

**QUINCY COLLEGE
BOARD OF GOVERNORS**

Public Hearing on Budget

MEETING OF APRIL 25, 2019

Minutes

The meeting of the Quincy College Board of Governors, held in the Hart Board Room, Room 706, 7th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, Public Hearing on the Budget, was called to order at 5:45 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Mr. Paul Barbadoro, Chairman of the Board of Governors; Ms. MaryJo Brogna; Ms. Eileen Bevivino-Lawton (via phone); Mr. Christopher Carroll; Ms. Barbara Clarke; Mr. Gregory Hanley; Father James Hawker; Ms. Carolyn O'Toole and Mr. Joseph Shea. Absent at the call of the member roll was Ms. Craven and Dr. Thomas Fitzgerald; A quorum was present.

Also present were President Michael Bellotti, Jessica Cherry, General Counsel and Acting Secretary, Dean Robert Baker, Acting Clerk to the Board of Governors; Martin Ahern, Director of Finance, as well as other members of the College community and public.

Chairman Barbadoro opened for public comment and asked if anyone would like to comment on the budget. There was no response

At 5:32PM, Governor Hanley made a motion to adjourn. Governor Craven seconded the motion and this meeting was adjourned.

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Minutes

The meeting of the Quincy College Board of Governors, 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 Board of Governors were present at the call of the member roll: Mr. Paul Barbadoro, Chairman of the Board of Governors; Ms. MaryJo Brogna; Ms. Eileen Bevivino-Lawton (via phone); Mr. Christopher Carroll; Mr. Gregory Hanley; Father James Hawker (departed at 7:46 during executive session), Ms. Carolyn O'Toole; Mr. Joseph Shea, Ms. Barbara Clarke and Ms. Katherine Craven (via phone and arrived in person @ 6:48pm). Absent at the call of the member roll was Dr. Thomas Fitzgerald; A quorum was present.

Also present were President Michael Bellotti, Dr. Gerald Koocher, Provost (via phone), Jessica Cherry, General Counsel and Acting Secretary, Dean Robert Baker, Acting Clerk to the Board of Governors; Martin Ahern, Director of Finance, as well as other members of the College community and public.

The pledge of allegiance was recited and a prayer and moment of silence was offered for several individuals that recently passed away.

Chairman Barbadoro called for the Open Forum portion of the meeting to begin. He invited anyone who wished to come forward and address the Board of Governors to do so. There was no response to Mr. Barbadoro's invitation. Chairman Barbadoro asked if there had been any letters sent in to address the Board. The response was no to Mr. Barbadoro's question.

A motion was made by Governor Shea and seconded by Governor Hanley that the Board of Governors approve the minutes of the meeting of March 7, 2019 as presented. Governor Clarke asked for a correction to be made to page 3, paragraph 2. Chairman Barbadoro suggested adding the words "to be" prior to the word prudent. A motion was made by Governor Shea and seconded by Governor Hanley that the Board of Governors approve the minutes of the meeting of March 7, 2019 as amended. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Ms. Brogna; Mr. Carroll; Ms. Clarke; Ms. Craven; Mr. Hanley; Father Hawker, Ms. O'Toole and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Chairman Barbadoro opened his report by discussing subcommittee meetings including compliance and presidential search. He referenced the upcoming events occurring at the College and passed around the upcoming schedule.

Chairman Barbadoro discussed the ongoing work with NECHE and that the Board has received letters with NECHE's expectations. He shared the importance of using the letters as roadmap as far as how to proceed. He added that if members don't have the letters, he can get them to the, Chairman Barbadoro stated that the letters and adherence to this roadmap will be a standing item on the agenda going forward.

Chairman Barbadoro asked President Bellotti for his report. President Bellotti shared that his first tweet went live today. He thanks Tagg Boyle from Marketing and his entire department. President Bellotti reiterated the importance in supporting marketing at this time.

President Bellotti shared that he and Dr. Koocher have, for the past several weeks, initiated and have been chairing an enrollment task force. The task force meetings include discussion about increasing enrollment. He complimented the task force mentioning they all bring a lot to the table. He and Dr. Koocher find these meetings incredibly helpful as we focus on enrollment in the upcoming months and years.

President Bellotti shared that he is chairing the Industrial Advisory Council. He asked anyone with recommendations on people/businesses that could be included in employment opportunities for students to share ideas with him at any time. President was also recently appointed to the Chamber of Commerce's Workforce Board. He further discussed ongoing outreach. President Bellotti is looking also in the Plymouth area for relationships/partnerships in hopes of increasing revenue by 100-200K.

