

QUINCY COLLEGE

BOARD OF GOVERNORS

MEETING OF MAY 24, 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 7:01 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; Frederick Doyle, Esq.; William Grindlay, Chair of the Board of Governors; Joseph Shea. Absent at the call of the member roll were: Maureen Glynn Carroll, Esq.; Barbara Clarke; Thomas Feenan; Pedro Viejo-Rodriguez. A quorum was present.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; 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; Laura Corina, Ph.D., Dean of the Division of Natural and Health Sciences; Henry Rubin, Ph.D., Dean of the Division of Liberal Arts; Sandra Smales, J.D., Dean of the Division of Business and Public Service; Mary Burke, Dean of the Plymouth Campus; Matthew Tobin, Esq., Murphy, Lamere, and Murphy.

The Pledge of Allegiance was recited and a moment of silence was observed in memory of Joseph Dooner, father of Professor Steve Dooner, and Lee Regan, wife of Computer Science Instructor Wesley Ennis.

Next undertaken was the Open Forum portion of the meeting. 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, and he declared the Open Forum closed.

At 7:05 PM, Mr. Grindlay asked unanimous consent to take the Executive Session out of order. All members present, as follows, voted to give such consent: Mr. Barbadoro;

Mr. Bell; Mr. Boozang; Ms. Brogna; Mr. Doyle; Mr. Grindlay; Mr. Shea. No members voted in opposition, and no members abstained.

At 7:05 PM, motion by Mr. Bell that, pursuant to the provisions of Massachusetts General Laws, Chapter 30A, Section 21(a)(4), the Board of Governors enter into Executive Session to discuss plans for the deployment of security personnel and the acquisition and placement of security devices at both the Quincy and Plymouth campuses, as discussion of such in an open session may have a detrimental effect on the effectiveness of such security measures and on the safety of the students, faculty, and staff of Quincy College, and to reconvene in open and public session at the conclusion of the Executive Session. The motion was seconded by Mr. Doyle. 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; Mr. Doyle; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Open and public session resumed at 7:56 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Mr. Barbadoro; Mr. Bell; Mr. Boozang; Ms. Brogna; Mr. Doyle; Mr. Grindlay; Mr. Shea. Absent at the call of the member roll were: Ms. Carroll; Ms. Clarke; Mr. Feenan; Mr. Viejo-Rodriguez. A quorum was present.

Motion by Mr. Shea that the Board of Governors approve the minutes of its public hearing on the FY 2013 budget, held on April 26, 2012, and its meeting of April 26, 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; Mr. Doyle; 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 the members of the Board of Governors for their participation in the Honors Convivium, the Associate Degree Program in Nursing Professional Recognition Ceremony, and the Spring Commencement. Mr. Grindlay continued that with the resignation of Mr. Byrne from the Board of Governors, Mr. Bell has been appointed to serve as Chair of the Finance and Facilities Committee. The Appointing Council is in the process of being formed, and the progress of the Appointing Council will be updated at the July 2012 meeting of the Board of Governors.

President Tsaffaras then presented his report. He, too, thanked the members of the Board of Governors for their attendance at recent College events. He presented the members of the Board of Governors with the Chart of the Month (please see copy, attached). President Tsaffaras continued that the consultant has been hired to examine the Division of Nursing. That consultant is Maureen Sroczynski, Ph.D., of Farley Associates, Inc., and she is scheduled to begin her work on May 29, 2012. He also presented the members of the Board of Governors with a draft "2012 Economic Impact Report" (please see copy, attached).

President Tsaffaras then reported that work on Presidents Place is proceeding approximately one (1) week ahead of schedule. Because of change orders, construction should be completed by July 23, 2012, with take-over by August 1, 2012. President Tsaffaras then reported that the Superintendent of the Quincy Public Schools has confirmed the free use by Quincy College of the parking spaces at the Coddington Building. President Tsaffaras thanked the Superintendent and the School Committee for this arrangement.

Next addressed were reports of Committees.

