

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF MARCH 27, 2001

MINUTES

The meeting was called to order by Chair Theresa Lord-Piatelli at 6:15 PM. The Pledge of Allegiance was recited and a moment of silence observed.

The member roll was then called. Present were: Thomas Fabrizio, First Vice Chair; Geraldine J. Lewis, Second Vice Chair; John A. Farmer; Richard N. Hart, Jr.; John J. McKenna, Jr.; Ronald J. Mariano; Dr. Joseph S. Nicastro; Daniel G. Raymondi; Theresa Lord-Piatelli, Chair. Absent were: Elizabeth A. Flynn; Matthew J. McDonnell; Peter O'Neil; Reverend Michael W. Walker. Also present were: Sean L. Barry, President; Patricia Gales, Vice President for Educational Services; Christopher Harrington, Interim CFO/Vice President; Robert E. Baker, Jr., Vice President for Institutional Advancement; Michelle McNulty, Esq.

Chair Lord-Piatelli then called for the Open Hearing portion of the meeting to commence. The public was invited to comment on agenda items. Nobody came forward and that portion of the meeting was declared closed.

Mr. Farmer moved to approve the minutes of the Board of Governors' meeting of January 16, 2001. Dr. Nicastro seconded the motion. The motion was approved unanimously on a voice vote.

Ms. Lord-Piatelli then began the Report of the Chair. She reported that Mr. Farmer, Dr. Nicastro and Ms. Flynn were appointed to the Presidential Evaluation Committee, tasked to evaluate the performance of President Barry. They will be using an evaluation tool prepared by a prior subcommittee. Since goals and objectives were not set for President Barry, that portion of the tool will not be used.

Ms. Lord-Piatelli next announced that the College was advised by the Purchasing Agent for the City of Quincy that it must enter into a contract for legal services. However, as legal services are exempt from the requirements of Massachusetts General Laws, Chapter 30B, the contract would not be subject to the RFP process. Mr. Hart moved that President Barry be authorized to enter into a contract for legal services with Murphy, Lamere and Murphy. Mr. Farmer seconded the motion. The following Governors voted in favor of the motion: Mr. Fabrizio; Mr. Farmer; Mr. Hart; Ms. Lewis; Mr. McKenna; Mr. Mariano; Dr. Nicastro; Mr. Raymondi; Ms. Lord-Piatelli. No Governors voted in opposition.

Ms. Lord-Piatelli then extended her regrets at being unable to attend the College's Honors Convivium, scheduled for May 10, 2001, but urged her fellow Governors to attend.

President Barry was then called upon to present the President's Report. He first presented an update on ongoing projects and improvements, which were commenced upon the recommendation of Mr. Fabrizio. The Sullivan Center is one of the last phases of renovation to Saville Hall. The other end of the first floor of Saville has been turned over to research and study space and the new Writing Center. The Temple Building is up and running and, as soon as the weather is appropriate, exterior improvements will be completed by the landlord. College Courses, Inc., last evening met and recommitted to pledge up to \$100,000.00 per year for three years for non-operating expenses related to the Temple Street space.

The President then informed the Governors of a proposed new program, the Medical Assistant program, and a proposed new position, the Director of the Medical Assistant Program. Mr. Mariano moved that the program and position be referred to the Personnel and Programs Subcommittee. Mr. Fabrizio seconded the motion. The following Governors voted in favor of the motion: Mr. Fabrizio; Mr. Farmer; Mr. Hart; Ms. Lewis; Mr. McKenna; Mr. Mariano; Dr. Nicastro; Mr. Raymondi; Ms. Lord-Piatelli. No Governors voted in opposition. The Fine Arts and Humanities curricula have been expanded and will roll out in the fall. The paramedic program is projected to be rolled out in the next 12-18 months.

President Barry then informed the Governors that because the College was accredited for a ten year period, the New England Association of Schools and Colleges requires that over the summer we submit a 5 year report, providing updates on several areas. Committees will be chaired by executive staff and members are being sought from the campus community. President Barry invited members of the Board of Governors to participate in the governance committee and for members of the Finance and Facilities Subcommittee to participate in the finance committee.

