

**QUINCY COLLEGE
BOARD OF GOVERNORS**

FINANCE AND FACILITIES COMMITTEE

**MEETING OF JANUARY 8, 2015
Minutes**

The meeting of the Finance and Facilities Committee, held in the Hart Board Room, Room 706, 7th floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 6:05 PM. The member roll was called. The following members of the Finance and Facilities Committee were present at the call of the member roll: Eileen Bevivino-Lawton; Thomas Feenan, Chair of the Board of Governors; Dr. Thomas Fitzgerald; Carolyn O'Toole. Members Paul Barbadoro and Mary Jo Brogna were absent. A quorum was present. Christopher Bell, Committee Chair entered the meeting at 6:18 PM.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Aundrea Kelley, Vice President for Academic Affairs; Joseph Mercurio, Vice President for Administration and Finance; Mary E. Scott, J.D., Vice President for Human Resources; Martin Ahern, Director of Finance; William Hall, Director of Administrative Services and Facilities.

Motion by Mr. Feenan that the Finance and Facilities Committee approve the minutes of its meeting of October 30, 2014. The motion was seconded by Ms. Carolyn O'Toole. There was no discussion on the motion. The following members of the Finance and Facilities Committee voted in favor of the motion: Ms. Eileen Bevivino-Lawton; Mr. Feenan; Dr. Fitzgerald; Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Feenan asked whether there had been any determination on whether the Home Rule Petition, as enacted, required that Quincy College's budget must, as a matter of law, be presented to the City of Quincy. President Tsaffaras stated that he did not have that answer as of yet and would follow up. Mr. Feenan reiterated the prior agreement among the members of the Committee that even if there no longer exists such a legal obligation that the College budget still should be presented to the City of Quincy as a courtesy.

Next addressed were three (3) proposed budget transfers.

President Tsaffaras presented the purpose of and rationale for each of the proposed transfers.

The first transfer request called for the transfer of \$12,400.00 from the Student Development Salaries Fund (70580830-510101) to the Information Technology (70580829-530309) to fund the cost of the Turnitin, antiplagiarism software used by full time and part time faculty.

The second transfer request called for the transfer of \$5,000.00 from the VP Academic Affairs Salaries Line (70580812-510101) to the Accreditation Line (70580811-530307) to fund the cost of accreditation fees for the Physical Therapy Assistant Program.

The third transfer request called for the transfer of \$10,000.00 from the Science Salaries Line (70630856-510101) to the Consultant Services Line (70580813-530109) to fund the cost of consulting services relating to the design of a master program template to offer 34 campus based programs on line.

Motion by Mr. Feenan that the Finance and Facilities Committee recommend the approval of the three (3) transfers presented. The motion was seconded by Ms. O'Toole.

The following members of the Finance and Facilities Committee voted in favor of the motion to recommend approval of the three (3) transfers: Ms. Bevivino-Lawton; Mr. Feenan; Dr. Fitzgerald; Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed were the November YTD FY 2015 Financial Statements (July 1, 2014 – November 30, 2014). Mr. Ahern reviewed the Balance Sheet, Statement of Revenues and Expenses, including the details by Department, Campus Wide and Capital Expenditure. He also brought attention to the Statement of Cash flows and noted that the Bank Balance reconciled with both the Jenzabar and MUNIS account records.

President Tsaffaras then discussed the Revenue Tracking reports for the Fall, Winter and Spring semesters. He pointed out that while the College exceeded the enrollment and revenue figures for the Fall and Winter sessions compared to last year, the College did not fully achieve the revenue goal budgeted for this fiscal year. Also to date, the College is at nearly 80% of goal for the upcoming Spring semester. He also discussed the Enrollment Indicator, a report distributed to senior staff every couple of days as the start of each upcoming semester approaches. This chart clearly demonstrates that the College's enrollment to date for the Spring semester is significantly ahead of 2014.