Mayor Marty Walsh has invited President Bellotti to his roundtable of Boston presidents. President Bellotti discussed the First Year Seminar and how it will be taught by full time faculty. He added the importance of advising and that our goal is to integrate advising into everything.

President Bellotti reported that the medical lab tech students have self-reported a 100% employment rate.

He added that AVP Kate Lopci and Dean Bill Brennan will speak in regards to a BioTech grant that was recently received in the amount of 725K. The grant may be used for supplies and support.

President Bellotti discussed the nursing applications and the early decision deadline of 5/1 and the regular decision deadline set for 5/17. The President added that these deadlines and this process should be agile and deadlines may need to be reconsidered. The info sessions have been well-attended – 8 sessions with 40 students each. There are 6 more scheduled (3 in Plymouth and 3 in Quincy). The College has offered a test prep course free of charge. The test is offered 3 times a week in Quincy.

President Bellotti asked Dean Brennan and AVP Kate Lopci to speak with regard to the grant.

Dean Brennan addressed the group with a discussion about marker reports and weighing what is out there and what we do at the College. He was asked to be on the South East Regional Task Force. The task force developed a 55-page report that Dean Brennan offered to share the link to. He discussed the highlights from the report and shared that Quincy College offers programs in the three leading priority industries (Healthcare, Prof Tech Services and Business Insurance and Finance). Dean Brennan added that we have added additional programs recently and that our programs are supported by data.

AVP Lopci addressed the group with regard to grants. AVP Lopci provided data on recently received grants, reimbursements and collaborations to include QCAP and Best of Care.

Chairman Barbadoro requested that Governor Clarke provide an update from the compliance committee. Governor Clarke reports from their last meeting held on March 14, 2019 that 4 out of the 7 committee members were present and as such they had a quorum. Governor Clarke reported that it is a requirement that language on institutional closure be included with regard to online reciprocity but that a motion was not needed since its procedure not policy. Governor Brogna suggested that the College create an email in which to share executive summaries on the nursing program. Governor Clarke referenced reports presented to the Compliance committee by Christopher Bell and asked if all were interested in receiving. Chairman Barbadoro confirmed that this would not be a violation of the open meeting law and that the reports could be shared with the general board. Governor Clarke will request that Mr. Bell update the reports and send out. Governor Clarke discussed the process of program review/findings. She described it as lengthy and that 3 per year are required. She noted that it is not clear who is responding to findings. Mr. Bell had provided the committee with a one-page document on the Physical Therapy program, as per the request of Governor Brogna and in turn, Governor Clarke offered to share with the Board. There was discussion on whether the review process was 10 years or 3 years. Governor Clarke reports that Avanti Seymour provided the committee with a schedule of required reporting which helps the committee stay on track.

Father Hawker commended Governor Clarke on the committee's report and asked that he get all the information in writing. Governor Clarke responded that the summaries are good and she will make sure they get out. Governor Brogna requested standardized templates across each program.

Father Hawker congratulated Governor Clarke on the work and information. Governor Carroll invited Father Hawker and any other member to attend the subcommittee meetings.

President Bellotti will request that Mr. Bell provides the referenced documentation to ensure constructive flow of information.

Chairman Barbadoro commended Governor Clarke for keeping the compliance committee moving forward. He also commended Mr. Bell for his follow through with all of the BOG's questions.

Chairman Barbadoro opened the discussion for upcoming meetings and how we may need to adjust the schedule over the next few months. He suggests a meeting every month through the summer. He requested the BOG consider extending their schedule. Governor Brogna agrees that it is likely to need to meet over the summer. Chairman Barbadoro intended to ask Ms. Donna Brugman to look at tentative dates. Dr. Koocher supports summer meetings as well. He added that the Board will be asked for feedback on the strategic plan in June (possibly July).

Chairman Barbadoro asked Governor Craven to give her report on the Presidential Search Committee. Governor Craven reported that the first meeting had just been held and went well. One of the committee's goals is to keep NECHE informed. Governor Craven also reported that the input from the Board and the community is very important. The Committee is starting with the job description. They plan to individually look at the prior one and make edits and or suggestions and come back mid May to work toward an updated version. They intend to focus on the duties the next President needs to do.

