

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF NOVEMBER 19, 2002

MINUTES

The meeting was called to order at 6:12 PM by Chair Theresa Lord-Piatelli. The member roll was then called. Present were: Barbara A. Cannon; Simon Chan; John A. Farmer; William S. Grindlay; Reverend William C. Harding; Geraldine J. Lewis; Dr. Joseph S. Nicastro; Richard A. Nici, II; Peter O'Neill, Esq., Daniel G. Raymondi, Esq.; Theresa Lord-Piatelli, Esq., Chair. Absent was Elizabeth A. Flynn.

Also present were: Sean L. Barry, President; Patricia A. Gales, Vice President for Educational Services; Christopher Harrington, Esq., Vice President/CFO; Robert E. Baker, Jr., Esq., Vice President for Institutional Advancement; Stephen J. McGrath, Esq., Executive Assistant to the President for Personnel/In-House Counsel; Thomas A. DeSantes, II, Executive Director of Marketing and Recruitment; Pushap Kapoor, Interim Executive Director of Enrollment Management; Susan Bossa, Associate Dean, Student Life; Eileen Mawn, Associate Dean, Plymouth Campus; David Polanzak, Director, Marketing and Research; Michael Collins, Student Service Specialist; Robert Grimes, Student Service Specialist; Michelle McNulty, Esq., attorney for the Board of Governors.

The Pledge of Allegiance was then recited, followed by the observance of a moment of silence and reflection. Ms. Lord-Piatelli then announced the open forum portion of the meeting, inviting anyone present to address the Board of Governors. There was no response. A letter (please see attached copy) from Merle Peabody, Adjunct Instructor, praising the College and the progress it has made under the Board of Governors and President Barry, was read into the record.

Dr. Nicastro moved approval of the minutes of the previous meeting of the Board of Governors (September 10, 2002). Ms. Cannon seconded the motion. The motion was approved unanimously on a voice vote.

The next item taken up was the report of the Chair. Ms. Lord-Piatelli stated that she continues to hear great things from President Barry about Quincy College, its programs, students, and enrollment. Ms. Lord-Piatelli then presented plaques to the new Board members, Ms. Cannon, Mr. Chan, Mr. Grindlay, Reverend Harding, and Mr. Nici. Mr. Raymondi was recognized and acknowledged the administrative and professional staff present, expressing his gratitude to William Hall, President of the Quincy College Professional Staff Association, for assembling these individuals this evening. Mr. Raymondi expressed his appreciation for staff efforts in helping to provide quality education, and for their constant advocacy for the College.

President Barry next presented his report to the Board of Governors. He called upon Vice President Gales to provide an update on the Fenway nursing program. Vice President Gales stated that the Massachusetts College of Pharmacy is phasing out its affiliation with Quincy College and Quincy College is negotiating with the Massachusetts General Hospital and the Jamaica Plain Veterans Administration Hospital for replacement space. She hopes to have the program in its new facility for the start of the spring, 2003, semester. In response to a question from Ms. Lord-Piatelli, Vice President Gales gave an update on the paramedic program. The program is fully developed and she is interviewing a candidate for director on November 25, 2002. She will then submit curriculum for approval. President Barry reported that many communities are experiencing problems with ambulance services and are trying to turn in-house (such as placing the service within the fire department). There is therefore a market for

paramedic training and the College has worked to prepare the paramedic program in response to that need. Quincy College's program will be affordable and offered on a part-time basis so that students can continue working while taking classes. Quincy College's existing good relations with Boston hospitals will enhance students' learning opportunities. Mr. Raymondi asked whether the passage of the Homeland Security Bill establishes new grants and reimbursement opportunities for first responders. President Barry replied that there is significant money available but he was not sure of the extent to which it is available for paramedic trainees. He stated that this is something that the paramedic program coordinator should look into. Reverend Harding stated that military LPNs and other personnel are now being required to pick up EMT skills and certification. Vice President Gales will work with Reverend Harding on this issue. President Barry expressed the hope that the resource of Quincy College as a training and education provider is fully recognized by the City of Quincy.

