

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF FEBRUARY 21, 2008

Minutes

The meeting was called to order at 6:37 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; Edward Browne; Francis Byrne; Thomas Feenan; Pedro Viejo-Rodriguez; Peter Tsaffaras, Esq., Chair. Absent at the call of the member roll were: Joanne Condon-Walsh; David Dennis, William Grindlay; Jerrell Riggins. Seven members being present at the call of the roll, there was a quorum. Mary Jo Brogna arrived after the roll call at 6:45 pm

Also present were: Martha Sue Harris, President and Secretary of the Board of Governors; Pushap Kapoor, Vice President for Administration and Finance; Steve Habeeb, Special Assistant to the President, and Donna Brugman, Admin Asst to the President., and substitute Clerk of the Board of Governors.

Mr. Tsaffaras open the meeting explaining that this is a one topic special meeting to discuss the construction of the Science Labs. President Harris explained the situation and the costs associated with the project and Steve Habeeb also explained where things were in relation to bids and what's involved with the whole scope of the project.

The group then engaged in casual conversations and asked many questions to get a better understanding of the project along with the associated costs of the project.

Many issues were brought up as to the main purpose of the project from start to end. Main purpose was to move the science labs out of Coddington into a feasible building that we own. We are looking at a construction job of 6,200 sq ft. with 3 modern labs, re-creation of a larger classroom, small computer lab and storage and office space for science labs. New energy efficient heating system will sit on roof which eventually the roof will need replacing or repair. New steel reconstruction is involved along with the need for a neutralization tank system for the labs per code standards and installation of chemical hoods. First floor was chosen over the second floor because there will be less construction.

President Harris shared with the group the Proposed Budget with the hard and soft costs involved explaining the additional monies needed for this fiscal year and costs into next fiscal year for approval to move forward with the project. Also in the figures was a proposed contingency cost of 20%. Some felt this was high and hopefully we won't need it all. The reason for the high cushion is because once we start tearing down walls we don't know we might run into. Example used was if you start a project from ground level and no existing building to work around you know what you are dealing with where if you use an existing structure one doesn't know what they will find once they start the build.

Also there was concern with how much the projections have increased from when it was first proposed. President Harris gave detailed explanation to this. One main reason is they made their first estimates with an educated guess in order to move quickly and didn't foresee some of the issues pertaining to roof and heating systems. It wasn't until engineers came in when we were able to have a better handle on the numbers.

The board would like us to make sure that when building the labs that we know if there are any regulations or requirements so that we can adhere to them so that we don't find out later that we need to change something.

It was noted that Steve Habeeb should check with the MWRA to make sure there isn't any additional compliance, regulations or costs required by that agency.

Once the project is done or nearing completion we will need to check the integrity of the roof. A separate RFP will need to be done probably in parallel with the construction in order to be ready to install a new roof either near the completion of project or at the very end and definitely in the fall.

After much discussion the following motions were voted on:

A motion was made by Governor Byrne that we authorize support and adopt the \$1.4 Mil going forward for the science lab project subject to the change request procedure as discussed and to transfers and fiscal year allocations and time frames. Motion was seconded by Governor Browne. Eight members voted in the affirmative none in the negative the motion was adopted.

A motion by Governor Byrne and seconded by Governor Bragg on the change order process for the renovation of lab project and to transfer \$295,000 for this fiscal year with the following approval cost as follows: Costs that are up to \$20,000 down to \$2,500 will need to be approved through the building sub-committee and anything over \$20,000 the sub-committee will review and make recommendation(s) to the board for approval. Eight members voted in favor none in the negative the motion was adopted.

Governor Brogna agreed to join Governor Browne and Byrne as the third person on the building sub-committee on the science lab project.

At 8:11 pm Governor Feenan motioned that we adjourn the meeting seconded by Governor Bertman all being in favor the meeting adjourned at 8:11 pm.