

**QUINCY COLLEGE  
BOARD OF GOVERNORS**

**MEETING OF APRIL 26, 2012  
Minutes**

The meeting of the Board of Governors, held in the Hart Board Room, Room 106, Saville Hall, 24 Saville Avenue, Quincy, Massachusetts, was called to order at 7:01 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; Francis Byrne, Second Vice Chair of the Board of Governors; Maureen Glynn Carroll, Esq.; Thomas Feenan; William Grindlay, Chair of the Board of Governors; Joseph Shea. Absent at the call of the member roll were: William Boozang; Mary Jo Brogna, Vice Chair of the Board of Governors; Barbara Clarke; Frederick Doyle, Esq.; Pedro Viejo-Rodriguez.

Also present were: Peter Tsaffaras, J.D., President and Secretary of the Board of Governors; Anna Williams, J.D., Vice President for Academic Affairs; Pushap Kapoor, Vice President for Administration and Finance; Mary Scott, J.D., Vice President for Human Resources; Robert E. Baker, Jr., J.D., Assistant to the President and Assistant Secretary of the Board of Governors; Martin Ahern, Director of Finance; Laura Corina, Ph.D., Dean of Natural and Health Sciences; Sandra Smales, J.D., Dean of Business and Public Service Programs; Henry Rubin, Ph.D., Dean of Liberal Arts; Mary Burke, Dean of the Plymouth Campus; Nancy Company, Esq., Murphy, Lamere, and Murphy.

The Pledge of Allegiance was recited and a moment of silence was observed in memory of Peter Ligor, father of Kimberly Crocker Crowther, Ph.D., Dean of Nursing, and Leo Riley, father of Professor Susan Peterson, Division of Nursing.

Mr. Grindlay commenced the Open Forum by inviting 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. With there being no response to this invitation, Mr. Grindlay declared the Open Forum closed.

Motion by Mr. Feenan that the Board of Governors accept the minutes of its meeting of March 22, 2012, as presented (please see copy, attached). 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; Mr. Byrne;

Ms. Carroll; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Grindlay presented the Report of the Chair. He reminded the members of the Board of Governors of upcoming events, including the Honors Convivium, the Associate Degree in Nursing Professional Recognition Ceremony, and Commencement. He further reported that the Finance and Facilities Committee has been busy working on the FY 2013 Budget, and that the Finance and Facilities Committee and the Personnel and Programs Committee will be making reports at this evening's meeting.

President Tsaffaras then presented his report. He informed the members of the Board of Governors that construction work on Presidents Place is ahead of schedule. The Quincy Public Schools has granted Quincy College permission to use the parking area at the Coddington Building at no cost to Quincy College. President Tsaffaras continued that the Board of Registration in Nursing, after an exhaustive review, has found Quincy College to be in full compliance with the Board of Registration in Nursing's regulations. President Tsaffaras will distribute the most recent correspondence from the Board of Registration in Nursing to the members of the Board of Governors.

Next addressed were Reports of Committees.

The report of the Finance and Facilities Committee was presented by Mr. Byrne, Committee Chair. Mr. Byrne thanked Quincy College's Executive Staff and all those who put together the FY 2013 budget for their work, and the members of the Finance and Facilities Committee for their work on the FY 2013 budget. Mr. Byrne continued that the Finance and Facilities Committee analyzed the budget to determine that every dollar spent contributes to teaching and learning. He stated that the members of the Finance and Facilities Committee believe that a three per cent (3 %) increase in enrollment in FY 2013 is reasonable and achievable. Tuition will increase by five per cent (5 %). Few fees will increase. A study indicates that Quincy College's costs have risen over a twelve (12) year period less than those of any neighboring institution of higher education.

Mr. Grindlay informed the members of the Board of Governors that the FY 2013 budget as presented is balanced.

Mr. Feenan described the next several years as an exciting time for Quincy College due to the College's commitment to students, faculty, and infrastructure.

Mr. Byrne also thanked Ms. Brogna for her participation in the Finance and Facilities Committee's budget sessions.

