

QUINCY COLLEGE
BOARD OF GOVERNORS
MEETING OF MAY 28, 2008

Minutes

The meeting was called to order at 6:38 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; Jo-Ann Bragg; Mary Jo Brogna; Joanne Condon-Walsh; David Dennis, Vice Chair; Thomas Feenan; William Grindlay; Jerrell Riggins, Second Vice Chair; Peter Tsaffaras, Esq., Chair of the Board of Governors. Absent at the call of the member roll were: Edward Browne; Francis Byrne; Pedro Viejo-Rodriguez. Also present were: Martha Sue Harris; President and Secretary of the Board of Governors; Dr. Patricia Vampatella, Vice President for Academic Affairs; Pushap Kapoor, Vice President for Administration and Finance; Robert E. Baker, Jr., Esq., Dean of Business and Public Service Programs and Assistant Secretary of the Board of Governors; Steve Habeeb, Special Assistant to the President for Facilities Planning; Dr. James Magee, Special Assistant to the President for Institutional Transitions; Krishan Gupta, Senior Director of Accounts and Finance; Matthew Tobin, Esq.

The Pledge of Allegiance was recited and a moment of silence was observed in honor of veterans who made the ultimate sacrifice.

Mr. Tsaffaras called for the Open Forum portion of the meeting to begin. He invited anybody who wished to address the Board of Governors to come forward and do so. There was no response. Mr. Tsaffaras repeated his invitation, again with no response. The Open Forum was declared closed.

Motion by Ms. Bragg to approve the minutes of the Board of Governors' public hearing of April 23, 2008, on the FY 2009 budget. 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. Bragg; Ms. Brogna; Ms. Condon-Walsh; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Ms. Bragg to approve the minutes of the Board of Governors' meeting of April 23, 2008. 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. Bragg; Ms. Brogna; Ms. Condon-Walsh; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Tsaffaras then presented the Report of the Chair. He discussed the various activities, functions, and student ceremonies that have been held over the last five weeks. He described it as heartening to participate in these events, as the Board is here to work with faculty, staff, and administration to help students receive a better education. He stated that Quincy College has an outstanding student body. Mr. Tsaffaras then praised Mr. Bertman for his efforts on behalf of the 50th Anniversary celebration that was held on May 21, 2008.

Mr. Tsaffaras then reported that he needs to establish three (3) committees: a Nominating Committee, as his term ends in September, and asks those Board members interested in participating to contact him; an Appointing Committee, to fill vacancies on the Board of

Governors; a committee to evaluate President Harris, to be done over the summer months, and to use the same process as was used last year.

President Harris then made her report. She thanked the Governors, faculty, and staff for making May's events so successful. Vice President Kapoor was called upon to present an update on Summer I and Summer III enrollments (please see copy, attached). He reported a 4% gain in head count.

President Harris then discussed the Associate Degree in Nursing Selective Admission Pilot Project, which will be worked in over the next two years. She then described the rationale for the process, to maximize chances of student success. After two years, the data will be examined to determine if there has been a beneficial effect. According to Dr. Susan Hunter, Dean of Allied Health, the current attrition rate is approximately twenty five per cent. Mr. Tsaffaras expressed the gratitude of the Board of Governors that this pilot program has been undertaken.

Mr. Habeeb presented a progress report on the science lab construction (please see copy, attached). Mr. Grindlay asked why, if the project is on budget, do \$60,000.00 have to be appropriated. President Harris explained that \$200,000.00 was set aside but needs to move from the Fund Balance to an operating line. The project was budgeted for \$1,500,000.00, but less than that was appropriated. The purpose of this evening's proposed transfer is to fund for contingencies that the Building Committee is called upon to address.

Mr. Grindlay asked when the garage will be finished. Mr. Habeeb anticipated that parking will resume next week. He reported that there have been no major problems with the general contractor or with the subcontractors.

President Harris brought to the Boards' attention that she has included in their packets the Presidential evaluation forms, both those used by the College community and those used by the Board.

Dr. Magee presented his draft transition plan (please see copy, attached). He asked for comments, changes, and suggestions from the Board but asked that these be submitted via E-mail. Dr. Magee said that in the transition process, in such areas as leadership, finance, and academics, Quincy College is in a position of strength. In his draft, he has identified two hundred three separate tasks. The draft is presented for review, comment, and revision. By August 15, 2008, Quincy College must submit to the New England Association of Schools and Colleges a letter and briefing about the College's plans. This material also will go to the Board of Higher Education and the U.S. Department of Education, seeking a joint review and visit. NEASC will vote on the College's submission in September, 2008. Dr. Magee then reviewed the time line. The goal is to complete the entire project by June, 2010. He is looking for all approvals by March, 2010. He stressed that the key concerns are benefits and retirement. He then explained the draft, page by page. Feedback is expected not later than June 11, 2008.

Mr. Tsaffaras emphasized that Dr. Magee's document is a draft. The final version will be subject to a vote by the Board in June, 2008. He also suggested appointing a small group of Governors to address the draft substantively.

Next presented were the reports of Subcommittees.

The report of the Finance and Facilities Subcommittee was presented by Ms. Condon-Walsh, Subcommittee Chair. Vice President Kapoor was called upon to present a financial report (please see copy, attached). He stated that no net loss is anticipated. Cash reconciliations between the bank and the ledger are current. The College also is working with the IT consultant to develop an auto-refund process.

Ms. Condon-Walsh then explained the rationale for four (4) budget transfers.

Motion by Mr. Dennis to approve the transfer of \$10,624.00 from the "Renovation" line to the "Special Expense Account" for the purpose of repairing the Saville Hall roof and replacing sprinkler heads in the Saville garage. 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. Bragg; Ms. Brogna; Ms. Condon-Walsh; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Ms. Condon-Walsh to approve the transfer of \$50,000.00 from the Fund Balance to the "Special Expense Account" (Contingency Science Labs). The motion was seconded by Mr. Feenan. On the motion, Mr. Grindlay pointed out that while \$1,500,000.00 million had been budgeted for the science labs, only a bit more than \$1,000,000.00 had been appropriated, so this transfer supplies previously authorized funds. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Bragg; Ms. Brogna; Ms. Condon-Walsh; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Dennis to approve the transfer of \$5,000.00 from "Utilities/Heat" to "IT Consulting". The motion was seconded by Mr. Feenan. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Bragg; Ms. Brogna; Ms. Condon-Walsh; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Bertman to approve the transfer of \$5,000.00 from "Utilities/Heat" to "Utilities/Telephone". The motion was seconded by Mr. Feenan. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Bragg; Ms. Brogna; Ms. Condon-Walsh; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Bertman then reported on the Quincy College Trust. He stated that, as of today, \$9,000.00 was made on the fundraiser, with a net of \$5,470.00. One hundred two people attended. He also reported that the Attorney General has approved the distribution of the old Foundation's assets.

No matters were addressed under Old Business.

No matters were addressed under New Business.

At 8:12 PM, motion by Mr. Riggins that the Board of Governors enter into Executive Session to discuss real estate negotiations, contract negotiations, and litigation, and not to return to open and public session at the conclusion of Executive Session. 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. Bragg; Ms. Brogna; Ms. Condon-Walsh; Mr. Dennis; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.