Mr. Bell asked Mr. Mercurio for his opinion on what resulted in the increases. Mr. Mercurio pointed out that part of the budget shortfall can be attributed to new staff and the hiring of a Director of Admissions and new Academic Deans. Academic staff were encouraged to add programs and employees were encouraged to stretch beyond the achievements of the past. Thus, we have budgeted for increased enrollment but did not fully achieve the higher budget totals. The College also conducted a strong outreach

and marketing campaign using email, text messaging to attract people to enroll in the Winter session. The idea is to encourage local students who may be on break from other institutions to take advantage of what Quincy College can offer during their inter-session.

President Tsaffaras stated that from an enrollment point of view, the College is healthy, with the revenue needed to work. He described the effort to change the College culture from one where staff waited for students to register to one where students are encouraged to register early and then pay at a later date prior to start of the semester. There existed among staff a fear that students would register then not show or not pay. It is human nature to pay at the last possible date and the College is confident that most of those who have pre-registered will return to complete their studies just as students at four year institutions do.

Dr. Fitzgerald inquired whether the Spring semester budget will exceed the FY15 budget or just meet the budget. President Tsaffaras replied that if the College reaches the goal for Spring we will meet budget but it will not erase the Fall semester revenue shortfall of \$233,455. We have salary savings that will cover this shortfall.

Mr. Mercurio pointed out that the College has Flex (Late Start) and Summer I courses in this fiscal year for which recruitment will begin and thus there is opportunity to offset some of the income shortfall. He stated that on an operating income basis the College is better than last year. While the College may not be making the money targeted it is within a safety zone to meet budget.

Dr. Fitzgerald suggested that the Administration prepare a special presentation for the rest of the Board to describe what the College is doing to reach and serve the community.

Old Business:

Mr. Feenan inquired whether the College had received an actuarial analysis regarding the College's liability for "Other Post-Employment Benefits" (OPEBs). Mr. Ahern indicated that the Auditors have stated that once a determination has been made regarding the prior employment status of approximately ten Quincy Public School (QPS) retirees (whether they were former school department staff or Quincy College staff) the actuary will be able to conclude the analysis. Mr. Mercurio stated that the College will need to develop a strategy to begin reserving for this liability.

New Business:

President Tsaffaras reported that the College is in the process of drafting an RFP for banking services. Before sending it to the public the College will consult with its auditors to ensure that there are no internal conflicts of interest or other consideration needed.

He also pointed out that the College will begin the budget planning for FY16 soon. Departments are advised to draft their aspirational and maintenance budgets for review

by the executive management staff.

This year the Finance team is developing a template so that each department will work with a consistent format. This will ensure that various items are not overlooked and it will be easier to assess the financial need of each unit.

Facilities Projects

President Tsaffaras reported that the largest classroom in Saville Hall will be converted from a traditional classroom to a combined classroom and laboratory. This space design is being developed collaboratively by representatives of the engineering and robotics programs whose disciplines fall under separate academic divisions.

Also in Saville the lavatories are scheduled for repair and renovation.

At Presidents Place the College has acquired access to additional space on the 7th floor previously occupied by a CPA firm. This space will be used for offices for the Dean of Online Learning and Inter-Institutional Affairs, Director of Development and Director of Institutional Research and potentially others. The College also plans to have the Advising, Financial Aid, Student Accounts and Registrar services moved to the second floor with a single point of entry to create a one-stop process. The College is in the final stages of negotiation for this space and anticipates these offices will be operational in this area by summer.

At the Plymouth campus the College has been able to acquire additional space for faculty offices, storage, classroom and lab for expanding the LPN program.

Funding for all these projects is covered in the existing budget.

Mr. Feenan inquired about an expansion of the Fitness Center. Mr. Mercurio stated that he has had some discussion with the landlord of Presidents Place. The concept was to negotiate for the landlord to extend the space and Quincy College would expand the program to allow for tenant use of the program with College supervision. The landlord would expect the College to pay rent for the additional space. Mr. Feenan stated that it is his opinion that the current limited space is limiting enrollment in the program. Mr. Mercurio stated that the landlord is supportive of the idea of expanding the space and sees it as a great amenity. He will follow up with Related Beale.

