

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF JANUARY 19, 2017

Minutes

The meeting of the Quincy College Board of Governors, held in the Hart Board Room, Room 706, 7th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 6:31 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Mr. Thomas Feenan, Chairman of the Board of Governors; Mr. Paul Barbadoro, Esq.; Mr. Christopher Bell; Mr. Michael Bellotti; Ms. Barbara Clarke; Dr. Thomas Fitzgerald; Mr. David McCarthy; Ms. Carolyn O'Toole; and Mr. Joseph Shea. Absent at the call of the member roll were: Ms. Eileen Bevivino-Lawton; Mr. Gregory Hanley; and Father James Hawker. A quorum was present.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Joseph Mercurio, Senior Vice President for Administration and Finance; Ms. Mary Scott, Vice President for Human Resources; Stephen Kearney, Assistant to the President; Ms. Mary Burke, Vice President/Dean of the Plymouth Campus; Tom Pham, Vice President for Information Technology and Mission Support; Dr. Kimberly Puhala, Associate Vice President for Institutional Research and Assessment; Martin Ahern, Director of Finance; Ms. Susan Bossa, Associate Vice President for Student Development; William Hall, Director of Administrative Services and Facilities; Ms. Cathie Maloney, Registrar; Dean Robert Baker; Dean William Brennan; Dean Michael Marrapodi; Dean Vincent Van Joolen; Ms. Lisa Stack, Director of International Student Services; Ms. Rose Devito, Associate Vice President for Financial Aid; Mr. Eric Clark, Director of Admissions; Ms. Donna Brugman, Executive Administrative Assistant to the President; Ms. Susan Whitehead, Director of Library Services; Mr. David Cichocki, Interim Director of Advising; Mr. Amanda Colligan, Senior Research Analyst; Mr. Taggart Boyle, Associate Vice President for Communications & Marketing; as well as other members of the College community and the public.

The pledge of allegiance was recited. A prayer was offered by Chairman Feenan as well as a moment of silence in remembrance of: Norma G. Reilly-Barriere, the mother of Steven Reilly, a Resource Officer in Administrative Services & Facilities; George T. McManus, Father-in-Law of William Hall, Director of Administrative Services & Facilities; Danielle Dorval, Daughter of Sandy Dorval, Registrar Specialist in the office of Student Records & Registrar; Earl Walker, Father of Elizabeth Walker, HR Employment & Employee Relations Associate; James Leonard, Student, Graduated cum laude, History & Government Degree.

Chairman Feenan called for the Open Forum portion of the meeting to begin. He invited anyone who wished to come forward and address the Board of Governors to do so. There was no response to Chairman Feenan's invitation. Chairman Feenan repeated his invitation. Again, there was no response. Chairman Feenan declared the Open Forum portion of the meeting closed.

The members reviewed the minutes of the December 07, 2016, meeting. Motion by Mr. Barbadoro that the Board of Governors approve the minutes of its meetings of December 07, 2016, as presented. The motion was seconded by Ms. Clarke. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion to approve the minutes: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. McCarthy; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Chairman Feenan then presented his report. The Chair reported regarding the Nursing Pinning that took place yesterday (01/18/2017); the Finance and Facilities Committee meeting that took place on 17 January 2017; the Personnel and Programs Committee meeting that took place on 12 January 2017; that on 13 January 2017, Governor Charlie Baker signed the legislation authorizing Quincy College to offer baccalaureate degrees; the Chairman expressed thanks to Senator Linda Dorcena Forry and Governor Christopher Bell and Governor Greg Hanley for their help. The Chairman reported on the events of December including the Board of Governors' Christmas Party. The Chairman reported on the appointment of Sheriff Michael G. Bellotti (High Sheriff of Norfolk County) to the Board of Governors. The Chairman appointed Mr. Bellotti to the Strategic Planning Committee and the Finance and Facilities Committee.

Next, the Chairman took the report of the President. The President reported that Chapter 442 of the Acts & Resolves of 2016 was signed into law by Governor Charlie Baker on 13 January 2017. The President expressed thanks to many people including former Governor Maureen Glynn, House Majority Leader Representative Ronald Mariano, Senator John Keenan, Mayor Koch, City Councillors, Joseph Mercurio, Aundrea Kelley, and Kim Puhala.

The President stated that it is a great day for the College, the City, and individuals who live and/or work in our service area.

The President reported that the College is entering into a written agreement with College Courses, Inc. (CCI), whereby the College will take over operation of the College Bookstore from CCI. Currently College counsel and counsel for CCI are drafting documents to effectuate the transfer and to assign and assume the agreement between Barnes & Noble Bookstore and CCI. The President stated that he is very proud that the Bookstore will become an income producing asset of the College and that one of the "areas of concern" of the New England Association of Schools and Colleges (NEASC) will be addressed/resolved by the transfer of operation of the Bookstore. There was a motion by Mr. McCarthy that the Board ratify the Memorandum of Agreement between College Courses, Inc. and Quincy College executed by President Peter H. Tsaffaras on 04 January 2017 on behalf of the Board of Governors and Quincy College. The motion was seconded by Ms. Clarke. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. McCarthy; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

The President reported that Ms. Aundrea Kelley, Senior Vice President for Academic Affairs, is not present this evening as a result of surgery. Ms. Kelley will be retiring in about ten (10) days. He stated that she was the right person for the job at the right time. She came in and hit the ground running. The President stated that Ms. Kelley will be missed by him and the College. The President expressed thanks to Ms. Kelley for all of her work at the College. The President welcomed Ms. Mary Elizabeth Burke who will be succeeding Ms. Kelley as the Senior Vice President for Academic Affairs.

