

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF DECEMBER 18, 2008

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; Mary Jo Brogna, Second Vice Chair of the Board of Governors; Edward Browne, Vice Chair of the Board of Governors; David Dennis, Chair of the Board of Governors; Thomas Feenan; William Grindlay; Peter Tsaffaras, Esq. The following members of the Board of Governors were absent at the call of the member roll: Jo-Ann Bragg; Francis Byrne; Joanne Condon-Walsh (who participated by telephone); Jerrell Riggins; Pedro Viejo-Rodriguez.

Also present were: Martha Sue Harris, President and Secretary of the Board of Governors; Dr. Patricia Vampatella, Vice President for Academic Affairs; Pushap Kapoor, Vice President for Administration and Finance; Robert E. Baker, Jr., Esq., Dean of Business and Public Service Programs and Assistant Secretary of the Board of Governors; Jennifer Dunne, Director of Institutional Research; Hillel Bromberg, Grant Writer; Steve Dooner, Professor of English; Deborah Saitta-Ringger, Full Time Faculty, English; J.D. Smeallie, Esq., Holland and Knight; Thomas Swaim, Esq., Holland and Knight; Warren Tolman, Esq., Holland and Knight; Matthew Tobin, Esq.

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

Mr. Byrne arrived at 6:32 PM.

Mr. Dennis called for the Open Forum to begin. He extended two (2) invitations to those who wished to come forward and address the Board of Governors to do so. There being no response to either invitation, Mr. Dennis declared the Open Forum closed.

Motion by Mr. Browne that the following minutes be approved: Board of Governors' meeting of October 23, 2008; Board of Governors' meeting of October 30, 2008; Board of Governors' meeting of November 6, 2008; Board of Governors' meeting of November 25, 2008; Board of Governors' meeting of December 9, 2008. The motion was seconded by Mr. Grindlay. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Brogna; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

In the Report of the Chair, Mr. Dennis thanked the members of the Board of Governors for their hard work on the Home Rule Petition and Memorandum of Understanding. He said that the development of these documents is a signal that Quincy College is moving forward.

President Harris then presented the President's Report. She cited a study of Boston Public Schools graduates of which Quincy College was a part. Of those students who attended Quincy College and were subjects of the study, there was a 34.6 % graduation/retention (persistence) rate. President Harris said that while this rate is higher than some community colleges, she believes that Quincy College can do better.

Vice President Vampatella was then called upon. She introduced Hillel Bromberg, Grant Writer. She then presented a report on the Institutional Effectiveness Assessment (please see copy, attached).

Ms. Bragg arrived at 6:38 PM.

Ms. Dunne was then called upon to present Quincy College dashboard information (please see copy, attached).

Ms. Bragg asked the criteria for selecting comparison schools. Ms. Dunne provided the following criteria: size (not too small or too large); retention rates; colleges that are "alike" (similar in size and nature). Ms. Dunne also defined "part-time" students as those taking fewer than twelve (12) credits in any given semester. Ms. Bragg asked what "core revenue" is and Ms. Dunne replied that it is income from students. President Harris added that while almost all of Quincy College's revenue is from tuition and fees, the IPEDS definitions of tuition and fees are more restrictive than those used by Quincy College.

Ms. Bragg said that she would like to see salary comparisons of faculty, adjunct faculty, and staff in other institutions. Ms. Dunne replied that adjunct data would not be included in IPEDS. Mr. Byrne asked how many students responded to the survey. Ms. Dunne replied that approximately seven hundred (700) students responded.

Ms. Dunne went on to state that while Quincy College possesses current data, IPEDS look back one (1) year so no comparison data is available for current information.

Ms. Dunne also reviewed for the Board of Governors the SIR II evaluation process.

Mr. Dennis urged that there be data included (inclusive of IPEDS categories) that allows Quincy College to compare the current year's performance with prior years.

Ms. Bragg asked for comparison financial data (internal) in anticipation of the budget building process for FY 2010.

Mr. Tsaffaras asked for national standards as benchmarks in such areas as retention rates. He suggested this in expressing the belief that the local sample is too small to reveal a true comparison.

Mr. Dennis asked that the Personnel and Programs Subcommittee develop criteria that the Subcommittee's members believe provide for all of the desired data and comparisons.

Mr. Dooner and Ms. Saitta-Ringger were then called upon to make a presentation on assessment across ENG 101 (English Composition I). Mr. Dooner described the rubric, then the results. Ms. Saitta-Ringger described ongoing initiatives in general education outcomes that will be assessed in other disciplines.

