

**QUINCY COLLEGE**

**BOARD OF GOVERNORS**

**MEETING OF MARCH 31, 2011**

**Minutes**

The meeting was called to order at 6:30 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.; Barbara Clarke; Frederick Doyle, Esq.; Thomas Feenan; William Grindlay, Chair of the Board of Governors; Joseph Shea. Absent at the call of the member roll were: William Boozang; Francis Byrne, Second Vice Chair of the Board of Governors; Pedro Viejo-Rodriguez.

Also present were: Peter Tsaffaras, J.D., President of Quincy College and Secretary of the Board of Governors; Anna Williams, J.D., Vice President for Academic Affairs; Pushap Kapoor, Vice President for Administration and Enrollment Management; Robert E. Baker, Jr., J.D., Dean of Business and Public Service Programs and Assistant Secretary of the Board of Governors; Martin Ahern, Senior Director of Finance and Accounting; Michelle McNulty, Esq., and Matthew Tobin, Esq., of Murphy, Lamere, and Murphy.

The Pledge of Allegiance was recited.

A moment of silence was observed for: James Raulinitis, late husband of faculty member Linda Raulinitis; Dr. Ronald Conway, late adjunct faculty member; Helen Gohl, late mother of videographer Robert Gohl.

Mr. Grindlay began the Open Forum portion of the meeting 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 his invitation, again with no response, so the Open Forum was declared closed.

Motion by Mr. Doyle that the Board of Governors approve the minutes of its meeting of January 27, 2011. 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. Barbadoro; Mr. Bell; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The minutes of the Board of Governors' Executive Session of January 27, 2011, were not acted upon.

Mr. Boozang arrived at 6:35 PM.

Mr. Grindlay then presented the Report of the Chair. He reminded the members of the Board of Governors of the many upcoming College events, including the Honors Convivium, the ADPN Professional Recognition Ceremony, and the Spring Commencement, and urged all members to attend. He further reported that the Finance and Facilities Subcommittee will be busy in April dealing with the budget for FY 2012.

In his report, President Tsaffaras stated that spring semester enrollment is up two per cent (2 %) over last year, with four thousand four hundred eighty three (4,483) students enrolled, for an FTE of two thousand six hundred twenty four (2,624).

Mr. Byrne arrived at 6:37 PM.

President Tsaffaras continued with a report on financial aid disbursements, comparing this year with last year, and indicating that there has been an increase both in the number of awards and the amount of awards.

He then reported that the College's administrative computing system is undergoing a transition from Jenzebar to EX, and is in the process of going live with the new system. The Five Year Report for the New England Association of Schools and Colleges (NEASC) is being worked on. President Tsaffaras then introduced the College's new slogan: "Quincy College, where we're focused on teaching and learning, one student at a time". The search is underway for a new Dean of the Division of Business and Public Service, and a selection is anticipated by April 15, 2011. Regarding campus safety, a Threat Assessment Team has been formed, representing all parts of the College. Dan O'Neill, a nationally recognized authority on campus safety, will be conducting a thorough safety and security review by June 30, 2011, with most of his recommendations to be implemented by the fall.

President Tsaffaras and Mr. Byrne met with representatives of Street-Works to hear of their plans for downtown Quincy revitalization and what may be in store for Quincy College relative to that project. Street-Works believes that Quincy College could be accommodated in the downtown area by July 2016. They would like the Board to hold a meeting at their headquarters to view and hear of their plans. President Tsaffaras also wants to form an executive committee to assess and make recommendations about space needs.

Mr. Grindlay asked that President Tsaffaras to order copies of the book "Academically Adrift" and make them available to the Personnel and Programs Subcommittee. Mr. Grindlay further asked that, after the completion of the budget process, the Finance and Facilities Subcommittee meet with Street-Works, with all other Board members invited.

Next addressed were the reports of Committees.

Professor Deborah Stockbridge, the new Chair of the Quincy College Trust, presented the report of that body. She reported on the Trust's finances, and lauded the work of Mark Bertman as Chair of the Trust. The Trust plans to hold a fund raiser in the fall.

