

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF JUNE 15, 2017

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 6:06 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; Mr. Christopher Bell., First Vice Chair of the Board of Governors; Mr. Michael Bellotti; Mr. Thomas Feenan, Chairman of the Board of Governors; Father James Hawker; Mr. David McCarthy and Mr. Joseph Shea. Absent at the call of the member roll was: Ms. Eileen Bevivino-Lawton; Ms. Barbara Clarke, Second Vice Chair of the Board of Governors; Dr. Thomas Fitzgerald; Mr. Gregory Hanley; 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; Joseph Mercurio, Senior Vice President for Administration and Finance; Mary Scott, Vice President for Human Resources; Stephen Kearney, Assistant to the President; Tom Pham, Vice President for Information Technology and Mission Support; Dr. Kimberly Puhala, Associate Vice President for Institutional Research and Assessment; Martin Ahern, Director of Finance; William Hall, Director of Administrative Services and Facilities; Dean Robert Baker; Dean William Brennan; Dean Vincent Van Joolen; Interim Dean Lori Koehler; as well as other members of the College community and the public.

The pledge of allegiance was recited. Father Hawker offered a prayer and a moment of silence for members of the College community who have passed away including: Nu Tang, mother of Ms. Jenny Chan, Associate Director of Student Records; Francis X. Maloney, father-in-law of Ms. Cathie Maloney, Director of Student Records and Registrar; and John Michael "Jack" Burke, father of Mary Burke, Sr. Vice President for Academic Affairs.

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 April 20, 2017. Motion by Mr. McCarthy that the Board of Governors approve the minutes of the meeting of April 20, 2017, as presented. The motion was seconded by Father Hawker. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion to approve the minutes: Mr. Bell; Mr. Bellotti; Mr. Feenan; Father Hawker; Mr. McCarthy and Mr. Shea. There were no votes in opposition to the motion and no abstentions. Mr. Barbadoro voted "present." The motion was adopted.

Governor Barbara Clarke arrived at 6:17 PM. Governor Thomas Fitzgerald arrived at 6:21 PM.

Next, the Chairman took the report of the President. The President reported that Installation of the SynDaver® synthetic human cadaver is complete and the SynDaver® is being used by multiple programs. The President reported on changes to academic advising and faculty advisors; athletics and the hiring of an Athletic coordinator – John Motroni Inter-institutional Affairs and the fact that the College now has over 100 articulation agreements for various programs at other institutions in New England. Workforce Development and a SNAP grant which provided a \$243,000 reimbursement; and introduction of an Honors Program.

The President distributed packet to the members. Included in the packets were the obituary for John “Jack” Burke, the father of Dr. Mary E. Burke, Sr. Vice President of Academic Affairs; two (2) Charts-of-the-Month, Headcount and FTE from 2006 to 2016 and Student/Faculty Ratio from 2008 to 2016. The president stated that a Student/Faculty Ratio of 18-1 is an envious ratio in higher education. In addition, the President distributed a NY Times newspaper article entitled: “The Cuomo College Fiasco.” The President reported that none of the terms of the members of the Board are expiring this year. The President reported the appointment of Mr. Joseph Arangio as Sr. Vice President of Finance. The President presented to the members a video of the Library Project that was developed by the College’s Marketing Department.

Next, the Chairman announced that he wanted to take Agenda Item No. 8, Year End Audited Financials for FY2016, out of order and introduced Mr. James E. Powers and Mr. Todd Jurczyk of Powers & Sullivan, LLC, Certified Public Accountants. Mr. Powers and Mr. Jurczyk took the members through the Financial Statement and Management Letter. Mr. Powers and Mr. Jurczyk reported that everything is in good order and no material weaknesses nor significant deficiencies were found. They stated that the Governors should have a very high degree of confidence in any financial reports presented to them.

Next, the Chairman returned to agenda and took the reports of the Committees.

