

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF FEBRUARY 27, 2008

Minutes

The meeting was called to order at 6:30 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; Mary Jo Brogna; Edward Browne; Francis Byrne; Thomas Feenan; William Grindlay; Peter Tsaffaras, Esq., Chair. The following members of the Board of Governors were absent at the call of the member roll: Jo-Ann Bragg; Joanne Condon-Walsh; David Dennis, Vice Chair; Jerrell Riggins, Second Vice Chair; Pedro Viejo-Rodriguez. 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 for Facilities Planning; Dr. James Magee, Special Assistant to the President for Institutional Transition; Robert E. Baker, Jr., Esq., Dean of Business and Public Service Programs and Assistant Secretary of the Board of Governors; Matthew Tobin, Esq.

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

Mr. Tsaffaras 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. There were no responses to either of the invitations. Mr. Tsaffaras then declared the Open Forum closed.

Motion by Mr. Feenan that the minutes of the Board of Governors' meeting of January 23, 2008, be approved. 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: Ms. Brogna; Mr. Browne; Mr. Byrne; Mr. Feenan; Mr. Grindlay; Mr. Tsaffaras. Mr. Bertman voted "present". There were no votes in opposition to the motion. The motion was adopted.

Mr. Tsaffaras then presented the report of the Chair. He reflected that a year ago, the College was facing reaccreditation, and has since been granted reaccreditation, and has seen a year of growth and success, including the Plymouth Campus and Newport Hall. The College is now embarking on the expansion of science labs and renovations to Saville Hall, adding faculty, reinforcing the College's fiscal strength, and developing a blueprint for separation from the City of Quincy. The College continues to enjoy a good relationship with the City of Quincy. He praised the Board of Governors, staff, and faculty for this progress.

President Harris then presented her report. She stated that all budget hearings have been completed and the budget building process continues. The Association of Governing Boards in April will be holding several programs in Boston for new trustees and she offered the Board members the opportunity to attend. President Harris further reported that the contracts for the science labs have been delivered to City Hall for approval. She anticipates work on the labs to commence on April 1, 2008. President Harris provided an update on parking. She then referred to the "Disaster Recovery Plan" (please see copy, attached) and reported that Tom Pham, Executive Director of Information Technology, will present the plan at the March 2008 meeting of the Board of Governors.

Mr. Grindlay, Subcommittee Chair, then presented the report of the Personnel and Programs Subcommittee. He reviewed for the Board the Subcommittee's meeting of February 26, 2008, and stated that there were no matters from that meeting to refer to the Board of Governors for action.

Mr. Bertman presented a report on the Quincy College Trust. He stated that all papers have been filed to effectuate the transfer of funds from the Foundation to the Trust. The Trust is

awaiting approval from the Commonwealth of Massachusetts to make the transfer. There are approximately \$230,000. awaiting transfer. Mr. Bertman also reported that on May 21, 2008, there will be a gathering at the Adams Inn focusing on bringing together alumni, faculty, staff, and others interested in the College. The cost to attend this gathering is \$50.00. Mr. Byrne is the new treasurer of the Trust. Sean Galvin has been added as a trustee, replacing a member who resigned.

Under Old Business, Mr. Habeeb presented an update on the science labs, including contracts, timeline, review of plans, and construction. Construction is to begin on April 1, 2008, to run until July 31, 2008, the date for substantial completion. He stated that the project will be on budget and on schedule. Mr. Grindlay stated that the project needed to be done under budget, considering the budget increase from the originally projected cost. Mr. Tsaffaras stated that Ms. Brogna, Mr. Browne, and Mr. Byrne will work with Mr. Habeeb on the project. A process has been established for change orders. Mr. Habeeb then described the restrictions and controls on the contractor regarding working on an occupied building. Mr. Browne asked who has the authority to order work to stop. President Harris replied that only she and Mr. Habeeb have that authority.

Mr. Viejo-Rodriguez arrived at 6:55 PM.

Dr. Magee then made his monthly report (please see copy, attached). He said that a blueprint will be ready in draft form in May. He then reviewed and summarized the meetings that he has had thus far. He stated that the Quincy Education Association (QEA) has asked for more participation in the formulation of the separation plan. He went on to say that QEA faculty will participate by membership in the internal committee to be formed in March.

There were no matters taken up under New Business.

At 7:07 PM, motion by Mr. Byrne that the Board of Governors enter into Executive Session for the purpose of discussing real estate negotiations and contract negotiations, 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. Brogna; Mr. Browne; Mr. Byrne; Mr. Feenan; Mr. Grindlay; Mr. Viejo-Rodriguez; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.