At 7:30 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. Bell; Ms. Bevivino-Lawton; Mr. Feenan; Dr. Fitzgerald; Ms. O'Toole. 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 & FACILITIES COMMITTEE

MEETING OF MARCH 19, 2015

Minutes

The meeting of the Finance & Facilities Committee, held in the Hart Board Room, Room 706, 7th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 6:05 PM. The member roll was called. The following members of the Finance & Facilities Committee were present at the call of the member roll: Mr. Christopher Bell, Committee Chair; Mr. Paul Barbadoro; Mr. Thomas Feenan; and Ms. Carolyn O'Toole. Absent at the call of the member roll were: Ms. Eileen Bevivino-Lawton; Ms. Mary Jo Brogna; and Dr. Thomas Fitzgerald. A quorum was present.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Joseph Mercurio, Vice President for Administration and Finance; Aundrea Kelley, Vice President for Academic Affairs; Ms. Mary Scott, Vice President for Human Resources; Stephen Kearney, J.D., Assistant to the President; Martin Ahern, Director of Finance, Kimberly Puhala, Associate Vice President for Institutional Research and Assessment; and others.

Motion by Mr. Feenan that the Finance & Facilities Committee approve the minutes of its meeting of January 08, 2015, as submitted. The motion was seconded by Ms. O'Toole. There was no discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Barbadoro; Mr. Feenan; and Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Bell introduced Joseph Mercurio and Martin Ahern who presented the Committee with the draft Financial Report. There were questions by the members and discussion among the members. Mr. Mercurio and Mr. Ahern address the question posed by the members.

President Tsaffaras presented the Committee with a request for seven (7) budget transfers as presented in Request for Committee Action No. FFC 4-15:

1. Institutional Research:

From: Science Salaries 70630856-510101	-\$10,000
To: Institutional Research P/T Salaries 70580814-570618	+\$10,000

2. City of Quincy, Central Services:		
From: Office of The President Salaries 70580811-510101		-\$45,000
To: City Services 70890098-560904		+\$45,000
3. Administrative Services:		
From: VP Admin & Finance Salaries 70580813-510101		-\$22,000
To: Repairs & Maintenance 70580831-520400		+\$22,000
4. Legal:		
From: Nursing Salaries 70630814-510101		-\$40,000
To: Legal 70580811-530004		+\$40,000
5. Faculty Books:		
From: VP Academic Affairs Salary 70580812-510101		-\$8,000
To: Liberal Arts 70630818-570614		+\$8,000
6. Electricity:		
From: Plymouth Salaries 70580823-510101		-\$35,000
To: Electricity Quincy 70580831-520200		+\$30,000
To: Electricity Plymouth 70580831-520201		+\$5,000
7. Workers Comp / Unemployment.		
From: Office of The President Salaries 70580811-510101		-\$63,000
To: Workers Comp 70890098-570703		+\$25,000
To: Unemployment 70890098-570702		+\$38,000
8. Return to Fund Balance.		
From: VP academic Affairs Salary 70580812-510101		-\$32,000
From: Nursing Salaries 70890098-570703		-\$35,000
To: Fund Balance 7000-35900		+\$67,000

Motion by Mr. Feenan to approve the transfers as presented in Request for Committee Action No. FFC 4-15. The motion was seconded by Mr. Barbadoro. There was discussion among the members and questions by the members. President Tsaffaras, Mr. Mercurio, and Mr. Ahern addressed the questions posed by the members. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Barbadoro; Mr. Feenan; and Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Bell then introduced Mr. Mercurio. Mr. Mercurio presented the FY 2016 Budget Process and Guidelines. Chairman Bell announced the dates of the Budget Hearings. There was discussion among the members. President Tsaffaras and Mr. Mercurio presented the Revenue Tracking Report. There was discussion among the members and questions by the members. President Tsaffaras, Mr. Mercurio, and Mr. Ahern

addressed the questions posed by the members. The Enrollment Indicator Report was presented by Mr. Mercurio. There was discussion among the members and questions by the members. President Tsaffaras and Mr. Mercurio addressed the members' questions.

