

QUINCY COLLEGE
BOARD OF GOVERNORS

PERSONNEL AND PROGRAMS SUBCOMMITTEE

MEETING OF JANUARY 12, 2010

Minutes

The meeting was called to order at 6:50pm. The member roll was called. The following members of the Personnel and Programs Subcommittee were present at the call of the member roll: Mary Jo Brogna, Subcommittee Chair and Second Vice Chair of the Board of Governors; Jo-Ann Bragg, Subcommittee Vice Chair; Jerrell Riggins, Pedro Viejo-Rodriguez. The following members of the Personnel and Programs Subcommittee were absent at the call of the member roll: David Dennis, Chair of the Board of Governors; Dr. Donald Gratz; 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; Jennifer Tonneson, Chief Financial Officer and Acting Recording Secretary for Subcommittee; Anna Williams-Cote, Esq., Dean of the Plymouth Campus, Lorri Mayer, Executive Director of Human Resources; Patricia Duckworth, Chair of Practical Nursing Program; Kristin Parks, Director of Associate Degree in Nursing Program; Margaret Rancourt, Chair of Part-time Nursing Program; Dr. Laura Corina, Acting Dean of Science Programs; Dawn Whitney, Clinical Coordinator of Nursing Programs, Edie Pemberton, Faculty, Nursing Program.

The minutes of the September 23, 2009 and November 19, 2009 subcommittee meetings were reviewed. A motion by Mr. Riggins to approve the minutes of the September 23, 2009 Personnel and Programs Subcommittee was made. The motion was seconded by Mr. Viejo-Rodriguez. There was no discussion on the motion. The following members of the Personnel and Programs Subcommittee voted in favor of the motion: Ms. Brogna, Mr. Riggins, Mr. Viejo-Rodriguez. Ms. Bragg abstained. The motion was adopted.

A motion by Ms. Bragg to approve the minutes of the November 19, 2009 Personnel and Programs Subcommittee was made. The motion was seconded by Mr. Viejo-Rodriguez. There was no discussion on the motion. The following members of the Personnel and Programs Subcommittee voted in favor of the motion: Ms. Bragg, Mr. Riggins, Mr. Viejo-Rodriguez. Ms. Brogna abstained. The motion was adopted.

Next item addressed under program planning was the proposed academic calendar for academic year 2010-2011 as presented by President Harris. Ms. Bragg asked if the calendar was significantly different from current year calendar. President Harris stated the only

significant change was the spring break did not encompass Easter, as the Easter holiday will be late in April in 2011. The number of teaching hours remains the same as current year. A motion to approve the academic calendar for 2010-2011 as presented was made by Ms. Bragg. The motion was seconded by Mr. Viejo-Rodriquez. There was no discussion on the motion. The following members of the Personnel and Programs Subcommittee voted in favor of the motion: Ms. Bragg, Ms. Brogna, Mr. Riggins, Mr. Viejo-Rodriquez. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, Dr. Corina presented a proposal for Summer Science Camp to be held in August 2010. The targeted students are 7-8th graders on the South Shore. Within the proposal was the rational, preliminary schedule and budget for the program. Mr. Riggins asked about the possibilities of including solar based activities. As the schedule and curriculum is still being developed, Dr. Corina agreed that this can be addressed and included if feasible. The preliminary budget proposal indicated that the possible loss to the College was between \$2500 and \$7700, due to the need in the first year to purchase durable equipment. This equipment would then be able to be used in future endeavors. Ms. Brogna asked about liability issues to the College with middle school students. Dr. Corina and President Harris assured the committee that the students and activities would be covered under existing insurance policies. Other facilities visited or used (e.g. MIT) would cover students under their particular policies. Ms. Bragg asked about advertising and how this will occur. Dr. Corina stated that the advertising campaign would be developed after approval of the program. Mr. Viejo-Rodriquez expressed concern about if there was a large response rate and if there would be capacity issues. It was agreed that for the first year, it would be a first come, first serve process.

Ms. Brogna, while agreeing that such a program has merit, expressed deep concern with the costs to the College if this is approved, with a possible drain of scarce resources during a period of recession. Ms. Bragg also agreed with Ms. Brogna's concerns. Ms. Bragg also stated that she would be excusing herself from the vote on the matter, due to possible conflict of interest with the Quincy Public Schools. Mr. Riggins, while supporting the program, would like to see it run at a break even. Mr. Viejo-Rodriquez stated that the program did support the mission of the College, making it difficult to say no to, but was also concerned about possible losses.

