

**QUINCY COLLEGE
BOARD OF GOVERNORS**

FINANCE AND FACILITIES COMMITTEE

**MEETING OF JANUARY 23, 2012
Minutes**

The meeting of the Finance and Facilities Committee, held in the Hart Board Room, Room 106. Saville Hall, 24 Saville Avenue, Quincy, Massachusetts, was called to order at 6:35 PM.

The member roll was called. The following members of the Finance and Facilities Committee were present at the call of the member roll: Paul Barbadoro, Esq.; Christopher Bell; Francis Byrne, Committee Chair and Second Vice Chair of the Board of Governors; Frederick Doyle, Esq.; Thomas Feenan; William Grindlay, Chair of the Board of Governors. No members were absent at the call of the member roll.

Also present were: Peter Tsaffaras, J.D., President and Secretary of the Board of Governors; Pushap Kapoor, Vice President for Administration and Finance; Robert E. Baker, Jr., J.D., Assistant to the President and Assistant Secretary of the Board of Governors; Martin Ahern, Director of Finance; James Powers, auditor, Powers and Sullivan.

Motion by Mr. Barbadoro that the Finance and Facilities Committee approve the minutes of its meeting of September 26, 2011, as presented (please see copy, attached). The motion was seconded by Mr. Grindlay. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Byrne; Mr. Doyle; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Feenan that the Finance and Facilities Committee approve the minutes of its Executive Session of September 26, 2011, as presented (please see copy, attached). The motion was seconded by Mr. Doyle. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Byrne; Mr. Doyle; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Bell that the Finance and Facilities Committee approve the minutes of its meeting of November 14, 2011, as presented (please see copy, attached). The motion was seconded by Mr. Doyle. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Byrne; Mr. Doyle; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Barbadoro that the Finance and Facilities Committee approve the minutes of its Executive Session of November 14, 2011, as presented (please see copy, attached). The motion was seconded by Mr. Feenan. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Byrne; Mr. Doyle; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was a report by James Powers, auditor, of Powers and Sullivan on the FY 2011 audit of Quincy College (as a component of the audit of the City of Quincy). Mr. Sullivan reported on both the draft Management Letter (please see copy, attached) and the draft Financial Statements (please see copy, attached). Mr. Powers thanked Vice President Kapoor and Mr. Ahern, as well as their staff, for their cooperation and for making available to the auditors all material and information that was needed and/or requested for the audit. Mr. Powers stated that the Management Letter cited no material weaknesses. He continued that Vice President Kapoor has addressed the matter of the treasury function, and in the absence of separation from the City of Quincy, the manner in which those functions currently are handled is more than adequate. Mr. Powers also was provided with satisfactory information regarding unclear journal entries made by interim accounting staff. Mr. Powers further stated that enterprise accounts will, in FY 2013, face changing requirements under GASB Standard 63, calling for a breakdown on the balance sheet of Quincy College's pension obligations.

Mr. Bell asked Mr. Powers to explain the ramifications to the treasury function if Quincy College were to separate from the City of Quincy. Mr. Powers replied that any legislation drafted to create a separate Quincy College would have to address the treasury function and also identify the position within the College that would be responsible for the treasury function.

Regarding the upcoming requirement that Quincy College comply with GASB Standard 63, Mr. Byrne asked about its ramifications on balance sheets. Mr. Powers described the anticipated changes. Mr. Byrne then referred to page 20 of the Financial Statements and asked Mr. Powers to review the contents for the members of the Committee. Mr. Powers stated that to account for future post-employment benefits, Quincy College should, in addition to funding pension liability, set aside funds each year for each employee to pay for such future post-employment benefits. This practice is optional, there being no legal requirement that the practice be undertaken.

Mr. Powers further reported that there are no corrections or audit adjustments that need to be made. He continued that he will have the final version of the Financial Statements completed by January 26, 2012. President Tsaffaras followed up by stating that he will have the draft sent out to all members of the Board of Governors, with notice that there may be changes to the Management Letter but not to the Financial Statements, as Mr. Powers stated there will be no changes to the Financial Statements from draft to final version.

Motion by Mr. Feenan that the Finance and Facilities Committee recommend that the Board of Governors approve the audit report (Financial Statements) and that action on the Management Letter be deferred until such time as a final Management Letter is received. The motion was seconded by Mr. Doyle. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Byrne; Mr. Doyle; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was Quincy College's Financial Report, dated November 2011 (please see copy, attached). Mr. Ahern reviewed the Financial Report (through November 30, 2011) for the members of the Committee and summarized major components of the Report. He continued that "Cash" is stable, "Receivables" are in good shape, "Net Assets" are growing year to year, and "Revenue" through the first five (5) months of the current fiscal year are approximately \$8 million, approximately two (2) per cent over budget.

Mr. Feenan asked the status of the examination of stipends paid to certain members of the Nursing faculty. President Tsaffaras replied that he has set up a working group, including the Vice Presidents for Academic Affairs and Human Resources, to study the matter and file a written report in 2012, which then will be addressed by the Finance and Facilities Committee and the Board of Governors.

Mr. Grindlay inquired about compensation for adjunct instructors. President Tsaffaras reported that adjunct compensation is being increased but it remains approximately one third less than that at a typical institution of higher education. President Tsaffaras then described the adjunct pay rate based on the possession of an earned doctorate and ten (10) years of teaching experience, then the per semester increases in base adjunct compensation. He further reported that the College's administration made the decision to eliminate compensation for preparation time for clinical instructors in the Division of Nursing.

Next addressed were proposed budget transfers (please see copy, attached). President Tsaffaras explained the details of and rationale for each proposed transfer. Regarding proposed transfer # 1, Mr. Grindlay stated that rent typically is not a capital expense, and asked if there were some area from which the funds could come other than the "Fund Balance". Vice President Kapoor replied that this transfer is for space for the Exercise Science Program and other rent for Presidents Place space has come from the "Fund Balance". Mr. Byrne pointed out that the attachment to the transfer proposals, titled "Details for Transfer Request" should contain substantive information as to the details and rationale for the transfer.

Motion by Mr. Barbadoro that the Finance and Facilities Committee recommend that the Board of Governors approve proposed budget transfers 1 through 8 as presented. The motion was seconded by Mr. Doyle. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Byrne; Mr. Doyle; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was the process for verifying the receipt of goods and services. The written process, dated January 19, 2012 (please see copy, attached), was reviewed for the members of the Finance and Facilities Committee by Vice President Kapoor and Mr. Ahern. Mr. Grindlay expressed his satisfaction with both the written process and the explanation of it.

Next addressed was the membership of the Board of Governors in several organizations, specifically the Association of Governing Boards (AGB) and the Association of Community College Trustees (ACCT). President Tsaffaras presented to the members of the Finance and Facilities Committee and reviewed for them details, benefits, and costs of membership (please see copy, attached). The consensus of the Committee was to review the memberships in March when renewals are closer at hand

and to present to the Board of Governors a recommendation of what and what not to keep.

Next addressed were budget assumptions for FY 2013.

