

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF JANUARY 18, 2018

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 6:25 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Mr. Thomas Feenan, Chairman of the Board of Governors; Mr. Christopher Bell, First Vice Chair of the Board of Governors; Ms. Barbara Clarke, Second Vice Chair of the Board of Governors; Mr. Paul Barbadoro; Dr. Thomas Fitzgerald; Mr. Gregory Hanley; Father James Hawker; and Mr. Joseph Shea. Absent at the call of the member roll was: Mr. Michael Bellotti; Ms. Eileen Bevivino-Lawton; Mr. David McCarthy; and Ms. Carolyn O'Toole. A quorum was present.

Also present were: 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 Information Technology and Mission Support; Mr. Stephen Kearney, Assistant to the President; Mr. Martin Ahern, Director of Finance; Mr. William Hall, Director of Administrative Services and Facilities; Mr. Robert Bostrom, Associate Academic Dean; as well as other members of the College community and the public.

Mr. Bellotti arrived at 6:28 PM.

The pledge of allegiance was recited. Father Hawker offered a prayer and a remembrance of members of the College community who recently passed away.

Chairman Feenan 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 Chairman Feenan's invitation. Chairman Feenan repeated his invitation. Again, there was no response. Chairman Feenan declared the Open Forum portion of the meeting closed.

The members reviewed the minutes of November 30, 2017. Motion by Mr. Bell that the Board of Governors approve the minutes of the meeting of November 30, 2017, as presented. The motion was seconded by Mr. Bellotti. There was discussion on the motion. Ms. Clarke moved that the minutes be amended such that page 2, paragraph 2 include the categories in which Quincy College scored higher in the Community College Survey of Student Engagement (CCSSE); and that pages 3 and/or 4 include a statement that the College's Nursing Program is on Approval with Warning Status by the Massachusetts Board of Registration in Nursing (BORN). Mr. Bellotti seconded the Motion to amend the minutes of November 30, 2017. The following members of the Board

of Governors voted in favor of the motion to approve the minutes as amended: Mr. Bell; Mr. Bellotti; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Father Hawker; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. Mr. Barbadoro voted "present." The motion was adopted.

Next, Chairman Feenan presented his report. The Chair reported that President Tsaffaras is being recognized by the Salvation Army and will receive an award at an event on Thursday, May 17, 2018. There was discussion among the members. The Chair also reminded each of the members to complete their Statement of Financial Interest (SFI) and submit it to the State Ethics Commission.

Next, the Chair introduced Peter H. Tsaffaras to present the President's Report. The President reported that Ms. Kim Howard had been appointed as the new Vice President for Human Resources; and that Ms. Howard is extremely qualified and will be an excellent fit. The President reported that Ms. Susan Whitehead, Director of Library Services, gave notice of her retirement effective June 01, 2018; the libraries have experienced explosive expansion under her leadership. The President reported that Ms. Edith Pemberton, Professor of Nursing, had given notice of her intention to retire effective the end of the Academic Year; Ms. Pemberton has indicated a desire to continue working on a part-time basis. The President reported on discussions between County Cork Ireland and the City of Quincy which will take place the first week of February; it is expected that an Economic Development Memorandum of Agreement will be signed by the City and County Cork. The President and Sr. Vice President Dr. Mary Burke may travel to County Cork in October. The President reported on two (2) charts-of-the-month; the first reported on Winter Intersession credits, and the second reported on the Student Satisfaction Survey in which Quincy College increased in every single category as rated by our students. The President reported that the Men's Basketball team recently beat Cathedral High School and moved from #10 in the country to #9.

Next, the Chairman took the reports of the Committees.

The Finance & Facilities Committee met on Tuesday, January 16, 2018. Mr. Barbadoro, Chairman of the Finance & Facilities Committee, presented the report of the Finance & Facilities Committee. Using a PowerPoint presentation, Mr. Barbadoro reported on the November Year-to-Date Financial Report and the Fiscal Year 2018 Year to Date Revenue Tracking Report. Mr. Barbadoro reported a positive cash flow as of November 30, 2018, of \$3,156,449.00. Mr. Barbadoro reported that the College achieved 111.03% of its budget goal for all semesters year-to-date. Mr. Barbadoro reported that the Finance & Facilities Committee voted to recommend that the Board of Governors approve a budget transfer from Operating Income to the Unrestricted Fund Balance in the amount of Five million, Five hundred and Ninety Four thousand, Seven hundred and Ninety Six dollars (\$5,594,796.00).

