

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF APRIL 1, 2003

MINUTES

The Public Hearing on the draft budget for the fiscal year 2004 was called to order at 6:11 PM. The member roll was called. The following members of the Board of Governors were present: Simon Chan; John A. Farmer; William S. Grindlay; Reverend William C. Harding; Geraldine J. Lewis; Dr. Joseph S. Nicastro; Richard A. Nici, II; Daniel G. Raymond, Esq.; Theresa M. Lord-Piatelli, Chair. Ms. Lord-Piatelli informed the Board of Governors that Barbara A. Cannon, Board Member, had called her at 5:30 PM to state that she would be unable to attend due to illness.

Also present were Sean L. Barry, President; Robert E. Baker, Jr., Vice President for Administration; Thomas A. DeSantes, II, Executive Director of Marketing and Recruitment; Patricia A Gales, Vice President for Educational Services; Christopher Harrington, Vice President and CFO; Stephen McGrath, Esq., Executive Assistant to the President and In-House Counsel for Personnel; Michelle McNulty, Esq., attorney for the Board of Governors; and numerous other Quincy College faculty and staff.

The Pledge of Allegiance was recited. A moment of reflection was then held for members of the Quincy College community who had recently passed away, including Helen Lipp of College Courses, Inc., and for the safety and courage of those who are fighting in the Middle East for our freedom.

Chair Lord-Piatelli then called to order the Public Hearing on the draft FY 2004 budget and invited comments from those in attendance. Joseph A. McRitchie, Assistant City Solicitor for the City of Quincy, rose and stated that he had comments to offer on the budget process. His interpretation of the College's enabling legislation was that the public hearing was to be held after the submission of the budget by the President to the Board. He stated that he was told by Mr. Harrington that the budget would be distributed at the 6:30 PM meeting and that did not give the public time to digest the budget and prepare comments. Mr. McRitchie referenced the provisions of Chapter 313 of the Acts of 1981 that the President shall file a written report on the special account within 180 days of the close of the fiscal year. He claimed that: the budget as presented did not set forth a projection of revenue; there have been no negotiations by the College with the Mayor and School Committee on reimbursement and rent; in the year 2000, eight members of the Board of Governors failed to file required statements of financial interest, and that none of the Governors appointed since last year have done so.

Dr. Edward Kelly of the Quincy College faculty rose and stated that he was speaking on behalf of the faculty. He said that the Board of Governors has the support of the faculty in terms of budget and governance of the College.

Mr. Raymondi stated that this evening's hearing is the beginning, not the end, of the budget process and the Board has always given the College community the opportunity to be heard on the budget, from the beginning through the end. He stated that the Assistant City Solicitor's failure to call and inquire of the process is another example of the Mayor's hostility toward the College. Mr. Raymondi also pointed out that elected officials are not, as members of the Board of Governors, obligated to file statements of financial interest.

Ms. Lord-Piatelli thanked the President and the College community for the work put into the budget and the timely manner in which it was done, and it should be used as a model for the City

itself. She believed that the most important thing that the Board could do is remain positive about the institution. The Board members serve without pay and without reimbursement, and it supports hope. She was saddened that the only attention paid to Quincy College by the Mayor's Office is negative and is a sign of a lack of leadership by the Mayor. She stated that Quincy College continues to be a jewel in the crown of this great city.

At 6:32 PM, the Public Hearing portion of the meeting was declared closed as nobody else came forward to speak.

At 6:33 PM, the roll call was called for the regular meeting of the Board of Governors. Those members present were the same as answered roll call for the Public Hearing on the budget.

The Open Forum portion of the meeting was called. Dr. Edward Kelly was recognized. He expressed the belief that the budget process has been a continuously open process, with opportunities for input by the members of the College community. As nobody else came forward, the Open Forum portion of the meeting was declared closed.

Mr. Farmer moved approval of the minutes of the Board of Governors meeting of February 4, 2003. Reverend Harding seconded the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Chan; Mr. Farmer; Mr. Grindlay; Reverend Harding; Ms. Lewis; Dr. Nicastro; Mr. Nici; Mr. Raymondi; Ms. Lord-Piatelli. No members voted in opposition or abstained.

