

**QUINCY COLLEGE
BOARD OF GOVERNORS**

**Meeting of April 20, 2006
Minutes**

The meeting was called to order at 6:30 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Mark Bertman; Joanne Condon-Walsh; Robert Crowley; David Dennis; William Grindlay; Dr. Joseph Nicastro; Peter O'Neill, Esq., First Vice-Chair; Daniel Raymondi, Esq. The following members of the Board of Governors were absent at the call of the member roll: Richard Nici, Second Vice-Chair; Jerrell Riggins; Peter Tsaffaras, Esq.; Walter White; Theresa Lord-Piatelli, Esq., Chair.

Also present were: Martha Sue Harris, President and Secretary to the Board of Governors; Dr. Keith Cotroneo, Senior Vice President for Academic Affairs; Pushap Kapoor, Vice President for Administrative Services; Steve Higgins, CFO; Robert E. Baker, Jr., Esq., Dean of Business and Public Service Programs and Clerk of the Board of Governors; Mary McNamara, Esq.

In the absence of Ms. Lord-Piatelli, Mr. O'Neill assumed the duties of the Chair.

The Pledge of Allegiance was recited and a moment of silence was observed.

The Open Forum portion of the meeting was called by Mr. O'Neill. As nobody came forward to address the Board of Governors, the Open Forum was declared closed.

Motion by Ms. Condon-Walsh that the minutes of the Board of Governors' meeting of March 16, 2006, be approved. The motion was seconded by Dr. Nicastro. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicastro; Mr. Raymondi; Mr. O'Neill. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Because of the absence of Ms. Lord-Piatelli, the Report of the Chair was not given.

President Harris then presented her report. She provided updates on the following: accreditation; the Surgical Technology Program; the Indigo publication and event; the release of the Summer Bulletin; College events from April through June (including the distribution of an events calendar for those months; work done on the budget by the Finance and Facilities Subcommittee and by Executive Staff. She reported that spring enrollments (complete) are within three per cent of fall enrollment, which is cause for optimism as the fall-off between fall and spring usually is greater.

Reports of Special Committees were then presented.

Mr. Bertman presented the report of the Personnel and Programs Subcommittee as Dr. Nicastro was not present at the Subcommittee's last meeting. Mr. Bertman reported that the Personnel and Programs Subcommittee recommended approval of the Experiential Learning Credits Policy, the Advanced Standing Policy, the Academic Probation Policy, and the reorganization of the Enrollment Services Office (please see copies attached).

Motion by Mr. Bertman that the Experiential Learning Credits Policy, the Advanced Standing Policy, the Academic Probation Policy, and the reorganization of the Enrollment Services Office be approved. The motion was seconded by Dr. Nicastro. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr.

Bertman; Ms. Condon-Walsh; Mr. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicastro; Mr. Raymondi; Mr. O'Neill. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Grindlay presented the report of the Finance and Facilities Subcommittee. Mr. Grindlay thanked the Subcommittee members for their work on the FY 2007 budget. He reported that receipts were addressed first in the process, and recommended adoption of a FY 2007 revenue projection of \$17,072,036.00. He further reported that there will be no tuition increase and no draw from the Fund Balance. The revenue projection is accompanied by a goal of one hundred new students.

Motion by Mr. Grindlay to adopt and appropriate \$17,072,036.00 as total revenues for Quincy College for FY 2007. The motion was seconded by Ms. Condon-Walsh.

On the motion, Mr. Raymondi asked if pension costs were included in the budget. Mr. Grindlay replied that they were and Mr. Higgins added that the budgeted amount was based on a bill received from the City of Quincy in FY 2006 for \$800,000.00 in pension costs. In response to a question from Mr. Raymondi, Mr. Higgins stated that the actual pension cost for Quincy College retirees was \$45,000.00.

Motion by Mr. Raymondi to reduce the budget's Pension Expense line by \$755,000.00, since the budgeted amount exceeds the actual cost of retirees.

