

**QUINCY COLLEGE
BOARD OF GOVERNORS**

FINANCE AND FACILITIES COMMITTEE MEETING NOVEMBER 15, 2018

Minutes

The meeting of the Quincy College Board of Governors Finance and Facilities Committee meeting, held in the Hart Board Room, Room 706, 7th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 6:00 PM. The member roll was called. The following members of the Finance Committee were present at the call of the member roll: Ms. Mary Jo Brogna, Chair of the Finance Committee; Mr. Paul Barbadoro; Mr. Christopher Carroll; Dr. Thomas Fitzgerald; Absent at the call of the committee roll were Mr. Gregory Hanley; Ms. Katherine Craven; and Mr. Joseph Shea. A quorum was present.

Also present were: Michael Bellotti, President; Ms. Lisa McBirney, Chief Operating Officer; Mr. Tom Pham, Vice President for Information Technology and Mission Support; Mr. Martin Ahern, Associate Vice President of Finance; Mr. Christopher Bell, Senior Advisor to the President.

Next, Chairwoman Mary Jo Brogna stated due the untimely death of Steve Kearney who was the parliamentarian for the Board of Governors, minutes were not processed at the last Finance meeting. A summary reported was provided and accepted by Chairwoman Brogna.

Next at the Chairwoman's request the agenda items were discussed starting with review of the June FY18 YTD Financial Report. Martin Ahern reviewed the report with the committee and highlighted the following items:

Regarding the Nursing Program and implications from the closure of it, although the final amount is not included, \$3M had been refunded as of the end of June FY18.

The college met revenue projections in FY18 up \$2,531,488.00 or 193%

Capital Projects were reduced as a cost savings measure resulting in a projected savings of \$662,000.

Positive cash flow was at \$1.6M and bank reconciliations were correct with no issues.

Chairwoman Brogna at this point inquired about the Board of Governors small increase on their line item and was told additional funds were necessary to pay for the B.O.G. professional development training in August, and for a board member's attendance at the AGB conference in the spring. Chairwoman Brogna commented on the good positive bottom line in reference to FY18. Martin Ahern suggested revenues were very good for many reasons including increased enrollment and the tuition increase added to the positive bottom line.

Governor Barbadoro reminded the committee of his concern regarding tuition increases over his time on the board and suggested we keep in line as best possible moving forward, but understands the challenges faced because of our tuition only revenue stream.

President Bellotti spoke about analyzing what factors if any exist relating to an increase or decrease in the enrollment of any particular program in state funded colleges versus tuition only schools like Quincy College. He suggested external factors need to be weighed and he has to assess deeper with his staff so the board can be fully informed before making decisions on revenue generators for the institution.

Next Martin Ahern reviewed the FY19 Year to Date Report and discussed with members a \$3.2 million projected loss after cost cutting measures were implemented by the Mayor and COO over the past several months.

Chairwoman Brogna suggested deeper analysis on real factors of nursing programs effect on other programs at the college i.e. how is the loss hurting Liberal Arts programs? Martin Ahern responded nursing draws from many other programs at the college so collateral damage has transpired, however, everyone at college has worked diligently to minimize its effect. Brogna went on to suggest it is impossible to predict how many students did not enroll due to the nursing issue.

Chairwoman Brogna stated Fund Balance was approximately \$15M pre-nursing. She asked where we were on nursing refunds. Lisa McBirney said all but 9 out of 264 were completed and the rest were being worked on. With a total cost of about \$136,000 more when completed. President Bellotti asked to get a complete update on the status and report back to him and the committee. Lisa McBirney said we are working case by case and progress is steady. Chairwoman Brogna praised the staff for their continued diligence on the matter. Martin Ahern reported when all is said and done in terms of this year the fund should be at about \$8.6M. Chairwoman Brogna suggested we consider a plan going forward to replace rainy day funds over the next several budget cycles.

Dr. Fitzgerald added we should also look at Credits/tuition to increase revenues. Additionally grants and fundraising efforts need to increase. President Bellotti agreed and stated there are current and ongoing discussions to raise revenues and solicit outside donations. He also said we need to be cognizant of restricted funds and their determined usage, although any donations or grants will be welcome. Martin Ahern agreed and mentioned a recent grant of \$450k we received from the city which is as restricted scholarship. President Bellotti stated we will continue to develop measures to increase revenues. Chairwoman Brogna and the President agreed on an update at an upcoming board meeting in 2019.

Martin Ahern discussed the savings created by unfilled positions and other vacant positions. He clarified for the members the difference between unfilled and vacant positions. He also said we are saving \$60k this year and \$250K overall when the reduced space at college is factored in over the length of the lease(s).

Chairwoman Brogna asked about subleases in Plymouth. Lisa McBirney stated the college is exploring all options at this point in time. Lisa McBirney also said another nursing program may sublease. President Bellotti stated we are structuring the new programming for Nursing based on our needs first and foremost and will not sacrifice our needs over other factors. Between the Dean of Nursing, the Provost and him, decisions on partnerships will be weighed. Chairwoman Brogna agreed repurposing space in Plymouth is difficult at best.

Next the invoice for the former Presidents evaluation was discussed. After several minutes of discussion the issue was tabled and will be referred to legal for an opinion.

The last order of business was a Transfer number FCC 09-18 to transfer funds from divisional adjunct budgets to on line adjunct costs. Motion by Governor Barbadoro, seconded by Governor Fitzgerald and on a roll call vote members Brogna, Carroll, Fitzgerald, and Barbadoro, all voted in the affirmative and the order was adopted.

Old Business

None

New Business

None

At approximately 7:15 p.m. Chairwoman Brogna adjourned the meeting. There was no discussion on the matter.