Vice President Vampatella informed the Board that a College-wide assessment committee has been formed and will be meeting in January 2009, and faculty have been called upon to undertake assessment of their individual program outcomes.

At 7:27 PM, motion by Ms. Bragg that Executive Session be taken out of order and that the Board of Governors enter into Executive Session for the purpose of discussing contract negotiations, and to return to open and public session in approximately one (1) hour. The motion was seconded by Mr. Feenan. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Bragg; Ms. Brogna; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Open and public session resumed at 8:41 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Mr. Bertman; Ms. Bragg; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Tsaffaras. The following members of the Board of Governors were absent at the call of the member roll: Ms. Brogna; Ms. Condon-Walsh; Mr. Riggins; Mr. Viejo-Rodriguez.

Also present were President Harris, Vice President Vampatella, Vice President Kapoor, Dean Baker, and Dr. James Magee, Special Assistant to the President for Institutional Transitions.

Ms. Bragg, Subcommittee Vice Chair, presented the report of the Personnel and Programs Subcommittee.

Motion by Ms. Bragg that the Board of Governors approve the switch in titles of the Clinical Laboratory Program Coordinator with the unfilled Math faculty position to allow the Program Coordinator position to be funded and filled. The motion was seconded by Mr. Byrne. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Bragg; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Ms. Bragg that the Board of Governors approve combining the .5 Natural Science faculty position (Plymouth) and the .5 Assistant Director, Plymouth Campus, into a new 1.0 position titled Coordinator of Non-Allied Health Programs, Plymouth. The motion was seconded by Mr. Tsaffaras. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Bragg; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Tsaffaras renewed his request that President Harris provide him with a copy of the law that prohibits one person from simultaneously working under two (2) collective bargaining agreements.

Motion by Ms. Bragg that the Board of Governors approve the Law Enforcement Certificate Program, with a report to be made to the Board of Governors on the status of the Program within one (1) year. The motion was seconded by Mr. Tsaffaras. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Bragg; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Ms. Bragg that the President and College administration conduct a review of the Clinical Laboratory Technician Program and report back to the Board of Governors with the results of that review one year from September 2, 2008. The motion was seconded by Mr. Tsaffaras. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Bragg; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Byrne, Subcommittee Chair, presented the report of the Finance and Facilities Subcommittee.

Mr. Byrne reviewed for the Board of Governors a report from Powers and Sullivan, auditors.

Motion by Mr. Feenan that the Board of Governors accept the report given by Mr. Byrne, Chair of the Finance and Facilities Subcommittee, on the report from Powers and Sullivan, auditors. The motion was seconded by Mr. Bertman. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Bragg; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Bragg asked that the Board of Governors be provided with a report on the assets and liabilities of the Quincy College Trust.

Vice President Kapoor was then called upon to present a financial report (please see copy, attached).

Motion by Mr. Byrne that the Board of Governors approve the transfer of \$150,000.00 from the Fund Balance to the "Special Events – Newport" line to pay for tenant work. The motion was seconded by Mr. Browne. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Bragg; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Bertman that the Board of Governors approve the transfer of \$5,000.00 from the "Facility" line to the "Utilities/Telephones" line. The motion was seconded by Mr. Browne. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Bragg; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Byrne that the Board of Governors approve the transfer of \$200,000.00 from the Fund Balance to the "Separation Expense" line to fund those costs for the foreseeable future. The motion was seconded by Mr. Feenan. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Tsaffaras. A vote in opposition to the motion was cast by Ms. Bragg. There were no abstentions.

Mr. Bertman then distributed material on the Presidential evaluation, including: a summary of responses to the questionnaire sent to members of the College community; the results of the Board's evaluation of President Harris; President Harris's self-evaluation; President Harris's goals for academic year 2008 – 2009. There was no discussion on this material but Board members were asked to consider the material at their convenience for discussion at a later date.

Mr. Tsaffaras returned to the "Revenue/Expense" portion of the financial report and spoke to the amounts budgeted and spent/encumbered, and the difference. He pointed out that at the 1/3 of the year point, 33 % of the funds should have been spent, with 66 % remaining, and any variance from that should be accompanied by an explanation.

At 9:22 PM, motion by Mr. Tsaffaras that the meeting of the Board of Governors be adjourned. The motion was seconded by Mr. Feenan. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Bragg; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The meeting of the Board of Governors was adjourned at 9:22 PM.