

**QUINCY COLLEGE
BOARD OF GOVERNORS**

**MEETING OF MARCH 22, 2012
Minutes**

The meeting of the Board of Governors, held in the Hart Board Room, Room 106, Saville Hall, 24 Saville Avenue, Quincy, Massachusetts, was called to order at 6:31 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Christopher Bell; William Boozang; Mary Jo Brogna, Vice Chair of the Board of Governors; Francis Byrne, Second Vice Chair of the Board of Governors; Barbara Clarke; Frederick Doyle, Esq.; Thomas Feenan; William Grindlay, Chair of the Board of Governors; Joseph Shea. Absent at the call of the member roll were: Paul Barbadoro, Esq.; Maureen Glynn Carroll, Esq.; Pedro Viejo-Rodriguez.

Also present were: Peter Tsaffaras, J.D., President and Secretary of the Board of Governors; Anna Williams, J.D., Vice President for Academic Affairs; Pushap Kapoor, Vice President for Administration and Finance; Mary Scott, J.D., Vice President for Human Resources; Robert E. Baker, Jr., J.D., Assistant to the President and Assistant Secretary of the Board of Governors; Martin Ahern, Director of Finance; Michelle McNulty, Esq., Murphy, Lamere, and Murphy.

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

Ms. Carroll arrived at 6:33 PM.

Mr. Grindlay called for the Open Forum segment 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. Grindlay's invitation. He repeated the invitation and with there again being no response, Mr. Grindlay declared the Open Forum closed.

Motion by Mr. Feenan that the Board of Governors approve the minutes of its meeting of January 26, 2012 (please see copy, attached). The motion was seconded by Mr. Doyle. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bell; Mr. Boozang; Ms. Brogna; Mr. Byrne; Ms. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Ms. Brogna that the Board of Governors approve the minutes of its meeting and Executive Session of February 23, 2012 (please see copy of meeting minutes, attached). 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. Bell; Mr. Boozang; Ms. Brogna; Mr. Byrne; Ms. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Grindlay then presented the report of the Chair. He stated that that time of year when much of the work of the Board of Governors is undertaken is approaching, including the FY 2013 budget. He announced that there soon will be meetings of the Personnel and Programs Committee, and of the Separation Committee to examine the by-laws of the Board of Governors. Mr. Grindlay also reminded the members of the Board of Governors of upcoming Quincy College events. He stated that he looked forward to good turnouts by the members of the Board at these events.

President Tsaffaras then presented his report. He reviewed the "Chart of the Month" regarding student characteristics (please see copy, attached). He also reviewed the calendar of upcoming events (please see copy, attached). President Tsaffaras reported that the move to Presidents Place is going well. The landlord has let a bid for build-out, and the College looks forward to occupancy by August 1, 2012. Quincy College will soon be appearing before the Quincy Historical Commission for approval of signage at Presidents Place. Meetings with representatives of Street-Works are ongoing regarding Quincy College's prospective involvement in downtown revitalization. President Tsaffaras further reported that the Medical Laboratory Technician Program has received a five (5) year accreditation, and thanked Dr. Laura Corina, Dean of Natural and Health Sciences, and Rebbecca Silva, Program Chair, for their work toward accreditation. Quincy College also has been awarded a grant to train people in the Medical Laboratory Technician field.

Next addressed were Reports of Committees. Mr. Byrne, Committee Chair, presented the report of the Finance and Facilities Committee. He reviewed for the members of the Board of Governors the Financial Report for January 2012 (please see copy, attached). Under the Balance Sheet, he reported on "Unrestricted Net Assets" of \$11.5 million. He also noted that the "Cash" balance of \$16 million was an all time high. "Receivables" appear high but \$6 million of this is the result of a recent infusion of financial aid, which was disbursed in February. Mr. Grindlay asked about the nature of the College's

investments. Mr. Ahern replied that the College's investments are controlled by the City of Quincy and consist of such vehicles as certificates of deposit and municipal bonds.

Next addressed were proposed budget transfers, 1, 2, and 3 (please see copy, attached). First addressed was proposed budget transfer 3. Mr. Byrne explained that the purpose of the proposed transfer is to fund the services of legal counsel to negotiate with Street-Works, and that the projected cost of these services through June 30, 2012, is \$25,000.00. President Tsaffaras explained that the source of funds for this proposed transfer is money originally allocated for the provision of other legal services, so the transfer does not represent an increase in legal costs. Mr. Grindlay asked how much has been spent thus far this fiscal year on Murphy, Lamere, and Murphy. Vice President Kapoor replied that he and Mr. Ahern will provide this information to the members of the Board of Governors.

Motion by Mr. Byrne that the Board of Governors approve proposed transfer # 3, for the purpose of funding the costs of legal counsel relative to negotiations with Street-Works regarding downtown revitalization. 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. Bell; Mr. Boozang; Ms. Brogna; Mr. Byrne; Ms. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Byrne then explained the rationale for proposed transfer # 2.

Motion by Mr. Byrne that the Board of Governors approve proposed transfer # 2, to pay for electricity charges for Presidents Place for January through June 2012. 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. Bell; Mr. Boozang; Ms. Brogna; Mr. Byrne; Ms. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Byrne then explained the purpose of proposed transfer # 1, to fund a deficit in the "Adjunct Salary Account". President Tsaffaras stated that the deficit was detected in early February, and he then presented the reasons for the deficit, including: an increase in enrollment that led to an increase in the number of sections that ran; his efforts to increase adjunct compensation as it was the lowest in the area. President Tsaffaras

continued that each line in the budget was examined for unexpended funds, and the availability of those funds were confirmed with the relevant administrators.