President Barry then called upon Mr. DeSantes to provide an update on enrollment, marketing, and advertising. Mr. DeSantes reported that marketing for the winter session began earlier than ever before. Approximately thirty per cent of last year's winter enrollment already has been achieved. Liberal arts, business, and criminal justice, in that order, are the most heavily enrolled winter courses thus far. Spring semester enrollment has begun but the spring semester bulletin will not be mailed out until December. For the fall, 2002, semester, Quincy College experienced a ten per cent enrollment increase, compared to a one per cent projected increase nationally for two-year schools. Demographically, fall enrollments saw: fewer Asian students; an increase in white, non-Hispanic enrollments; thirty two per cent male, sixty eight per cent female; twenty per cent of enrollments were from Quincy; seven per cent from Dorchester; five per cent each from Weymouth and Boston; Hyde Park, Milton, Randolph, Braintree, all showed significant enrollments; liberal arts as the leading major; forty one per cent of those enrolling were between eighteen and twenty four years of age. Mr. Raymondi asked what was being done to reach out to Asian and other minority populations. Mr. DeSantes stated that if there were any community events, he would like to be informed. Mr. Chan asked that the reason so many Chinese students attend Bunker Hill Community College be explored. He also recommended that Quincy College enhance its ESOL capability. President Barry stated that the demographic study demonstrates that there are many misconceptions about Quincy College, particularly about the age and ethnicity of its students.

Mr. DeSantes stated that since the College's male numbers are low, the College needs to target males as a market. He then handed out copy for a new print advertisement (see attached) for winter intersession, and explained how the piece was produced. He announced that the College would be buying billboards between Quincy and Plymouth (in such communities as Whitman and Abington). Mr. Raymondi discussed the decision making process that went into leaving a private advertising firm and bringing responsibility for advertising in-house. He stated that Mr. DeSantes has produced outstanding campaigns. Mr. Raymondi asked whether the composition of the people in the ads was reflective of the College's population, or reflective of the market the College was targeting. President Barry replied that it was the latter, and is particularly effective in public transit and billboard advertising. Mr. Raymondi stated that the advertising has been fantastic and is getting the job done of attracting new students. Mr. Raymondi moved that a letter of commendation for the winter intersession campaign be placed in Mr. DeSantes' personnel file. Mr. Farmer seconded the motion. The motion was approved unanimously on a voice vote. Mr. DeSantes then announced that he and Vice President Gales have worked together to produce informational material for Allied Health programs (please see attached) so that all students and prospective students will be well aware of the rigors involved in the Allied Health programs of study, and enhance their chances of success. Mr. DeSantes then introduced to the Board of Governors the following members of the Marketing and Recruiting staff: David Polanzak, Director of Marketing and Research; Michael Collins and Robert Grimes, Student Services Specialists.

Mr. Farmer then presented the report of the Finance and Facilities Subcommittee, describing the budget transfers approved at recent Finance and Facilities meetings. Mr. Harrington presented those transfers to the Board of Governors for consideration. Those transfers were: FY 2001 Expense/Bill of a Prior Year (amount \$702.62); FY 2002 Year End Transfers (amount \$16,040.00); FY 2003 Budget Transfers (amount \$14,800.00) (for all transfers, please see attached memorandum from Mr. Harrington, dated November 5, 2002, also including the 2002-2003 Tuition and Fee Schedule that sets forth the \$15.00 Allied Health testing fee). An updated College budget for FY 2003 reflecting all transfers to date also was distributed (please see attached). Mr. Farmer moved that the transfers as presented by Mr. Harrington be approved. Mr. O'Neill seconded the motion. Prior to a vote on the motion, Mr. Raymondi asked Mr. Harrington to explain the Board's authority to pay bills from a prior fiscal year (the subject of the first transfer request). Pending a response, that particular transfer request was deferred to "New Business". A vote then was taken on Mr. Farmer's motion to approve the remaining transfer requests. The following members of the Board of Governors voted in favor of the motion: Ms. Cannon; Mr. Chan; Mr. Farmer; Mr. Grindlay; Reverend Harding; Ms. Lewis; Dr. Nicastro; Mr. Nici; Mr. O'Neill; Mr. Raymondi; Ms. Lord-Piatelli. No members abstained or voted in opposition.

Dr. Nicastro, chair of the Personnel and Programs Subcommittee, presented information on the Subcommittee's meetings of October 8, 2002, and November 12, 2002. Dr. Nicastro then moved that the Subcommittee report and recommendation concerning the proposed "Administrative Concierge" position be adopted. Mr. Raymondi seconded the motion. The following members of the Board of Governors voted in favor of the motion: Ms. Cannon; Mr. Chan; Mr. Farmer; Mr. Grindlay; Reverend Harding; Ms. Lewis; Dr. Nicastro; Mr. Nici; Mr. O'Neill; Mr. Raymondi; Ms. Lord- Piatelli. No members abstained or voted in opposition. Dr. Nicastro then moved that the policy recommendation pertaining to prospective employees completing an application (see attached) be approved. Mr. Raymondi seconded the motion. The following members of the Board of Governors voted in favor of the motion: Ms. Cannon; Mr. Chan; Mr. Farmer; Mr. Grindlay; Reverend Harding; Ms. Lewis; Dr. Nicastro; Mr. Nici; Mr. O'Neill; Mr. Raymondi; Ms. Lord-Piatelli. No members abstained or voted in opposition.

