

# QUINCY COLLEGE

## BOARD OF GOVERNORS

### MEETING OF JULY 26, 2012

#### Minutes

The meeting of the Board of Governors, held in the Hart Board Room, Room 106, Saville Hall, 24 Saville Avenue, Quincy, Massachusetts, was called to order at 7:07 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Paul Barbadoro, Esq.; Christopher Bell; William Boozang; Mary Jo Brogna, Vice Chair of the Board of Governors; Maureen Glynn Carroll, Esq.; Barbara Clarke; Thomas Feenan; William Grindlay, Chair of the Board of Governors; Joseph Shea. Absent at the call of the member roll was Pedro Viejo-Rodriguez. A quorum was present.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Anna Williams, J.D., Vice President for Academic Affairs; Pushap Kapoor, Vice President for Administration and Finance; Mary Scott, J.D., Vice President for Human Resources; Robert E. Baker, Jr., J.D., Assistant to the President and Assistant Secretary of the Board of Governors; Martin Ahern, Director of Finance; Tom Pham, Associate Vice President for Communications and Information Technology; Donna Brugman, Executive Assistant to the President; Michelle McNulty, Esq., Murphy, Lamere, and Murphy.

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

Next addressed was the Open Forum. Mr. Grindlay invited anyone who wished to address the Board of Governors to come forward and do so. There was no response to Mr. Grindlay's invitation. Mr. Grindlay repeated the invitation, again with no response. Mr. Grindlay declared the Open Forum closed.

Motion by Mr. Feenan that the Board of Governors approve the minutes of its meeting of May 24, 2012. The motion was seconded by Mr. Barbadoro. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Grindlay then presented the report of the Chair. He thanked Ms. Brogna for her assistance in resolving recent issues within the Division of Nursing.

Mr. Grindlay then made the following appointments to the Board of Governors' Nominating Committee: Ms. Clarke, Committee Chair; Mr. Feenan; Mr. Shea. He informed the members of the Nominating Committee to report back to the Board of Governors prior to its meeting scheduled for September 26, 2012.

Mr. Grindlay then provided an update on the Appointing Council. He identified the members of the Appointing Council as follows: Thomas Feenan, Board of Governors; Mr. Grindlay; Douglas Gutro, Quincy City Council; Margaret Laforest, Quincy City Council; Emily Lebo, Quincy School Committee; David McCarthy, Quincy School Committee; Stephen McGrath, Esq., Appointing Council Chair and Director of Human Resources, City of Quincy; William O'Flaherty, Quincy College student representative; Joseph Shea, Board of Governors; James Timmins, Esq., City Solicitor, City of Quincy; Claudia Viglione, Quincy College alumni representative. Mr. Grindlay further reported that the Appointing Council first met on July 19, 2012, at which time the Appointing Council elected Mr. McGrath as Chair. The application deadline for those individuals interested in serving on the Board of Governors is August 17, 2012. The Appointing Council will meet again on August 29, 2012, at which time it will select applicants for interview. Interviews will be held on September 11, 2012. There are two members of the Board of Governors whose terms expire in 2012, Mary Jo Brogna and Pedro Viejo-Rodriguez. Ms. Brogna applied for reappointment and was reappointed to a six (6) year term by the Appointing Council on July 19, 2012. Mr. Viejo-Rodriguez has not applied for reappointment. As of this date, eight (8) applications have been received. The Appointing Council will be reaching out to individuals who applied the last time there were vacancies on the Board of Governors to assess their interest in applying for current vacancies.

Mr. Grindlay then reported that the Committee on Downtown Revitalization will meet next week for a discussion on Quincy College potentially being part of Quincy's downtown revitalization. Mr. Feenan, Chair of the Committee on Downtown Revitalization, will update the Board of Governors at its next meeting.

President Tsaffaras then presented his report. He first referred to this month's "Chart of the Month", "Distribution of Revenues and Expenses". He pointed out that Quincy College's expenditures on instruction are double those of any of the fifteen (15) Massachusetts Community Colleges. He also reviewed enrollment data by academic division. President Tsaffaras then reviewed with the members of the Board of Governors the report titled "Strategic Marketing Brand Management FY 2013". He then

introduced Roxanne Mihal, Interim Dean of the Division of Nursing, and Susan Whitehouse, Director of Library Services. Regarding memberships in and publications received by the Board of Governors, and based on prior instructions of the Board of Governors, membership in the Association of Governing Boards will continue, while membership in the Association of Community College Trustees has been ended.