Mr. Riggins made the motion to approve the Summer Camp program and to move the proposal to the Finance & Facilities Subcommittee with a break even budget. The motion was seconded by Mr. Viejo-Rodriquez. There was no discussion on the motion. The following members of the Personnel and Programs Subcommittee voted in favor of the motion Ms. Brogna, Mr. Riggins, Mr. Viejo-Rodriquez. There were no votes in opposition to the motion and no abstentions. Ms. Bragg excused herself from the vote due to possible conflict of interest. The motion was adopted.

Next, Dr. Corina presented the IRB control matrix for security of participants and data. Mr. Riggins expressed concern over electronic data security and suggested that Tom Pham, Executive Director of IT be involved with any electronic data encryption, even though currently all the research data is confined to paper. Ms. Bragg asked how paper is destroyed and policy

around such. President Harris confirmed that there is a policy on document retention and will follow up on records of such.

Mr. Tsaffaras arrived at 7:39pm.

Dr. Corina then presented a report on the current Environmental Science Program. At this time, there are concerns that a traditional Environmental Science program may not be the most appropriate offering. An analysis and presentation on Environmental Science and the options will be presented at a later meeting.

Dr. Vampatella then presented a report on the Practical Nursing (PN) program. Included was the history, current statistics around retention, graduation and placement and recommendations for changes within the program. Ms. Brogna expressed concern that changing the PN program so that it aligned with first year of Associated Degree in Nursing (ADN) program would not be an appropriate move, although the College would be among the first in the state to make the alignment. Ms. Brogna was also concerned that if the admission standards were increased, the College would see a decrease in retention, even if such a change might increase graduation rate. Ms. Brogna also asked if there was a side-by-side comparison of the costs associated with the PN and ADN programs. Ms. Tonneson confirmed that there was which had been sent to the committee in November, but would resend the analysis.

Mr. Tsaffaras suggested that since the program is on a first come, first served admission practice (pending meeting standards), that the College use both the national admission test and the accuplacer test. This would allow the College to conditionally admit students if the students take the remedial work prior to start of programs. Ms. Brogna expressed concern that while *BORNE* (*double check acronym*) has standards around faculty/student ratio, does this in fact cap the number of students admitted. Ms. Parks addressed this concern that while there are no caps, there are guidelines and reporting to BORNE that will ensure adequate resources and institutional capability for the students. Ms. Brogna asked when the students actually start their clinical work. Ms. Duckworth replied that the clinical begin 6 weeks after the start of the semester.

Ms. Bragg asked why the price differential between the two programs is so high if they are using essentially the same resources. According to President Harris, the historical differences were in an attempt to keep the program affordable and were probably a mistake. This price differential was to begin to be addressed in the upcoming budget cycle. Ms. Brogna asked what the breakeven price was for the programs. Ms. Tonneson confirmed that the breakeven price point was currently \$525 per credit. Ms. Bragg asked what the 22 other Massachusetts programs were charging? Mr. Tsaffaras noted that when doing a comparison, fees had to be included in price comparison since many state-supported programs have very low tuition costs but have higher fees.

Ms. Bragg asked if the recent changes listed in the report had actually been done or if they were needed changes. Ms. Duckworth and Ms. Parks confirmed that the changes had actually been

completed. Ms. Bragg expressed opinion that the need to increase computer lab space was critical as the testing moved from paper to computer based. Mr. Tsaffaras wondered if it would be practical to expand into Plymouth if the program expands. All agreed that that was an option to look at further. Ms. Bragg asked why the team felt a curriculum consultant was needed if the curriculum was already aligned. Ms. Parks and Ms. Rancourt felt that the alignment is not yet complete and will also need to be aligned with possible Bachelor's of Nursing (BSN) program. Mr. Tsaffaras noted that the grant person should become involved with the program in an effort to access State grant monies for models and equipment. Ms. Whitney agreed but noted that many of the grant opportunities needed substantial support, particularly around computer simulated equipment and space concerns.