President Barry then presented the proposed FY 2002 budget to the Board of Governors. He pointed out that the proposed budget contained no reductions in faculty. Some programs over which there is a concern were identified but the executive staff will work with the involved faculty to improve the programs. He projected that with another 5-week cycle and Summer I to go, that the College would finish on target with revenue projections for this year. The proposed budget includes modest increases in tuitions and some fees and Allied Health programs will, for the first time, be expected to contribute to overhead, including the library. Mr. Raymondi moved that the proposed budget be referred to the Finance and Facilities Subcommittee. Mr. Mariano seconded the motion. The motion passed unanimously on a voice vote.

The President stated that in his role on the Workforce Improvement Board, he has learned of grant opportunities. Eileen Mawn has put together an Adult Basic Education grant, which was funded. The College is also preparing grant proposals involving home-based computer training and career ladders in the extended care industry. The College has partnered with Quincy District Court to evaluate the effectiveness of the new drug court. The College has provided an array of professional development opportunities for its staff. Among the opportunities for which funding has been provided are: CMDS (training on the AS400); computer training at New Horizons; the Network Consortium last fall in Washington, D.C.; ACE conferences; in-house stress management workshops; a legal issues conference in New Orleans for Allied Health faculty; the Disney Institute, fostering innovation and creativity in developing new programs. In July, President Barry and Scott Conlin will present a Quincy College model on retention and student life at a conference on retention.

President Barry then updated the Governors on the Plymouth Campus. He emphasized that Quincy College was in Plymouth to stay. He stated that it is the fastest growing community in the region and has a great need for GED and developmental education. Quincy College cannot, however, perform this significant remedial role in its present Plymouth facility. It is too limited in size and in poor condition. To address this, the College will search for new space with handicap accessibility and parking. One avenue being explored is terminating the library, turning that area into computer learning space, and providing Plymouth full text access on line to the Anselmo Library. He stated that he is going to Washington in a few weeks to examine this technology. The proposed budget reflects a reduction in the library and desk staff in Plymouth. It appears that the Umass presence in Plymouth, for the present, will consist of several classrooms. They are interested in partnering with Quincy College to do the first two years of a four-year program. As to a Plymouth location for Quincy College, President Barry stated that a partnership with the Career Center is a possibility, as is a stand-alone location.

Mr. Raymondi was recognized and asked how the College would address the need for remedial MCAS training. President Barry suggested that the biggest barrier to serving school districts in this category is that students are reluctant to pay for such programs on their own because no credits or financial aid are offered for them. President Barry stated that Quincy College could develop a curriculum and present such a program if we can secure funding. Mr. Raymondi said that this is a need that must be met. According to Mr. Mariano, most state remediation money is going to public schools.

Mr. McKenna left the meeting at 7:00 PM. Mr. O'Neil arrived at 7:02 PM.

Mr. Raymondi then asked President Barry to address audit issues. Interim CFO/Vice President Harrington was called upon to give an update. Mr. Harrington presented copies of a letter from him to President Barry, dated March 27, 2001 (see copy attached) presenting an update on both the City of Quincy and Quincy College audits. Mr. Harrington stated that the College's audit is done and the deadline for submitting that and the City's audit to the Department of Education is March 31, 2001. Mr. Raymondi thanked Mr. Harrington for the report and asked if the audit reports would be hand-delivered to the DOE on Friday. Mr. Harrington said he would do so on Friday and Federal Express the material to the Clearinghouse. Mr. Raymondi asked what the payment process was for Deloitte Touche. Mr. Harrington stated that it was done on the basis of progress payments. Mr. Raymondi moved that, with regard to any and all bills submitted by Deloitte Touche, Quincy College withhold payment and direct that representatives of Deloitte Touche appear at the next meeting of the Board of Governors to explain the mismanagement of the audit. This was based on concerns that the College's audit was not completed in a timely manner, and that the College is not being serviced efficiently and effectively. Mr. Hart seconded the motion. The following Governors voted in favor of the motion: Mr. Fabrizio; Mr. Farmer; Mr. Hart; Ms. Lewis; Mr. Mariano; Dr. Nicastro; Mr. O'Neil; Mr. Raymondi; Ms. Lord-Piatelli. No Governors voted in opposition. Mr. Raymondi cited concerns about Deloitte Touche's performance that were set forth in the minutes of February's meeting of the Finance and Facilities Subcommittee. Ms. Lord-Piatelli also expressed concern over the performance of Deloitte Touche. Mr. Hart asked Mr. Harrington for clarification that it was the City of Quincy's audit, not the College's audit, that is as yet undone. Mr. Harrington confirmed that such was the case.

