

**QUINCY COLLEGE**

**BOARD OF GOVERNORS**

**ANNUAL MEETING OF SEPTEMBER 28, 2011**

**Minutes**

The meeting was called to order at 6:38 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; Francis Byrne, Second 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: Paul Barbadoro, Esq.; 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 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; William Hall, Director of Campus Services and Facilities; Tom Pham, Executive Director of Information Technology; Jason Paynich, Instructor in Criminal Justice; Karla Parise, Instructor in Early Childhood Education; Deborah Stockbridge, Professor of Computer Science and Chair of the Quincy College Trust; Matthew Tobin, Esq., Murphy, Lamere, and Murphy.

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

Mr. Grindlay then called for the "Open Forum" portion of the meeting to begin. He invited anyone who wished to address the Board of Governors to come forward and do so. There was no response to the invitation. Mr. Grindlay again invited anyone who wished to address the Board to come forward and do so. There again being no response, Mr. Grindlay declared the "Open Forum" closed.

Motion by Ms. Brogna that the Board of Governors approve the minutes of its meeting of July 28, 2011 (please see copy, attached). 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; 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 then presented the Report of the Chair. He recalled that at last year's Annual Meeting, there were only six (6) members of the Board of Governors and the then President was ready to retire. Since then, seven (7) new members have joined the Board of Governors and a new President has taken office. Mr. Grindlay cited the quality of the present Board of Governors as being responsible for much that has been accomplished this year at Quincy College.

Motion by Mr. Feenan that the Board of Governors authorize the creation of a Labor Relations Committee of the Board of Governors, which may address and make recommendations on matters related to collective bargaining and the College's relationship with faculty and staff as employees. Further, the Board of Governors delegate to this Committee the authority to conduct Board of Governors'-level hearings on all grievances by employees arising under collective bargaining agreements. Under this

authority, the Committee shall hear all such grievances and based thereon, shall make a recommendation to the Board of Governors on each such grievance. The Board of Governors shall render a final decision on each such grievance but there shall be neither the right nor the opportunity for a further hearing on the grievance before 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. 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 then announced Committee appointments, which are as follows:

Finance and Facilities Committee: Mr. Byrne (Chair); Mr. Barbadoro; Mr. Bell; Mr. Doyle; Mr. Feenan; Mr. Grindlay;

Personnel and Programs Committee: Ms. Brogna (Chair); Mr. Boozang; Ms. Carroll; Ms. Clarke; Mr. Shea;

Appointing Council: Mr. Feenan; Mr. Grindlay; Mr. Shea;

Separation Committee: Ms. Carroll (Chair); Mr. Byrne; Mr. Boozang; Ms. Clarke; Mr. Doyle;

Labor Relations Committee: Mr. Barbadoro (Chair); Ms. Brogna; Mr. Byrne; Ms. Clarke; Mr. Shea;

Downtown Revitalization Committee: Mr. Feenan (Chair); Mr. Barbadoro; Mr. Bell; Ms. Brogna; Mr. Byrne; Mr. Doyle; Mr. Grindlay. The following Quincy College staff also will serve on this Committee, as designated by the President: Susan Bossa; William Hall; Pushap Kapoor; Tom Pham; Paula Smith; Anna Williams. President Tsaffaras will serve as the non-voting Secretary of this Committee.

Mr. Grindlay then reminded the members of the Board of Governors that "Affidavits Regarding Residency" are contained in their information packets and need to be completed. He asked that members present complete the affidavits at this meeting and give them to the Chair. Mr. Grindlay pointed out that of the members of the Board present, nine (9) are residents of the City of Quincy and therefore the membership is in compliance with the residency requirements of the Board's enabling legislation. All Board members present returned their completed "Affidavits Regarding Residency" to Mr. Grindlay.

President Tsaffaras then presented his Report. He spoke with pride of being the President of Quincy College given the positive start of the new academic year, which he described as largely being the result of planning and work done over the summer. He also reported on the status of parking at Marina Point Park and the use of the shuttle. He provided an enrollment update (please see enrollment report, attached) and stated that all enrollment indicators are headed upward.

President Tsaffaras updated the members of the Board of Governors on the ongoing exchange of information with the New England Association of Schools and Colleges, particularly regarding the status of separation. He further reported on the revised Associate Degree in Nursing Program admissions policy. He stated that the Nursing faculty is in the process of reviewing the policy and that the Vice President for Academic Affairs has established a working group to address the policy. A report will be made to the Board on this issue at its next meeting.

President Tsaffaras then introduced to the members of the Board new faculty and staff.

Mr. Grindlay then reminded the members of the Board of Governors that they have received letters outlining their obligations as Board members and that Donna Brugman, Executive Assistant to the President, will coordinate the gathering of this information and material.