Mr. Doyle departed at 8:51 PM.

The members of the Finance and Facilities Committee discussed various options to guide the College's administration in its preparation of the FY 2013 budget.

No matters were addressed under "Old Business".

No matters were addressed under "New Business".

The members of the Finance and Facilities Committee determined that there now existed no matters for discussion in Executive Session. Therefore, no Executive Session was held.

At 9:27 PM, motion by Mr. Feenan that the meeting of the Finance and Facilities Committee be adjourned. The motion was seconded by Mr. Bell. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Byrne; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted and the meeting was adjourned.

**QUINCY COLLEGE
BOARD OF GOVERNORS**

FINANCE AND FACILITIES COMMITTEE

**MEETING OF MARCH 13, 2012
Minutes**

The meeting of the Finance and Facilities Committee, held in the Hart Board Room, Room 106, Saville Hall, 24 Saville Avenue, Quincy, Massachusetts, was called to order at 6:33 pm.

The member roll was called. The following members of the Finance and Facilities Committee were present at the call of the member roll: Paul Barbadoro, Esq., Christopher Bell; Francis Byrne, Committee Chair and Second Vice Chair of the Board of Governors; Frederick Doyle, Esq.; Thomas Feenan. Absent was William Grindlay, Chair of the Board of Governors.

Also present were: Peter Tsaffaras, J.D., President and Secretary of the Board of Governors; Anna Williams, J.D., Vice President for Academic Affairs; Pushap Kapoor, Vice President for Administration and Finance; Robert E. Baker, Jr., J.D., Assistant to the President and Assistant Secretary of the Board of Governors; Laura Corina, Ph.D., Dean of the Division of Natural and Health Sciences; Henry Rubin, Ph.D., Dean of the Division of Liberal Arts; Kimberly Crocker-Crowther, Ph.D., Dean of the Division of Nursing; Sandra Smales, J.D., Dean of the Division of Business and Public Service; Mary Burke, Dean of the Plymouth Campus; Martin Ahern, Director of Finance.

Motion by Mr. Barbadoro that the Finance and Facilities Committee approve the minutes of its meeting of January 23, 2012, as presented (please see copy, attached). The motion was seconded by Mr. Bell. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Byrne; Mr. Doyle; Mr. Feenan. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was the Financial Statement, ending January 2012 (please see copy, attached), reviewed for the members of the Committee by Mr. Ahern. Mr. Byrne asked if any members had questions on the Balance Sheet. With no questions being presented, Mr. Ahern explained that "Cash" is up. The "Accounts Receivable" balance

is high but that is caused by the first influx of financial aid. Mr. Ahern continued that the "Accounts Payable" balance also is high, partly due to unbilled or unpaid health insurance, or unwaived health insurance, these matters typically not being resolved until March. The "Fund Balance" shows an increase of approximately ten per cent (10 %) from year-end numbers.

Mr. Bell asked for an explanation of "Accrued Absences". President Tsaffaras explained that for any employee who is vested, accrued sick and/or vacation time must be shown on the Balance Sheet.

Mr. Ahern then reviewed for the members of the Committee the Profit and Loss Statement. "Revenue" through the first seven (7) months is approximately three per cent (3 %) to the favorable, while over the same period "Expenses" are slightly favorable.

Mr. Byrne asked how the College was looking on "Fees" through March, specifically will the College reach \$1.3 million for the year in fees? Mr. Ahern replied that it likely will be close. Mr. Ahern also reported that Spring revenues are approximately one per cent (1 %) short, but there are five (5) and seven (7) week courses yet to start. "Cash Flows" and "Bank Reconciliations" closed out fine for the month in question, with no variances. Regarding Presidents Place, Mr. Ahern reported that budgetarily, the project is on track.

Next addressed were proposed budget transfers (please see copy of proposed budget transfers 1 – 3, attached). President Tsaffaras first presented proposed transfer # 3, explaining that it is for the services of an attorney to deal exclusively with the College's negotiations with the Street-Works downtown revitalization. The amount of \$25,000.00 is that originally recommended by the Board of Governors for the initial contract with the attorney.

Motion by Mr. Feenan that the Finance and Facilities Committee recommend that the Board of Governors approve proposed transfer # 3 as presented, in the amount of \$25,000.00, to fund the services of an attorney to negotiate with Street-Works. The motion was seconded by Mr. Barbadoro. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Byrne; Mr. Doyle; Mr. Feenan. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

President Tsaffaras then explained proposed transfer # 2, in the amount of \$10,000.00, to pay for electricity charges at Presidents Place from January through June 2012.

Motion by Mr. Feenan that the Finance and Facilities Committee recommend that the Board of Governors approve proposed transfer # 2 as presented, in the amount of \$10,000.00, to pay for electricity charges at Presidents Place from January through June 2012. The motion was seconded by Mr. Barbadoro. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Byrne; Mr. Doyle; Mr. Feenan. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

President Tsaffaras then explained the rationale for and purpose of proposed transfer # 1. He described his three (3) year plan to bring the compensation for Quincy College's adjunct instructors closer to that of other institutions, including two (2) year colleges. He then described the compensation scale for those adjuncts with earned doctorates and those who have taught for ten (10) plus years. The increase in enrollment also led to an increase in the number of sections held, resulting in increased adjunct costs. When the shortfall in funds budgeted for adjunct compensation was discovered, a hiring freeze was instituted, and the rest of the budget was examined for available funds, seen in the proposed transfers from various budget lines. President Tsaffaras explained that his plan is, over the next month, to examine adjunct instructor costs to determine a more accurate figure. President Tsaffaras continued that the transfer does not affect the bottom line or negatively impact the quality of education or divisional performance. The transfer will not negatively affect institutional performance during the current year. He then explained the processes by which adjunct instructors are hired and paid.

Mr. Byrne stated that the average number of courses taught by adjunct instructors is something that needs to be determined. Mr. Byrne then asked how \$46,500.00 is available for transfer from the "Vice President for Academic Affairs – Salaries" line. President Tsaffaras explained that this is the result of the delayed filling of the position of "Dean of Inter-Institutional Affairs and On-Line Programs", now scheduled to start on July 1, 2012.

Motion by Mr. Barbadoro that the Finance and Facilities Committee recommend that the Board of Governors approve proposed transfer # 1 as presented, in the amount of \$571,314.00, to fund adjunct instructor costs. The motion was seconded by Mr. Feenan. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Byrne; Mr. Doyle; Mr. Feenan. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

No matters were addressed under "Old Business".

Under "New Business", President Tsaffaras requested that the Finance and Facilities Committee establish meeting dates on which to address the FY 2013 budget. The Committee determined that it would meet on April 12, 2012, and April 19, 2012, at 5:30 PM, to address the FY 2013 budget.

