

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF SEPTEMBER 26, 2007

Minutes

The meeting was called to order at 6:42 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; Francis Byrne; Joanne Condon-Walsh; Thomas Feenan; William Grindlay; Jerrell Riggins, Second Vice Chair; Pedro Viejo-Rodriguez; Peter Tsaffaras, Esq., Chair. Absent at the call of the member roll were: Mary Jo Brogna; Edward Browne; David Dennis, Vice Chair; Richard Nici. Also present were: Martha Sue Harris, President and Secretary of the Board of Governors; 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, Human Resources.

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

Mr. Tsaffaras called for the Open Forum portion of the meeting to begin and invited anyone who wished to address the Board of Governors to do so. Christopher Lydon and John Shiers, students in the Part Time Associate Degree in Nursing Program, address the Board and voiced their objections to that Program's tuition increase.

Mr. Tsaffaras invited Board members to respond to Mr. Lydon and Mr. Shiers, or ask them questions if the members wished to do so. No Board members responded to or questioned the students. Mr. Tsaffaras then said that the Board would take the students' comments and concerns under advisement and provide a response. There being no response to Mr. Tsaffaras's repeated invitation for anyone who wished to address the Board to come forward and do so, he declared the Open Forum closed.

Motion by Mr. Riggins that the Board of Governors approve the minutes of the Board's meeting of July 25, 2007. 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. Byrne; Ms. Condon-Walsh; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Viejo-Rodriguez; 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 stated that he and every member of the Board take very seriously the comments received from the students who addressed the Board at Open Forum, and will consider and respond to the comments, as the Board and Quincy College value its students. Mr. Tsaffaras also thanked the Board for all their hard work over the summer, and also thanked the President and senior administration. He said that with so much done over the summer, the focus can now return to issues of reorganization and separation.

President Harris then presented her report. She stated that about sixty seven per cent of Newport Hall is now occupied. Classes are well under way. The build-out should be complete by mid-October.

Vice President Kapoor was then called upon to present an enrollment report (please see copy, attached). Ms. Bragg asked if enrollments suffered because of the move. Mr. Kapoor replied that they did not, and that the number of Quincy sections cancelled is low. He said that he would forward prior years' comparison data regarding cancellations to Board members. Ms. Bragg then

questioned the high amount of the construction allowance. Mr. Kapoor replied that the landlord is paying \$20.00/sq. ft. toward the build-out, while Quincy College's responsibility is \$15.65/sq. ft. President Harris added that the quick turnover needed for the build-out, and mechanical changes necessitated by going to a closed rather than open floor plan, drove up costs.

Ms. Mayer was called upon to review the Employee Benefits Expense Report (please see copy, attached). Ms. Bragg thanked Ms. Mayer for the prompt and thorough response in preparing this document.

President Harris reported that there have been received approximately eighty applications for the position of Vice President of Academic Affairs, the review of which will take place next week.

The October 2007 Board meeting will take place at Newport Hall.

President Harris reported that the administration is exploring options for additional parking in the vicinity of Newport Hall.

The report of the Finance and Facilities Subcommittee was presented by Ms. Condon-Walsh, Subcommittee Chair. She reviewed the proposed transfer of \$364,374.00 from the Fund Balance to Special Expense for expenses related to Newport Hall, and the Subcommittee's recommendation that the transfer be approved.

Motion by Mr. Bertman that the Board of Governors approve the transfer of \$364,374.00 from the Fund Balance to the Special Expense line of the FY 2008 budget for the build-out and other expenses related to Newport Hall. 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. Byrne; Ms. Condon-Walsh; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Viejo-Rodriguez; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Kapoor presented a review of the preliminary income statement. He stated that if any Board members had questions, he would refer them to the Controller, who was unable to attend this evening's meeting. Mr. Grindlay pointed out that the items listed under "Accounts Payable" are not Accounts Payable items and the category's title should be changed. Mr. Tsaffaras asked if the statement only reflects August or the whole of FY 2008, to date. Mr. Kapoor said he would check.

Mr. Kapoor then presented a report on Summer revenue, and stated that the administrative computer system works properly in recording in the general ledger credits sold.

Ms. Condon-Walsh requested a revenue report from all sources, as well as an expense report, at the October, 2007, Board meeting.

Mr. Grindlay asked Ms. Condon-Walsh if, at the meeting of the Finance and Facilities Subcommittee, there was any discussion of budgetary constraints imposed by Newport Hall. Ms. Condon-Walsh stated that the Subcommittee discussed its fiduciary responsibilities in addressing an emergency, at the same time dealing with evolving figures.

The Board instructed President Harris that if there is a heretofore unexpected expense of at least \$50,000.00, she is to notify Ms. Condon-Walsh as Chair of the Finance and Facilities Subcommittee who, in turn, will notify the other members of the Board.

The report of the Personnel and Programs Subcommittee was presented by Mr. Grindlay, Subcommittee Chair. He reviewed the substance of Subcommittee deliberations at its meeting of September 24, 2007, and explained the rationale for the position of Mail Services Agent.

Motion by Mr. Grindlay that the Board of Governors approve the creation of the position of and job description for "Mail Services Agent". 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. Byrne; Ms. Condon-Walsh; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Viejo-Rodriguez; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The report of the Pensions, Benefits, and Employee Issues Subcommittee of the Committee of the Whole was presented by Ms. Bragg, Subcommittee Chair. Ms. Bragg reported on the Subcommittee's meeting of September 18, 2007, to hear employee concerns about separation as expressed by representatives of the Quincy Education Association (Unit D), the Quincy College Professional Staff Association, and non-unit employees. Ms. Bragg reported that she made it clear that this meeting was not a bargaining session. The concerns expressed by the employee representatives were: pensions; continuation or receipt of benefits.

Mr. Bertman presented a report on the Quincy College Trust. He also stated that on April 4, 2008, there will be a fundraising party at Newport Hall, to introduce the College to the people of the City of Quincy, to celebrate the College's fiftieth anniversary, and to raise \$50,000.00.

There were no matters addressed under Old Business.

There were no matters addressed under New Business.

At 8:05 PM, motion by Ms. Condon-Walsh that the Board of Governors enter into Executive Session for the purpose of discussing real estate negotiations and contract negotiations, to return to open and public 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. Byrne; Ms. Condon-Walsh; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Viejo-Rodriguez; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Open and public session resumed at 9:00 PM. The member roll was called. The members of the Board of Governors present at the call of the member roll were: Mr. Bertman; Ms. Bragg; Mr. Byrne; Ms. Condon-Walsh; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Viejo-Rodriguez; Mr. Tsaffaras. Absent at the call of the member roll were: Ms. Brogna; Mr. Browne; Mr. Dennis; Mr. Nici.

At 9:01 PM, motion by Mr. Bertman that upon return to open and public session, there being no matters to report from Executive Session, the meeting of the Board of Governors be adjourned. 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. Byrne; Ms. Condon-Walsh; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Viejo-Rodriguez; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The meeting was adjourned at 9:01 PM.