

**QUINCY COLLEGE
BOARD OF GOVERNORS**

**MEETING OF NOVEMBER 15, 2012
Minutes**

The meeting of the Quincy College Board of Governors, held in the Hart Board Room, 7th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 7:00 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Paul Barbadoro, Esq., Christopher Bell; William Boozang; Mary Jo Brogna, Vice Chair of the Board of Governors; Maureen Glynn Carroll, Esq., Second Vice Chair of the Board of Governors; Barbara Clarke; Thomas Feenan; Dr. Thomas Fitzgerald; Father James Hawker; Joseph Shea. Absent at the call of the member roll were: William Grindlay, Chair of the Board of Governors; Gregory Hanley; Carolyn O'Toole. A quorum was present.

Also present were: Peter H. 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; Robert E. Baker, Jr., J.D., Assistant to the President and Assistant Secretary of the Board of Governors; William Hall, Director of Campus Services and Facilities; Tom Pham, Associate Vice President for Communications and Information Technology; Matthew Tobin, Esq., Murphy, Lamere, and Murphy.

In the absence of Mr. Grindlay, Ms. Brogna assumed the duties of the Chair.

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

Ms. Brogna 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 was no response to Ms. Brogna's invitation, which she then repeated. There again being no response, Ms. Brogna declared the Open Forum closed.

The approval of the minutes of the Board of Governors' meeting of September 26, 2012, was deferred until the next meeting of the Board of Governors.

With the absence of Mr. Grindlay, no Report of the Chair was presented.

President Tsaffaras then presented his report. He reported on the visit to Quincy College's Practical Nurse Program by the National League for Nursing Accrediting Commission (NLNAC), which resulted in a full eight (8) year accreditation for that Program. He continued that the NLNAC found the Practical Nurse Program's faculty to be excellent and highly motivated, and the Program's students also to be highly motivated. The visitors' report determined that the Program's evaluation processes and criteria need to be evaluated and followed. A copy of the NLNAC's report will be forwarded to each member of the Board of Governors, and a progress report on the action items identified by the NLNAC are to be the subject of a progress report presented to the Personnel and Programs Committee of the Board of Governors.

President Tsaffaras then presented information on the focused visit by the New England Association of Schools and Colleges (NEASC) on the issue of governance and that a time table has been established for the drafting and presentation of a home rule petition. He then presented the time table for the production, review, and finalization of the visiting team's report, and the College's appearance before NEASC regarding the report. President Tsaffaras described the visit as positive.

Ms. Brogna asked that when the visiting team's report is submitted to Quincy College for factual corrections that it also be distributed to the members of the Board of Governors on the same day that the report is received by the College.

Ms. Brogna then asked whether Quincy College is in jeopardy if a home rule petition is not drafted by January 1, 2013. President Tsaffaras replied that there would be no jeopardy as long as Quincy College can demonstrate that it is making a good faith effort in drafting the petition. Ms. Carroll described getting a petition drafted by January 1, 2013, as doable. Ms. Brogna then asked who will be drafting the petition. Ms. Carroll replied that the petition could be done by drafting professionals, but she deferred that issue to the Board of Governors as a whole and to President Tsaffaras. President Tsaffaras replied that Mayor Koch would prefer that the City Solicitor draft the petition, but that President Tsaffaras' preference is that Quincy College retain professionals to draft the petition, and refer that product to City Hall. The prior home rule petition is to be provided to the members of the Separation Committee to determine if there is anything in that document that could be used in drafting a new home rule petition. Mr. Shea stated that if a new home rule petition is presented to City Hall by December 17, 2012, it could be addressed by the City Council not earlier than the third week of January 2013. President Tsaffaras then recommended issuing a Request for Proposals if the provisions of Massachusetts General Laws, Chapter 30B, apply. President Tsaffaras then reviewed for the members of the Board of Governors the five (5) areas for which the College is seeking autonomy from the City of Quincy.

President Tsaffaras then announced that Vice President Kapoor will retire from Quincy College not later than June 30, 2012, as will Associate Vice President for Enrollment Services and Registrar Paula Smith. President Tsaffaras then described changes in the Admissions and Advising offices that he will further communicate to the Board of Governors in writing.

President Tsaffaras then pointed out the Information manual for the Board of Governors that was prepared by Dr. Kim Puhala, Associate Vice President for Institutional Research and Assessment, and Taggart Boyle, Director of Strategic Marketing and Brand Management.

Next addressed were the reports of Committees.

Mr. Bell, Committee Chair, presented the report of the Finance and Facilities Committee. He reported that the Balance Sheet indicates that cash is up by two per cent (2%) from the end of the last fiscal year. Accounts Receivable is high but will decrease when financial aid is disbursed. Deferred Revenue will be recognized from October 2012 through December 2012. Regarding the Statement of Revenue and Expenses, revenue is in line with expectations, although there is a slight deficit that is expected to be recouped through payroll and other savings. Expenses are under budget but much of this is accounted for by adjunct faculty pay not yet having been disbursed for the current semester. Cash flows for the first three (3) months of FY 2013 are positive.

Mr. Bell then reviewed for the members of the Board of Governors, and presented the rationale for, eight (8) proposed budget transfers.

Motion by Mr. Barbadoro that the Board of Governors approve proposed budget transfers 1 through 8, as presented. The motion was 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. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Father Hawker; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

There was no report from the Personnel and Programs Committee.

There was no report from the Committee on Downtown Revitalization.

Next addressed was campus safety and security, including a presentation by Daniel O'Neill, Senior Vice President of TSG Solutions. President Tsaffaras first reviewed for the members of the Board of Governors the projected cost to implement the recommendations contained in Mr. O'Neill's report. President Tsaffaras stated the total cost as \$363,000.00. A request for a safety and security appropriation, consistent with Mr. O'Neill's recommendations, will be presented at the next meeting of the Finance and Facilities Committee.

Mr. O'Neill then addressed the members of the Board of Governors, providing the status of or progress made on the various safety and security recommendations.

Ms. Brogna asked that for each cost item there be provided a substantive explanation of what is being paid for.

Dr. Fitzgerald encouraged the establishment of an affiliation with Quincy Medical Center given the level of psychiatric services now available there. Dr. Fitzgerald offered to contact the Chief Executive Officer of Quincy Medical Center to facilitate discussions about such an affiliation.

Ms. Clarke asked that if any item(s) are removed from the safety and security cost schedule that an explanation be provided for such deletion(s), and that information be provided as to how said recommendations are otherwise being addressed. Mr. O'Neill stated that he will provide explanations, as requested, for any changes to the recommendations.

There was no update provided by the Quincy College Trust.

No matters were addressed under "Old Business".

No matters were addressed under "New Business".

At 8:10 PM, motion by Mr. Feenan that, pursuant to the provisions of Massachusetts General Laws, Chapter 30A, Section 21 (a)(6), the Board of Governors enter into Executive Session to consider the lease of real property, as discussion of same in open session may have a detrimental effect on the negotiating position of the College, and to reconvene in open session. The motion was seconded by Mr. Shea. 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; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Father Hawker; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

At 9:13 PM, the Board of Governors reconvened in open session. 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. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Father Hawker; Mr. Shea. The following members of the Board of Governors were absent at the call of the member roll: Mr. Grindlay; Mr. Hanley; Ms. O'Toole. A quorum was present.

At 9:14 PM, motion by Mr. Feenan that the meeting of the Board of Governors be adjourned. The motion was 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. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Father Hawker; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted and the meeting of the Board of Governors was adjourned.