

**QUINCY COLLEGE  
BOARD OF GOVERNORS**

**FINANCE AND FACILITIES COMMITTEE  
MEETING OF APRIL 25, 2018**

**MINUTES**

The meeting of the Finance & Facilities Committee, held in the Hart Board Room, Room 706, 7th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 4:00 PM by Mr. Paul Barbadoro, Finance & Facilities Committee Chair. The member roll was called. The following members of the Finance & Facilities Committee were present at the call of the member roll: Mr. Paul Barbadoro; Ms. Eileen Bevivino-Lawton; and Mr. Gregory Hanley. Absent at the call of the roll were Mr. Thomas Feenan; and Dr. Thomas Fitzgerald. A quorum was present.

Also present were: Governor Joseph P. Shea; Father James Hawker; Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Dr. Mary Burke, Senior Vice President for Academic Affairs; Mr. Joseph Arangio, Senior Vice President for Administration and Finance; Mr. Tom Pham, Vice President for Mission Support & Technology; Mr. Francis Byrne, Advisor to the President; and Mr. Martin Ahern, Director of Finance.

Motion by Mr. Hanley that the Finance & Facilities Committee approve the minutes of its meeting of January 16, 2018, as submitted. The motion was seconded by Ms. Bevivino-Lawton. There was no discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; and Mr. Hanley. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Dr. Fitzgerald arrived at 4:05 PM. Mr. Feenan arrived at 4:08 PM

Next, Chairman Barbadoro recognized President Tsaffaras who reported to the Governors regarding proposed Budget Transfers. The President explained the reasons and need for the budget transfers. There was discussion among and questions by the members. President Tsaffaras and Mr. Martin Ahern addressed the questions posed by the Governors.

Motion by Mr. Hanley that the Finance & Facilities Committee approve the Budget Transfers as proposed in Motion FFC-04-18. The motion was seconded by Dr. Fitzgerald. There was no further discussion on the motion. The following Governors of the Finance & Facilities Committee voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; Dr. Fitzgerald; and Mr. Hanley. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, the President reported to the Governors regarding Budget Transfers made by the President under the delegation of authority to execute budget transfers among and between departments in an amount up to \$15,000 for any single transfer granted by the Board of Governors at their regularly scheduled meeting on June 16, 2016, proposed in Motion FFC-05-18. There was discussion among and questions by the Governors. President Tsaffaras and Mr. Martin Ahern addressed the questions posed by the Governors.

Motion by Mr. Hanley that the Finance and Facilities Committee ratifies transfers approved by the President under the delegation of authority to execute budget transfers among and between departments in an amount up to \$15,000 for any single transfer as granted by the Board of Governors at their regularly scheduled meeting on June 16, 2016. The motion was seconded by Ms. Bevivino-Lawton. There was no discussion on the motion. The following Governors of the Finance & Facilities Committee voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; Dr. Fitzgerald; and Mr. Hanley. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, the Committee commenced discussion of the Proposed Fiscal Year 2019 Operating Budget. Budget binders were previously distributed to the members on April 5, 2018. Each binder comprised information on the following topics for Fiscal Year 2019: 1) Summary Background Material; 2) Table of Organization; 3) Budget Drivers Chart; 4) Comparative Tuition and Fee Rates of the Massachusetts Community Colleges; 5) Comparative Tuition and Fee Rates for Massachusetts Community Colleges relative to International Students; 6) Enrollment Trends for Fall of 2010 - 2017; 7) Enrollment Trends for Spring of 2011 – 2018; 8) Budget Summary; 9) Appendix of Constituent Entities; 10) Proposed Budget Worksheets for Fiscal Year 2019; and 11) Proposed Capital Budget for Fiscal Year 2019.

President Peter H. Tsaffaras reported to the members an overview of the for Fiscal Year 2019 budget which includes no increase in enrollment and a tuition increase of 3.99%.

There was a discussion among the members regarding the potential impact that a tuition increase could have on enrollment.

Ms. Bevivino asked how the proposed tuition increase would affect the cost per credit. Mr. Ahern noted that the increase would be approximately \$9 per credit or \$27 for a three-credit Liberal Arts or Business Course.

The committee members proceeded to review and discuss the proposed budget for Board of Governors. There was discussion regarding the budgets for Legal Fees and the Business Manager.

Motion by Mr. Hanley to increase the proposed Board of Governors budget on page 4 for Legal Fees from \$30,000 to \$50,000, table the Business Manager budget discussion to a later date, and approve the remaining budget for the Board of Governors as presented. There was no discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of

the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Dr. Fitzgerald; and Mr. Hanley. Mr. Feenan voted present. There were no votes in opposition to the motion. The motion was adopted.

Mr. Hanley asked President Tsaffaras to review the state law to determine if the Board of Governors is required to approve the budget by April 30<sup>th</sup>.

The committee members proceeded to review and discuss the proposed budget on page 5 for the Office of the President. There was discussion regarding the position Assistant to the President – Campus Readiness. President Tsaffaras noted the position is vacant, but is necessary to improve campus security and regulatory readiness.

Mr. Hanley asked President Tsaffaras to provide, at the next meeting of the Finance and Facilities Committee, a list of open positions and the respective budget for each position.

Motion by Mr. Hanley to approve the proposed Office of the President budget on page 5 as presented. There was no discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; Dr. Fitzgerald; and Mr. Hanley. There were no votes in opposition to the motion. The motion was adopted.

The committee members proceeded to review and discuss the proposed budget on page 6 for Institutional Research & Assessment. President Tsaffaras explained the new position of Assessment Coordinator which will focus on the NEASC 10-year accreditation requirements.

There was discussion about the April 25, 2018 Patriot Ledger article about the Quincy College nursing program and the possible impact on enrollment. There was also discussion about the possibility of approving a temporary interim budget; and the feasibility of developing budget scenarios with tuition increases ranging from 0% to 4%.

Mr. Shea left the meeting at 5:45 PM.

President Tsaffaras noted that the proposed budget is the result of an arduous multi-month effort to identify the best use of the College's resources to support teaching and learning in FY19 and asked that he be included in Board Member requests for budget information from the staff to ensure the responses to the Board of Governors are complete and accurate.

Motion by Mr. Hanley to defer the Finance & Facilities Committee budget review to a future date next week, subject to clarifying whether the budget must be submitted to Quincy City Hall by April 30<sup>th</sup>, and the proposed budget be reformatted to include tuition increase scenarios ranging from 0% to 4%. There was some discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; and Mr. Hanley. Mr. Feenan and Dr. Fitzgerald voted in opposition to the motion. The motion was adopted.

Chairman Barbadoro recognized Dr. Mary Burke, Senior Vice President for Academic Affairs, who provided an overview of the FY19 proposed budget for the Nursing Department. Dr. Burke noted that the Nursing Department budget was developed with reductions in cohort size and class size, with corresponding reductions in revenue and Part-time Instructional Costs.

Motion by Mr. Hanley to continue this meeting of the Finance & Facilities Committee to Wednesday, May 2, 2018 at 4:00 PM. There was no discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; Dr. Fitzgerald; and Mr. Hanley. There were no votes in opposition to the motion. The motion was adopted.

At 6:12PM the meeting recessed to be reconvened on May 2, 2018.