

MEMORANDUM

Date: September 10, 2015
To: The College Community
From: Susan M. Laprade, Secretary, Board of Trustees
Re: Summary of Actions of the Board of Trustees – September 9, 2015

Attendance:

Present:

Trustee Lopez
Trustee Cavaoli
Trustee Castiel
Trustee Dean
Trustee Murray
Trustee Rodriguez

Absent:

Trustee Lawless
Trustee Moore
Trustee Nguyen
Trustee Spillane

Present from the College were President Gail Carberry; Vice Presidents Pat Toney, Lillian Ortiz, and Stephen Marini; Associate Vice President William Daring; Assistant Vice Presidents Deb LaFlash and Nancy Schoenfeld; Dean Kathy Rentsch; Professors Susan McPherson and Betsy Zuegg; Assistant Vice President /Secretary to the Board Susan Laprade.

Guest: Ms. Jennifer Perkins, Trustee Liaison, Department of Higher Education

The Board of Trustees of Quinsigamond Community College, at its Regular meeting held on Wednesday, September 9, 2015, in Room 107 in the Administration Building, 670 West Boylston Street, took the following actions.

I. Minutes

Upon Motion duly made, the Board of Trustees voted to approve the Minutes of the Special Meeting of June 10, 2015 as presented.

II. 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 June 30, 2015

Trustee Cavaoli noted that this is the closeout, final budget report for FY 2015. She mentioned that the college last fiscal year was authorized to borrow \$2 M from its reserves, but spent \$663,000 to balance the budget, \$1.4 M less than requested.

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

2. FY '16 College Operating Budget Update

Vice President Marini discussed the FY '16 budget that was approved by the Board on April 29, 2015. He reported that this year, the college will likely need additional money in order to balance the budget despite making a 20% cut to area cost centers and economizing wherever possible. Mr. Marini noted that the current budget was based on an expected 2% drop in enrollment; the current enrollment is (5.7%) which equates to approximately \$1.4 M. He stated that he had discussed this with Trustee Cavaoli and that the college will be submitting a revised version of the FY '16 budget, based on the final state appropriation and the final Fall enrollment.

3. Request for Approval of Bid: Dental Supplies

Recommendation: That the Board of Trustees approved the award of bid for Dental Supplies to Patterson Dental, the low bidder, for its bid in the amount of \$51,0339.69.

Mr. Marini reported that the college has recently consolidated its purchasing of dental supplies and has realized a cost savings from this decision.

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

4. Request of Approval: Purchase of Van for Auxiliary Services

Recommendation: That the Board of Trustees authorize the purchase of a 2015 Chevrolet Express 2500 Cargo Van the award of bid from Mirak Automotive Group in Arlington, MA, an approved vendor on the State contract list, for the total price of \$27,014.

Mr. Marini noted that the college had reviewed leasing vs. purchasing options and determined that the best choice is to purchase this vehicle. The vehicle will be used primarily to transport items to and from the various college locations.

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

5. Informational - Notice of Bids Awarded

The Trustees reviewed the following bids which had been approved as time-sensitive purchases since the last meeting:

