

**QUINCY COLLEGE  
BOARD OF GOVERNORS**

**MEETING OF MAY 25, 2006  
Minutes**

The meeting was called to order at 6:50 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; Joanne Condon-Walsh; Robert Crowley; David Dennis; Dr. Joseph Nicasro; Richard Nici, Second Vice Chair; Peter O'Neill, Esq., First Vice Chair; Jerrell Riggins; Peter Tsaffaras, Esq.; Theresa Lord-Piatelli, Esq., Chair. Absent at the call of the member roll were: William Grindlay; Daniel Raymond, Esq.; Walter White.

Also present were: Martha Sue Harris, President and Secretary of the Board of Governors; Pushap Kapoor, Vice President for Administrative Services; Steve Higgins, CFO; Lorri Mayer, Director of Human Resources; Robert E. Baker, Jr., Esq., Dean of Business and Public Service Programs and Clerk of the Board of Governors; Matthew Tobin, Esq.

The Pledge of Allegiance was recited. A moment of silence was observed.

The Chair then called for the Open Forum portion of the meeting to begin and invited anyone who wished to address the Board to come forward. Patricia McDermott, Professor of English, addressed the Board regarding her concerns surrounding the College's independence from the City of Quincy. She had three concerns: the status of faculty pensions and health benefits; the contract faculty's continued affiliation with the Quincy Education Association. The Chair replied that whatever steps are taken regarding independence, they would be taken in such a way as to cause as little disruption as possible and with respect for, and not at the expense of, employees. As nobody else came forward, the Open Forum portion of the meeting was declared closed.

Motion by Mr. Bertman to approve the minutes of the Public Hearing on the proposed FY 2007 budget, held on April 20, 2006. The motion was seconded by Mr. Riggins. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Crowley; Mr. Dennis; Dr. Nicasro; Mr. Nici; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. O'Neill to approve the minutes of the Board of Governors' meeting of April 20, 2006. The motion was seconded by Mr. Nici. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Crowley; Mr. Dennis; Dr. Nicasro; Mr. Nici; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Bertman to approve the minutes of the Special Meeting of the Board of Governors of April 3, 2006. The motion was seconded by Mr. Tsaffaras. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Crowley; Mr. Dennis; Dr. Nicasro; Mr. Nici; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Tsaffaras to approve the minutes of the Board of Governors' Executive Session of April 3, 2006. The motion was seconded by Mr. Riggins. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Crowley; Mr. Dennis; Dr. Nicastro; Mr. Nici; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Lord-Piatelli then presented the report of the Chair. The Chair appointed Mr. Dennis, Mr. Nici, and Mr. Riggins to the Board Nominating Committee, and charged the Committee with presenting nominations for Board officers at the Board's meeting of September 1, 2006.

The Chair reported that an Appointing Council will be created shortly by the Chair to fill the four upcoming Board vacancies. The nature of the Appointing Council will be changed by the pending Home Rule Petition. The rapidity with which the Home Rule Petition is enacted will govern whether the Appointing Council will be formed under the existing or new system.

The Chair also raised the issue of chronically absent members. She asked for input from the Board as to what to do in terms of communication with members who are not participating. The current By-Laws do not provide the authority to remove a member. Mr. Tsaffaras indicated that this is a matter that the By-Laws Committee would wish the Board of Governors to examine. Mr. Dennis suggested that a letter be sent to the member from all Board members giving the member the opportunity to resign. Ms. Condon-Walsh suggested that the Chair send a letter asking the member's intentions and requesting that he resign if he no longer plans to participate. Mr. Tsaffaras suggested that the Chair convey to the member the sense of the Board that if he wants to stay he is more than welcome, but now is an opportune time to resign given the forthcoming formation of the Appointing Council. The Chair said that she would do so.

The Chair also commented on the May Commencement and the RN Pinning and commended all involved in what she described as the best commencement that she has experienced since she has been on the Board.

