

**QUINCY COLLEGE
BOARD OF GOVERNORS**

FINANCE AND FACILITIES SUBCOMMITTEE

**MEETING OF MARCH 22, 2010
Minutes**

The meeting was called to order at 6:30 PM.

Prior to the call of the member roll, President Harris announced that David Dennis, Chair of the Board of Governors, had made the following temporary changes through the month of April 2010 to the membership of the Finance and Facilities Subcommittee: Pedro Viejo-Rodriguez replaces David Dennis; Jerrell Riggins replaces Thomas Feenan.

The member roll was called. The following members of the Finance and Facilities Subcommittee were present at the call of the member roll: Mark Bertman; Francis Byrne, Subcommittee Chair; Joanne Condon-Walsh; Jerrell Riggins. Absent at the call of the member roll were: Edward Browne, Vice Chair of the Board of Governors; William Grindlay; Pedro Viejo-Rodriguez.

Also present were: Martha Sue Harris, President and Secretary of the Board of Governors; Dr. Patricia Vampatella, Vice President for Academic Affairs; Pushap Kapoor, Vice President for Administration; Jennifer Tonneson, Chief Financial Officer/Business Administrator; Robert E. Baker, Jr., Esq., Dean of Business and Public Service Programs and Assistant Secretary of the Board of Governors; Anna Williams-Cote, Esq., Dean of the Plymouth Campus; William Hall, Executive Director of Campus Services and Facilities; Tom Pham, Executive Director of Information Technology; Krishan Gupta, Senior Director of Finance and Accounts.

Ms. Tonneson presented the draft audit report (financial statements and management letter) (please see copies, attached). Regarding the management letter, Ms. Condon-Walsh asked the status of the recommendation from a prior year's management letter calling for separation from Human Resources of the payroll function. Ms. Tonneson replied that it is subject to a joint reporting function, with the payroll function being overseen by Ms. Tonneson. Payroll is set up by one person in Human Resources. Ms. Tonneson reviews and signs off on the payroll on a weekly basis. The payroll person reports to the Chief Financial Officer regarding payroll function, and to the Executive Director of Human Resources for all other duties.

Mr. Byrne cited three (3) levels of issues raised in the management letter (material weakness, significant deficiencies, and general comments) and pointed out that the payroll function issue falls under "general comments", the lowest level of concern.

Mr. Riggins asked what recommendations the auditors made regarding fraud risk assessment. Ms. Tonneson replied that this is being addressed by: a different manner of entering credit card purchases; new reconciliation procedures for credit card purchases; increased supervision of Enrollment Services personnel; increased video surveillance. Ms. Tonneson further reported that this plan is agreeable to the auditors and needs only to be formalized. Fraud risk assessment (page 9 of the management letter) is to be reported on in the May meeting of the Board of Governors, and a timeline for corrective action will be completed by then.

Ms. Condon-Walsh asked about "Note 3 – Receivables" on page 14, and the amount cited therein of \$1,802,123.00. Ms. Tonneson replied that this is due, in part, to defaults on payment plans. This sum goes back for years. Ms. Tonneson then described the process of writing off and collection of debt.

Ms. Condon-Walsh then referenced "Investments", cited on page 13 of the management letter, and asked where the balance of the reserves is. Ms. Tonneson replied that the balance is in operational accounts, at minimal interest, overseen by the City Treasurer. She also reported that the City of Quincy's lack of a policy relative to custodial credit risk is another argument for independence.

Ms. Byrne asked for a report on the \$372,000.00 held by the City in a trust fund for the benefit of Quincy College. Ms. Tonneson is endeavoring to determine the nature of these funds. Ms. Condon-Walsh suggested that Ms. Tonneson contact Bob Foy, former City Auditor, who may be a good source of information. Ms. Tonneson also plans to contact the City Solicitor in an attempt to locate the trust instruments.

Motion by Ms. Condon-Walsh that the Finance and Facilities Subcommittee accept the draft audit report (financial statement and management letter) as presented. The motion was seconded by Mr. Bertman. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Bertman; Mr. Byrne; Ms. Condon-Walsh; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Byrne then asked whether the only signatories on the College's accounts are City Hall personnel. Ms. Tonneson confirmed this, with the only exception being the College's petty cash account.

Motion by Mr. Bertman that the Finance and Facilities Subcommittee approve the minutes of the Subcommittee's meeting and Executive Session of January 25, 2010. The motion was seconded by Mr. Riggins. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Bertman; Mr. Byrne; Ms. Condon-Walsh; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed were the financial reports (please see copies, attached). Ms. Tonneson first reviewed projected expenditures for the new administrative computer system.

The balance sheet then was addressed. Ms. Condon-Walsh asked why "Accounts Receivable" is at 428 %. Ms. Tonneson replied that more students than anticipated are using financial aid, but this should balance out once financial aid is disbursed in the first week in April resulting in payments of sums owed to the College.

Under the "Profit and Loss Statement", in response to a question asked by Ms. Condon-Walsh, Ms. Tonneson described the components of "Miscellaneous" under "Revenue". She also described "Non-Personnel" expenses as including such items as rent and supplies.

Mr. Riggins asked Ms. Tonneson if she anticipated that "Bad Debt" would increase. Ms. Tonneson replied that she did not.

Mr. Byrne next addressed credit card fees. Ms. Tonneson reported no increase in student use of credit cards as a means of payment.

Under "Detailed Expenses by Department", Ms. Condon-Walsh asked why Surgical Technology numbers are low. Ms. Tonneson replied that the Program essentially is breaking even. She further stated that the Program's expenses are not paid out evenly per month.

Motion by Ms. Condon-Walsh that the Finance and Facilities Subcommittee accept the financial reports as presented. The motion was seconded by Mr. Bertman. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of

the motion: Mr. Bertman; Mr. Byrne; Ms. Condon-Walsh; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next discussed was a proposal from Paramount Partners, the Plymouth Campus's landlord, for the use on increased space at the Plymouth Campus (please see copy, attached). President Harris projected rent for the additional space to be \$105,000.00. Ms. Tonneson reported that an estimate higher than this number has been included in the proposed FY 2011. Mr. Byrne asked for a financial report on revenues and expenses for the Plymouth Campus. Mr. Bertman asked Dean Williams-Cote about the savings on payments to the Plymouth Public Schools if the College obtained more space at its present location. Dean Williams-Cote projected that amount to be at least \$25,000.00 per year, as well as the possibility of increased revenue due to increased enrollments made possible by more space. President Harris further reported that the landlord's proposal included the build-out, but not the specialized equipment needed for the science lab. President Harris reported that then next steps are: have Steve Habeeb spec out the project; have the matter brought before the Board of Governors in its April meeting.

