

MEMORANDUM



Date: September 12 2014
To: The College Community
From: Susan M. Laprade, Secretary, Board of Trustees
Re: Summary of Actions of the Board of Trustees – September 10, 2014

Attendance:

Present:

Trustee DeBoise Luster, Chair
Trustee Castiel
Trustee Lawless
Trustee Lopez
Trustee Moore
Trustee Murray
Trustee Nguyen
Trustee Pettiford
Trustee Rodriguez
Trustee Spillane

Absent:

Trustee Cavaoli

Present from the College were President Gail Carberry; Vice Presidents Lillian Ortiz, Dale Allen, and Stephen Marini; Assistant Vice Presidents Jane Shea, Nancy Schoenfeld, and Debra LaFlash; Deans Jane June, Colleen Doherty, Clarence Ates, Leslie Horton, and Kathleen Rentsch; MCCC President Professor Susan McPherson; Faculty Senate President Betsy Zuegg; Professor Jean McLean, Professor Margaret Wong, and Professor Lisa Cook; Chief Technology Officer Ken Dwyer; Downtown Site Administrator Faith Symmes; Assistant to the President Selina Boria; Assistant Vice President and Secretary to the Board Susan Laprade.

Special Guest: Mr. Bruce Tebo, Senior Leasing Project Manager at the Division of Capital Asset Management and maintenance (DCAMM)

The Board of Trustees of Quinsigamond Community College, at its regular meeting held on Wednesday, September 10, 2014 in Room 107A in the Administration Building, took the following actions.

First Item of Business: Trustee Chair Stacey Luster asked that all present participate in a moment of silence in honor of Trustee Ronald Josephson who served the college for many years as a proud Alumnus, a member of program advisory boards, a member of the Foundation Board, and as a member and former Chair of the Board of Trustees. Trustee Josephson died in a tragic accident this summer. Chair Luster thanked Trustee Lawless for suggesting this moment of silence.

Second Item of Business: Trustee Chair Luster suggested the Downtown Healthcare and Workforce Development Center Update be taken out of order in deference to the special guest from DCAMM who is present to speak on this topic.

Vice President Stephen Marini introduced the topic, informing the Trustees that the building was substantially complete and that the majority of healthcare students were able to begin classes in the

building on the first day of classes, September 2. He mentioned the Training and Education Center will be moving in this Friday, September 12. Vice President Marini noted that the initial timeline called for a July 1 transfer to the college; however, there were asbestos and other problems which caused a change in transfer date. Mr. Marini commended the incredible work performed by the QCC team, particularly IT, Facilities, and Academic Affairs

Dr. Carberry introduced Mr. Bruce Tebo, Senior Leasing Project Manager at the Division of Capital Asset Management and maintenance (DCAMM, who worked closely with Quinsigamond on both the Downtown opening and the Southbridge expansion projects. Mr. Tebo echoed the praise of the QCC Team, stating that he had never worked with a better team. He said that no one from QCC would let the project fail; that all had lists of things that must be done and regularly saw to it that each item was completed. Mr. Marini praised Mr. Tebo for his skillful, respectful handling of several tough negotiations on the college's behalf.

Mr. Tebo said that this was his first experience working on an education facility and he found that the project was challenging all the way through. Mr. Marini noted that the parking arrangements were negotiated through the DCAMM process, too.

Vice President Allen spoke of the continuing exploration of additional space to expand the Southbridge location, and noted that Mr. Tebo is assisting in this effort as well. Negotiations are ongoing with the current landlord and the property owner has granted the college a 60 day extension. If the college is to grow into the new space, it will be with four-year partners and the right program mix, and Dr. Allen stated the Trustees will remain informed about any progress, and that DCAMM will remain involved.

In addition, Dr. Allen mentioned the \$300,000 secured by Senator Richard Moore to explore opportunities in the Blackstone area, and said that a marketing analysis relative to that area is underway. Similar to the manner by which the Southbridge location was launched, any expansion in this area will need to be market-driven and sustainable, and able to meet the needs of the businesses in the area.

I. Minutes:

Upon Motion duly made, the Board of Trustees voted to approve the Minutes of the Regular Meeting of June 4, 2014 as presented.

II. Audit and Oversight Committee: Trustee AiVi Nguyen, Committee Member

In Trustee Cavaoli's absence, Trustee Nguyen presented the report of the Committee.

1. Trust Fund Reports

Trustee Nguyen stated that the committee had reviewed with Vice President Marini and Assistant Vice President Debra LaFlash the Trust Fund Report for the period ending August 26, 2014. She informed the Trustees that the budget for 2014 was based upon 170,000 credits and that all budget lines appear to be in order; the total expenses for the year were 94.6% of budget, meaning that the college will end the year \$1 million in the black. Vice President Marini attributed this result to careful budget management, some capital projects that were deferred, adjunct faculty savings due to TEC's move to credit courses, energy utility savings, process improvements, and the cooperation of the college community when asked to tighten their belts. Dr. Carberry noted the need to continue to be as conservative as possible, and congratulated the college overall for this report.

