

**QUINCY COLLEGE
BOARD OF GOVERNORS**

**MEETING OF JANUARY 26, 2012
Minutes**

The meeting of the Board of Governors, held in the Hart Board Room, Room 106, Saville Hall, 24 Saville Avenue, Quincy, Massachusetts, was called to order at 7:31 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; Maureen Glynn Carroll, Esq.; Barbara Clarke; Frederick Doyle, Esq.; Thomas Feenan; William Grindlay, Chair of the Board of Governors; Joseph Shea. Absent at the call of the member roll were: Mary Jo Brogna, Vice Chair of the Board of Governors; Francis Byrne, Second Vice Chair of the Board of Governors. Pedro Viejo-Rodriguez.

Also present were: Peter 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; Mary Scott, J.D., Vice President for Human Resources; Robert E. Baker, Jr., J.D., Assistant to the President and Assistant Secretary of the Board of Governors.

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

Next occurred the Open Forum portion of the meeting. Mr. Grindlay invited anyone who wished to address the Board of Governors to come forward and do so. There was no response. Mr. Grindlay repeated the invitation to address the Board of Governors, and with there again being no response, the Open Forum was declared closed.

Motion by Mr. Feenan that the Board of Governors approve the minutes of its meeting and its Executive Session of November 3, 2011, as presented (please see copies, attached). The motion was seconded by Ms. Carroll. 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. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; 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 minutes of its meeting and its Executive Session of November 14, 2011, as presented (please see copies, attached). 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. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Bell that the Board of Governors approve the minutes of its meeting of November 17, 2011, as presented (please see copy, attached). The motion was seconded by Mr. Doyle. 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. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Chairman's Report

Mr. Grindlay reported that the College is working in the direction of moving into President's Place. This will be the new location for the College and a lot will be going on. Therefore, a lot will be asked of the Board of Governors to accomplish. The College is moving forward. The Board of Governors has a lot to do with the move to President's Place and then will be looking at the Street-Works project. Mr. Grindlay then appointed Mr. Shea to the Committee on Downtown Revitalization.

President's Report

President Tsaffaras indicated he would be brief in his remarks due to the length of the agenda. The diversity of the agenda materials is an indication that staff is working cooperatively to move the College ahead. The College is on the move literally and figuratively.

Next address was the proposed 2012-2013 Academic Calendar. The Vice President for Academic Affairs with the Deans met and prepared the calendar, then provided the draft calendar to the other Vice Presidents and Registrar, Paula Smith, to ensure it meets the needs of the institution and is in compliance with existing collective bargaining agreements. Approval of the draft calendar was recommended by President Tsaffaras.

Mr. Shea asked why Quincy College has a mid-year graduation. Vice President Williams replied that such ceremonies are becoming more popular, and they allow graduates earlier entry into the workforce. Students have their credentials ahead of others and able to look for jobs. Mid-year ceremonies also take some of the pressure off of the spring ceremony. Prior to any commencement at Quincy College, the record

of every student who applies for graduation is audited to ensure that they meet all requirements to graduate.

The Board directed to include in its next meeting a discussion of whether Quincy College needs a mid-year commencement ceremony or not and what other colleges do for graduations. Ms. Clarke pointed out that on the proposed calendar, commencement in January 2013 was omitted. A correction made and date identified as January 5, 2013. Governor Clarke also commented on the faculty member, Professor Steve Dooner, reading names during the last Commencement and noted that he did an excellent job.

Motion by Ms. Carroll that the Board of Governors approve the 2012-2013 Academic Calendar, as amended. The motion was 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; Mr. Boozang; Ms. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Committee Reports

Finance and Facilities Committee: In the absence of Mr. Byrne, Committee Chair, the report of the Finance and Facilities Committee was presented by Mr. Feenan, who reported on the Committee's meeting of January 23, 2012. The Committee had a full agenda, including a presentation by James Powers, Powers and Sullivan, regarding the FY 2011 audit of Quincy College. Four areas were highlighted and footnotes reviewed. The Finance Committee was pleased and stated that due to the work of Vice President Pushap Kapoor and Martin Ahern, no audit corrections were necessary. The auditors stated that the records were accurate and reliable. Financial Statements are an indication that the College is in a strong financial position.

President Tsaffaras explained the City methodology on how to accrue liabilities to our pension contribution. President Tsaffaras explained the methodology would provide the pension to be fully funded in 40 years. Money invested to fund pensions from interest earnings. Bill will allow for fund to be fully funded. New rule for funding of Health benefits in the same the process. If retained in retirement fully funding schedule. This new process goes into effect in 2013. Governor Joseph Shea inquired if past issues on past pension are all taken care of from last year. Money not returned yet but we will receive it back. Vice President Pushap Kapoor, will make sure we follow up and get what we have coming to us.

Motion by Mr. Feenan that the Board of Governors accept the Financial Statement (please see copy, attached) portion of the FY 2011 audit of Quincy College. The motion was 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; Mr. Boozang; Ms. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Governor Thomas Feenan had a question regarding the Management Letter since it needed minor corrections. He asked whether it had been submitted yet in final version. Vice President Kapoor replied that it had not yet been received.

