

**QUINCY COLLEGE
BOARD OF GOVERNORS**

**MEETING OF APRIL 25, 2007
Minutes**

The meeting was called to order at 6:36 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; Mary Jo Brogna; Edward Browne; Francis Byrne; Thomas Feenan; William Grindlay; Jerrell Riggins, Second Vice Chair; Pedro Viejo-Rodriguez; Peter Tsaffaras, Esq., Chair. The following members of the Board of Governors were absent at the call of the member roll: Joanne Condon-Walsh; David Dennis, Vice Chair; 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 Administrative Services; 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; Michelle McNulty, Esq.; Matthew Tobin, Esq.

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

Mr. Tsaffaras called for the Open Forum portion of the meeting. He twice invited anyone who wished to address the Board to come forward and do so. There was no response. The Open Forum portion of the meeting was declared closed.

Motion by Ms. Bragg that the minutes of the meeting of the Board of Governors of March 28, 2007, be approved. 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; Ms. Brogna; Mr. Browne; Mr. Byrne; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras; Mr. Viejo-Rodriguez. 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 addresses the impact of the Virginia Tech. tragedy on other colleges, and stated that Quincy College is not immune from what is happening in the greater society. Procedures are being implemented to prevent, as much as possible, similar occurrences from happening at Quincy College. He and President Harris appeared before the Commission on Higher Education of the New England Association of Schools and Colleges on April 20, 2007. The Commission cited the importance of Quincy College not backsliding into historical problems. The Commission believes that the College is moving forward. The Commission should send to the College some decision on accreditation within thirty days. Mr. Tsaffaras will be meeting with the Quincy College community on May 4, 2007, to calm fears and hear concerns regarding separation.

President Harris then presented her report. She reported that the FY 2008 budget process is complete save for Board approval. She thanked the members of the Finance and Facilities Subcommittee for their hard work. A crisis management plan has been developed by the Executive Staff, the plan having been reassessed in light of recent events. A forensic psychologist has reviewed the plan and has made recommendations. The crisis management plan will continue to be revised over the next few weeks, anticipating meetings with the Quincy Police Department and the Massachusetts State Police. The revised plan will be distributed to the Board at its May meeting.

President Harris also reported on the April 20, 2007, appearance before the NEASC's Commission on Higher Education. She was encouraged by the appearance. An RFP for space has come to fruition. Since there was a single respondent, MGL Chapter 30B allows for

negotiation with the respondent which, if approved by the Board, will take place shortly.

Vice President Kapoor presented an enrollment report. He said that web registration is underway in test mode for Summer I.

Vice President Cotroneo then discussed the Fellows Program (please see copy, attached), and retention.

Mr. Riggins asked about the status of emergency call boxes in Quincy College buildings, to provide for direct contact with the police. President Harris stated that she would obtain the requested information from Tom Pham. Mr. Browne asked if Quincy College had communication connections to receive, during emergencies, information from external sources, such as other schools. President Harris responded that this communication issue will be addressed, as will expanded drills. Mr. Browne offered to be a resource given his position at Quincy Medical Center. An update on these issues will be given at the next meeting.

Mr. Grindlay, Subcommittee Chair, presented the report of the Personnel and Programs Subcommittee. He said that at its meeting of April 24, 2007, the Subcommittee voted to recommend approval of six new or upgraded positions. These positions are provided for in the FY 2008 budget.

Motion by Mr. Grindlay that the following positions (please see copies, attached) be approved: Executive Dean of Enrollment and Registrar; Vice President of Administration and Finance; Dean of the Plymouth Campus; Surgical Technology instructor (QEA); Assistant Dean of Science; Executive Director of Human Resources. The motion was seconded by Ms. Bragg. 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; Ms. Brogna; Mr. Browne; Mr. Byrne; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Bertman, in the absence of Ms. Condon-Walsh, Subcommittee Chair, presented the report of the Finance and Facilities Subcommittee. He reported on the proposed FY 2008 budget.

Motion by Mr. Browne that the FY 2008 budget, as revised (please see copy, attached) be approved. The motion was seconded by Mr. Feenan.