Next addressed were three (3) proposed budget transfers (please see copy, attached). Ms. Tonneson explained the nature of and rational for each proposed transfer.

Motion by Ms. Condon-Walsh that the Finance and Facilities Subcommittee recommend the approval of the proposed transfers, as follows:

1. \$5,000.00 from the "Part Time salaries" line (70580830-570618) to the "Purchased Services" line (70580830-520000), in order to fund an on-line tutoring program;
2. \$1,500.00 from the "Equipment Purchase" line (70630858-580504) to the "Training/Consultants" line (70630858-530109), representing grant funded stipends for Exercise Science;
3. \$20,000.00 from the "Retirement" line (70890098-570900) to the "Electricity" line (70580831-520200), to fund additional electrical costs.

The motion was seconded by Mr. Riggins. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Bertman; Mr. Byrne; Ms. Condon-Walsh; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Proposed additional purchases were then addressed (please see itemization, attached). Ms. Tonneson explained the proposed purchases from revenue in excess of projections for this fiscal year. The current excess is \$1.4 million. The purchases focus on IT, Nursing, and Science. The proposal is to make the appropriation from the "Reserve for Appropriation" line.

Motion by Ms. Condon-Walsh that the Finance and Facilities Subcommittee recommend the appropriation of \$313,500.00 from the "Reserve for Appropriation" line to fund those items listed on the document titled "Additional Purchases", as presented. The motion was seconded by Mr. Bertman. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Bertman; Mr. Byrne; Ms. Condon-Walsh; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Hall then presented a report on all of the facilities-related work to be done during spring break week.

Mr. Pham reported on the progress on Jenzabar upgrades, including the fact that Financial Aid is now live on the new system. The project is on track.

President Harris then presented to the Subcommittee the proposed FY 2011 budget (please see copy, attached). She explained the process of presenting the proposed budget to the Board of Governors on March 25, 2010, which in turn will refer it to the Finance and Facilities Subcommittee for study.

Ms. Tonneson reported that the proposed FY 2011 budget is in balance, based on the directive of the Board of Governors to budget revenues at 95% of FY 2010's actual revenue. Additional data will be provided by April, including an explanation for any budget line that changed (increased or decreased) by more than \$10,000.00, and a breakdown of historical enrollment trends. Mr. Byrne's goal in asking for this information is to expedite the budget review process and make the budget meetings more productive.

Ms. Condon-Walsh asked for a similar look-back for FY 2009, based on actuals.

Ms. Tonneson then reviewed once again the assumptions that governed the drafting of the proposed FY 2011 budget. She reminded the Subcommittee that the proposed 2% increase in the tuition rate is called for in the Strategic Financial Plan.

April 25, 2010, and April 26, 2010, were discussed as possible dates for meetings of the Finance and Facilities Subcommittee to address the proposed budget. President Harris was asked to have all Subcommittee members contacted regarding their availability on those dates.

Ms. Tonneson asked that if there are any additional requests for data that the Subcommittee members communicate those requests to her by March 29, 2010.

At 8:10 PM, motion by Mr. Riggins that the meeting of the Finance and Facilities Subcommittee be adjourned. The motion was seconded by Ms. Condon-Walsh. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Bertman; Mr. Byrne; Ms. Condon-Walsh; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions. The motion was adopted. The meeting was adjourned.

**QUINCY COLLEGE
BOARD OF GOVERNORS**

**FINANCE AND FACILITIES
AND
PERSONNEL AND PROGRAMS
SUBCOMMITTEES**

**JOINT MEETING OF APRIL 26, 2010
Minutes**

The meeting was called to order at 6:35 PM. The member rolls were called.

The following members of the Finance and Facilities Subcommittee were present at the call of the member roll: Mark Bertman; Francis Byrne, Subcommittee Chair; Joanne Condon-Walsh; William Grindlay; Jerrell Riggins. The following members were absent at the call of the member roll: Edward Browne, Vice Chair of the Board of Governors; Pedro Viejo-Rodriguez.

The following members of the Personnel and Programs Subcommittee were present at the call of the member roll: Jo-Ann Bragg, Subcommittee Vice Chair; Mary Jo Brogna; Subcommittee Chair and Second Vice Chair of the Board of Governors; Joanne Condon-Walsh; Donald Gratz; Jerrell Riggins. The following members were absent at the call of the member roll: David Dennis, Chair of the Board of Governors; Pedro Viejo-Rodriguez.

Also present were: Martha Sue Harris, President and Secretary of the Board of Governors; Dr. Patricia Vampatella, Vice President for Academic Affairs; Pushap Kapoor, Vice President for Administration and Enrollment Management; Jennifer Tonneson, Chief Financial Officer/Business Administrator; Robert E. Baker, Jr., Esq., Dean of Business and Public Service Programs and Assistant Secretary of the Board of Governors; Anna Williams-Cote, Esq., Dean of the Plymouth Campus; Dr. Laura Corina, Interim Assistant Dean of Science.

Mr. Byrne chaired the meeting.

Motion by Mr. Bertman that the Finance and Facilities Subcommittee approve the minutes of its meeting of March 22, 2010. The motion was seconded by Mr. Riggins.

Mr. Browne and Mr. Dennis arrived at 6:39 PM.

There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

At 6:40 PM, motion by Ms. Bragg that the Finance and Facilities and Personnel and Programs Subcommittees enter into Executive Session for the purpose of discussing contract negotiations, and to return to open and public session at the conclusion of the Executive Session. The motion was seconded by Mr. Browne. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Bertman; Mr.

Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions.

The following members of the Personnel and Programs Subcommittee voted in favor of the motion: Ms. Bragg; Ms. Brogna; Ms. Condon-Walsh; Mr. Dennis; Mr. Gratz; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions.

The motion was adopted.

Open and public session resumed at 7:20 PM.

The following members of the Finance and Facilities Subcommittee were present at the resumption of the open and public session: Mr. Bertman; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Riggins. Mr. Viejo-Rodriguez was absent.