Mr. Raymondi asked Mr. Harrington whether, under the Unified Audit Act, the College was bound to use the same auditor as the City. Mr. Harrington replied that he had asked City Auditor McFarlane if that was the case and it was his sense that it was. Mr. Harrington stated that he would look further into the issue.

Mr. Raymondi then moved that President Barry work with the Chair of the Board of Governors, the Chair of the Finance and Facilities Subcommittee and Mr. Harrington to determine if the College should issue an RFP for auditing services for the next cycle if it is determined that the College is legally empowered to do this. Mr. Hart seconded the motion. The following Governors voted in favor of the motion: Mr. Fabrizio; Mr. Farmer; Mr. Hart; Ms. Lewis; Mr. Mariano; Dr. Nicastro; Mr. O'Neil; Mr. Raymondi; Ms. Lord-Piatelli. No Governors voted in opposition.

Mr. Raymondi also requested that President Barry draft a letter to Mayor Sheets on the issue of whether the City of Quincy should share in the cost of any fines imposed by DOE on Quincy College. A copy of the College's audit should accompany this letter.

Mr. Harrington stated that his next goals are to deal with staffing and the management of the Business Office. Presently, out of five funded positions, three are vacant. A new employee is starting on March 29, 2001, and solicitations have been made for entry and mid-level accountants. Mr. Harrington also expressed a need to better utilize the capacity of the AS400 in revenue and expense matters. Mr. Raymondi asked Mr. Harrington where the College stood financially. Mr. Harrington stated that he would present that data at the next meeting of the Finance and Facilities Subcommittee.

President Barry resumed his report and expressed the appreciation of the executive staff for Mr. Harrington's services. He stated that Mr. Harrington has been dealing with priorities that have been established, as well as cleaning up what had been left behind. He has been innovative and creative.

President Barry announced a large scholarship received from Dorothy McTiernan, the widow of former Quincy College student and Quincy Police officer, the late John "Spanky" McTiernan. The original donation was \$10,000.00 and an additional \$2,500.00 have been added in individual contributions. President Barry expressed his and the College's appreciation to the McTiernan family.

No matters were reported under Old Business or New Business.

Mr. Hart gave a report as Chair of the Finance and Facilities Subcommittee. He stated that what is contained in the minutes of the Subcommittee's last meeting, and Mr. Harrington's comments, basically set forth what needs to be reported. Mr. Hart further stated that at the April 10, 2001, meeting of the Finance and Facilities Subcommittee, the focus will be on the budget and setting priorities for the management letter.

At 7:35 PM, Mr. Raymondi moved that the Board of Governors go into executive session for the purpose of discussing litigation, collective bargaining, the President's evaluation, and grievances. Mr. Hart seconded the motion. The following Governors voted in favor of the motion: Mr. Fabrizio; Mr. Farmer; Mr. Hart; Ms. Lewis; Mr. Mariano; Dr. Nicastro; Mr. O'Neil; Mr. Raymondi; Ms. Lord-Piatelli. No Governors voted in opposition. Ms. Lord-Piatelli announced that upon the motion being approved, the Board of Governors would enter executive session and would not be resuming public session unless advised by counsel that a public vote on an executive session matter were needed.