

QUINCY COLLEGE
BOARD OF GOVERNORS

MEETING OF NOVEMBER 17, 2010
Minutes

The meeting was called to order at 6:30 pm by Chairman William Grindlay. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Mary Jo Brogna, First vice Chair of the Board of Governors; Francis Byrne, Second vice Chair of the Board of Governors; Thomas Feenan; Donald Gratz; William Grindlay. Pedro Viejo-Rodriguez was absent at the call of the member roll.

Also present were: Martha Sue Harris, President and Secretary of the Board of Governors, Jennifer Tonneson, Chief Financial Officer and Acting Recording Secretary of the Board of Governors; Dr. Patricia Vampatella, Vice President of Academic Affairs; Pushap Kapoor, Vice President for Administration and Enrollment Management; Rose DeVito, Executive Director of Financial Aid; Paula Smith, Executive Dean and Registrar; William Hall, Executive Director of Facilities; Tom Pham, Executive Director of Information Technology; Lorri Mayer, Executive Director of Human Resources; Margaret Rancourt, Associate Dean. AD program; Dr. Laura Corina, Dean of Science; Anna Williams-Cote, Esq., Dean of the Plymouth Campus, Dr. James Magee, Special Assistant to the President; Michelle McNulty, Esq., Murphy, Lamere, and Murphy.

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

Mr. Grindlay gave a report of the Appointing Council. He thanked Mr. Michael McFarland, Chair of the Appointing Council and the other members of the council for their thorough and expedient work in reviewing and selecting appointees to the Board. There was a large pool (25 applicants) to choose from. 19 of the applicants were interviewed. Mr. Grindlay stated that any of the 19 would have made excellent additions to the board.

At 6:34pm, Pedro Veijo arrived.

The Council appointed the following people to the Quincy College Board of Governors: Paul Barbadoro; Christopher Bell; William Boozang; Barbara Clarke; Frederick Doyle; Maureen Glynn Carroll, Joseph Shea. The remaining 12 applicants were sent letters of thanks and their applications will remain on file in the event that other board members are need in the next year.

The minutes of September 22, 2010 were reviewed. Motion by Mr. Feenan that the Board of Governors approves the minutes of its September 22, 2010 meeting as written. The motion was seconded by Ms. Brogna. There was no discussion on the motion. The following members of the Board of Governors voted in favor of this motion: Ms. Brogan; Mr. Byrne; Mr. Feenan; Mr. Gratz; Mr. Grindlay. Mr. Veijo. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

The following new Governors were individually sworn in by Ms. Maureen Hallson, Assistant City Clerk of the City of Quincy: Mr. Joseph Shea; Ms. Maureen Glynn Carroll; Mr. Paul Barbadoro; Ms. Barbara

Clarke; Mr. Christopher Bell and Mr. Frederick Doyle. Mr. Grindlay stated that Mr. William Boozang is traveling and will be sworn in at a later date at the City Clerk's office.

Mr. Grindlay then called for a new roll call of the newly constituted Board of Governors at 7:20pm. The following members of the Board of Governors were present at the call of the member roll: Paul Barbadoro; Christopher Bell; Mary Jo Brogna; Francis Byrne; Barbara Clarke; Frederick Doyle; Thomas Feenan; Maureen Glynn Carroll; Donald Gratz; William Grindlay; Joseph Shea; Pedro Veijo.

Mr. Grindlay then 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 the invitation, again with no response and he declared the Open Forum closed.

Mr. Grindlay gave the Chair's report. First and foremost was the establishment and short definition of the Board committees. The committees established are: Finance & Facilities; Personnel & Programs and Representation on The Quincy College Trust. Mr. Grindlay appointed Francis Byrnes Chair of the Finance & Facilities with the following members: Mr. Feenan; Mr. Grindlay (as actual voting member vs. ex officio status); Mr. Barbadoro; Mr. Shea; Mr. Bell; Mr. Doyle. Next Mr. Grindlay appointed Mary Jo Brogna as Chair of the Personnel & Programs with the following members: Mr. Gratz; Mr. Veijo; Ms. Glynn Carroll; Ms. Clarke; Mr. Boozang. The following board members are representatives on the Quincy College Trust: Mr. Byrnes, Mr. Feenan.

In addition to the appointment of new governors, the Appointing Council also designated Mr. Veijo as the Alumni Representative on the Board of Governors. As the Alumni Representative, Mr. Veijo would not be counted as a 'non-resident' for the board geographical make up. This allows up to four other members of the board to be non Quincy residents and still be a properly constituted board. Mr. Grindlay also announced the resignation of the Chief Financial Officer, Ms. Tonneson effective December 17, 2010. Ms. Tonneson is leaving the New England area. Mr. Grindlay wished her well and reminded the board that one of their responsibilities will be to appoint a new CFO. The process will need to begin promptly.