The following members of the Personnel and Programs Subcommittee were present at the resumption of the open and public session: Ms. Bragg; Ms. Brogna; Ms. Condon-Walsh; Mr. Dennis; Mr. Gratz; Mr. Riggins. Mr. Viejo-Rodriguez was absent.

Ms. Tonneson was called upon to present the Financial Report (please see copy, attached). First addressed was the "Balance Sheet". Ms. Tonneson reported that "cash" has been broken out into separate categories of "investments" and "operating". The "accounts receivable" amount will be drastically reduced due to the receipt of approximately \$3 million in federal student loans. For the "Profit and Loss Statement", Ms. Tonneson reported an outlook that is significantly favorable, with a projected surplus of \$1,013,153.00. The unfavorable balance in "Non-Personnel Expense" is due to encumbrances by Information Technology and Marketing. This balance should adjust as the year goes on. Ms. Tonneson then summarized and reviewed for the Committee the "Expenses by Department" document. Next month, Ms. Tonneson will present an analysis of the encumbrances by Information Technology and Marketing. Ms. Tonneson explained that the deficit in Liberal Arts is due to a significantly higher number of sections (and, consequently, adjunct instructors) than budgeted for. There is an offsetting revenue for each of these sections. Under "Expenses, College-Wide – All Other", Ms. Tonneson is to prepare and present an itemization of the components of that line.

Ms. Tonneson then presented a funds transfer request (please see copy, attached). The request proposed that \$5,000.00 be transferred from the "Accreditation" line (70580811-530307) to the "Auditing Services" line (70890098-530002) for the purpose of paying an FY09 invoice from Powers and Sullivan for auditing services. Mr. Grindlay asked if this amount can be appropriated since it is from a prior fiscal year and was not encumbered. Ms. Tonneson was instructed to contact the City Auditor by April 29, 2010, to determine the appropriate method of payment.

Next addressed was the proposed Healthcare Skills Gap Grant budget (please see copy, attached). Ms. Tonneson explained the costs associated with the grant. The grant will run from April 1, 2010, through June 30, 2011.

Motion by Mr. Browne that the Finance and Facilities Subcommittee recommend the approval of the Healthcare Skills Gap Grant as presented. The motion was seconded by Mr. Riggins. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Bertman; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Byrne then announced that the review of the proposed FY 2011 budget (please see copy, attached) would commence.

Ms. Tonneson stated that she would record amendments live as they occurred. She then presented an overview of the previously approved budget assumptions.

Expenses were addressed first.

(Note: In those expense categories below in which the Finance and Facilities Subcommittee either recommended or moved to make changes, the other expenses in each respective category were accepted by the Subcommittee.)

Expenses for the "Board of Governors" were discussed.

Motion by Mr. Grindlay that the Finance and Facilities Subcommittee recommend that the Board of Governors' expenses for FY 2011 be level funded, reducing the proposed amount from \$19,600.00 to \$9,500.00. The motion was seconded by Mr. Browne. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Bertman; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next discussed were the expenses for the "President's Office". Ms. Tonneson agreed to insert into the budget document a note explaining President Harris's severance package for FY 2011. The position of "Special Assistant to the President for Space Assessment" will be described as "Limited Part Time" (LPT) rather than "0.25".

Motion by Mr. Grindlay that the Finance and Facilities Subcommittee recommend that the salary for the new President be deleted from the FY 2011 budget and placed in "Reserve for Appropriation". The motion was seconded by Mr. Bertman. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Bertman; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The Finance and Facilities Subcommittee accepted the expenses for "Information Technology" as presented.

Next addressed were expenses for "Human Resources".

Motion by Mr. Grindlay that the Finance and Facilities Subcommittee recommend that the \$6,000.00 increase proposed for the position of "Associate Director" be stricken and be revisited only after a recommendation on the position is made by the Personnel and Programs Subcommittee. The motion was seconded by Mr. Bertman. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Bertman; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The Finance and Facilities Subcommittee accepted the expenses for "Vice President for Administration and Enrollment Management" as presented.

Next addressed were expenses for "Enrollment and Registrar Services".

Motion by Mr. Grindlay that the Finance and Facilities Subcommittee recommend that the following proposed new positions (more fully set forth on that page captioned "Upgrades") be stricken from the budget, to be revisited at such time as recommendations on those positions are received by the Finance and facilities Subcommittee in May 2010 from the Personnel and Programs Subcommittee and Human Resources: Associate Director, Admissions; Associate Director, Enrollment; Business Office, Specialist, 0.57. The motion was seconded by Mr. Browne. There was no discussion on the motion. The following members of the Finance and Facilities

Subcommittee voted in favor of the motion: Mr. Bertman; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The Finance and Facilities Subcommittee accepted the expenses for "Marketing" as presented.

Ms. Bragg requested a list of new positions approved during FY 2010, plus new positions proposed in the FY 2011 budget, with compensation amounts.

The Finance and Facilities Subcommittee accepted the expenses for "Campus Services" as presented.

The Finance and Facilities Subcommittee accepted the expenses for "Student Affairs" as presented.

Next addressed were expenses for "Vice President Academic Affairs".

For the meeting of the Board of Governors of April 29, 2010, Ms. Tonneson is to present a breakdown of items contemplated to be spent from the \$20,000.00 under "Assessment, Retention, Course Development".

For the meeting of the Board of Governors of April 29, 2010, President Harris is to present a copy of the letter of hire for Vice President Vampatella. The President reminded the Finance and Facilities Subcommittee's members that the Vice President for Academic Affairs' housing allowance has been in the last three (3) budgets.

The Finance and Facilities Subcommittee accepted the expenses for "Library" as presented.

Next addressed were expenses for the "Dean of Nursing and Allied Health".

Ms. Tonneson is to request from the Quincy Public Schools a copy of the collective bargaining agreement pertaining to the position of "Confidential Clerk".

Next addressed were expenses for the "Dean of Business and Public Service".

The Personnel and Programs Subcommittee is to receive a report on the Paralegal Studies Program at its May meeting.

The Finance and Facilities Subcommittee accepted the expenses for the "Dean of Liberal Arts".

Next addressed were expenses for the "Dean of Science".

Ms. Tonneson and Dr. Corina are to provide to the Board of Governors for its meeting of April 29, 2010, a breakdown of the adjunct expense in Science.

Next addressed were the expenses for the "Dean – Plymouth".

For the Plymouth space analysis, Mr. Byrne would like a before and after view of the Plymouth Campus, including cost, revenue, enrollment, usage, space allocation and utilization.