Ms. Brogna asked if the ADN program will need to be revamped if the College moves to a 1 plus 1 program. Ms. Brogna voiced concerns about the preservation of the flagship program of the college (the ADN program). Ms. Parks confirmed that the programs will need to be revamped, and rewritten as the college moves toward a BSN degree. Ms. Parks stated that this exercise becomes an excellent training opportunity for the new faculty who has less experience in curriculum development. Ms. Bragg raised the concern that if the tuition of the programs becomes more aligned, the College may lose some students who were attracted to the price point of the PN program. Mr. Tsaffaras concluded the discussion with statement that the staff having such debates over resources and pricing was an excellent exercise and to bring such debates to the board.

The board called for a short recess at 8:55pm.

The board resumed at 9:00pm.

Ms. Williams-Cote presented an update on the development of the Media Arts program in Plymouth. The courses have been approved and students are enrolled. The Certificate portion of the program will be ready for approval in September, with the final associates degree following. A budget for this will be presented at Finance & Facilities Subcommittee. While there is concern with Plymouth Rock Studios losing financing for its facility in Plymouth, the Mass Film Bureau has communicated with Ms. Williams-Cote that the job market in the film industry still exists.

Next, President Harris presented a request for a change in title for the Coordinator in the ADN program to Associate Chair of the AND program. The new title and expanded job description more accurately reflect the duties that are currently being performed. Ms. Bragg made a motion to approve the change in title pending receipt of organizational chart of the Allied Health Division and a copy of the existing job description. Mr. Riggins seconded the motion. There was no discussion on the motion. The following members of the Personnel and Programs Subcommittee voted in favor of the motion Ms. Bragg, Ms. Brogna, Mr. Riggins, Mr. Tsaffaras, Mr. Viejo-Rodriguez. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, President Harris presented a new officer position in Enrollment Services. This position was a result of recommendations after there was a security breach in that area this past fall. The major issue is the direct supervision on an hourly basis which this person would do instead of the current Director. The funds for this position will be requested at the next Finance & Facilities meeting. Ms. Brogna asked how many full time equivalents have been added recently. President Harris will provide that information. It was recommended that due to the serious nature of the position and the events that preceded it, that this request go to executive session of the full board instead of the subcommittees.

Finally, President Harris presented a request to increase a part time (.5) position in the Student Financial Aid department to full time (1 FTE). The part time position was in response to 1/15/09 letter from external auditors recommending that that department have additional staffing. Since that time, the Student Financial Aid department has seen significant number of students apply for Federal Aid who had not in the past, partly due to change in economic situations. Ms. Bragg made a motion to approve the expansion of the part time financial aid position to full time. Mr. Viejo-Rodriquez seconded the motion. In discussion, Mr. Tsaffaras asked that the letter from 1/15/09 be distributed to the subcommittee. Mr. Tsaffaras also asked if an increase of .5 FTE would be sufficient. President Harris and Ms. Tonneson confirmed that with the addition of the .5 FTE and the new technology being implemented, there would be sufficient staffing in that department. The following members of the Personnel and Programs Subcommittee voted in favor of the motion Ms. Bragg, Ms. Brogna, Mr. Riggins, Mr. Tsaffaras, Mr. Viejo-Rodriquez. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

At 9:35pm motion made by Mr. Riggins that the meeting of the Personnel and Programs Subcommittee be adjourned. The motion was seconded by Ms. Bragg. There was no discussion on the motion. The following members of the Personnel and Programs Subcommittee voted in favor of the motion Ms. Bragg, Ms. Brogna, Mr. Riggins, Mr. Tsaffaras, Mr. Viejo-Rodriquez. There were no votes in opposition to the motion and no abstentions. The motion was adopted and the meeting adjourned.

**QUINCY COLLEGE
BOARD OF GOVERNORS**

PERSONNEL AND PROGRAMS SUBCOMMITTEE

**MEETING OF MARCH 23, 2010
Minutes**

The meeting was called to order at 6:40 PM. Prior to the call of the member roll, President Harris announced that David Dennis, Chair of the Board of Governors, has appointed Joanne Condon-Walsh to serve on the Personnel and Programs Subcommittee, taking the place of Peter Tsaffaras, Esq., who has resigned from the Board of Governors.

