

**QUINCY COLLEGE
BOARD OF GOVERNORS**

**MEETING OF DECEMBER 5, 2013
Minutes**

The meeting of the 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 5:40 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.; Mary Jo Brogna, Vice Chair of the Board of Governors; Thomas Feenan; William Grindlay, Chairman of the Board of Governors; Gregory Hanley; Carolyn O'Toole; Joseph Shea; Absent at the call of the member roll were: Christopher Bell; William Boozang; Maureen Glynn Carroll, Esq., Second Vice Chair of the Board of Governors; Barbara Clarke; Dr. Thomas Fitzgerald; Reverend James Hawker. A quorum was present.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Aundrea Kelley, Vice President for Academic Affairs; Joseph Mercurio, Vice President for Administration and Finance; Mary Scott, J.D., Vice President for Human Resources; Stephen Kearney, J.D., Assistant to the President; Carol Speranzo, Interim Dean of the Academic Division of Natural and Health Sciences; Robert E. Baker, Jr., J.D., Dean of the Academic Division of Liberal Arts and Assistant Secretary of the Board of Governors; Martin Ahern, Director of Finance; Tom Pham, Associate Vice President for Communications and Information Technology; Professor Deborah Stockbridge, member, Quincy College Trust; Christie Spadafora; Project Director and Grant Manager, Biotechnology and Compliance.

The Pledge of Allegiance was recited. A moment of silence was observed in honor of the memories of: Matthew Guest, a Quincy College student; Jonathan P. Dolan, father of Sarah Dolan, Librarian; Frank Perkins, Professor Emeritus of English; and Hugo Saluti, retired Dean of Administration.

Mr. Grindlay then called for the Open Forum portion of the meeting to begin. He invited anyone who wished to address the Board of Governors to come forward and do so. There was no response to Mr. Grindlay's invitation. Mr. Grindlay repeated his invitation and as there again was no response, he declared the Open Forum closed.

Motion by Mr. Barbadoro that the Board of Governors approve the minutes of its meeting of September 25, 2013, 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; Ms. Brogna; Mr. Feenan; Mr.

Grindlay; Mr. Hanley; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Grindlay forewent the Chairman's Report.

Mr. Bell arrived at 5:47 PM.

President Tsaffaras then presented his report.

President Tsaffaras distributed to the members of the Board of Governors new marketing material as well as an article from Boston Magazine regarding New England colleges and universities. He also distributed and reviewed for the members of the Board the Chart of the Month, this edition referencing fall enrollments.

President Tsaffaras then reported that he has been informed verbally by a representative of the New England Association of Schools and Colleges (NEASC) that at its most recent meeting, it voted to defer action on the pending show-cause matter until its meeting of April 2014. Written confirmation of this decision should be received by Quincy College by December 20, 2013.

President Tsaffaras then presented photographs of the new Quincy College signage at Presidents Place.

Mr. Hanley inquired as to the status of the Home Rule Petition. President Tsaffaras replied that the Petition was hand delivered to the Office of the Clerk of the Massachusetts House of Representatives a week ago and should receive a bill number before the beginning of the new year. Mr. Shea added that the Petition will be considered in this legislative session.

Next addressed were the reports of committees.

Mr. Feenan, Committee Chair, presented the report of the Committee on Downtown Revitalization. Mr. Feenan stated that the Committee has been meeting regularly, with fifteen (15) meetings having been held since October 2012. Discussions with Street-Works continue. A term sheet has been agreed upon, leaving as the next steps negotiations over and agreement upon a lease.

Ms. Brogna, Committee Chair, presented the report of the Personnel and Programs Committee. Among the matters addressed by the Committee in its three (3) meetings since the last meeting of the Board of Governors has been the Presidential evaluation. A consultant will be engaged to assist in the formulation of the evaluation process, oversee the evaluation, conduct focus groups from among various members of the Quincy College community, both internal and external, and analyze feedback.

Mr. Boozang arrived at 5:59 PM.

Ms. Brogna continued that she anticipates the completion of the evaluation process and recommendations being made to the Board of Governors by the end of February 2014. The members of the Board of Governors then engaged in a discussion of the Presidential evaluation process.

Motion by Mr. Hanley that the Board of Governors approve the process for the CEO/Presidential performance appraisal. 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. Boozang; Ms. Brogna; Mr. Feenan; Mr. Grindlay; Mr. Hanley; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Brogna then addressed the members of the Board of Governors on the proposed Biotechnology and Compliance Certificate Program. Dean Speranzo and Ms. Spadafora presented to the members of the Board of Governors both programmatic and financial information. At the conclusion of the presentation, Ms. Brogna thanked the presenters for the thorough presentation.

Motion by Mr. Feenan that the Board of Governors approve the Biotechnology and Compliance Certificate Program. 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. Brogna; Mr. Feenan; Mr. Grindlay; Mr. Hanley; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Bell, Committee Chair, presented the report of the Finance and Facilities Committee.

Mr. Bell addressed the proposed transfer of \$105,000.00 from various lines in the FY 2014 budget to the "Salaries VP Admin. & Finance" line. Mr. Bell informed the members of the Board of Governors that the motion pertaining to this transfer that was passed by the Finance and Facilities Committee on December 2, 2013, was in error and asked whether the Finance and Facilities Committee would need to address the matter again in correct form. Mr. Barbadoro replied that this would not be necessary as this type of error under law is considered a scrivener's error. Dean Baker further replied that as the previous action by the Finance and Facilities Committee constituted a recommendation rather than an action that was binding on the Board of Governors, no further action on the matter by the Finance and Facilities Committee was necessary.

Dr. Fitzgerald arrived at 6:08 PM.

Ms. Brogna pointed out that the position of Vice President for Administration and Finance was filled without funding, and that should not have occurred. Ms. Brogna then asked how long the positions from which the funding was being transferred have been vacant. President Tsaffaras responded with the amount of time each such position has been vacant. Mr. Grindlay stated that at the last meeting of the Board of Governors, Mr. Ahern was asked to identify any positions unfilled for the period of July 1, 2013, through December 31, 2013, and then prepare a transfer for Board action in its meeting of January 2014 to transfer those funds into Reserve for Appropriation.

Motion by Mr. Bell that the Board of Governors approve the transfer of \$105,000.00 from the identified lines in the FY 2014 budget into the "Salaries VP Admin. & Finance" line. 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; Mr. Bell; Mr. Boozang; Ms. Brogna; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Mr. Hanley; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Clarke arrived at 6:17 PM.

Mr. Bell and Mr. Ahern then reviewed for the members of the Board of Governors the Draft Financial Report of September 2013.

Regarding the Separation Committee, President Tsaffaras stated that he has already in this meeting reported on Quincy College's status with NEASC and the status of the Home Rule Petition.

Professor Stockbridge presented the report of the Quincy College Trust. At its annual meeting, held on November 25, 2013, Janet Batson was elected Chair. All other officers of the Trust remain the same. Janet McKeen is the Trust's new bookkeeper. The balance held by the Trust is \$242,904.14, of which \$101,420.90 are restricted. Mr. Grindlay thanked Professor Stockbridge for her successful tenure as Chair of the Trust.

At 6:21 PM, motion by Mr. Bell 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. Brogna; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Mr. Hanley; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted and the meeting was adjourned.