Mr. Grindlay then asked Ms. Harris to give the President's report to the board. Ms. Harris asked Mr. Kapoor to give a brief overview of the enrollment numbers and handouts. Mr. Kapoor gave a report showing the 10 year trends of the college from the enrollment standpoint. He also gave a snapshot of the demographics of the current semester's class. Ms. Brogna asked about the difference between head and seat count. This was explained that one student (head count) might be taking three classes (seat count), hence those numbers are always higher. Ms. Brogna asked that future reports show consistent reporting between Plymouth and Quincy since Quincy numbers do not show seat count.

Ms. Harris then updated the board on the NEASC 5 year report process. The College has begun the report process with a due date of June 2011. She then asked Dr. Magee to further update the board. Dr. Magee outlined the process to date. He noted that the report is a comprehensive review and self-study of the College and the NEASC standards. He gave an overview of the timeline. He emphasized that the community is involved including governors. Ms. Brogna asked that copies of the minutes of the NEASC steering committees and the member lists of all NEASC committees be provided for the next meeting. Mr. Gratz seconded the complexity of the process. He also asked that copies of the NEASC standards be distributed to the board for their knowledge. Ms. Harris then reviewed the latest

correspondence from NEASC around separation and the presidential search (governance) and the College's response to that letter.

Mr. Grindlay then called on Mr. Byrne to give the Finance and Facilities report. Mr. Byrne first thanked Ms. Tonneson for her hard work and service as CFO and a round of applause was given. He then asked Ms. Tonneson to give an overview of the financial statement packet for the board members. Ms. Tonneson outlined the type of reports that are generated on a regular basis for use by both the board and management. She and Mr. Byrne explained that the College uses encumbrance process to ensure appropriate spending.

Mr. Byrne then went over the process for transferring monies between line items to adjust for changes. Mr. Byrne made a motion to transfer was for \$245 between professional development and software for the career services. Mr. Feenan seconded the motion. 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. Brogna; Mr. Byrne; Ms. Clarke; Mr. Doyle; Mr. Feenan; Ms. Glynn Carroll; Mr. Gratz; Mr. Grindlay; Mr. Shea; Mr. Veijo. There were no votes in opposition to the motion and no abstentions. The motion was passed.

Mr. Byrne then made a motion to transfer \$4,999 from salaries to purchased services for one time cleaning at the Plymouth Campus. Mr. Feenan seconded. Ms. Clarke asked why this was needed and what was done. Dean Cote explained that due to staffing issues and a late hire, the College needed to have the facility cleaned from top to bottom as a onetime catch up. The cleaner is now hired and maintaining the facilities. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Ms. Brogna; Mr. Byrne; Ms. Clarke; Mr. Doyle; Mr. Feenan; Ms. Glynn Carroll; Mr. Gratz; Mr. Grindlay; Mr. Shea; Mr. Veijo. There were no votes in opposition to the motion and no abstentions. The motion was passed.

Mr. Byrne then made a motion to transfer \$4,999 from the salaries line to consultants' line within the Business office to pay a temporary agency during recent staff shortage. Mr. Feenan seconded. 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. Brogna; Mr. Byrne; Ms. Clarke; Mr. Doyle; Mr. Feenan; Ms. Glynn Carroll; Mr. Gratz; Mr. Grindlay; Mr. Shea; Mr. Veijo. There were no votes in opposition to the motion and no abstentions. The motion was passed.

Mr. Byrne then made a motion to transfer \$300,000 from student loan revenue to student book voucher line. Mr. Feenan seconded. Mr. Doyle asked for explanation of the process. Ms. Tonneson explained that often students who use financial aid (loans & grants) may need book voucher to purchase books. The college is then reimbursed by the loan or grant money. Ms. Tonneson explained that there is no financial impact on the College by this. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Ms. Brogna; Mr. Byrne; Ms. Clarke; Mr. Doyle; Mr. Feenan; Ms. Glynn Carroll; Mr. Gratz; Mr. Grindlay; Mr. Shea; Mr. Veijo. There were no votes in opposition to the motion and no abstentions. The motion was passed.

Mr. Byrne then reviewed the lease schedule for the College. He noted that the Temple Street lease will be up soon and that new space will need to be found and negotiated. The College acquired market analysis to see what was currently available and at what price to begin this process. Finance & Facilities committee will be looking into this more deeply in the coming months. Mr. Feenan noted that space is an issue as the College grows and that the 13,000 sq feet is currently not sufficient for existing needs.

Ms. Harris noted that the College needed at least 25 – 30,000 square feet of space or a doubling of what was at Temple now. Mr. Gratz asked that Ms. Harris explain to the new board members what programs and services were in what buildings. Ms. Harris explained that Plymouth (currently in Cordage Park Complex) has its own space. Newport Ave houses the Liberal Arts, Humanities, Business, Career programs, Developmental educations, all student services and the library. Temple houses the Allied Health programs and labs for 4 nursing programs (two full and two part-time), Surgical Technologies and Phlebotomy programs. Saville is the science building with all science and laboratories and houses the executive offices. There is a small executive office at Newport that is also used for training and meetings. Ms. Harris noted that there is a free shuttle during the day between Saville and Newport for the students and staff.

Mr. Grindlay noted that there is major expansion going on in Plymouth and suggested that a future board meeting be held in Plymouth once the space is complete. He then asked Dean Cote to update the board on the progress. Ms. Cote noted that construction has just begun with the intent to occupy the space in January 2011.