Motion by Mr. Grindlay that the Finance and Facilities Subcommittee recommend that the "Dean-Plymouth" expense of \$15,000.00 for "Equipment Purchase Non IT" be cut by \$7,500.00, with the remaining \$7,500.00 going to the Capital Budget. The motion was seconded by Ms. Bragg. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Bertman; Mr. Browne; Mr. Byrne; Ms. Condon-

Walsh; Mr. Grindlay; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed were the expenses for "Career and Workforce Development".

Mr. Grindlay asked for an explanation of the duties of the Director.

Ms. Brogna asked that the job description for the Director be amended to reflect the changes in duties, and that the amended job description be submitted to the Personnel and Programs Subcommittee.

The Finance and Facilities Subcommittee accepted the expenses for "Student Support Services" as presented.

The Finance and Facilities Subcommittee accepted the expenses for "Student Financial Aid" as presented.

Next addressed were "College Wide Expenses".

Motion by Mr. Grindlay that the Finance and Facilities Subcommittee recommend that \$112,000.00 under "Rent Plymouth, Additional Space 9 Months", be stricken from the budget and be further addressed at the May 2010 meeting of the Finance and Facilities Subcommittee. The motion was seconded by Mr. Browne. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Bertman; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Ms. Bragg that the Finance and Facilities Subcommittee recommend that, under "College Wide Expenses", the amount for "Professional Development" be reduced by \$10,000.00, leaving a balance of \$40,000.00. The motion was seconded by Mr. Browne. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Bertman; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The Finance and Facilities Subcommittee accepted the expenses for "RN Program" as presented.

Next addressed were expenses for the "PN Program".

Ms. Brogna asked to be provided with a revenue vs. expense analysis for the PN Program.

Motion by Mr. Grindlay that the Finance and Facilities Subcommittee recommend that, in the Practical Nursing Program, \$50,000.00 be cut from "Part Time Instructional Costs". The motion was seconded by Mr. Brown. The motion and second were withdrawn.

Ms. Tonneson was instructed to ask for a written legal opinion as to why Quincy College's budget has to be submitted to the City of Quincy by May 1, 2010. If there is such a reason, Ms. Tonneson will ask for a short extension.

The Finance and Facilities Subcommittee accepted the expenses for the "Surgical Technology Program" as presented.

The Finance and Facilities Subcommittee accepted the expenses of the "Exercise Science Program" as presented.

Next addressed under the proposed FY 2011 budget was revenue.

Motion by Ms. Condon-Walsh that the Finance and Facilities Subcommittee recommend that there be no tuition increases for FY 2011. The motion was seconded by Ms. Bragg. There was no discussion on the motion. The following member of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Riggins. There were no votes in opposition to the motion. Mr. Bertman abstained. The motion was adopted.

Motion by Mr. Grindlay that the amount of interest income projected in the proposed FY 2011 budget be reduced by \$50,000.00. The motion was seconded by Mr. Bertman. There was no discussion on the motion. The following member of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Bertman; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

At 10:23 PM, motion by Mr. Grindlay that the joint meeting of the Finance and Facilities and Personnel and Programs Subcommittees be adjourned. The motion was seconded by Mr. Browne. There was no discussion on the motion.

The following member of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Bertman; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions.

The following members of the Personnel and Programs Subcommittee voted in favor of the motion: Ms. Bragg; Ms. Brogna; Ms. Condon-Walsh; Mr. Dennis; Mr. Gratz; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions.

The motion was adopted and the meeting was adjourned at 10:24 PM.

**QUINCY COLLEGE
BOARD OF GOVERNORS**

FINANCE AND FACILITIES SUBCOMMITTEE

**MEETING OF MAY 24, 2010
Minutes**

The meeting was called to order at 6:33 PM. The member roll was called. The following members of the Finance and Facilities Subcommittee were present at the call of the member roll: Mark Bertman; Francis Byrne, Subcommittee Chair; David Dennis, Chair of the Board of Governors; William Grindlay. The following Subcommittee members were absent at the call of the member roll: Edward Browne, Vice Chair of the Board of Governors; Joanne Condon-Walsh (who participated by speaker phone); Thomas Feenan, Subcommittee Vice Chair.

Also present were: Martha Sue Harris, President and Secretary of the Board of Governors; Pushap Kapoor, Vice President for Administration and Enrollment Management; Jennifer Tonneson, Chief Financial Officer/Business Administrator; Robert E. Baker, Jr., Esq., Dean of Business and Public Service Programs and Assistant Secretary of the Board of Governors; Anna Williams, Esq., Dean of the Plymouth Campus; William Hall, Executive Director of Campus Services and Facilities; Dr. Laura Corina, Dean of Science Programs; Lorri Mayer, Executive Director of Human Resources.

Motion by Mr. Bertman that the Finance and Facilities Subcommittee approve the minutes of its Executive Session of April 26, 2010. The motion was seconded by Mr. Dennis. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Bertman; Mr. Byrne; Mr. Dennis; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Dennis that the Finance and Facilities Subcommittee approve the minutes of its meeting of April 26, 2010. The motion was seconded by Mr. Bertman. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Bertman; Mr. Byrne; Mr. Dennis; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was the Financial Report (please see copy, attached), presented by Ms. Tonneson. First discussed was the Balance Sheet. Ms. Tonneson reported that: the cash balance as of April 30, 2010, is high because financial aid came through; past due accounts are being pursued; spring deferred revenue will be recognized in May; the College is in good shape approaching the end of the fiscal year in terms of liabilities; the auditors are on campus this week conducting preliminary field work; "the Post Employment Benefits" amount has not changed on the Balance Sheet because information is needed from the City of Quincy to determine an actual figure.

Mr. Byrne asked that next month's report is to include an analysis of the amount for "Post Employment Benefits", including how much it is likely to rise (even if an estimate is all that is able to be determined).

Next discussed was the Profit and Loss Statement. Ms. Tonneson described it as looking strong. The revenue projected for the end of the fiscal year is \$989,353.00, plus additional summer tuition and fees. The reserve allocation is \$230,000.00. She then reviewed the breakdowns by department. Most unfavourables are due to encumbrances. Ms. Tonneson stated that department

heads are not formally asked to forecast totals to year's end. She stated that she will work more closely on this.