Mr. Grindlay presented the report of the Finance and Facilities Committee. He called upon Mr. Ahern to review for the members of the Board of Governors the Financial Report for March 2012. Mr. Ahern first reviewed the Balance Sheet, then proceeded to the Statement of Revenue and Expenses, under which he reported that revenues were running approximately 2% (two per cent) over budget, while expenses remain in check. Mr. Ahern continued that, under Capital Expenditures, roof and HVAP repairs to Saville Hall have been deferred to the next fiscal year. Mr. Ahern concluded by reporting that Quincy College's accounts are completely reconciled with the City of Quincy and with MUNIS.

Mr. Grindlay then addressed the proposed capital expenditures for FY 2013. He reported that the Finance and Facilities Committee have recommended approval of these capital expenditures and that they be funded from the Fund Balance. President Tsaffaras reviewed for the members of the Board of Governors the explanatory publication pertaining to the proposed capital outlays (please see copy, attached). Mr. Grindlay emphasized that each capital outlay approved will be held in a separate account, that there will be no comingling, and that any unexpended funds can be returned to the Fund Balance by vote of the Board of Governors.

Motion by Mr. Grindlay that the Board of Governors approve the appropriation of \$973,418.00 from the Fund Balance to fund the capital improvements as proposed.

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; Mr. Doyle; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed were amendments to the FY 2013 budget.

Motion by Mr. Grindlay that the Board of Governors approve adding the inadvertently omitted position of "Admissions Officer", unfunded, to page 13 of the FY 2013 budget. 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; Mr. Doyle; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

President Tsaffaras then addressed the position of "Admissions Agent", and the explanation for the proposal that this 1.0 FTE position be included in the FY 2013 budget and funded in lieu of the 0.5 FTE position of "Director of Military and Veterans Affairs". The "Admissions Agent" position would be a clerical position to deal with on-line applications and registrations, an area of need. The position of "Director of Military and Veterans Affairs" would be left vacant, and the job description/specifications of the position of "Director of Admissions and Advising" would be amended to reflect the assumption of duties dealing with military personnel and veterans.

Motion by Mr. Grindlay that the Board of Governors approve a change to the FY 2013 budget to fund a 1.0 FTE Admissions Agent position in lieu of a 0.5 FTE Director of Military and Veterans Affairs position. The motion was seconded by Mr. Doyle. 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; Mr. Doyle; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed were proposed budget transfers. Mr. Grindlay reviewed and explained the proposed transfers regarding the "Breakage Account", the main goal of which is to eliminate a budget deficit for FY 2012.

Motion by Mr. Grindlay that the Board of Governors approve those transfers proposed under the heading "Breakage Account", as presented. 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; Mr. Doyle; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

President Tsaffaras then reviewed for the members of the Board of Governors the rationale for those proposed transfers under the heading "Reallocate Salaries". These transfers are revenue neutral.

Motion by Mr. Grindlay that the Board of Governors approve those transfers proposed under the heading "Reallocate Salaries", as presented. 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; Mr. Doyle; Mr. Grindlay; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Professor Deborah Stockbridge, Chair of the Quincy College Trust, presented a report on the Trust. She informed the members of the Board of Governors that at a meeting held on May 21, 2012, two (2) new members were appointed to the Trust, Professor Emeritus Joan McAuliffe, and Will Porter. The Trust has agreed to pay the fee of the Law Day speaker, Dr. Henry Lee. The Wellness Program's recent request for a rowing machine was granted by the Trust. The Trust also has developed a form by which funding can be requested. The Trust's current balance is \$261,528.00. While the next meeting of the Trust is scheduled for September 24, 2012, the Trust's committee for the October fundraiser will meet over the summer.

Mr. Grindlay thanked Professor Stockbridge for her report and thanked the Trust for all that it does for Quincy College.

No matters were addressed under "Old Business".

Under "New Business", Mr. Shea remarked how very impressed he was by the Spring Commencement ceremony, and particularly with Professor Steve Dooner's skill in announcing the names of the graduating students. Mr. Grindlay echoed those sentiments on behalf of the Board of Governors.

At 8:29 PM, motion by Mr. Barbadoro that the meeting of the Board of Governors be adjourned. 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; Mr. Doyle; 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.