The Financial Report (Please see copy, attached) was presented by Martin Ahern, Director of Finance.

Next addressed were budget transfers 1 through 8 (please see copy, attached). President Tsaffaras gave the rationale for each transfer.

Motion by Mr. Feenan that the Board of Governors approve budget transfers 1 through 8, 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: Mr. Barbadoro; Mr. Bell; Mr. Boozang; Ms. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

FY2013 Budget Assumptions were presented by President Tsaffaras. A budget will be prepared which allows the Board of Governors to look at the following variations 2% 3% 5% student increase and tuition increase of 1%, 2%, 3%, 4%, 5 %, 6%, and 7%. The established guidelines will create a draft budget which will keep tuition at a low increase and to allow payment into the Fund Balance over five years of the funds used to facilitate the move into Presidents Place. All new programs need to be reviewed by Personnel and Programs Committee for costs and viability as well as job availability before started.

Discussion was held on organizations to which the Board of Governors belongs and whether the benefits the Board derives from such memberships outweigh the costs. The Board of Governors will review their associations and determine if they should belong to both or only one.

Personnel & Programs Committee

In the absence of Ms. Brogna, Committee Chair, the report of the Personnel and Programs Committee was presented by Mr. Shea. First addressed was the proposed name change of Clinical Laboratory Science Program to Medical Laboratory Technician Program. He reported that the Committee had received an explanation and recommended approval of the change. The change was the accreditation body's recommendation.

Motion by Ms. Carroll that the Board of Governors approve the name change of the Clinical Laboratory Science Program to the Medical Laboratory Technician Program. 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. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Approval of Position and Job Classification/Specification for Disabilities Officer (please see copy, attached): The Board heard from President Tsaffaras regarding the nature of and rationale for the position. This position and job classification went to Personnel and Programs at the December 27, 2011, meeting.

Motion by Ms. Clarke that the Board of Governors approve the position and job classification/specification for Disability Officer. The motion was seconded by Ms. Carroll. 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. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Approval of Position and Job Classification/Specification for Director of Library Services (please see copy, attached): Mr. Shea reported that the Committee received an explanation and voted to recommend approval. President Tsaffaras explained that under the former staffing model, the College could not properly evaluate librarians and there was no real supervisory authority. The current Chair voluntarily resigned effective January 1, 2012. The Quincy Education Authority agreed to a 12 month position.

Motion by Mr. Barbadoro that the Board of Governors approve the position and job classification/specification for Director of Library Services. The motion was seconded by Mr. Feenan. 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. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Approval of Position and Job Classification/Specification for Dean of Inter- Institutional Affairs and Online Programs (please see copy, attached): President Tsaffaras explained the nature of and need for the position to the Board. The position was already funded in the current budget. President Tsaffaras indicated the importance of the position since this person would help develop our on-line programs. Deans and VPAA will work directly with this person. As the on line programs grow and if the workload gets too high the position might have to be split off into online and another with duties primary to dealing with other institutions. No one has the time to realign the curriculum to resolve the problems with transfers. Mr. Shea indicated that the committee reviewed and recommended the position.

Motion by Ms. Carroll that the Board of Governors approve the position and job classification/specification for Dean of Inter-Institutional Affairs and Online Programs. The motion was seconded by Mr. Feenan. On the motion, Ms. Clarke expressed reservations about the skill sets needed for the two essential roles of the position. President Tsaffaras indicated that he recognized her concerns and not does not minimize the concerns. President Tsaffaras indicated he would come back to the Board of Governors if there is a problem with the position. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Boozang; Ms. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Revised Policy on Student Organizations (please see copy, attached): President Tsaffaras explained that the revision to the policy is to encourage more participation. Currently the policy indicates that there must be 20 or more students to form an organization which is an impediment to starting clubs. Other institutions have much lower numbers.

Motion by Ms. Carroll that the Board of Governors approve the Revised Policy on Student Organizations, 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: Mr. Barbadoro; Mr. Bell; Mr. Boozang; Ms. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was the proposed Firearms Policy (please see copy, attached). On the recommendation of Ms. Clarke, the matter will be retained by the Personnel and Programs Committee for further input.

Review of the status of the Board of Registration in Nursing Inquiries: President Tsaffaras gave the status on the article in the Ledger. He indicated that letters which identified the concern and our responses and adjudication are published on our web. The letter we had anticipated receiving from BORN was received later than we anticipated. Vice President for Academic Affairs, Assistant to the President with Dean Nursing extended the deadline to ensure a complete and accurate response.

New position in student affairs "athletic director" retired. Where does this leave the Board of Governors wish for more activities? Due to issues had to retire and put in his papers. Some discussion ensued and it was decided that Susan Bossa move forward with the schedule we have and look at ID a basketball coach. Someone should be on board to plan activities in the fall, not full time employee but just coach. Position vacant again..

