

**QUINCY COLLEGE  
BOARD OF GOVERNORS**

**MEETING OF MAY 21, 2015**

**Minutes**

The meeting of the Quincy College Board of Governors, held in the Quincy College Conference Room, Plymouth Campus, 36 Cordage Park, Plymouth, Massachusetts, was called to order at 6:34 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; Ms. Eileen Bevivino-Lawton; Dr. Thomas Fitzgerald; Mr. Gregory Hanley; Reverend James Hawker; and Mr. Joseph Shea. Absent at the call of the member roll was: Mr. Christopher Bell; Mr. William Boozang; Ms. Mary Jo Brogna; Ms. Barbara Clarke; 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; Aundrea Kelley, Vice President for Academic Affairs; 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 Vincent Van Joolen; Dean Linda Pendergast; Ms. Eileen Knight, Director of Admissions; 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.

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.

Motion by Mr. Hanley that the Board of Governors approve the minutes of its Budget Hearing Meeting of April 23, 2015, as submitted. 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: Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; Dr. Fitzgerald; 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 that the Board of Governors approve the minutes of its meeting of April 23, 2015, as submitted. 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: Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Rev. Hawker; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

President Tsaffaras then presented his report. The President introduced the Plymouth Campus staff. Dr. Glenn Gaudreau, Instructor, Natural & Health Science, gave a presentation to the members. Ms. Kristen Thomas, Summa Cum Laude graduate with a 4.0 GPA, gave a presentation to the members. The President introduced three (3) new members of the College: Ms. Tina Cahill, Director of Development; Dr. Linda Pendergast, Dean of Nursing; and Ms. Barbara Lowry, Chair of the Medical Laboratory Technician Program. The President, with the assistance of Dr. Kimberly Puhala, then presented the members with the Chart-of-the-Month, which was a representation of a survey among graduates. There was discussion among the members and questions by the members which were addressed by Dr. Puhala and the President.

Next there was a robotics presentation by Professor Deborah Stockbridge to the members. Professor Stockbridge displayed the talents of Quincy College's humanoid robot. The robot was programmed to walk, talk, dance, listen, and respond to its surroundings. The members and guests were favorably impressed and enjoyed Professor Stockbridge's presentation.

Next, Mr. James Powers and Todd Jurczyk of Powers and Sullivan LLC, presented a report on the Audited Financial statements for Fiscal year 2014. Motion by Mr. Hanley that the Board of Governors approve and accept the Audit Report as submitted. 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. Bevivino-Lawton; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Rev. Hawker; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, Mr. Hanley presented a report of the Strategic Planning Committee. Mr. Hanley discussed the Home Rule Petition seeking to authorize the College to grant baccalaureate degrees; discussing the presentation at the Quincy City Council meeting and the process in the legislature. Mr. Hanley discussed the expansion of the College. He also expressed thanks to Powers and Sullivan, LLC. for presenting the information in an understandable manner. Mr. Hanley made a voice motion that the audit report be approved 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. Bevivino-Lawton; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Rev. Hawker; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, Mr. Barbadoro, on behalf of Mr. Bell who was absent, presented a report on the Facilities and Finance Committee. Mr. Barbadoro reported that the Committee approved several budget transfers at its meeting earlier in the day and voted to recommend the full Board approve the following transfer(s):

1. Admissions Salaries:

From:	Admissions Salaries	70580816-510101	-\$15,000
To:	Admissions Salaries PIT	70580816-570618	+\$15,000

To fund Part time salaries through June 30<sup>th</sup>

2. Plymouth Stipends:

From:	Science Stipends	70630856-510102	-\$8,500
To:	Plymouth stipends	70580823-510102	+\$8,500

To fund contractual faculty stipends through June 30th in the correct budget line.

3. Electricity:

From:	Surg tech & Phlebot. P/T salaries	70630816-570618	-\$45,000
From:	Surg tech & Phlebot. F/T Salaries	70630816-570618	-\$ 3,000
To:	Electricity Quincy	70580831-520200	+\$48,000

To fund the cost of Electricity at Quincy Campus through June 30th.

4. Bank Charges:

From:	Bank Charges	70890098-530102	-\$8,000
To:	Credit card Fees	70890098-530104	+\$8,000

To allocate bank charges to correct budget line.

5. Adjunct Salaries:

From:	Gen Education / Pension	70890098-570900	-\$83,000
From:	Gen Education / Accounting	70890098-530002	-\$19,000
From:	Gen Education / Insurance	70890098-570400	-\$14,000
From:	Gen Education / Bank Charges	70890098-530102	-\$4,000
From:	Postage	70580831-540202	-\$12,800
From:	Heating	70580831-520108	-\$30,000
From:	Student Support Services	70580830-530801	-\$3,000
From:	VP Admin / Prof. Development	70580813-530108	-\$10,000
From:	Administrative Services P/T	70580831-570618	-\$17,000
From:	Student Life P/T Salaries	70580830-570618	-\$50,000
From:	VP Academic Affairs Salary	70580812-510101	-\$32,000
From:	VP Admin & Finance Salaries	70580813-510101	-\$25,000
From:	Nursing Salaries	70630814-510101	-\$175,000
From:	Office of the President Salaries	70580811-510101	-\$22,000
From:	Student Life Salaries	70580830-510101	-\$8,500
From:	Plymouth Salaries	70580811-510101	-\$17,500
From:	Science Salaries	70630856-510101	-\$24,500