President Tsaffaras then addressed the move to Presidents Place. He reported that computer laboratories and the library will move next week. With the exception of the Executive Staff, the move will be completed by August 15, 2012. He also described expansion at and improvements to the Plymouth Campus, as well as the plans to convert Saville Hall to the exclusive use of the Arts and Natural and Health Sciences.

President Tsaffaras continued that applications and transcripts now are available on line. He thanked Registrar Paula Smith and Tom Pham for this. The First Year Seminar has significantly expanded content and starting in the fall of 2012, will increase from one (1) credit to three (3) credits. Quincy College now enjoys articulation agreements with Eastern Nazarene College and Bay State College. For FY 2012, Quincy College is in the black by approximately \$250,000.00, and the Fund Balance is healthy. Bi-weekly payroll began in July 2012. Results of the Student Satisfaction Survey will be presented to the Board of Governors at its September 2012 meeting. President Tsaffaras concluded by thanking members of the Board of Governors for their assistance in June with several matters, including those involving the Division of Nursing. Ms. Brogna stated that she has concerns regarding placing a portion of the Nursing cohort in Plymouth given faculty vacancies and other issues within the Division of Nursing and urged President Tsaffaras to reevaluate that decision.

Next addressed were reports from committees of the Board of Governors.

The report of the Personnel and Programs Committee was presented by Ms. Brogna, Committee Chair. She stated that the report on the effectiveness of the Division of Nursing is incomplete at this time but that the final report will be completed during September of 2012 and will be presented to the Board at either the September meeting or sent by email subsequent to the September meeting. The primary impediment to completing the report for the September meeting is the necessity to speak to additional students and faculty, most of whom will be unavailable until after the Labor Day Holiday.

Ms. Brogna reviewed for and explained to the members of the Board of Governors the proposed revision to the Readmission after Academic Dismissal Policy.

Motion by Ms. Brogna that the Board of Governors approve the revision to the Readmission after Academic Dismissal Policy. The motion was seconded by Mr. Shea. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Brogna then reviewed for and explained to the members of the Board of Governors the proposed revision to the Variance to Program Requirements Policy (Policy 5.03).

Motion by Ms. Brogna that the Board of Governors approve the revision to the Variance to Program Requirements Policy. 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. Barbadoro; Mr. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Brogna then reviewed for and explained to the members of the Board of Governors the job classification/specifications for the position of Nursing Laboratory Manager.

Motion by Ms. Brogna that the Board of Governors approve the position and job classification/specifications for Nursing Laboratory Manager. The motion was seconded by Ms. Carroll. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Brogna then reviewed for and explained to the members of the Board of Governors the job classification/specification for the position of Director of Non-Credit Education.

Motion by Ms. Brogna that the Board of Governors approve the position and job classification/specifications for Director of Non-Credit Education. The motion was seconded by Ms. Clarke. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next discussed was the status of several contracts and consultancies. The dates, time frame, and hourly rate of the contract with Farley Associates to conduct their evaluation

of the Division of Nursing was discussed. Also discussed was the \$25,000.00 cap on the payment to Attorney Karen Kepler to represent Quincy College in its discussions with Street-Works. Also discussed was the use of an architectural consultant for Plymouth and Quincy laboratories.

The report of the Finance and Facilities Committee was presented by Mr. Bell, Committee Chair. Mr. Bell reviewed the Financial Report of May 2012 that was presented at the meeting of the Finance and Facilities Committee held on July 24, 2012, including the net positive income for FY 2012 of between \$250,000.00 and \$500,000.00. The unrestricted Fund Balance stands at approximately \$12.1 million.

Mr. Bell then reviewed for the members of the Board of Governors proposed budget transfers 1 through 8, and the rationale for each proposed transfer.

Ms. Brogna asked why Transfer # 4 (Part-Time Resource Officer) was not included in the original FY 2013 budget. President Tsaffaras replied that it was inadvertently omitted. Ms. Brogna then asked if there is now a process to ensure that all positions are accounted for in the budget. President Tsaffaras replied that there is such a process.

Mr. Grindlay asked for an explanation for Transfer # 7 (parking at Presidents Place). President Tsaffaras explained that it is a pass-through, and further explained how receipts and payments will be calculated.

