

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF November 20, 2014

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 6:30 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Thomas Feenan, Chairman of the Board of Governors; Mary Jo Brogna, Vice Chair of the Board of Governors; Paul Barbadoro, Esq.; Mr. Christopher Bell; Ms. Eileen Bevivino-Lawton; Mr. William Boozang; Dr. Thomas Fitzgerald; Reverend James Hawker; Ms. Carolyn O'Toole; Mr. Joseph Shea. Absent at the call of the member roll were: Ms. Maureen Glynn Carroll, Second Vice Chair of the Board of Governors; Ms. Barbara Clarke; Mr. Gregory Hanley. A quorum was present.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Aundrea Kelley, Vice President for Academic Affairs; Joseph Mercurio, Vice President for Administration and Finance; Mary Scott, J.D., Vice President for Human Resources; Stephen Kearney, J.D., Assistant to the President; Dr. Kimberly Puhala, Associate Vice President for Institutional Research and Assessment; Susan Bossa, Associate Vice President for Student Development; Taggart Boyle, Director of Communications and Marketing; Tom Pham, Associate Vice President for Communications and Information Technology; Martin Ahern, Director of Finance, as well as other members of the College community and the public.

The pledge of allegiance was recited.

A prayer was offered by Reverend James Hawker in memory of the mother of Board Member Paul Barbadoro; the brother of Board Member Carolyn O'Toole; Dr. Joseph Nicastro, one of the Board's original members; the mother of Professor Deb Saitta-Ringger; the sister-in-law of Lisa Stack; the father of Mary Ellen Strout; the mother of Dr. Kimberly Puhala; the sister of Professor James Sheets; and the husband of Professor Emeritus Barbara Welch.

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.

Motion by Mr. Bell that the Board of Governors approve the minutes of its meeting of September 24, 2014, as submitted. The motion was seconded by Reverend Hawker. 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; Ms. Bevivino-Lawton; Mr. Boozang; Ms. Brogna; Mr. Feenan; Dr. Fitzgerald; Rev. Hawker; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Mr. Feenan then presented his report. Chairman Feenan thanked Governor Mary Jo Brogna for agreeing to serve again as the Vice Chair and thanked Governor Maureen Glynn for agreeing to serve again as the Second Vice-Chair and stated that their dedication to the college is greatly appreciated. Chairman Feenan also thanked Governor Christopher Bell for agreeing to serve as chairman of the Finance Committee and his fellow committee members who so willingly agreed to serve in that capacity. Chairman Feenan also thanked Governor Barbara Clarke for her willingness to serve as the Chair of the Personnel and Programs Committee and her fellow committee members who agreed to serve.

Chairman Feenan then established two new committees: 1) the Strategic Planning Committee for Quincy College; and 2) the By Laws Committee.

With respect to the Strategic Planning Committee for Quincy College, Chairman Feenan stated that he was creating this committee to look at the future needs for Quincy College and the feasibility of procuring the College's own future space in the downtown Quincy area. Chairman Feenan charged the Strategic Planning Committee to report back to the Board no later than its March 2015 meeting with a report of their findings. Chairman Feenan appointed Governor Gregory Hanley as Chairman of the Strategic Planning Committee and assigned to him the responsibility to pick at least two (2) other members from either the board or possibly the administrative staff to serve with him. Chairman Feenan stated that the Strategic Planning Committee should be limited to five (5) members.

With respect to the By Laws Committee, Chairman Feenan stated that he was creating this committee because there had been discussion at previous meetings of a necessity for the by-laws to be reviewed and improved if needed. Chairman Feenan appointed Governor Paul Barbadoro as the Chair of the By Laws Committee, and appointed Governor Maureen Glynn to serve along with him. Chairman Feenan charged them to also report back to the full Board no later than its March meeting.

Chairman Feenan stated that he has been in touch with many agencies since being advanced to his current position of Chairman and one group that shows promise to the College's campus life is the Boston Chinatown Neighborhood Center, located on Hancock St, near North Quincy High School. The director of the Boston Chinatown Neighborhood Center, Carmen Chin, is very interested in creating a program with Quincy College as they currently have their own, "Bridges to College Program".

Chairman Feenan stated that Quincy College is very dear to him, and that he was interested in the July, August issue of Trusteeship's emphasis on cultivating a culture of Philanthropy in all aspects of the College. It is essential that we instill within the alumni, our current students, faculty, staff, and the Board of Governors the ***“institutional conditions that encourage philanthropy”***. It is crucial for the Board to take a more active role in creating the institutional conditions to make the culture of philanthropy a part of the fiber of the collegial community. We must develop a loyal base of alumni over several decades to continue to donate to the school. We need to show our alumni that the value of the education they received far exceeded the cost of the education, we must also keep them actively engaged after graduation and encourage them to see the benefit they are making to our world. As we go forward as a Board, we need to keep in mind how we can continue to cultivate this philanthropy goal. Chairman Feenan stated that he would like to encourage the administrative staff to send out a solicitation letter directed to the alumni, staff and Board to make an annual ongoing tax-deductible donation as the year now comes to a conclusion. Chairman Feenan encouraged the Board to consider their own giving policy based on the members' own economic means, on an annual basis. Chairman Feenan stated that the solicitation letter should also be sent to all past board members.