Regarding the source of Dr. Magee's compensation, Ms. Tonneson stated that the "Independence" line includes only legal fees and non-personnel items.

Mr. Byrne referred to the "Presidential Search" budget. Ms. Tonneson reported that \$25,000.00 each came from the "Accreditation" and "Presidential Salary" lines. Mr. Byrne stated that while Dr. Magee typically worked ten hours per week, the Presidential search has caused this to rise to sixteen hours per week. However, while Dr. Magee has stated that in some weeks he has worked thirty to forty hours, he still is putting in for the sixteen hours. Mr. Byrne asked that if Dr. Magee works substantially more than the projected two hundred hours for the Presidential search, will the College be obligated to pay him as a more regular employee? President Harris responded that Dr. Magee projected the sixteen hours, and by the time the search is over, his total probably will come close to the estimate, and will be fair. Mr. Dennis stated that it is Dr. Magee's obligation to let the College know if he is over budget, and Ms. Tonneson reported that Dr. Magee has not done so. Mr. Byrne asked that the administration carry this message back to Dr. Magee.

Dean Williams then presented a report on proposed expansion of the Plymouth Campus (please see copy, attached). President Harris further reported that the rent for the additional space, approximately \$98,000.00, already is in the FY 2011 budget. Mr. Dennis asked for a budget for the proposal, including amortization over five years. Mr. Byrne asked that this budget include enrollment and revenue projections, along with costs, including adjunct costs. The question posed by Mr. Dennis is whether the proposal makes sense financially, not only educationally. President Harris also reported that projected cost is \$12.50 per square foot, plus \$6.00 per square foot for the regular (non-lab) build out. Mr. Grindlay stated that he is in favor of the proposal as long as it makes financial sense. Mr. Byrne wants the "max out" point, and also to ensure that Dean Williams consults Ms. Tonneson and Mr. Hall.

Next addressed was "New Business". Mr. Byrne raised the issue of warrants and reported that the College no longer seeks Board signatures on warrants. He learned from Ms. Tonneson that City Hall is no longer requiring those signatures. Mr. Bertman asked who approves the College's expenses. President Harris replied that both she and Ms. Tonneson do. Ms. Tonneson then reviewed for the members of the Subcommittee both the internal and City Hall processes for issuance of purchase orders, and then how bills are paid. Ms. Tonneson reported that then Mayor Phelan instituted the practice of having three Governors sign the warrants. Mr. Dennis described this as an internal control. Mr. Dennis asked that a flow chart be prepared showing what internal controls are now in place at the College regarding payments, along with an explanation of each such control. Mr. Grindlay suggested that the warrants be provided to Governors for informational purposes. Mr. Byrne asked that the warrant signings resume and that the flow chart be reviewed at the next meeting of the Finance and Facilities Subcommittee, at which time that Subcommittee will make a recommendation as to what process to adopt. He asked that the financial aid refund process be included in the flow chart.

At 7:37 PM, motion by Mr. Dennis that the Finance and Facilities Subcommittee enter into Executive Session to discuss confidential employee issues and contract negotiations, and to return to open and public session in approximately fifteen minutes. The motion was seconded by Mr. Grindlay. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Byrne; Mr. Dennis; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Open and public session resumed at 7:50 PM. The member roll was called. The following members of the Finance and Facilities Subcommittee were present at the call of the member roll: Mr. Bertman; Mr. Byrne; Mr. Dennis; Mr. Grindlay. The following members of the Finance and

Facilities Subcommittee were absent at the call of the member roll: Mr. Browne; Ms. Condon-Walsh; Mr. Feenan.

Ms. Tonneson presented three (3) proposed budget transfers (please see copy, attached) and explained the rationale for each.

Motion by Mr. Dennis that the Finance and Facilities Subcommittee recommend the approval of the following budget transfers, as presented by Ms. Tonneson:

1. \$3,000.00 from the "Postage" line (70890098-540202) to the "Supplies" line (70580832-540200) for the purpose of transferring video recordings of meetings to DVD;
2. \$1,000.00 from the "Electricity" line (70580831-520200) to the "Heating" line (70580831-520108) for final payments re. 150 Newport;
3. \$5,000.00 from the "Salaries" line (70580831-510101) to the "Purchased Services" line (70580831-520000) for temporary help for Campus Services.

The motion was seconded by Mr. Bertman. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Bertman; Mr. Byrne; Mr. Dennis; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Tonneson then presented a document titled "Risk Assessments" (please see copy, attached). She explained that this resulted from a recommendation, not a finding, in the audit. Many risk assessments have been completed while others are in progress. Other matters periodically will be added to the Risk Assessment as needed, and the document will be revised on a regular basis.

Mr. Byrne stated that per statutory requirement, in any breach of personal information, the subject individual be notified, as well as the Office of the Attorney General of the Commonwealth and the Executive Office of Consumer Affairs. Mr. Dennis suggested that selected staff attend training on this topic. Mr. Bertman stated that anyone handling credit cards needs to be provided with specific instructions on the proper use of that information. Data security and related statutory obligations need to be included in the Risk Assessment plan.

Next addressed were mid-year appropriations (please see copy, attached). Mr. Dennis urged the development of ideas for College improvement to be funded by the surplus. Mr. Bertman suggested the Saville Hall roof as a possibility. Ms. Tonneson cautioned that the City of Quincy spending shutdown is approaching. Mr. Dennis responded that a plan for expenditure of the surplus should already have been developed.

At 8:03 PM, motion by Mr. Dennis that the meeting of the Finance and Facilities Subcommittee be adjourned. The motion was seconded by Mr. Bertman. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Bertman; Mr. Byrne; Mr. Dennis; 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 SUBCOMMITTEE

**MEETING OF SEPTEMBER 16, 2010
Minutes**

The meeting was called to order at 6:33 PM. The member roll was called. The following members of the Finance and Facilities Subcommittee were present at the call of the member roll: Francis Byrne, Subcommittee Chair; Thomas Feenan, Subcommittee Vice Chair; William Grindlay. No members were absent at the call of the member roll.

Also present were: Martha Sue Harris, President and Secretary of the Board of Governors; Dr. Patricia Vampatella, Vice President for Academic Affairs; Pushap Kapoor, Vice President for Administration and Enrollment Management; Jennifer Tonneson, Chief Financial Officer/Business Administrator; Robert E. Baker, Jr., Esq., Dean of Business and Public Service Programs and Assistant Secretary of the Board of Governors; Anna Williams, Esq., Dean of the Plymouth Campus; William Hall, Executive Director of Campus Services and Facilities; Tom Pham, Executive Director of Information Technology.