Mr. Byrne then noted that there was an adjustment needed in the Dean's salaries for FY 2011. Ms. Harris explained that given the new faculty contract, the deans are often being paid less than the people they are supervising. The College looked at the current salary structure and market analysis and has made a proposal to bring the salaries up to market value. Mr. Grindlay explained that during the budget process since the contracts were still being negotiated, these increases were held off and the monies put in reserve until contracts were signed. Mr. Byrne noted that the additional monies for the Dean of Business were to compensate for doing event coordination at a rate of \$1,000 per month (\$12,000 per year). Mr. Doyle asked why Liberal Arts dean was lower and Ms. Harris explained that the program is smaller and thus should be compensated lower.

Mr. Shea asked if all the deans were listed and a clarification as to the employment status of the deans. Ms. Harris explained that the deans are all non-unit (non-union) employees and are employees at will, thus getting an annual appointment letter. Mr. Bell asked how other non-unit employees are determined. Ms. Harris explained that employees are reviewed, she makes recommendations and the board approved the overall salary package. Ms. Brogna noted that the current fiscal year budget is in the board book given to each governor. She also asked that the current organizational chart be distributed to all governors at the next meeting.

Mr. Byrne then made a motion to transfer \$45,909 from reserve to salaries to increase dean's salaries. Mr. Feenan seconded. 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. Brogna; Mr. Byrne; Ms. Clarke; Mr. Doyle; Mr. Feenan; Ms. Glynn Carroll; Mr. Gratz; Mr. Grindlay; Mr. Shea; Mr. Veijo. There were no votes in opposition to the motion and no abstentions. The motion was passed.

Mr. Byrne then reported on the Quincy College Trust. He explained that this is a separate 501(c)3 organization whose sole existence is to raise funds for the college. He noted that fundraising is difficult because of the perception that any funds raised go to the City when in fact they do not. This year the Trust has raised approximately \$15,000 and has a current corpus of \$279,556. The Trust currently owes \$5,950 to the College for scholarships given out this fall. Mr. Byrne noted that the Trust is always looking for new members and talent to meet its goals. The Trust meets approximately four times a year.

Mr. Grindlay then moved on to old business (Presidency). He noted that all board members have received a book which is a reference manual for everyone to use that contains by-laws of the College, the actual law that created the College, minutes from the Presidential Search Committee and minutes from the last year's board meetings. Mr. Grindlay asked that each board member become familiar with the history of the Presidential search for the next meeting. Mr. Feenan noted that he, in his capacity as Chair of the Presidential Search Committee, had written a report that was not in the book. He asked that it be distributed to the other board members for their use.

Mr. Grindlay stated that this meeting today was not about the presidency however the next meeting would be solely about the President and Presidential search. Since Ms. Harris is leaving 12/31/2010 an appropriate action will need to be taken. There are several options including re-opening the search, appoint one of the other candidates. If no president is selected, an interim or acting president will have to be appointed. Mr. Grindlay pointed out that the Board has the authority to appoint two positions – the President and the CFO. All other appointments are made by the president. Ms. Brogna asked that Human Resources provide an updated report of the vacant positions at the next meeting and that this be an agenda item at said meeting.

Mr. Grindlay then called for a motion to have the next board meeting on December 2, 2010. Ms. Brogna made the motion that the board holds its next regularly scheduled meeting on 12/2/2010. Mr. Byrne seconded that motion. 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. Brogna; Mr. Byrne; Ms. Clarke; Mr. Doyle; Mr. Feenan; Ms. Glynn Carroll; Mr. Gratz; Mr. Grindlay; Mr. Shea; Mr. Veijo. There were no votes in opposition to the motion and no abstentions. The motion was passed.

Mr. Grindlay then asked the board to look at the proposed meeting schedule in the packets. Past practice has been that meetings are held on the 4th Thursday of the month. Also included is a list of upcoming events that the Governors are urged to attend. Mr. Feenan asked if the board should vote on the meeting list. Ms. McNulty explained that it is required that the board vote to hold specifically dated regularly scheduled meetings otherwise the meetings become emergency meetings and become very limited in scope. Mr. Feenan then made a motion to adopt the schedule of meetings as follows: 1/27/11; 3/31/11; 4/28/11; 5/26/11. Mr. Bell seconded the motion. 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. Brogna; Mr. Byrne; Ms. Clarke; Mr. Doyle; Mr. Feenan; Ms. Glynn Carroll; Mr. Gratz; Mr. Grindlay; Mr. Shea; Mr. Veijo. There were no votes in opposition to the motion and no abstentions. The motion was passed.

Ms. Brogna then made a motion to adjourn the meeting. Mr. Gratz seconded the motion. 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. Brogna; Mr. Byrne; Ms. Clarke; Mr. Doyle; Mr. Feenan; Ms. Glynn Carroll; Mr. Gratz; Mr. Grindlay; Mr. Shea; Mr. Veijo. There were no votes in opposition to the motion and no abstentions. The motion was passed. The meeting was adjourned at 8:10pm.