At 7:17 PM, motion by Mr. Feenan that, pursuant to the provisions of Massachusetts General Laws, Chapter 30A, Section 21(a)(3) and (6), as posted, and Chapter 30A, Section 21 (a) (4) and (5), which was not foreseen at the time of the posting of this meeting, to enter into Executive Session to consider collective bargaining strategy, security strategy, a matter of criminal misconduct, and the lease of real property, as discussion in open session may have a detrimental effect on the position of the College, and to reconvene in open session. The motion was seconded by Mr. Bell. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Byrne; Mr. Doyle; Mr. Feenan. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Open and public session resumed at 8:19 PM. The member roll was called. The following members of the Finance and Facilities Committee were present at the call of the member roll: Mr. Barbadoro; Mr. Bell; Mr. Byrne; Mr. Doyle; Mr. Feenan. Mr. Grindlay was absent at the call of the member roll.

At 8:20 PM, motion by Mr. Feenan that the meeting of the Finance and Facilities Committee be adjourned. The motion was seconded by Mr. Bell. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Byrne; Mr. Doyle; Mr. Feenan. There were no votes in opposition to the motion, and no abstentions. The motion was adopted and the meeting was adjourned.

**QUINCY COLLEGE
BOARD OF GOVERNORS**

FINANCE AND FACILITIES COMMITTEE

MEETING OF APRIL 23, 2012

Minutes

The meeting of the Finance and Facilities Committee, held in the Hart Board Room, Room 106, Saville Hall, 24 Saville Avenue, Quincy, Massachusetts, was called to order at 5:35 PM. The member roll was called. The following members of the Finance and Facilities Committee were present at the call of the member roll: Christopher Bell; Francis Byrne, Committee Chair and Second Vice Chair of the Board of Governors; Thomas Feenan; William Grindlay, Chair of the Board of Governors. Absent at the call of the member roll were: Paul Barbadoro, Esq.; Frederick Doyle, Esq.

Also present were: Peter Tsaffaras, J.D., President and Secretary of the Board of Governors; Anna Williams, J.D., Vice President for Academic Affairs; Pushap Kapoor, Vice President for Administration and Finance; Robert E. Baker, Jr., J.D., Assistant to the President and Assistant Secretary of the Board of Governors; Dr. Henry Rubin, Dean of the Division of Liberal Arts; Dr. Laura Corina, Dean of the Division of Natural and Health Sciences; Sandra Smales, J.D., Dean of the Division of Business and Public Service; Dr. Kimberly Puhala, Associate Vice President for Institutional Research and Assessment; Tom Pham, Associate Vice President for Communications and Information Technology; Martin Ahern, Director of Finance.

Discussion commenced on the proposed FY 2013 budget (please see copy, attached), beginning with academic expenses.

Mr. Barbadoro arrived at 5:36 PM.

Mary Jo Brogna, Vice Chair of the Board of Governors, arrived at 5:37 PM.

President Tsaffaras discussed two (2) handouts, "Tuition/Fees Per Year, 2008-2011", and "Quincy College Nursing Program Tuition and Fees" (please see copies, attached). He then addressed the negative variance of \$187,860.00 in Nursing. Vice President Kapoor said that this variance is explained by the transfer of the non-nursing health programs from the Division of Nursing to the Division of Natural and Health Sciences. President Tsaffaras continued that the \$45,000.00 under "New Programs" represents new programs starting in the fall, including a Human Resources Management Certificate Program and other non-credits.

Substantive discussion of the proposed FY 2013 budget began with expenses under "Library". President Tsaffaras reviewed for the Committee the new position of "Director of Library Services" and stated that this position will not be filled until July 1, 2012. Mr. Feenan asked if there was a duplication of services with Quincy College operating its own library with the City of Quincy's Thomas Crane Library located across the street from Presidents Place. President Tsaffaras replied that the use of the Crane Library is something that is being explored on an ongoing basis.

Mr. Byrne asked for an update on breakage for the current fiscal year. Mr. Ahern replied that it is negative approximately \$240,000.00. President Tsaffaras added that accounts are being examined for savings to make up this shortage.

Mr. Grindlay stated that for the May 2012 meeting of the Finance and Facilities Committee, a plan is to be presented to address rectifying the shortage in breakage.

Mr. Ahern then drew the Committee's attention to page 37 of the proposed FY 2013 budget, a listing and explanation of items moved from one department to another since the FY 2012 budget. President Tsaffaras then addressed page 36, "New Positions". He explained that with the exception of the position in Enrollment Services, all new positions are directly focused on teaching and learning.

Mr. Barbadoro asked why the position of "Director of Library Services" needs to be filled. Vice President Williams replied that currently there is no direct supervision of Library staff but that she, as Vice President for Academic Affairs, is performing those supervisory duties. The new position would undertake such management duties as supervision, scheduling, and evaluation of Library staff, as well as ordering materials and managing purchasing for the Library.

The Committee accepted expenses under "Library".

Next addressed were the expenses of the Division of Nursing. President Tsaffaras reviewed for the members of the Committee staffing, including vacancies.

Motion by Mr. Grindlay that the Finance and Facilities Committee recommend to the Board of Governors that "PN Part-Time Instructional Costs" be reduced by \$50,000.00". The motion was seconded by Mr. Barbadoro. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Byrne; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Other than the funds the subject of the above motion, the Committee accepted expenses for the Division of Nursing as presented.

Next addressed were the expenses of the Division of Business and Public Service. Discussed was the \$130,000.00 increase in adjunct costs, and an unfunded Computer Science faculty position. President Tsaffaras stated that the overall number of sections probably will increase based on increased enrollment, resulting in increased adjunct instructor costs. Mr. Barbadoro asked why the amount for "Instructional Supplies" is higher for FY 2013 than for FY 2012. Vice President Williams and Dean Smales explained that the increase is due to increased expenses for the Networking Program in Computer Science.

Motion by Mr. Grindlay that the Finance and Facilities Committee recommend to the Board of Governors that, for the Division of Business and Public Service, the expense amount under "Instructional Supplies" be reduced from \$65,000.00 to \$54,800.00. The motion was seconded by Mr. Barbadoro. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Byrne; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Other than the funds the subject of the above motion, the Committee accepted expenses for the Division of Business and Public Service as presented.

Next addressed were the expenses of the Division of Liberal Arts. Mr. Grindlay asked why adjunct costs are so high. President Tsaffaras replied that the increase is due to the projected increase in the number of sections offered by the Division of Liberal Arts.

The Committee accepted expenses for the Division of Liberal Arts as presented.

Next addressed were the expenses of the Division of Natural and Health Sciences. The Committee accepted expenses for the Division of Natural and Health Sciences as presented.

Next addressed were "College-Wide" expenses. President Tsaffaras reviewed for the members of the Committee those expenses. In response to a question regarding possible expense reductions, President Tsaffaras stated that "Postage" could be reduced by \$20,000.00.

Motion by Mr. Bell that the Finance and Facilities Committee recommend to the Board of Governors that "Postage", under "College-Wide Expenses", be reduced by \$20,000.00. The motion was seconded by Mr. Feenan. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Byrne; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The discussion on "College-Wide Expenses" continued. Regarding "Rent", Mr. Grindlay asked if the rents being charged by the landlords of Temple and Newport Halls for the period from when the College vacates those premises until the expiration of the respective leases are accounted for in this budget. President Tsaffaras replied that they are accounted for in this budget. Regarding "Parking", President Tsaffaras reported that the amount called for in this line, \$24,000.00, will not be needed.