Mr. Barbadoro, Chairman of the Finance & Facilities Committee presented the report of the Finance & Facilities Committee. Mr. Barbadoro took the members through the Draft Financial Report. There was discussion among the members. Mr. Barbadoro addressed the questions of the members. Mr. Barbadoro reported that there were three (3) budget transfers that were considered and approved by the Committee at its meeting. The members reviewed the request for three budget transfers. After an explanation by the President, Mr. McCarthy moved that the Board of Governors approve the three budget transfers as presented in vote number BOG 19-17. The motion was seconded by Mr. Shea. There was no discussion on the motion. The following members voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Father Hawker; Mr. McCarthy, Ms. O’Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Mr. Barbadoro reported that the Finance & Facilities Committee had voted at its meeting to approve the establishment of a Workers Compensation Reserve Fund. There was discussion among the members. At the conclusion of the discussion, a motion was made by Mr. Bell that the Board of Governors approve the establishment of a Workers Compensation Reserve with an initial funding of \$100,000 as presented in vote number BOG 20-17. The motion was seconded by Mr. Shea. There was no further discussion on the motion. The following members voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Father Hawker; Mr. McCarthy, Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Ms. O'Toole, Chair of the Personnel & Programs Committee presented the report of the Personnel & Programs Committee. Ms. O'Toole reported regarding the College's accreditation. The Commission on Accreditation in Physical Therapy Education (CAPTE), the accrediting entity for the Physical Therapy Assistant Program, granted approval to the Physical Therapy Assistant program just 72 hours prior to the first pinning ceremony on May 24, 2017. Ms. O'Toole reported on the College's ability to offer online programs. The New England Association of Schools and Colleges (NEASC), the Colleges accrediting entity, views the offering of online programs as a "substantive change." In 2015, the College had prepared the forms to request the "substantive change" from NEASC; however, the forms were not submitted. In 2016, the College submitted the forms to request the substantive change from NEASC; however, some of the forms attached were no longer being used by NEASC, necessitating yet another redraft. Dr. Mary Burke, Sr. Vice President for Academic Affairs and Dr. Michael Marrapodi will redraft the request for this substantive change and will seek informal input from NEASC. The College will then resubmit the formal request to NEASC for consideration in September 2017..

Ms. O'Toole reported that the Personnel & Programs Committee voted at its meeting to approve three (3) new programs: 1.) Associate Degree in Biology; 2.) Associate Degree in Science Engineering; and 3.) Linux Systems Administration Certificate. The members reviewed the request for approval of three new programs. Mr. Barbadoro moved that the Board of Governors approve the three new programs as presented in vote number BOG 21-17. The motion was seconded by Mr. Shea. There was no discussion on the motion. The following members voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Father Hawker; Mr. McCarthy, Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Ms. O'Toole expressed her enthusiasm regarding the progress of the College, the quality of the faculty, the level of education of the faculty and the quality of the programs being offered at the College.

Ms. O'Toole introduced the President who distributed the Vacancy Report to the members and reported on the document. The President pointed out that the Vacancy Report now has an additional column showing the length of time each position has been vacant. This additional column was requested by Ms. Barbara Clarke at a previous meeting.

There were questions by the members and discussion among the members. The President addressed questions presented by the members. The members praised Ms. Dr. Kimberly Puhala and Mr. Roger White, both of whom left their employment with the College earlier this year to pursue other endeavors.

Ms. O'Toole reported that the Personnel & Programs Committee at its meeting voted to put forth three (3) proposed mascot/team names for the College's athletic teams. The three names approved by the Committee were: the GRANITEERS, the JAGUARS, and the PRESIDENTS. There was much discussion and debate among the members. At the conclusion of the discussion, a motion was made by Mr. Shea that the Board of Governors approve "GRANITE" as the mascot/team name for the College's athletic teams. The motion was seconded by Mr. McCarthy. There was no further discussion on the motion. The following members voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Clarke; Dr. Fitzgerald; Mr. McCarthy, Ms. O'Toole; and Mr. Shea. Mr. Feenan abstained from the vote. Father Hawker voted in opposition to the motion. The motion was adopted.

Next, the Chairman reported that in light of the coming summer break and in keeping with the recent practice of the Board, that he would entertain a motion for delegation of so-called summer authority to the President. Mr. Shea moved that until the next regularly scheduled meeting of the Board of Governors, that the Board of Governors delegates to the President authority to take such action as the Board acting within its authority might otherwise take in consultation with and upon the advice of the Chairman or Vice Chairs of the Board, as is deemed necessary or desirable, as presented in vote number BOG 24-17. The motion was seconded by Mr. Barbadoro. There was discussion on the motion. The following members voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Father Hawker; Mr. McCarthy, Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Old Business

There was no Old Business.

New Business

There was no New Business

Chairman Feenan recognized Mr. Louis Rizoli for Mr. Rizoli's outstanding work in assisting the College in the successful effort to receive baccalaureate degree granting authority.

Executive Session

Motion by Mr. Bell that the Board, pursuant to the provisions of the Massachusetts General Laws, Chapter 30A, section 21(a)(6), enter into an executive session to consider the lease 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 Dr. Fitzgerald. 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; Father Hawker; Mr. McCarthy; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted and at 7:51 PM the Governors entered into executive session. At the request of the Chair, President Tsaffaras, Mr. Mercurio, Mr. Kearney, and Mr. Louis Rizoli participated in the executive session with the Governors.

Motion by Mr. Barbadoro that the Board close the executive session and return to open session for the purpose of adjournment. The motion was seconded by Mr. Bell. There was no discussion on the motion. The following Governors voted in favor of the motion to return to open session: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Father Hawker; Mr. McCarthy; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted and at 9:12 PM the Governors returned to open session.

At 9:14 PM, motion by Mr. Barbadoro to adjourn the meeting of the Board of Governors. Motion seconded by Mr. Bellotti. There was no discussion on the motion. The following Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Father Hawker; Mr. McCarthy; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted and the meeting was adjourned.