College were President Gail Carberry; Vice Presidents Lillian Ortiz, Dale Allen, and Stephen Marini; Associate Vice President William Daring; Assistant Vice Presidents Jane Shea, Nancy Schoenfeld, and Debra LaFlash; Deans Jane June, Leslie Horton, and Michelle Tufau; MCCC President Professor Susan McPherson; Professor Margaret Wong, and Professor Lisa Cook; Downtown Site Administrator Faith Symmes; Chief Kevin Ritacco; Director of Institutional Communications Josh Martin; Director of Network Infrastructure Jesse Bottcher; and Assistant Vice President /Secretary to the Board Susan Laprade.*

**Special Guests:** *Mr. David DiIulis (Principal) and Ms. Lisa DiGiusto (Audit Supervisor) from the audit firm, O'Connor & Drew PC.*

*Trustee Miguel Lopez, Vice Chair of the Board of Trustees, chaired the meeting in Trustee Luster's absence.*

*The Board of Trustees of Quinsigamond Community College, at its regular meeting held on Wednesday, October 8, 2014, in Room 221 in the Downtown Healthcare and Workforce Development Center, 25 Federal Street, took the following actions.*

### **I. Minutes:**

*Upon Motion duly made, the Board of Trustees voted to approve the Minutes of the Regular Meeting of September 10, 2014 as presented.*

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

*Trustee Cavaioli presented the report of the Committee.*

### **1. Audit Report**

Trustee Cavaioli introduced Auditors David DiIulis (Principal) and Lisa DiGiusto (Audit Supervisor) from O'Connor & Drew PC.

Mr. DiIulis reviewed the Financial Statements and Management's Discussion and Analysis for the period ending June 30 2014 and 2013, making special note of the following points:

- The Auditors have issued an unmodified opinion on the College's financial statements.
- No material weaknesses/deficiencies were noted within the Report on Internal Control over Financial Reporting and on Compliance and Other Matters.
- One significant transaction was noted relative to the College's acceptance of 200 licenses of academic software bundles from Siemens; following research, the donation was revalued to \$1.8 million.
- The College's net position at the end of year 2014 (\$35.373 M) is better than last year (\$32.760 M).
- The college's Primary Reserve, Viability Ratio, Net Operating Revenues, Return on Net Assets, and Composite Financial Index have all increased, indicating excellent performance.

Mr. DiIulis praised the College's financial team for their cooperation and professional handling of the college's financial matters.

Trustee Cavaioli mentioned that Dr. Carberry and her team had suggested and allowed the Audit and Oversight Committee to meet without staff present in case there were any issues the auditors wished to raise without staff present. During this conversation, Trustee Cavaioli reported that Mr. DiIulis reiterated that the audit did not reveal any items the Board should be concerned about. In response to questions, and as a general practice, Mr. DiIulis noted that the Board might wish to be informed of items such as the President's out-of-state travel and whether or not the college allows the purchasing of gift cards, but that the audit had not uncovered any abuse of these practices and repeated that the Audit had revealed no areas in need of improvement and no concerns. The Audit and Oversight Committee recommended that the Board accept the Audit report as presented.

*Upon Motion duly made, the Board of Trustees voted to accept the Audit Report as presented. Further, the Trustees offered their congratulations to Vice President Marini, Assistant Vice President LaFlash, and the entire QCC finance team for the outstanding work completed relative to this successful audit report.*

## **2. FY 14 Final Trust Fund Budget through June 30, 2014**

Vice President Marini reviewed the year-end college operating budget, noting that the college ended the year with \$1 million more than anticipated. The targeted amount was \$2.4 Million, and the year end result was \$3.4 Million.

*Upon Motion duly made, the Board of Trustees voted to accept the Final FY 14 Budget Report as presented.*

## **3. FY 15 Trust Fund Budget through August 31, 2014**

Vice President Marini reviewed the first few months of the fiscal year, noting the college has received \$1.667 million in performance incentive funding. He reported that revenues and expenditures appear to be on target towards budget, and pointed out that revenue is flat, as expected.

