

**QUINCY COLLEGE  
BOARD OF GOVERNORS**

**MEETING OF MARCH 24, 2016**

**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 6:15 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; Ms. Eileen Bevivino-Lawton; Mr. William Boozang; Dr. Thomas Fitzgerald; Mr. Gregory Hanley; Ms. Carolyn O'Toole; and Mr. Joseph Shea. Absent at the call of the member roll were: Mr. Paul Barbadoro; Ms. Barbara Clarke; Ms. Maureen Glynn; and Rev. James F. Hawker. 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; Aundrea Kelley, Senior Vice President for Academic Affairs; Ms. Mary Scott, Vice President for Human Resources; Stephen Kearney, Assistant to the President; Ms. Mary Burke, Vice President/Dean of the Plymouth Campus; 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; Dean Linda Pendergast; as well as other members of the College community and the public.

The pledge of allegiance was recited.

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 was no response. Chairman Feenan declared the Open Forum portion of the meeting closed.

The members reviewed the minutes of January 21, 2016. Motion by Mr. Hanley that the Board of Governors approve the minutes of the meeting of January 21, 2016, as presented. The motion was seconded by Mr. Bell. 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; Ms. Bevivino-Lawton; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. Mr. Boozang voted "present." The motion was adopted.

Chairman Feenan then presented his report. The Chair reported that the Tri-Board Dinner meeting would occur on April 13, 2016 at the Neighborhood Club for the purpose of building collaboration and cooperation among the Board of Governors, College Courses, Inc., and the Quincy College Trust. The Chair reported that the Appointing

Council would meet on April 20, 2016 and members of the Board are welcome to attend. The Chair reported that the next meeting of the Board of Governors is scheduled for April 21, 2016, and that the Board will have a public hearing on the Budget starting at 6:15 PM and the Board meeting starting at 6:30 PM. The Chair appointed Mr. Boozang to the Personnel and Programs Committee to replace Mr. Hanley on that Committee, and appointed Mr. Hanley to the Finance and Facilities Committee. The Chair appointed/promoted Ms. Glynn to the position of First Vice Chair of the Board of Governors, and appointed Mr. Bell to the position of Second Vice Chair.

Ms. Maureen Glynn arrived at 6:32 PM. Ms. Barbara Clarke arrived at 6:34 PM.

Next, the Chairman took the report of the President. The President reported that the Home Rule Petition was reported out of Joint Committee on Higher Education as “ought to pass” and moved on to the House Ways and Means Committee. The bill as amended would include Quincy College in the MassTransfer program as well as granting to the College the authority to award four-year degrees.

The President reported on the Chart-of-the-Month which showed the College’s Spring Enrollment 2015-2016. The chart showed an increase in headcount of 1.8% overall at the College and an increase of 19.9% at the Plymouth Campus. Mr. Hanley spoke of Vice President Burke’s work, her community outreach with the Plymouth Sheriff’s Department with inmates, efforts to create an aquaculture training program, organizing the College’s involvement in the Polar Plunge, and, among other things, organizing the St. Patrick’s Day event in Kingston.

The President reported on the College’s International Program which was recently certified by the Department of Homeland Security. This recertification petition had been under review for the past five years and should have only taken approximately 6-8 months. As a result of this recertification, the College can offer new courses to international students and can offer courses at the Plymouth Campus to international students. There was a sound round of applause for Ms. Lisa Stack.

The President reported that Ms. Rose Devito just passed thirty-six (36) years of service and is the employee with the most years of service.

The President reported that the College just entered into Articulation Agreements with both Newbury College and Northeastern University.

Next, the Chairman took the report of the Personnel and Programs Committee. Ms. Barbara Clarke, Chair of the Personnel and Programs Committee, presented the report. Ms. Clarke reported that at the last meeting of the Committee, there was not a quorum. Ms. Clarke reported that the members of the Committee who were present received much useful information on topics including the NEASC Self Study, the Physical Therapist Assistant Program, the Robotics Program, the ACEN review team report, the FY2017 Budget Development Process, a personnel changes spreadsheet, and a professional development spreadsheet.