The member roll was called. The following members of the Personnel and Programs Subcommittee were present at the call of the member roll: Jo-Ann Bragg, Subcommittee Vice Chair; Mary Jo Brogna, Subcommittee Chair; Joanne Condon-Walsh; Donald Gratz; Pedro Viejo-Rodriguez. The following members were absent at the call of the member roll: David Dennis, Chair of the Board of Governors; Jerrell Riggins.

Also present were: Martha Sue Harris, President and Secretary of the Board of Governors; Dr. Patricia Vampatella, Vice President for Academic Affairs; Robert E. Baker, Jr., Esq., Dean of Business and Public Service Programs and Assistant Secretary of the Board of Governors; Anna Williams-Cote, Esq., Dean of the Plymouth Campus; Dr. Laura Corina, Interim Assistant Dean of Science Programs; Matthew Sullivan, Instructor in Microbiology.

Motion by Ms. Bragg that the Personnel and Programs Subcommittee approve the minutes of the Subcommittee's meeting of January 12, 2010. The motion was seconded by Mr. Gratz. There was no discussion on the motion. The following members of the Personnel and Programs Subcommittee voted in favor of the motion: Ms. Bragg; Ms. Brogna; Ms. Condon-Walsh; Mr. Gratz; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was program planning. Dr. Corina and Mr. Sullivan proposed an Associate of Science Degree Program in Biotechnology (please see presentation, attached). Mr. Sullivan explained that part of the reason for the departure from the previous plan to establish an Environmental Science Program is that there are no jobs in that field at the Associate's Degree level. Dr. Corina stated that she has spoken with the Environmental Science Advisory Board as well as that discipline's adjunct instructors, all of whom confirm that there are no jobs in that field at the Associate's level. "Green" jobs require an engineering degree. Mr. Sullivan then explained the employment opportunities available to those with an Associate's Degree in Biotechnology.

Regarding labs, Ms. Bragg asked if there is sufficient laboratory space to accommodate the proposed program. Both Dr. Corina and Mr. Sullivan relied that there would be such space available. Dr. Corina also reported that any equipment and instrument updates required for the proposed program could be used across the Science curriculum.

Dr. Corina described the next steps as the development of new courses, development of program outcomes, and the hiring of faculty, all with a projected launch of the new program in the fall of 2010. The draft job description for the proposed position of "Biotechnology, Chair and Instructor" (please see copy, attached) was then reviewed.

Ms. Brogna asked for a projected break even point. Dr. Corina replied that would be twenty (20) students. Ms. Brogna also recommended that a budget, including projected revenue and expenses, be prepared for when this matter goes before the Finance and Facilities Subcommittee.

Dr. Corina pointed out that current Science faculty is very well versed in Biotechnology. Ms. Brogna asked how internships would be supervised. President Harris explained the current Quincy College internship standards. President Harris also stated that part of the funding for this program would come from what already had been budgeted for Environmental Science.

Motion by Ms. Bragg that the Personnel and Programs Subcommittee recommend that the Environmental Science faculty position be changed to the Biotechnology, Chair and Instructor position, said position to be hired by the fall. The motion was seconded by Mr. Viejo-Rodriguez. There was no discussion on the motion. The following members of the Personnel and Programs Subcommittee voted in favor of the motion: Ms. Bragg; Ms. Brogna; Ms. Condon-Walsh; Mr. Gratz; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

President Harris then addressed FY 2010 personnel planning, presenting a proposed position of "Director of Evening and Weekend Operations" (please see copy of proposed job description, attached). She explained the nature of, and rationale for, the position. Ms. Brogna objected to the reporting structure pertaining to the position. President Harris also said that limited part time staff (resource officers), perhaps one or two, would be made redundant by this proposed position.

Motion by Ms. Bragg that the Personnel and Programs Subcommittee recommend the conversion of the existing Resource Officer (1.0) position and its funding to the position of Director of Evening and Weekend Operations, at a cost neutral or less basis. The motion was seconded by Mr. Gratz. There was no discussion on the motion. The following members of the Personnel and Programs Subcommittee voted in favor of the motion: Ms. Bragg; Ms. Brogna; Ms. Condon-Walsh; Mr. Gratz; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

President Harris then presented proposed FY 2011 position changes (please see copy of document titled "Faculty Additions and Upgrades", attached). Ms. Bragg asked for copies of the Quincy Education Association (QEA), Units D and E salary schedules. President Harris replied that those documents would be provided, but that the approximate salary of the proposed 0.5 "Facilities Agent" in Plymouth would be \$26,000.00.