*\*See below. This item was discussed together with Item #4, recommended revisions to the FY 15 Budget.*

## **4. Update: Recommendations Regarding FY 15 Budget**

Dr. Carberry opened the discussion pointing out that the FY 15 budget voted by the Trustees in June, before the college was certain of its state appropriations amount, was a very conservative budget. The budget included the expenditure of \$2.4 million from reserves (line 32) to balance. In July, the college received the \$1.6 Million in performance funding, therefore needing only \$732,577 to balance. Because the FY 14 ended with a \$1 M surplus, the request is for a revised FY 15 budget increase in the amount of \$1.330 M, to be used to fund the following priorities:

Vice President Marini then provided the summary of the justification for each of the additional requests totaling \$1.330,000 in priority order:

### **1. Academic Affairs: \$200,000**

- Four New Faculty (Math, Chemistry, Physics/Engineering, and ORT 110/PSY 115)
- Lab Technician
- Instructional Designer

### **2. Information Technology: \$160,000**

- Network Support Engineer
- Microsoft Active Directory Specialist
- Classroom Computer Replacements

### **3. Financial Aid: \$200,000**

### **4. Marketing: \$370,000**

- Agency Commissions
- Downtown Signage
- Additional Marketing
- Management Consultants
- Printing Expenses

**5. Capital Projects: \$300,000**

- Backfill from Millbrook Street
- Backfill from Grove Street

**6. Southbridge: \$100,000**

- Data/Hardware/Equipment Upgrades
- Additional Lease Costs

The Trustees thanked Mr. Marini for providing these justifications and clarifying how the college intends to use the additional requested funds. Mr. Marini noted that some of these expenditures will be one-time only (downtown signage, for example) and some will be ongoing and absorbed into next year's budget (staffing, some of the marketing requests, etc.). Mr. Marini confirmed that as of this date, the FY 15 Budget is on target to slightly better than last year. Trustee Cavaioli noted that while the college will need to spend \$300K on backfill projects, it will also be terminating the leases at Millbrook Street and Grove Street which will result in an annual savings of \$331,085. She reported that the Audit and oversight Committee is recommending the approval of this revised budget plan.

*\*Upon Motion duly made, the Board of Trustees voted to accept the FY 15 Budget Report as presented. (See Item 3)*

*Upon Motion duly made, the Board of Trustees voted to approve the proposed revisions to the FY 15 Budget (total amount of \$1,330,000) as presented.*

**5. Annual Security Report (Clery Report) 2014**

Police Chief Kevin Ritacco and Vice President Stephen Marini presented the Clery Report, noting that a few changes (websites, etc.) recommended by the Trustees during the Committee meeting have now been made and included in this final version of the report.

Chief Ritacco explained that this report satisfies all of the requirements of the Clery Act and answers the questions specific to that legislation. This is a federally required report, and does not represent every incident occurring on campus. In accordance with the law, this report has been posted online on the QCC Public Safety website.

*Upon Motion duly made, the Board of Trustees voted to accept the Annual Security Report as presented.*

**III. Strategic Planning Committee: Trustee Matilde Castiel, Committee Chair**

**1. Enrollment Report:**

Dr. Lillian Ortiz, Vice President for Strategic Enrollment Development and Student Engagement, discussed the Final Fall 2014 Enrollment report. She noted that the enrollment is down by 1.5% in headcount and 1.8% in credits and FTE.

She spoke of the ongoing retention efforts and said that the focus of the Enrollment Management Task Force this year will be to pull together a full enrollment management plan by next Fall. Dr. Ortiz then called attention to the fact that the part-time student population is growing. Dr. Carberry stated QCC's enrollment is doing somewhat better than others in the state, saying both Bristol and Holyoke are flat, Middlesex is up in headcount but down in credits, and Cape Cod is down 8%. Dr. Carberry stated that the high cost of mandatory insurance for students who are not covered under another plan (parents, spouses) is \$1600. Trustee Rodriguez mentioned that having a Mass Health information table at registration might make more students aware of their eligibility for this program and offer some financial relief for the students.

Dr. Carberry also mentioned that enrollment services and academic affairs had worked together to remove roadblocks for students who wished to return (forgiving small debts for library books, etc. or offering to allow the students to reimburse the college at a later date). Dr. Carberry also spoke of the 43 ongoing initiatives to enhance retention. Trustee Lopez noted evidence that the students who are not connected to programs are at highest risk to leave, and Dr. Carberry agreed that students' persistence is greater when they have a definite education goal.

