

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF JUNE 16, 2016

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 6:15 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Mr. Thomas Feenan, Chairman of the Board of Governors; Mr. Paul Barbadoro; Ms. Eileen Bevivino-Lawton; Ms. Barbara Clarke; Mr. Gregory Hanley; Rev. James F. Hawker; Mr. David McCarthy; and Ms. Carolyn O'Toole. Absent at the call of the member roll were: Ms. Maureen Glynn, First Vice Chair; Mr. Christopher Bell, Second Vice Chair; Mr. William Boozang; Dr. Thomas Fitzgerald; and Mr. Joseph Shea. 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; Aundrea Kelley, Senior Vice President for Academic Affairs; Ms. Mary Scott, Vice President for Human Resources; Stephen Kearney, Assistant to the President; Ms. Mary Burke, Vice President/Dean of the Plymouth Campus; 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 Linda Pendergast; as well as other members of the College community and the public.

The pledge of allegiance was recited. A prayer was offered by Reverend James Hawker as well as a remembrance of: Ms. Vibeke Rasmussen, Adjunct Instructor, and Michael DiRamio, Brother of Brian DiRamio, Manager of night and weekend operations.

Chairman Feenan 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 Chairman Feenan's invitation. Chairman Feenan repeated his invitation. Again was no response. Chairman Feenan declared the Open Forum portion of the meeting closed.

The members reviewed the minutes of April 21, 2016. Motion by Mr. Hanley that the Board of Governors approve the minutes of the meeting of April 21, 2016, as presented. 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 to approve the minutes: Mr. Barbadoro; Ms. Bevivino-Lawton; Ms. Clarke; Mr. Feenan; Mr. Hanley; Rev. Hawker; and Ms. O'Toole. There were no votes in opposition to the motion and no abstentions. Mr. McCarthy voted "present." The motion was adopted.

Chairman Feenan then presented his report. The Chair reported on the events that occurred since the members last meeting including Convivium on May 18th at

Lombardo's, the Spring Nursing Pinning on May 26th at Quincy High School, Commencement on May 27th at the South Shore Music Circus, the Board of Governors Luncheon on June 8th at the Neighborhood Club, a meeting of the Finance & Facilities Committee of the Board on June 13th, and the Grand Opening of the Quincy Campus Admissions Reception Center on June 15th. The Chair also reported that Ms. Tina Cahill reminded members via e-mail to donate to Quincy College prior to June 30, 2016, if possible. The Chair also discussed the Annual Board of Governors Retreat scheduled for August 10 through August 12, 2016, to provide for a quiet time to discuss issues impacting our fine college.

Next, the Chairman took the report of the President. The President provided and reported on the "chart of the month" entitled "Graduates Speak Out About Quincy College" which showed that 23% of graduates plan on entering the workforce immediately and 73% of graduates would "definitely recommend Quincy College to a friend." The President provided and reported on an Organizational Graph which visually described how the various constituents of Quincy College interact with our students, the community, business partners, residents, and employers in the areas we serve. The President reported on the Admissions Reception Center grand opening, the planned renovations of the new student lounge and the start of demolition in the space, approximately \$1,500,000.00 in ongoing construction in the Plymouth and Quincy campuses including a "quiet lounge" for students in the basement area where the staircase to the first floor was removed. The President reported on the College's new website that was developed by the Marketing Department with the assistance of other departments. The President reported that the Department of Homeland Security recently certified the College's International Program resulting in Quincy College being able to offer all programs to international students as well as international students now being able to take courses at the Plymouth Campus; prior to this international students could only enroll in certain specified program(s) and only on the Quincy Campus. The President reported on the introduction of an Aquaculture Program at the Plymouth Campus through the work of Ms. Mary Burke. The Aquaculture Program will provide training and education to area students interested in working in the burgeoning shellfish business in the south shore.

Next, the Chairman introduced Mr. Jim Powers and Mr. Todd Jursick of the independent auditing firm of Powers and Sullivan, LLC, who reported on the FY2015 Financial Report. Mr. Powers reported that their firm conducted a full audit and provided a management letter. Mr. Powers indicated that the College's books have been in good shape for the last several years and that each year the accounts of the College indicate a high level of internal controls and accuracy. Mr. Powers indicated that the members of the Board of Governors should have a high level of confidence in the financial information being presented to it by Mr. Mercurio and Mr. Ahern. There were questions by the members and discussion among the members.

Motion by Mr. Hanley that the Board of Governors accept the Audit Report, as presented. 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 to accept the Audit Report: Mr. Barbadoro; Ms. Bevivino-Lawton; Ms. Clarke; Mr.

Feenan; Mr. Hanley; Rev. Hawker; Mr. McCarthy; and Ms. O’Toole. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, the Chairman took the report of the Finance & Facilities Committee. Mr. Barbadoro presented the report of the Finance & Facilities Committee on behalf of Mr. Bell, Chair of the Committee, who was not present. Mr. Barbadoro introduced Mr. Martin Ahern who reported on the Fiscal Year 2016 Financials through April 30th 2016 (10 months), and the Statement of Revenues & Expenses with key points including the fact that the College’s operating expenses are lower (79.5%) compared to last year’s rate (79.8%) which is extremely positive given the College’s excess revenues and indicates that the College is effectively controlling operating costs, which should allow a majority of the excess revenues to drop to the bottom line and give the college another fiscal year with positive net operating profit; Capital projects are continuing with about 55% of funds expended through ten months; there is a positive cash flow of \$2,700,000.00; and all bank reconciliations are in agreement.