Motion by Ms. Bragg that the Personnel and Programs Subcommittee recommend the upgrading of the 0.5 Facilities Agent at the Plymouth Campus to a 1.0 position. The motion was seconded by Mr. Gratz. There was no discussion on the motion. The following members of the Personnel and Programs Subcommittee voted in favor of the motion: Ms. Bragg; Ms. Brogna; Ms. Condon-Walsh; Mr. Gratz; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Ms. Bragg that the Personnel and Programs Subcommittee recommend the approval of 2.5 FTE faculty positions as called for in Paragraph (1) of the document titled "Faculty Additions and Upgrades". The motion was seconded by Ms. Condon-Walsh. There was no discussion on the motion. The following members of the Personnel and Programs Subcommittee voted in favor of the motion: Ms. Bragg; Ms. Brogna; Ms. Condon-Walsh; Mr. Gratz; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

President Harris then explained the nature of, and the rationale for, the proposed position of "Manager of Graphic Design and Production".

Motion by Mr. Viejo-Rodriguez that the Personnel and Programs Subcommittee recommend the upgrading of the position of "Production Assistant" to "Manager of Graphic Design and Production". The motion was seconded by Ms. Condon-Walsh. There was no discussion on the motion. The following members of the Personnel and Programs Subcommittee voted in favor of the motion: Ms. Bragg; Ms. Brogna; Ms. Condon-Walsh; Mr. Gratz; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

President Harris and Dean Baker then presented the nature of, and rationale for, the proposed upgrade of the position of "Educational Services Assistant" to "Educational Services Associate".

Motion by Ms. Bragg that the Personnel and Programs Subcommittee recommend the upgrading of the position of "Educational Services Assistant" to "Educational Services Associate". The motion was seconded by Mr. Gratz. There was no discussion on the motion. The following members of the Personnel and Programs Subcommittee voted in favor of the motion: Ms. Bragg; Ms. Brogna; Ms. Condon-Walsh; Mr. Gratz; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

President Harris then presented the nature of, and rationale for, the proposed upgrade of the position of "Associate Director of Human Resources" to a position of "Director of Payroll and Compensation". Ms. Bragg asked for organizational charts of the Business Office and the Human Resources Office.

Ms. Brogna asked President Harris to produce a comparison between last year and this year concerning new positions. She also asked that the position's job description be amended to include "interaction with and supervision by the Chief Financial Officer".

The Subcommittee tabled consideration of this position.

President Harris then presented for consideration, and explained the nature of and rationale for four (4) new positions for FY 2011, as set forth in a document titled "FY11 – New Jobs" (please see copy, attached). The approximate compensation for these positions are as follows: 0.5 Student Support Specialist - \$21,000.00; limited part time Library Assistant - \$8,500.00; 0.5 Enrollment Specialist - \$18,000.00. These are positions proposed for the Plymouth Campus.

Motion by Mr. Gratz that the Personnel and Programs Subcommittee recommend the approval of the following positions for the Plymouth Campus for FY 2011, as follows: limited part time "Library Specialist"; 0.5 "Enrollment Specialist"; 0.5 "Student Support Specialist". The motion was seconded by Ms. Condon-Walsh. There was no discussion on the motion. The following members of the Personnel and Programs Subcommittee voted in favor of the motion: Ms. Bragg; Ms. Brogna; Ms. Condon-Walsh; Mr. Gratz; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The remaining proposed, new FY 2011 positions, 0.5 "Staff Specialist" in the Student Accounts/Bursar's Office, "Associate Director of Enrollment", and "Associate Director of Admissions/Advising", were tabled.

Ms. Bragg further asked for an organizational chart for the entire College, as well as the Plymouth Campus, and that this be supported by such data as office hours of operation and numbers of staff in each office.

At 9:23 PM, motion by Mr. Viejo-Rodriguez that the meeting of the Personnel and Programs Subcommittee be adjourned. The motion was seconded by Mr. Gratz. There was no discussion on the motion. The following members of the Personnel and Programs Subcommittee voted in favor of the motion: Ms. Bragg; Ms. Brogna; Ms. Condon-Walsh; Mr. Gratz; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted. The meeting was adjourned.

