

**QUINCY COLLEGE  
BOARD OF GOVERNORS**

**MEETING OF JANUARY 29, 2009**

**Minutes**

The meeting was called to order at 6:30 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Mark Bertman; Jo-Ann Bragg; Francis Byrne; Joanne Condon-Walsh; David Dennis, Chair of the Board of Governors; Thomas Feenan; William Grindlay; Peter Tsaffaras, Esq. The following members of the Board of Governors were absent at the call of the member roll: Mary Jo Brogna, Second Vice Chair of the Board of Governors; Edward Browne, Vice Chair of the Board of Governors; Jerrell Riggins, 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 Finance; Robert E. Baker, Jr., Esq., Dean of Business and Public Service Programs and Assistant Secretary of the Board of Governors; Gary Wallrapp, Director of Community and Workforce Education; Dr. James Magee, Special Assistant to the President for Institutional Transitions; Michelle McNulty, Esq.

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

Mr. Dennis then called for the Open Forum portion of the meeting to begin. After having twice invited anyone who wished to address the Board of Governors to come forward and do so, and receiving no response to either invitation, Mr. Dennis declared the Open Forum closed.

Motion by Mr. Bertman that the Board of Governors approve the minutes of the Board of Governors' meeting of December 18, 2008. The motion was seconded by Ms. Condon-Walsh. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Bragg; Mr. Byrne; Ms. Condon-Walsh; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

At 6:34 PM, motion by Mr. Tsaffaras that the Board of Governors enter into Executive Session for the purpose of discussing contract negotiations, and to return to open and public session in approximately one hour. The motion was seconded by Ms. Condon-Walsh. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Bragg; Mr. Byrne; Ms. Condon-Walsh; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Open and public session resumed at 7:29 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Mr. Bertman; Ms. Bragg; Mr. Byrne; Ms. Condon-Walsh; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Tsaffaras. The following members of the Board of Governors were absent at the call of the member roll: Ms. Brogna; Mr. Browne; Mr. Riggins; Mr. Viejo-Rodriguez.

Mr. Dennis then presented the Report of the Chair. He stated that the Home Rule Petition was on the City Council agenda for February 2, 2009. Based on a conversation with Council President Davis, the Board Chair will not address the Council that evening but rather will address the Committee to which the Petition is referred. Mr. Dennis said, however, that he will be at the City Council meeting on February 2, 2009, and will have a statement prepared in the event that

he is called upon. Mr. Dennis urged all Board members to attend the Committee hearing and invited faculty and staff to attend. President Harris will update the Quincy College community on the time, date, and location of the City Council Committee hearing.

Mr. Dennis also announced that the new Chief Financial Officer will start on February 2, 2009. She will work three (3) days a week until June 30, 2009, as she currently has a teaching commitment two (2) days a week. Mr. Dennis then thanked Vice President Kapoor for his hard work in getting systems and reporting processes in order. Mr. Dennis then said that the FY 2010 budget building process will be based on a series of assumptions approved by the Finance and Facilities Subcommittee. Mr. Dennis then thanked the members of the Board, President Harris, administration, faculty, and staff for working hard toward separation.

Mr. Grindlay asked about the status of the Appointing Council in filling the existing vacancy on the Board of Governors. Mr. Dennis reported that there has been a lack of applicants but that since then, assumptions and expectations have been altered and the vacancy again will be advertised. Mr. Tsaffaras asked that Board members not on the Finance and Facilities Subcommittee be provided with a copy of the aforementioned FY 2010 budget assumptions. Mr. Dennis pointed out that these assumptions have not yet been prioritized or finalized and that should happen over the next month or so.

President Harris then made her Report.

Vice President Kapoor was called upon to make an enrollment report (please see copy, attached). Ms. Bragg asked why there is a lack of enrollment in Allied Health. President Harris replied that this is being looked into, for example, to determine if there is a retention issue and whether the part-time Surgical Technology Program took longer than expected to get running. She also reported that the Exercise Science Program has never enrolled as hoped. Ms. Bragg asked for a report on these issues.

Mr. Feenan said that the listing of "Boston" in the report addressing enrollments by city and town is misleading and should be broken out by specific neighborhoods, as are other neighborhoods in Boston.

Dr. Susan Hunter, Dean of Allied Health Programs, pointed out that there were vacancies in almost all Allied Health programs at the start of the fall semester.