Ms. Brogna called upon Attorney McNulty to address any concerns she might have regarding payment for parking at Presidents Place. Attorney McNulty expressed her concern as being whether municipal finance laws were addressed in establishing the parking fees and an associated revolving fund. President Tsaffaras asked Vice President Kapoor to address this question. Vice President Kapoor described the number of parking spaces to be used and the time periods for which parking passes will be sold. Vice President Kapoor then stated that Quincy College will contract with Presidents Place for \$24,000.00 for parking, to be billed twice a year, but not before January. Mr. Grindlay asked that Transfer # 7 be held until the September 2012 meeting of the Board of Governors so that the issue can be resolved. The members of the Board of Governors made it clear that no parking passes were to be sold until the issues raised were resolved.

Regarding parking, Mr. Boozang pointed out that if Quincy College uses the Presidents Place parking garage, it becomes a reportable locus under the Clery Act.

Regarding Transfer # 6, Mr. Bell asked that since matters sometimes come up after budgets are developed that department heads be asked to submit their proposals prior to the budgetary cycle.

Motion by Mr. Bell that the Board of Governors approve budget transfers 1 through 6, and 8, and that transfer 7 be held. 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. Barbadoro; Mr. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The report of the Separation Committee was presented by Ms. Carroll, Committee Chair. Ms. Carroll summarized the recommended revisions to the By-Laws of the Quincy College Board of Governors as follows: that officers of the Board of Governors be allowed to serve two (2) consecutive terms in the same office (Article I, Section 2); that electronic mail be an allowed means of delivery/service of Board of Governors' material (Article II, Sections 2, 3, and 4); technical correction to Article II, Section 6, to reflect the correct citation of the Massachusetts Open Meeting Law as MGL, Chapter 30A, Sections 18 – 25; that Article II, Section 7 (Citizen Participation) be amended to allow for electronic mail to be an acceptable means for someone to notify the Secretary of the Board of Governors of that person's intention to address the Board of Governors at a meeting of the Board of Governors. Ms. Carroll explained to the members of the Board of Governors the rationale for each of the proposed amendments.

Motion by Ms. Carroll that Article I, Section 2, Paragraph 2 of the By-Laws of the Quincy College Board of Governors be amended to read as follows: "The terms of the Chair, Vice Chair, and Second Vice Chair shall be for two years. No member may serve more than two consecutive full terms in the same office. However, any member elected to an office to fill an unexpired term of an office is, upon expiration of that term, eligible for election to not more than two, consecutive full terms in that office." The motion was seconded by Mr. Barbadoro. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Mr. Grindlay; Mr. Shea. The following members of the Board of Governors voted in opposition to the motion: Mr. Bell; Mr. Boozang. There were no abstentions. The motion was adopted.

Motion by Ms. Carroll that Article II of the By-Laws of the Quincy College Board of Governors be amended as follows: that Section 2 , line 6 be amended by inserting, after the word "mail", the words "electronic mail"; that Section 3, line 2 be amended by inserting, after the word "mail", the words "electronic mail"; that Section 4, line 2 be

amended by inserting, after the word “mail”, the words “electronic mail”. The motion was seconded by Mr. Boozang. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Ms. Carroll that Article II, Section 6 of the By-Laws of the Quincy College Board of Governors be amended as follows: that in place of the previously stated statutory citations, the following be inserted, on line 2, after the word “Chapter”, “30A, Sections 18 through 25”, and on line 4, after the word “said”, “Chapter 30A, Section 21”. The motion was seconded by Mr. Boozang. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Ms. Carroll that Article II, Section 7 of the By-Laws of the Quincy College Board of Governors be amended by inserting, starting on line 1, after the word “request” the words “by mail, electronic mail, or in hand, to the Office of the President, as”. The motion was seconded by Mr. Boozang. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The report of the Labor Relations Committee was presented by Mr. Barbadoro, Committee Chair. He presented an update on the agreement with the Quincy Education Association, Unit E.

Motion by Mr. Barbadoro that the Board of Governors approve the contract with the Quincy Education Association, Unit E. The motion was seconded by Ms. Brogna. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

There was no report from the Quincy College Trust, but Mr. Grindlay reminded the members of the Board of Governors of the Trust’s fundraiser, scheduled for October 17, 2012.

No matters were addressed under “Old Business”.

No matter were addressed under “New Business”.

President Tsaffaras stated that in regard to the security report, a time table and partial cost-out will be presented at the September 2012 meeting of the Board of Governors. An “Incident Response Plan” is in the process of being developed.

At 8:38 PM, motion by Mr. Shea that the meeting of the Board of Governors be adjourned. The motion was seconded by Mr. Bell. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted and the meeting was adjourned.