Motion by Mr. Byrne that the Board of Governors approve the FY 2013 Budget (please see copy, attached) 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. Barbadoro; Mr. Bell; Mr. Byrne; Ms. Carroll; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Byrne that the Board of Governors approve an operating budget for FY 2013 with a Fee Schedule as presented, and based on a five (5) per cent increase in tuition and a three (3) per cent increase in enrollment. Notwithstanding the above, there shall be no increase in tuition for a period of twelve (12) months for Nursing students currently enrolled in a Nursing program at Quincy College. 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. Barbadoro; Mr. Bell; Mr. Byrne; Ms. Carroll; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

In Ms. Brogna's absence, Mr. Shea presented the report of the Personnel and Programs Committee. He reviewed for the members of the Board of Governors the recommendations made by the Committee at its meeting of March 12, 2012, specifically admissions policies for the Medical Laboratory Technician Associate Degree Program, the Phlebotomy Certificate Program, and Nursing Division (please see copies, attached).

Motion by Mr. Shea that the Board of Governors approve the following admissions policies, as presented: Medical Laboratory Technician Associate Degree Program; Phlebotomy Certificate Program; Nursing Division. The motion was seconded by Mr. Byrne. President Tsaffaras addressed the history of the development of the Nursing Admissions Policy, and the Nursing faculty's involvement in that development, which was to the satisfaction of the Board of Registration in Nursing. He described the support for this policy as widespread. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Byrne; Ms. Carroll; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was the recommendation of the Personnel and Programs Committee that the Board of Governors authorize the President to hire a consultant to conduct a

thorough, objective analysis of the Division of Nursing. Mr. Shea conveyed Ms. Brogna's belief that such an analysis will serve to clarify Nursing issues for the Board of Governors.

Motion by Mr. Shea that the Board of Governors authorize the President to retain the services of a consultant to conduct a thorough and objective analysis of all aspects of the Division of Nursing including, but not limited to: curriculum; instruction and instructional effectiveness; Division management; fiscal management and prioritization; intra-Divisional communication; the effectiveness of the Division as a component of Quincy College; personnel practices; and allocation of responsibilities. At the conclusion of said analysis, the consultant shall prepare a written report setting forth findings, as well as detailed recommendations, on each aspect of the analysis. The President will forward the consultant's report to the Board of Governors. The consultant retained shall have an advanced degree in Nursing, experience in nursing education, and experience in the management of nursing education programs. 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. Barbadoro; Mr. Bell; Mr. Byrne; Ms. Carroll; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Professor Deborah Stockbridge, Chair of the Quincy College Trust, presented the report of the Trust. She stated that the planned fundraiser will be moved from June to October. The Trust is actively seeking new members. The Trust will next meet on May 21, 2012, at which time the Trust will be working on a strategic plan.

No matters were addressed under "Old Business".

Under "New Business", Mr. Byrne described the last five (5) years during which he has served on the Board of Governors. He stated that he has come to love Quincy College, and recognizes the dedication of faculty and staff, and the stewardship of the Board of Governors. However, due to changing work responsibilities, he is forced to submit his resignation from the Board of Governors, effective in May 2012. Mr. Grindlay expressed his gratitude, and that of the Board of Governors, to Mr. Byrne for Mr. Byrne's hard work and dedication as a member of the Board of Governors. Mr. Bell stated that it has been a pleasure to work with Mr. Byrne and expressed his gratitude for Mr. Byrne's work.

Mr. Grindlay announced that with Mr. Byrne's resignation, there will be two (2) vacancies on the Board of Governors. Mr. Grindlay therefore asked that President

Tsaffaras initiate the process of activating the Appointing Council. The representatives of the Board of Governors on the Appointing Council are Mr. Feenan, Mr. Grindlay, and Mr. Shea.

Mr. Grindlay announced that there was no need for an Executive Session.

At 7:40 PM, motion by Ms. Carroll that the meeting of the Board of Governors be adjourned. The motion was seconded by Mr. Byrne. 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. Byrne; Ms. Carroll; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted and the meeting was adjourned.