

**QUINCY COLLEGE  
BOARD OF GOVERNORS**

**MEETING OF MARCH 26, 2008  
Minutes**

The meeting was called to order at 6:48 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; Mary Jo Brogna; Edward Browne; Francis Byrne; Joanne Condon-Walsh; William Grindlay; Pedro Viejo-Rodriguez; Peter Tsaffaras, Esq., Chair of the Board of Governors. Absent at the call of the member roll were: Jo-Ann Bragg; David Dennis, Vice Chair; Thomas Feenan; Jerrell Riggins, Second Vice Chair. Also present were: Martha Sue Harris, President and Secretary of the Board of Governors; Pushap Kapoor, Vice President for Administration and Finance; Dr. James Magee, Special Assistant to the President for Institutional Transition; Steve Habeeb, Special Assistant to the President for Facilities Planning; Robert E. Baker, Jr., Esq., Dean of Business and Public Service Programs and Assistant Secretary to the Board of Governors; Tom Pham, Executive Director of Information Technology; Attorney Michelle McNulty; Attorney Matthew Tobin.

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 and invited anyone who wished to address the Board to step forward and do so. There was no response. The invitation was repeated with, again, no response. Mr. Tsaffaras declared the Open Forum closed.

Motion by Mr. Byrne that the minutes of the Board of Governors' meeting of February 21, 2008, be approved. 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. Brogna; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Viejo-Rodriguez; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Byrne that the minutes of the Board of Governors' meeting of February 28, 2008, be approved. 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. Brogna; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Viejo-Rodriguez; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Tsaffaras forewent the Report of the Chair.

President Harris then presented her report. She informed the Board that she has established an office in Newport Hall. The Associate Degree in Nursing Program has received reaccreditation from the National League of Nursing through 2015. President Harris acknowledged the Allied Health Dean, Chairs, and faculty for this good work.

President Harris reported that Dr. Patricia Vampatella, Vice President for Academic Affairs, was on campus last week and met with the deans, and will officially assume her duties on April 14, 2008.

President Harris then called upon Mr. Pham to present the Disaster Recovery Plan. After reviewing the Plan for the members of the Board, Mr. Pham said that individuals involved in the Plan will receive their roles in April. The backup tapes already have been tested. A simulation of the system will be run in April.

Next on the agenda were the reports of Subcommittees.

Mr. Grindlay, Subcommittee Chair, presented the report of the Personnel and Programs Subcommittee. He summarized the Subcommittee's last two meetings, including reviews of existing programs and a proposal for a new program, along with proposals for new positions. The Subcommittee's next meeting is tentatively scheduled for April 17, 2008, at which point Gary Wallrapp, Director of Community and Corporate Education, will present a report to the Subcommittee. Mr. Grindlay said that there were no Subcommittee matters to bring before the Board.

Ms. Condon-Walsh, Subcommittee Chair, presented the report of the Finance and Facilities Subcommittee. She reported that the Subcommittee will meet on Thursday and Friday, March 27 and 28, 2008, to discuss the draft FY 2009 budget.

Mr. Habeeb presented an update on Saville Hall construction, including the scheduling of a pre-construction meeting for March 28, 2008. The project remains on schedule.

Mr. Kapoor was called upon to present his financial report, including an updated balance sheet (please see copy, attached). He said that an updated enrollment report will be presented after the start of the third 5-week session.

Ms. Brogna asked that for next month's meeting this spring's enrollment (actual) be compared to last spring's enrollment (actual).

Next addressed was a proposed budget transfer of \$10,000.00 to "Utilities/Electricity" from "Utilities/Heat". President Harris explained that there was a reduction in heating costs due to the loss of Coddington Hall, but an increase in electricity costs due to the operation of Newport Hall and the overall increase in the cost of electricity.

Motion by Mr. Grindlay to approve the transfer of \$10,000.00 from "Utilities/Heat" to "Utilities/Electricity". The motion was seconded by Mr. Browne. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Brogna; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Viejo-Rodriguez; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

A proposed audit-related transfer was referred to the Finance and Facilities Subcommittee.

Mr. Bertman then presented a report on the Quincy College Trust. He stated that the Trust has on hand \$60,354.30 in cash and has payables of \$3,145.03. The funds of the Foundation (\$253,000.00 plus interest) should be transferred to the Trust within sixty days. On May 21, 2008, the Trust will sponsor a celebration of the 50<sup>th</sup> Anniversary of Quincy College at the Adams Inn. Mayor Koch has agreed to be the speaker.

Dr. Magee then provided an institutional transition update (please see copy, attached).

President Harris presented the draft FY 2009 budget (please see copy, attached), which she described as balanced, aggressive, and appropriately funding Quincy College as it moves forward. She then described the process by which the budget was developed.

Ms. Condon-Walsh asked what had been actually spent during FY 2007. Mr. Kapoor replied that he would produce those numbers for tomorrow morning, and that he already has actuals to date for FY 2008. Mr. Tsaffaras invited all Board members to attend and participate in the Finance and Facilities Subcommittee's deliberations on the budget.

Mr. Byrne asked, regarding FY 2008, that actuals for the full FY 2008 be forecast based on actuals to date. He is interested in what the College really is going to spend for FY 2008.

Mr. Grindlay expressed his displeasure that the position of Chief Financial Officer (CFO) has been removed from the budget. He stated that he believes that the position is necessary for financial planning during transition. President Harris replied that the position is in the budget but has not been funded.

Ms. Brogna asked that the Finance and Facilities Subcommittee look at tuition and fees in comparison to competitors, and that all tuition and fees be validated within the market.

Ms. Condon-Walsh requested tuition and fees for FY 2007.

President Harris reviewed the proposed new or reactivated positions contained in the draft FY 2009 budget.

Ms. Condon-Walsh asked for a separate listing of new or changed positions, with job descriptions.

Mr. Grindlay asked President Harris to bring to the Personnel and Programs Subcommittee a plan for working with and developing alumni.

The Board also asked that the FTE entries in the draft FY 2009 budget be deleted because they cannot be reconciled with the number of funded titles.

Mr. Byrne asked that all Board members receive the budget via E-mail.

Motion by Ms. Condon-Walsh to refer the draft FY 2009 budget to the Finance and Facilities Subcommittee. 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. Bertman; Ms. Brogna; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Viejo-Rodriguez; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

At 8:08 PM, motion by Mr. Byrne that the Board of Governors enter into Executive Session for the purpose of discussing real estate negotiations and contract negotiations, and not to return to open and public session. The motion was seconded by Mr. Browne. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Brogna; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Viejo-Rodriguez; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.