

**QUINCY COLLEGE
BOARD OF GOVERNORS**

**MEETING OF SEPTEMBER 25, 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 7:00 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Christopher Bell; William Boozang; Mary Jo Brogna, Vice Chair of the Board of Governors; Maureen Glynn Carroll, Esq., Second Vice Chair of the Board of Governors; Barbara Clarke; Thomas Feenan; Dr. Thomas Fitzgerald; William Grindlay, Chairman of the Board of Governors; Gregory Hanley; Reverend James Hawker; Carolyn O'Toole; Joseph Shea. Absent at the call of the member roll was Paul Barbadoro, Esq. 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; Mary Scott, J.D., Vice President for Human Resources; Robert E. Baker, Jr., J.D., Dean of the Academic Division of Liberal Arts and Assistant Secretary of the Board of Governors; Sandra Smales, J.D., Dean of the Academic Division of Professional Programs; Carol Speranzo, Interim Dean of the Academic Division of Natural and Health Sciences; Martin Ahern, Director of Finance; Mary Burke, Dean of the Plymouth Campus; Tom Pham, Associate Vice President for Communications and Information Technology; Susan Bossa, Associate Vice President for Student Development.; Matthew Tobin, Esq., Murphy, Lamere, and Murphy; Paige Tobin, Esq., Murphy, Lamere, and Murphy.

The Pledge of Allegiance was recited.

A moment of silence was observed in memory of Steve McGrath, late City of Quincy Director of Human Resources, and former member of the Quincy City Council, In-House Counsel to Quincy College, and Chair of the Appointing Council for the Board of Governors.

Mr. Grindlay called for the Open Forum portion of the meeting to begin and 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 again with there being no response to the invitation, Mr. Grindlay declared the Open Forum closed.

Motion by Ms. Clarke that the Board of Governors approve the minutes of its meeting of July 25, 2013, as presented. 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. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Mr. Hanley; Fr. Hawker; Ms. O'Toole; Mr. Shea; There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Grindlay then presented the Report of the Chair. He welcomed back the members of the Board of Governors for the new academic year and reported that the Board is at full membership. Mr. Grindlay described the first responsibility of the Board of Governors as ensuring that Quincy College provides quality education at an affordable price. He also looks forward to a successful conclusion of a search for additional space. Efforts continue to obtain autonomy from the City of Quincy. Finally, the President's contract will be coming up for discussion based on the approaching expiration of the President's current contract. Mr. Grindlay announced that the meeting of the Board of Governors of December 5, 2013, will begin at 6:30 PM, to be followed by holiday festivities.

Regarding Committee assignments, Mr. Grindlay announced that all existing Committee Chairs and assignments will remain in place for the new academic year.

Ms. Brogna asked if 7:00 PM is too late to start meetings of the Board of Governors. Mr. Grindlay explained that his rationale for starting meetings at 7:00 PM is to give members ample time to arrive from their homes or their work. Members expressed a sentiment to start meetings of the Board of Governors at 6:30 PM, with which Mr. Grindlay agreed. Mrs. Brugman, Executive Assistant to the President, was directed to e-mail Board meeting schedules to Board members tomorrow (these originally having been distributed at the meeting of July 2013).

President Tsaffaras, in his Report, described a smooth and successful opening of the fall semester. All twenty one (21) capital projects were completed before the start of the fall semester, and all faculty and most staff positions have been filled. President Tsaffaras then addressed the hiring process. It has been in place for two (2) years and has been followed, though it does not apply to the Vice President positions. Thirty four (34) positions have been filled since January 2013, eighteen of which were filled since the last meeting of the Board of Governors. Fifteen (15) positions are vacant, eight per

cent (8 %) of which will not be filled until January 2014, and perhaps not until the next academic year. Because of the intense work prior to the start of the fall semester, search committees were unable to meet from around August 10, 2013, until this week. Positions on hold are: Janitor; Biotechnology and Compliance Faculty; Pre-engineering Faculty; Biology Faculty (vacated by Linda Menard); an unfunded position of Instructor in Professional Programs (various disciplines); Director of Student Activities and Athletics; .5 Grand Writer; Chief Financial Officer.

