

**QUINCY COLLEGE  
BOARD OF GOVERNORS**

**MEETING OF APRIL 23, 2009  
Minutes**

The meeting was called to order at 6:45 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; Jo-Ann Bragg; Mary Jo Brogna, Second Vice Chair of the Board of Governors; Edward Browne, Vice Chair of the Board of Governors; Francis Byrne; David Dennis, Chair of the Board of Governors; Peter Tsaffaras, Esq.; Pedro Viejo-Rodriguez. The following members of the Board of Governors were absent at the call of the member roll: Joanne Condon-Walsh (who participated by telephone); Thomas Feenan; William Grindlay; Jerrell Riggins.

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 Enrollment Management; Jennifer Tonneson, Chief Financial Officer/Business Administrator; Robert E. Baker, Jr., Esq., Dean of Business and Public Service Programs and Assistant Secretary of the Board of Governors; Anna Williams-Cote, Esq., Dean of the Plymouth Campus; Susan Paris, Assistant Dean for Natural Sciences; Lorri Mayer, Executive Director of Human Resources; Dr. James Magee, Special Assistant to the President for Institutional Transitions.

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

Mr. Dennis called for the Open Forum portion of the meeting to begin and invited anyone who wished to address the Board of Governors to come forward and do so. There being no response, Mr. Dennis declared the Open Forum closed.

Motion by Mr. Bertman that the minutes of the Public Hearing on the FY 2010 budget, Board of Governors' meeting, and Executive Session, all of March 26, 2009, be approved, with the meeting minutes be to amended to reflect a starting time of 7:02 PM. 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; Ms. Brogna; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Tsaffaras; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

At 6:50 PM, motion by Mr. Bertman that the Board of Governors enter into Executive Session for the purpose of discussing contract negotiations and litigation, the Board to return to open and public session at the conclusion of Executive Session. 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; Ms. Brogna; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Tsaffaras; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Open and public session resumed at 8:12 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; Ms. Brogna; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Tsaffaras; Mr. Viejo-Rodriguez. The following members of the Board of Governors were absent at the call of the member roll: Ms. Condon-Walsh (who continued to participate by telephone); Mr. Feenan; Mr. Grindlay; Mr. Riggins.

Mr. Dennis forewent the Report of the Chair.

In the President's Report, President Harris addressed the Enrollment Report (please see copy, attached) and stated that spring enrollments were up 6.4 % FTE. She also said that there was a need for a Board planning session and suggested that it be held on Friday evening, June 5, 2009, and extend through Saturday morning, June 6, 2009. She stated that revisions to the Strategic Plan, development of a five-year financial plan and a capital improvement plan would be the topics of that planning session. She asked Board members to respond to her via E-mail regarding the acceptability of those dates. President Harris also updated the Board on Career Week, the Health Fair, and scholarships to be awarded at the May 7<sup>th</sup> Honors Convivium.

Next addressed were committee reports.

Mr. Browne, Committee Chair, reported on behalf of the Independence Committee and stated that there were no new matters to be addressed.

Ms. Brogna, Subcommittee Chair, presented the report of the Personnel and Programs Subcommittee. She reported that the Subcommittee accepted the Environmental Science Program proposal as is and the proposal is to be brought back before the Subcommittee when the Program's curriculum is fully developed.

Motion by Ms. Brogna that the Environmental Science Program proposal be accepted as presented, with the proposal to be returned to the Personnel and Programs Subcommittee when the curriculum is fully developed. The motion was seconded by Ms. Bragg. 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. Tsaffaras; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Brogna then described the Subcommittee's work on the proposed Resource Officer position and job description (please see copy, attached).

Motion by Ms. Brogna that the position of Resource Officer, and its job description, be approved. The motion was seconded by Mr. Bertman. Mr. Tsaffaras offered an amendment to the motion, calling for the position to be filled when the Chair believes that the College is in a financial position to do so. The amendment was accepted by Ms. Brogna and Mr. Bertman. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion as amended: Mr. Bertman; Ms. Bragg; Ms. Brogna; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Tsaffaras; Mr. Viejo-Rodriguez. 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 and Ms. Tonneson each provided updates on the financial status of Quincy College (please see copy of Financial Report, attached).

President Harris then presented, and gave the rationale for, three (3) proposed budget transfers (please see copies of proposals, attached).

Motion by Mr. Byrne that the Board of Governors approve the transfer of \$45,000.00 from the "Health Insurance" line (70600098-570701) to the "Unemployment" line (70600098-570702). 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; Ms. Brogna; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Tsaffaras; Mr. Viejo-Rodriguez. 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 \$32,333.00 from the "Contingency" line (70580811-760612) to the "Marketing Media" line (70890246-530106). 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; Ms. Brogna; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Tsaffaras; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Tsaffaras that the Board of Governors approve the transfer of \$180,069.00 from the "Contingency" line (70580811-760612) to the "Equipment IT Purchase" line (70890098-580500). 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; Ms. Brogna; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Tsaffaras; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Byrne then presented the FY 2010 budget (please see copy, attached). Ms. Bragg stated that any positions or programs put to the Board mid-year need to be justified by a cost/benefit analysis.

Motion by Mr. Byrne that the Board of Governors accept the FY 2010 budget as presented. 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; Ms. Brogna; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Tsaffaras; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Byrne then addressed the matter of Holland and Knight's charges for the services of Attorney Tolman.

Motion by Mr. Byrne that the \$15,000.00 per month payment for the services of Attorney Tolman be paid to Holland and Knight for March, April, and May, 2009. 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; Ms. Brogna; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Tsaffaras; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Bertman then presented the report on the Quincy College Trust. He stated that the Trust currently holds \$281,197.00, of which \$166,000.00 are restricted funds. The Trust will meet next month regarding investments and cash management plans. The Trust raised \$9,400.00 last year. Mr. Byrne also reported that three (3) laptops were donated to the College, with an estimated value of \$300.00 each.

Motion by Mr. Byrne that the Board of Governors accept the donation to the College of three (3) Dell laptop computers, of a total value of approximately \$900.00, donated to the Trust by BMI Surplus Equipment Brokers and in turn donated by the Trust to the College. 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; Ms. Brogna; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Tsaffaras; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

No matters were addressed under Old Business.

No matters were addressed under New Business.

At 8:48 PM, motion by Mr. Byrne that the meeting of the Board of Governors be adjourned. 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; Ms. Brogna; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Tsaffaras; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted. The meeting was adjourned.