Mr. Bell then introduced President Tsaffaras who informed the members of the many updates and improvements to the College's campus including solar panels planned for the roof of Saville, the restroom project in Saville, the renovations and repairs to the new space on the 2nd floor of Presidents Place, an LPN lab planned for the Plymouth Campus, a physical therapy lab planned for the Plymouth Campus, the hiring of a space consultant to reconfigure the entire Plymouth Campus, and a contract with National Grid to provide high intensity, low energy consumption LED lights which the President pointed out was an initiative started and shepherded through completion by Mr. William Hall, Director of Administrative Services and Facilities.

There was no Old Business.

There was no New Business.

At 7:10 PM, motion by Mr. Barbadoro to adjourn the meeting of the Finance & Facilities Committee. Motion seconded by Ms. O'Toole. There was no discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Barbadoro; Mr. Feenan; and Ms. O'Toole. 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 & FACILITIES COMMITTEE
MEETING OF APRIL 02, 2015**

Minutes

The meeting of the Finance & Facilities Committee, held in the Hart Board Room, Room 706, 7th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 6:10 PM by Mr. Thomas Feenan who served as Chair in the absence of Mr. Christopher Bell, Finance & Facilities Committee Chair. The member roll was called. The following members of the Finance & Facilities Committee were present at the call of the member roll: Mr. Paul Barbadoro; Ms. Eileen Bevivino-Lawton; Mr. Thomas Feenan; and Ms. Carolyn O'Toole. Absent at the call of the member roll were: Mr. Christopher Bell; Ms. Mary Jo Brogna; and Dr. Thomas Fitzgerald. A quorum was present.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Aundrea Kelley, Vice President for Academic Affairs; Ms. Mary Scott, Vice President for Human Resources; Stephen Kearney, J.D., Assistant to the President; and Martin Ahern, Director of Finance.

Mr. Ahern distributed binders to the members. Each binder comprised information on the following topics for Fiscal Year 2016: 1) Summary Background Material; 2) Budget Drivers; 3) Comparative Tuition and Fee Rates of the Massachusetts Community Colleges; 4) Comparative Tuition and Fee Rates for Massachusetts Community Colleges relative to International Students; 5) Enrollment Trends for Fall of 2009 - 2015; 6) Enrollment Trends for Spring of 2010 – 2015; 7) The Proposed Budget for Fiscal Year 2016; 8) Appendix of Constituent Entities; 9) Proposed Budget Worksheets for Fiscal Year 2016; and 10) Proposed Capital Outlay Budget for Fiscal Year 2016.

President Peter H. Tsaffaras addressed the members by stating that a college's budget should reflect the mission of the college. The Mission of Quincy College is access to and opportunity for higher education. This budget reflects the Mission of Quincy College by addressing three (3) themes: teaching and learning and the primacy of the teaching/learning relationship; development of infrastructure; and institutional sustainability.

The members went in great detail through the materials provided by Mr. Ahern. The members then went page-by-page through the thirty-three (33) pages of the Proposed Budget Worksheets (Tab 9 of the binder materials). There was discussion among the members and questions posed by the members. President Tsaffaras and Mr. Ahern conflict of interest with budget items on pages 14 and 16. Mr. Barbadoro disclosed that he has a relative through marriage who works for one of the Information Technology consultants and therefore would abstain from voting and abstain from discussion relative to the Information Technology budget. Mr. Barbadoro also disclosed that he

has a relative through marriage working in the Admissions Department and therefore would abstain from voting and abstain from discussion relative to the Admissions Department. On page 18 (International), there was a correction noted in the title of "Specialist International" which should be "Admissions Associate." On page 24 (Library), there was a correction of title of "Associate Librarian" which should be "Library Clerk."

Motion by Mr. Barbadoro that the Finance & Facilities Committee approve the Budget as presented without amendment other than the noted title corrections, and to recommend approval by the full Board. The motion was seconded by Ms. O'Toole. There was discussion on the motion. Mr. Barbadoro and others recommended distributing copies of the Budget to the members of the full Board well in advance of the next meeting. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; and Ms. O'Toole. There were no votes in opposition to the motion. Mr. Barbadoro reiterated and confirmed his abstention from voting on the items related to Information Technology and the Admissions Department. The motion was adopted.