The President announced that during tonight's meeting the members would be conferencing with the authors of the Economic Impact Study via Skype. The President reported that as of 4:00 PM today, the College has met 96.36% of budget for the semester, and stated that he is confident the College will reach its budget goals.

Next, the Chairman took the report of the Finance and Facilities Committee. Mr. Barbadoro, Chairman of the Finance and Facilities Committee, presented the report. Mr. Barbadoro reported that the Finance and Facilities Committee met on 17 January 2017. Chairman Barbadoro reported on the Draft Financial Report November YTD FY 2017. Mr. Barbadoro reported on the Revenue Tracking Report November YTD FY 2017. There were questions and discussion among the members. Mr. Mercurio and Mr. Ahern addressed the questions presented by the members. Chairman Barbadoro reported on the draft Economic Impact Study that was presented to the Committee by the President and Dr. Puhala.

Dr. Puhala conferenced in via computer with Economic Modeling Specialists International. (EMSI), the authors of the economic impact report. Two economists from EMSI provided a presentation on the methodology and outcomes from the economic impact study that they conducted. The economic impact study outlined the economic benefits that Quincy College provides to the community at large, based on student, faculty, staff, and College spending and applying a multiplier effect of those dollars injected into the local economy. There were questions and discussion among the members.

Next, the Chairman took the report of the Personnel and Programs Committee. Ms. O'Toole, Chair of the Personnel and Programs Committee, presented the report. Ms. O'Toole reported on the Accreditation Review. Ms. O'Toole reported that there were several proposed new policies.

Ms. O'Toole reported the Committee's positive recommendation of the proposed Acceptable Use Policy (Policy No. 9.10) to replace the policy on Use of College Technology and Assets. Motion by Ms. Clarke that the Board approve Motion BOG 02-17. The motion was seconded by Dr. Fitzgerald. There was discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. McCarthy; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Ms. O'Toole reported the Committee's positive recommendation of the proposed Email Policy (Policy No. 9.10A) to replace the Email Acceptable Use Policy. Motion by Mr. Shea that the Board approve Motion BOG 03-17. The motion was seconded by Mr. McCarthy. There was discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. McCarthy; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Ms. O'Toole reported the Committee's positive recommendation of the proposed Internet Acceptable Use Policy (Policy No. 9.06) to replace the Employee Computer Use and Internet Policy. Motion by Mr. Bellotti that the Board approve Motion BOG 04-17. The motion was seconded by Mr. Bell. There was discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. McCarthy; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Ms. O'Toole reported the Committee's positive recommendation of the proposed Data Access Policy (Policy No. 9.10B). Motion by Mr. Bell that the Board approve Motion BOG 05-17. The motion was seconded by Mr. Shea. There was discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. McCarthy; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Ms. O'Toole reported the Committee's positive recommendation of the proposed Password Protection Policy (Policy No. 9.10C). Motion by Dr. Fitzgerald that the Board approve Motion BOG 06-17. The motion was seconded by Mr. McCarthy. There was discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. McCarthy; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Ms. O'Toole reported the Committee's positive recommendation to reaffirm approval of the existing Marijuana Policy (Policy No. 3.05A). Motion by Mr. Shea that the Board approve Motion BOG 07-17 to reaffirm the Board's approval of the Marijuana policy. The motion was seconded by Mr. Bell. There was discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. McCarthy; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

There was no report of the Strategic Planning Committee.

There was no report of the Quincy College Trust.

Old Business

There was no Old Business.

New Business

There was no New Business.

Motion by Mr. Shea that the Board of Governors, pursuant to the provisions of the Massachusetts General Law, Chapter 30A, section 21 (a)(6) enter into executive session to consider the lease of real property because discussion in open session may have a detrimental effect on the negotiating position of the College, and to reconvene in open session only for the purpose of adjourning the meeting. The motion was seconded by Dr. Fitzgerald. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. McCarthy; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted and the Board entered Executive Session at 8:05 PM.

Motion by Mr. Bell that the Board of Governors close the executive session and reconvene in an open session for the purpose of adjourning the meeting. The motion was seconded by Mr. McCarthy. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. McCarthy; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted and the Board entered an open session at 8:48 PM.

At 8:49 PM, motion by Ms. Clarke to adjourn the meeting of the Board of Governors. Motion seconded by Mr. Bell. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. McCarthy; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted and the meeting was adjourned.