Ms. Brogna described the deficit as a huge mistake and asked for a complete explanation of the deficit based on each reason given for the deficit, including: the raise for adjuncts; under budgeting; increase in enrollment. She stated that the shortfall should be made up from increased revenues from increased enrollments rather than from other budget lines. Mr. Grindlay asked Ms. Brogna if she would prefer that the matter be returned to the Finance and Facilities Committee, but Ms. Brogna declined.

Mr. Grindlay asked if the matter could be held until the April 2012 meeting of the Board of Governors. Mr. Byrne replied if that were to occur, the College may be faced with the inability to pay adjunct faculty. President Tsaffaras stated that while he is upset that this request for funds had to be made, the numbers will not change from now until April. Mr. Grindlay stated that he wants a more detailed breakdown of the costs, including: the amount of raises for individual adjuncts; expenses versus revenue for the sections added to accommodate increased enrollment; how much the number of adjuncts was reduced by the hiring of additional full time faculty, in light of the stated twenty one per cent (21%) increase in full time faculty versus a two and one half per cent (2.5%) decrease in adjuncts. Ms. Clarke asked the typical variance in a budget the size of that of Quincy College, stating that this request does not appear that large compared to the entire budget. Mr. Byrne replied that the requested variance is approximately two per cent (2 %).

Mr. Barbadoro arrived at 7:12 PM.

Mr. Byrne reported that the payroll is favorable as of January 2012 by approximately \$650,000.00. He advocated approving the transfer this evening, with the requested explanations and requested supplemental information to be provided within one (1) week. Ms. Carroll asked that the explanation include the number of adjunct instructors and the total number of adjunct courses.

Motion by Mr. Byrne that the Board of Governors approve proposed transfer #1, transferring the sum of \$571,314.00 to the "Adjunct Salary Line" to cover additional adjunct costs through the end of the fiscal year. 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. Barbadoro; Mr. Bell; Mr. Byrne; Ms. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Shea. There were no votes in opposition to the motion. The following members of the Board of Governors voted

“Present” on the motion: Mr. Boozang; Ms. Brogna; Mr. Grindlay. The motion was adopted.

Mr. Byrne next reported on the FY 2013 budget. He anticipated that the Finance and Facilities Committee will return a balanced budget. He asked that the draft budget be reformatted to show each line’s current year expenditure. President Tsaffaras explained that the FY2013 budget was drafted on the basis of no increase in tuition and no increase in enrollment. The draft budget is presented \$1.848 million in deficit. There are several one time payments to resolve final rents at Temple Hall and Newport Hall, and to establish Quincy College at Presidents Place. There are increases in legal and adjunct instructor expenses. The budget calls for three (3) additional faculty and three (3) additional staff positions. The staffing positions contemplated involve custodial, maintenance, and mail positions, as well as central copy services and central supply.

Mr. Grindlay announced that the public hearing on the FY 2013 budget will be held on April 26, 2013, on which date the Board of Governors will also address the budget at a meeting to be held after the public hearing. Mr. Byrne announced that the Finance and Facilities Committee would address the budget at meetings to be held on April 12 and April 19, 2012. Mr. Grindlay asked that the meetings be held instead on April 19 and April 23, 2012. Donna Brugman, Executive Assistant to the President, will poll the members of the Finance and Facilities Committee on Monday, March 26, 2012, to determine if the revised dates are agreeable. Mr. Grindlay thanked Mr. Byrne for his years of good work on the Finance and Facilities Committee.

Mr. Byrne then presented the report of the Quincy College Trust. He stated that the Trust has been busy and in February 2012 presented Quincy College with \$21,000.00 toward the Plymouth Campus library. The Trust will hold a fund raiser on June 7, 2012, at Presidents Place that will include a silent auction. Also, an anonymous donor has issued a \$5,000.00 challenge.

President Tsaffaras presented an update on safety and security. Consultant Dan O’Neill has met with faculty, staff, and the Deans and also has visited all College facilities.

Under Old Business, the proposed, revised Nursing Admissions Policy was referred to the Personnel and Programs Committee for update and recommendations, to be addressed by that Committee prior to the April 2012 meeting of the Board of Governors.

Under New Business, President Tsaffaras presented a proposal under which those students who do not have a Quincy College ID would be charged an additional Fifty

Dollars (\$50.00) to register for classes. Mr. Bell and Ms. Brogna recommended that students not be allowed to register unless they have a Quincy College ID. Mr. Barbadoro cautioned that whatever course is chosen, fair warning must be given to students. President Tsaffaras indicated that he would redraft the policy to address the concerns expressed by the members of the Board of Governors.

At 7:50 PM, motion by Mr. Shea that, pursuant to the provisions of Massachusetts General Laws, Chapter 30A, Section 21(a)(3), (4), and (6), the Board of Governors enter into Executive Session to consider collective bargaining strategy, security strategy, and the lease of real property, as discussion in open session may have a detrimental effect on the positions of the College, and to reconvene in open session. 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. Boozang; Ms. Brogna; Mr. Byrne; Ms. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Open and public session resumed at 9:05 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Mr. Barbadoro; Mr. Boozang; Ms. Brogna; Mr. Byrne; Ms. Carroll; Ms. Clarke; Mr. Feenan; Mr. Grindlay; Mr. Shea. The following members of the Board of Governors were absent at the call of the member roll: Mr. Bell; Mr. Doyle; Mr. Viejo-Rodriguez.

At 9:07 PM, motion by Ms. Clarke 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. Barbadoro; Mr. Boozang; Ms. Brogna; Mr. Byrne; Ms. Carroll; Ms. Clarke; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted and the meeting was adjourned.