Regarding the Chief Financial Officer position, Mr. Grindlay stated that the Personnel and Programs Committee should meet and begin the recruiting process. The Human Resources Department will serve the Personnel and Programs Committee in performing administrative tasks associated with the search.

At Mr. Grindlay's request, President Tsaffaras presented an update on the Marketing Department, including ad campaigns and personnel. Mr. Grindlay asked President Tsaffaras how many interim positions currently exist. President Tsaffaras replied that one such position exists, that of the Interim Dean of the Academic Division of Natural and Health Sciences. President Tsaffaras continued that the search to fill the position of Vice President of Administration and Finance has been narrowed to one (1) candidate, whose candidacy is undergoing further vetting.

Vice President Scott introduced new faculty and staff to the members of the Board of Governors. Mr. Grindlay welcomed all new personnel to Quincy College and remarked how impressed he is by their qualities.

President Tsaffaras referred to the Chart of the Month and then presented an enrollment report, which is the subject of the Chart of the Month. President Tsaffaras stated that he anticipates that the total fall semester enrollment will show a three per cent (3 %) increase over last year. Ms. Brogna noted that the largest credit increase is in on-line courses, so that factor should be considered when looking at additional space. President Tsaffaras further reported that in terms of income, Quincy College already has met the budget goal set for the fall semester. Quincy College also will be running a Winter Intersession. Mr. Boozang stated that a look needs to be taken at underperforming programs as well as the cost-effectiveness of programs.

President Tsaffaras continued that Quincy College is now a member of the Old Colony Library Network. He also described the increase in computer terminals in the Quincy Campus library, and that the Plymouth Campus library will expand into a 6,500 square foot space. Self-study committees have been established to address the accreditation standards of the New England Association of Schools and Colleges (NEASC). A

Behavioral Threat Assessment and Management Team is up and running. Enrollments in the Medical Laboratory Technician Program and the Surgical Technology Program are full and Phlebotomy is at an all-time high.

President Tsaffaras further reported that Quincy College once again has been designated a "Military Friendly College". Further, all twenty one (21) capital outlay projects were completed on time and under budget. The contract for the repair of the Saville Hall roof has been let and work should soon begin.

Mr. Grindlay asked that Vice President Scott work with the Personnel and Programs Committee to get the Chief Financial Officer position advertised.

Next addressed were reports of Committees.

Mr. Bell, Committee Chair, presented the report of the Finance and Facilities Committee. Mr. Bell reviewed for the members of the Board of Governors the June 2013 Financial Report. Under Capital Expenditures (P. 7), Mr. Bell reported that the positive variance in capital expenditures of \$212, 265.29 has been returned to the Fund Balance. Regarding page 9, Ms. Clarke asked why "Liabilities" appear to have doubled from FY 2010 to June 30, 2013. Mr. Ahern replied that this entry is now required as an accounting standard to account for encumbering pensions and benefits for current employees for when they retire. The amount is determined by Quincy College's auditors.

Mr. Bell then described the proposed budget transfer of \$120,000.00 from the Fund Balance to fund Custodial Services provided by the Quincy Public Schools (1.5 positions). Mr. Grindlay asked if this transfer should come from an operating account rather than from the Fund Balance. President Tsaffaras replied that ideally the transfer should come from an operating account but at this time there are insufficient funds in any single operating account to cover the expense.

Motion by Mr. Bell that the Board of Governors approve the transfer of \$120,000.00 from the Fund Balance to the QPS Assessment line to cover QPS salaries for FY 2014. 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. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Mr. Hanley; Reverend Hawker; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Feenan, Committee Chair, presented the report of the Committee on Downtown Revitalization. Mr. Feenan reported on meetings and negotiations over the summer including Karen Kepler, representing the Board of Governors, representatives of Street-Works, Mayor Koch, and James Fatseas, Executive Secretary to Mayor Koch, regarding Quincy College being part of the downtown revitalization.

Ms. Carroll, Committee Chair, presented the report of the Separation Committee. She stated that the Separation Committee has met over the summer and reported that NEASC has given Quincy College until October 11, 2013, to respond in writing as to why it should not be placed on probation status. The College has stepped forward and hired an expert to draft a home rule petition. Ms. Carroll continued that the Legislature will go out of formal session in July 2014 so the home rule petition should be acted on by then.

