

**QUINCY COLLEGE
BOARD OF GOVERNORS**

**MEETING OF OCTOBER 23, 2008
Minutes**

The meeting was called to order at 6:35 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; Edward Browne, Vice Chair of the Board of Governors; Francis Byrne; Joanne Condon-Walsh; Thomas Feenan; Pedro Viejo-Rodriguez. The following members of the Board of Governors were absent at the call of the member roll: Mary Jo Brogna, Second Vice Chair of the Board of Governors; David Dennis, Chair of the Board of Governors; William Grindlay; Jerrell Riggins; Peter Tsaffaras, Esq.

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; Lorri Mayer, Executive Director of Human Resources; Tom Pham, Executive Director of Information Technology; Dr. James Magee, Special Assistant to the President for Institutional Transition; Steve Habeeb, Special Assistant to the President for Facilities Planning; Michelle McNulty, Esq.; Matthew Tobin, Esq.; Warren Tolman, Esq., Holland and Knight.

Mr. Browne presided in the absence of Mr. Dennis.

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

Mr. Browne called for the Open Forum to begin and invited anyone who wished to address the Board of Governors to come forward and do so. As there were no responses to Mr. Browne's invitations, the Open Forum was declared closed.

Motion by Mr. Bertman that the Board of Governors approve the minutes of the Board of Governors' meetings of September 24, 2008, and October 15, 2008. 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; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Feenan; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Browne presented the Report of the Chair. He thanked the members of the Board for the tremendous amount of effort that they have put forth in the last several months, and also thanked faculty and staff for their work and for their patience regarding separation.

President Harris then presented the President's Report. She announced the Alumni Event to be held on Thursday, November 13, 2008, and encouraged Board members to attend. She also presented tuition comparisons with other institutions (please see copy, attached). She then discussed ongoing meetings with the College's attorneys regarding separation.

Mr. Byrne, Subcommittee Chair, presented the report of the Finance and Facilities Subcommittee. He called on Vice President Kapoor for a First Quarter financial report (please see copy, attached). Mr. Kapoor reported that forty seven (47) per cent of the revenue budgeted for FY 2009 has been booked. He also reported that the Fund Balance is at \$10.5 million, and cash in

the bank is at \$11.8 million. He also reviewed the Balance Sheet and Profit and Loss Statement (please see copies, attached).

Mr. Habeeb then was called upon to present an update on the science labs. He reported that the actual expense is lower than the initial, projected expense. He stated that a few punch list items remain to be done, and a representative of the manufacturer of the HVAC roof unit will be coming to Saville Hall to make final adjustments on that unit.

Mr. Byrne thanked Mr. Habeeb and William Hall, Executive Director of Campus Facilities and Security, for their work in bringing the science labs into fruition.

Mr. Pham then made a presentation on the proposed replacement for the student information management system (please see copy, attached). He presented the total cost for the new system as \$430,222.00. Mr. Pham stated that the College currently has the hardware to run the upgraded system. Mr. Browne asked if any other hardware needs are anticipated. Mr. Pham replied that the main server will be at Newport Hall, with backup servers at Saville Hall and the Plymouth Campus. Mr. Browne asked if the five (5) per cent annual increase in maintenance fees can be reduced, and Mr. Pham replied that Jenzabar will not go below five (5) per cent.

Mr. Byrne stressed that the new system needs to be fully operational prior to separation, running parallel with the current system prior to separation.

Motion by Mr. Byrne that the Board of Governors accept the proposal regarding Jenzabar EX (student information management system) as presented by Mr. Pham. The motion was seconded by Mr. Feenan. On the motion, Mr. Browne asked Mr. Pham to review the upgrade's costs, other than the annual maintenance fee. Mr. Pham replied that the software cost is \$188,472.00, and the implementation cost is \$241,750.00. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Bragg; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Feenan; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Byrne then presented proposed budget transfers. The first proposal was the transfer of \$60,000.00 from the Fund Balance to "Special Account/Science Labs". The reason for this was that of the original amount transferred in May 2008 from the Fund Balance to fund science lab costs, only \$15,000.00 had been spent prior to the end of FY 2008 (based on invoices received to that point), with the balance reverting to the Fund Balance at the end of that fiscal year.