**QUINCY COLLEGE
BOARD OF GOVERNORS**

**FINANCE AND FACILITIES
AND
PERSONNEL AND PROGRAMS
SUBCOMMITTEES**

**JOINT MEETING OF APRIL 26, 2010
Minutes**

The meeting was called to order at 6:35 PM. The member rolls were called.

The following members of the Finance and Facilities Subcommittee were present at the call of the member roll: Mark Bertman; Francis Byrne, Subcommittee Chair; Joanne Condon-Walsh; William Grindlay; Jerrell Riggins. The following members were absent at the call of the member roll: Edward Browne, Vice Chair of the Board of Governors; Pedro Viejo-Rodriguez.

The following members of the Personnel and Programs Subcommittee were present at the call of the member roll: Jo-Ann Bragg, Subcommittee Vice Chair; Mary Jo Brogna; Subcommittee Chair and Second Vice Chair of the Board of Governors; Joanne Condon-Walsh; Donald Gratz; Jerrell Riggins. The following members were absent at the call of the member roll: David Dennis, Chair of the Board of Governors; 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 Enrollment Management; Jennifer Tonneson, Chief Financial Officer/Business Administrator; Robert E. Baker, Jr., Esq., Dean of Business and Public Service Programs and Assistant Secretary of the Board of Governors; Anna Williams-Cote, Esq., Dean of the Plymouth Campus; Dr. Laura Corina, Interim Assistant Dean of Science.

Mr. Byrne chaired the meeting.

Motion by Mr. Bertman that the Finance and Facilities Subcommittee approve the minutes of its meeting of March 22, 2010. The motion was seconded by Mr. Riggins.

Mr. Browne and Mr. Dennis arrived at 6:39 PM.

There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

At 6:40 PM, motion by Ms. Bragg that the Finance and Facilities and Personnel and Programs Subcommittees enter into Executive Session for the purpose of discussing contract negotiations, and to return to open and public session at the conclusion of the Executive Session. The motion was seconded by Mr. Browne. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Bertman; Mr.

Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions.

The following members of the Personnel and Programs Subcommittee voted in favor of the motion: Ms. Bragg; Ms. Brogna; Ms. Condon-Walsh; Mr. Dennis; Mr. Gratz; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions.

The motion was adopted.

Open and public session resumed at 7:20 PM.

The following members of the Finance and Facilities Subcommittee were present at the resumption of the open and public session: Mr. Bertman; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Riggins. Mr. Viejo-Rodriguez was absent.

The following members of the Personnel and Programs Subcommittee were present at the resumption of the open and public session: Ms. Bragg; Ms. Brogna; Ms. Condon-Walsh; Mr. Dennis; Mr. Gratz; Mr. Riggins. Mr. Viejo-Rodriguez was absent.

Ms. Tonneson was called upon to present the Financial Report (please see copy, attached). First addressed was the "Balance Sheet". Ms. Tonneson reported that "cash" has been broken out into separate categories of "investments" and "operating". The "accounts receivable" amount will be drastically reduced due to the receipt of approximately \$3 million in federal student loans. For the "Profit and Loss Statement", Ms. Tonneson reported an outlook that is significantly favorable, with a projected surplus of \$1,013,153.00. The unfavorable balance in "Non-Personnel Expense" is due to encumbrances by Information Technology and Marketing. This balance should adjust as the year goes on. Ms. Tonneson then summarized and reviewed for the Committee the "Expenses by Department" document. Next month, Ms. Tonneson will present an analysis of the encumbrances by Information Technology and Marketing. Ms. Tonneson explained that the deficit in Liberal Arts is due to a significantly higher number of sections (and, consequently, adjunct instructors) than budgeted for. There is an offsetting revenue for each of these sections. Under "Expenses, College-Wide – All Other", Ms. Tonneson is to prepare and present an itemization of the components of that line.

Ms. Tonneson then presented a funds transfer request (please see copy, attached). The request proposed that \$5,000.00 be transferred from the "Accreditation" line (70580811-530307) to the "Auditing Services" line (70890098-530002) for the purpose of paying an FY09 invoice from Powers and Sullivan for auditing services. Mr. Grindlay asked if this amount can be appropriated since it is from a prior fiscal year and was not encumbered. Ms. Tonneson was instructed to contact the City Auditor by April 29, 2010, to determine the appropriate method of payment.

