

**QUINCY COLLEGE  
BOARD OF GOVERNORS**

**MEETING OF FEBRUARY 26, 2009**

**Minutes**

The meeting was called to order at 6:47 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, Vice Chair of the Board of Governors; Francis Byrne; David Dennis, Chair of the Board of Governors; Thomas Feenan; William Grindlay. The following members of the Board of Governors were absent at the call of the member roll: Mary Jo Brogna, Second Vice Chair of the Board of Governors; Joanne Condon-Walsh; Jerrell Riggins; Peter Tsaffaras, Esq.; Pedro Viejo-Rodriguez.

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 Enrollment Management; Jennifer Tonneson, Chief Financial Officer/Business Administrator; Robert E. Baker, Jr., Esq., Dean of Business and Public Service Programs and Assistant Secretary of the Board of Governors; Jennifer Dunne, Director of Institutional Research; Dr. James Magee, Special Assistant to the President for Institutional Transitions; Warren Tolman, Esq., and Meghan Hely, Esq., Holland and Knight.

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

Mr. Tsaffaras arrived at 6:50 PM.

Mr. Dennis called for the Open Forum portion of the meeting to begin and invited anyone who wished to address the Board of Governors to come forward and do so. Debra Panasuk, Professor of Mathematics at Quincy College, stepped forward, introduced herself, and stated that she appeared representing Units D and E of the Quincy Education Association. She presented to the Board of Governors copies of letters sent by Units D and E members to the Mayor and City Council of the City of Quincy (please see copies, attached) in support of Quincy College's independence from the City of Quincy. Mr. Dennis then invited anyone else who wished to address the Board of Governors to step forward and do so. As there was no response to this invitation, Mr. Dennis declared the Open Forum to be closed.

Motion by Ms. Bragg that the minutes of the Board of Governors' meeting of January 29, 2009, be approved. 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; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Dennis thanked the members of Units D and E for their support for independence. He then announced that the City Council's Ordinance Committee has scheduled hearings on March 16, 2009, and March 18, 2009, for the purpose of addressing the Home Rule Petition relating to independence. He urged all those who are able to attend those hearings to do so.

President Harris then presented her report. She thanked Dr. Vampatella and the Admissions and Marketing Departments for their use of information sessions in advertising.

Vice President Kapoor was then called upon to present an enrollment report (please see copy, attached). Mr. Kapoor reported that there will be more enrollments for late-start courses. No members expressed any questions regarding Mr. Kapoor's report.

Dr. Magee reported that the Substantive Change Progress Report will next week be submitted to the New England Association of Schools and Colleges.

President Harris reported that over one hundred fifty people have given their permission for the use of their names in advertisements in support of the College's independence from the City of Quincy.

President Harris further reported that most of the data requested by the City Council has been gathered and will be overnighted to the City Council on Monday or Tuesday of next week. Each member of the Board of Governors, the Mayor, and counsel for Quincy College will be provided with copies of this material, as will the City Solicitor and the City of Quincy's Human Resources Director. Only employment data remains to be completed.

President Harris stated that the revised Quincy College dashboard (please see copy, attached) has been provided to the members of the Board of Governors. Ms. Dunne reported that the dashboard reflects 2007 data, as called for in the IPEDs. Averages for private and public colleges have been included for purposes of comparison.

President Harris then stated that departmental budget hearings will begin next week, and the College's Human Resources Department has organized data collection for the switch to the Group Insurance Commission, with a submission deadline for employees of March 15, 2009.

Next addressed were the Reports of Committees.

Mr. Browne, Committee Chair, presented the report of the Independence Committee. He concurred with President Harris that the gathering of data for submission to the City Council is nearing completion. Dr. Magee was then called upon and described the portion of the College's website dealing with independence as a work in progress. He said that to date, there have been 378 hits on the Campaign for Independence part of the website. He further reported that: posters are up; flyers are out; the community meeting was a success; 30,000 postcards regarding independence have been sent out to Quincy households; the letters from Mr. Dennis have gone out. Dr. Magee also reported that there has been difficulty in getting meetings with the members of the City Council. He described the telephone campaign as successful, with 950 alumni having been called, and with over 200 of those contacted saying that they would respond to the website.

Mr. Dennis said that Quincy College has come such a long way and that there has developed a very positive atmosphere surrounding independence.