President Harris then presented the Report of the President. She stated that a hearing at the Board of Higher Education on the reinstatement of the Surgical Technology Program has been scheduled. She commended Senior Vice President Cotroneo and Allied Health Dean Susan Hunter on their efforts in making this happen. She also explained that many four-year institutions are placing barriers on their students being able to take courses at other institutions and transfer them back in. This may explain why Summer I enrollment is down. Summer III enrollment is up. The summer ad campaign has been active. Radio and print advertising have increased. MBTA ads and billboards are being used. She is hopeful that this advertising and the work of the Marketing Department will bring good results in Summer II.

President Harris then introduced to the Board Lorri Mayer, Director of Human Resources, who, said President Harris, has brought wonderful skills to Quincy College and a sense of organization to the human resources function.

Next addressed were Reports of Special Committees.

Mr. O'Neill presented the report of the Personnel and Programs Subcommittee, which met on May 19, 2006. President Harris provided information on the Quincy College Fellows Initiative and explained the Responsibility Agreement and checklist (please see copies, attached). She also explained the new academic and social supports to be made available to students.

Motion by Mr. O'Neill that the Quincy College Fellows Initiative be accepted. The motion was seconded by Dr. Nicastro. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Crowley; Mr. Dennis; Dr. Nicastro; Mr. Nici; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. O'Neill then discussed the proposed Quincy College Mission Statement.

Motion by Mr. O'Neill to accept the proposed Quincy College Mission Statement. 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: Mr. Bertman; Ms. Condon-Walsh; Mr. Crowley; Mr. Dennis; Dr. Nicastro; Mr. Nici; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. O'Neill then referred to the Policies and Procedures Manual, and efforts to place it in the hands of all personnel as well as on the Quintranet.

Motion by Mr. O'Neill to accept the Policies and Procedures Manual and give the College through September, 2006, to review and distribute it. The motion was seconded by Mr. Nici. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Crowley; Mr. Dennis; Dr. Nicastro; Mr. Nici; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Tom Pham, Executive Director of Information Technology, explained the substance of and rationale for the new Internet Use Policy (please see copy, attached).

Motion by Ms. Condon-Walsh to accept the revised Internet Use Policy. The motion was seconded by Mr. O'Neill. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Crowley; Mr. Dennis; Dr. Nicastro; Mr. Nici; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Bertman to accept the report of the Personnel and Programs Subcommittee. The motion was seconded by Mr. Nici. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Crowley; Mr. Dennis; Dr. Nicastro; Mr. Nici; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Dennis reported on the Finance and Facilities Subcommittee meeting of May 24, 2006. He presented a schedule of proposed budget transfers (please see copy, attached). Mr. Higgins explained that the impetus behind the proposed transfers was a request from the City of Quincy for an additional \$300,000.00 for Retirement Expenses. He said that if the transfers are approved, the resulting balance in Reserve for Appropriation will be \$39,000.00.

Motion by Mr. Dennis to approve the budget transfers as presented (and as appear on the attached schedule). The motion was seconded by Mr. Riggins. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Crowley; Mr. Dennis; Dr. Nicastro; Mr. Nici; Mr. Riggins; Mr. Tsaffaras; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Dennis then presented new program tuitions for the Exercise Science/Personal Training and Phlebotomy certificate programs. President Harris explained the programs, and stated that they will be sent to the Personnel and Programs Subcommittee for review and recommendation.

Motion by Mr. Dennis to approve the tuition as presented for the Exercise Science/Personal Training Certificate Program. 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: Mr. Bertman; Ms. Condon-Walsh; Mr. Crowley; Mr. Dennis; Dr. Nicastro; Mr. Nici; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Dennis to approve the tuition as presented for the Phlebotomy Certificate Program. 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: Mr. Bertman; Ms. Condon-Walsh; Mr. Crowley; Mr. Dennis; Dr. Nicastro; Mr. Nici; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Dennis to approve the donation of \$2,050.00 in old computers to the Quincy Public Schools. 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. Condon-Walsh; Mr. Crowley; Mr. Dennis; Dr. Nicastro; Mr. Nici; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Higgins described the purchase requisition project and the resulting process that lets persons submitting requisitions to do them on-line, with up to date status and account information, as well as efforts to reconcile Federal financial aid into separate accounts for each financial aid fund.