Trustee Cavaioli then asked whether or not any of the campuses had increased fees this year and where Quinsigamond is in relation to its peers relative to fees, to which Dr. Carberry responded that Northern Essex had increased fees and that Quinsigamond and all of the community colleges are pretty close in costs. Dr. Carberry spoke of her idea to combat student debt by rolling back \$20 per credit per year- noting also that the state would need to fill that gap. The goal would be to have free community colleges within five years, thus leaving graduating students debt-free and able to purchase homes, etc. and more able to invest in the local economy. Trustee Moore spoke of the Cleveland Clinic which is a private medical school which students can attend for free. Other models, such as those in Florida and Tennessee, allow students to attend for whatever amount they have been able to set aside for education.

*Upon Motion duly made, the Board of Trustees voted to accept the Final Fall Enrollment Report as presented.*

#### **IV. Executive Committee: Trustee Vice Chair Miguel Lopez**

##### **1. Discussion: QCC Board Retreat Agenda**

Trustee Lopez reported that the date has been set at Saturday, November 1, from 9:30 to 2, and the event will take place on campus. He asked that anyone who has not yet responded to please do so asap. Also, he noted that the Community College Counsel, Kenneth Tashjy, has been invited to attend to talk about the roles of Trustees, fiduciary responsibilities, Title IX, etc. Also on the agenda will be a full discussion of new and ongoing retention efforts and how Trustees can assist in these efforts.

## **V. Other Business:**

- 1. MCCTA Meeting** – Statewide Trustees Association will meet on Tuesday, October 28, at 4:30 p.m., at Quinsigamond. All Trustees are invited.
- 2. Board Retreat** – Saturday, November 1, 9:30 a.m. – 2:00 p.m.

## **VI. President's Report**

- 1. Informational Personnel Items:** Dr. Carberry noted that the College has been holding the line on spending and that the two new hires on this Report are replacements.

- 2. President's Out of State Travel Report**

Following the Westfield State Audit Report, and on the advice of our Auditors, the President stated she will be providing information to the Trustees regarding her out-of-state travel. At present, the following two conferences are on her calendar:

- a. October 9 – 14 2014 Annual NACCE Conference, Phoenix AZ:**

Dr. Carberry is a member of the NACCE Board

- b. December 1 - 2 2014 , The 5<sup>th</sup> Annual Convening of the Alliance of States, Miami Beach, FL:** At the request of Commissioner Freeland, Dr. Carberry plans to attend this Complete College America Conference.

- 3. Informational News Items**

- a. The Open Door (student newspaper) – October, 2014**

- 4. CALENDAR:**

**October 9: 9:30 – 12:30; STCC;** MCCWDTA Celebration with Secretary of Labor Thomas Perez and Secretary of Education Arne Duncan: Dr. Carberry and Dr. Allen spoke of the event to be held at STCC which will recognize and congratulate the efforts of those involved in the \$20 million MCCWDTA grant. Further, they've been informed that the RFP model developed by this team will be used nationally. Originally planned to serve 4,000, the final total was 7,000. The state will receive another \$20 million MCCWDTA funding, but QCC will participate but not lead this effort.

**October 29: 9:00 – Grand Opening Ceremony,** Downtown Healthcare and Workforce Development Center

- 5. All College Day:** Dr. Carberry spoke of the successful All college Day event featuring the keynote address by Dr. Tinto. The faculty and staff of the college will now be invited to submit requests to fund their retention best practices – either individually, by group, or inter-departmentally. It is hoped that these initiatives will help the college move the flat retention percent (59/59/59) to 60% or better and to continue to improve. All College Day was concluded

with the Foundation Board's Faculty and Staff Recognition event at which the next 10 Guardians were named and honored.

## **VII. Dates of Next Scheduled Meetings**

### **Upcoming Meetings:**

**Executive Committee: Wednesday, November 19, 4:00 p.m.**

**Audit & Oversight Committee: Wednesday, November 19, 5:00 p.m.**

**Strategic Planning Committee: Wednesday, November 19, 6:00 p.m.**

**Executive Committee: Wednesday, December 3, 4:00 p.m.**

**Regular Board Meeting: Wednesday, December 3, 5:30 p.m.**

## **VIII. Adjournment**

With no further items to come before the Board, the meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Susan M. Laprade  
Assistant Vice President for Policy and Governance