

**QUINCY COLLEGE  
BOARD OF GOVERNORS**

**MEETING OF JANUARY 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, Esq.; Mr. Christopher Bell; Ms. Eileen Bevivino-Lawton; Ms. Barbara Clarke; Mr. Gregory Hanley; and Reverend James Hawker; and Mr. Joseph Shea. Absent at the call of the member roll were: Ms. Mary Jo Brogna; Dr. Thomas Fitzgerald; Ms. Maureen Glynn; and Ms. Carolyn O'Toole. 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. Charlene Archer, Adjunct Professor; Mr. Brian McNamee, Quincy City Councilor; Mr. Eugene W. Creedon, Former Quincy Teacher and Superintendent of Schools (retired); Ms. Mary T. (Feenan) Silva, Sister of Chairman Thomas Feenan; and Ms. Ethel Walsh, Mother of Professor Doreen Walsh.

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 November 12, 2015. Motion by Ms. Bevivino-Lawton that the Board of Governors approve the minutes of its meetings of November 12, 2015, as presented. 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 to approve the minutes as amended: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Ms. Clarke; Mr. Feenan; Mr. Hanley; Rev. Hawker; 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 it had been two months since the last meeting and much has happened on the Campus during that time. The Christmas social was a huge success and was well attended by both the board and the senior staff. The Chair thanked the great number of senior staff and Board of Governors members who attended his sister's wake in Stoughton last week. The Chair stated that it was heartwarming to know that his sister was remembered by so many wonderful people. The Chair stated that the institution of a Board of Governors' annual retreat and workshop was most significant to the fabric of the Board of Governors and its ability to discuss the issues impacting Quincy College immediately and more long range. With that in mind, the Chair appointed the following Board Members to meet and find a mutually acceptable date for the Board to meet as a group during the summer: Governor Hanley and Governor Bevivino-Lawton. The Chair asked that Governors Bevivino-Lawton and Hanley report back to the Board at its next meeting or before with a date for the Board retreat. The Chair stated that he would like a report from Tina Cahill, The Director of Institutional Advancement, at the next Board meeting. The Board of Governors Emeritus title is something the Chair still believes has much merit for the Board, and the Chair would again urge the By-Law Committee to deliberate the topic again as the Board originally voted unanimously in support of it and the By-Law Committee's instruction was to put it in proper language into the By Laws. The Chair reminded the members that at the November meeting, Governor Bevino-Lawton requested that the Board of Governors create its own scholarship. To that end, the Chair appointed Governor Bevino-Lawton and Governor Bell to investigate the feasibility of a Board of Governors' Scholarship. The Chair stated that the "Appointing Council" needed to be established to fill the vacant position on the Board of Governors and that with the exception of confirming the contact information for the student member, the establishment of the Appointing Council is complete. The Chair stated that he expects the Appointing Council will meet in early February prior to public school vacation week.

Next, the Chairman took the report of the President. The President reported to the members regarding two (2) "charts of the month." The first chart-of-the-month was a Department of Education report showing Quincy College as Number One in salary after graduation for colleges offering two (2) year programs. The data provided was clarified and discussed in detail by Dr. Kimberly Puhala. Mr. Tagg Boyle discussed the media campaign/public relations campaign of the College including that the information was being advertised in the Patriot Ledger, the Quincy Sun, promotional handouts, streaming radio advertisements, and the like. The second chart-of-the-month provided information to the members regarding headcount and credits from 1998 to 2015. The President introduced Mr. Joseph Mercurio who reported on the Credit Hour Summary report stating that the College is running ahead of last year and that we fully expect to be on-budget by the end of the semester. The President reported on campus safety and security and provided detailed report on an Active-Shooter drill conducted on-campus in Quincy in cooperation between the College and Quincy Police Department. The President reported that Boston Magazine published a "college edition" and Quincy College was advertised in the inside cover. The President reported on the College's home rule petition pending before the Massachusetts legislature.

