

QUINCY COLLEGE
BOARD OF GOVERNORS

MEETING OF JANUARY 23, 2008
Minutes

The meeting was called to order at 6:37 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Edward Browne; Francis Byrne; Joanne Condon-Walsh; David Dennis, Vice Chair; Thomas Feenan; William Grindlay; Jerrell Riggins, Second Vice Chair; Pedro Viejo-Rodriguez; Peter Tsaffaras, Esq., Chair. Absent at the call of the member roll were: Mark Bertman; Jo-Ann Bragg; Mary Jo Brogna; Richard Nici. Also present were: Martha Sue Harris, President and Secretary of the Board of Governors; 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; Dr. James Magee, Special Assistant to the President for Institutional Transition; Steve Habeeb, Special Assistant to the President for Facilities Planning; William Hall, Executive Director of Campus Facilities and Security; Matthew Tobin, Esq.

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

Mr. Tsaffaras called for the Open Forum portion of the meeting to begin. He invited anyone who wished to address the Board of Governors to come forward and do so. There was no response to Mr. Tsaffaras' invitation. Mr. Tsaffaras repeated his invitation, still with no response. Mr. Tsaffaras declared the Open Forum portion of the meeting closed.

Motion by Mr. Dennis that the minutes of the Board of Governors' meeting of December 12, 2007, be approved. The motion was seconded by Mr. Riggins. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Viejo-Rodriguez; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Tsaffaras then presented the Report of the Chair. He expressed his gratitude for the spirit displayed by students at the January Commencement. He said that the fact that Commencement went so well is a tribute to faculty and staff. He also remarked positively about the Part Time RN Recognition Ceremony, which was attended and praised by Mayor Koch.

Mr. Tsaffaras then reported that Mr. Nici has resigned from the Board of Governors due to work and educational commitments, and stated that Mr. Nici felt that he was leaving the Board in good hands. Mr. Tsaffaras said that he will expeditiously undertake a process to fill the vacancy created by Mr. Nici's resignation.

Mr. Tsaffaras concluded by addressing the College's separation from the City of Quincy, saying that the plan is to hire an individual to prepare a blueprint for separation, and then hiring a firm to draft legislation to facilitate separation.

President Harris then presented the President's Report. She first reviewed IPEDs data (please see copy, attached). Mr. Dennis asked what use the College will make of the data. President Harris replied that the College wishes to improve graduation and retention rates, and also wants to increase the number of certificates available. An action plan will be developed from the data, including a five year academic plan.

Ms. Condon-Walsh asked if a Vice President for Academic Affairs has been hired. President Harris replied that she has been working on arranging another round of interviews, and negotiations.

Vice President Kapoor then presented the Quincy College spring ad campaign. Questions will be asked of responding students to determine the success of the ads.

Mr. Tsaffaras recommended that the College use the annual spring student satisfaction survey to assess Newport Hall and to determine what corrections need to be made. Mr. Browne suggested a comment or suggestion box, and President Harris replied that there will be a version of this on line.

Mr. Kapoor then was called upon to present an enrollment report. He stated that the College is below its registration projection but by the end of the semester, he anticipates between 3,800 and 4,000 students. He will update the enrollment data at the end of the add/drop period.

President Harris then introduced Dr. Jim Magee as Special Assistant to the President for Institutional Transition. Dr. Magee described the steps he would be taking and the constituencies with whom he would be conferring in putting together a plan for separation. He anticipated that a draft blueprint will be ready in May and ready for a final vote by the Board in June.

The Reports of Subcommittees were then presented.

The report of the Finance and Facilities Subcommittee was presented by Ms. Condon-Walsh, Subcommittee Chair.

Motion by Mr. Tsaffaras to authorize a complete actuarial study of all College personnel, to assist in planning for separation. 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. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Viejo-Rodriguez; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Steve Habeeb, Special Assistant to the President for Facilities Planning, was then called upon to make a presentation on the anticipated completion of the science laboratories. He said that the schedule was on track for completion within the desired time.

Mr. Grindlay asked why the project will cost \$900,000.00 rather than \$750,000.00. Mr. Habeeb replied that this was based on an educated projection, but that some code requirements led to an increase in overall cost.

Ms. Condon-Walsh expressed the preference that the Board stay with the \$750,000.00 amount until the next meeting, until such time as it appears that more may be required, and then only with justification. Mr. Habeeb's present sense was that the needed amount may be higher than \$750,000.00, perhaps upwards of \$1,000,000.00. Mr. Tsaffaras stated that a special meeting may be necessary to address this issue.

Mr. Tsaffaras then stated that he would establish a group of Governors to oversee the overall science lab project. Mr. Browne expressed an interest in serving with this group.

Motion by Mr. Dennis to transfer \$115,000.00 from "Separation Expenses Account" to the "Office of the President/Salary Expense Account". 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. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Dennis; Mr. Feenan; Mr.

Grindlay; Mr. Riggins; Mr. Viejo-Rodriguez; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

William Hall, Executive Director of Campus Facilities and Security, presented updates on moves, the closure of Temple Hall, and the installation of amenities at Newport Hall.

Motion by Mr. Byrne to approve the transfer to the Quincy Public Schools of 130 chairs and 4 white boards, as recommended by President Harris. 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. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Viejo-Rodriguez; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Kapoor then presented a revenue report (please see copy, attached).

There were no matters addressed under Old Business.

There were no matters addressed under New Business.

At 7:53 PM, motion by Mr. Tsaffaras that the Board of Governors enter into Executive Session for the purpose of discussing real estate negotiations, contract negotiations, and litigation, and not to return to open and public session. 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. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Viejo-Rodriguez; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.