Next addressed was the proposed Healthcare Skills Gap Grant budget (please see copy, attached). Ms. Tonneson explained the costs associated with the grant. The grant will run from April 1, 2010, through June 30, 2011.

Motion by Mr. Browne that the Finance and Facilities Subcommittee recommend the approval of the Healthcare Skills Gap Grant as presented. The motion was seconded by Mr. Riggins. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Bertman; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Byrne then announced that the review of the proposed FY 2011 budget (please see copy, attached) would commence.

Ms. Tonneson stated that she would record amendments live as they occurred. She then presented an overview of the previously approved budget assumptions.

Expenses were addressed first.

(Note: In those expense categories below in which the Finance and Facilities Subcommittee either recommended or moved to make changes, the other expenses in each respective category were accepted by the Subcommittee.)

Expenses for the "Board of Governors" were discussed.

Motion by Mr. Grindlay that the Finance and Facilities Subcommittee recommend that the Board of Governors' expenses for FY 2011 be level funded, reducing the proposed amount from \$19,600.00 to \$9,500.00. The motion was seconded by Mr. Browne. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Bertman; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next discussed were the expenses for the "President's Office". Ms. Tonneson agreed to insert into the budget document a note explaining President Harris's severance package for FY 2011. The position of "Special Assistant to the President for Space Assessment" will be described as "Limited Part Time" (LPT) rather than "0.25".

Motion by Mr. Grindlay that the Finance and Facilities Subcommittee recommend that the salary for the new President be deleted from the FY 2011 budget and placed in "Reserve for Appropriation". The motion was seconded by Mr. Bertman. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Bertman; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The Finance and Facilities Subcommittee accepted the expenses for "Information Technology" as presented.

Next addressed were expenses for "Human Resources".

Motion by Mr. Grindlay that the Finance and Facilities Subcommittee recommend that the \$6,000.00 increase proposed for the position of "Associate Director" be stricken and be revisited only after a recommendation on the position is made by the Personnel and Programs Subcommittee. The motion was seconded by Mr. Bertman. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Bertman; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The Finance and Facilities Subcommittee accepted the expenses for "Vice President for Administration and Enrollment Management" as presented.

Next addressed were expenses for "Enrollment and Registrar Services".

Motion by Mr. Grindlay that the Finance and Facilities Subcommittee recommend that the following proposed new positions (more fully set forth on that page captioned "Upgrades") be stricken from the budget, to be revisited at such time as recommendations on those positions are received by the Finance and facilities Subcommittee in May 2010 from the Personnel and Programs Subcommittee and Human Resources: Associate Director, Admissions; Associate Director, Enrollment; Business Office, Specialist, 0.57. The motion was seconded by Mr. Browne. There was no discussion on the motion. The following members of the Finance and Facilities

Subcommittee voted in favor of the motion: Mr. Bertman; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The Finance and Facilities Subcommittee accepted the expenses for "Marketing" as presented.

Ms. Bragg requested a list of new positions approved during FY 2010, plus new positions proposed in the FY 2011 budget, with compensation amounts.

The Finance and Facilities Subcommittee accepted the expenses for "Campus Services" as presented.

The Finance and Facilities Subcommittee accepted the expenses for "Student Affairs" as presented.

Next addressed were expenses for "Vice President Academic Affairs".

For the meeting of the Board of Governors of April 29, 2010, Ms. Tonneson is to present a breakdown of items contemplated to be spent from the \$20,000.00 under "Assessment, Retention, Course Development".

For the meeting of the Board of Governors of April 29, 2010, President Harris is to present a copy of the letter of hire for Vice President Vampatella. The President reminded the Finance and Facilities Subcommittee's members that the Vice President for Academic Affairs' housing allowance has been in the last three (3) budgets.

The Finance and Facilities Subcommittee accepted the expenses for "Library" as presented.

Next addressed were expenses for the "Dean of Nursing and Allied Health".

Ms. Tonneson is to request from the Quincy Public Schools a copy of the collective bargaining agreement pertaining to the position of "Confidential Clerk".

Next addressed were expenses for the "Dean of Business and Public Service".