Reverend Hawker inquired about timelines. Governor Craven stated that where the community should be involved, it may need to wait until the Fall where the year is coming to a close. Governor Craven described her experience on another Presidential search committee. She shared the importance of the BOG sharing their input on best way to move forward. She added the importance of ensuring the President has the appropriate vision.

Chairman Barbadoro asked for the presentation from the Finance Committee. Governor Brogna reported that everyone had received the packet and reviewed the various assumptions presented. The Committee is asking for approval of the 2020 Budget. A note was added that the 725K grant was not within the budget.

Governor Brogna thanked administrators for preparing and for their hard work controlling expenses. She added that things could change and result in the need to relook at the budget but at this time would like to present this budget. This budget included 500K for capital expenditures as well.

Governor Craven commended all for presenting an almost level funded budget. Governor Clarke inquired as to where the shortfall will come from. Ms. Brogna responded that it would come from the reserves. Governor Brogna added that they conducted a very lengthy review and that administration has done their best to control expenses. Governor Brogna noted Dr. Koocher's efforts in maximizing classrooms.

Chairman Barbadoro opened for questions.

Governor Clarke asked about the assumptions/scenarios holding constant. Specifically, will we have the same operating expenses with less enrollment. President Bellotti noted

and Mr. Ahern also confirmed that the adjuncts line item is the biggest expense. Governor Clarke asked about other areas such as the Registrar's Office. President Bellotti cited these are variable and need ongoing discussions. Governor Brogna expressed that the Committee questioned every vacancy, every line. Governor Brogna stated what we see is what it is needed to run. President Bellotti added that as part of the plan with NECHE, discussions need to be ongoing. Governor Brogna mentioned the Summer Bridge Program for High School students – President Bellotti added that it is important to get the High School students thinking about Quincy College.

Governor Brogna discussed the nursing program and how the numbers will be monitored.

Chairman Barbadoro opened for questions.

Governor Clarke inquired about whether the amount coming out of the reserve is capped. Chairman Barbadoro stated that we cannot cap and that if there is shortfall, the money needs to be pulled from the reserve. He reiterated the need for ongoing discussions.

Father Hawker mentioned the vacancy for Associate Dean of Educational Partnership and the importance of such a position. Dr. Koocher explained that this position is being reviewed as part of the strategic plan and that keeping it vacant right now saves the College funding. He added that as new partnerships are created, he may seek to fill the position. President Bellotti added that every opening is being reviewed carefully and looked at organizationally as a whole.

The Board had discussions with regard to the different assumptions and that current recommendation is a 3% tuition increase. The 3% puts Quincy College in the middle as compared to other community colleges in the area.

Chairman Barbadoro commended President Bellotti, Dr. Koocher and all staff for holding the line. He recognized that a budget has been presented that is flexible. Chairman Barbadoro thanked the Unions for their continued support.

President Bellotti also thanked Mr. Ahern for his work on the budget, creating flexibility and for keeping everyone focused. He also acknowledged Units D and E for their sacrifices in recent years. He added that the unions and the staff cannot be thanked enough.

At 7:10PM, Governor Hanley made a motion to approve the budget for fiscal year 2020 as presented to include a 3% tuition increase. Governor Craven seconded the motion. There was no discussion on the motion. On the motion the following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Ms. Brogna; Mr. Carroll; Ms. Clarke; Ms. Craven; Mr. Hanley; Father Hawker, Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Chairman Barbadoro suggested that as a courtesy, a full copy of the budget be sent to the Mayor's Office.

Father Hawker raised discussion with regard to working with the High School. President Bellotti referenced Matt Delaney's work in speaking with students at QHS. He cited the unions support in Mr. Delaney assisting in reinforcing relationships in the Plymouth area. Father Hawker recommended David McCullom as a speaker in which the President stated he would strongly consider.

Father Hawker congratulated President Bellotti on his upcoming honor through the Gavin Foundation.

At 7:16PM, Governor Shea made a motion to enter into Executive Session. The motion was seconded by Governor O'Toole. There was no discussion on the motion. On the motion the following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Ms. Brogna; Mr. Carroll; Ms. Clarke; Ms. Craven; Mr. Hanley; Father Hawker, Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

At 8:04PM, Governor Clarke made a motion to leave executive session and to reopen the public session. Motion was seconded by Governor Shea.

At 8:05 PM, Ms. Brogna made a motion to adjourn the meeting. The motion was seconded by Ms. O'Toole. There was no discussion on the motion and the meeting adjourned.