Mr. Raymondi asked Mr. McRitchie if the City of Quincy leased any property to any other entities. Mr. McRitchie replied that the Beechwood Community Life Center leases the Miles Standish School for \$1.00 per year. He stated that Beechwood may be exempt from the provisions of MGL Chapter 30B because they are a non-profit corporation. Mr. McRitchie further stated that the City leases space to the Interfaith Shelter. He stated that no employees of Beechwood are City employees and he was unsure if any Shelter employees were City employees. Mr. Raymondi asked if there was any reason why the City was not seeking rent at fair market value from either Beechwood or the Interfaith Shelter. Mr. McRitchie replied that that was the decision made at the time. Mr. Raymondi stated that there was a building at the intersection of Furnace Brook Parkway and Quarry Street that also was being rented to a third party. Mr. McRitchie replied that he was unsure and was asked to check on that matter. Mr. Raymondi also requested copies of leases and square footage for those properties.

Ms. Lord-Piatelli asked Mr. McRitchie if the disclosure form that the City uses is the same as used by the State Ethics Commission. She asked if the members of the School Committee or Housing Authority had to file such forms. Mr. McRitchie stated that they did not. He directed her to the City Clerk or Ethics Commission to answer her questions.

Ms. Lord-Piatelli presented the Report of the Chair. She provided information on the Board development sessions held on March 27 and March 28, 2003, presented by Dr. Richard Stephens. Mr. Chan praised the content and substance of the sessions and the knowledge of Dr. Stephens. Mr. Nici also praised the sessions' content and value. Reverend Harding described the programs as very valuable, particularly as regards public policy.

President Barry next presented his report. He referenced the proposed academic calendar for next year, presented for informational purposes and subject to modification. He also stated that on March 27, 2003, Quincy College was recognized for its twenty-five years of support for the Quincy Teen Mothers Program. He applauded the program and those who created and sustained it, and was moved by their acknowledgement of Quincy College.

President Barry then discussed the budget. He explained the process and asked for responsibility for any shortcomings in the process. He described the prior budgets that he has worked on. Last year he developed the process that starts in the fall, with departmental proposal

formulation, which are then submitted to the respective Vice Presidents or Directors, worked on collaboratively, then submitted to Executive Staff. Then are held public hearings, which result in the formulation of the preliminary budget by Executive Staff, which is what was submitted to the Board this evening, for final approval by June, 2003. He anticipated that the budget would be referred by the Board to the Finance and Facilities Subcommittee, which would hold meetings and report back to the Board of Governors in June. He then reviewed several parts of the budget:

- Marketing and Recruitment is to be known as Enrollment Management, having removed it from Institutional Advancement, consistent with current practices in higher education;
- Student Life has been modified with the inclusion of a new position description (all new positions were reviewed and approved by the Personnel and Programs subcommittee and were to be reported back to the Board of Governors this evening);
- Under Liberal Arts and Sciences, upon the recommendation of the Dean, there is a need for a full time faculty position in psychology;
- Student Support Services position addresses needs regarding adequate preparation (placement and assessment testing, tutoring, ADA compliance) necessary for success in a two-year institution);
- Business Services – a financial aid specialist position has been recommended to assist with required processing and filing. This will assist in the College's compliance with government compliance;
- Additional Facilities Associate position to assist in the upkeep and preservation of the buildings;
- All positions added are student-focused and are designed to help students succeed;
- The cleanliness of the institution has been a huge issue for the past year and the College has been unable to get a full complement of custodians from QPS. Everybody pitches in. There has been some limited success in getting those leased employees to work overtime, and that has skewed the overtime budget;
- Expenses – President Barry recommended that the adjunct stipend be increased to \$1,500.00, to prevent the College from having to cancel classes because of inadequate numbers of instructors. As a means of fully complying with the requirements of NEASC, credentialing requirements of faculty are being completed;
- Quincy College has had extraordinary difficulty over the last twelve months in making payments to vendors, and receiving services. Library inventory, computer software and licensure have all suffered. Budgets were established and appropriations were made but processing of approvals were not forthcoming from the City;
- Revenue projections are based on tuition. The College's tuition amounts are based on what is needed to cover expenses. The budget will be greatly impacted by the future use of Coddington Hall;
- President Barry expressed his pleasure and pride in the administrative staff's work and ability in dealing with their efforts.

Ms. Lord-Piatelli asked why there has been difficulty in procurement and dealing with vendors. President Barry referred the question to Mr. Harrington, who stated that vendors have refused to provide services because they have gone so long without being paid. Several other checks, long gone through the process, have not been approved by the Mayor, particularly employee expense vouchers, and legal and accounting bills. Several weeks ago, Mr. Harrington met with the Mayor and offered to show him the budget and budget to actual reports, and answered all of the Mayor's questions. After two and a half hours, the Mayor released several checks but was still holding approximately twenty-five. The Mayor questioned the College's authority to hire attorneys and accountants, and questioned the validity of employee expenses.