Mr. Byrne acknowledged the work of the Governors who no longer are members of the Board of Governors, including David Dennis, Mark Bertman, Jo-Ann Bragg, Edward Browne, and Joanne Condon-Walsh.

Motion by Mr. Grindlay that the Finance and Facilities Subcommittee approve the minutes of its meeting of May 24, 2010 (please see copy, attached). The motion was seconded by Mr. Feenan.

On the motion, Mr. Byrne pointed out that page 2, paragraph 2, line 7 of those minutes should read "...will the College be obligated to pay him more as a regular employee?...", not "...will the College be obligated to pay him as a more regular employee?..." There was no further discussion on the minutes.

The following members of the Finance and Facilities Subcommittee voted in favor of approving the minutes of its meeting of May 24, 2010, as amended: Mr. Byrne; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Byrne asked Ms. Tonneson to present the financial reports. Mr. Byrne asked if the financials for August 2010 were complete. Ms. Tonneson replied that not all bank statements are in and some fees and interest will need to be included. She continued that all information should have been received by the Board of Governors' meeting of September 22, 2010, at which point updated financials will be presented.

Ms. Tonneson first addressed the Balance Sheet (please see copy, attached). She reported that the Balance Sheet now shows a rolling, twelve (12) month comparison. Mr. Byrne asked if it would be possible to create a schedule showing month by month, or even quarterly, balance sheets. Ms. Tonneson replied that this could be done for FY 2010 and FY 2009. She will work to produce a document showing quarter-end balance sheets for each of the prior two (2) years in an eight (8) column model.

Mr. Feenan asked what the abbreviations "Comp. Absences – ST" and "Comp. Absences – LT" mean. Ms. Tonneson replied that they stand for short term and long term carry-over of vacation and sick time. Mr. Grindlay and Mr. Feenan each recommended that these categories be

referred to as “accrued”, while Mr. Byrne recommended that the two (2) lines be collapsed into one (1) as the balances are small.

Mr. Byrne then asked for an explanation of the category “Cash Reconciliation – Revenue Not Recorded”, found on page 11. Ms. Tonneson reported that the City of Quincy is on a cash basis, so money is recorded only when it is actually deposited. The \$2,065,307.94 is tuition revenue from the last several days of August which the City will not record until it receives a deposit slip in September. The members of the Subcommittee recommended that this category now be called “Deposits in Transit”.

Mr. Byrne then referred to the category “Post-Employment Benefits” and recalled that he had, in the meeting of May 24, 2010, asked for an analysis of that category, including how much the total is likely to rise. Ms. Tonneson reported that she is working with Nick Puleo, the Director of Municipal Finance, to resolve this question.

Next addressed was the Profit and Loss Statement (please see copy, attached). Ms. Tonneson stated that it reflects two (2) months of activity and shows changes in Plymouth rent and collective bargaining increases for Units D and E of the Quincy Education Association.

Next addressed was the Statement of Revenue and Expenses by Department (please see copy, attached). Ms. Tonneson explained that as many expenses as possible are encumbered at the beginning of the fiscal year, with Marketing and Campus Services encumbering a significant portion of their respective budgeted expenses at that time.

Mr. Byrne asked for enrollment information. President Harris called upon Vice President Kapoor to present an enrollment report. Vice President Kapoor reported that as of September 10, 2010, fall enrollments were up 3.8 % by head count, and 5.7 % by FTE. He reported that the only departments that did not meet budget projections were Science (Quincy) and Allied Health (Plymouth and Quincy). He further reported that Plymouth enrollments are up by 27 %, and that all other divisions have exceeded projections. He projected 4,656 total students for the fall semester.

Ms. Tonneson reported dollar amounts as of September 13, 2010, indicating a positive variance of just under \$57,000.00, with some Allied Health and dual enrollment students, as well as late start sections, not yet enrolled. Vice President Kapoor reported that by the end of the fall term, the positive variance should be between \$150,000.00 and \$200,000.00 dollars. Last year, 651 sections ran, compared with 717 this semester (out of a capacity of 750).

Mary Jo Brogna, Second Vice Chair of the Board of Governors, arrived at 7:09 PM.

Vice President Kapoor further reported that Nursing numbers are down because of decreased enrollments, as well as the number of students who flunked out between their first and second years. He further reported that many wait-list students were not ready for admission because of such factors as lack of inoculations and financial aid not being in place. President Harris stated that there should be better communication between the College and applicants. Mr. Grindlay asked who administers the Nursing wait list. Vice President Vampatella replied that this function is performed by Enrollment staff. Mr. Grindlay urged greater communication between that staff and students. Ms. Brogna asked that the new Nursing admissions process be reevaluated, with a report back to the Board of Governors. President Harris and Vice President Kapoor recommended that the Admissions Office run the Nursing admissions process.

Next addressed was “Internal Controls – Procurement” (please see copy, attached). Mr. Feenan asked whether Board members signing warrants is meaningful and necessary, given all of the preceding checks. Mr. Grindlay suggested that one (1) Governor, rather than three (3), examine the warrants. President Harris then presented the history of Governors signing warrants. Mr. Byrne stated that there is some value to having Governors review the warrants but that three (3)

signatures may be unnecessary. Ms. Tonneson reported that, on average, the review of warrants is a twice a month function.

Motion by Mr. Feenan that the Finance and Facilities Subcommittee recommend that, effective October 1, 2010, the warrant review process be changed from three signatures of Governors to one(1), in light of existing controls, the reason for the original procedure, and the opinion of the Director of Municipal Finance. The motion was seconded by Mr. Grindlay. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Byrne; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed were Presidential Search Expenses (please see copy, attached). Mr. Grindlay asked that of the \$50,000.00 appropriated in FY 2010, how much was spent. Ms. Tonneson replied that all of that amount had been spent. Mr. Byrne recommended that the "Presidential Search" line and "Legal Fees" line be discussed separately. Mr. Grindlay stated that the \$58,000.00 spent on the Facilitator was larger than anticipated. Mr. Byrne recalled concerns that Dr. Magee was in some weeks putting in thirty (30) hours, but that Dr. Magee had given assurances that the sixteen (16) hours per week average would not be exceeded. President Harris reported that Dr. Magee was not paid in excess of sixteen (16) hours per week, at \$187.50 per hour. She further reported that Dr. Magee now is on ten (10) hours per week for accreditation work.

