

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF FEBRUARY 4, 2003

MINUTES

The meeting was called to order at 6:12 PM by Chair Theresa Lord-Piatelli. The member roll was called. Present were: Simon Chan; John A. Farmer; Elizabeth Flynn; William S. Grindlay; Reverend William C. Harding; Geraldine J. Lewis; Dr. Joseph S. Nicastro; Richard A. Nicci, II; Peter O'Neill, Esq.; Daniel G. Raymondi, Esq.; Charles Sweeny; Theresa Lord-Piatelli, Esq. Absent was Barbara A. Cannon, whom the Chair reported had called to indicate that she was ill and unable to attend the meeting.

Also present were: Patricia A. Gales, Vice President for Educational Services; Christopher Harrington, Esq., Vice President/CFO; Robert E. Baker, Jr., Esq., Vice President for Institutional Advancement; Stephen J. McGrath, Esq., Executive Assistant to the President for Personnel/In-House Counsel; Michelle McNulty, Esq., attorney for the Board of Governors; Joseph Shea, Clerk of the City of Quincy.

The Pledge of Allegiance was then recited, followed by a moment of silence dedicated to the recently deceased space shuttle Columbia astronauts. A reflection and prayer were offered by Reverend Harding.

Charles Sweeny was then sworn in as a member of the Board of Governors by Mr. Shea, who administered an oath of office and witnessed Mr. Sweeny sign the City's register. Ms. Lord-Piatelli welcomed Mr. Sweeny to the Board, stating that he embodies the spirit of Quincy College, being a founder of the College and a member of College Courses, Inc.

Ms. Lord-Piatelli then announced the open forum portion of the meeting, inviting anyone present to address the Board of Governors. There was no response and that portion of the meeting was declared closed. Mr. Farmer moved approval of the minutes of the previous meeting of the Board of Governors (November 19, 2002). Mr. Raymondi seconded the motion. The motion was approved unanimously on a voice vote.

The item next taken up was the report of the Chair. Ms. Lord-Piatelli addressed the topic of the President's contract, indicating that it is in its last year. She stated that she would be appointing a committee to evaluate the President's performance and make recommendations as to the status of the contract. Ms. Lord-Piatelli also gave an update on the Board of Governors Appointing Council, stating that the Council had met in January, 2003, and had unanimously selected Mr. Sweeny for membership on the Board of Governors. Ms. Lord-Piatelli further reflected that Mr. Sweeny's appointment was a tribute to the memory of late Governor Richard N. Hart, II.

Vice President Baker presented the President's Report for President Barry, who was in Louisiana addressing a group of college executives on Quincy College's marketing efforts. Ms. Lord-Piatelli stated that President Barry's speaking engagement was a tribute to Quincy College's success and the success of its marketing efforts, as Quincy College is now instructing other institutions on marketing and enrollment. She further stated that President Barry and his executive staff are "doing a great job". Mr. Baker presented enrollment information on the recent Winter Session (please see attached demographic data on the Winter Session) and stated that the session's total registrations of 746 were the highest total ever achieved in Winter Session. Mr. Baker also presented information on the Masters in Education program being presented for Quincy College faculty, professional staff, exempt staff and executive staff by Eastern Nazarene College.

The next agenda item addressed was the reports of special committees. Mr. Farmer, as Chair of the Finance and Facilities Subcommittee, called upon Mr. Harrington to present budget transfer proposals (please see attached). Mr. Harrington presented seven transfer requests, as follows:

\$10,600.00 to be transferred from Equipment Purchase line, \$2,100.00 to be transferred to the Building Maintenance line, and \$8,500.00 to be transferred to the Building Renovation line. Mr. Farmer moved that this transfer be approved. Mr. Raymondi seconded the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Chan; Mr. Farmer; Ms. Flynn; Mr. Grindlay; Reverend Harding; Ms. Lewis; Dr. Nicastro; Mr. Nicci; Mr. O'Neill; Mr. Raymondi; Mr. Sweeny; Ms. Lord-Piatelli. No members abstained or voted in opposition;

\$12,000 to be transferred from the Equipment Purchase line to the Building maintenance line; Mr. Farmer moved that this transfer be approved. Mr. Raymondi seconded the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Chan; Mr. Farmer; Ms. Flynn; Mr. Grindlay; Reverend Harding; Ms. Lewis; Dr. Nicastro; Mr. Nicci; Mr. O'Neill; Mr. Raymondi; Mr. Sweeny; Ms. Lord-Piatelli. No members abstained or voted in opposition;

\$25,000.00 to be transferred from the Equipment Purchase line to the Instructional Supplies line; Mr. Farmer moved that this transfer be approved. Mr. Raymondi seconded the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Chan; Mr. Farmer; Ms. Flynn; Mr. Grindlay; Reverend Harding; Ms. Lewis; Dr. Nicastro; Mr. Nicci; Mr. O'Neill; Mr. Raymondi; Mr. Sweeny; Ms. Lord-Piatelli. No members abstained or voted in opposition;

\$9,500.00 to be transferred from the Travel-Local line to the Travel-Interstate line; Mr. Farmer moved that this transfer be approved. Mr. Raymondi seconded the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Chan; Mr. Farmer; Ms. Flynn; Mr. Grindlay; Reverend Harding; Ms. Lewis; Dr. Nicastro; Mr. Nicci; Mr. O'Neill; Mr. Raymondi; Mr. Sweeny; Ms. Lord-Piatelli. No members abstained or voted in opposition;

\$20,000.00 to be transferred from the Workers Compensation line to the Board of Governors-Travel line; Mr. Farmer moved that this transfer be approved. Mr. Raymondi seconded the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Chan; Mr. Farmer; Ms. Flynn; Mr. Grindlay; Reverend Harding; Ms. Lewis; Dr. Nicastro; Mr. Nicci; Mr. O'Neill; Mr. Raymondi; Mr. Sweeny; Ms. Lord-Piatelli. No members abstained or voted in opposition;

