

**QUINCY COLLEGE
BOARD OF GOVERNORS**

**MEETING OF APRIL 25, 2013
Minutes**

The meeting of the Board of Governors, held in the Hart Board Room, Room 706N, 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: Paul Barbadoro, Esq.; Christopher Bell; 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; Reverend James Hawker; Carolyn O'Toole. Absent at the call of the member roll were: William Boozang; Gregory Hanley; Joseph Shea.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Pushap Kapoor, Vice President for Administration and Finance; Robert E. Baker, Jr., J.D., Assistant to the President and Assistant Secretary of the Board of Governors; Martin Ahern, Director of Finance.

The Pledge of Allegiance was recited and a moment of silence was observed in memory and honor of the victims of the Boston Marathon bombings.

Mr. Hanley arrived at 7:02 PM.

Motion by Ms. Brogna that the Board of Governors approve the minutes of its meeting of March 28, 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. Barbadoro; Mr. Bell; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Mr. Hanley; Reverend Hawker; Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

In the Chairman's report, Mr. Grindlay announced that in May 2013, he will appoint a committee to review the By-Laws of the Quincy College Board of Governors, said Committee to report back to the Board at its annual meeting in September 2013.

President Tsaffaras forewent a President's Report in the interest of time. Ms. Brogna asked, given the various interim appointments, if employees know to whom they report. President Tsaffaras replied that they do.

Mr. Bell, Committee Chair, presented the report of the Finance and Facilities Committee. He thanked the members of the Committee, President Tsaffaras, Quincy College's finance team, and senior staff for their work on the FY 2014 Quincy College budget because, in the words of Chairman Grindlay, it was the best budget he has seen since he has been on the Board of Governors. Mr. Bell stated that the FY 2014 budget was based on a five per cent (5%) increase in tuition and a zero per cent (0%) increase in enrollment. The budget includes \$994,000.00 in capital expenditures, 5.5 new faculty positions, and 4 new, entry level staff positions.

Motion by Mr. Bell that the Board of Governors approve the FY 2014 Quincy College budget as submitted by the College's administration and recommended for approval by the Finance and Facilities Committee. The motion was seconded by Dr. Fitzgerald.

On the motion, Ms. Brogna asked why some administrative positions received raises while others did not. President Tsaffaras replied that as an example, the Vice President for Human Resources was recommended for a raise based on the prior year in which the incumbent did not serve for the full year, nor was the position budgeted for a full year. He then described a performance based evaluation process applicable to these positions. President Tsaffaras then stated that nobody on senior staff, as of the figures presented this evening, will receive a merit based raise without undergoing an evaluation process. President Tsaffaras continued that there is a three per cent (3 %) pool set aside for administrative personnel raises and these funds will be distributed in accordance with the evaluations to occur in July 2013.

Ms. Brogna also asked why there is no summary of positions eliminated or not funded. President Tsaffaras explained his decision not to fund the position of Vice President for Administration and Finance at this time. However, Mr. Grindlay stated that President Tsaffaras is to report at the meeting of the Board of Governors in July 2013 as to plans for the Vice President for Administration and Finance and Chief Financial Officer positions. President Tsaffaras explained that only the position of Vice President for Administration and Finance is unfunded. Mr. Barbadoro expressed his concerns that there is no independent Chief Financial Officer to oversee finances, the position only having been funded for half the year. Mr. Grindlay expressed his intention to have the Chief Financial Officer position vacancy advertised during the fall months of 2013.

Mr. Hanley asked that, in the absence of a Vice President for Administration and Finance after June 30, 2013, who will perform those duties? Mr. Grindlay stated that based on discussions with President Tsaffaras, the position will be filled quickly. President Tsaffaras then stated that in the interim, the duties related to finance will be performed by Mr. Ahern, with the balance of supervision in areas such as Information Technology, Marketing, Facilities, Registrar, and Admissions being performed by President Tsaffaras. Mr. Grindlay continued that the members of the Finance and Facilities Committee indicated that they did not want the Vice President for Administration and Finance position left vacant for a lengthy period of time.

Ms. Brogna expressed her concerns about the President being spread too thin, with the budget providing insufficient support for the President. Ms. Brogna further expressed a concern that given the issues facing the Academic Division of Nursing, that Division is still being run by an Interim Dean.

The following members of the Board of Governors voted to approve the FY 2014 Quincy College budget in accordance with Mr. Bell's motion: Mr. Bell; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Mr. Hanley; Reverend Hawker; Ms. O'Toole. There were no votes in opposition to the motion. Mr. Barbadoro and Ms. Brogna voted "present". The motion was adopted.

No matters were addressed under "Old Business".

Under "New Business", Mr. Grindlay provided an update on the College's recent appearance before the New England Association of Schools and Colleges on the focused issue of governance. President Tsaffaras informed the members of the Board of Governors that Quincy College will lose the use of the Coddington Hall parking lot effective May 1, 2013.

Mr. Grindlay stated that as there were no matters for consideration in Executive Session, no Executive Session would be held.

At 7:40 PM, motion by Mr. Feenan 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; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Reverend Hawker; Ms. O'Toole. Voting in opposition to the motion was Mr. Hanley. There were no abstentions. The motion was adopted and the meeting was adjourned.