The next matter taken up was under "Old Business", lease of property. On advice of counsel, this matter was referred to executive session as it involved a discussion of lease negotiation.

Under "New Business", President Barry explained that the scheduled January 28, 2003, meeting of the Board of Governors comes at the start of the spring semester, and will also result in a high number of meetings for the five new Board members at the beginning of the year (Board training also is scheduled for early in the year). President Barry recommended a February meeting as an alternative. Mr. Raymondi moved that the Board meeting scheduled for January 28, 2003, be rescheduled to February 4, 2003, at 6:00 PM. Ms. Cannon seconded the motion. The motion passed unanimously on a voice vote. Mr. Raymondi asked about the status of Board training. President Barry explained that each member of the Executive Staff would meet with the new Board members and explain the function of the various duties to them. Mr. McGrath and Ms. McNulty will provide the new members with legal information. Budget building information also will be provided. This essentially will be an orientation to the College. The second component of Board training will include an introduction to the Board function, as well as marketing and strategic planning.

Also under "New Business", Mr. Harrington presented a transfer item, to establish a "Settlement of Claims" account (in part to address the bill from prior year transfer requested earlier. Mr. Farmer moved that a "Settlement of Claims" line be established in the budget. Mr. Raymondi seconded the motion. The following members of the Board of Governors voted in favor of the motion: Ms. Cannon; Mr. Chan; Mr. Farmer; Mr. Grindlay; Reverend Harding; Ms. Lewis; Dr. Nicastro; Mr. Nici; Mr. Raymondi; Ms. Lord-Piatelli. No members abstained or voted in opposition.

Mr. Farmer then moved that \$2500.00 be transferred from the "Equipment Purchase" line to the "Settlement of Claims" line (please see attached transfer recommendation). Mr. Raymondi seconded the motion. The following members of the Board of Governors voted in favor of the motion: Ms. Cannon; Mr. Chan; Mr. Farmer; Mr. Grindlay; Reverend Harding; Ms. Lewis; Dr. Nicastro; Mr. Nici; Mr. Raymondi; Ms. Lord-Piatelli. No members abstained or voted in opposition.

At 7:52 PM, Mr. Raymondi moved that the Board move to executive session for the purpose of discussing leases, negotiations, and the CFO contract, and then to reconvene in open session. Mr. Farmer seconded the motion. The following members of the Board of Governors voted in favor of the motion: Ms. Cannon; Mr. Chan; Mr. Farmer; Mr. Grindlay; Reverend Harding; Ms. Lewis; Dr. Nicastro; Mr. Nici; Mr. Raymondi; Ms. Lord-Piatelli. No members abstained or voted in opposition.

The Board of Governors reconvened in open session at 8:27 PM. Mr. Raymondi moved that, upon the recommendation of the President, the contract of the CFO be approved. Mr. Grindlay seconded the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Chan; Mr. Farmer; Mr. Grindlay; Reverend Harding; Ms. Lewis; Dr. Nicastro; Mr. Nici; Mr. Raymondi; Ms. Lord-Piatelli. No members abstained or voted in opposition. Mr. Farmer then moved that President Barry be authorized to sign a lease for the Patriot Ledger Building, Temple Street, Quincy, when said lease is approved by the Quincy City Government. Mr. Nici seconded the motion. The following members voted in favor of the motion: Mr. Chan; Mr. Farmer; Mr. Grindlay; Reverend Harding; Ms. Lewis; Dr. Nicastro; Mr. Nici; Mr. Raymondi; Ms. Lord-Piatelli. No members abstained or voted in opposition. Mr. Raymondi then moved that the Board adopt the proposed tuition remission policy (please see attached), subject to revision by President Barry and Attorney McNulty to be ratified at the next Board meeting. Ms. Lewis seconded the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Chan; Mr. Farmer; Mr. Grindlay; Reverend Harding; Ms. Lewis; Dr. Nicastro; Mr. Nici; Mr. Raymondi; Ms. Lord-Piatelli. No members abstained or voted in opposition.

The meeting was adjourned at 8:30 PM.