Upon Motion duly made, the Board of Trustees voted to accept the Trust Fund Report for the Period Ending August 26, 2014 as presented.

2. Update Regarding FY 15 Budget

Trustee Nguyen noted that the committee had reviewed information relative to the FY '15 budget, but has requested additional information from the administration about the proposed additional expenditures totaling \$1,180,000. Mr. Marini said that the FY '15 budget had previously been approved by the Board and stated that the additional details about the requested budget items will be provided at the October meeting.

3. Approval of Bid

a. Directors and Officers Liability Insurance

Recommendation: That the Board of Trustees approve the purchase Directors and Officers Liability Insurance in the amount of \$1,000,000 to RSUI Group, Inc. of Atlanta Georgia for an annual premium of \$15,520, the lowest of three quotes received.

Justification: Following best value procurement principles, quotes were solicited for D & O Liability Insurance. QCC received 3 proposals. RSUI Group, Inc. offered the lowest price proposal, while also offering the liability amount that was deemed the best fit for the College. RSUI Group, Inc. is also the provider for one of the other community colleges in Massachusetts that has a D & O Liability policy.

Trustee Nguyen informed the Board that Mr. Thomas Sullivan and Mr. Jack Curran of Sullivan, Donnelly and Garrity Insurance Agency attended the meeting and provided information relative to the quotes received for Directors and Officers Liability Insurance. Mr. Sullivan noted that claims generally fall into two categories: general liability (bodily injury and harm) or wrongful acts. Claims can be made for issues such as failure to grant tenure, failure to educate, etc. and explained that this policy would not cover any events related to the QCC police department or the recent decision to arm, nor is cyber liability covered. He also mentioned that many homeowner's policies will cover the Trustees because they have limited immunity (as volunteers) and also mentioned that they should check their home policies to be certain they have a homestead provision on their homes.

The Board was also informed that North Shore, Massasoit, and Springfield Technical have D&O Insurance policies in the amount of \$2 million each. Trustee Nguyen stated that Dr. Carberry had informed the committee that for most employment issues the college is self-insured by the State and the college will be represented either by the college's legal counsel or by the Attorney General's office. Trustee Nguyen stated that following discussion, the Committee voted to recommend that the college secure insurance coverage for the Board and the College's Executive Officers in the amount of \$1 million for one year, and that this topic be reviewed again every year.

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

4. As the Board of Trustees agreed at the June 4 meeting, these bids were approved by the Executive Committee and are offered as informational items for the Board.

- Security Services – Southbridge and Downtown: *to Securitas (\$16.91/hr)*
- Vending Contract for Downtown: *to P&J's Vending, 35% net commission*
- 3 D Printer: *to Advanced Educational Technologies, \$37,872*
- Dental Supplies: *to Patterson Dental, not to exceed \$50,000; authorized by Dr. Carberry*

5. Social Media Policy

Trustee Nguyen informed the Board that the Committee had provided two sample social media policies with the request these samples be reviewed and that a new version of the Social Media Policy be created and brought forward for approval.

6. Informational Updates Concerning the Downtown Center, Parking Contract, Southbridge, and Blackstone Valley were provided earlier in the meeting.

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

1. Enrollment Report:

Dr. Lillian Ortiz, Vice President for Strategic Enrollment Development and Student Engagement, provided the enrollment update, noting that as of this date, Fall enrollment is down by 86 students or less than 1%. She also informed the Trustees that of this total number (8673), 4619 are returning students, 3243 are new, and 791 are a combination of transfers and readmits. She also provided the following information regarding the Summer sessions: Summer 1 enrollment was down by 2.83%, while Summer 2 enrollment was up by 2%. She then mentioned that several community colleges are experiencing enrollment declines this semester, with one as high as 8%.

Dr. Ortiz stated that she is very proud of the team working on retention efforts, particularly those involved in initiating some additional contacts with potential students to explain financial aid, to answer questions, etc. Dr. Carberry mentioned that the financial aid office has been working to automate their financial aid work in batches, leaving additional time for the students who have more complicated applications.

Dr. Ortiz said that her team has been working on retention efforts and that QCC currently falls within the average rate of retention. The Vision benchmark is 65% (currently Spring to Fall rate is 63%); the goal is to meet or exceed this rate for Fall to Fall retention. Dr. Ortiz agreed to prepare retention reports as a regular part of her Board presentation.

2. Strategic Plan Update

Dr. Carberry announced that the Strategic Plan Implementation Team will be holding an “invigoration event” on October 3rd from Noon – 1:00 p.m., inviting all Trustees, and mentioned that Trustee Castiel will attend. She stated that much of the plan is focused on retention efforts. The invitation’s image is of a Viking ship with all oars in the water, pulling together.

3. Endorsement of Mutual Expectations

Dr. Carberry informed the Trustees that this document was the result of a college-wide discussion led by Dr. Kathy Obear at an All College Day event. This text has recently been

reviewed by the faculty and staff at an All College Forum, and when adopted will serve as ground rules for collegial interactions. The plan is to distribute the document annually at the Fall All College Day and that it be given to all new hires as they arrive.