Mr. Byrne recalled that he was given assurances that Dr. Magee would not go over budget. Based on the original budget for the Presidential search process, Mr. Byrne said that he was shocked at the final FY 2010 amount of \$62,605.63. President Harris reported that Dr. Magee did other work for the College during this period on such matters as accreditation. Ms. Tonneson reported that \$58,000.00 at sixteen (16) hours per week at \$187.50 per hour equals 19.5 weeks.

Mr. Grindlay asked that the Chief Financial Officer, by September 22, 2010, provide the Board of Governors with a more detailed breakdown of Dr. Magee's involvement, including a review of time sheets.

Motion by Mr. Grindlay that the Finance and Facilities Subcommittee recommend that limited part time employees indicate on their time sheets not only hours worked but also the project(s) on which they worked (a time and activity report). The motion was seconded by Mr. Feenan. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Byrne; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Byrne asked that Dr. Magee be called upon to describe his work from the inception of the Presidential search process to its conclusion. Mr. Byrne further wants to be sure that there are financial controls to ensure that it is clear that work for which limited part time employees are being paid. Ms. Brogna stated that it would be inappropriate if Dr. Magee were paid for sixteen (16) hours per week if he actually worked thirty (30) hours. Mr. Grindlay pointed out that the amount appropriated for the Presidential Search Facilitator was \$50,000.00, and when Dr. Magee got to that amount, he should have notified the Board of Governors.

Mr. Grindlay asked that all legal bills be copied and provided to the members of the Board of Governors. Mr. Grindlay also asked the source of payment for the dinners with the Presidential final candidates at the Neighborhood Club. Ms. Tonneson will report back on this question.

Mr. Grindlay suggested that legal fees related to the Presidential search should have been transferred to a separate line. Mr. Byrne supports leaving those legal expenses related to the Presidential search within the "Legal Expenses" line.

Next addressed were proposed budget transfers.

President Harris presented the proposed transfer of \$50,597.00 for non-unit employee salary increases (please see copy, attached), and the rationale for the proposal.

Motion by Mr. Grindlay that the Finance and Facilities Subcommittee recommend the transfer of \$50,597.00 from "Reserve for Appropriation" to the appropriate "Salary" lines for the purpose of funding non-unit employee raises. The motion was seconded by Mr. Feenan. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Byrne; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

President Harris then presented the proposed transfer of \$68,909.00 for Deans' salary increases (please see copy, attached), and the rationale for that proposal, including that some senior faculty now make more than the Deans by whom they are supervised. Mr. Grindlay expressed concern that one of the positions to receive a salary increase is that of Dean of Allied Health, a position not filled and that will not consume a full year's appropriation.

Motion by Mr. Grindlay that the Finance and Facilities Subcommittee recommend the transfer of \$43,909.00 (the original proposal of \$68,909.00 having been reduced by \$25,000.00 from the Dean of Allied Health position) from "Reserve for Appropriation" to the appropriate "Salary" lines for the purpose of funding raises for the Deans. The motion was seconded by Mr. Feenan. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Byrne; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Pham then presented the proposed transfer of \$57,000.00 to fund the Jenzabar maintenance contract (please see copy, attached).

Motion by Mr. Grindlay that the Finance and Facilities Subcommittee recommend the transfer of \$57,000.00 from "Reserve for Appropriation" (70890098-570612) to the "Equipment Service" line (70580829-520408) for the purpose of funding the Jenzabar maintenance contract. The motion was seconded by Mr. Feenan. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Byrne; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was the topic of real estate (please see copies, attached). President Harris presented information on rental space available in Quincy Center. She further reported that any of those spaces would require extensive build-out. She recommended that at the end of the lease for Temple Hall that expansion of replacement space to 27,000 square feet be considered.

Mr. Grindlay recommended against retaining Temple Hall upon the expiration of that lease.

The Subcommittee instructed President Harris to determine space needs for the College, including replacement space for Temple Hall, prepare a preliminary needs analysis, determine space opportunities within Quincy Center, and contact realtor Sean Kenneally to assist in this process.

Vice President Kapoor presented an update on Plymouth Campus expansion, including information that a draft lease for additional space should soon be received.

Vice President Kapoor also reported that the Plymouth Campus landlord is anxious to have the College extend its lease on its existing space for another five (5) years. Mr. Grindlay asked Dean Williams for her input. Dean Williams replied that while it would be premature to extend the lease now due to the current rental economy, the process of negotiating an extension should begin.

Vice President Kapoor and Dean Williams will meet with the landlord to begin discussions on new terms.

At 8:49 PM, motion by Mr. Grindlay that the meeting of the Finance and Facilities Subcommittee be adjourned. The motion was seconded by Mr. Feenan. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: 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 SUBCOMMITTEE
MEETING OF NOVEMBER 15, 2010

Minutes

The meeting was called to order at 6:38 PM. The member roll was called. The following members of the Finance and Facilities Subcommittee were present at the call of the member roll: Francis Byrne, Second Vice Chair of the Board of Governors and Subcommittee Chair; Thomas Feenan, Subcommittee Vice Chair; William Grindlay, Chair of the Board of Governors. There were no Subcommittee members absent at the call of the member roll.

Also present were: Martha Sue Harris, President and Secretary of the Board of Governors; Pushap Kapoor, Vice President for Administration and Finance; Jennifer Tonneson, Chief Financial Officer/Business Administrator; Robert E. Baker, Jr., Esq., Dean of Business and Public Service Programs and Assistant Secretary of the Board of Governors; Anna Williams, Esq., Dean of the Plymouth Campus; William Hall, Executive Director of Campus Services and Facilities; Tom Pham, Executive Director, Information Technology; Steve Habeeb, Special Assistant to the President.

Motion by Mr. Grindlay that the Finance and Facilities Subcommittee approve the minutes of its meeting of September 16, 2010. The motion was seconded by Mr. Feenan. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Byrne; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The Financial Report (please see copy, attached) was then presented by Ms. Tonneson. Ms. Tonneson stated that the financials were as of September 2010. She reported that Accounts Receivable are up but that is solely due to the increase in the number of students using financial aid. The Balance Sheet is shaping up nicely, even though the report reflects only the first three (3) months of the fiscal year. The revenue for the fall 2010 semester is favorable, reflected in a \$313,000.00 positive variance. Ms. Tonneson further reported that winter session revenue is running ahead of where it was at this time last year.