Mr. Raymondi called forth Mr. McRitchie and asked him whether there was any doubt that Quincy College could hire auditors and legal counsel, if funds were available. Mr. McRitchie replied that he believed that the College had that authority. Mr. Raymondi asked Mr. McRitchie to explain the expenditure approval process. Mr. Raymondi also asked if any City departments were

overspending their budgets, to which Mr. McRitchie replied that he did not know. Mr. Raymondi cited Rescue 1. Mr. Raymondi asked Mr. McRitchie if he sent a letter to the City Auditor about that. Mr. Raymondi asked, that assuming that the Auditor is acting properly and that Mr. McRitchie has enlightened the Auditor on Quincy College practices, then should not the Mayor sign the bills unless he has articulable, valid reasons for not doing so. Upon a question from Ms. Lord-Piatelli, Mr. McRitchie responded that if the Mayor does not have a valid reason, he cannot withhold approval of expenditures by the College. Ms. Lord-Piatelli asked Mr. McRitchie to find out from the Mayor why he is withholding approval, and report back in writing to President Barry.

Mr. Raymondi proposed a motion stating that "The Assistant City Solicitor, if he is doing his job in a fair and impartial manner, direct a letter to the Mayor instructing him that he cannot withhold approval of College expenditures on a whim, but have valid, legal reasons to do so, that he should reduce to writing and forward to President Barry or Mr. Harrington." Ms. Lewis seconded the motion. The following Members of the Board of Governors voted in favor of the motion: Mr. Chan; Mr. Farmer; Mr. Grindlay; Reverend Harding; Ms. Lewis; Dr. Nicastro; Mr. Nici; Mr. Raymondi; Ms. Lord-Piatelli. No members voted in opposition or abstained.

Mr. Raymondi expressed disbelief that the City Auditor was unaware of Quincy College's budget and that the Assistant City Solicitor's representation that he doesn't know how the College spends its money is at best disingenuous. Mr. Raymondi also stated that he thinks it is important that there is input up front into the budget from the public, which the Assistant City Solicitor would have the College end. This would cease input, replacing it instead with a short, pro-forma hearing before the vote on the budget and after decisions have been made. Mr. Raymondi stated that the Assistant City Solicitor owed Quincy College, the Board, President Barry, and the community an apology, but that we shouldn't wait for it. He stated that Mr. McRitchie apparently has been enveloped by the negativity of the administration. Mr. Raymondi also pointed out that the Mayor wants to meddle in the College's collective bargaining with the faculty, having appointed himself to conduct collective bargaining issues with QEA. Mr. Raymondi stated that in the face of all of this, President Barry has performed remarkably, the staff has performed with integrity, and the faculty has been outstanding.

Ms. Lord-Piatelli suggested that the City administration has been negative since its inception. At the outset of the Mayor's term, a pall was cast on the City. Ms. Lord-Piatelli stated that she personally made twenty calls to the Mayor, none of which were returned.

Mr. Raymondi moved that the proposed FY 2004 budget be referred to the Finance and Facilities Subcommittee for further review, and for the budget to be returned to the Board after review and further hearings. Ms. Lewis seconded the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Chan; Mr. Farmer; Mr. Grindlay; Reverend Harding; Ms. Lewis; Dr. Nicastro; Mr. Nici; Mr. Raymondi; Ms. Lord-Piatelli. No Members voted in opposition or abstained.

Mr. Grindlay reviewed with Mr. Harrington the expenditure approval and purchase order processes. Mr. Harrington indicated that there are items with purchase requisitions, purchase orders, certifications that the services or goods have been received, and even for which checks have been cut that are being held by the Mayor's office. Mr. Grindlay pointed out that Quincy College is the only City department that is held to, in the budget, a line item budget. All other City departments are allowed to spend as long as they don't exceed their total appropriation.

Mr. Raymondi asked Mr. McRitchie to explain the issue of the personal property tax process. He responded that no City department pays a personal property tax. He further stated that Quincy College is not called upon to pay such. The College is exempt from taxation.

President Barry cited a letter of appreciation from a United States Marine who received a tuition refund upon being called up for active duty in the Persian Gulf.

President Barry then presented for consideration the position of Vice President, Enrollment Management. Dr. Nicastro moved that the creation of the position be approved, and to appoint Thomas A. DeSantes, II to the position at his current salary rate. Ms. Lewis seconded the motion. The following Members voted in favor of the motion: Mr. Chan; Mr. Farmer; Mr. Grindlay; Reverend Harding; Ms. Lewis; Dr. Nicastro; Mr. Nici; Mr. Raymond; Ms. Lord-Piatelli. No Members voted in opposition or abstained.

President Barry further reported that the College presently is looking at international student admissions policies, including the issue of satisfactory academic progress. He also reported the receipt of a "Thank you" from the Central Middle School for the donation of chairs.