Next the Committee moved on to the Proposed Capital Budget (Tab 10 of the binder materials). The members went page-by-page through the eight (8) pages of the Capital Outlay Budget. There was discussion among the members and questions posed by the members. President Tsaffaras and Mr. Ahern addressed the questions posed by the members.

Motion by Mr. Barbadoro to approve the Capital Outlay Budget as presented and to recommend approval by the full Board. The motion was seconded by Ms. Bevivino-Lawton. There was no discussion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; and Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

There was no Old Business.

There was no New Business.

At 8:30 PM, motion by Ms. O'Toole to adjourn the meeting of the Finance & Facilities Committee. Motion seconded by Ms. Bevivino-Lawton. There was no discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; and Ms. O'Toole. 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 & FACILITIES COMMITTEE
MEETING OF APRIL 23, 2015**

Minutes

The meeting of the Finance & Facilities Committee, held in the 7th Floor Small Conference Room, Room 706, 7th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 6:00 PM by Mr. Christopher Bell, Finance & Facilities Committee Chair. The member roll was called. The following members of the Finance & Facilities Committee were present at the call of the member roll: Mr. Christopher Bell; Mr. Paul Barbadoro; Ms. Eileen Bevivino-Lawton; Ms. Mary Jo Brogna; Mr. Thomas Feenan; Dr. Thomas Fitzgerald; and Ms. Carolyn O'Toole. No members were absent at the call of the member roll. A quorum was present.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Mr. Joseph Mercurio, Vice President Administration & Finance; Aundrea Kelley, Vice President for Academic Affairs; Mr. Martin Ahern, Director of Finance; and Stephen Kearney, J.D., Assistant to the President.

Chairman Christopher Bell expressed his appreciation to the members for their work at the last meeting in his absence.

Motion by Mr. Feenan that the Finance & Facilities Committee approve the minutes of its meeting of March 19, 2015, as submitted. The motion was seconded by Mr. Barbadoro. There was no discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; Mr. Fitzgerald; and Ms. O'Toole. There were no votes in opposition to the motion. Ms. Brogna explained that she was not present at the meeting of March 19, 2015 and, therefore, abstained from voting on the minutes. The motion was adopted.

Motion by Mr. Feenan that the Finance & Facilities Committee approve the minutes of its meeting of April 02, 2015, as submitted. The motion was seconded by Dr. Fitzgerald. There was no discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; Mr. Fitzgerald; and Ms. O'Toole. There were no votes in opposition to the motion. Ms. Brogna explained that she was not present at the meeting of April 02, 2015 and, therefore, abstained from voting on the minutes. The motion was adopted.

President Tsaffaras presented the Committee with a request for budget transfers to fund hiring an interim Dean of Nursing through June 30th:

1. Nursing Interim Dean:

From:	Nursing Salaries 70630814-510101	- \$15,000
From:	Student Development Salaries 70580830-510101	- \$15,000
From:	VP Academic Affairs Salary 70580812-510101	- \$ 5,000
To:	Consulting HR 70580826-530109	+\$35,000

Motion by Mr. Feenan that the Board of Governors approve the budget transfers, as submitted. The motion was seconded by Mr. Barbadoro. There was discussion among the members on the motion and there were questions posed by the members. President Tsaffaras and Mr. Mercurio addressed the questions posed by the members. The following members of the Board of Governors voted in favor of the motion to approve the Budget Transfers: Mr. Bell; Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Ms. Brogna; Mr. Feenan; Dr. Fitzgerald; and Ms. O'Toole. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

There was no Old Business.

There was no New Business.

