

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF SEPTEMBER 27, 2006

Minutes

The meeting was called to order at 6:06 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; Joanne Condon-Walsh; David Dennis; William Grindlay; Jerrell Riggins; Peter Tsaffaras. The following member was absent at the call of the member roll: Richard Nici.

Also present were: Martha Sue Harris, President and Secretary of the Board of Governors; Dr. Keith Cotroneo, Senior Vice President for Academic Affairs; Pushap Kapoor, Vice President for Administration; Steve Higgins, Chief Financial Officer; Robert E. Baker, Jr., Esq., Dean of Business and Public Service Programs and Assistant Secretary of the Board of Governors.

As senior Board member, Mr. Grindlay assumed the duties of the Chair.

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

The report of the Nominating Committee was presented by Mr. Dennis, Committee Chair (please see copy, attached).

Mr. Dennis reported that the Nominating Committee recommends the following nominations for Board offices: Peter Tsaffaras as Chair; David Dennis as Vice Chair; Jerrell Riggins as Second Vice Chair.

Motion by Ms. Condon-Walsh that the report of the Nominating Committee be accepted. The motion was seconded by Mr. Riggins. There was no discussion on the motion. The following members voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted, and Mr. Tsaffaras has been elected Chair, Mr. Dennis Vice Chair, and Mr. Riggins Second Vice Chair.

Mr. Tsaffaras thanked the Board members for their confidence in him. He stated that prior to appointing members to subcommittees, he would prefer to speak with each member regarding possible appointments and will send out notification of appointments by mail.

Motion by Mr. Bertman to accept the minutes of the Board of Governors' meeting of June 15, 2006. The motion was seconded by Mr. Dennis. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Dennis; 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 accept the minutes of the Board of Governors Executive Session of June 15, 2006. The motion was seconded by Mr. Riggins. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

President Harris then presented her report. She said that the Chair of NEASC's accreditation team, Dr. Thomas DeWitt, made a preliminary visit to the College. She said that the visit went well. The visiting team would like to meet with the Board of Governors on October 31, 2006, at 7:30 AM for breakfast. President Harris presented the members of the Board with copies of the self-study, which has been well received by the visiting team members. Some corrections are being made to the data forms. President Harris lauded Mr. Grindlay's contribution to the finance standard, Ms. Condon-Walsh's contribution to the integrity standard, and all Board members for their work on the mission. President Harris then distributed to the Board copies of the Quincy College catalog, and stated that everyone in the College has worked very hard on it. The final version will go to the printer tomorrow.

Mr. Kapoor presented an enrollment report (please see copy, attached) reflecting numbers from after add-drop. All statistical categories showed increased enrollment. He cited various initiatives by President Harris as playing a role in the increase. He also credited and described marketing initiatives such as "T" and WBZ radio advertising that have contributed to the increase. He then presented a recruitment DVD that was designed to send to all prospective international students at a cost far lower than print material. The DVD also contains all required forms and Web page data. The entire cost of the project was approximately \$1,500.00.

President Harris then distributed a proposed calendar of Board of Governors' meetings and events (please see copy, attached). All Board meetings, except for those in November and January, are scheduled for the fourth Wednesday of each month. The calendar has the fifth Wednesday in November as that month's meeting date, since the fourth Wednesday in November is the evening before Thanksgiving. The fourth Wednesday of January is the first evening of spring semester classes, which is a very busy time College-wide, so the January meeting is recommended for January 31st.

Dr. Cotroneo reported on the utilization of the Nicastro Learning Center (please see report, attached). He stated that usage has doubled since last year.

President Harris reported that the Department of Education has informed Quincy College, by letter dated September 14, 2006, that it is satisfied that the College has addressed issues that the Department had raised and has closed the College's file, freeing up approximately \$400,000.00 in College funds.

Mr. Tsaffaras congratulated President Harris and the College's senior staff for placing the College's mission statement in many conspicuous locations throughout the College.

Motion by Ms. Condon-Walsh to accept the Report of the President. The motion was seconded by Mr. Dennis. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Dennis; 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 presented a report on the Quincy College Trust. He reported that all money in the old Foundation is being held in abeyance, though all debts of the Foundation have been paid. He reported that the following have been paid: \$15,571.00 in non-College Courses, Inc., scholarships; \$8,020.00 to Quincy College in reimbursement of that amount paid by Quincy College to Eastern Nazarene College for the Master's degree cohort; \$2,212.50 to Quincy College in reimbursement for legal fees paid to Mary McNamara, Esq., for work in establishing the Trust. Additionally, a three month CD has been established at South Coastal Bank for the funds of the Bella Krovitz Trust, and a \$43,990.00 CD has established at South Shore Savings for restricted scholarship funds (the Kilmeyer, Muirhead, Flanagan, and McTiernan scholarships funds). Mr. Bertman also reported that the following amounts had been received by the Trust: \$20,000.00 from College Courses, Inc., for scholarships; \$500.00 from the Trust's directors as contributions; \$500.00 to establish a scholarship fund named for Professor Patricia McDermott.

