

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF JANUARY 31, 2007

Minutes

The meeting was called to order at 6:12 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; Joanne Condon-Walsh; David Dennis; William Grindlay; Richard Nici; Jerrell Riggins; Peter Tsaffaras, Esq., Chair. 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. Keith Cotroneo, Senior Vice President for Academic Affairs; Pushap Kapoor, Vice President for Administration; Steve Higgins, Chief Financial Officer; Dr. Susan Hunter, Dean of Allied Health Programs; Robert E. Baker, Jr., Esq., Dean of Business and Public Service Programs and Assistant Secretary of the Board of Governors; Paula Smith, Registrar and Dean of Enrollment Services; Tom Pham, Executive Director, Information Technology; William Hall, Interim Executive Director, Campus Facilities and Security; Anna Williams-Cote, Esq., Acting Director, Plymouth Campus.

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

Mr. Tsaffaras called for the Open Forum portion of the meeting to begin. He invited anyone who wished to address the Board of Governors to come forward and do so. There was no response to this invitation, so the Open Forum was declared closed.

The minutes of the Board of Governors' meeting of December 13, 2006, were deferred until later in the meeting.

Mr. Tsaffaras then presented the report of the Chair. He cited new ventures being undertaken by Quincy College. He said that the Board is dealing with these matters, the opening of the new Plymouth Campus, and other details, for all of which the Board should be proud. He stated that the College has embarked on a sustained, positive course which should be continued, and he congratulated the Board, President Harris, and the Executive Staff.

Mr. Tsaffaras then reviewed the progress of the Appointing Council. For the six (6) vacancies, there were eighteen (18) applicants in the first round. Two (2) evenings of presentations by candidates were held. The application period was reopened, which concludes at the close of business on February 1, 2007. Five (5) applications have been received thus far during this reopened period. The Appointing Council is scheduled to meet on February 15, 2007, to hear additional presentations, then vote, though not necessarily to fill all vacancies.

President Harris then presented her report. She presented photos of the new Plymouth Campus and narrated various views of the learning and administrative spaces. She then introduced Anna Williams-Cote as the Acting Director of the Plymouth Campus. She also thanked Mr. Kapoor, Mr. Pham, and Mr. Hall for all of their work.

Vice President Kapoor then presented an enrollment report (please see copy, attached). He said that compared to the last two (2) spring semesters, there is an increase of 6.6 FTE, or 185 new students. The retention rate with the Fellows Program is 81%, compared to the usual fall-spring retention rate of 56%. He also reviewed Admissions advising tracking (please see copy, attached). Ms. Condon-Walsh asked why so many of the original Fellows failed to meet the Program's minimum grade point average. Mr. Kapoor replied that perhaps more advising or more support may be needed.

President Harris asked if the Board would be willing to hold its March meeting in Plymouth (March 28, 2007), preceded by an open house from 5:00 PM – 6:00 PM. The Board indicated that it would be so willing. President Harris further reported that College Courses, Incorporated, has pledged \$40,000.00 in scholarships for this year (\$20,000.00 for continuing students and \$20,000.00 for first year students), and also has pledged \$78,000.00 to fund, for one year, two (2) .5 QEA positions in Plymouth.

Mr. Grindlay, Subcommittee Chair, then presented the report of the Personnel and Programs Subcommittee.

Motion by Mr. Grindlay to adopt the Two Year Academic Calendar (please see copy, attached), for 2007-2008, and 2008-2009. The motion was seconded by Mr. Bertman. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Nici; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Dean Hunter then made a presentation on the proposed Health Care Administration Certificate and Degree Programs.

Motion by Mr., Grindlay to approve the Health Care Administration Degree and Certificate Programs. The motion was seconded by Mr. Riggins. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Nici; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Condon-Walsh, Subcommittee Chair, then presented the report of the Finance and Facilities Subcommittee. She stated that at its meeting of January 30, 2007, the Subcommittee received a report from the CFO. Mr. Higgins was called upon and stated that January revenue projections were positive. He also provided an explanation of the budget line "Miscellaneous Income" (please see copy, attached). A report from Mr. Hall indicated that repairs to Coddington Hall in accordance with today's standards could cost as high as \$10 million. No votes on finance or transfers were taken at the January 30, 2007, meeting of the Finance and Facilities Subcommittee.

Mr. Bertman then presented a report on the Quincy College Trust. The Trust's annual meeting was held on January 22, 2007. The Trust has been granted non-profit status and is seeking a grant from the Eastern Bank Foundation. The Trust will meet with the College's grant writer in March. The Trust also is looking at an alumni event in May or June. The assets of the Trust are as follows: \$1,996.00 in the general account; \$4,917.00 in the restricted account; \$9,535.00 in the permanently restricted account. The Trust has zero liabilities. Solicitations have been made to the Lions Club and Kiwanis. Final work is being done on closing the Foundation. The next step will be dissolution of the Foundation and transfer of funds to the Trust. All obligations of the Foundation have been satisfied.

Under Old Business, President Harris addressed steps projected to be involved in the College's separation from the City of Quincy. She distributed Working Documents I and II (please see copies, attached), and reviewed the various steps in the flow chart.

Attorney Michelle McNulty arrived at 7:10 PM.

President Harris described Quincy College as a high quality, professional school, as distinguished from the role of a state community college.

Mr. Grindlay reminded the Board that a Committee of the Whole had been appointed by the then Chair, Theresa Lord-Piatelli, to address the issue of separation. Mr. Tsaffaras stated that it was his inclination to schedule a Board meeting in February to consider the issue of separation. This would be separate from the regular Board meeting, and would have only separation on the agenda.

Mr. Dennis asked for information on potential consultants, perhaps having someone appear at the February Board meeting. Mr. Tsaffaras stated that he thought this was premature but that the Board and the Finance and Facilities Subcommittee should make sure that funds are available to hire a consultant, a team of consultants, or a more permanent professional to assist in this process. Ms. Condon-Walsh suggested the possibility of scheduling a half hour or an hour at the beginning of regular Board meetings to discuss only separation and related issues. Mr. Grindlay wanted at least the first meeting devoted solely to separation. Mr. Bertman suggested holding off these meetings until at least some Board vacancies are filled. He stated that separation will be a long term process and new members should be involved from the beginning. Mr. Riggins stated that February would be ideal as NEASC is expecting the Board to move forward quickly on separation. Mr. Tsaffaras agreed that timeliness is important. He said that he would schedule a February meeting, and when new Board members are selected, they may join in. Once they are sworn in, they will participate.

There were no matters addressed under New Business.

At 7:24 PM, motion by Ms. Condon-Walsh that the Board of Governors enter into Executive Session for the purpose of discussing contract negotiations, real estate negotiation, and litigation, to return to open and public session at 8:00 PM. The motion was seconded by Mr. Riggins. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Nici; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Open and public session resumed at 8:23 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. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras. Mr. Nici was absent at the call of the member roll.

Mr. Tsaffaras stated that there was no action taken in Executive Session that required a vote in open and public session.

Motion by Ms. Condon-Walsh to approve the minutes of the Board of Governors' meeting of December 13, 2006. The motion was seconded by Mr. Grindlay. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

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

The meeting was adjourned at 8:25 PM.