At 6:14 PM, motion by Mr. Feenan to adjourn the meeting of the Finance & Facilities Committee. Motion seconded by Ms. O'Toole. There was no discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; Ms. Brogna; Mr. Feenan; Mr. Fitzgerald; and Ms. O'Toole. 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 & FACILITIES COMMITTEE
MEETING OF MAY 21, 2015**

Minutes

The meeting of the Finance & Facilities Committee, held in the 7th Floor Small Conference Room, Room 706, 7th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 6:10 PM by Mr. Paul Barbadoro who chaired the Committee meeting in the absence of Mr. Christopher Bell, Finance & Facilities Committee Chair. The member roll was called. The following members of the Finance & Facilities Committee were present at the call of the member roll: Mr. Paul Barbadoro; Ms. Eileen Bevivino-Lawton; Mr. Thomas Feenan; and Dr. Thomas Fitzgerald. Absent at the call of the member roll was: Mr. Christopher Bell; Ms. Mary Jo Brogna; and Ms. Carolyn O'Toole. A quorum was present.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Mr. Joseph Mercurio, Vice President Administration & Finance; Ms. Mary Burke, Vice President for Academic & Administrative Affairs and Dean of Plymouth; Mr. Martin Ahern, Director of Finance; and Stephen Kearney, J.D., Assistant to the President.

Motion by Mr. Barbadoro that the Finance & Facilities Committee approve the minutes of its meeting of April 23, 2015, as submitted. The motion was seconded by Ms. Bevivino-Lawton. There was no discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; and Dr. Fitzgerald. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

President Tsaffaras presented the Committee with a request for the following budget transfers for the listed reasons:

1. Admissions Salaries:

From: Admissions Salaries	70580816-510101	-\$15,000
To: Admissions Salaries PIT	70580816-570618	+\$15,000

To fund Part time salaries through June 30th

2. Plymouth Stipends:

From: Science Stipends	70630856-510102	-\$8,500
To: Plymouth stipends	70580823-510102	+\$8,500

To fund contractual faculty stipends through June 30th in the correct budget line.

3. Electricity:

From: Surg tech & Phlebot. P/T salaries 70630816-570618		-\$45,000
From: Surg tech & Phlebot. F/T Salaries 70630816-570618		-\$ 3,000
To: Electricity Quincy 70580831-520200		+\$48,000

To fund the cost of Electricity at Quincy Campus through June 30th.

4. Bank Charges:

From: Bank Charges 70890098-530102		-\$8,000
To: Credit card Fees 70890098-530104		+\$8,000

To allocate bank charges to correct budget line.

5. Adjunct Salaries:

From: Gen Education / Pension 70890098-570900		-\$83,000
From: Gen Education / Accounting 70890098-530002		-\$19,000
From: Gen Education / Insurance 70890098-570400		-\$14,000
From: Gen Education / Bank Charges 70890098-530102		-\$4,000
From: Postage 70580831-540202		-\$12,800
From: Heating 70580831-520108		-\$30,000
From: Student Support Services 70580830-530801		-\$3,000
From: VP Admin / Prof. Development 70580813-530108		-\$10,000
From: Administrative Services P/T 70580831-570618		-\$17,000
From: Student Life P/T Salaries 70580830-570618		-\$50,000
From: VP Academic Affairs Salary 70580812-510101		-\$32,000
From: VP Admin & Finance Salaries 70580813-510101		-\$25,000
From: Nursing Salaries 70630814-510101		-\$175,000
From: Office of the President Salaries 70580811-510101		-\$22,000
From: Student Life Salaries 70580830-510101		-\$8,500
From: Plymouth Salaries 70580811-510101		-\$17,500
From: Science Salaries 70630856-510101		-\$24,500
From: Board of Governors 70580810-510101		-\$110,000
From: Dues & Subs 70580811-570301		-\$8,000
From: Library Supplies 70580821-550103		-\$1,800
To: Plymouth P/T Salary 70580823-570618		+\$70,300
To: Nursing P/T 70630814-570618		+\$320,000
To: Professional Programs P/T 70630817-570618		+\$140,000
To: Liberal Arts P/T 70630818-570618		+\$60,000
To: Science P/T 70630856-570618		+\$75,000
To: Library P/T 70580821-570618		+\$1,800

To fund Adjunct Salaries through June 30th.

6. FY16 Salary for Dean of Nursing:

From: Nursing Salaries	70630614-510101	-\$130,000
To: Consulting HR	70580826-530109	+\$130,000

Transfer to the correct budget line the cost of the Dean of Nursing. Payments are made directly to the Registry.