In conclusion, Chairman Feenan directed the members' attention to the September/October issue of Trusteeship article on “Who Succeeds in Online Education?” and its point that colleges must become “truly knowledgeable about online education as it is the strategic issue shaping the competitive landscape.” Chairman Feenan stated that Quincy College must become truly knowledgeable about online education as it is the strategic issue shaping the competitive landscape.

Ms. Maureen Glynn arrived at approximately 7:30 p.m.

President Tsaffaras then presented his report. He addressed several house-keeping matters including the Quincy College identification cards that had been provided to each member, reminding members that each has a biography that they may amend or update as they see fit, and reminding members that they have been provided with a Financial Disclosure Statement and a Resident Affidavit that each member must complete.

The President addressed several Quincy College events on the calendar including the Annual Plymouth Thanksgiving Parade in which the College has a float, the December 3rd grand opening of the Barnes and Noble/Quincy College Bookstore, the December 8th Boston State College Annual Awards event at which Chairman Feenan is being recognized, the December 5th Winter Ball at the Plymouth Campus, the December 10th Board of Governors' Dinner, the December 12th faculty and staff Holiday Party, and the December 19th Plymouth Campus Holiday Party. He relayed that several of the College's staff participated in a Walk for Brain Cancer in memory of an employee who recently died of brain cancer. He also relayed that approximately sixty (60) people participated in a hike in the Blue Hills on a recent Saturday.

The President reported on two Charts-of-the-Month. The first chart showed the College's enrollment, and showed that the College's enrollment is up 3.8% between the Quincy Campus, the Plymouth Campus, and Online registrations. The second chart showed the College's headcount and credits, and showed that the College's headcount and credits are the highest they have ever been in the history of the College. The President also referred to a report from the Board of Higher Education which showed that Bunker Hill Community College has increased its headcount by 1.8% as compared to Quincy College's 3.8% increase. The Board of Higher Education report also showed that of the fifteen (15) state-run community colleges, Bunker Hill Community College is the only one that has shown an increase in headcount whereas the others have shown a decrease in headcount.

The President reported that this semester, despite best efforts, the College has not reached budget and is 2.7% short of projections. The President stated that efforts are being re-doubled toward enrollment for the winter session and enrollment for the spring semester and looking at the budget to make prudent changes to ensure the current short-fall is made up. There was discussion among the members and the President regarding so-called "circuit-breaker" positions and transfers from cash reserves.

The President introduced Dr. Kimberly Puhala to address the Great Colleges to Work For Survey which is sponsored by the Chronicle of Higher Education. Dr. Puhala presented her report showing that the College improved in all fifteen (15) categories of the survey, and increased rank in eleven (11) of the fifteen (15) categories. In 2014, the College outranked its Carnegie Class in three (3) different categories: 1.) Compensation, Benefits, and Life Balance; 2.) Policies and Efficiency; and 3.) Senior Leadership. There were questions by the members regarding the schools in the Carnegie Class. The President and Dr. Puhala stated that the Carnegie Class for Quincy College comprises colleges sharing the same characteristics as Quincy College.

Next, Mr. Bell presented the report of the Finance and Facilities Committee. Mr. Bell expressed appreciation to Mr. Joseph Mercurio and his staff and Ms. Donna Brugman for their work in preparing for the meeting of the Finance and Facilities Committee meeting last month. Motion by Mr. Barbardoro (BOG 31-14) to approve three (3) fund transfers for the purpose of: 1.) funding the cost of a legal settlement with a former employee; 2.) funding the recruitment of a Medical Laboratory Technology Chairperson; and 3.) funding a vacation and sick leave payment for a QPS employee. 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. Barbardoro; Mr. Bell; Ms. Bevivino-Lawton; Mr. Boozang; Ms. Brogna; Mr. Feenan; Dr. Fitzgerald; Ms. Glynn; Rev. Hawker; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Mr. Bell also addressed financial reports including the June 30, 2014 Financial Statements; the September 30, 2014 Financial Statements; Contribution to Overhead Analysis/Credit Hours and Dollars; Revenue and Credit Comparison for Full year FY 2013 and FY 2014; Revenue and Credit Comparison for Year To Date FY 2014 and FY 2015.

Next, Mr. Shea presented the report of the Personnel and Programs Committee. He introduced Dr. Kimberly Puhala who provided an update on amendments to the Clery Act and changes in the reporting requirements under the Clery Act. Mr. Shea introduced Vice President Aundrea Kelley who provided a detailed description of the New England Association of Schools and College (NEASC) Self-Study Process. Next, Ms. Susan Bossa provided an update regarding the Quincy College Trust.

Under Old Business, Chairman Feenan stated that he would like to have an event for past Chairman William Grindlay to recognize him for the time and hard work he dedicated to the College and the successes the College has realized under his Chairmanship.

Under New Business, Chairman Feenan reported on the Biotechnology Department receiving Platinum and Silver ratings for their programs and commended the Biotechnology Department for their outstanding work.

At 7:30 PM, motion by Mr. Barbadoro to adjourn the meeting of the Board of Governors. Motion 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; Ms. Bevivino-Lawton; Mr. Boozang; Ms. Brogna; Mr. Feenan; Dr. Fitzgerald; Ms. Glynn; Rev. Hawker; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted and the meeting was adjourned.