Next, the Chairman took the report of the By Laws Review Committee. Mr. Barbadoro, Chairman of the By Laws Review Committee, presented the report. Mr. Barbadoro reported that the Committee approved two motions to amend the By Laws at its meeting on November 12, 2015 and voted to recommend the full Board approve the motions to amend the By Laws. The first was a process for formal notification of Board members upon expiration of their service. The second was an amendment to the terms of service for the Chair and Vice Chairs of the Board.

Motion by Ms. Clarke that the Board approve the proposed amendment of the By Laws (as described in Motion BOG 2-16 (BLR 1-15)) by inserting in Article I, Section 4, a subparagraph "c" to read as follows:

"c. Not later than ninety (90) days prior to the expiration of the term of service of a member of the Board, the Secretary shall notify the member and the Chair of the approaching expiration date."

Motion seconded by Mr. Barbadoro. There was discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Ms. Clarke; Mr. Feenan; Mr. Hanley; Rev. Hawker; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Motion by Mr. Shea that the Board approve the proposed amendment of the By Laws (as described in Motion BOG 3-16 (BLR 2-15)) by amending the second paragraph of Article I, Section 2, of the By-Laws to read as follows:

"The terms of the Chair, Vice-Chair, and Second Vice-Chair shall be for two years. No member may serve as Chair for more than two consecutive full terms. However, any member elected to the office of Chair to fill an unexpired term, upon expiration of that term, shall be eligible for election to not more than two, consecutive full terms in the office"

Motion seconded by Mr. Hanley. There was discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Mr. Feenan; Mr. Hanley; Rev. Hawker; and Mr. Shea. The following member of the Board of Governors voted in opposition to the motion: Ms. Clarke. There were no abstentions. The motion was adopted.

Next, the Chairman took the report of the Finance and Facilities Committee. Mr. Bell, Chairman of the Facilities and Finance Committee, presented the report. Mr. Bell reported on the "Fiscal Year 2016 Financials" through November 30th 2015 (5 months): cash is in line with prior year at this point in the fiscal year and can fluctuate slightly with the timing of both payroll and payables; receivables, while higher than year end, are comparable to last year's number and include unpaid balances for both winter and spring semesters; accounts payable is higher due to an unfunded warrant at the end of the month for \$186k and health insurance charges not paid / waived through November 30th; deferred revenue consists of unearned fall revenues of \$2.9m to be recognized in December along with \$53k in winter and \$940k in spring 2016 revenues; the

unrestricted Fund Balance remains consistent with prior year at \$11.9m; and the Income statement shows a 2% positive revenue increase over last year's run rate which translates to approximately \$600k ahead of total revenue budget through 5 months. Mr. Bell next reported on the "Revenue Tracking Report:" the Summer II semester missed goal by a little over \$200k which was attributed to some errors in the budgeting process, which have been identified and corrected; it should also be noted, that while missing the budgeted number, the summer II semester was up 3% over the prior year; the fall semester is almost 6% over budget or in dollar terms \$645k; the winter semester is positive 45% of budgeted revenue or \$79.8k to the positive; overall, the college through the first three semesters of its fiscal year is showing a positive \$508k or 4.11% favorable variance to budget. Mr. Bell reported that operating expenses are lower by 1.7% compared to last year's rate and the College continues to monitor these closely as revenues increase. There is a positive cash flow of \$2.6m and all bank reconciliations are in agreement.

Next, Mr. Bell reported that the Committee approved several budget transfers at its meeting and voted to recommend the full Board approve the following transfer(s):

**1. Institutional Research Events:**

From: IR Events	70580814-570617	-\$1,000
To: Student Development Events	70580830-570615	+\$1,000

To transfer costs incurred by Student Development covering the cost of events originally budgeted under Institutional Research and Assessment.

**2. Presidents Place 2nd Floor – Capital Project:**

From: Postage	70580831-540202	-\$2,615
To: 2nd Floor Buildout	70897600-580000-7028	+\$2,615

To Fund a bill from Granite Lock which made the entrance door to the second floor student services center handicap accessible.

**3. Faculty Books – Plymouth Campus:**

From: Insurance	70890098-570400	-\$5,000
To: Plymouth – Faculty Books	70580823-570614	+\$5,000

To fund the purchase of books for faculty for various courses/sections. As we grow, we are offering more sections at the Plymouth Campus and have incurred greater than expected costs.

