

**QUINCY COLLEGE
BOARD OF GOVERNORS**

**MEETING OF MARCH 28, 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: 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; Thomas Feenan; Dr. Thomas Fitzgerald; William Grindlay, Chair of the Board of Governors; Carolyn O'Toole; Joseph Shea. Absent at the call of the member roll were: Paul Barbadoro, Esq.; Barbara Clarke; Gregory Hanley; Reverend James Hawker. A quorum was present.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; 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; Dr. Laura Corina, Dean of the Academic Division of Natural and Health Sciences; Sandra Smales, J.D., Dean of the Academic Division of Professional Programs; Dr. Roxanne Mihal, Dean of the Academic Division of Nursing; Mary Burke, Dean of the Plymouth Campus; Paula Smith, Associate Vice President for Enrollment Services and Registrar; Tom Pham, Associate Vice President for Communications and Information Technology; William Hall, Director of Administrative Services and Facilities; Deborah Stockbridge, Professor of Computer Science and Chair of the Quincy College Trust; Linda Menard, Instructor of Science; Bruce Van Dyke, Chair of Biotechnology and Compliance; Matthew Tobin, Esq., Murphy, Lamere, and Murphy; Dan O'Neill, TSG Solutions; Amanda Botelho, TSG Solutions; Maureen Sroczynski, Farley Associates.

The Pledge of Allegiance was recited.

A Moment of Silence was observed in memory of: Stanley Gabis, retired Professor of Computer Science; Eleanor Cogliano, mother of Lisa Stack, Director of International Student Services; and Philip Keenan, father of Cathie Maloney, Associate Director of Admissions.

Mr. Grindlay called for the Open Forum portion of the meeting to begin. He invited anyone who wished to address the Board of Governors to step forward and do so. There was no response to Mr. Grindlay's invitation. Mr. Grindlay repeated his invitation, again with no response. After a third request, he declared the Open Forum closed.

Motion by Ms. Brogna that the Board of Governors approve the minutes of its meeting of January 24, 2013, 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. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Grindlay then presented the Report of the Chair. He announced that Mr. Hanley and Ms. O'Toole have been appointed to represent the Board of Governors on the Quincy College Trust. He also reminded the members of the Board of Governors that except for the Annual Meeting held in September of each year, all other meetings of the Board of Governors are held on the fourth Thursday of the month in which they are scheduled.

President Tsaffaras then presented the Report of the President. He first presented to the members of the Board of Governors this month's "Chart of the Month", titled "Spring Enrollment 2010 – 2013". The chart demonstrates, among several categories that: total change in FTE from spring 2012 – spring 2013 is .81%; change in FTE for the Quincy Campus from spring 2012 – spring 2013 is -2.18%; change in FTE for the Plymouth Campus from spring 2012 – spring 2013 is 19.92%; change in FTE for online courses from spring 2012 – spring 2013 is 10.75%.

President Tsaffaras then confirmed the formation of the Threat Assessment and Management Team (TAMT), the first meeting of which is scheduled for Friday, April 5, 2013, with two (2) other meetings soon to follow. President Tsaffaras also announced the formation of the Committee on On-Line Learning, to be chaired by Dean Burke, and the Committee on Admissions and Marketing.

President Tsaffaras announced that he has been appointed Vice Chair of the South Shore Workforce Investment Board, and also to the Board of Directors of the South Shore YMCA.

President Tsaffaras announced the first annual Board of Governors' Luncheon, intended to unite current and former members of the Board of Governors. He reported that responses to invitations have thus far been strong. President Tsaffaras continued

that shortly after the Board of Governors' Luncheon, a luncheon will be held for Quincy College retirees.

Mr. Bell thanked President Tsaffaras for including the members of the Board of Governors as recipients of Quincy College bereavement notices.

Next presented were reports of Committees.

Mr. Bell, Committee Chair, presented the report of the Finance and Facilities Committee. His report began with the Financial Report of January 2013, starting with the Balance Sheet. Among the matters that Mr. Bell discussed were capital projects, which have all come in at or below budget. He continued that all capital projects are being very carefully tracked. Thirteen of twenty one capital projects have been completed. Revenues are three per cent (3%) favorable from last year and the administration is confident that a savings of at least \$500,000.00 will be realized, helping to close the deficit. Bank reconciliations show a zero variance with the City of Quincy.