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

4. Presentation: Starfish Program

Dean Colleen Doherty provided an overview of the newly launched Starfish Program. She presented stats on the successful launch of the pilot program this Spring, and stressed that this program requires faculty, advisors, and tutors to work together to assist the learning process. The program is available on the main campus and in Southbridge and Downtown, and allows students to receive encouragement via kudos as well as advice and assistance when needed. Quinsigamond is participating in the Early Alert, Connect, and Advising modules of the program, and the results of the late-Spring pilot were very promising. The program is available to all faculty and staff and all students, and will be closely monitored at key intervals throughout the Fall semester.

Dr. Carberry stated that at the Committee meeting, one of the Trustees asked how many of the QCC faculty use Blackboard Learn; she reported that Vice President Toney has learned that 80% of the faculty currently use Blackboard Learn.

Dean Doherty then displayed a slide created by Assistant Vice President Jane Shea that illustrates the current initiatives supported by Starfish (Strategic Plan, Funding Formula, NEASC, and Vision Project).

IV. Executive Committee: Trustee Chair Stacey Luster, Committee Chair

Due to several absences, no Executive committee was held on September 10.

1. Approval of Letter to Commissioner Regarding President's Evaluation 2013-14

Trustee Chair Luster reported the Committee at its August meeting had reviewed the Presidential Evaluation responses received from all Trustees and summarized the responses in this letter to the Commissioner, noting that all Trustees were in agreement that Dr. Carberry is a highly effective leader. The Executive Committee's letter recommends to the Commissioner that Dr. Carberry be awarded the full merit increase authorized from the Trustees (2.3%) and further recommended that the Commissioner authorize the award of the full remainder of the merit increase (1.2%) for a total increase of 3.5%.

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

Dr. Carberry thanked the Trustees for their support and thanked everyone on campus, saying that her successful performance was made possible by the work of all QCC employees.

2. Recommendation to name an Electronics Lab in the QuEST Building in honor of Mr. Ronald Josephson.

Dr. Carberry noted that Mr. Josephson, an Alum of QCC, valued highly his electronics degree, and made this recommendation as a fitting memorial to his many years of service to QCC.

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

3. Discussion: Setting the Agenda for the Executive Committee Meetings

No meeting was held; item postponed until next Executive Committee meeting.

4. Discussion: QCC Board Retreat Agenda

Chair Luster proposed holding the Board Retreat on Saturday, November 1, from 9:00 – 2:00 p.m., and asked Ms. Laprade to poll the Trustees regarding their availability on this date and regarding items they would like to have on the Agenda.

In addition, Chair Luster said she has asked Ms. Laprade to survey other campuses re their Board meeting schedule, and said that she is considering scheduling more Board meetings so that all can participate fully in decisions and fewer items are decided upon by the Executive Committee alone. She stated she welcomes input from the Trustees on this topic.

VII. Other Business:

1. Welcomed Elected Alumni Trustee Tammy Murray, assigned to the Strategic Planning Committee
2. Welcomed to New Student Trustee Beryl Pettiford, assigned to the Strategic Planning Committee
3. Notified the Board of the Appointment of Trustee Matilde Castiel as the Chair of the Strategic Planning Committee
4. Schedule Date for QCC Board Retreat: Ms. Laprade to poll the Board for availability and topics.
5. **REMINDER: Statewide Trustees' Conference – September 23, at the DCU**
Trustee Luster encouraged all Trustees to attend this Conference scheduled to be held here in Worcester.

VIII. President's Report

1. **Received Informational Personnel Items**
2. **Received a Copy of "How America Pays for College 2014"**
3. **Received a Copy of a Letter of Gratitude Received from Edward Street Day Care**
4. **Informational News Items**
 - a. **Wyvern Chronicles – July, 2014: Ms. Laprade to share electronically**
 - b. **Wyvern Chronicles – June, 2014: Ms. Laprade to share electronically**
5. **CALENDAR:**
 - September 15: QCC Foundation Golf Tournament – Trustee Murray is Keynote Speaker**
 - September 23: Annual Statewide Trustees Conference**

October 7: All College Day: Trustees received a copy of Dr. Tinto's book "Completing College" and were invited to attend his keynote presentation scheduled from 10 am – 11 am on All College Day.

Trustees were also informed by Dr. Carberry that QCC is considering inviting Eric Thomas to speak at the Spring All College Day on Tuesday, February 3. This event would be open to students and would be held at the Hanover Theatre.

VII. Dates of Next Scheduled Meetings

Upcoming Committee Meetings:

Audit & Oversight Committee:	Thursday, October 2, 5:00 p.m.
Executive Committee:	Wednesday, October 8, 4:00 p.m.
Special Board Meeting:	Wednesday, October 8, 2014, at 5:30 p.m.

VIII. Adjournment

With no further items to come before the Board, the meeting was adjourned at 7:30 p.m.

Respectfully submitted,



Susan M. Laprade
Assistant Vice President for Policy and Governance