

**QUINCY COLLEGE**  
**BOARD OF GOVERNORS**

**MEETING OF MARCH 28, 2007**

**Minutes**

The meeting of the Board of Governors, held at the Plymouth Campus, was called to order at 6:19 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Jo-Ann Bragg; Mary Jo Brogna; Edward Browne; Francis Byrne; Joanne Condon-Walsh; David Dennis, Vice Chair; William Grindlay; Jerrell Riggins, Second Vice Chair; Pedro Viejo-Rodriguez; Peter Tsaffaras, Esq., Chair. Absent at the call of the member roll were: Mark Bertman; Thomas Feenan; Richard Nici. 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, CFO; Robert E. Baker, Jr., Esq., Dean of Business and Public Service Programs and Assistant Secretary of the Board of Governors; Matthew Tobin, Esq.

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

Mr. Tsaffaras then called for the Open Forum portion of the meeting to begin. He invited anyone who wished to come forward and address the Board of Governors to do so. Paul Phillips, President of the Quincy Education Association (QEA), addressed the Board on the issue of the separation of the College from the City of Quincy. He cited better relations between the College and the QEA as a positive, but stated that the QEA membership is concerned about separation. He said that a City of Quincy pay check entitles members to: health insurance, and the insurance rates that being part of the City of Quincy bring; membership in the Massachusetts Teachers Retirement System, which will be unavailable if Quincy College becomes non-public; collective bargaining representation through the QEA. He hoped that NEASC had spoken with the QEA prior to making its recommendation regarding separation. The QEA would like to be part of the discussion on separation from the outset.

Patricia McDermott, Quincy College English professor, then addressed the Board. She described the prospect of separation and its ramifications as scary, for faculty and staff alike. She questioned the ability of Quincy College to attract quality faculty if there is no retirement, no health insurance, and no union representation.

Mr. Grindlay stated that some change is necessary but he would never vote for any plan that would jeopardize employees' pension rights and benefits.

As nobody else came forward to address the Board, Mr. Tsaffaras declared the Open Forum closed.

Motion by Ms. Bragg that the minutes of the Board of Governors meeting of March 14, 2007, be approved. 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: Ms. Bragg; Ms. Brogna; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Riggins; Mr. Viejo-Rodriguez; 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 minutes of the Board of Governors meeting of February 28, 2007, be approved. The motion was seconded by Mr. Riggins. The members agreed that the language on page 3, paragraph 5, second sentence, be amended to state: "He forecasted net

income for this fiscal year to total \$179,000.00." There was no further discussion on the motion. The following members of the Board of Governors voted in favor of the motion to adopt the minutes, as amended: Ms. Brogna; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Riggins; Mr. Viejo-Rodriguez; Mr. Tsaffaras. There were no votes in opposition to the motion. Ms. Bragg abstained. The motion was adopted.

Mr. Tsaffaras then presented the Report of the Chair. He expressed satisfaction at having a full Board, and announced Subcommittee appointments of new members as follows: Ms. Bragg, Personnel and Programs; Ms. Brogna, Personnel and Programs; Mr. Browne, Finance and Facilities; Mr. Byrne, Finance and Facilities; Mr. Feenan, Personnel and Programs; Mr. Viejo-Rodriguez, Personnel and Programs.

Mr. Tsaffaras went on to state that, as the result of a meeting with Mayor Phelan, Quincy College is in the process of looking for 40,000 square feet of space in downtown Quincy. At a prior meeting, the Board of Governors approved a three year contract with President Harris, with the authority extended to Mr. Tsaffaras to negotiate the contract's terms with President Harris. Negotiations have been completed and the terms agreed upon. The contract will be reduced to writing and distributed to the Board prior to its next meeting.

Regarding separation, Mr. Tsaffaras has received a letter from the QEA and a petition from faculty. He said that the Board, in good faith, voted in March, 2006, to separate from the City of Quincy. The City was informed of this and NEASC expressed concerns about the College's current governance structure. He said that separation is fraught with problems, and each and every obstacle and problem will be addressed with faculty and others and, if necessary, Board actions will be negotiated, or their impact will be negotiated. Pensions and health care will be protected. Meetings will be scheduled to address these issues.

Ms. Bragg agreed with the comments of Mr. Tsaffaras and Mr. Grindlay. She asked that at any meeting of the Board to discuss separation, a representative or liaison of faculty and staff be present. Mr. Tsaffaras said that he would take Ms. Bragg's request under advisement, though he agreed with the thrust of Ms. Bragg's comments.