Mr. Bell proposed April 18, 2013, and April 22, 2013, as meeting dates for the Finance and Facilities Committee to consider the draft FY 2014 Quincy College budget.

Mr. Bell then discussed proposed budget transfers 1 – 7, as well as the rationale therefore. He continued that each such transfer was recommended for approval by the Finance and Facilities Committee at its meeting of March 7, 2013.

Motion by Mr. Feenan that the Board of Governors approve proposed budget transfers 1 – 7, as presented. The motion was seconded by Dr. Fitzgerald. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Grindlay asked about the status of the Saville Hall science laboratory. President Tsaffaras described the plans for the renovation of the first floor of Saville Hall, to include the Biotech Laboratory and the Physical Therapy Assistant Laboratory.

Motion by Ms. Brogna that the Board of Governors accept the report of the Finance and Facilities Committee as presented. 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. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Mr.

Feenan; Dr. Fitzgerald; Mr. Grindlay; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was the Academic Calendar for 2013 – 2014. Mr. Grindlay asked if there were any particular reasons why the January 2014 Commencement was scheduled for January 4, 2014, so close after the holidays. He asked that if there was no compelling reason to hold it on that date for President Tsaffaras and Mr. Baker to inquire into moving that event to January 11, 2014, as well as to check the Quincy Marriott's availability on that date.

Motion by Ms. Carroll that the Board of Governors approve the 2013 – 2014 Academic Calendar as presented, but that the date for the January 2014 Commencement be placed on hold, pending confirmation of Chairman Grindlay's request. The motion was seconded by Mr. Bell. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

[Subsequent to this meeting, on April 1, 2013, Mr. Baker determined that there was no compelling academic or administrative reason to hold the January 2014 Commencement on January 4, 2014, and that the Quincy Marriott was available on January 11, 2014. Mr. Baker asked the Marriott to place the January 11, 2014, date on hold for Quincy College, which the Marriott agreed to do.]

Ms. Brogna, Committee Chair, presented the report of the Personnel and Programs Committee. She described Quincy College's articulation agreement in Human Services with Wheelock College, as well as changes made to Quincy College's Computer Science curriculum as the result of the Program Review of the Computer Science Program.

Ms. Brogna then discussed the Bio-Technology Grant and the two (2) proposed Instructor positions, including job classifications/specifications, that are to be paid by the Grant.

Motion by Mr. Bell that the Board of Governors approve the Bio-Technology Grant positions and job classifications/specifications, the positions being "Instructor, Biotechnology and Compliance" and "Instructor, Biotechnology and Compliance, Plus

Lab Prep.” 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. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Ms. O’Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Brogna then explained the proposed revisions to Quincy College Policy 5.05A, Auditing a Class.

Motion by Mr. Shea that the Board of Governors approve the revisions to the Auditing a Class Policy (5.05A) as submitted. 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. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Ms. O’Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Brogna described the proposed new academic program, Physical Therapy Assistant, and the two (2) positions that are proposed for that Program.

Motion by Ms. Carroll that the Board of Governors approve the proposed new academic program of Physical Therapy Assistant. 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. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Ms. O’Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Bell that the Board of Governors approve the position and job classification/specifications for “Chair, Physical Therapy Assistant Program”. 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. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Ms. O’Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Ms. Carroll that the Board of Governors approve the position and job classification/specifications for “Clinical Coordinator, Physical Therapy Assistant Program”. The motion was seconded by Dr. Fitzgerald. There was no discussion on

the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Brogna then discussed the exploration of potential new programs in Engineering Technology and Dental Hygiene.

President Tsaffaras then discussed with the members of the Board of Governors residency status for purposes of tuition and fees of students brought to the United States as children by undocumented parents. President Tsaffaras stated that it is his intention, consistent with that of the Massachusetts Department of Higher Education, that these students who meet federal criteria be considered United States residents, not international students, and therefore will not be charged Quincy College's Non-United States Resident Student Fee, currently at \$50.00 per credit. This practice will become effective on April 1, 2013.