Motion by Mr. Barbadoro that the Finance & Facilities Committee approve the budget transfers, as submitted, and recommend approval by the full Board of Governors. The motion was seconded by Ms. Bevivino-Lawton. There was discussion among the members on the motion and there were questions posed by the members. President Tsaffaras, Mr. Mercurio, and Mr. Ahern addressed the questions posed by the members. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; and Dr. Fitzgerald. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

There was no Old Business.

There was no New Business.

At 6:26 PM, motion by Dr. Fitzgerald to adjourn the meeting of the Finance & Facilities Committee. Motion seconded by Ms. Bevivino-Lawton. There was no discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; and Dr. Fitzgerald. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

**QUINCY COLLEGE
BOARD OF GOVERNORS**

**FINANCE & FACILITIES COMMITTEE
MEETING OF JUNE 11, 2015**

Minutes

The meeting of the Finance & Facilities Committee, held in the 7th Floor Small Conference Room, Room 706, 7th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 4:35 PM by Mr. Christopher Bell, Finance & Facilities Committee Chair. The member roll was called. The following members of the Finance & Facilities Committee were present at the call of the member roll: Mr. Christopher Bell; Ms. Eileen Bevivino-Lawton; Mr. Thomas Feenan; and Ms. Carolyn O'Toole. Absent at the call of the member roll was: Mr. Paul Barbadoro; Ms. Mary Jo Broгна; and Dr. Thomas Fitzgerald. A quorum was present.

Also present were: Governor Barbara Clarke; Governor Gregory Hanley; President Peter H. Tsaffaras, J.D., Secretary of the Board of Governors; Mr. Joseph Mercurio, Vice President Administration & Finance; Mr. Martin Ahern, Director of Finance; Mr. Thomas O'Brien, Plymouth County Treasurer; Ms. Kathryn Cannie, Senior Consultant PARS (Public Agency Retirement Services); and Stephen Kearney, Assistant to the President.

Mr. Bell introduced Mr. Thomas O'Brien, Plymouth County Treasurer, and Ms. Kathryn Cannie, Senior Consultant for Public Agency Retirement Services (PARS), to discuss the Plymouth County OPEB Trust (PCOT). There was discussion among the members and questions. Treasurer O'Brien and Ms. Cannie addressed the questions of the members. Motion by Mr. Feenan that the Facilities and Finance Committee approve Motion BOG 15-15 as written, to establish an OPEB Trust Fund pursuant to the provisions of Chapter 32B, Section 20 of the Massachusetts general Laws, as amended by Chapter 68, Section 57 of the Acts of 2011, and recommend approval by the full Board of Governors. Motion was seconded by Ms. Bevivino-Lawton. There was further discussion among the members and questions. Treasurer O'Brien and Ms. Cannie addressed the questions of the members. The following members of the Facilities and Finance Committee voted in favor of the motion to establish an OPEB Trust Fund and recommend approval by the full Board of Governors: Mr. Bell; Ms. Bevivino-Lawton; Mr. Feenan; and Ms. O'Toole. There were no votes in opposition to the motion. Mr. Hanley abstained. The motion was adopted.

Mr. Hanley expressed his appreciation to Treasurer O'Brien and Ms. Cannie for their informative presentation to the members.

There was no Old Business.

There was no New Business.

At 5:25 PM, motion by Mr. Feenan to adjourn the meeting of the Finance & Facilities Committee. Motion seconded by Ms. O'Toole. There was no discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Bell; Ms. Bevivino-Lawton; Mr. Feenan; and Ms. O'Toole. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

**QUINCY COLLEGE
BOARD OF GOVERNORS**

**FINANCE & FACILITIES COMMITTEE
MEETING OF NOVEMBER 09, 2015**

Minutes

The meeting of the Finance & Facilities Committee, held in the Hart Board Room, Room 706, 7th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 6:00 PM by Mr. Christopher Bell, Finance & Facilities Committee Chair. The member roll was called. The following members of the Finance & Facilities Committee were present at the call of the member roll: Mr. Christopher Bell; Mr. Paul Barbadoro; Ms. Eileen Bevivino-Lawton; Mr. Thomas Feenan; and Dr. Thomas Fitzgerald. Absent at the call of the member roll was: Ms. Mary Jo Brogna and Ms. Carolyn O'Toole. A quorum was present.