The Trust also has paid the following: \$500.00 to the United States Treasury as the application fee for Form 1022; \$16,500.00 to Quincy College as scholarships; \$4,131.00 in legal fees to Attorney McNamara.

Mr. Bertman further reported that a settlement had been reached with O'Connor and Drew over their fee, which they then made as a contribution to Quincy College. Mr. Bertman then raised the question of who was responsible for the payment due to Sullivan and Rogers for the audit of the Foundation. Mr. Higgins reported that Sullivan and Rogers have been paid by Quincy College. Mr. Grindlay recalled that the old Foundation was to pay this. Mr. Higgins' recollection was that the College paid \$16,000.00, and on behalf of the Foundation, another \$10,000.00, for which the College should be reimbursed by the Foundation. Mr. Bertman pointed out that the auditors were hired by the Board of Governors, and that the audit proved to be of great benefit to the College, and because of that the old Foundation should not bear the full cost. Ms. Condon-Walsh recalled that the Board ordered the audit because there was no action to do so taken by the old Foundation and its then directors. Mr. Bertman reported that the process is still going on to identify specific funds under the control of the old Foundation and until this has been completed, the amount of available money under the control of the Foundation will not be known.

Motion by Mr. Grindlay to authorize the Chief Financial Officer to bill the old Quincy College Foundation for reimbursement of Quincy College's payment to Sullivan and Rogers for the audit of the old Foundation. The motion was seconded by Mr. Dennis. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Ms. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras. Mr. Bertman passed. There were no votes in opposition to the motion. The motion was adopted.

Motion by Mr. Dennis that the report of the Quincy College Trust be accepted. The motion was seconded by Ms. Condon-Walsh. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

There were no matters for consideration under Old Business.

Under New Business, the Board meeting calendar once again was addressed. Mr. Grindlay asked if the Board would rather have its December meeting on December 20th instead of December 27th. Mr. Dennis suggested that the December meeting be moved to December 13th and the November meeting to November 15th.

Motion by Mr. Dennis that the proposed calendar of Board meetings (please see copy, attached) be approved as amended (November meeting changed from November 22nd to November 29th; December meeting changed from December 27th to December 13th; January meeting changed from January 24th to January 31st), with further adjustments to the November meeting possible at the next meeting of the Board of Governors. The motion was seconded by Ms. Condon-Walsh. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Tsaffaras reported on the activities of the Appointing Council, which met on September 18, 2006. Its membership consists of: John Keenan and Michael McFarland of the Quincy City Council; David McCarthy and James Timmins of the Quincy School Committee; Jerrell Riggins and Peter Tsaffaras of the Board of Governors. Mr. Tsaffaras was elected Chair of the Appointing Council. The Council determined media outlets to advertise Board vacancies, considered ad content, set a date of November 3, 2006, as the deadline for interested parties to

submit letters of interest and resumes, and decided that at some point, qualified applicants would have the opportunity to be heard by the Appointing Council. He further emphasized that of the six vacancies, four have occurred because members reached the statutory limits of their service. The other two vacancies were caused by the resignations of Governors Crowley and White due to other professional commitments.

Mr. Tsaffaras also referenced the material each Board member received regarding Allied Health programs.

Motion by Mr. Bertman that the Board of Governors enter into Executive Session for the purpose of discussing personnel matters and litigation, and to return to open and public session thereafter. The motion was seconded by Mr. Riggins. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

At 8:06 PM, the member roll was called for the resumption of open and public session. The following members of the Board of Governors were present at this call of the member roll: Mr. Bertman; Ms. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras. Mr. Nici was absent.

Motion by Ms. Condon-Walsh that the President be authorized to enter into a lease, under the terms and conditions authorized in Executive Session, for a Plymouth campus at 36 Cordage Park Circle, Plymouth, as well as agreements for any architectural and ancillary services necessary. The motion was seconded by Mr. Dennis. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Dennis; 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. Grindlay to transfer the sum of \$41,591.00 from Reserve for Appropriation to Judgments, Losses, and Claims. The motion was seconded by Mr. Riggins. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Dennis; 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 that the meeting be adjourned. The motion was seconded by Ms. Condon-Walsh. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted. The meeting of the Board of Governors was adjourned at 8:11 PM.