Next addressed were reports of Committees.

An updated FY 2011 Year End Financial Report was distributed (please see copy, attached). Mr. Byrne, Committee Chair, presented the Committee's report and reviewed for the members of the Board of Governors the Financial Report, starting with the Balance Sheet. He reported the total net assets as \$12.4 million, placing Quincy College on a strong financial footing. He then reviewed the Profit and Loss Statement and reported that the \$20 million plus in revenue for FY 2011 as the highest ever in any year at Quincy College. Mr. Doyle asked whether the \$20 million in federal grants to community colleges included Quincy College. President Tsaffaras replied that this money was granted only to the fifteen (15) state funded Massachusetts community colleges.

Next addressed was the President's contract. Mr. Byrne reported on the Finance and Facilities Committee's recommendation that the President's contract be amended to allow President Tsaffaras to continue to complete non-Quincy College teaching assignments for the 2011-2012 academic year provided that they do not derogate from his performance of his duties and job responsibilities as President of Quincy College.

Motion by Mr. Byrne that the Board of Governors amend the President's contract as described by Mr. Byrne, above. 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; 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 reported on the "Reserve for Breakage" budget line, its current balance, and how that balance was arrived at.

Next addressed were proposed budget transfers 1 through 5 (please see copy, attached). Mr. Byrne explained the nature of and rationale for each proposed transfer.

Motion by Mr. Byrne that the Board of Governors approve proposed budget transfers 1 through 5, as presented. 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; 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.

Next addressed was collection of past due accounts. Mr. Byrne described collection efforts to date, the results of those efforts, and the report that the majority of past due accounts are uncollectable. He then reviewed the proposed Policy 7.04, Collection and Past Due Balances (please see copy, attached).

Motion by Mr. Byrne that the Board of Governors approve the proposed Policy 7.04, Collection and Past Due Balances, 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. 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, Committee Chair, presented the report of the Personnel and Programs Committee. She described and reviewed for the members of the Board of Governors three (3) policies, consisting of proposed revisions to two (2) policies and one (1) proposed new policy. President Tsaffaras offered additional information about, and the rationale for, each such policy.

Motion by Ms. Brogna that the Board of Governors approve Policy 5.16, Academic Amnesty, with the proposed revisions, as presented (please see copy, attached). 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; 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 Policy 5.14, Final Grade Appeal, with the proposed revisions, as presented (please see copy, attached). 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. 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 the proposed Policy 9.06A, Employee Computer Use and Internet, as presented but with an amendment to Paragraph (7) of said policy that "all passwords to be maintained by the Information Technology Department, and encrypted". 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. 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.

Next addressed were requests for approval for out of state travel by faculty members Karla Parise and Jason Paynich (please see request details, attached). Mr. Paynich's request concerns attendance at the National Institute of Justice Crime Mapping Conference, October 17 through October 21, 2011, in Miami, Florida, to be funded through the Perkins Grant. Ms. Parise's request concerns attendance at the National Association for Education of Young Children Annual Conference, November 2 through November 5, 2011, in Orlando, Florida, to be funded by professional development funds.

Motion by Ms. Brogna that the Board of Governors approve the requests for out of state travel for Jason Paynich and Karla Parise, as presented and as described above. 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. 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.

Professor Deborah Stockbridge, Chair of the Quincy College Trust, presented the report of the Trust. She stated that the Trust's balance as of the end of August 2011 was \$282,547.76, which included \$3,000.00 in contributions and \$6,304.50 in expenses (mostly paid in scholarships). She then reminded the members of the Board of Governors of the Trust's fundraiser to be held on October 5, 2011, at the River Room of the Adams Inn. A significant number of invitations to the fundraiser have been sent. A raffle, licensed by the Massachusetts Lottery Commission, will be held, with a report to the Lottery Commission to be made thereafter.

No matters were addressed under Old Business.

Under New Business, Mr. Feenan informed the members of the Board of Governors that President Tsaffaras will be presented with the University of Massachusetts Boston Service to Education Award.

Motion by Mr. Feenan that the Board of Governors congratulate President Tsaffaras on being awarded the University of Massachusetts Boston Service to Education Award. The motion was seconded by Mr. Doyle. 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; 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 7:43 PM, motion by Mr. Bell that, pursuant to the provisions of Massachusetts General Laws, Chapter 30A, Section 21(a)(6), the Board of Governors enter into Executive Session for the purpose of discussing various possibilities for leases of real property because the discussion of such in open session may have a detrimental effect on the negotiating position of the College, and not to reconvene in open session. 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. 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 open and public session concluded.