

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF DECEMBER 9, 2008

Minutes

The meeting was called to order at 6:42 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Mark Bertman; Jo-Ann Bragg; Mary Jo Brogna, Second Vice Chair of the Board of Governors; Edward Browne, Vice Chair of the Board of Governors; David Dennis, Chair of the Board of Governors; Thomas Feenan; Pedro Viejo-Rodriguez. The following members of the Board of Governors were absent at the call of the member roll: Francis Byrne; Joanne Condon-Walsh (who participated by telephone); William Grindlay; Jerrell Riggins; Peter Tsaffaras, Esq.

Also present were: Martha Sue Harris, President and Secretary of the Board of Governors; Dr. Patricia Vampatella, Vice President for Academic Affairs; Pushap Kapoor, Vice President for Administration and Finance; Robert E. Baker, Jr., Esq., Dean of Business and Public Service Programs and Assistant Secretary of the Board of Governors; Dr. James Magee, Special Assistant to the President for Institutional Transitions; Kim Gazzola, candidate for the position of Chief Financial Officer (CFO).

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

Mr. Dennis called for the Open Forum portion of the meeting to begin. He twice invited anyone who wished to address the Board of Governors to come forward and do so. As there were no responses to either invitation, Mr. Dennis declared the Open Forum closed.

Ms. Gazzola was called upon to make a presentation to the Board of Governors. President Harris reviewed for the Board Ms. Gazzola's resume (please see copy, attached). The presentation was delayed as PowerPoint issues were resolved.

Mr. Dennis and President Harris then addressed the Board meeting calendar (please see copy, attached). President Harris addressed conflicts between some meeting dates and major College events, as well as the concerns expressed by some Board members about having all committees/subcommittees and the Board meeting during the same week. Ms. Bragg expressed a preference that the Separation Committee and the Personnel and Programs Subcommittee meet on an as-needed basis, as called by the respective Chairs. Ms. Brogna, Chair of the Personnel and Programs Subcommittee, was agreeable to this scheduling arrangement for the Personnel and Programs Subcommittee. The Board agreed, however, that due to the nature of the issues that it is called upon to address, the Separation Committee would meet monthly, on the third Tuesday of each month.

Mr. Dennis stated that because of the importance of financial issues, and with the FY 2010 budget process about to begin, that the Finance and Facilities Subcommittee would continue to meet every month, on the Monday (or Tuesday in the event of a Monday holiday) of the week during which the Board is scheduled to meet.

As to scheduled meeting dates that are in conflict with holidays or major College events, Mr. Dennis asked that E-mails be sent by Board members regarding their suggestions and availability.

Ms. Gazzola was then called upon to make her presentation (please see copy, attached).

Warren Tolman, Esq., of Holland and Knight arrived at 6:53 PM.

Mr. Byrne arrived at 6:55 PM.

Mr. Byrne asked Ms. Gazzola to share her experiences with strategic planning. In response, Ms. Gazzola described her experience with strategic planning at Massachusetts Bay Community College.

Mr. Dennis asked Ms. Gazzola to describe her experience in implementing a new management and accounting information system. Again, Ms. Gazzola related her experience at Mass. Bay.

Ms. Bragg asked Ms. Gazzola about her experience with payroll. Ms. Gazzola replied that while she has supervised staff who did payroll, she has never done a payroll.

Mr. Dennis asked Ms. Gazzola what would be contained in the CFO's package to the Board of Governors. Ms. Gazzola replied that the package would include: accounts receivable; budget vs. actual (quarterly); personnel report; contracts (over a certain amount); audit reports; accreditation reports.

Ms. Bragg asked Ms. Gazzola if she possesses the people skills to adequately address the Board as well as work well with the President. Ms. Gazzola stated that she does, cited her experience in this regard, and also cited her experience in cash management in response to a question from Mr. Byrne.

Mr. Dennis asked Ms. Gazzola if she had any questions of the Board and in response, Ms. Gazzola asked: What does the Board want? What is it that the Board does not want? What issues keep Board members up at night?

The Board thanked Ms. Gazzola for her presentation and her responses. Ms. Gazzola departed at 7:21 PM.

President Harris then presented proposals from two (2) businesses that manage public relations campaigns and recommended that the O'Neil Strategy Group be hired at \$1,000.00 per week for five (5) weeks to undertake a campaign regarding the Home Rule Petition.

Mr. Tolman was called upon to discuss the benefits and value of such a campaign as referred to above, including organizing certain constituencies such as alumnus.

Ms. Brogna expressed concerns about hiring another entity to do some of what she understood was to be done by Holland and Knight. President Harris explained that the other duties currently being performed by Marketing and Branding would prevent them from undertaking a public relations campaign. Mr. Tolman said that he would be glad to do this work but he currently goes through his monthly billables in one week. He also stated that the separation process thus far has been far more time consuming than anticipated. He considers having someone else to perform public relations work a better use of the College's money.

Ms. Brogna asked if the College is receiving a monthly expenditures and fees report from Holland and Knight. President Harris replied that these reports from September and October 2008 have been received and will be presented to the Finance and Facilities Subcommittee at its next meeting.

At 7:40 PM, motion by Mr. Bertman that the Board of Governors enter into Executive Session for the purpose of discussing contract negotiations, to return to open and public session at approximately 8:30 PM. 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. Bertman; Ms. Bragg; Ms. Brogna; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Feenan; Mr. Viejo-

Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Open and public session resumed at 8:41 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Mr. Bertman; Ms. Bragg; Ms. Brogna; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Feenan; Mr. Viejo-Rodriguez. The following members of the Board of Governors were absent at the call of the member roll: Ms. Condon-Walsh (who participated by telephone); Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras. Also present were: President Harris; Dean Baker; Dr. Magee.

Motion by Mr. Browne that the Board of Governors approve the Home Rule Petition (please see copy, attached), dated December 5, 2008. The motion was seconded by Mr. Bertman. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Bragg; Ms. Brogna; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Feenan; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Ms. Bragg that the Board of Governors approve the Memorandum of Understanding (please see copy, attached) dated December 5, 2008. 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. Bertman; Ms. Bragg; Ms. Brogna; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Feenan; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

At 8:45 PM, motion by Mr. Feenan that the meeting of the Board of Governors be adjourned. The motion was seconded by Mr. Browne. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Bragg; Ms. Brogna; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Feenan; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The meeting of the Board of Governors was adjourned.