Motion by Mr. Grindlay that the Finance and Facilities Committee recommend to the Board of Governors that the expense amount of \$24,000.00 under "Parking" be eliminated. The motion was seconded by Mr. Bell. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Byrne; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

President Tsaffaras also recommended the elimination, on page 25, under the Division of Natural and Health Sciences, the expense sum of \$5,000.00 as it is a pass-through. Also on page 25, and also under the Division of Natural and Health Sciences, President Tsaffaras recommended that the expense line titled "Part Time/Temporary Adjunct Instructional Costs" be reduced by \$7,927.00.

Motion by Mr. Grindlay that the Finance and Facilities Committee recommend to the Board of Governors that the expense line titled "Part Time/Temporary Adjunct Instructional Costs" within the expenses of the Division of Natural and Health Sciences" be reduced by \$7,927.00. The motion was seconded by Mr. Barbadoro. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Byrne; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Grindlay asked if the capital budget is over and above the now balanced operating budget. Vice President Kapoor replied that it is not included in the operating budget. President Tsaffaras then reviewed for the members of the Committee the items included in the capital budget. Mr. Grindlay stated his belief that all of the items set forth in the capital budget are capital items and should be funded out of the Fund Balance. Mr. Grindlay recommended that the capital budget not be made part of the operating budget and that the capital budget be addressed at a later date. President Tsaffaras recommended that the capital budget be brought before the Board of Governors in May 2012 with a more focused approach. Mr. Barbadoro suggested that the capital budget be accompanied by start dates for each project. Mr. Bell recommended the development of a calendar for completion of matters in the capital budget.

Motion by Mr. Grindlay that there be no action taken on the FY 2013 capital budget at this time. The motion was seconded by Mr. Barbadoro. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Byrne; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Grindlay reiterated that the operating budget with the recommendations of the Finance and Facilities Committee is a balanced budget, with revenues equaling expenses.

Mr. Barbadoro thanked President Tsaffaras, the Vice Presidents, and the entire team, including the members of the Finance and Facilities Committee, for developing the budget and balancing it.

Motion by Mr. Feenan that the Finance and Facilities Committee bring the balanced FY 2013 operating budget forward to the Board of Governors at its meeting of April 26, 2012. The motion was seconded by Mr. Bell. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Byrne; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

At 7:46 PM, motion by Mr. Barbadoro that the meeting of the Finance and Facilities Committee be adjourned. The motion was seconded by Mr. Grindlay. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Byrne; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted and the meeting was adjourned.

**QUINCY COLLEGE
BOARD OF GOVERNORS**

FINANCE AND FACILITIES COMMITTEE

**MEETING OF APRIL 19, 2012
Minutes**

The meeting of the Finance and Facilities Committee, held in the Hart Board Room, Room 106, Saville Hall, 24 Saville Avenue, Quincy, Massachusetts, was called to order at 5:45 PM. The member roll was called. The following members of the Finance and Facilities Committee were present at the call of the member roll: Christopher Bell; Francis Byrne, Committee Chair and Second Vice Chair of the Board of Governors; Thomas Feenan; William Grindlay, Chair of the Board of Governors. Absent at the call of the member roll were: Paul Barbadoro, Esq.; Frederick Doyle, Esq.

Also present were: Mary Jo Brogna, Vice Chair of the Board of Governors; Peter Tsaffaras, J.D., President and Secretary of the Board of Governors; Anna Williams, J.D., Vice President for Academic Affairs; Robert E. Baker, Jr., J.D., Assistant to the President and Assistant Secretary of the Board of Governors; Martin Ahern, Director of Finance.

Motion by Mr. Bell that the Finance and Facilities Committee approve the minutes of its meeting of March 13, 2012 (please see copy, attached) as presented. The motion was seconded by Mr. Feenan. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Byrne; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

At 5:47 PM, motion by Mr. Feenan that pursuant to the provisions of Massachusetts General Laws, Chapter 30A, Section 21(a)(3), the Finance and Facilities Committee enter into Executive Session to discuss strategy with respect to collective bargaining and litigation, as discussion in open session may have a detrimental effect on the negotiating positions of the College, and to reconvene in open session. The motion was seconded by Mr. Grindlay. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Byrne; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Open and public session reconvened at 5:59 PM. The member roll was called. The following members of the Finance and Facilities Committee were present at the call of the member roll: Mr. Bell; Mr. Byrne; Mr. Feenan; Mr. Grindlay. Absent at the call of the member roll were: Mr. Barbadoro; Mr. Doyle.

Next addressed was the proposed FY 2013 budget (please see copy, attached). Mr. Byrne made introductory remarks and reminded the members of the Committee that the proposed budget contains a deficit, as the budget as presented was based on a zero (0) per cent increase in tuition and fees and a zero (0) per cent increase in enrollment.

The discussion on the proposed FY 2013 budget began with revenues, including revenues from the Quincy campus, the Plymouth campus, on-line courses, as well as anticipated variances from on-line courses and an increase in revenues from the First Year Seminar, which is going in the fall semester from a one (1) credit course to a three (3) credit course. The reason for the projected negative revenue variance in "Nursing" needs to be determined and communicated to the Committee. (for example, why the budget line is titled "Nursing and Health Sciences" while the Division of Nursing stands alone organizationally). The components of the "Other Income" line then were discussed.

Mr. Doyle arrived at 6:25 PM.

The nature of "New Programs" at \$45,000.00 for FY 2013 needs to be determined and communicated to the Committee.

President Tsaffaras then presented to the Committee information on the rise of college costs since 1999 (two year, four year private, four year public, Massachusetts community colleges)(please see copy, attached) and stated that the increase in the cost of education at Quincy College is lower than any institution on that list. President Tsaffaras continued that a proposed tuition increase at Quincy College would put full time, non-nursing, tuition well within Pell Grant limits. President Tsaffaras recommended that the proposed budget be based on a zero (0) per cent increase in enrollment and a seven and one half (7.5) per cent increase in tuition for FY 2013 which, if one time institutional costs are factored out, would result in an actual tuition increase of five (5) per cent.

Ms. Brogna asked that, for Nursing, Quincy College's tuition be compared with competitors such as Laboure, Brockton Hospital, and Mass. Bay Community College.

Mr. Byrne pointed out that tuition increased at Quincy College last year by three (3) per cent and asked how that may have affected enrollment. Mr. Ahern replied that enrollment increased in FY 2012 compared with FY 2011 by 3.8 per cent.

Mr. Grindlay expressed his opposition to a tuition increase of seven and one half (7.5) per cent as he is of the belief that such an increase would be difficult to afford by Quincy College's students.

Ms. Brogna stated that because of various issues with the Division of Nursing, current students may be unhappy with a tuition increase, and that perhaps any increase should apply only to incoming students.