- **Bid: Downtown Parking:** \$413,496 for 2015-16: This agreement with the WBDC includes 85 guaranteed spaces for staff/faculty and 200 spaces for students at the Federal Street Lot, and an additional 100 spaces for students at the McGrath lot. Also included is valet parking as needed during peak periods and the cars will be returned to the Federal Street lot when spaces become available. In response to a Trustees' question, Mr. Marini stated that the college cannot lock in these rates for future years. The total amount of the lease agreement (\$413,496.00) is less than the college had budgeted for the 2015-16 academic year. Given the time sensitive nature of this bid, the Trustees voted to approve the bid in the amount of \$413,496.00. *This item was approved by Executive Committee on August 6.*
- **Lease of President's Vehicle: up to \$450 per month:** Mr. Marini recommended that the college enter into a lease agreement for the President's vehicle. He mentioned that when the college purchased the current GMC, it was with the intention that at some point the vehicle would be turned over to facilities for general college use/snow plowing. Current vehicle practice among the presidents is to lease rather than purchase vehicles, and the President's current contract also provides for a lease arrangement. The original bid of \$450.00 per month for the 2015 model has now expired; however, should the same company provide the lowest bid for the 2016 model, they have agreed to hold the same price for the newer model. This lease has been budgeted in the 2016 budget. The Trustees voted to approve this lease for an amount not to exceed \$450.00 per month. The final bid results will be shared with the Trustees at the next meeting. *This item was approved by Executive Committee on August 6.*
- **ADA Improvements to Ahlfors Building and Surprenant Parking Lot:** up to \$120,000:
Mr. Marini discussed the re-bid for the federally mandated ADA compliance renovations necessary for upgrades to the Ahlfors building and the Surprenant Hall Parking Lot. No bids were received the first time this was advertised, but the estimated cost for the project is \$120,000, and this amount has been budgeted. Given the time sensitive nature of this bid, the Trustees voted to approve this bid for an amount not to exceed \$120,000 as budgeted. The final bid was awarded to Amerphil, Inc., the low bidder, for its bid in the amount of \$117,985. *This item was approved by Executive Committee on August 6.*
- **Construction of Manufacturing Tech Lab:** \$493,377: To ensure the construction would be completed by the beginning of the Fall semester, this bid in the amount of \$493,377, which was budgeted, was approved by Acting Chair Lopez on July 16 and was awarded to the low bidder, GTC Construction. *This item was approved by Acting Chair Lopez on July 16.*

6. Other Informational Items:

a. Main Campus Updates

- No "new-new" building: Trustees were informed that the "new-new" building (*the one that was to be located behind the QuEST building*) has not been funded
- Status of QuEST Center: this building is on schedule and a soft opening is expected in January 2016
- Children's School: the results of the study authorized by the Trustees recommended that a \$13 million facility be built; under current budget, this would be impossible, so the college is seeking alternate solutions including partnerships, etc.

b. Other Campus Updates

- Southbridge/DCAM Update on ITAC: President Carberry mentioned the college is looking into the possibility of creating an Assistance Corporation, an entity authorized by the legislature to purchase and own property on the college's behalf with the involvement of the local economic development leaders, etc. She noted that Springfield Tech had utilized this mechanism to purchase property for the college's use.
- Northbridge Update: President Carberry mentioned that the college had explored partnering with Mass College of Pharmacy to open this site; MCPH is not interested, and the space is far too large for QCC alone. The College has purchased tables, desks, chairs, etc. from the grant for a location in this area, but must now continue to explore until we find a suitable location and/or partner
- Marlborough: they are interested in an arrangement similar to our Senior Center organization; however, we must be certain we can attract a sufficient number of students for the food service program in order to make this work.

B. Strategic Planning, Education, and Student Success

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

Trustee Castiel presented the report of the Committee

1. Sabbatical Requests for Spring 2016

Dr. Carberry expressed her regret that due to the current budget uncertainty the two sabbatical requests would be denied for Spring 2016. She noted that the College and the Board has been generous in granting sabbaticals in the past when the budget was strong, and that this was a difficult recommendation. She noted that both applications had merit and were well reviewed by the Sabbatical Leave Committee, the area Deans, and Vice President. Trustee Chair Lopez agreed, saying that both applications were excellent and that the applicants should be encouraged to reapply.

2. **Enrollment Report**

Vice President Lillian Ortiz discussed the Enrollment Report with the Trustees. Dr. Ortiz presented the Enrollment Report as of September 8, showing the current enrollment at 8,042 (-7.28 headcount) and 74,583 (-5.74 credits). She explained that registration will continue and that the final scrub and add/drop will occur by next Wednesday, September 16 when the final Fall enrollment will be known. She noted that the College will be open on Saturday, September 12, to register students, and that the "15 to Finish" program is being promoted. Dr. Carberry mentioned that late registrations are difficult for many students, but some do succeed so we do not want to prevent them from registering. The challenge is to help them succeed in the compressed semester.

In response to a question, Dr. Ortiz stated that many of the other campuses are experiencing similar enrollment declines. Dr. Carberry said that QCC is in about the middle; other campuses are experiencing either flat or lower enrollment, with one as high as -25%. She also noted that community colleges tend to see an increase in enrollment during bad economic times, and a decrease when the economy is good and people are working and taking fewer classes.