Motion by Mr. Hanley that the Board of Governors approve a budget transfer from the Operating Income to the Unrestricted Fund Balance in the amount of Five million, Five hundred and Ninety Four thousand, Seven hundred and Ninety Six dollars

(\$5,594,796.00). The motion seconded by Dr. Fitzgerald. There was discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Father Hawker; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, Ms. Clarke presented the report of the Personnel & Programs Committee for Ms. O'Toole, Chair of the Personnel & Programs Committee. The Personnel & Programs Committee met on January 16, 2018. Ms. Clarke introduced Dr. Mary E. Burke, Senior Vice President for Academic Affairs, who reported on accreditation and regulatory issues. Dr. Burke reported that the Surgical Technology program recently had an accreditation review and visit from the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). The ARC/STSA accrediting team reported "[T]here were no areas of concern identified during the On-Site Evaluation of the Quincy College surgical technology program on November 20, 2017." Dr. Burke reported that it is virtually unheard-of to have no areas of concern. Dr. Burke reported that the Massachusetts Board of Registration in Nursing (BORN) will be coming to the College to conduct a site visit of our Nursing programs. This is part of the follow-up relative to the Approval with Warning status that BORN assigned to the College last year. BORN had scheduled the College for a hearing before the BORN Board in February; however BORN postponed the College's hearing and scheduled a verification visit. Findings from the verification visit will be used as part of their assessment and report to the BORN Board in March. Dr. Burke reported that Accreditation Commission for Education in Nursing (ACEN) also has scheduled a site visit of the College for April 3 and April 4, 2018. The ACEN visit team will only be looking at and evaluating the Practical Nursing (PN) program during their visit.

Ms. Clarke introduced President Tsaffaras who reported on a new position (Program Manager, Academic Affairs) and the reasons why the College regards the position as necessary. The Program Manager, Academic Affairs position will be focused on steering the College's applications for four (4) year degree programs through the Massachusetts Department of Higher Education and the various accrediting and regulatory entities. There is no one on campus that can take on this task as an "additional duty" and it is important enough and complicated enough to require a full-time person focused on and dedicated to the task of obtaining approval for the current and future degree programs for which we will seek four (4) year degree status.

Motion by Ms. Clarke that the Board of Governors approve the new position and job classification/specification of Program Manager, Academic Affairs. The motion was seconded by Mr. Hanley. There was discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Father Hawker; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, Mr. Hanley, Chair of the Strategic Planning Committee, presented the report of the Strategic Planning Committee. Mr. Hanley reported that the Board is down one (1)

member, Mr. William Boozang who resigned from the Board of Governors, and may soon be down two (2) members as Mr. David McCarthy was recently elected to the City Council and indicated an intention to resign from the Board of Governors. Chairman Feenan stated that the College has sent letters to the Mayor of the City of Quincy, the President of the Quincy City Council, and the President of the Quincy City School Committee. The College is waiting to hear from each of them regarding their respective appointments to the Appointing Committee which appoints new members to the Board.

Old Business

Mr. Barbadoro addressed the issue of Tuition Remission benefits being extended to the members of the Board of Governors. Mr. Barbadoro stated that he believes it is an ethical violation for the Board to vote a benefit to itself. Mr. Barbadoro stated to Chairman Feenan that if at some point he wished to re-visit the issue that Mr. Barbadoro would be happy to assist. Chairman Feenan assigned the By Laws Committee to review the matter of the Board of Governors extending Tuition Remission benefits to members of the Board of Governors. Chairman Feenan further appointed Mr. Shea to serve as a member of the By Laws Committee.

New Business

Chairman Feenan stated that he would entertain a motion that the College purchase a table or two at the Salvation Army event scheduled for Thursday, May 17, 2018 at which President Tsaffaras is being recognized by the Salvation Army and will receive an award.

Motion by Mr. Hanley that the College purchase three (3) tables at the Thursday, May 17, 2018, Salvation Army event. Motion seconded by Mr. Bellotti. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Father Hawker; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Ms. Clarke reported that the Association of Governing Boards (AGB) has their annual meeting this year in April in San Francisco. Mr. Clarke has found the AGB annual meeting to be very informative and helpful to her in her service on the Board. Mr. Bell stated that he has sent email messages to members to determine their interest in attending the annual meeting. Mr. Bell stated that he would send out another email message to members of the Board. Chairman Feenan stated that if members do attend, they should be prepared for a lot of work; the AGB events are not a junket.

Executive Session

Motion by Mr. Shea that the Board of Governors, pursuant to the provisions of the Massachusetts General Laws, Chapter 30A, section 21(a) (6), enter into an executive session to consider the purchase, exchange, lease or value of real property because, as declared by the Chairman, discussion in open session may have a detrimental effect on the negotiating position of the College, and to reconvene in Open Session for the purpose of adjournment. The motion was seconded by Mr. Hanley. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion

to enter into executive session: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Father Hawker; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted and at 7:30 PM the members entered into executive session. Other than the Board of Governors, no individuals remained in or were present at the Executive Session. The Board of Governors adjourned at 9:15 p.m.