

**QUINCY COLLEGE  
BOARD OF GOVERNORS**

**MEETING OF MARCH 23, 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 6:02 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Mr. Paul Barbadoro; Mr. Christopher Bell, First Vice Chair; Mr. Michael Bellotti; Ms. Eileen Bevivino-Lawton; Ms. Barbara Clarke, Second Vice Chair; Mr. Gregory Hanley; Father James F. Hawker; Mr. David McCarthy; Ms. Carolyn O'Toole; and Mr. Joseph Shea. Absent at the call of the member roll were: Mr. Thomas Feenan, Chairman of the Board of Governors, and Dr. Thomas Fitzgerald. 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; Mary Burke, Senior Vice President for Academic Affairs; Mary Scott, Vice President for Human Resources; Stephen Kearney, Assistant to the President; 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; William Hall, Director of Administrative Services and Facilities; Dean Robert Baker; Dean William Brennan; Dean Vincent Van Joolen; Dean Lori Koehler; as well as other members of the College community and the public.

The pledge of allegiance was recited. Father Hawker offered a prayer and a moment of silence for members of the College community who have passed away.

Dr. Fitzgerald arrived at 6:06 PM.

Acting-Chairman Christopher Bell 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 Acting-Chairman Bell's invitation. Acting-Chairman Bell repeated his invitation. Again was no response. Acting-Chairman Bell declared the Open Forum portion of the meeting closed.

The members reviewed the minutes of January 19, 2017. Motion by Mr. Hanley that the Board of Governors approve the minutes of the meeting of January 19, 2017, as presented. The motion was seconded by Mr. Bellotti. 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. Bevivino-Lawton; Ms. Clarke; Dr. Fitzgerald; Mr. Hanley; Father Hawker; Mr. McCarthy; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Acting Chairman Bell noted that he has been in contact multiple times with Chairman Feenan on days leading up to the meeting.

Next, the Acting-Chairman took the report of the President. The President reported on the meeting with the New England Association of Schools and Colleges (NEASC) he and Sr. Vice President Burke attended on Friday, 03 March 2017. The President reported on the Chart-of-the-Month which shows the instruction expenditures as a percent of total expenses for fiscal year 2015. The chart showed that 67% of Quincy College's total expenses are for instructional purposes; as compared to the state average of 45% for community colleges in Massachusetts. The President showed the members several short videos on the College's "driven-by-data" campaign, the College's new Simdaver simulated cadaver, and the planned Library renovations. The President reported on the College's participation in the Plymouth Polar Plunge to raise money for Beth Israel Deaconess Hospital in Plymouth. The President reported that he and Ms. Susan Bossa attended the showing of the movie "Theories of Conflict" which was written and directed by a Quincy College alumnus. The President introduced J. Michael Sullivan of Beacon Architectural Associates to report on the planned Library renovations on the third floor of Presidents Place.

Next, the Acting-Chairman took the report of the Finance and Facilities Committee. Mr. Barbadoro, Chairman of the Facilities and Finance Committee, presented the report. Mr. Barbadoro reported on the FY 2017 Year to Date Financial Report (July 2016 – January 2017). Next, Mr. Barbadoro reported on the Year to Date Revenue Tracking Report. President Tsaffaras, Mr. Mercurio, and Mr. Ahern addressed questions by the members. Next, Mr. Barbadoro reported on FY 2017 Budget Transfers.

Two (2) budget transfers were approved by the President under the President's authority to approve budget transfers up to \$15,000; authority granted to by the Board of Governors at their regularly scheduled meeting on June 16th, 2016, Vote # BOG 17-16. Chairman Barbadoro reported to the members that the Committee voted to ratify the budget transfers approved by the President. Chairman Barbadoro reported to the members that although it is not required, both he and the President would like the Board to ratify the budget transfers approved by the President:

1. Motion FFC 01-17/BOG 10-17

Workers Compensation:

From: IT Salaries	01-01-80829-10101	- \$12,000
To: Workers Compensation	01-01-80900-70703	+\$12,000

2. Motion FFC 02-17/BOG 11-17

Online Tutoring:

From: Student Services – P/T Tutoring	01-01-80830-70618	- \$8,100
To: Student Services - Online Tutoring	01-01-80830-20000	+\$8,100

Motion by Mr. Hanley that the Board of Governors ratify the budget transfer as presented in Motion BOG 10-17. The motion was seconded by Mr. Bellotti. There was no discussion on the motion. The following members voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Bevivino-Lawton; Ms. Clarke; Dr. Fitzgerald; Mr.