Next, Mr. Barbadoro discussed Motion No. BOG 16-16, Budget Transfers. The President reported that the College received from the City of Quincy a bill for Workers Compensation payments for two former employees, and reported to the members regarding self-insurance, stop-loss insurance, and basic workers compensation insurance. Mr. Barbadoro presented the following budget transfers for consideration by the members to fund unanticipated workers compensation payments and to fund initial payments on demolition and framing the new Nursing Lab Suite in the Plymouth Campus Expansion project:

1. Workers Compensation:

From: Board of Governors Profess. Dev.	70580810-530108	-\$ 4,000
From: Postage	70580831-540202	-\$ 14,000
From: Campus Services – Machine Service	70580831-540410	-\$ 5,000
From: International - Travel	70580815-570100	-\$ 1,800
From: International - Events	70580815-570615	-\$ 5,200
From: Liberal Arts - Testing	70630818-550101	-\$ 12,000
From: Liberal Arts - Supplies	70580815-570100	-\$ 3,000
From: Library Supplies	70580821-550103	-\$ 1,500
From: Online – Training	70580834-530109	-\$ 7,500
From: Online – Software licenses	70580834-530309	-\$ 24,000
From: Board of Governors F/T Salary	70580810-510101	-\$110,000
To: Workers Compensation	70890098-57070	+\$188,000

To fund unanticipated workers compensation payments.

2. Plymouth Campus Buildout:

From: Library Expansion Project	70897600-580000-7019	-\$50,000
To: Plymouth Campus Expansion project	70897600-580000-7027	-\$50,000

To fund initial payments on demolition and framing new Nursing Lab Suite.

Motion by Mr. Hanley to approve the budget transfers as described. The motion was seconded by Ms. O'Toole. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Ms. Clarke; Mr. Feenan; Mr. Hanley; Rev. Hawker; Mr. McCarthy; and Ms. O'Toole. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, Mr. Barbadoro introduced Motion No. BOG 17-16 which would grant to the President authority to execute budget transfers among and between departments in an amount of up to Fifteen Thousand dollars (\$15,000.00) for any single transfer. There was discussion among the members and the following amendments to the motion were suggested: 1) In the last sentence of the first paragraph, add terminology that the transfer(s) will go to the Board of Governors as well as the Finance and Facilities Committee at their next regularly scheduled meetings following any such transfer; and 2) In the second paragraph, the word "full" prior to the words "Board of Governors" should be deleted.

Motion by Mr. Barbadoro to approve the grant of authority to the President as amended. The motion was seconded by Mr. Hanley. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Ms. Clarke; Mr. Feenan; Mr. Hanley; Rev. Hawker; Mr. McCarthy; and Ms. O'Toole. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, Mr. Barbadoro introduced Motion No. BOG 18-16 which would, until the next regularly scheduled meeting of the Board of Governors, delegate to the President authority to take such action as the Board, acting within its authority, might otherwise take in consultation with and upon the advice of the Chairman or Vice Chairs of the Board, as is deemed necessary or desirable (so-called Summer Authority).

Motion by Mr. Barbadoro to approve the grant of Summer Authority to the President. The motion was seconded by Mr. Hanley. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Ms. Clarke; Mr. Feenan; Mr. Hanley; Rev. Hawker; Mr. McCarthy; and Ms. O'Toole. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, the President reported to the members on a Disclosure by a Non-Elected Public Employee regarding Travel Expenses Serving a Legitimate Public Purpose. The employee, Michael Marrapodi, Dean of Online Programs and Inter-Institutional Affairs, submitted the disclosure to the President for travel and lodging to Greensboro, NC.

Old Business

There was no old business.

New Business

The President reported that Ms. Aundrea Kelley, Senior Vice President for Academic Affairs had announced her intention to resign her position with the College effective February 2017. Senior Vice President Kelley addressed the members who expressed their appreciation to Ms. Kelley for her outstanding work for the College. Mr. Hanley recognized Ms. Clarke who reported on the annual meeting of the Association of Governing Boards (AGB) in Washington, DC. Ms. Clarke stated that she brought materials from the meeting and would be happy to share the materials with any interested members and report to the members at the Annual Board Retreat in August. Mr. Hanley suggested to Chairman Feenan that he request that Dr. Terry McTaggart provide an agenda for the Annual Board Retreat. Chairman Feenan stated that he would like the November meeting of the Board to take place at the Plymouth Campus. The President reported to the members regarding the Home Rule Petition. Reverend Hawker reported to the members regarding a program on opiate addiction that took place at the College on April 04, 2016.

At 7:35 PM, motion by Mr. Barbadoro to adjourn the meeting of the Board of Governors. Motion seconded by Rev. Hawker. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Ms. Clarke; Mr. Feenan; Mr. Hanley; Rev. Hawker; Mr. McCarthy; and Ms. O'Toole. There were no votes in opposition to the motion and no abstentions. The motion was adopted and the meeting was adjourned.