

**QUINCY COLLEGE
BOARD OF GOVERNORS**

**MEETING OF APRIL 24, 2014
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 6:45 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; William Grindlay, Chairman of the Board of Governors; Gregory Hanley; Reverend James Hawker; Carolyn O'Toole. Absent at the call of the member roll were: Thomas Feenan; Dr. Thomas Fitzgerald; Joseph Shea. A quorum was present.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Aundrea Kelley, Vice President for Academic Affairs; Joseph Mercurio, Vice President for Administration and Finance; Mary Scott, J.D., Vice President for Human Resources; Stephen Kearney, J.D., Assistant to the President; Robert E. Baker, Jr., J.D., Dean of the Academic Division of Liberal Arts and Assistant Secretary of the Board of Governors; Dr. Kimberly Puhala, Associate Vice President for Institutional Research and Assessment; Martin Ahern, Director of Finance; Dr. Terry MacTaggart, Association of Governing Boards (AGB).

The Pledge of Allegiance was recited.

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 Mr. Grindlay's invitation. Mr. Grindlay repeated the invitation and as there again was no response, he declared the Open Forum closed.

Motion by Mr. Hanley that the Board of Governors approve the minutes of its meeting of March 27, 2014, as submitted. 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. Grindlay; Mr. Hanley; Reverend Hawker; Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Grindlay then presented the Chairman's Report. He reminded the members of the Board of Governors of upcoming Quincy College events in May, including the Honors Convivium, the Associate Degree in Nursing Pinning Ceremony, and Commencement, and urged the members to attend as many events as possible.

President Tsaffaras then presented his report. He presented the members with news articles from the Patriot Ledger and Boston Herald regarding Quincy College's Bio-Tech Program. President Tsaffaras also pointed out upcoming events, for which a calendar will be sent to the members of the Board of Governors. The next presentation in the "Meet the Author" series will be held on April 28, 2014, at the Thomas Crane Public Library. The guest will be Neil Swidey, author of "Trapped Under the Sea". On April 30, 2014, Bill Rudolph will present a history of Cordage Park, to be held at Cordage Park. On May 1, 2014, also at the Plymouth Campus at Cordage Park, there will be a wreath laying ceremony to commemorate Memorial Day.

President Tsaffaras then provided an update on the Home Rule Petition. He reported that the bill currently is in the Senate's Committee on Bills in the Second Reading, hopefully soon to be referred to the Senate's Committee on Bills in the Third Reading, with the possibility of the bill being engrossed before Commencement.

Mr. Grindlay called upon Vice President Scott to introduce Dr. MacTaggart regarding the Presidential evaluation. Dr. MacTaggart thanked the members of the Board of Governors and congratulated them on retaining an outstanding President. Dr. MacTaggart reviewed his report, including his conclusions and the reasons therefor. He described President Tsaffaras as being in the top tier of presidents and as a strong change leader. Dr. MacTaggart recommended that President Tsaffaras be renewed and that to not do so would be a serious mistake. Dr. MacTaggart then made additional recommendations, specifically: President Tsaffaras should find a coach, such as a recently retired community college president; the Board of Governors and President Tsaffaras need to develop mutual expectations for performance; a workshop or retreat for the Board of Governors, preceded by individual self-evaluations by the members of the Board.

Mr. Hanley asked Dr. MacTaggart for his recommendation regarding the hiring of an independent chief financial officer. Dr. MacTaggart replied that a chief financial officer is the second most important position in any college but that Quincy College's position of Vice President for Administration and Finance is the same thing, Vice President Mercurio is ideal for this role, and were the Board to hire a separate chief financial officer, likely results would be division and conflict. Ms. Brogna referred to trustee publications received by members of the Board of Governors, said publications having made recommendations for a compliance officer reporting independently to the Board of Governors. Dr. MacTaggart disagreed with those recommendations and further replied

that creating such a position would cause the same problems as would the hiring of a chief financial officer. Dr. MacTaggart further recommended that a risk assessment be conducted and that the administration then present that assessment to the Board of Governors. Reverend Hawker described the substance of Dr. MacTaggart's report as presenting a new moment for Quincy College and the Board of Governors and continued that the members of the Board of Governors must get to know each other better. Mr. Grindlay asked at what point a president would most benefit from a coach. Dr. MacTaggart responded that such a coach ideally should be utilized when a president first comes on board, but the value of a coach really can occur at any time since any president would benefit from a peer from whom to seek advice or discuss issues.