Vice President Kelley spoke about the self-study being undertaken for purposes of NEASC accreditation. She explained that it is part of the regular NEASC Accreditation process and is separate and apart from the show-cause process regarding probation. By October 11, 2013, NEASC is looking for: a time line for the approval of the home rule petition; a copy of the home rule petition; an indication that the Quincy City Council has approved the home rule petition; and letters of support for the home rule petition.

Mr. Boozang explained that a municipal college is an unsustainable governance model. Quincy College needs financial autonomy to satisfy NEASC. President Tsaffaras reported that at least a draft of the home rule petition will be ready by October 4, 2013. He further reported that the Mayor is in agreement with all of the designated areas of autonomy, but has not committed to signing the home rule petition.

Mr. Shea stated that for the home rule petition to be heard by the City Council at its meeting of October 7, 2013, the petition must be filed not later than October 2, 2013. Mr. Shea suggested that President Tsaffaras write a letter to Mayor Koch asking that the home rule petition be placed on the City Council's agenda for October 7, 2013. Vice President Kelley continued that NEASC's position is that Quincy College has been put on notice for some time of what is needed.

Mayor Koch was supposed to appear at this evening's meeting of the Board of Governors but he cancelled. President Tsaffaras, Mr. Hanley, and Mr. Fatseas are scheduled to meet tomorrow, and President Tsaffaras anticipates that a meeting with Mayor Koch will take place on Monday, Tuesday, or Wednesday evening of next week. Mr. Grindlay stressed that the urgency of this matter must be impressed on the Mayor.

Motion by Ms. Brogna that President Tsaffaras prepare a letter to Mayor Koch requesting that the home rule petition be placed on the agenda of the City Council's meeting of October 7, 2013, with the home rule petition to be in the Mayor's hands not later than October 4, 2013. 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. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Mr. Hanley; Reverend Hawker; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Hanley departed at 9:07 PM.

Mr. Feenan requested that meetings of the Committee on Downtown Revitalization be scheduled for Monday, Tuesday, and Wednesday of next week at 5:30 PM.

Ms. Carroll requested that meetings of the Separation Committee be scheduled for Monday, Tuesday, and Wednesday of next week at 6:15 PM.

The Board of Governors will meet next Wednesday at 7:00 PM.

There was no report on the Quincy College Trust.

Under Old Business, The Student Code of Conduct Policy and the Student Code of Conduct Procedure were brought before the Board of Governors. President Tsaffaras reported on the background of each document and that both the Policy and the Procedure have been reviewed by Attorney Paige Tobin, who is satisfied with the documents. Attorney Paige Tobin described her work on the documents and her satisfaction with the result. Associate Vice President Bossa reiterated that the documents were modeled on the Policy and Code used by all Massachusetts public colleges.

Motion by Ms. Brogna that the Board of Governors approve the Student Code of Conduct Policy. The motion was seconded by Mr. Boozang. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Reverend Hawker; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Shea to approve out of state travel by Mr. Boozang, Vice President Kelley, Dean Mary Burke, and Frederick Doyle, Director of Non-Credit Education. 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. Bell; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Reverend Hawker; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion. Mr. Boozang abstained. The motion was adopted.

At 9:22 PM, motion by Ms. Clarke that the Board of Governors enter into Executive Session pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3), to discuss strategy with respect to collective bargaining, as discussion of same in an open and public session may have a detrimental effect on the bargaining position of the College, and pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (4) to discuss security strategy, as discussion of such in an open and public meeting may have a detrimental effect on the effectiveness of such security measures and on the safety of the students, faculty, and staff of Quincy College, and pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (1) to consider the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual, and pursuant to Massachusetts General Laws, Chapter 30A, section 21 (a) (6) to consider the lease of real property because the discussion in open session may have a detrimental effect on the negotiating position of the College, and to reconvene in Open Session. 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. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Reverend Hawker; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Open and public session resumed at 10:01 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Mr. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Reverend Hawker; Ms. O'Toole; Mr. Shea. Absent were Mr. Barbadoro and Mr. Hanley. A quorum was present

At 10:01 PM, motion by Mr. Feenan that the meeting of the Board of Governors be adjourned. 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. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Reverend Hawker; 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.