Mr. Byrne, Subcommittee Chair, presented the report of the Finance and Facilities Subcommittee. He described the Subcommittee's meeting of March 28, 2011, and directed the members to the auditor's report, asking the members to pay particular attention to the report's footnotes. He continued that the audit resulted in no changes or corrections to the College's financial records. He then addressed the "Management Letter", reporting that no material deficiencies or weaknesses were found. Some recommendations were made to enhance improvements in place or already underway. President Tsaffaras also announced plans to assemble a group to address fraud risk assessment.

Motion by Mr. Byrne that the Board of Governors accept both reports from the outside auditors 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. Boozang; Ms. Brogna; Mr. Byrne; Ms. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Byrne then reviewed the most recent financial report. It showed an increase in total assets. There is a decrease in liabilities by almost \$500,000.00. Ms. Clarke asked why there is a significant increase in "Accounts Payable" from last year. Vice President Kapoor replied that this was due to the ten (10) week period during which the City of Quincy did not pay the College's bills. The current delay is four (4) days. Mr. Ahern asked about "Accrued Absences". Mr. Ahern replied that this is an accrual for such benefits as vacation and sick time. Mr. Byrne then addressed the "Profit and Loss Statement". He reported favorable variances in fall, winter, and spring. However, there were some expenses unforeseen in this year's budget so the favorable revenue will help meet those expenses.

Vice President Kapoor explained the rationale for each proposed budget transfer (please see copy, attached).

Mr. Feenan asked, regarding transfer # 6, "Flood Insurance", why this was not included in Newport Hall's rent through the lease. He continued that this may indicate that the lease is not as favorable as was thought.

Mr. Boozang asked why there is a surplus under "Accreditation". President Tsaffaras explained that the cost of preparing the "5 Year Report" is less than anticipated.

Motion by Mr. Byrne that the Board of Governors approve proposed transfers 1 through 15, exclusive of # 11, as presented. 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. Barbadoro; Mr. Bell; Mr. Boozang; Ms. Brogna; Mr. Byrne; Ms. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Regarding proposed transfer # 11, Mr. Byrne stated that he has received the requested information and went on to explain the rationale for the transfer.

Motion by Mr. Byrne that the Board of Governors approve proposed transfer # 11 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. Boozang; Ms. Brogna; Mr. Byrne; Ms. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Brogna, Subcommittee Chair, presented the report of the Personnel and Programs Subcommittee.

Ms. Brogna described the change of names of academic divisions, to wit: the Allied Health Division will be titled the Division of Nursing; the Natural Science Division will be titled the Division of Natural and Health Sciences. Ms. Brogna then described the rationale for the changes.

Motion by Ms. Brogna that the Board of Governors approve the change of names of academic divisions as follows: Division of Allied Health to become the Division of Nursing; the Division of Natural Science to become the Division of Natural and Health Sciences. 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; Mr. Byrne; Ms. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Brogna then described the proposed, new .5 position of Director of Veterans' and Military Services, and discussed with the members the position's job description and the rationale for the position.

Motion by Ms. Brogna that the Board of Governors approve the position, and position's job description, of Director of Veterans' and Military Services. 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. Barbadoro; Mr. Bell; Mr. Boozang; Ms. Brogna; Mr. Byrne; Ms. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Brogna and President Tsaffaras then addressed with the members of the Board of Governors admissions into the Associate Degree Program in Nursing.

Motion by Ms. Brogna that the Board of Governors approve that five per cent (5 %) of admissions to the Associate's Degree Program in Nursing in each admissions cycle be set aside for qualified United States veterans. 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; Mr. Byrne; Ms. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Ms. Brogna that the Board of Governors approve that five per cent (5 %) of admissions to the Associate's Degree in Nursing Program in each admissions cycle be set aside for otherwise qualified candidates, such admissions occurring by approval of the President of Quincy College upon the joint recommendation of the Dean of Nursing and Director of Admissions. The motion was seconded by Ms. Clarke. 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; Mr. Byrne; Ms. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

President Tsaffaras then presented a plan for the reorganization of the Division of Nursing. He stressed the focus on teaching and learning, and the need to have more courses taught by full-time rather than adjunct faculty. He continued that the hiring of a Dean of the Division of Nursing will make the positions of Chair and Associate Chair of the Associate Degree Program in Nursing no longer necessary.

Motion by Ms. Brogna that the Board of Governors approve the elimination of the positions of Chair, Associate's Degree in Nursing Program, and Associate Chair, Associate's Degree in Nursing Program, effective June 30, 2011. 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; Mr. Byrne; Ms. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Brogna then reviewed with the members of the Board of Governors Mary Burke's request for a leave of absence and the rationale therefore.