Also present was: President Peter H. Tsaffaras, J.D., Secretary of the Board of Governors; Mr. Joseph Mercurio, Vice President Administration & Finance; Mr. Martin Ahern, Director of Finance; and Stephen Kearney, Assistant to the President.

Motion by Mr. Barbadoro that the Finance & Facilities Committee approve the minutes of its meeting of May 21, 2015, as submitted. The motion was seconded by Dr. Fitzgerald. There was no discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; and Dr. Fitzgerald. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Motion by Mr. Barbadoro that the Finance & Facilities Committee approve the minutes of its meeting of June 11, 2015, as submitted. The motion was seconded by Ms. Bevivino-Lawton. There was no discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; and Dr. Fitzgerald. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, Chairman Bell introduced Mr. Joseph Mercurio, Senior Vice President for Administration and Finance presented the following Financial Management Reports: Draft Financial Report September YTD FY 2016; Draft Financial Report June YTD FY 2015; Financial Trends Fiscal Years 2008-2015; and Revenue Tracking Report All Semesters YTD FY 16. There was extensive discussion among and questions by the members. Senior Vice President Mercurio, President Tsaffaras, and Mr. Martin Ahern address the questions posed by the members. Mr. Barbadoro thanked the President and the finance group for the transparency and details they provided stating that he had complete faith in them and the information they are providing. These sentiments were echoed individually by Chairman Bell, Mr. Feenan, Dr. Fitzgerald, and Ms. Bevivino-Lawton.

Next, Mr. Mercurio and Mr. Ahern presented to the members the Financial Statements: Fiscal 2015, Year-End Statement (Unaudited) and Fiscal 2016, First Quarter Statement. There was discussion among the members and questions by the members. Mr. Mercurio, President Tsaffaras, and Mr. Martin Ahern address the questions posed by the members.

Next, Chairman Bell explained that there were budget transfers that occurred during the summer months under the President's summer authority with the approval of and in consultation with the Chairman of the Board, Thomas Feenan (Motion No. FFC 10-15). Motion by Mr. Barbadoro to ratify the budget transfers made by the President under the President's summer authority as described in Motion No. FFC 10-15 and to recommend approval by the full Board at its next meeting. The motion was seconded by Ms. Bevivino-Lawton. There was discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; and Dr. Fitzgerald. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, Chairman Bell presented budget transfers for consideration by the Committee (Motion No. FFC 11-15):

1. Engineering and Robotics Lab Conversion — Capitol Project:

From: Contingency Reserve FY16	7000-35900	-\$55,000
To: S100 Lab Conversion	70897600-580000-7023	+\$55,000

To fund the purchase and installation of new laboratory equipment for the first phase of instructional needs.

2. Admissions Office Buildout — Capitol Project:

From: Contingency Reserve FY16	7000-35900	-\$150,000
To: Admissions Office Buildout	70897600-580000-7006	+\$150,000

To fund the estimated cost of construction and fixtures for the new Admissions Reception Center.

3. Saville restroom project — Capitol Project:

From: Fund Balance	7000-35900	-\$35,000
To: Saville restroom project	70897600-580000-7005	+\$35,000

To fund the cost of renovations of four Saville Hall restrooms. These funds were included in FY15 budget and were returned to the Fund Balance as unexpended funds at the end of the fiscal year. \$180,000 was previously transferred under The Presidents summer authority.

Motion by Mr. Barbadoro to approve the budget transfers as listed and described in Motion No. FFC 11-15 and to recommend approval by the full Board at its next meeting. The motion was seconded by Dr. Fitzgerald. There was discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; and Dr. Fitzgerald. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

There was no Old Business.

There was no New Business.

At 7:51 PM, motion by Mr. Feenan to adjourn the meeting of the Finance & Facilities Committee. Motion seconded by Ms. Bevivino-Lawton. There was no discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; and Dr. Fitzgerald. There were no votes in opposition to the motion and no abstentions. The motion was adopted and the meeting was adjourned.