President Tsaffaras stated that the amount of a tuition increase can be offset by an increase in enrollment. Mr. Grindlay asked if a tuition increase could apply only to new students, and any Nursing tuition increase be less than that applicable to other students.

Mr. Grindlay asked for information on enrollment increases at Quincy College over the last four (4) years. President Tsaffaras replied as follows: 3.8%; 3.3%; 6.1%; 4.5%. Mr. Grindlay then stated his belief that a three (3) per cent enrollment increase for FY 2013 is realistic. President Tsaffaras replied that a three (3) per cent enrollment increase coupled with a five (5) per cent tuition increase would help balance the budget.

President Tsaffaras then spoke of the International Student Services Office redoubling its efforts to attract students, as well as the College working on strategies to identify its niche populations and ensuring that the College offers programs that appeal to such populations.

Mr. Byrne stated that if the FY 2013 budget were based on a tuition increase of five (5) per cent and an enrollment increase of three (3) per cent, the budget would have an operating deficit of \$102,233.00.

Motion by Mr. Grindlay that the Finance and Facilities Committee proceed in its FY 2013 budget discussions on the assumption of a three (3) per cent increase in enrollment. The motion was seconded by Mr. Feenan. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Byrne; Mr. Doyle; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Feenan that the Finance and Facilities Committee proceed in its FY 2013 budget discussions on the assumption of a five (5) per cent increase in tuition, except for Nursing students currently enrolled, who shall be subject to a zero (0) per cent tuition increase for a twelve (12) month period. The motion was seconded by Mr. Doyle. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Byrne; Mr. Doyle; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

President Tsaffaras stated that there are several requests for fee increases, including the OPT fee, Parking fee, Add/Drop fee, Nursing Test fee, and Non-US Residential fee. He explained the rationale for each requested fee increase. He continued that there will be no Technology fee and no Facilities fee.

Motion by Mr. Feenan that the Finance and Facilities Committee recommend that the proposed Fee Schedule for FY 2013 (please see copy, attached) be accepted as presented. The motion was seconded by Mr. Doyle. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Byrne; Mr. Doyle; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Grindlay asked, based on the motions just adopted, the effect on expenditures in the proposed FY 2013 budget. Mr. Byrne replied that there remains an operating deficit of \$102,233.00

Mr. Byrne, Committee Chair, called a recess at 7:33 PM.

The meeting of the Finance and Facilities Committee recommenced at 7:40 PM.

The Finance and Facilities Committee next addressed the "Expenses" portion of the proposed FY 2013 budget.

The Committee accepted expenses under "Board of Governors" as presented.

The Committee accepted expenses under "President" as presented.

The Committee accepted expenses under "Institutional Research" as presented.

The Committee accepted expenses under "Human Resources" as presented, President Tsaffaras explaining that Professional Development funds have been moved from the Vice Presidents' budgets to that of Human Resources.

The Committee accepted expenses under "Student Development" as presented after President Tsaffaras explained that this budget has increased due to the hiring of a .5 Disability Officer, and coaching and advising positions have increased in number and in compensation.

The Committee accepted expenses under "Plymouth" as presented as President Tsaffaras explained that Plymouth Campus operating costs are now being attributed to the Plymouth Campus, whereas in the past that had not consistently been the case. New personnel costs are attributable to a Resource Officer, Assistant to the Dean, and Enrollment Specialist positions.

The Committee accepted expenses under "Vice President for Administration and Finance" as presented. President Tsaffaras reminded the members of the Committee that \$17,500.00 was removed from these expenses and placed in Human Resources expenses. He continued that the position of Grant Writer, if filled, will report to the Associate Vice President for Institutional Research and Assessment. Office supplies, as well as furniture, at \$50,000.00, is for use by the entire College but is under "Administrative Services".

The Committee accepted expenses under "Vice President for Academic Affairs" as presented.

The Committee accepted expenses under "Information Technology" as presented. President Tsaffaras informed the Committee that equipment purchases have been moved to the capital budget. A technology support position also is needed for coverage until 10:00 PM.

The Committee accepted expenses under "Registrar" as presented. President Tsaffaras informed the Committee that Life Balance Counselor positions have been moved to Student Development, and there are vacancies in the positions of Director of Veterans' Affairs and Administrative Officer.

The Committee accepted expenses under "International Student Services" as presented.

Mr. Grindlay asked to be prepared and presented at the Committee's meeting of April 23, 2012, a page by page list of changes to the proposed FY 2013 budget, and a list of full time positions in this budget compared to that of FY 2012.

The Committee accepted expenses under "Administrative Services" as presented. President Tsaffaras explained that copy services is new to this area, as are the positions of Cleaning Agent. Custodial needs for Presidents Place may need to be reassessed. William McKinney's name needs to be restored. The status of the Resource Officer positions will be assessed in light of the pending report from the security consultant. Further, \$24,360.00 needs to be restored to fund Paul Oldham's position.

The Committee accepted expenses under "Finance" as presented. President Tsaffaras explained that "Equipment Rental" expense has been consolidated under "Finance" from all other departments. A payroll clerk has been hired.

Mr. Byrne asked that the Committee, at its next meeting, be provided with a summary of all expense and personnel shifts from department to department, as well as the net savings resulting from such shifts.

Mr. Grindlay asked that the position of Chief Financial Officer be readvertised.

Mr. Grindlay lauded Mr. Ahern for his work on the budget, and was joined in that praise by the other members of the Committee.

The Committee accepted expenses under "Financial Aid" as presented.

The Committee accepted expenses under "Career and Workforce Development" as presented. President Tsaffaras explained that funding for the position held by Janet McKeen should be funded entirely through the Division of Natural and Health Sciences.

Mr. Grindlay stated that for the Committee's use at its meeting of April 23rd a summary of all recommended changes as well as error corrections to the proposed FY 2013 budget be provided.

At 9:04 PM, motion by Mr. Doyle that the meeting of the Finance and Facilities Committee be adjourned. The motion was seconded by Mr. Bell. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Byrne; Mr. Doyle. Voting in opposition to the motion were Mr. Feenan and Mr. Grindlay. There were no abstentions. The motion was adopted and the meeting was adjourned.

**QUINCY COLLEGE
BOARD OF GOVERNORS**

FINANCE AND FACILITIES COMMITTEE

**MEETING OF MAY 21, 2012
Minutes**

The meeting of the Finance and Facilities Committee, held in the Hart Board Room, Room 106, Saville Hall, 24 Saville Avenue, Quincy, Massachusetts, was called to order at 6:35 PM. The member roll was called. The following members of the Finance and Facilities Committee were present at the call of the member roll: Paul Barbadoro, Esq.; Christopher Bell; Frederick Doyle, Esq.; William Grindlay, Chair of the Board of Governors. Absent at the call of the member roll was Thomas Feenan.