Motion by Mr. Byrne that the Board of Governors approve the transfer of \$60,000.00 from the Fund Balance to "Special Account/Science Labs". 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; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Feenan; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The next proposal was the transfer to "HR Recruitment/Advertising" of \$33,000.00 as follows: \$10,000.00 from "Payroll Marketing"; \$15,000.00 from "Payroll HR Temp."; \$8,000.00 from "Payroll HR (Payroll Assistant)". President Harris explained the rationale for this proposal.

Motion by Mr. Byrne that the Board of Governors approve the transfer of \$33,000.00 to "HR Recruitment/Advertising" as follows: \$10,000.00 from "Payroll Marketing"; \$15,000.00 from "Payroll HR Temp."; \$8,000.00 from "Payroll HR (Payroll Assistant)". 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; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Feenan; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was the proposed transfer of \$12,600.00 from "Payroll Contingency" to "Campus Services Part Time Employee". President Harris explained that this proposal calls for an additional part-time resource officer to cover early morning hours as well as Friday evenings and Saturdays in Quincy Center. She reported that there currently is a balance of \$87,000.00 in "Payroll Contingency", which line also is used to fund raises, with one contract outstanding.

Motion by Mr. Bertman that the Board of Governors approve the transfer of \$12,600.00 from "Payroll Contingency" to "Campus Services Part Time Employee" to fund the additional resource officer position. 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: Mr. Bertman; Ms. Bragg; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Feenan; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The next report was that of the Personnel and Programs Subcommittee. President Harris reported that the Personnel and Programs Subcommittee meeting scheduled for October 22, 2008, could not be held due to the lack of a quorum. She said that with the permission of Ms. Brogna, Chair of the Personnel and Programs Subcommittee, President Harris called upon Lorri Mayer, Executive Director of Human Resources, to make a presentation (please see copy, attached) regarding a vacancy in the position of Payroll Associate, which she is seeking to change to a Human Resources Associate position, along with the title of the Associate Director of Human Resources changing to Associate Director of Payroll. Ms. Mayer explained that neither a transfer of funds nor an appropriation of additional funds is needed for these changes.

Ms. Bragg stated that in the spring, the Board worked with the President to address staffing, that seven additional positions were addressed, and the Board is constantly confronted with proposals for new positions, so better planning is needed.

Motion by Mr. Feenan that the Board of Governors approve the following changes of position titles: Payroll Associate to Human Resources Associate; Associate Director of Human Resources to Associate Director of Payroll. 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; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Feenan; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Byrne expressed a concern about Human Resources performing the payroll function.

Mr. Browne called a brief recess at 7:39 PM, with the meeting resuming at 7:44 PM.

Mr. Tsaffaras arrived at 7:45 PM.

The report of the Separation Committee was presented by Mr. Browne, Committee Chair. Mr. Browne reviewed the work done by the Committee in examining and researching separation options, and referred to the Home Rule Petition timetable calling for City of Quincy approval in November and submission to the Legislature in December. He pointed out that quality and addressing all issues were more important than speed. Dr. Magee spoke to the schedule and the importance of inclusion of the College community in the process. Mr. Feenan pointed out that Dr. Magee has met with faculty representatives several times. Mr. Browne said that on Wednesday, October 29, 2008, there will be a community meeting to address employee concerns. Mr. Bertman expressed on behalf of the Board an apology if the Board has not been sufficiently communicative. He pointed out, however, that the New England Association of Schools and

Colleges has referred to loss of accreditation if the College's governance is not separated from the City of Quincy.

Ms. Bragg said that the Board is struggling to address all employee concerns and is reviewing options by which to do so. Mr. Tolman stated that he had spoken with Ron Suga of the Massachusetts Teachers Association today, and reaffirmed that the Board is doing all that it can to address the concerns of the College's most valuable resource, its employees. He said that if there have been no answers forthcoming, that is only because the right answers have not yet been arrived at.

Mr. Tsaffaras spoke on the issue of separation and pointed out that the Board's perception that communication regarding separation is adequate is faulty and that the Board needs to do a better job in communicating to facilitate the entire College community working together.

Mr. Bertman, Committee Chair, said that the Evaluation Committee had no report.

Mr. Bertman also stated that the annual meeting of the Quincy College Trust would be held on November 10, 2008, at 4:00 PM at the College.

There were no matters addressed under Old Business.

There were no matters addressed under New Business.

At 8:06 PM, motion by Mr. Feenan that the Board of Governors enter into Executive Session for the purpose of discussing 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 Mr. Byrne. 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; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Feenan; Mr. Tsaffaras; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.