Next, the Chairman took the report of the Finance and Facilities Committee. Mr. Bell, Chairman of the Facilities and Finance Committee, presented the report. Mr. Bell began his report by welcoming Mr. William Boozang back to the Board of Governors, and expressed appreciation to Ms. Mary Jo. Brogna for her service to the Board. Mr. Bell congratulated Ms. Glynn on her appointment as First Vice Chair of the Board. Mr. Bell reported on the Balance Sheet of January 2016 and the Revenue Tracking Report. Mr. Bell reported that all bank records and reconciliations are in agreement. Mr. Bell introduced President Tsaffaras to discuss Motion FFC 4-16/BOG 9-16 and Motion FFC 5-16/BOG 10-16.

**Motion FFC 4-16/BOG 9-16:**

1. FY15 Operating Income/Surplus:

From: Operating Income	7000-39500	-\$1,571,174
To: Unrestricted Fund Balance	7000-35900	+\$1,571,174

To transfer the operating income / surplus from FY15 into the unrestricted fund balance

**Motion FFC 5-16/BOG 10-16:**

1. Office of The President:

From: VP Academic Affairs	70580812-SIOIOI	-\$10,000
From: VP Admin & Finance	70580813-510101	-\$5,000
To: Presidents Department	70580811-570618	+\$15,000

To fund part time administration salaries for front desk coverage in Presidents Department.

2. Nursing Administration:

From: Nursing Salaries	70630814-510101	-\$65,000
To: HR — Consulting	70580826-530109	+\$65,000

To fund contractual commitment for the position of Dean of Nursing through June 30th.

Motion by Mr. Shea that the Board of Governors approve the budget transfers, BOG 9-16, as submitted and approved by the Finance and Facilities Committee. 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: Mr. Bell; Ms. Bevivino-Lawton; Mr. Boozang; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Ms. Glynn; Mr. Hanley;

Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Motion by Mr. Bell that the Board of Governors approve the budget transfers, BOG 10-16, as submitted and approved by the Finance and Facilities Committee. 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: Mr. Bell; Ms. Bevivino-Lawton; Mr. Boozang; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Ms. Glynn; Mr. Hanley; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Finance and Facilities Chair Mr. Bell next encouraged all members of the Board to attend the Budget discussion meeting of the Finance and Facilities Committee.

Motion by Dr. Fitzgerald that the Board of Governors refer the proposed Fiscal Year 2017 Operating and Capital Budgets to the Finance and Facilities Committee. The motion was seconded by Mr. Shea. There was discussion on the motion and questions as to when the "Budget Books" would be ready. The following members of the Board of Governors voted in favor of the motion: Mr. Bell; Ms. Bevivino-Lawton; Mr. Boozang; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Ms. Glynn; Mr. Hanley; 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 discussion among the members regarding Commencement at the South Shore Music Circus on Friday, May 27, 2016 at 12:00 noon. There was discussion among the members regarding Convivium scheduled for May 18, 2016, at 5:30 PM at Lombardo's in Randolph, MA.

### **New Business**

Ms. Clarke reported that she had signed-up for the annual meeting of the Association of Governing Boards (AGB) in Washington, DC, and also had signed-up for the pre-conference consisting of workshops from 8:00 AM- 7:00 PM all day on Saturday. Ms. Clarke stated that she would bring any materials to the following Board meeting to share with members.

At 7:35 PM, motion by Mr. Hanley to adjourn the meeting of the Board of Governors. Motion seconded by Mr. Bell. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bell; Ms. Bevivino-Lawton; Mr. Boozang; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Ms. Glynn; Ms. O'Toole; and Mr. Shea. Mr. Hanley voted in opposition to the motion. There were no abstentions. The motion was adopted and the meeting was adjourned.