3. **Copy of Presentation from the Enrollment Management Task Force:** The Trustees received a copy of the report prepared by Mishawn Davis-Eyene and Dawn Kiritsis that had been presented at the Strategic Planning, Education, and Student Success Committee meeting. This report is a summary of the discussions held by the members of the Enrollment Management Task Force, explaining that using the Strategic Plan as the driver, the team focused its efforts on six goals. *Copy attached.*

C. **Executive Committee**

Trustees Lopez (Chair), Castiel, and Cavaoli

Acting Board Chair Miguel Lopez presented the report of the Committee.

1. **President's Evaluation:** The Trustees reviewed the draft cover letter to the Commissioner that will accompany the completed President's Evaluation instrument, noting that the draft contained a few minor changes. The Board of Trustees voted to approve the letter once amended to reflect these changes. This document is due and will be sent to the Commissioner on or before the October 15 deadline; a copy of the President's Year End Report will also be included in that mailing.

President Carberry thanked the Trustees for the many positive comments and stated that she feels well supported and respected. She stated that she attributes her accomplishments to the work of the entire campus, the members of her Team and her faculty and staff. She invited their feedback on her goals for the coming year which are centered on enrollment and retention.

2. **Board's Self-Evaluation:** The Trustees received copies of the summary of the Evaluation responses. Trustee Lopez mentioned that these topics will be discussed at the Board Retreat.
3. **Board Retreat:** Trustees were reminded that the Board Retreat will be held on Saturday, September 26, from 9 am – 1 pm at the home of Trustee Castiel in Holden.
4. **Trustee Liability Insurance – New Opportunities:** Trustee Lopez mentioned that this topic will be discussed at the next meeting.
5. **Next Executive Committee Meeting:** Trustees were reminded that the next meeting of the Executive Committee will be held October 8, 2015 at 4:00 pm.

III. Other Business

1. Trustee Lopez announced the appointment of Newly Elected Student Trustee Aaron Dean to the Strategic Planning, Education, and Student Success Committee.
2. Board Retreat: Saturday, September 26, 9:00am – 1:00pm Holden, MA
3. Trustees were informed that Commissioner Santiago will attend the Board Meeting on March 23, 2016. Additional information and the revised Calendar will be distributed at the next meeting.

IV. President's Report – Trustees were provided with the following informational items:

1. Informational Personnel Items: Dr. Carberry reported that the college is currently adhering to a hiring freeze on all but instructional positions; the few other newly hired employees were hired before the freeze was implemented.
2. President's Out-of-State Travel: n/a
3. Informational Items: The following informational items were distributed:
 - a. Community College Entrepreneurship – featuring QCC
 - b. Worcester Business Journal article: QCC, MIT tapped for national photonics push
 - c. MassBudget article: Marlborough High School – STEM Early College Pathway
 - d. Massachusetts Landscape of Early College – several articles featuring QCC
 - e. NEASC approval of new Liberal Arts programs
 - i. Associate in Arts – Music Option
 - ii. Associate in Arts – Theater Option
 - f. Accreditation Commission for Education in Nursing (ACEN) letter affirming continuing accreditation for associate nursing program and practical nursing program following the relocation of the nursing unit

- g. National Association for the Education of Young Children (NAEYC)
Certificate of Accreditation for the Associate in Arts - Early Childhood
Education Preschool Option
- h. Ms. Jennifer Perkins, Trustee Liaison, Department of Higher Education,
distributed information concerning the Statewide Board Retreat
scheduled for November 4 at UMass Lowell.

4. For your Calendar:

Monday, September 21, QCC Foundation Golf Tournament, Cyprian Keyes

Thursday, September 24, 11:00 a.m., Burying Time Capsule

Saturday, September 26, 9:00 a.m., Board Retreat, Holden

V. Adjournment

With no further items to come before the Board, the meeting was adjourned at
6:40 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Susan M. Laprade".

Susan M. Laprade
Assistant Vice President for Policy and Governance