Motion by Mr. Nici to accept the report of the Finance and Facilities Subcommittee. The motion was seconded by Dr. Nicastro. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Crowley; Mr. Dennis; Dr. Nicastro; Mr. Nici; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Tsaffaras presented the report of the By-Laws Committee. He presented the recommendations of the Committee (please see copy, attached). The Committee recommends that the Chair and Vice Chairs serve fixed terms of two years. Their terms would be coterminous. A further recommendation was to move the annual meeting to the fourth Wednesday in September to accommodate the opening of the semester. Mr. Tsaffaras said that the receipt by the Board today of the Committee's recommendations starts the tolling of the thirty day waiting period. The June meeting falls within the thirty day period, so if it be the wish of the Board, that waiting period can be waived by unanimous vote of the Board. Ms. Lord-Piatelli asked if the Board Chair serves ex-officio on each committee, and whether the Board Chair can appoint him/herself to committees. Ms. Condon-Walsh expressed support for two year terms for officers.

Under Old Business, Mr. Bertman reported on the status of the Quincy College Trust. He distributed the Trust's by-laws. He reported that he is the Interim Chair of the Trust. The Governing Board consists of: the President (or designee); Mr. Bertman; Mr. Nici; Ed Kelly (faculty member). People who have expressed an interest in serving on the Board are: Ed Keohane; Bob Curry; Dorothy DiPisa; Sean Kenneally; Dan O'Malley. Mr. Bertman expressed praise for Mary McNamara for all the work she has done in putting together the Trust. Mr. Dennis questioned the broad purpose of the Trust, in that it is similar to that of the old Foundation.

Mr. O'Neill departed at 8:27 PM.

The Chair expressed concern that if the Trust were made too restrictive in purpose in order to avoid a repetition of the prior experience, then the Trust would be unable to do all that it should do for the benefit of the College. The Foundation also will bring on a half-time person to address its business affairs.

Mr. Dennis stated that there is no external oversight, and recommended an annual audit by a CPA, with that audit being presented to the College Board of Governors. He also recommended that the Trust's Treasurer report quarterly to the Board of Governors. Mr. Tsaffaras recommended that the College President sit on the Trust Board, and not be able to appoint a designee, but not be allowed to serve as President of the Trust. President Harris pointed out that it was the aim of the creators of the Trust to sufficiently distance it from the College to prevent it from being manipulated by the College.

Ms. Lord-Piatelli vacated the Chair at 8:43 PM, with Mr. Nici serving as Chair.

Ms. Condon-Walsh said that by-laws can be changed, but some set of by-laws must be adopted initially. Mr. Bertman reported that the by-laws have been approved by the Trust's officers.

Ms. Lord-Piatelli returned at 8:52 PM and resumed the duties of the Chair.

Mr. Bertman stated that the suggestions of the members of the Board of Governors are well taken and should be implemented by the Trust. He will report back at the June meeting of the Board as to the responses of the Trust to the points made this evening.

Under New Business, Attorney Tobin reported on this issue of restitution to the College by Faith Tucker. She pleaded guilty to three of six counts and she is working with the Probation Department to establish terms of probation, but probation is to be for a term of ten years, with restitution in the amount of \$46,000.00. Her attorney is looking to offset from the \$46,000.00 the amount of \$15,000.00 being held in escrow by the College.

Motion by Ms. Condon-Walsh that the Board of Governors enter into Executive Session for the purpose of discussing litigation and personnel matters, not to return to open and public session. The motion was seconded by Mr. Tsaffaras. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Crowley; Mr. Dennis; Dr. Nicastro; Mr. Nici; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The Board of Governors adjourned from open and public session at 9:25 PM.