Motion by Mr. Barbadoro that the Board of Governors approve the budget transfers, as submitted and approved by the Finance and Facilities Committee. 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; Ms. Bevivino-Lawton; Ms. Clarke; Mr. Feenan; Mr. Hanley; Rev. Hawker; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, the Chairman took the report of the Personnel and Programs Committee. Ms. Clarke, Chair of the Personnel and Programs Committee, presented the report. Ms. Clarke reported that Mr. Kearney and Dr. Puhala presented three (3) proposed amendments to the College's policy manual: 1.) amendments to Policy No. 6.10, the Identification Card Policy; 2.) amendments to Policy No. 3.05, the Smoking Policy; and 3) a new, not yet numbered policy, the Marijuana Policy.

Mr. Kearney and Dr. Puhala had reported to the Committee that the proposed amendments to Policy No. 6.10, the Identification Card Policy, are intended to make it a requirement for students carry a Quincy College Identification Card on their person at all times while on campus and for students to present their Identification Card when requested to do so to access exam rooms for testing. Rev. Hawker suggested corrections to the proposed amendments to correct grammar and tense. Mr. Kearney and Dr. Puhala also reported to the Committee that the proposed amendments to Policy No. 3.05, the Smoking Policy, are intended to prohibit the use of vapor products on campus to the same extent that cigarette smoking and other tobacco use are prohibited. Mr. Kearney and Dr. Puhala also reported to the Committee regarding a new, not yet numbered policy titled "Marijuana Policy." The purpose of the new policy is to address the legalization of medical marijuana in the Commonwealth of Massachusetts in 2013, and to clarify that the possession and/or use of marijuana, including medical marijuana, on campus or at college sponsored events or off campus activities remains prohibited.

Motion by Mr. Shea to approve the amendments to Policy No. 6.10. The motion was seconded by Mr. Hanley. There was discussion on the motion. Mr. Barbadoro offered a friendly amendment to the motion to remove the sentence in the proposed policy that referenced the Student Code of Conduct. The friendly amendment was accepted by Mr. Shea. The following members of the Board of Governors voted in favor of the motion, as amended: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Ms. Clarke; Mr. Feenan; Mr. Hanley; Rev. Hawker; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Motion by Mr. Hanley to approve the proposed amendments to Policy No. 3.05. The motion was seconded by Mr. Bell. There was discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Ms. Clarke; Mr. Feenan; Mr. Hanley; Rev. Hawker; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Motion by Mr. Shea to approve the proposed new policy addressing and prohibiting the use and/or possession of marijuana, including medical marijuana, on campus. The motion was seconded by Mr. Bell. There was discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Ms. Clarke; Mr. Feenan; Mr. Hanley; Rev. Hawker; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

With reference to the discussion of marijuana and medical marijuana, Reverend Hawker and Dr. Fitzgerald commented on the number of opioid deaths they each observed in their respective capacities. Rev. Hawker and Dr. Fitzgerald expressed a desire to have someone address the Board at a future meeting regarding drug abuse and opiate abuse in particular. Chairman Feenan stated that the Board will have someone address them regarding opiate abuse as suggested by Rev. Hawker and Dr. Fitzgerald.

Ms. Clarke continued her report by reporting to the members on the Physical Therapist Assistant Program. Ms. Kelley reported to the members regarding the NEASC Self Study Process. Dr. Linda Pendergast reported to the members regarding the ACEN review and site visit. The President reported to the members regarding the Engineering Technology Program. Mr. William Brennan reported to the members regarding the Accounting Program Review.

There was no report of the Strategic Planning Committee.

There was no report of the Quincy College Trust.

### **Old Business**

There was no Old Business.

### **New Business**

There was no New Business.

At 8:12 PM, motion by Mr. Barbadoro to adjourn the meeting of the Board of Governors. Motion seconded by Mr. Bell. 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; Ms. Bevivino-Lawton; Ms. Clarke; Mr. Feenan; Mr. Hanley; Rev. Hawker; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted and the meeting was adjourned.