President Tsaffaras next addressed campus safety and security. He stated that all campus safety and security projects for which appropriations have been approved have been completed. The initial draft of the mental health survey is being examined. He then discussed Quincy College's obligations under the Clery Act. Mr. Pham and Mr. Hall presented a demonstration of new incident reporting software. Mr. Bell pointed out the usefulness of the software not only to Resource Officers but also to the Threat Assessment and Management Team. Mr. O'Neill described the origins of the software and its widespread use by institutions of higher education.

President Tsaffaras presented to the Board of Governors the draft Budget for FY 2014, describing it as lean and mission driven, focusing on teaching and learning. The draft Budget contemplates 9.5 new positions, 5.5 of which are faculty positions.

Motion by Mr. Bell that the Board of Governors accept the draft FY 2014 Budget and refer it to the Finance and Facilities Committee. The motion was seconded by Mr. Feenan. April 18, 2013, and April 22, 2013, were discussed as possible meeting dates for the Finance and Facilities Committee to address the draft FY 2014 Budget. The following members of the Board of Governors voted in favor of the motion: Mr. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was the report of the consultant to the Academic Division of Nursing. President Tsaffaras noted that the report from Farley Associates confirms many of the concerns which he had regarding issues that needed to be addressed. President Tsaffaras then called upon Ms. Sroczyński to discuss the report with the members of the Board of Governors. Ms. Sroczyński stated that nursing education in general has changed over the last several years and her recommendations contained in the report are designed to ensure the viability of the Academic Division of Nursing in the face of those changes. She also explained the “Campaign for Action”, a plan from the Department of Education regarding nursing education, particularly the community college’s role in the route toward a baccalaureate degree. Dr. Fitzgerald commended Ms. Sroczyński on the report, as well as Quincy College’s action taken thus far on the report’s findings and recommendations. Ms. Carroll asked how the findings contained in the report can be reconciled with students’ high pass rates in the professional licensure examination. Ms. Sroczyński replied that the NCLEX represents minimum standards. Ms. Brogna expressed concern with the high rate of attrition in the Nursing programs, and observed that there appeared to be a lack of coordination in clinical relationships and assignments, but praised Interim Dean Mihal on her work. Ms. Sroczyński concluded her remarks by describing the feeling among students in the Academic Division of Nursing that the Division’s faculty tries to inappropriately weed out students from the Program.

Motion by Mr. Grindlay that the Board of Governors accept the report of the consultant to the Academic Division of Nursing and that the Board of Governors, particularly the Personnel and Programs Committee, and the administration work to continue to address the recommendations made in the consultant’s report. 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 the motion: Mr. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Ms. O’Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

A report on the Quincy College Trust was provided by Professor Stockbridge.

No matters were addressed under “Old Business.”

Under “New Business”, Professor Stockbridge presented a request to the Board of Governors that she be permitted to travel to Raleigh, North Carolina, for a Game Development Conference scheduled for April 24 – April 25, 2013.

Motion by Mr. Shea that the Board of Governors approve the request of Professor Deborah Stockbridge that she be permitted to travel to Raleigh, North Carolina, for a Game Development Conference scheduled for April 24 – 25, 2013. 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. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

At 8:12 PM, motion by Mr. Shea 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, and pursuant to Massachusetts General Laws, Chapter 30A, Section 21(a)(4), to discuss security strategy, as discussion of such in an 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, and pursuant to Massachusetts General Laws, Chapter 30A, 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 of, or complaints or charges brought against, a public officer, employee, staff member or individual, and pursuant to Massachusetts General Laws, Chapter 30A, section 21(a)(6) to consider the lease of real property because the discussion of such in open session may have a detrimental effect on the negotiating position of the College, and to reconvene in open and public session. 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. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Open and public session resumed at 9:01 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Mr. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Dr. Fitzgerald; Mr. Grindlay; Ms. O'Toole; Mr. Shea. Absent at the call of the member roll were: Mr. Barbadoro; Ms. Clarke; Mr. Feenan; Mr. Hanley; Reverend Hawker. A quorum was present.

At 9:02 PM, motion by Mr. Shea that the meeting of the Board of Governors be adjourned. 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. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Dr. Fitzgerald; Mr. Grindlay; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted and the meeting was adjourned.