Separation Committee: Ms. Carroll, Committee Chair, gave the report of the Separation Committee. The Committee had its first meeting. Among the matters considered was the possibility of the College seeking something other than complete separation as long as that met the expectations of NEASC. President Tsaffaras stated that this is clearly a significant recommendation. On May 20, 2007, the Board of Governors voted to separate from the City of Quincy. The Board of Governors spent close to half million dollars to effectuate the vote. Since becoming President, separation is no longer a burning issue.

The College would need certain benefits to achieve what NEASC is looking for and what we need. This includes a Home Rule Petition allowing for, purchasing property or some other property rights like lease over 36 months, auxiliary enterprises, collective bargaining, and control of finances. He reported that "I have spoken to the faculty about this and they applauded the decision". Ms. Carroll spoke to how this affects the College on the day to day and how difficult some of the tasks become due to the double process. The College is confident that with the Home Rule Petition, NEASC will look favorably on the College.

Motion by Mr. Shea that the Board of Governors rescind its action of May 30, 2007, in which it voted that Quincy College seek to become a private, independent, non-profit college and in lieu thereof seek to preserve Quincy College's status as a municipal college and a department of the City of Quincy, but as such that Quincy College

possess autonomy over a range of functions. To that end, the Board of Governors authorizes the President to discuss with and seek from the Mayor of the City of Quincy and the Quincy City Council approval of a Home Rule Petition that would provide Quincy College with authority and control over such of its functions as, but not limited to: auxiliary enterprises; finances; ownership and/or leasing of real property; purchasing/procurement; collective bargaining with College faculty and staff. 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: Mr. Barbadoro; Mr. Bell; Mr. Boozang; Ms. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Committee on Downtown Revitalization: Mr. Feenan, Committee Chair, reported that the Committee has met twice in the past 10 days, once at the Street-Works offices at which they introduced a new partner in their project from Beal Co. and at which they expressed the importance Quincy College is to the revitalization of downtown Quincy, and a second meeting at the College before the Board of Governors meeting.

At the Committee meeting tonight, the Committee voted to recommend the hiring of an attorney to start the process of negotiation with Street-Works on behalf of the College. The Committee voted to interview a number of law firms at a meeting on February 23 and report back to the Board as a whole at the March 22 meeting or earlier. The move to Street Works is a monumental investment for College over the next 30 years. Quincy College needs to remain an affordable school so it becomes a problem if the price for space is too high.

Ms. Carroll asked that the Board consider a budget to know how much the attorney costs would be and not leave it open ended and not a blank check.

Quincy College Trust Update: Professor Deborah Stockbridge reported that at the College Trust annual meeting on November 28 , 2011, the Trust funded \$20, 000 for the Plymouth library from the donation made by the Krovitz family of \$46,000. The Trust also held elections and elected: Deborah Stockbridge, Chair; Governor Francis Byrne, Treasurer, and a new member Joan McAuliffe, Professor Emeritus of the College and a graduate of Quincy Junior College. The Trust is working on a fund raiser for June 7, 2012, at Newport Atrium, Restaurant showcase menu, and silent action. The Board expressed its support of the efforts of the Quincy College Trust.

President Tsaffaras gave an update on Campus Safety and Security, an issue critical to him. Since we are moving into new space this is a great time to make changes. A consultant is working with the senior staff for the move. Dan O'Neil made a

presentation. His report will be done with recommendations by Memorial Day. He will complete a risk assessment of all campuses. The cost of the assessment will be \$25,000 He is to review the Firearm Policy. Mr. Grindlay stated that security is of high importance and a top priority.

Governor Christopher Bell asked a question about recommendations for early deployment time of security measures. Suggested it should be up to President Tsaffaras to make the decision on implementation.

Decisions can happen in the short term or long term no cost – high cost. Mr. O’Neil will give a time table with priority and costs associated with implementation.

Old Business – President Tsaffaras recognized concerns regarding the Nursing stipends and will report prior to next Board meeting. Ms. Clarke complimented Dean Kimberly Crocker Crowther about the Nursing Pinning. She stated that she attended and it was very well done. Ms. Clarke also said Commencement was well run. Quincy College did a good job with both and commended all involved.

New Business – none.

At 9:20 PM, motion by Ms. Carroll that, pursuant to the provisions of Massachusetts General Laws, Chapter 30A, Section 21(a)(3) and (6), the Board of Governors enter into Executive Session to consider collective bargaining strategy, and the leasing of real property, as discussion in open session may have a detrimental effect on the negotiating positions of the college, and to reconvene in open session. 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. Carroll; Ms. Clarke; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Open and public session resumed at 9:46 PM. 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. Carroll; Ms. Clarke; Mr. Feenan; Mr. Grindlay; Mr. Shea.

At 9:46 PM, motion by Mr. Boozang that the meeting of the Board of Governors be adjourned. 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: Mr. Barbadoro; Mr. Bell; Mr. Boozang; Ms. Carroll; Ms. Clarke; Mr. Feenan;