

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF DECEMBER 07, 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 Governors 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, Esq.; Mr. Christopher Bell, First Vice Chair; Ms. Eileen Bevivino-Lawton; Ms. Barbara Clarke, Second Vice Chair; Dr. Thomas Fitzgerald; Mr. Gregory Hanley; Mr. David McCarthy; Ms. Carolyn O'Toole; and Mr. Joseph Shea. Absent at the call of the member roll were: Mr. Michael Bellotti; Mr. William Boozang; and Reverend Hawker. 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, J.D., 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 Linda Pendergast; as well as other Governors of the College community and the public.

The pledge of allegiance was recited. A prayer was offered by Chairman Feenan as well as a remembrance of: Christopher Buckley, student at enrolled in Associate Degree in Business Management; Jennifer Lanergan, student at Plymouth Campus in the Human Services Program; Lucy A. Loud, Mother-in-Law to Ms. Rita LaRosa Loud, Exercise Science Instructor; Francis Paul Cahill, Father-in-Law to Ms. Tina Cahill, Director of Institutional Advancement; and Gemma Maria Van Joolen Lyons, Sister to Vincent Van Joolen, Dean of Natural & Health Sciences.

Next, Chairman Feenan called for the report of the Appointing Council. Mr. Hanley reported on the last meeting of the Appointing Council. Mr. Hanley reported that the Appointing Council met on 24 October 2016. The Appointing Council received three (3) applications for the vacant position on the Board of Governors. The Appointing Council interviewed each of the three applicants individually. The Appointing Council voted unanimously to appoint Michael Bellotti to the Board of Governors.

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 Governors reviewed the minutes of September 28, 2016. Ms. Clarke pointed out that the date shown in the minutes as the date of Commencement, 25 May 2017, falls on a Thursday. Ms. Clarke asked if Commencement was scheduled for a Thursday. President Tsaffaras stated that Commencement is scheduled for Friday, 26 May 2017 and asked that the Minutes be amended to reflect 26 May 2017 as the date of Commencement. Motion by Mr. Shea that the Board of Governors approve the minutes of its meetings of September 28, 2016, as amended. The motion was seconded by Mr. Bell. There was no discussion on the motion. The following Governors voted in favor of the motion to approve the minutes as amended: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Mr. McCarthy; Ms. O'Toole; and Mr. Shea; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Chairman Feenan then presented his report. The Chair reported that the 2016 Boston State College Education for Service Awards event took place on Thursday evening, 01 December 2016, at UMass Boston. President Tsaffaras was the master-of-ceremony at the event which was heavily attended by Quincy College staff and faculty. Chairman Feenan served as chair of the 2016 Boston State College Education for Service Awards event this year. The Chair reported that the Board of Governor Christmas Dinner is scheduled for December 14, 2016, at Alba's Restaurant. The Chairman reported that he will not be able to attend. The Chairman reported that as a tax-man he is keenly aware of the end of the year being the deadline of charitable giving. The Chair asked that if anyone is giving or gifting, to please remember Quincy College.

Next, Chairman Feenan took the report of the President. The President distributed to the Governors an addendum to Boston Magazine which had a full page advertisement for Quincy College on the front inside cover and another Quincy College advertisement on page 16. The President reported to the Governors that the College recently completed a ten (10) year accreditation review and is currently awaiting a draft report from the visiting team; the College recently filed a change notice with the accrediting entity, New England Association of Schools and Colleges (NEASC), seeking to offer programs online; the College will have accreditation site visits for the Medical Laboratory Technician program and the Physical Therapy Assistant program; the College has twenty-four (24) days to have the Home Rule Petition bill approved by the Legislature and signed by the Governor, and it appears that there is no active lobbying against the bill at this time; Beacon Architects have begun evaluating and estimating the College's needs with respect to a new building specifically for the College and the needed size of a new building; the College faculty and staff will participate in a day of bell ringing for the Salvation Army at the Stop & Shop location on the Southern Artery. The President reported to the Governors that the Vice president for Human Resources, Mary Scott, will be retiring on 01 August 2017 – Ms. Scott received a standing ovation from the Governors and others present at the meeting. The President reported to the

Governors regarding the Spring and Winter sessions; Winter Session is at 86.22% of Budget and the President expressed his confidence that the College will reach its budgetary goals; and Spring Semester is at 37.13% of Budget. The College is at \$4,500,000.00 to the positive which is a result of the Enrollment Management Task Force meetings and hard work. The President presented the Governors with a Chart-of-the-Month; Enrollment Fall 2015 – Fall 2016.

