

## **Board of Governors Finance and Facilities Committee**

### **Meeting Minutes**

The meeting of the Finance and Facilities committee was held on **Monday, June 6, 2022, at 5:00 p.m.** in the 7<sup>th</sup> Floor Conference Center at Quincy College, and by Zoom as allowed by the State of MA Emergency Open Meeting law due to the COVID 19 crisis. The member roll was called. The following members of the Finance and Facilities Committee were present at the call of the member roll: Mr. Gregory Hanley, Committee Chair; Mr. Paul Barbadoro, Chairman of the Board; Ms. Dolly Di Pesa and Mr. Joseph Shea. With four members being present, there was a quorum.

Also present: President Richard DeCristofaro  
Chief of Staff Jessica Cherry  
Provost and CAO Servet Yatin  
VP Martin Ahern  
VP Thomas Pham  
Executive Director of Marketing Matt McGowan  
Clerk of the Board of Governors Meaghan Sheehan  
Governor Robert Harnais

Mr. Hanley gave a recap of meeting on June 2 regarding the overview of the proposed budget. Members were given the homework of looking at the budget. He asked President to provide an overview to Mr. Shea and Mr. Harnais.

President DeCristofaro thanked Mr. Hanley and the Board and gave an overview of the proposed budget. He explained that this budget is about challenges and opportunities. Staff and committee members are available to talk and have met on the 2<sup>nd</sup>, the 6<sup>th</sup>, and will meet with the board on the 13<sup>th</sup>.

- In the June 2<sup>nd</sup> meeting, committee members looked at the trend in declining enrollment for colleges and discussed about new ways to increase enrollment and revenue, starting with the key questions of where Quincy College was, where it is right now and where it needs to be.
- The budget in review is a balanced budget. It assumes a 6% decline in enrollment and a 2.5% tuition increase with no increase in fees. It shows a decrease in use of CARES funding, which reflects the decrease in reliance on those funds, as Martin has shared with the board. The proposed budget also maintains QC reserves, which Martin reviewed with the committee on June 2<sup>nd</sup>.
- Opportunities have been researched and are being set in motion include:
  - o Quincy College Language Institute (QC can now issue F1 visas).
  - o Recruitment of students in the EL Program and enrollment to QC upon completion. The ESOL/HiSET Grant summer program has space for 55-60 students and Financial Aid will reach out to them.
  - o The LEAP Program (students with intellectual impairments), which has 11 students enrolled. Staff met with parents on campus, and everyone is very excited about their participation. The program is subsidized by QPS and its Special Education Department.
  - o Other summer opportunities include the expansion of ECHS from 150 to 250 and a summer program with two courses.

- The use of ENC dormitories for nursing students, which is the beginning of a nice partnership. A next step would be to offer the space to international students.
- Matt from Marketing and Communication is doing an extraordinary job. This team with faculty has created a lot of opportunities.

Mr. Hanley opened the discussion up to questions from the Committee

- Mr. Barbadoro had some questions relating to positions which were addressed by VP Ahern and Provost Yatin.

Mr. Hanley opened the meeting to questions from other governors.

Mr. Shea asked about enrollment trends.

- President DeCristofaro answered that the goal is to reach the FY21 level.

Mr. Shea had a question regarding adjuncts and if we hire as is needed.

- Provost Yatin answered that he is correct.

Mr. Shea spoke about the importance of athletics and emphasized that department helps enrollment.

- President DeCristofaro explained that there is no plan to cut athletics, in fact, QC is expanding with the addition of a hockey program.

Mr. Shea also asked about union contracts.

- Ms. Cherry answered that both unions have been expired for a year and a half and the Committee would like to commit for three years. The Committee is currently bargaining and will provide an update at Board meeting on June 13<sup>th</sup>.

Mr. Harnais asked for clarification regarding the reduction of 6% enrollment; how was that number decided on and is it based on FY21?

- Mr. Ahern answered that the Committee looked at the credits and sections offered by other colleges and did analysis with IR who came up with 5-8%. He added that the Board will come back in the fall and make adjustments as needed.

Ms. DiPesa asked why QC is only offering Early College High School to Quincy. She noted that for instance, there are Fontbonne students attending Quincy College.

- President DeCristofaro explained that Early College is a state approved program only at Quincy Public Schools at this time, but they can certainly look into expanding. He added that the Dual Enrollment program includes schools in Marshfield, Weymouth and Duxbury, and they can certainly approach Fontbonne about participating.
- Mr. Hanley noted that last year the Board discussed increasing typical collegiate population through Dual Enrollment and Workforce Development, and that industry predictions led QC to develop workforce development partnership with JVS. He added that the partnership is going to be phenomenal, and that management is taking proper steps to make sure revenue is coming in.

Ms. Di Pesa also asked if the Committee should discuss other scenarios and make plans relating to revenue decline in case the 6% projections is higher. That way QC will be prepared in September.

- President DeCristofaro responded that if the projection is off, they will adjust and come back to the Committee.

- Mr. Barbadoro explained that part of the issue is if the decline is higher than predicted, they will need to identify where the lack is and that is hard to predict. He noted that Mr. Ahern has been great at keeping the Board informed and reiterated that if there is an issue, they will come back to it in September.
- Mr. Hanley noted that the CARES funding has been put aside for this purpose, and Mr. Ahern added that the contingency reserve provides some wiggle room and a cushion on top of the 6%.

Mr. Hanley asked if there were any other questions. There were no additional questions.

Recommendation was made to put the budget on Quincy College website in preparation for the Public Hearing on 13<sup>th</sup>. It was noted that the Public Hearing is for comments, only; no questions will be answered.

Mr. Shea motioned to approve FY23 budget as presented, including budget summary with agendas, and to present at public hearing and Board meeting in the fall, and to put the budget on QC website. Chairman Barbadoro seconded the motion. The following Committee members voted in the affirmative: Committee Chair, Gregory Hanley, Ms. Dolly Di Pesa, Mr. Joseph Shea and Chairman of the Board, Paul Barbadoro. Four members voting in the affirmative and the motion was adopted.

There was some discussion on budget timing, the role of the Board in this process and by-laws and legislation. Mr. Barbadoro told the Chair of the Committee to recommend changes.

Mr. Shea stated the Appointing Committee needs to meet about new members. He will send out letters to the three Chairs to appoint members to committee. The last Board meeting is August 4<sup>th</sup> and member terms end August 31<sup>st</sup>.

Meeting adjourned at 6:07pm.