President Harris then presented her report. She said that the Request for Proposals for space began being advertised on March 21, 2007, and responses will be opened on April 20, 2007. Vice President Kapoor was then called upon to present an enrollment report (please see copy, attached).

President Harris then reported that on April 20, 2007, she and Mr. Tsaffaras will appear before NEASC's Commission on Higher Education to respond to questions regarding the Visiting Team's report and President Harris's response to that report.

President Harris then distributed Quincy College's draft budget for FY 2008 (please see copy, attached). She said that the budget has been crafted around the philosophy that it is Quincy College's job to provide the best possible education to its students, including a lower student/teacher ration which is reflected in the draft budget. Five (5) new faculty are proposed for FY 2008. New staff also are needed. Additional funds are needed for benefits, and for pension liability. She recommended that these challenges be met. She also recommended that tuition be set on a per credit basis, based on the cost of the program involved. President Harris projected a three (3) per cent increase in enrollment. She projected that the institution will remain affordable and will continue to provide quality education.

Mr. Grindlay asked when the Board would receive NEASC's report. President Harris replied that it is not a public document but belongs to NEASC. Any Board member may read the report, which is in the President's office. The final report from NEASC will be presented some time after April 20, 2007. Mr. Grindlay also asked when the Board must pass a budget. President Harris replied that it must be submitted prior to May 1, 2007.

Mr. Tsaffaras referred the draft budget to the Finance and Facilities Subcommittee, to be addressed by that Subcommittee on March 28, 2007, and April 2, 2007, with additional meetings if necessary. Ms. Condon-Walsh described the three phases of budget review: expenses; personnel; revenue and resources. Mr. Grindlay requested minutes of Finance and Facilities Subcommittee meetings on budget deliberations. Mr. Tsaffaras that draft minutes would be provided. Mr. Grindlay also reminded the Board of his request of Michelle McNulty, Esq., of Murphy, Lamere, and Murphy, to review the lease for Coddington Hall. Attorney Tobin replied that because Murphy, Lamere, and Murphy also represents the Quincy Public Schools (QPS) and QPS is the owner of Coddington Hall, the firm typically recuses itself from such issues. Mr. Grindlay reiterated that he had asked Attorney McNulty for this information, that she had agreed to provide it, but that she has not done so and is not present. President Harris stated that a lease could not be found. Mr. Tsaffaras said that he would work during the week to resolve the issue with Attorney McNulty. Ms. Bragg said that there is a document providing a date by which the College must notify QPS if it plans to vacate Coddington Hall.

Next addressed by the Board was "New Business". Ms. Condon-Walsh, Chair of the Finance and Facilities Subcommittee, reported on that Subcommittee's recommendation that \$236,788.00 be transferred from the "Payroll" line, as follows: \$31,000.00 to the "Office Supplies" line; \$142,905.00 to the "Equipment Purchase (IT)" line; \$15,129.00 to the "Equipment Purchase (non-IT) line; \$45,254.00 to the "Instructional Supplies" line; \$2,500.00 to the "Photocopying/Printing" line.

Mr. Grindlay asked why such an amount was available in the "Payroll" line. Mr. Higgins replied that as of the end of February, 2007, he projected a favorable balance for the year in the "Payroll" line of approximately \$350,000.00. President Harris said that there were four reasons for this amount: delay in hiring for English and Psychology faculty positions; Science faculty member was transferred to Allied Health and her position was not filled; an approximate \$100,000.00 over-estimation of RN clinical adjunct costs. Mr. Grindlay asked whether the entire \$350,000.00 should be moved to the "Reserve for Appropriation" line. Ms. Condon-Walsh stated that the Board relies on Mr. Higgins' recommendations and while she thought that perhaps the money should have come out of "Expenses", these processes are best addressed through the budget process. Mr. Higgins said that he is confident in his projections.

Motion by Ms. Condon-Walsh that the Board of Governors approve: (please see copy, attached): transfer \$236,788.00 from the "Payroll" line; \$31,000.00 to the "Office Supplies" line; \$142,905.00 to the "Equipment Purchase (IT)" line; \$15,129.00 to the "Equipment Purchase (non-IT) line; \$45,254.00 to the "Instructional Supplies" line; \$2,500.00 to the "Photocopying/Printing" line. The motion was seconded by Mr. Byrne. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Ms. Bragg; Ms. Brogna; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Riggins; Mr. Viejo-Rodriguez; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Tsaffaras that the Board of Governors enter into Executive Session for the purpose of discussing contract negotiations, real estate negotiations, and litigation, and not to return to open and public session. 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: Ms. Bragg; Ms. Brogna; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Riggins; Mr. Viejo-Rodriguez; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Open and public session concluded at 7:27 PM.