Hanley; Father Hawker; Mr. McCarthy; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Motion by Mr. Hanley that the Board of Governors ratify the budget transfer as presented in Motion BOG 11-17. The motion was seconded by Ms. Bevivino-Lawton. There was no discussion on the motion. The following members of the voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Bevivino-Lawton; Ms. Clarke; Dr. Fitzgerald; Mr. Hanley; Father Hawker; Mr. McCarthy; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, Mr. Barbadoro presented a budget transfer in the amount of \$25,000.00 Online F/T Salaries to Legal Services to cover additional legal services relating to matters not anticipated in the budget:

1. Motion FFC 03-17/BOG 12-17

Legal Services:

From: Online F/T Salary	01-01-80834-10101	- \$25,000
To: Legal Services	01-01-80900-30004	+\$25,000

Motion by Mr. Hanley that the Finance & Facilities Committee approve the budget transfer as presented in Motion BOG 12-17. The motion was seconded by Ms. Bevivino-Lawton. There was no discussion on the motion. The following members voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Bevivino-Lawton; Ms. Clarke; Dr. Fitzgerald; Mr. Hanley; Father Hawker; Mr. McCarthy; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, Mr. Barbadoro recognized Mr. Mercurio who reported on the FY 2018 Budget Process and Guidelines.

Next, Mr. Barbadoro recognized President Tsaffaras and Mr. Mercurio who reported to the members regarding workers compensation and the possible proposal to create an annual reserve fund to cover workers compensation claims.

Next, Mr. Barbadoro recognized Mr. William Hall who presented the FY 2017/2018 Facilities Improvement Update.

There was no report of the Personnel and Programs Committee.

Next, the Acting-Chairman took the report of the Strategic Planning Committee. Mr. Hanley, Chairman of the Strategic Planning Committee, presented the report. Mr. Hanley reported that he will report on the Strategic Planning Committee during Executive Session later in the meeting.

Next, the Acting-Chairman recognized President Tsaffaras and Sr. Vice President Burke who reported on the revised Academic Calendar. The President and Dr. Burke reported that the revised Academic Calendar had been discussed with the faculty and is for three (3) years going forward. The President and Dr. Burke explained the benefits of establishing an Academic Calendar for three (3) years into the future including planning and scheduling and adhering to the collective bargaining agreement. There was discussion among the members and questions presented by the members. The President and Dr. Burke addressed the members' questions.

Motion by Mr. Barbadoro that the Board of Governors approve the three (3) year Academic Calendar as presented in Motion BOG 13-17. The motion was seconded by Father Hawker. There was discussion on the motion. The following members voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Bevivino-Lawton; Ms. Clarke; Dr. Fitzgerald; Mr. Hanley; Father Hawker; Mr. McCarthy; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, the President presented the Proposed Fiscal Year 2018 Operating and Capital Budgets. Motion by Mr. Barbadoro that the Board of Governors refer the Proposed Fiscal Year 2018 Operating and Capital Budgets to the Finance and Facilities Committee as presented in Motion BOG 14-17. The motion was seconded by Mr. Bellotti. There was discussion on the motion. The following members voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Bevivino-Lawton; Ms. Clarke; Dr. Fitzgerald; Mr. Hanley; Father Hawker; 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 Old Business**

### **New Business**

Mr. Hanley recognized Dr. Mary E. Burke on defending her dissertation and being awarded a doctorate degree from Northeastern University. Mr. Hanley also recognized President Tsaffaras and Mr. Kearney for their support of and collegiality toward Dr. Burke in this process. Also under New Business, Ms. Clarke asked if the Proposed Fiscal Year 2018 Operating and Capital Budgets would also be referred to the Personnel and Programs Committee. There was discussion among the members.

Motion by Mr. Hanley that the Board of Governors enter into executive session pursuant to the provisions of the Massachusetts General Law, Chapter 30A, section 21(a)(3) to discuss strategy with respect to collective bargaining, as discussion in open session may have a detrimental effect on the bargaining position of the College; and pursuant to Massachusetts General Law, Chapter 30A, section 21(a)(6) 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 Mr. Bellotti. There was no discussion on the motion. Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Bevivino-Lawton; Ms. Clarke; Dr. Fitzgerald; Mr. Hanley; Father Hawker; 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 7:33 PM. Acting-Chairman Bell asked that the following individuals remain in the Executive Session: President Tsaffaras; Mr. Mercurio; Dr. Burke; Mr. J. Michael Sullivan; Mr. Kearney.

Motion by Mr. Bellotti 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. Barbadoro. 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. Bevivino-Lawton; Ms. Clarke; Dr. Fitzgerald; Father Hawker; Mr. McCarthy; Ms. O'Toole; and Mr. Shea. Mr. Hanley voted in opposition to the motion. There were no abstentions. The motion was adopted and the Board entered an open session at 8:12 PM.

At 8:14 PM, motion by Mr. Hanley to adjourn the meeting of the Board of Governors. Motion 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. Bevivino-Lawton; Ms. Clarke; Dr. Fitzgerald; Mr. Hanley; Father Hawker; 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.