The Personnel and Programs Subcommittee is to receive a report on the Paralegal Studies Program at its May meeting.

The Finance and Facilities Subcommittee accepted the expenses for the "Dean of Liberal Arts".

Next addressed were expenses for the "Dean of Science".

Ms. Tonneson and Dr. Corina are to provide to the Board of Governors for its meeting of April 29, 2010, a breakdown of the adjunct expense in Science.

Next addressed were the expenses for the "Dean – Plymouth".

For the Plymouth space analysis, Mr. Byrne would like a before and after view of the Plymouth Campus, including cost, revenue, enrollment, usage, space allocation and utilization.

Motion by Mr. Grindlay that the Finance and Facilities Subcommittee recommend that the "Dean-Plymouth" expense of \$15,000.00 for "Equipment Purchase Non IT" be cut by \$7,500.00, with the remaining \$7,500.00 going to the Capital Budget. The motion was seconded by Ms. Bragg. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Bertman; Mr. Browne; Mr. Byrne; Ms. Condon-

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

Next addressed were the expenses for "Career and Workforce Development".

Mr. Grindlay asked for an explanation of the duties of the Director.

Ms. Brogna asked that the job description for the Director be amended to reflect the changes in duties, and that the amended job description be submitted to the Personnel and Programs Subcommittee.

The Finance and Facilities Subcommittee accepted the expenses for "Student Support Services" as presented.

The Finance and Facilities Subcommittee accepted the expenses for "Student Financial Aid" as presented.

Next addressed were "College Wide Expenses".

Motion by Mr. Grindlay that the Finance and Facilities Subcommittee recommend that \$112,000.00 under "Rent Plymouth, Additional Space 9 Months", be stricken from the budget and be further addressed at the May 2010 meeting of the Finance and Facilities Subcommittee. The motion was seconded by Mr. Browne. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Bertman; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Ms. Bragg that the Finance and Facilities Subcommittee recommend that, under "College Wide Expenses", the amount for "Professional Development" be reduced by \$10,000.00, leaving a balance of \$40,000.00. The motion was seconded by Mr. Browne. There was no discussion on the motion. The following members of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Bertman; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The Finance and Facilities Subcommittee accepted the expenses for "RN Program" as presented.

Next addressed were expenses for the "PN Program".

Ms. Brogna asked to be provided with a revenue vs. expense analysis for the PN Program.

Motion by Mr. Grindlay that the Finance and Facilities Subcommittee recommend that, in the Practical Nursing Program, \$50,000.00 be cut from "Part Time Instructional Costs". The motion was seconded by Mr. Brown. The motion and second were withdrawn.

Ms. Tonneson was instructed to ask for a written legal opinion as to why Quincy College's budget has to be submitted to the City of Quincy by May 1, 2010. If there is such a reason, Ms. Tonneson will ask for a short extension.

The Finance and Facilities Subcommittee accepted the expenses for the "Surgical Technology Program" as presented.

The Finance and Facilities Subcommittee accepted the expenses of the "Exercise Science Program" as presented.

Next addressed under the proposed FY 2011 budget was revenue.

Motion by Ms. Condon-Walsh that the Finance and Facilities Subcommittee recommend that there be no tuition increases for FY 2011. The motion was seconded by Ms. Bragg. There was no discussion on the motion. The following member of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Riggins. There were no votes in opposition to the motion. Mr. Bertman abstained. The motion was adopted.

Motion by Mr. Grindlay that the amount of interest income projected in the proposed FY 2011 budget be reduced by \$50,000.00. The motion was seconded by Mr. Bertman. There was no discussion on the motion. The following member of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Bertman; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

At 10:23 PM, motion by Mr. Grindlay that the joint meeting of the Finance and Facilities and Personnel and Programs Subcommittees be adjourned. The motion was seconded by Mr. Browne. There was no discussion on the motion.

The following member of the Finance and Facilities Subcommittee voted in favor of the motion: Mr. Bertman; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Grindlay; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions.

The following members of the Personnel and Programs Subcommittee voted in favor of the motion: Ms. Bragg; Ms. Brogna; Ms. Condon-Walsh; Mr. Dennis; Mr. Gratz; Mr. Riggins. There were no votes in opposition to the motion, and no abstentions.

The motion was adopted and the meeting was adjourned at 10:24 PM.