Mr. O'Neill pointed out that the matter before the Board was revenue. Mr. Grindlay temporarily withdrew his motion on revenues with Ms. Condon-Walsh's assent as second. Mr. Raymondi then spoke on his motion (unseconded) and gave an explanation of the basis for his motion, including that no City department save for Quincy College is assessed pension costs in its budget.

Mr. Raymondi's motion remained unseconded despite several calls from the Chair. Mr. Grindlay reinstated his motion.

On the motion to adopt and appropriate \$17,072,036.00 as total revenues for Quincy College for FY 2007, the following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicastro; Mr. O'Neill. Mr. Raymondi voted in opposition to the motion. There were no abstentions. The motion was adopted.

Mr. Grindlay then explained the expense component of the budget.

Motion by Mr. Grindlay that \$17,070,536.00 be appropriated as the expense budget for Quincy College for FY 2007. The motion was seconded by Mr. Bertman.

On the motion, Mr. Raymondi asked that if this expense budget is passed, will there be any people who are working now who will not be. Mr. Grindlay replied that there are no positions working today that are cut out of the budget, though some job descriptions have changed. President Harris explained that there are no position changes on pages 1 and 2 of the budget. There is a computer lab associate at .7, which accompanies a .3 in Enrollment Services, this job being previously devoted as 1.0 in Enrollment Services. In Enrollment Services, there is one less position but an accompanying promotion. The position of Assistant Director of Advising is being eliminated, the two Associate Director positions will become one in Admissions/Advising. The positions of Coordinator of Allied Health Admissions and Student Success Specialist/Advisor are being eliminated. New positions are: Director; Associate Director of Admissions and Advising; Associate Director of the First Year Experience; an additional Admissions Officer.

President Harris further explained that on page 3, under the Associate Degree in Nursing Program, an instructor vacancy is to be filled. On page 4, under Practical Nurse Program, an additional instructor position has been added. Under Surgical Technology, two new positions have been added, replacing the temporary positions hired to rebuild the Program. The position of Dean of Liberal Arts and Sciences is to be filled on a regular basis. The Acting Director position will end at the end of the current fiscal year. On page 5, an instructor in Science has been added, as well as a Chair stipend. In Plymouth, the Director of Community Development was a one year hire that will end, as will the Assistant Director position. There will be an Executive Director instead of an Acting Director, and there will be an Enrollment Specialist. Under Facilities, a part-time Associate has been eliminated on the recommendation of the Director of Facilities. There is a net increase of three QEA positions.

Mr. Grindlay also thanked President Harris and the Quincy College staff for their work on the budget.

On Mr. Grindlay's motion that \$17,070,536.00 be appropriated as the expense budget for Quincy College for FY 2007, the following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicastro; Mr. O'Neill. Mr. Raymond voted in opposition to the motion. There were no abstentions. The motion was adopted.

Motion by Mr. Grindlay to transfer \$70,000.00 from the "Equipment Purchase" line in the FY 2006 budget to Reserve for Appropriation. The motion was seconded by Mr. Dennis. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicastro; Mr. Raymond; Mr. O'Neill. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Grindlay to transfer \$15,000.00 from Reserve for Appropriation in the FY 2006 budget to the "Instructional Services" line. The motion was seconded by Mr. Dennis. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicastro; Mr. Raymond; Mr. O'Neill. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Under Old Business, Attorney Mary McNamara reported on her work on establishing a new Quincy College foundation. A mission statement has been established and officers elected, so by next week necessary signatures can be had and papers filed to establish the Quincy College Trust, Inc. She recommended that no donations be accepted until paperwork is filed with the Commonwealth of Massachusetts. Certification as a 501(c)(3) will be pending and donors should be notified of this and of a status change. President Harris reported that the only funds accepted thusfar are two \$20,000.00 pledges from College Courses, Inc.

There were no matters considered under New Business.

There were no matters for consideration in Executive Session.

Motion by Mr. Dennis that the April 20, 2006, meeting of the Board of Governors be adjourned. The motion was seconded by Mr. Crowley. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicastro; Mr. Raymond; Mr. O'Neill. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The meeting was adjourned at 7:14 PM.