Next, the Chairman took the report of the Finance and Facilities Committee. Mr. Barbadoro, Chairman of the Facilities and Finance Committee, presented the report. Mr. Barbadoro discussed the Draft Year-End Report for Fiscal Year 2016.

Mr. Barbadoro reported that the Finance and Facilities Committee approved an income/surplus budget transfer at its meeting and voted to recommend the full Board approve the following transfer:

1. FY 16 Operating Income/ Surplus:

From: Operating Income	7000-39500	-\$2,775,144
To: Unrestricted Fund Balance	7000-35900	+\$2,775,144

Explanation: To transfer the operating income / surplus from FY16 into the unrestricted fund balance.

Motion by Mr. Barbadoro that the Finance & Facilities Committee recommend the Board of Governors approve the listed transfer, as presented. The motion was seconded by Mr. Bell. There was discussion on the motion. President Tsaffaras and Mr. Martin Ahern addressed the questions posed by the Governors. The following Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Mr. McCarthy; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Mr. Barbadoro and Mr. Martin Ahern reported on the Draft First Quarter Financial Report for Fiscal Year 2017. Mr. Barbadoro reported that the reconciliations are all in order. Mr. Barbadoro reported on the Draft Year-to-Date Revenue Tracking Report for Fiscal Year 2017.

Mr. Barbadoro reported on a motion approved by the Committee ratifying six (6) actions taken by the College under the President's summer authority and recommending approval by the full Board. Motion by Mr. Barbadoro that the Board ratify budget transfers 1-6 made by the President under the delegation of summer authority granted by the Board of Governors at their meeting on May 21, 2015. The motion was seconded by Mr. Shea. There was no discussion on the motion. The following Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Mr. McCarthy; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Mr. Barbadoro reported on a motion approved by the Committee ratifying three (3) transfers approved by the President under the delegation of authority to execute budget transfers among and between department in an amount up to \$15,000 for any single transfer and recommending approval by the full Board. Motion by Mr. Barbadoro that the Board ratify budget transfers 1-3 made by the President under the delegation of authority to execute budget transfers among and between departments in an amount up to \$15,000 for any single transfer granted by the Board of Governors at their meeting on June 16, 2016. The motion was seconded by Dr. Fitzgerald. There was no discussion on the motion. The following Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; 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. Barbadoro that the Board of Governors approve the following five (5) budget transfers, as submitted and approved by the Finance and Facilities Committee. The motion was seconded by Mr. Shea. There was discussion on the motion. The following Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Mr. McCarthy; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

1. Plymouth C.N.A Director:

From: Plymouth P/T Salary	70580823-570618	-\$24,500
From: Prof. Programs F/T Salary	70630817-510101	-\$19,000
To: Plymouth F/T Salary	70580823-510101	+\$43,500

Explanation: To transfer funds necessary to cover C.N.A Director's Salary from November through June, 2017.

2. College Wide Furniture:

From: Prof. Programs F/T Salary	70630817-510101	-\$6,000
To: College Wide Furniture	70897600-580000-7004	+\$6,000

Explanation: To transfer funds to cover various capital furniture purchases throughout the institution.

3. Capital Projects:

From: Science F/T Salary	70630856-510101	-\$18,789
From: Capital – Writing Studio	70897600-580000-7011	-\$26,000
From: Capital – Plymouth Admin	70897600-580000-7024	-\$6,562
To: Capital – Student Lounge	70897600-580000-7024	+\$3,552
To: Capital – Admissions Center	70897600-580000-7030	+\$20,190
To: Capital – Plymouth Nursing	70897600-580000-7017	+\$24,524
To: Capital – Saville Restrooms	70897600-580000-7031	+\$3,085

Explanation: To transfer funds to cover various existing capital projects

4. New Plymouth Faculty Area Expansion:

From: Fund Balance	7000-35900	-\$368,000
To: Capital – Plymouth Faculty Area	70897600-580000-7029	+\$368,000

Explanation: To appropriate funding not anticipated as part of the FY17 budget, necessary to complete the redesign of the Plymouth Campus project started during the summer, to incorporate space previously occupied by UMASS.

5. New Plymouth Syndaver Lab:

From: Fund Balance	7000-35900	-\$ 95,000
To: Capital – Plymouth Faculty Area	70897600-580000-7030	+\$ 95,000

Explanation: To appropriate funding not anticipated as part of the FY17 budget, necessary to correctly house and care for the investment made in the Syndaver.

