

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF JULY 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 7:02 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; 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; Gregory Hanley; Carolyn O'Toole. Absent at the call of the member roll were: William Grindlay, Chairman of the Board of Governors; Reverend James Hawker; Joseph Shea.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Mary Scott, J.D., Vice President for Human Resources; Aundrea Kelley, Vice President for Academic Affairs Designate; Sandra Smales, J.D., Interim Vice President for Academic Affairs and Dean of the Academic Division of Professional Programs; Robert E. Baker, Jr., J.D., Assistant to the President, Assistant Secretary of the Board of Governors, and Interim Dean of the Academic Division of Liberal Arts; Carol Speranzo, Interim Dean of the Academic Division of Natural and Health Sciences; Susan Bossa, Associate Vice President of Student Development; Martin Ahern, Director of Finance; Jason Paynich, Instructor in Criminal Justice; Matthew Delaney, Instructor in Criminal Justice; Michelle McNulty, Esq., Murphy, Lamere, and Murphy; Matthew Tobin, Esq., Murphy, Lamere, and Murphy.

In the absence of Mr. Grindlay, the meeting was chaired by Ms. Brogna.

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

Ms. Brogna called for the Open Forum to begin and invited anyone who wished to address the Board of Governors to come forward and do so. There was no response to Ms. Brogna's invitation. Ms. Brogna once again invited anyone who wished to address the Board of Governors to come forward and do so and as there once again was no response, Ms. Brogna declared the Open Forum closed.

Motion by Mr. Feenan that the Board of Governors approve the minutes of its meeting of May 23, 2013, as presented. 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; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

In the absence of Mr. Grindlay, Ms. Brogna forewent the Report of the Chair.

President Tsaffaras then presented his report. He referred to the new Employee Handbook that was distributed to the members of the Board of Governors by Vice President Scott. President Tsaffaras pointed out that the Handbook contained no new policies but is an updated compilation of new policies. He then reviewed the Chart of the Month, "Fast Facts on Graduation".

President Tsaffaras then introduced to the members of the Board of Governors Aundrea Kelley, the incoming Vice President for Academic Affairs and reviewed for the members Ms. Kelley's resume. Ms. Kelley introduced herself to the members of the Board of Governors, spoke of her knowledge of Quincy College, described her interview by senior staff, and spoke of the importance of Quincy College to the City of Quincy. Ms. Kelley concluded by thanking the Board of Governors for the opportunity to serve Quincy College.

President Tsaffaras continued that an offer was made to a candidate for the position of Vice President for Administration and Finance but that candidate withdrew from consideration. President Tsaffaras expressed his intention to continue efforts to fill that position and to have a new candidate by the meeting of the Board of Governors in September 2013.

President Tsaffaras reported that the current focus is on filling vacancies, and preparing information technology and facilities for the upcoming academic year. As of July 18, 2013, there were sixteen (16) vacancies. As of this meeting, President Tsaffaras reported that two (2) hires have been made and he has received four (4) recommendations to fill vacancies. He described the work of the Behavioral Threat Assessment and Management Team, upcoming Title IX training, Quincy College's membership in the Old Colony Library Network, and current marketing efforts including billboards and advertising on the MBTA.

Next addressed were reports of Committees.

Ms. Clarke, Committee Chair, presented the report of the By-Laws Review Committee. She reported on the Committee's meeting of June 18, 2013, and asked that a formal report be deferred until the meeting of the Board of Governors of September 2013.

Ms. Brogna, Committee Chair, presented the report of the Personnel and Programs Committee. She reported that the Personnel and Programs Committee held a very productive meeting on July 18, 2013. One focus of the meeting was to address the Committee's concern regarding several vacant leadership positions and the plan for recruiting for and filling those positions. President Tsaffaras informed the members of the Committee that the two (2) vacant Vice President positions, Vice President for Academic Affairs and Vice President for Administration and Finance, were filled. The Committee then asked President Tsaffaras about the hiring process, including interviewing and qualifications. President Tsaffaras informed the Committee that the hiring process was that of the President interviewing the candidates, with no interviews with faculty and staff. The Committee gave feedback to the President regarding the hiring process and reminded President Tsaffaras that staff, faculty, and students were involved in the interviewing process for the President. The Committee agreed with the President that these appointments are his to make but recommended a better hiring process for such key leadership positions. The Committee remains concerned regarding enrollment numbers and is anxious to see enrollment numbers broken down by each program and be compared to the 2012-2013 Academic Year. The Committee further requested to see a detailed breakdown of all programs added in 2011-2012, 2012-2013, and 2013-2014 for cost benefit analysis.

Ms. Brogna then addressed Presidential evaluation. She stated that Presidential goals were established last year and added to and agreed upon by President Tsaffaras. The stages of the Presidential evaluation are: mutual goals; President's self-assessment; assessment by staff, faculty, and students; assessment by the Board of Governors. In accordance with the requirements of Massachusetts General Laws, Chapter 30A, the evaluation process will occur in open and public session.