Mr. Tsaffaras asked if the pilot program in ending rolling admissions in Allied Health is likely to assist in retention.

President Harris then drew the Board's attention to the IPEDs reports.

Mr. Tsaffaras referred to the Quincy College "dashboard" and repeated his concern that the institutions to which Quincy College compares itself are not properly selected.

Regarding next year's academic calendar, President Harris stated that as there are issues pertaining to the calendar that are still being researched, she asked that consideration of the AY 2009-2010 calendar be deferred until February.

Mr. Wallrapp was called upon to make a report (please see copy, attached). Mr. Dennis said that this report will be referred to the Personnel and Programs Subcommittee for its review in February 2009.

Next addressed were the reports of Board committees.

Mr. Byrne, Subcommittee Chair, presented the report of the Finance and Facilities Subcommittee. He summarized the Subcommittee's meeting of January 27, 2009. He reported that the fall revenues are approximately \$300,000.00 in the black.

Mr. Byrne then addressed proposed budget transfers the approval of which have been recommended by the Finance and Facilities Subcommittee. President Harris then reviewed and explained the rationale for each of the four (4) proposed transfers (please see copy, attached).

Motion by Mr. Byrne that the following budget transfers be approved by the Board of Governors. The motion was seconded by Mr. Tsaffaras. Those proposed transfers are:

1. Transfer \$10,000.00 from the "Audit Services" line (70890220-530002) to the "Marketing Publications" line (70890247-530106);
2. Transfer \$1,000.00 from the "Special Expense-Disability Services" line (70890352-550104) to "Reserve for Appropriation" (70580811-570612), then transfer \$1,000.00 from "Reserve for Appropriation" (70580811-570612) to the "Payroll Support Services" line (70580830-510101);
3. Transfer \$20,000.00 from the "Instructional Services Community Development" line (70620086-570800) to the "Marketing Media Services" line (70890245-530106);
4. Transfer \$45,973.00 from the "PT Salary Community Development" line (70630818-570618) to "Reserve for Appropriation" (70580811-570612), then transfer \$45,973.00 from "Reserve for Appropriation" (70580811-570612) to the "Retirement/Pension" line (70600230-570900).

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

Mr. Byrne then presented the report of the Quincy College Trust. He reported that the Trust has a balance of approximately \$270,000.00, that funds still are coming in from last year's solicitation, and that various filings are being prepared for submission to the Commonwealth of Massachusetts.

In the absence of Mr. Browne, Chair of the Separation Committee, that Committee's report was presented by Mr. Tsaffaras. He reported on the last meeting of the Separation Committee, including that Committee's approval of technical changes to the Home Rule Petition and Memorandum of Understanding. The Committee also addressed the Gant chart, and continued a discussion on the issue of pension liability. Mr. Tsaffaras said that he will address this latter issue with Mr. Browne and it will be addressed before the Board next month.

Mr. Grindlay asked Dr. Magee the status of the actuarial study. President Harris replied that the actuary's report has been received and paid for. Thorben has been fired and will not be paid. The actuary, Larry Stone, reported that the \$6 million paid by the College was kept by the City of Quincy and not turned over to the Quincy Retirement Board. This money was intended to address the total past pension liability. Mr. Stone has estimated that Quincy College's total pension liability (present and future) is \$4.4 million.

Dr. Magee was called upon to answer questions regarding the Gant chart (please see copy, attached) and on the public relations campaign surrounding the Home Rule Petition. The Board instructed Dr. Magee to provide an updated Gant chart at each monthly meeting of the Board of Governors.

The public relations campaign was then generally discussed. Ms. Condon-Walsh suggested sending out post cards far in excess of the two thousand referenced by Dr. Magee, perhaps as

many as forty five thousand, the number of households in the City of Quincy. President Harris stated that the text of the post card copy will be E-mailed to each Board member by Dr. Magee.

Regarding the Gant chart, Mr. Byrne recommended adding a #96A, calling for a new actuarial study in the fall of 2009.

No matters were addressed under Old Business.

No matters were addressed under New Business.

At 9:14 PM, motion by Mr. Byrne that the meeting of the Board of Governors be adjourned. The motion was seconded by Mr. Feenan. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Bragg; Mr. Byrne; Ms. Condon-Walsh; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The meeting of the Board of Governors was adjourned.