Mr. Hanley asked Mr. Grindlay if it would be appropriate to move to continue to retain President Tsaffaras, to accept Dr. MacTaggart's report, to engage in contract negotiations with President Tsaffaras, and to use those negotiations as the basis for a new contract for President Tsaffaras. Ms. Brogna responded that a process has been established to address President Tsaffaras' status, and then described that process.

Motion by Mr. Hanley that the Board of Governors accept the report of Dr. Terry MacTaggart, presidential evaluator, and that the report be referred to the Presidential Contract Negotiating Committee for review of, and action on, the report. 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. Grindlay; Mr. Hanley; Reverend Hawker; Ms. O'Toole. 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 accept the self-evaluation of President Tsaffaras and that the self-evaluation be referred to the Presidential Contract Negotiating Committee for review of, and action on, the self-evaluation. 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; Ms. Carroll; Ms. Clarke; Mr. Grindlay; Mr. Hanley; Reverend Hawker; Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Grindlay then stated that unless he heard to the contrary from the other members of the Board of Governors, he considered the two (2) most recent motions above to conclude the Presidential evaluation. There were no comments or disagreement from the members of the Board.

Next addressed was the proposed FY 2015 budget. The presentation was made by Mr. Bell, Chair of the Finance and Facilities Committee, who first thanked President

Tsaffaras and the College's senior staff for their work in preparing the proposed FY 2015 budget. Mr. Bell continued that the budget anticipates higher revenues funding higher expenditures. Therefore, new revenue streams will need to be found and this supports the new position of Director of Development. Mr. Bell also reported that the budget contains for the first time a contingency revenue provision, providing for the hiring for certain administrative positions only if certain revenue goals are met. Mr. Bell then reviewed for the Board of Governors the process by which the Finance and Facilities Committee reviewed and came to recommend approval of the budget. Mr. Bell added that the budget contains approximately \$3 million in increased expenses, offset by increased revenue. The budget also contains \$970,900.00 in capital expenditures.

Motion by Mr. Barbadoro that the Board of Governors approve the FY 2015 budget as presented, with total revenues of \$27,091,232.00, total operating expenses of \$27,082,921, an operating surplus of \$8,312.00, and capital expenditures of \$970,900.00. The motion was seconded by Ms. Clarke.

On the motion, Ms. Brogna stated that in a budget of \$27 million, a surplus of \$8 thousand is a very tight margin. While she agreed with many of the new positions and the capital expenditures, she added that fiscal prudence is a necessity. She continued that she is confident that Vice President Mercurio can carry that out.

Mr. Bell then reviewed in greater detail the proposed new positions, and the FY 2015 contingency plans that allow for the filling of certain positions only if particular revenue/enrollment goals are met. Mr. Barbadoro emphasized that the new positions subject to the contingencies are not teaching positions. Mr. Grindlay described the contingency plan as a safeguard should revenues not come in as anticipated. Mr. Bell added that two (2) positions originally subject to the contingency plan, those of Disability Officer and of Analyst, were removed from contingent status because of the importance of those positions.

Ms. Clarke described the budget and the numbers on which it is based as realistic and, because of such accomplishments as the completion of collective bargaining, accurate. Ms. Brogna reminded the members of the Board of Governors that the Finance and Facilities Committee, in its page by page votes on the budget, provided the latitude to swap personnel funds within the same department and to be able to do the same for the positions subject to the contingency plan.

Ms. Clarke asked if anything needs to be done by the Board of Governors to reexamine costs, particularly for those services provided by the City of Quincy, upon the passage of the Home Rule Petition. Mr. Grindlay replied that upon the enactment of the Home Rule Petition, the Finance and Facilities Committee would review the implementation plan prepared by the College administration.

The following members of the Board of Governors voted in favor of Mr. Barbadoro's motion to approve the FY 2015 budget: Mr. Barbadoro; Mr. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Grindlay; Mr. Hanley; Reverend Hawker; Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Grindlay thanked Mr. Bell for his excellent work as Chair of the Finance and Facilities Committee.

No matters were addressed under "Old Business".

No matters were addressed under "New Business".

Mr. Grindlay stated that since there were no matters to address in Executive Session, no Executive Session would be held.

At 8:02 PM, motion by Mr. Hanley that the meeting of the Board of Governors be adjourned. 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. Grindlay; Mr. Hanley; Reverend Hawker; Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted and the meeting was adjourned.