\$3,930.00 to be transferred from the Computer Lab Associate line, \$3,750.00 to be transferred to the Vice President/CFO line, and \$180.00 to be transferred to the Contractual Stipends line; Mr. Farmer moved that this transfer be approved. The following members of the Board of Governors voted in favor of the motion: Mr. Chan; Mr. Farmer; Ms. Flynn; Mr. Grindlay; Reverend Harding; Ms. Lewis; Dr. Nicastro; Mr. Nicci; Mr. O'Neill; Mr. Raymondi; Mr. Sweeny; Ms. Lord-Piatelli. No members abstained or voted in opposition;

Supplemental spending authorization, increasing Student Health Insurance Revenue Offset from \$190,000.00 to \$300,000.00, and increasing Student Health Insurance Expense Offset from \$190,000.00 to \$300,000.00; Mr. Farmer moved that this authorization be approved. Mr. Raymondi seconded the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Chan; Mr. Farmer; Ms. Flynn; Mr. Grindlay; Reverend Harding; Ms. Lewis; Dr. Nicastro; Mr. Nicci; Mr. O'Neill; Mr. Raymondi; Mr. Sweeney; Ms. Lord-Piatelli. No members abstained or voted in opposition.

Mr. Harrington also presented an update on the budget process, indicating that budget hearings will take place next week (2/13-2/14/03), after which a draft budget for FY 2004 will be prepared for submission to the Board of Governors on April 1, 2003.

Ms. Lord-Piatelli presented the report of the Special Subcommittee, and the negotiations it has been conducting with a special subcommittee of the Quincy School Committee. The members of the Board of Governors' Special Subcommittee are Ms. Lord-Piatelli, Mr. Farmer, and Mr. Raymondi. The members of the Quincy School Committee's Special Subcommittee are Joanne Bragg, Elaine Dwyer, and Michael McFarland. Ms. Lord-Piatelli described the meeting held on January 27, 2003, and the proposal set forth by Mr. Raymondi. The respective subcommittees adjourned their meeting with the expressed understanding that negotiations would continue. On Friday, January 31, 2003, Quincy College was presented with a letter of eviction from the Quincy School Committee regarding Coddington, White, and Alumni Halls. Since that time, Mr. McFarland has contacted Ms. Lord-Piatelli about scheduling another meeting. Ms. Lord-Piatelli stated that she is optimistic of a resolution, and is confident that Quincy College, in its mission and as an institution, will remain intact and viable. Mr. Sweeny pointed out that no other department of the City of Quincy is charged rent by the City. Mr. McGrath then presented an historical overview of the rental relationship between Quincy College and the City of Quincy.

No matters were presented under "Old Business".

Under "New Business", the change of the next Board of Governors' meeting to April 1, 2003, at 6:00 PM, was announced. Also, Board development workshops will be held on March 27, 2003, and March 28, 2003, for the benefit of new Board members, but all Board members are invited to attend. Part of the focus will be on public sector institutions.

The Transfer Credit Policy Recommendation was presented by Vice President Gales. She described the existing policy allowing students to transfer into Quincy College 45 credits, and the rationale for reducing credits transferred in to 30. After discussion, Dr. Nicastro moved that the policy change be adopted. Mr. Raymondi seconded the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Chan; Mr. Farmer; Ms. Flynn; Mr. Grindlay; Reverend Harding; Ms. Lewis; Dr. Nicastro; Mr. Nicci; Mr. O'Neill; Mr. Raymondi; Mr. Sweeny; Ms. Lord-Piatelli. No members abstained or voted in opposition.

Vice President Baker then reviewed for the Board members the proposed Records Retention Policy (please see attached). Dr. Nicastro moved that the proposed policy be referred to the Personnel and Programs Subcommittee. Mr. Raymondi seconded the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Chan; Mr. Farmer; Ms. Flynn; Mr. Grindlay; Reverend Harding; Ms. Lewis; Dr. Nicastro; Mr. Nicci; Mr. O'Neill; Mr. Raymondi; Mr. Sweeny; Ms. Lord-Piatelli. No members abstained or voted in opposition.

Vice President Gales informed the members of the Board that, effective February 15, 2003, the Boston registered nursing program will relocate from the Massachusetts College of Pharmacy to the Jamaica Plain Veterans Administration Hospital.

At 6:58 PM, Mr. Raymondi moved that the Board of Governors move into executive session for the purpose of discussing collective bargaining, after which the Board would resume in open and public session. Mr. O'Neill seconded the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Chan; Mr. Farmer; Ms. Flynn; Mr. Grindlay; Reverend Harding; Ms. Lewis; Dr. Nicastro; Mr. Nicci; Mr. O'Neill; Mr. Raymondi; Mr. Sweeny; Ms. Lord-Piatelli. No members abstained or voted in opposition.

The Board reconvened in open and public session at 7:20 PM. Mr. Raymondi moved to ratify the agreement with the Quincy Education Association, Unit D, for the period September 3, 2003 through August 31, 2004. Reverend Harding seconded the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Chan; Mr. Farmer; Ms. Flynn; Mr. Grindlay; Reverend Harding; Ms. Lewis; Dr. Nicastro; Mr. Nicci; Mr. O'Neill; Mr. Raymondi; Mr. Sweeny; Ms. Lord-Piatelli. No members abstained or voted in opposition.

At 7:21 PM, Mr. Raymondi moved that the meeting of the Board of Governors be adjourned. Mr. Farmer seconded the motion. The motion was approved unanimously on a voice vote. The meeting was adjourned.