From: Board of Governors	70580810-510101	-\$110,000
From: Dues & Subs	70580811-570301	-\$8,000
From: Library Supplies	70580821-550103	-\$1,800
To: Plymouth P/T Salary	70580823-570618	+\$70,300
To: Nursing P/T	70630814-570618	+\$320,000
To: Professional Programs P/T	70630817-570618	+\$140,000
To: Liberal Arts P/T	70630818-570618	+\$60,000
To: Science P/T	70630856-570618	+\$75,000
To: Library P/T	70580821-570618	+\$1,800

To fund Adjunct Salaries through June 30th.

#### 6. FY16 Salary for Dean of Nursing:

From: Nursing Salaries	70630614-510101	-\$130,000
To: Consulting HR	70580826-530109	+\$130,000

Transfer to the correct budget line the cost of the Dean of Nursing. Payments are made directly to the Registry.

Motion by Dr. Fitzgerald that the Board of Governors approve the budget transfers, as submitted and approved by the Finance and Facilities Committee. The motion was seconded by Ms. Bevivino-Lawton. There was discussion among the members on the motion and there were questions posed by the members. President Tsaffaras and Mr. Ahern addressed the questions posed by the members. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Rev. Hawker; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, Rev. Hawker, on behalf of Ms. Clarke who was absent, presented a report on the Personnel and Programs Committee. Rev. Hawker with the assistance of VP Kelley discussed the Academic Affairs Update.

Rev. Hawker reported that the Committee approved a new Networking Certificate Program at its meeting on May 11, 2015, and voted to recommend the full Board approve the Networking Certificate Program. Motion by Rev. Hawker that the Board of Governors approve the Networking Certificate Program. 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; Ms. Bevivino-Lawton; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Rev. Hawker; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Rev. Hawker with the assistance of Dr. Puhala reported on revisions to the Clery Act Policy and related policies. Rev. Hawker reported that the Committee reviewed and approved several policies as presented by Dr. Puhala at its meeting on May 11, 2015, and voted to recommend the full Board approve the changes to Policy 11.02 - Reporting the Annual Disclosure of Crime Statistics, Policy 11.08; Security Awareness and Crime

Prevention Programs, Policy 11.10 – Sexual Assault Information, and approve the Quincy College Sexual Misconduct Policy and Procedures. Motion by Rev. Hawker that the Board of Governors approve the changes to Policy 11.02 - Reporting the Annual Disclosure of Crime Statistics, Policy 11.08; Security Awareness and Crime Prevention Programs, Policy 11.10 – Sexual Assault Information, and approve the Quincy College Sexual Misconduct Policy and Procedures. 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; Ms. Bevivino-Lawton; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Rev. Hawker; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

### **Quincy College Trust Update**

There was no one from the Quincy College Trust available to provide an update.

### **Old Business**

There was no old business.

### **New Business**

Mr. Feenan raised the question of how the Board of Governors should address complaints against the President and/or members of the Board. There was discussion among the members on the topic. Mr. Feenan stated that based on the practices and policies in place at the Board of Higher Education, anonymous complaints should be disregarded by the Board; and that there should be a policy and process in place for addressing non-anonymous complaints against the President and/or members of the Board. Motion by Dr. Fitzgerald that the Board of Governors assign to the By Laws Committee the task of developing a policy on complaints against the President and/or members of the Board of Governors, and that the By Laws Committee report back to the full Board prior to the end of the calendar year. The motion was seconded by Rev. Hawker. There was discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Rev. Hawker; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

**Also under New Business**, Mr. Barbadoro raised the issue of continuity of decision making during the summer months while the Board does not meet. Mr. Barbadoro pointed-out that the Board of Higher Education has a policy of “summer delegation.” Motion by Mr. Barbadoro that the Board of Governors delegates to the President until the next regularly scheduled meeting of the Board its authority to take such action, in consultation with and upon the advice of the Chairman or Vice Chairs of the Board, as is deemed necessary or desirable. The motion was seconded by Dr. Fitzgerald. There was discussion on the motion. Based on the discussion, Mr. Barbadoro amended the motion changing “such action” to “any action.” The amended motion was seconded by Dr. Fitzgerald. The following members of the Board of Governors voted in favor of the motion as amended: Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Rev. Hawker; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

At 8:12 PM, motion by Dr. Fitzgerald to adjourn the meeting of the Board of Governors. Motion seconded by Ms. Bevivino-Lawton. Ms. Bevivino-Lawton expressed her appreciation to all for coming to the Plymouth Campus. The following members of the Board of Governors voted in favor of the motion to adjourn: Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; Dr. Fitzgerald; Rev. Hawker; and Mr. Shea. Mr. Hanley voted in opposition to the motion. There were no abstentions. The motion was adopted and the meeting was adjourned.