Ms. Tonneson reported that fees are thirteen per cent (13%) ahead of where they were last year. Mr. Feenan asked why fee revenue is higher. Ms. Tonneson replied that there are several new fees, including a registration fee, and a higher number of students. Fees were not increased but rather were reallocated.

Ms. Tonneson then reviewed departmental revenues and expenses. She reported that the negative variances for some departments are the result of those departments, such as Marketing, encumbering many of their annual expenses early in the fiscal year. Ms. Tonneson then explained the breakdown of College-wide expenses into categories.

Mr. Byrne asked for an update on collections. Ms. Tonneson reported that older receivables are being referred to a collection agency that is on the state vendor list.

Mr. Byrne asked for an analysis of collections, particularly of expense and return. Ms. Tonneson stated that she would prepare the analysis. Ms. Tonneson reported that the collection agency has experience in dealing with the higher education community. President Harris added that some of the debts are so old that people may be shocked about owing money and this could tarnish the College's reputation.

Mr. Grindlay expressed reluctance to pursue any debt more than five (5) years old, given the faulty nature of the College's systems in the past. The Subcommittee directed the Chief Financial Officer to not pursue the collection of any debts incurred prior to January 1, 2006, pending further analysis, and review of that analysis, by the Subcommittee.

Mr. Feenan then asked the source of payment for the dinner meetings with the Presidential finalists at the Neighborhood Club. Ms. Tonneson replied that those expenses were charged to the "President's Office-Training" line. Mr. Grindlay asked why those expenses were not charged to the "Presidential Search" line. President Harris replied that it was so charged because the "Presidential Search" line was exhausted, or close to it. Ms. Tonneson added that in any narratives regarding Presidential search expenses, the Neighborhood Club expense is identified as a Presidential search expense.

Ms. Tonneson then reviewed the Balance Sheet and Statement of Cash Flows with the Subcommittee.

Mr. Byrne asked for the status of filling the position of Finance Director. Ms. Tonneson reported that the position has been filled and the person will start on December 1, 2010. Ms. Tonneson cited the qualifications of the finalists for the position. President Harris also reported the vacancy in the position of Director of Marketing, which will be filled after the installation of a new President.

Ms. Tonneson then presented to the Subcommittee four (4) proposed budget transfers and the rationale for each.

Motion by Mr. Grindlay that the Finance and Facilities Subcommittee recommend the approval of proposed transfer #2 as written, specifically that \$4,999.00 be transferred from the "Salaries" line (70580823-510101) to the "Repairs" line (70580831-520400) for the purpose of cleaning of the Plymouth Campus. The motion was seconded by Mr. Feenan. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Byrne; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Grindlay that the Finance and Facilities Subcommittee recommend the approval of proposed transfer #3 as written, specifically that \$4,999.00 be transferred from the "Salaries" line (70580832-510101) to the "Consulting" line (705808-11-530109) for the purpose of hiring temporary help in the Business Office. The motion was seconded by Mr. Feenan. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Byrne; 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 Subcommittee recommend the approval of proposed transfer #1 as written, specifically that \$245.00 be transferred from the "Professional Development" line (70580825-530108) to the "Software License" line (70580825-530309) for the purchase of career development software. The motion was seconded by Mr. Grindlay. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Byrne; 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 Subcommittee recommend the approval of proposed transfer #4 as written, specifically that \$300,000.00 be transferred from the "Revenue-Stafford Loans" line (70004-43400) to the "Bookstore Vouchers" line (70890143-570800) to fund the increased use of book vouchers by student with financial aid. The motion was seconded by Mr. Grindlay. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Byrne; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Byrne asked that Ms. Tonneson provide some training for the new members of the Board of Governors on the financial reports, including a brief background on financials and transfers.

Next addressed was the expansion of the Plymouth Campus. Mr. Habeeb stated that the expansion is underway, including layouts for the science laboratory, science prep room, nursing laboratory, classroom, four (4) offices, and storage area. Mr. Habeeb continued that some science laboratory equipment has been ordered. Permitting has not yet been issued. The target date for use is January 19, 2011. Dean Williams added that things are coming along nicely.

President Harris then addressed the topic of Quincy real estate (please see copy of report, attached). She reported that the Temple Hall lease does not expire until 2012. She continued that this essentially gives the Board of Governors approximately six (6) more months before the search process for new College location(s) needs to begin. Mr. Byrne asked Vice President Kapoor if there was any exposure with the Temple Hall landlord. Mr. Kapoor recommended that the issue be referred to the College's attorneys.

Motion by Mr. Grindlay that the issue of the Temple Street lease be referred to Quincy College's attorneys with a report to be made to the Finance and Facilities Subcommittee during its January 2011 meeting. The motion was seconded by Mr. Feenan. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Byrne; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Grindlay reported that he heard that Quincy College may be included in the new, downtown Quincy plan. He will try to get someone from the Mayor's Office to explain the College's role, if any.

Next addressed were Deans' salaries (please see copy, attached). President Harris explained that while the faculty contract was being negotiated, it was understood that the salaries of Chairs/Directors would be included in the resulting contract, and that those salaries would be increased significantly. The contract has resulted in some faculty making more than the Deans who manage them. She continued that she expressed her intention to recommend increases in the Deans' salaries during the time of budget preparation and approval. She then described the general duties of each Dean.

Motion by Mr. Grindlay that the proposed salary for the Dean of Business and Public Service/Special Events Coordinator be amended from \$105,000.00 to \$107,000.00 in recognition of the work involved in arranging those events. The motion was seconded by Mr. Feenan. On the motion, President Harris pointed out that Dean Baker's proposed salary, even as amended, does not include compensation he receives for serving as the Assistant Secretary of the Board of Governors. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Byrne; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Further, the entry "Assistant Dean of Science" is to be stricken from the proposal.

Motion by Mr. Feenan that the Finance and Facilities Subcommittee recommend the approval of the raises, as amended, for the Deans. The motion was seconded by Mr. Grindlay. There was no further discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Byrne; Mr. Feenan; Mr. Grindlay. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

At 7:40 PM, motion by Mr. Grindlay that the meeting of the Finance and Facilities Subcommittee be adjourned. The motion was seconded by Mr. Feenan. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: 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.