Regarding the position of Chief Financial Officer, Ms. Brogna clarified that it is the role of the Board of Governors to recruit for and fill that position.

Mr. Boozang was asked about the methodology of the surveys that will be part of the Presidential evaluation. Mr. Boozang replied that the surveys will be structured so that each person can respond only once, all faculty and staff will be offered the opportunity to respond, and he foresees a valid sample size as twenty to thirty per cent.

Ms. Brogna then described for the members of the Board of Governors the position of Marketing Agent. The Personnel and Programs Committee recommended the approval of this position.

Motion by Ms. Carroll that the Board of Governors approve the position and job classification/specifications for Marketing Agent. 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. Barbadoro; Mr. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was the request for a leave of absence by Linda Menard from the position of Instructor in Anatomy and Physiology. Ms. Brogna reported that the Personnel and Programs Committee recommended approval of this request.

Motion by Ms. Carroll that the Board of Governors approve the leave of absence request of the Anatomy and Physiology Instructor. The motion was seconded by Mr. Hanley. 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. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was the request for a leave of absence by Carol Speranzo from the position of Instructor in Business. Ms. Brogna reported that the Personnel and Programs Committee recommended approval of this request.

Motion by Ms. Carroll that the Board of Governors approve the leave of absence request of the Business Instructor. The motion was seconded by Ms. O'Toole. 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. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was the request by Jason Paynich for approval to attend the Annual Conference of the International Association of Crime Analysts to be held in Fort Lauderdale, Florida, from September 9 through September 13, 2013. Ms. Brogna

reported that the Personnel and Programs Committee recommended approval of this request. Mr. Paynich reported that since originally submitting this request, he has applied for funding through Quincy College's Perkins Grant.

Motion by Ms. Carroll that the Board of Governors approve the request of Jason Paynich, Instructor in Criminal Justice, Division of Professional Programs, to travel to Fort Lauderdale, Florida, September 9 – September 13, 2013, to attend and participate in the Annual Conference of the International Association of Crime Analysts. 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. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was the Student Code of Conduct Policy and the associated Quincy College Student Code of Conduct Procedure.

President Tsaffaras explained the background of the Policy and of the Procedure and the reasons for their need. He informed the members of the Board of Governors that the Policy and the Procedures were drafted jointly by Student Services, the Behavioral Threat Assessment and Management Team, and the College's security consultants. Ms. Brogna reported that the Personnel and Programs Committee recommended approval of the Policy.

Mr. Barbadoro asked if the Policy and Procedure were reviewed by counsel. President Tsaffaras explained that the Board of Governors is only being asked to approve the Policy but that the Procedure will be submitted to counsel for review and comment.

Members of the Board of Governors, including Ms. Clarke and Mr. Barbadoro, asked questions on various provisions of the Student Code of Conduct Procedure. Mr. Delaney responded to the questions posed by the members of the Board of Governors. Attorney Tobin agreed to review the Student Code of Conduct Policy and Student Code of Conduct Procedure and return it with comments as soon as possible to the Board of Governors.

Motion by Ms. Carroll that the Student Code of Conduct Policy and the Student Code of Conduct Procedure be reviewed by counsel prior to implementation, and that any action by the Board of Governors on those matters be deferred until its meeting of September 25, 2013. 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. Barbadoro; Mr. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

No report of the Quincy College Trust was presented.

No matters were addressed under Old Business

No matters were addressed under New Business.

At 8:03 PM, motion by Ms. Carroll 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; Section 21 (a) (4), to discuss security strategy, as discussion of such in 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; Section 21 (a) (1) to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal, or complaints or charges brought against, a public officer, employee, staff member or individual; and 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. Hanley. 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. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Open and public session resumed at 9:03 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Mr. Barbadoro; Mr. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Ms. O'Toole. Absent at the call of the member roll were: Mr. Grindlay; Reverend Hawker; Mr. Shea.

Motion by Mr. Bell that the Board of Governors ratify the following agreements with the Quincy Education Association, Unit D: Memorandum of Agreement between the Quincy Education Association (Unit D) and the Quincy College Board of Governors for the period of August 28, 2011 – August 27, 2014; Memorandum of Agreement between the

Quincy Education Association (Unit D) and the Quincy College Board of Governors for the period of August 28, 2014 – August 27, 2017. 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. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Feenan that President Tsaffaras convene a meeting of the Committee on Downtown Revitalization as soon as possible, but in any event not later than August 21, 2013. The motion was seconded by Mr. Hanley. 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. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

At 9:05 PM, motion by Mr. Feenan that the meeting of the Board of Governors be adjourned. The motion was seconded by Mr. Hanley. 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. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted and the meeting was adjourned.