In the absence of a Committee Chair, Mr. Grindlay, as senior member of the Board of Governors, presided over the meeting.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Pushap Kapoor, Vice President for Administration and Finance; Robert E. Baker, Jr., J.D., Assistant to the President and Assistant Secretary of the Board of Governors; Dr. Laura Corina, Dean of the Division of Natural and Health Sciences; Dr. Kimberly Crocker Crowther, Dean of the Division of Nursing; Mary Burke, Dean of the Plymouth Campus; Tom Pham, Associate Vice President for Communications and Information Technology; Martin Ahern, Director of Finance.

Motion by Mr. Bell that the Finance and Facilities Committee approve the minutes of its meeting of April 19, 2012, as submitted. The motion was seconded by Mr. Doyle. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Doyle; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Doyle that the Finance and Facilities Committee approve the minutes of its meeting of April 23, 2012, as submitted. The motion was seconded by Mr. Bell. The following members of the Finance and Facilities Committee voted in favor of the motion:

Mr. Barbadoro; Mr. Bell; Mr. Doyle; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The Committee next addressed the March 2012 financial report. In reviewing for the members of the Committee the Balance Sheet, Mr. Ahern reported that "Receivables" are at a good level, deferred revenue for the last month of the spring 2012 semester will be recognized next month, and the unrestricted "Fund Balance" of \$12.2 million is very strong.

Mr. Ahern then continued with a review of the Profit and Loss Statement. He explained that revenues are approximately 2% (two per cent) positive, expenses are 8 % (eight per cent) favorable, and estimated revenue for April, May, and June 2012, based on past years, should come in on budget for the current year.

Regarding Capital Expenditures, Mr. Ahern reported that HVAC and roofing repairs to Saville Hall have been deferred to next year. He further reported that the identification system came in just about on budget. There are positive cash flows through the first nine (9) months of the current fiscal year. Reconciliations continue to be in line with the City of Quincy and MUNIS.

Mr. Grindlay thanked Mr. Ahern for a good and thorough presentation.

Next addressed were proposed budget transfers (please see copy, attached).

President Tsaffaras explained how the "Breakage Account" has been brought to zero, meaning that the account contains no deficit. In turn, this means that the FY 2012 budget will be fully funded. He further explained that each transfer was proposed in consultation with the administrator responsible for each particular budget line.

Mr. Grindlay asked why the "PN Part-Time" line has \$90,000.00 available to transfer out. President Tsaffaras explained that the initial amount was over-budgeted given the subsequent combining of the Associate Degree in Nursing (ADN) and Practical Nurse (PN) Certificate Program faculty, and most PN adjunct expenses came out of what had been the "ADN Part-Time Faculty" line.

President Tsaffaras further explained, regarding the excess in the Plymouth "Equipment" and "Supply" lines, that this is largely the result of the Quincy College Trust absorbing just over \$44,000.00 in expenses for the new Plymouth Campus Library.

Mr. Barbadoro asked why there is an excess in the "Marketing/Media" line. Vice President Kapoor replied that because the distribution of semester bulletins did not result in admissions commensurate with the number of bulletins distributed, the number of bulletins published was decreased. Vice President Kapoor continued that the Marketing Department will come up with a plan to determine the most effective marketing media. The deadline for submission of this plan is July 15, 2012. Mr. Barbadoro suggested retaining the services of a consultant to help put together a marketing plan, which he believes would cost approximately \$5,000.00. President Tsaffaras and Vice President Kapoor suggested that the best way to use such services is to have a consultant critique a draft plan put together by Quincy College staff.

President Tsaffaras explained that the shortfall in the amount budgeted for part-time academic compensation in the Division of Natural and Health Sciences and at the Plymouth Campus is due to higher than anticipated enrollments, resulting in an increased number of sections.

Motion by Mr. Barbadoro that the Finance and Facilities Committee recommend that the Board of Governors approve proposed transfers 1 and 2, as presented. The motion was seconded by Mr. Doyle. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Doyle; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was the Capital Budget for FY 2013. President Tsaffaras reminded the members of the Committee that when the Operational Budget for FY 2013 was approved, the decision was made to defer consideration of the Capital Budget for FY 2013 to a later date. Today's request is the first of three (3) requests for transfers of capital outlays from the Fund Balance.

Mr. Grindlay asked the approximate range of the next two (2) requests. President Tsaffaras replied that the total outlay will be approximately \$1.45 million, so the next two (2) requests will equal approximately \$300,000.00, \$150,000.00 of which is to repair the roof of Saville Hall. Some security measures are included in today's request, to be incorporated into the completion of Presidents Place. Some additional security measures may be recommended in excess of the \$1.45 capital outlay.

Each request from the Fund Balance was then explained.

At the direction of the members of the Finance and Facilities Committee, Mr. Ahern stated that a separate account would be set up for each capital outlay item. Any

unused funds can, by vote of the Board of Governors, be transferred back to the Fund Balance. In order to track each item, Mr. Barbadoro asked that a separate report be generated for each item.

It was the consensus of the Committee members that the first request, under Administrative Services, for \$97,500.00 for Presidents Place construction, be held for a future meeting.

Motion by Mr. Barbadoro that the capital outlay request of \$97,500.00 for the Presidents Place build-out be held for a future meeting of the Finance and Facilities Committee in order to obtain more accurate information as to what may be owed. The motion was seconded by Mr. Doyle. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Doyle; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Dean Burke explained the need for the Plymouth Campus requests. Associate Vice President Pham explained the need for the various Information Technology requests, including the Plymouth Campus MAC Laboratory.

Mr. Barbadoro explained that since his brother in law works for an entity on the Commonwealth of Massachusetts bid list, FTG Technologies, he, Mr. Barbadoro, will recuse himself on any matter involving them, including the UPS System.

President Tsaffaras reported that College Courses, Incorporated, will fund the Math Laboratory at \$45,000.00.

Dean Crowther explained the need for the Simulation Laboratory equipment and the general Nursing Laboratory equipment.

Dean Corina explained the requests to expand the Medical Laboratory Technician Laboratory, the replacement equipment for basic science laboratories, and the equipment request for the Exercise Science Program.

President Tsaffaras observed that the delay in the Finance and Facilities Committee's consideration of capital outlays gave the College's administration a greater opportunity to demonstrate the use of and need for the proposed capital items, and thanked the members of the Committee for that opportunity.

Mr. Grindlay calculated the capital outlay request, minus the amount of \$97,500.00 consideration for which had been deferred, at \$973,418.00, to be transferred from the Fund Balance. Mr. Grindlay made it clear that these appropriations are to be held and tracked in separate accounts, not comingled, and with any unused balances to be returned to the Fund Balance by vote of the Board of Governors.

Motion by Mr. Bell that the Finance and Facilities Committee recommend that the Board of Governors approve the transfer of \$973,418.00 from the Fund Balance for capital outlay as presented, but not including that item proposed under Administrative Services for Presidents Place Construction. The motion was seconded by Mr. Doyle. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Doyle; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. Mr. Barbadoro voted "present". The motion was adopted.

Next addressed were corrections to omissions in the FY 2013 budget.

First addressed was the position of "Admissions Officer". Vice President Kapoor explained that this is a pre-existing position, and should have been included in the FY 2013 budget on an unfunded basis.