On the motion, Mr. Grindlay asked if any tuitions were being raised. President Harris replied that students would be charged on a per credit basis, resulting in increased tuitions in the Associate Degree in Nursing Program, the Practical Nurse Program, and the Surgical Technology Program. These programs are very costly and the goal is for these programs to pay for themselves. Mr. Grindlay asked Mr. Higgins what he anticipated the College collecting in interest income this year. Mr. Higgins replied that he anticipated an amount of \$502,780.00. Mr. Grindlay also pointed out that adjunct and part-time costs are up ten per cent, versus five per cent for full time. President Harris responded that there are more programs, and increased clinical adjuncts, as well as a \$50.00 per course stipend increase.

On Mr. Browne's motion to approve the FY 2008 budget, as revised, the following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Bragg; Ms. Brogna; Mr. Browne; Mr. Byrne; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Riggins to approve the donation of used furniture from the Plymouth Campus, of a value of under \$5,000.00 (please see attached list). The motion was seconded by Ms. Brogna. 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; Ms. Brogna; Mr. Browne; Mr. Byrne; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras; Mr. Viejo-Rodriguez. There were no votes in opposition

to the motion, and no abstentions. The motion was adopted.

Mr. Higgins provided an explanation of proposed FY 2007 budget transfers, the purpose being to fund lines that are running short as the College approaches the end of the year, and stated that the net impact was \$62,000.00 coming from Reserve for Appropriation.

Motion by Mr. Bertman to approve FY 2007 budget transfers (in accordance with the attached list of transfers). The motion was seconded by Ms. Bragg. 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; Ms. Brogna; Mr. Browne; Mr. Byrne; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Bertman presented the report of the Presidential Evaluation Committee, including a summary of evaluations done by members of the Board of Governors. He then addressed a second evaluation form from members of the College community. He presented a self-evaluation of the President. He stated that it was the sense of the Committee that President Harris has done an excellent job. Mr. Riggins praised Mr. Bertman for his work on the Presidential Evaluation Committee.

Mr. Bertman presented the report of the Quincy College Trust. He stated that the three last, missing years of income tax returns of the Foundation are being completed and, once those are accepted, a request will be made to transfer the assets of the Foundation, approximately \$250,000.00, to the Trust.

There were no matters addressed under Old Business.

Under New Business, Mr. Tsaffaras addressed reorganization. He said that the fact that Quincy College has not moved more forcefully from the City of Quincy was the result of several factors, including other matters before the Board, and the lack of six members on the Board. The primary focus for the next six months will be reorganization. He stated his intention to schedule an informal yet public meeting to arrive at some initial decisions. Mr. Tsaffaras then recommended that, via the RFP process, the College seek the services of someone to assist in gathering data and presenting options regarding reorganization, for a short period of time, with a resulting report within sixty to ninety days, with no commitment to enter into a contract with any respondent.

Mr. Grindlay asked that reorganization be addressed by the Board as originally planned, as a Committee of the Whole. Mr. Browne's preference is to discuss the best language to include in an RFP. The meeting contemplated by Mr. Tsaffaras will take place prior to the next scheduled Board meeting. Ms. Bragg asked if the President of the Quincy Education Association could be invited to the meeting, but Mr. Tsaffaras' preference was to use the first meeting for the Board to discuss its thoughts, using subsequent meetings for public input. Mr. Bertman reminded the Board that the hospital successfully separated from the City of Quincy.

At 8:06 PM, motion by Mr. Tsaffaras that the Board of Governors enter into Executive Session to discuss contract negotiations, real estate negotiations, and litigation, to return to open and public session.

Open and public session resumed at 9:03 PM.

Motion by Ms. Bragg to authorize President Harris and Attorney Tobin to pursue negotiations on revisions and finalize a five year lease pursuant to the proposal for classroom and office space submitted by TR Presidents Place Corporation. The motion was seconded by Mr. Browne. 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; Ms. Brogna; Mr. Browne; Mr. Byrne; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras; Mr. Viejo-Rodriguez. There were no votes in opposition

to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Grindlay that the meeting of the Board of Governors be adjourned. 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; Ms. Brogna; Mr. Browne; Mr. Byrne; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras; Mr. Viejo-Rodriguez. 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 9:05 PM.