Mr. Byrne, Subcommittee Chair, presented the report of the Finance and Facilities Subcommittee. He reported that at the Subcommittee's meeting of February 23, 2009, financials for the first six months of the current fiscal year were reviewed, as were projections for the second half of the year.

Ms. Tonneson was called upon to present a financial report (please see copy, attached, including Statement of Revenues and Expenses, and Balance Sheet). Ms. Tonneson reported that Quincy College is in a good cash position and that the Balance Sheet is healthy. She further reported that the Trial balance and detail are tied to the above-referenced reports.

Mr. Byrne addressed the assumptions underlying the development of the FY 2010 budget (please see copy, attached), including no tuition increases and no increase in enrollment. He then reviewed the projected timeline for the development and approval of the FY 2010 budget (please see copy, attached).

Mr. Byrne then presented proposed budget transfers 1 through 6 (please see copy, attached). President Harris described the purpose of and rationale for each transfer.

Motion by Mr. Byrne that the Board of Governors approve the following proposed budget transfers as recommended by the Finance and Facilities Subcommittee on February 23, 2009:

1. \$15,000.00 from "Rental Building" line (70890528-520701) to "Electricity-Plymouth" line (7089412-520200);
2. \$125,000.00 from "Bookstore Student offset" line (70004-434000) to "Bookstore Student" line (708901-570800);
3. \$25,000.00 from "Instructional Supplies" line (70620085-550104) to "Bookstore Collegewide" line (70890143-570614);
4. \$5,000.00 from "Special Expenses" line (70890098-570609) to "Water and Sewage" line (70890412-560905);
5. \$12,000.00 from "Contingency" line (70580811-570612) to "QPS Custodial OT" line (70580836-510130);
6. \$32,000.00 from "Lib Art PT salaries" line (70630817-570618) to "QPS Clerical" line (70580835-510102).

The motion was seconded by Mr. Browne.

On the motion, Mr. Dennis asked for comparison figures (from prior years) for books purchased from the Bookstore for instructors. President Harris explained that the custodial overtime transfer was largely caused by overtime generated by snowstorms/snow removal.

The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Bragg; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Byrne then reported on the Quincy College Trust. He said that year-end data gathering is underway. The annual solicitation has generated, to date, over \$6,000.00.

Next addressed was Old Business.

President Harris presented the proposed Academic Calendar for 2009 – 2010 (please see copy, attached), which calls for day classes to be offered in Monday/Wednesday and Tuesday/Thursday schedules, with classes offered during the day on Fridays on a once-a-week basis. She reported that a survey regarding the change from the Monday/Wednesday/Friday and Tuesday/Thursday schedule to that proposed in the new Academic Calendar was inconclusive. She recommended adoption of the proposed new Academic Calendar, as the schedule set forth therein allows for more effective teaching and reduces student transportation costs. She reported that the Tuesday/Thursday format has been the most popular. Nursing schedules will not be affected. Faculty and staff will be more available on Fridays to work on such issues as assessment and retention. In response to a question from Ms. Bragg, President Harris said that there will be one less day time block, and that this is a risk, but that she is optimistic about the new schedule. Ms. Bragg then spoke in favor of the proposed Academic Calendar and the one year pilot of the new schedule.

Motion by Ms. Bragg that the Board of Governors approve the proposed 2009 – 2010 Academic Calendar and the one year pilot of the Monday/Wednesday, Tuesday/Thursday, and Friday schedules for fall and spring day courses. 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; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion. Mr. Tsaffaras abstained. The motion was adopted.

Motion by Mr. Byrne that the Board of Governors approve the attendance of Mr. Kapoor and Tom Pham, Executive Director of Information Technology, at Jenzabar Training in Washington, DC, at

\$1,400.00 each. The motion was seconded by Mr. Tsaffaras. 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; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Tsaffaras that the Board of Governors approve the minutes of the Board of Governors' Executive Session of January 29, 2009. The motion was seconded by Ms. Bragg. 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; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

At 7:30 PM, motion by Mr. Bertman that the Board of Governors enter into Executive Session for the purpose of discussing contract negotiations, the Board not to return to open and public session at the conclusion of Executive Session. 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; Mr. Browne; Mr. Byrne; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.