Motion by Mr. Barbadoro that the Finance and Facilities Committee recommend that the Board of Governors add the position of "Admissions Officer", unfunded, to page 13 of the FY 2013 budget. The motion was seconded by Mr. Bell. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Doyle; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was the position of "Director of Military and Veterans Affairs". President Tsaffaras explained that Lauren Folloni had been performing some of these duties but was promoted to "Director of Admissions and Advising". He continued that Ms. Folloni has expressed an interest in resuming those duties as part of her current duties as Director, with no additional compensation. The "Admissions Agent" position that would be funded by the funds that heretofore had gone to the position of "Director of Military and Veterans Affairs" would be dedicated to working with on-line applications, an area of need.

Motion by Mr. Barbadoro that the Finance and Facilities Committee recommend that the Board of Governors approve a change to the FY 2013 budget to fund an Admissions Agent position (1.0 FTE) in lieu of a Director of Military and Veterans Affairs (0.5 FTE).

The motion was seconded by Mr. Doyle. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Doyle; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Grindlay stated that it was the Committee's intent that Ms. Folloni's job description and title be amended to reflect her assumption of military and veterans duties.

At 8:50 PM, motion by Mr. Doyle that the meeting of the Finance and Facilities Committee be adjourned. The motion was seconded by Mr. Bell. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Doyle; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted and the meeting was adjourned.

**QUINCY COLLEGE
BOARD OF GOVERNORS**

FINANCE AND FACILITIES COMMITTEE

**MEETING OF JULY 24, 2012
Minutes**

The meeting of the Finance and Facilities Committee, held in the Hart Board Room, Room 106, 24 Saville Avenue, Quincy, Massachusetts, was called to order at 6:30 PM. The member roll was called. The following members of the Finance and Facilities Committee were present at the call of the member roll: Paul Barbadoro, Esq.; Christopher Bell, Committee Chair; Thomas Feenan. Absent at the call of the member roll was William Grindlay, Chair of the Board of Governors.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Anna Williams, J.D., Vice President for Academic Affairs; Pushap Kapoor, Vice President for Administration and Finance; Robert E. Baker, Jr., J.D., Assistant to the President and Assistant Secretary of the Board of Governors; Martin Ahern, Director of Finance.

Motion by Mr. Barbadoro that the Finance and Facilities Committee approve the minutes of its meeting of May 21, 2012, as presented. The motion was seconded by Mr. Feenan. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Feenan. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was the Financial Report for the period ending in May 2012. President Tsaffaras reminded the members of the Committee of their concern that Quincy College be reimbursed by the City of Quincy for an excess charge on the College's pension contribution. President Tsaffaras affirmed that the College has received from the City of Quincy a credit of approximately \$100,000.00 on the bill for the current year's pension contribution.

Mr. Ahern then presented the Financial Report through May 31, 2012, starting with the Balance Sheet, including revenue and expenses. Mr. Barbadoro asked why there is a difference in Winter revenues between this fiscal year and the last fiscal year. Vice

President Kapoor replied that enrollments for this fiscal year's Winter session were lower than those of the last fiscal year. He also stated that this Spring Semester's enrollments are down 1 % (one per cent) from last Spring Semester. President Tsaffaras added format and course selection for the next Winter Session will be reviewed.

Mr. Ahern then reviewed the breakdown of revenue versus expenses by department. He explained that deficits are, in the main, due to timing. Mr. Barbadoro asked why Marketing's costs are down. President Tsaffaras attributed this to a decrease in the number of semester bulletins mailed to homes.

Under Capital Expenditures, Mr. Ahern explained that the identification system is in use and fully paid. The Plymouth Campus expansion expense also is fully paid. Mr. Ahern added that there continue to be no variances between Quincy College's and the City of Quincy's bank reconciliations.

Next addressed were proposed budget transfers 1 through 7 (please see copy, attached). The use and rationale for each such transfer was explained by President Tsaffaras. Mr. Barbadoro asked that the members of the Finance and Facilities Committee be informed if any of the accounts from which funds are being transferred will, as a result of the transfers, be in any danger.

President Tsaffaras continued that Transfer # 2 involves architectural services for Saville Hall, Presidents Place, and the Plymouth Campus. Transfer # 3 will come from the Fund Balance and those funds will be replenished over the course of the fiscal year. The Quincy Public Schools custodians currently assigned to Quincy College will be rotated back as vacancies occur within the Quincy Public Schools. This rotation was not contemplated during the budget process, resulting in this proposed transfer. Mr. Barbadoro asked if the "Reserve for Appropriation" line will be called upon to fund anything major that could be jeopardized by these transfers. Vice President Kapoor replied that this would not occur.

President Tsaffaras stated that Transfer # 5 includes funding for the Quincy Education Association, Unit E's new collective bargaining agreement, last year's RISE payments for Unit E members, and raises of between 3 % (three per cent) and 5 % (five per cent) for selected non-unit staff.

President Tsaffaras continued that Transfer # 7 is essentially a pass-through, ultimately paid for by students who pay parking fees of approximately \$3.00 per week.

Motion by Mr. Feenan that the Finance and Facilities Committee recommend that the Board of Governors approve proposed transfers 1 through 7, as presented. The motion was seconded by Mr. Barbadoro. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Feenan. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

No matters were addressed under "Old Business".

No matters were addressed under "New Business".

At 7:07 PM, motion by Mr. Barbadoro that the meeting of the Finance and Facilities Committee be adjourned. The motion was seconded by Mr. Feenan. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Feenan. There were no votes in opposition to the motion, and no abstentions. The motion was adopted and the meeting was adjourned.

**QUINCY COLLEGE
BOARD OF GOVERNORS**

FINANCE AND FACILITIES COMMITTEE

MEETING OF SEPTEMBER 20, 2012

Minutes

The meeting of the Finance and Facilities Committee, held in the Hart Board Room, Room 106, Saville Hall, 24 Saville Avenue, Quincy, Massachusetts, was called to order at 6:00 PM. The member roll was called. The following members of the Finance and Facilities Committee were present at the call of the member roll: Paul Barbadoro, Esq.; Christopher Bell, Committee Chair; Thomas Feenan; William Grindlay, Chair of the Board of Governors. No members were absent at the call of the member roll.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Pushap Kapoor, Vice President of Administration and Finance; Martin Ahern, Director of Finance; William Hall, Director of Administrative Services and Facilities.

Motion by Mr. Barbadoro that the Finance and Facilities Committee approve the minutes of its meeting of July 24, 2012, as presented. The motion was seconded by Mr. Grindlay. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The next item addressed was the draft Financial Report for FY12. President Tsaffaras informed the members of the Committee that the College's financial state is favorable and that the Report shows a surplus of about \$549,190.00. Mr. Bell commended the fine work done by the Finance team of the College. This view was echoed by all. Mr. Barbadoro pointed out that all of the saving has been in controlling expenses. Mr. Feenan asked if money donated to the College by College Courses, Incorporated is included in the Financial Report. President Tsaffaras said that it was and also informed the members of the Committee that the Mayor had indicated to him that the College's assumption of the book store was not problematic to the City administration. Mr. Barbadoro had concern about the low funding of the Workmen's Compensation line. Vice President Kapoor informed Mr. Barbadoro that it is in line with the last year's actual expense. Mr. Ahern reviewed the draft financials for FY12. He explained that the auditors will make the final determination on these numbers.