Under Reports of Special Committees, Finance and Facilities, Mr. Harrington distributed a report on Budget to Actual Expenditures (through 2/28/03). Expenditures are at 54% of budgeted amounts. At this point in the fiscal year, normally 67% of expenditures should have been made. In response to a question from Mr. Raymond, Mr. Harrington stated that none of our lines has been overspent this fiscal year, and that transfers are requested of and approved by the Board before this happens.

Mr. Harrington then presented three (3) budget transfers for approval by the Board. The first was the transfer of \$15,000.00 from Librarian (vacant) to Library Supplies. Mr. Farmer moved approval of the transfer. Reverend Harding seconded the motion. The following members of the Board of Governors voted in favor of the Motion: Mr. Chan; Mr. Farmer; Mr. Grindlay; Reverend Harding; Ms. Lewis; Dr. Nicastro; Mr. Nici; Mr. Raymond; Ms. Lord-Piatelli. No Members voted in opposition or abstained. The second was the transfer of \$18,875.00 from the salary line for Executive Director, Marketing, to Vice President, Enrollment Management. Mr. Farmer moved approval of the transfer. Reverend Harding seconded the motion. The following Members of the Board of Governors voted in favor of the motion: Mr. Chan; Mr. Farmer; Mr. Grindlay; Reverend Harding; Ms. Lewis; Dr. Nicastro; Mr. Nici; Mr. Raymond; Ms. Lord-Piatelli. No Members voted in opposition or abstained. The third was the transfer of \$28,254.00 from the salary line for Dean's Support (vacant) to Civil Service Overtime. Mr. Farmer moved approval of the transfer. Reverend Harding seconded the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Chan; Mr. Farmer; Mr. Grindlay; Reverend Harding; Ms. Lewis; Dr. Nicastro; Mr. Nici; Mr. Raymond; Ms. Lord-Piatelli. No Members voted in opposition or abstained.

Mr. Harrington also presented the City of Quincy Audit Report for the period ending 6/30/02. Mr. Raymond moved that the Report be referred to the Finance and Facilities Subcommittee. Mr. Farmer seconded the motion. The motion was approved unanimously on a voice vote.

Under Reports of Special Committees, Personnel and Programs Subcommittee, Dr. Nicastro moved that the Record Retention Policy, previously approved by Personnel and Programs, be approved. Mr. Raymond seconded the motion. The motion was approved unanimously on a voice vote. Dr. Nicastro then moved that the new position of Director, Retention Services, previously approved by Personnel and Programs, be approved. Mr. Farmer seconded the motion. The motion was approved unanimously on a voice vote. Dr. Nicastro then moved that the upgrade of the position of Director, Campus and Community Development, previously approved by Personnel and Programs, be approved. Mr. Chan seconded the motion. The motion was approved unanimously on a voice vote. Dr. Nicastro then moved that the reclassified position of Director, Student Support Services, previously approved by Personnel and Programs, be approved. Ms. Lewis seconded the motion. The motion was approved unanimously on a voice vote. Dr. Nicastro then moved that the position of Assistant Director, Student Life, as previously approved by Personnel and Programs, be approved. Mr. Farmer seconded the motion. The motion was approved unanimously on a voice vote.

Under Old Business, President Barry gave an update on the status of occupancy of New Temple Hall. Mr. Grindlay asked when the College's rent commences. Mr. McGrath replied that it commences when we actually move in.

Under New Business, the Smoking Policy was introduced for informational purposes, to be circulated around campus for comment and voted on at the next Board meeting. Mr. Raymondi moved that the Smoking Policy be accepted and placed on the agenda for the next Board meeting, to be circulated in the meantime for comment. Mr. Farmer seconded the motion. The motion was approved unanimously on a voice vote.

The Board then considered the date of its next meeting, to be held for the purpose of holding a hearing and voting on the budget, to be held on May 27, 2003, at 6:00 PM. The sole purpose of the meeting will be to address the budget.

At 8:27 PM, Mr. Raymondi moved that the Board of Governors' meeting move into Executive Session for the purpose of discussing the President's contract, collective bargaining, and litigation, the Board not return to open and public session, and that the meeting be adjourned in the memory of Nancy Andreason, a recently deceased Quincy College graduate. Ms. Lewis seconded the motion. The following members voted in favor of the motion: Mr. Chan; Mr. Farmer; Mr. Grindlay; Reverend Harding; Ms. Lewis; Dr. Nicastro; Mr. Nici; Mr. Raymondi; Ms. Lord-Piatelli. No members voted in opposition or abstained.