Next, President Tsaffaras and Mr. Ahern updated the Governors regarding implementation of the College’s new banking, payroll, and purchasing systems. President Tsaffaras and Mr. Martin Ahern addressed questions posed by the Governors.

Next, the Chairman took the report of the Personnel and Programs Committee. Ms. Carolyn O’Toole, Chair of the Personnel and Programs Committee, presented the report. Ms. O’Toole reported to the Governors regarding the accreditation visits of the New England Association of Schools and Colleges (NEASC); the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS); and the Commission on Accreditation in Physical Therapy Education (CAPTE). Ms. O’Toole and Ms. Mary Burke reported to the Governors regarding six (6) new certificates and programs that were approved by the President under the summer authority: Aquaculture Certificate; Customer Service Certificate; Entrepreneurship Certificate; Insurance Career Certificate; Web & Mobile Development Certificate; and Associate in Science Mathematics Degree program.

Motion by Ms. O’Toole that the Board of Governors ratify certificates and programs approved by the President under the delegation of summer Authority granted by the Board of Governors at their regularly scheduled meeting on June 16, 2016. The motion was seconded by Mr. Barbadoro. There was no discussion on the motion. The following Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Mr. McCarthy; Ms. O’Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Ms. O’Toole and Ms. Burke reported to the Governors regarding the moratorium on admissions to the Media Arts Program. Ms. O’Toole reported to the Governors regarding the new position of Certified Nurse Assistant program Manager approved by the President under the summer authority granted by the Board of Governor at their regularly scheduled meeting on June 16, 2016.

Motion by Ms. O'Toole that the Board of Governors ratify the approval of a full-time position entitled Certified Nurse Assistant Program Manager authorized by the President under the delegation of summer authority granted by the Board of Governor at their regularly scheduled meeting on June 16, 2016. The motion was seconded by Mr. Barbadoro. There was no discussion on the motion. The following Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; 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 Chair introduced Mr. Daniel O'Neil, President & CEO of Advanced Data Risk Management, LLC (ADRM), and Mr. Ryan Brothers of ADRM who reported to the Governors on a Business Continuity Plan that was developed by ADRM for Quincy College. Mr. O'Neil reported that the Business Continuity Plan was reviewed in great detail by Governor Barbara Clarke. Mr. O'Neil and Mr. Brothers reported to the Governors on the various aspects of the Business Continuity Plan. Mr. Thomas Pham reported to the Governors regarding prior business continuity issues the College experienced in the past dating back to 2001 when some records were lost and it took years to recover the data. Mr. Pham compared this to a recent issue that occurred over a weekend, but was quickly recovered using the Business Continuity Plan developed by ADRM and gave a description of the recovery steps taken. There was discussion among the Governors. The President, Mr. Pham, Mr. O'Neil and Mr. Brothers addressed the questions posed by the Governors.

Next, the Chair introduced Ms. Tina Cahill, Director of Institutional Advancement, who reported to the Governors regarding the Quincy College Trust. Ms. Cahill reported on the Quincy College Trust and how it was formed and why it was formed. Ms. Cahill reported to the Governors regarding recent donations to the Trust and how those donations were used.

Old Business

There was no old business.

New Business

President Tsaffaras reported to the Governors that the College had commissioned a detailed economic impact report and that the economic impact report would be presented to the Governors at their next meeting.

Executive Session

Motion by Mr. Hanley that the Committee, pursuant to the provisions of the Massachusetts General Laws, Chapter 30A, section 21(a)(6), enter into an executive session 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 for the purpose of adjournment. The motion was seconded by Mr. McCarthy. There was no discussion on the motion. The following Governors voted in favor of the motion to enter into executive session: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; 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 at 8:22 PM the Governors entered into executive session. At the request of the Chair, President Tsaffaras, Mr. Mercurio, and Mr. Kearney participated in the executive session with the Governors.

Motion by Mr. Feenan that the Committee close the executive session and return to open session for the purpose of adjournment. The motion was seconded by Mr. Hanley. There was no discussion on the motion. The following Governors voted in favor of the motion to return to open session: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; 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 at 9:12 PM the Governors returned to open session.

At 9:14 PM, motion by Mr. Barbadoro to adjourn the meeting of the Board of Governors. Motion seconded by Dr. Fitzgerald. There was no discussion on the motion. The following Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; 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.