Motion by Ms. Brogna that the Board of Governors approve the granting of a leave of absence of up to two (2) years to Mary Burke from her position as "Coordinator, Non-Allied Health Programs", pursuant to Article XIII of the current collective bargaining agreement between Quincy College and the Quincy Education Association, Unit D. As reason therefore, Ms. Burke has received a letter of appointment to the position of Dean of the Plymouth Campus of Quincy College. The motion was seconded by Ms. Clarke. 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; Mr. Byrne; Ms. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Brogna then described for the members of the Board of Governors the proposed Revised Withdrawal/Refund policy (please see copy, attached) and the rationale therefore.

Motion by Ms. Brogna that the Board of Governors approve the revised Policy 7-05: Withdrawal/Refund Schedule. 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. Boozang; Ms. Brogna; Mr. Byrne; Ms. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Brogna then detailed for the members of the Board of Governors the need to establish performance goals for the President. Mr. Boozang, Ms. Brogna, and Ms. Clarke were appointed as members of the Personnel and Programs Subcommittee to establish these goals for referral to the Board of Governors.

No matters were addressed under Old Business.

Under New Business, President Tsaffaras presented to the members of the Board of Governors the proposed FY 2012 Quincy College budget (please see copy, attached). He cited the total projected revenues and expenses, the modest three per cent (3 %) increase in tuition, and the projected three and a half per cent (3.5 %) increase in credit hours taken by students. He continued that the growth of Quincy College is limited only by resources, such as a lack of classrooms. President Tsaffaras explained that this is the first time that, to his knowledge, that the budget actually has followed educational policy. As there is understaffing in all academic and administrative departments, President Tsaffaras continued that he is attempting to: set the appropriate foundation for learning by increasing the number of full time faculty; provide adjunct faculty with respect and increased compensation. The budget also allows for increased student support, enhanced infrastructure, and improvements in IT and financial aid. The overall focus of the budget is on learning and student support.

Ms. Clarke asked if the budget includes the new position of Director of Veterans' and Military Services. President Tsaffaras replied that it does.

Mr. Shea asked if the budget reflects the changes in the Associate's Degree in Nursing Program. President Tsaffaras replied that it does. Mr. Shea then asked if the budget is accompanied by a table of organization. President Tsaffaras replied that one will be provided shortly.

Motion by Ms. Brogna that the proposed FY 2012 Quincy College budget be referred to the Finance and Facilities Subcommittee. 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. Boozang; Ms. Brogna; Mr. Byrne; Ms. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Grindlay asked Mr. Byrne when the Finance and Facilities Subcommittee will review the budget. Mr. Byrne replied that the review is scheduled for April 20, 2012, and that session should be sufficient. Vice President Kapoor reminded the members of the Board of Governors that the final budget must be submitted to City Hall by May 1, 2011.

Motion by Ms. Brogna that the Board of Governors hold a public hearing on the budget at 6:30 PM on April 26, 2011, to be followed at 7:00 PM by the regular meeting of the Board of Governors. 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. Boozang; Ms. Brogna; Mr. Byrne; Ms. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

At 8:06 PM, motion by Mr. Byrne that, pursuant to the provisions of Massachusetts General Laws, Chapter 30A, Section 21(a)(4) and (5), the Board of Governors enter into Executive Session to discuss security strategies and devices, and complaints of misconduct that may be criminal in nature, because a discussion of such in an open meeting may have a detrimental effect on College security and safety, and not to convene in Open Session except for the purpose of adjournment. 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. Barbadoro; Mr. Bell; Mr. Boozang; Ms. Brogna; Mr. Byrne; Ms. Carroll; Ms. Clarke; Mr. Doyle; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

At 8:43 PM, open and public session was resumed. 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; Mr. Byrne; Ms. Carroll; Ms. Clarke; Mr. Feenan; Mr. Grindlay; Mr. Shea. Mr. Doyle and Mr. Viejo-Rodriguez were absent.

At 8:44 PM, motion by Mr. Barbadoro that the meeting of the Board of Governors be adjourned. The motion was seconded by Ms. Clarke. 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; Mr. Byrne; Ms. Carroll; Ms. Clarke; Mr. Doyle; 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.