Next addressed were proposed budget transfers 1 through 11 (please see copy, attached). The use and rationale for each transfer was explained by President Tsaffaras. Transfer # 1 is to fund the rent for the Temple Street building. President Tsaffaras informed the members of the Committee that even after the best efforts of Mr. Sean Kenealy, the realtor for the building, the space remains at present unoccupied and the sale of the building under review. Mr. Feenan wanted to know the exact date of the end of the lease. V.P. Kapoor informed the members of the Committee that the College has requested information from the City regarding when the first rent check was paid.

President Tsaffaras informed the members of the Committee that the College has been awarded about \$2.8 Million as a Bio-tech Grant and the money being requested in Transfer # 3 will be put back into the Fund Balance.

Mr. Grindlay questioned the shortage in the previous year's Xerox contract and wanted this transfer to be funded from the Fund Balance and not from the "Reserve for Appropriation" line because this was a previous year's expense.

Regarding Transfer # 9, Mr. Barbadoro advised that the administration consult the College's attorneys about any liability for using International students as mentors in the International Office.

Motion by Mr. Barbadoro that the Finance and Facilities Committee recommend that the Board of Governors approve transfers 1 through 8, and 10 and 11, as presented. The motion was seconded by Mr. Grindlay. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

No matters were discussed under "Old Business".

No matters were discussed under "New Business"

At 7:27 PM, motion by Mr. Barbadoro that the meeting of the Finance and Facilities Committee be adjourned. The motion was seconded by Mr. Feenan. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted and the meeting was adjourned.

**QUINCY COLLEGE
BOARD OF GOVERNORS**

FINANCE AND FACILITIES COMMITTEE

MEETING OF NOVEMBER 15, 2012

Minutes

The meeting of the Finance and Facilities Committee, held in the Hart Board Room, 7th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 6:00 PM. The member roll was called. The following members of the Finance and Facilities Committee were present at the call of the member roll: Paul Barbadoro, Esq.; Christopher Bell, Committee Chair; Barbara Clarke; Dr. Thomas Fitzgerald. Absent at the call of the member roll were: Thomas Feenan; William Grindlay, Chair of the Board of Governors.

Also present were: Peter Tsaffaras, J.D., President and Secretary of the Board of Governors; Pushap Kapoor, Vice President for Administration and Finance; Robert E. Baker, Jr., J.D., Assistant to the President and Assistant Secretary of the Board of Governors, William Hall, Director of Campus Services and Facilities; Tom Pham, Associate Vice President for Communications and Information Technology; Martin Ahern, Director of Finance.

Motion by Mr. Barbadoro that the Finance and Facilities Committee approve the minutes of its meeting of September 20, 2012. The motion was seconded by Dr. Fitzgerald. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Ms. Clarke; Dr. Fitzgerald. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Ahern then reviewed for the members of the Committee the Financial Report for September 2012. Mr. Ahern began with the Balance Sheet and reported that cash is up by two per cent (2 %) from the end of FY 2012. Accounts Receivable are high pending a financial aid disbursement. Deferred revenue will be recognized during the period of October 2012 through December 2012. Under Statement of Revenues and Expenses, Mr. Ahern reported that revenues are in line with expectations but that there is a slight deficit which is anticipated to be recouped through unspent payroll and other savings. Expenses are under budget but much of this is accounted for by adjunct faculty pay not

yet having been disbursed during the fall semester. Mr. Ahern continued with a review of the nineteen (19) capital projects. Cash flows for the first three (3) months of FY 2013 are positive. Quincy College's accounts are fully reconciled with the City of Quincy.

Mr. Barbadoro asked why enrollment is down. President Tsaffaras explained that the College's budget is approximately \$1 million in deficit on an annualized basis, which essentially is the equivalent of thirty (30) full time students, but a net swing of approximately one hundred twenty five (125) students based on budget projections. There also are expenses of approximately \$785,000.00 related to moving and which will not reoccur. President Tsaffaras continued that historically, every time that the College has moved, enrollment dropped but was later recouped. He projected that spring enrollments will make up for the fall semester's shortfall based on the appeal of the College's new space.

Mr. Barbadoro then asked if the Marketing Department is using the most up to date methods, whether it has sufficient funding to operate properly, and whether it is using that funding wisely. President Tsaffaras replied that the enrollment decline is not related to the Marketing Department but rather due to a lack of admissions outreach. The Office of Admissions and Academic Advising has been split into two (2) separate offices. The Admissions Office will be devoted to attracting new students, including building relationships with high schools and conducting outreach to businesses and government agencies.

Next addressed were eight (8) proposed budget transfers. President Tsaffaras presented the rationale for each transfer. Transfer 1 addresses the ongoing need for space, including large classrooms and additional office space, and the acquisition of additional space at Presidents Place. Transfers 2 and 3 provide for additional science laboratory space at the Plymouth Campus, to begin operation in the spring 2013 semester. Ms. Clarke asked that if enrollment is one hundred twenty five (125) students short, why is additional space needed. President Tsaffaras replied that the additional space at Presidents Place would bring the total space at Presidents Place up to the size of the original space request that had been presented to the City Council. He continued that the College has never had a large class/meeting room and has had to rent space when such a room has been needed.

Regarding Transfer 6, President Tsaffaras explained that the Presidents Place capital project (capital project 20) has come in under budget and ahead of schedule. He continued that the funding the subject of Transfer 6 is to pay for costs already incurred in capital project 20, but the payment for which Mr. Grindlay wanted held until a final

cost was determined, which since has occurred. President Tsaffaras further stated that surplus funding related to any capital project would be transferred back to the Fund Balance upon the approval of such by the Board of Governors. At the next meeting of the Finance and Facilities Committee, the completion percentage for each capital project (to the nearest 25th per cent) will be presented.

Motion by Mr. Barbadoro that the Finance and Facilities Committee recommend the approval of budget transfers 1 through 8, as presented. The motion was seconded by Ms. Clarke. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Ms. Clarke; Dr. Fitzgerald. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

No matters were addressed under "Old Business".

Under "New Business", Ms. Clarke asked whether any other expenses related to Presidents Place will be brought forward. President Tsaffaras replied that if any such expenses are to be brought forward, it should be under \$15,000.00, given that the landlord owes Quincy College a rebate of \$163,000.00.

Mr. Bell stated that there was no need for an Executive Session.

At 6:48 PM, motion by Ms. Clarke that the meeting of the Finance and Facilities Committee be adjourned. The motion was seconded by Mr. Barbadoro. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Ms. Clarke; Dr. Fitzgerald. There were no votes in opposition to the motion, and no abstentions. The motion was adopted and the meeting was adjourned.