

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF APRIL 21, 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 6:30 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; Mr. Christopher Bell, Second Vice Chair of the Board of Governors; Ms. Eileen Bevivino-Lawton; Mr. William Boozang; Ms. Barbara Clarke; Dr. Thomas Fitzgerald; Ms. Maureen Glynn, First Vice Chair of the Board of Governors; Mr. Gregory Hanley; Rev. James F. Hawker; Ms. Carolyn O'Toole; 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: Mr. Antonio Ruggiero, age 95, former Sergeant of D Company of the Second Ranger Battalion, father of Karen Ruggiero, Adjunct Instructor of Computer Science.

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. One individual, Nursing Student Kathleen Marcellus, addressed the Board. Ms. Marcellus had generalized complaints about the administration of the College. The Board listened to Ms. Marcellus' comments. Chairman Feenan declared the Open Forum portion of the meeting closed.

The members reviewed the minutes of March 24, 2016. Motion by Mr. Shea that the Board of Governors approve the minutes of the meeting of March 24, 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, Esq.; Mr. Bell; Ms. Bevivino-Lawton; Mr. Boozang; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Ms. Glynn; Mr. Hanley; Reverend Hawker; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Chairman Feenan reported that due to the significant agenda for the meeting there would be no Chairman's Report.

Next, the Chairman took the report of the President. The President reported that the members had in their materials copies of the revised By Laws. One copy was provided which displayed all of the revisions. A second copy was provided which displayed the added text bolded. The President next reported on the Chart-of-the-Month, Instruction Expenditures as a Percent of Total Expenses (FY 2014). Quincy College is at the top of all the Massachusetts Community Colleges with 67%. The President next reported that when he began as president of the College, 79% of all courses were taught by adjunct faculty members; we learned earlier today that the percentage of courses taught by adjunct faculty members dropped to 66.1%.

Next, the Chairman took the reports of the Committees of the Board. There was no report of the By Laws Committee.

Mr. Bell, Chairman of the Finance & Facilities Committee, presented the report of the Finance & Facilities Committee. Mr. Bell began his report by commenting on the growth of the College and the need for the College to expand its footprint. Mr. Bell reported on a misstep with respect to the Nursing Budget and the need for a significant budget transfer to cover adjunct salaries that were not budgeted-for by a former Dean of Nursing. Mr. Bell reported on the Budget Development Process and the Committee's review of the proposed Budget.

Motion by Mr. Hanley that the Board of Governors approve the Proposed Fiscal Year 2017 Operating and Capital Budgets as unanimously approved and recommended by the Finance & Faculties Committee as amended. The motion was seconded by Mr. Barbadoro. There was discussion on the motion regarding how Quincy College compared to its competitors with respect to enrollment. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro, Esq.; Mr. Bell; Ms. Bevivino-Lawton; Mr. Boozang; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Ms. Glynn; Mr. Hanley; Reverend Hawker; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Mr. Bell reported on six (6) proposed budget transfers presented in BOG Motion 14-16. There were questions posed by members of the Board. The members' questions were addressed by President Tsaffaras and Mr. Mercurio.

Motion BOG 14-16:

1. Human Resources:

From:	IT. Salaries	70580829-510101	-\$3,000
To:	HR Recruitment	70580826-530109	+\$3,000

To fund contractual recruitment contracts not fully anticipated in budget.

2. Adjunct Salaries:

From:	Online Salaries	70580834-570618	-\$219,600
From:	Plymouth P/T Salaries	70580823-570618	-\$220,000
From:	Liberal Arts P/T Salaries	70630818-570618	-\$10,000
From:	Office of the President	70580811-510101	-\$65,000
From:	Surg Tech P/T Salaries	70630816-570618	-\$22,000
To:	Professional Programs	70630817-570618	+\$84,600
To:	Science	70630856-570618	+\$52,000
To:	Nursing	70630814-570618	+\$400,000

To fund additional adjunct salaries required through year end.

3. Admissions Reception Center:

From:	Plymouth Campus Expansion	70897600-580000-7027	-\$50,000
From:	IT HVAC Replacement Project	70897600-580000-7004	-\$40,000
To:	Admissions Buildout	70897600-580000-7006	÷\$90,000

To fully fund I.T. and new furniture expenses for the Admissions Reception Center.

4. Events:

From:	Student Dev. P/T Salaries	70580830-570618	-\$25,500
To:	College wide Events	70580830-570615	+\$25,500

To fund various College events through end of fiscal year.

5. Credit Card Fees:

From:	Bank Charges	70890098-530102	-\$10,000
From:	Insurance	70890098-570400	-\$10,000
From:	Auditing Fees	70890098-530002	-\$19,000
From:	Postage	70890098-530002	-\$8,000
To:	Credit Card fees	70890098-530104	+\$47,000

To fund additional credit card fees through fiscal year end, as a result of increased online registration and higher transaction volume.

6. Workers Compensation:

From:	VP Academic Affairs	70580812-510101	-\$60,000
To:	Workers Compensation	70890098-570703	+\$60,000

To fund additional unanticipated workers compensation payments.

Motion by Mr. Shea that the Board of Governors approve the proposed budget transfers as presented in Motion BOG 14-16. The motion was seconded by Mr. Barbadoro. There was discussion among the members regarding the transfers. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro, Esq.; Mr. Bell; Ms. Bevivino-Lawton; Mr. Boozang; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Ms. Glynn; Mr. Hanley; Reverend Hawker; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, the Chairman reported on the meetings of the Appointing Council. Chairman Feenan reported that the Appointing Council unanimously voted to appoint Mr. David McCarthy to the Quincy College Board of Governors. Mr. McCarthy is a former member of the City of Quincy School Committee and is expected to be sworn in at the next meeting of the Board of Governors in June.

Old Business

Ms. Clarke reported on a meeting she attended which was conducted by the Association of Governing Boards (AGB) in Washington, DC. The program was focused on new and emerging business practices in higher education. Ms. Clarke offered to give a one-hour briefing to the members at the Board Retreat in August.

Mr. Hanley reported on the Board retreat. The dates selected for the retreat are August 10, 11, and 12 of 2016. The speakers will include state and federal legislators. Mr. Hanley needs to sign a commitment with the facility in Brewster, MA.

New Business

Rev. Hawker addressed the members regarding the Public Comment section earlier in the meeting. Rev. Hawker expressed concern regarding the young lady who addressed the members. He stated that he hears many positive comments from many students, and was having trouble understanding exactly what her complaint was. Mr. Barbadoro and President Tsaffaras commented that the discussion would probably have to take place in executive session.

The President thanked Mr. Feenan, Mr. Bell, Mr. Mercurio, and Mr. Ahern for their work on the 2017 Budget.

At 8:10 PM, motion by Mr. Bell 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, Esq.; Mr. Bell; Ms. Bevivino-Lawton; Mr. Boozang; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Ms. Glynn; Mr. Hanley; Reverend Hawker; 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.