

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF MARCH 26, 2015

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 6:30 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Thomas Feenan, Chairman of the Board of Governors; Paul Barbadoro, Esq.; Ms. Eileen Bevivino-Lawton; Ms. Barbara Clarke; Dr. Thomas Fitzgerald; Reverend James Hawker; Ms. Carolyn O'Toole; and Mr. Joseph Shea. Absent at the call of the member roll were: Ms. Mary Jo Brogna, Vice Chair of the Board of Governors; Ms. Maureen Glynn Carroll, Second Vice Chair of the Board of Governors; Mr. Christopher Bell; Mr. William Boozang; and Mr. Gregory Hanley. A quorum was present.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Aundrea Kelley, Vice President for Academic Affairs; Joseph Mercurio, Vice President for Administration and Finance; Mary Scott, J.D., Vice President for Human Resources; Stephen Kearney, J.D., Assistant to the President; Ms. Mary Burke, Associate Vice President/Dean of the Plymouth Campus; Tom Pham, Associate Vice President for Communications and Information Technology; Dr. Kimberly Puhala, Associate Vice President for Institutional Research and Assessment; Susan Bossa, Associate Vice President for Student Development; Taggart Boyle, Director of Communications and Marketing; Martin Ahern, Director of Finance, as well as other members of the College community and the public.

Pledge of allegiance was recited. A prayer was offered by Reverend James Hawker.

Mr. Boozang arrived at 6:35 PM.

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. Ms. Maureen Chisholm, Instructor of Business, spoke to the members to express her support for the College moving to a four (4) year degree program. Chairman Feenan thanked Ms. Chisholm for her comments and declared the Open Forum portion of the meeting closed.

Motion by Reverend Hawker that the Board of Governors approve the minutes of its meeting of January 22, 2015, as submitted. The motion was seconded by Mr. Shea. 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. Barbadoro; Ms. Bevivino-Lawton; Mr. Boozang; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Rev. Hawker; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Mr. Hanley arrived at 6:50 PM. Ms. Glynn arrived at 7:02 PM.

Mr. Feenan then presented his report. The Chairman reported that the Quincy College Trust ran their 1st Annual St Patrick's Day fundraiser at the Garibaldi Club in Plymouth on March 5, 2015. There was a huge crowd and even more snow. The event was run by Governors Greg Hanley and Eileen Bevivino-Lawton as well as the Trust officers. Governor Joseph Shea entertained with his wit and wisdom as Carnac and Gov. Hanley helped goad him on as the Master of Ceremonies. The Irish Dancers were fantastic and just added to the merriment. It was well attended by staff, teachers and Board members. The Chairman reported that the Personnel and Programs Committee Meeting was held on 3/9/15 and expressed thanks to Board members who attended. The Chairman reported that the Finance and Facilities Meeting was held on 3/19/15 and expressed thanks to Board members who attended. The Chairman reminded the members of a busy time period coming up with the Finance Committee Meetings scheduled for April 02 and a possible meeting scheduled for April 09 if the work is not completed at the meeting on April 2d meeting. The Chairman reminded the members of certain calendar items, including: 4/8/15- Personnel and Programs Committee; 4/23/15- Board of Governors Meeting and approval of the Budget; 5/7/15 Convivium; 5/11/15- Personnel and Programs Meeting; 5/21/15 Board of Governors Meeting; 5/28/15 Pinning Recognition Ceremony; and the 5/30/15 Spring Commencement. The Chairman asked that the members try to attend some of the more public events to celebrate with the faculty and staff the great strides the college has achieved.

President Tsaffaras then presented his report. The President reported to the members regarding the Admissions Department, the Financial Aid Department, the Facilities Department, the Marketing and Communications Department, the International Student Services Department, and their various initiatives. The President also reported to the members regarding the progression of the accreditation of the College's Criminal Justice Program through the Board of Higher Education; the increase in usage of the Library, Library Computer Lab, Collaboration Room, and reported on the Meet the Author event scheduled for May 4th at the Thomas Crane Public Library featuring Mr. Casey Sherman who co-authored the book "Boston Strong: A City's Triumph Over Tragedy." The President reported on the Natural and Health Sciences Department: their new genetics course being recently approved by the Senate; the recent hiring of an MLT coordinator; and the completion of the new BTC lab. The President reported on an online task force being formed to explore the acquisition of a new learning management system, and the launching of the first Quincy College MOOC (massive open online course). The President reported on the Professional Programs Division; the meeting of its 17 member Business Advisory Board; the hiring of two Quincy College interns by Quirk Auto Dealerships; and the new Engineering Technology Program which is a collaboration between Professional Programs and Natural and Health Sciences to build curriculum and build a new state-of-the-art lab. The President reported on the Non-Credit Division and their administration of 300 Hi-Set Tests for which the College is paid \$9.00 per test; and their administration of 160 Pearson-Vue tests for which the College is paid up to \$21.50 per test component.

Next, Ms. Janet Batson gave a presentation to the members updating them regarding the Quincy College Trust. Ms. Batson expressed appreciation to the College for the event at the Garibaldi Club in Plymouth and specifically thanks Ms. Susan Bossa and Ms. Mary Burke for their work.

Next, Ms. Clarke presented the report of the Personnel and Programs Committee. She commented that the Committee met and reported that the Committee approved a new travel policy and voted to recommend approval of the full Board.

Motion by Mr. Barbadoro that the Board of Governors approve the Travel Policy, as submitted. The motion was seconded by Mr. Boozang. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion to approve the Travel Policy: Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Boozang; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Ms. Glynn; Mr. Hanley; Rev. Hawker; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Ms. Clarke continued the report of the Personnel & Programs Committee. Ms. Clarke reported on the Physical Therapy Assistant Program site visit and the NEASC Self-Study process with the assistance of Ms. Aundrea Kelley. Ms. Clarke reported on the Employment Information Updates; Highlights from the AGB Luncheon Conference Panel held on February 18, 2015; the Incident Response/Threat Assessment Team update; and the status of the Department of Justice Research Grant Monies that might be available to assist with the implementation of the Violence Against Women Act.

Next, Mr. Barbadoro presented the report of the Finance and Facilities Committee on behalf of Committee Chair Christopher Bell who was absent. Mr. Barbadoro provided the Financial Report and reported that the Committee approved several budget transfers and voted to recommend approval of the following transfers by the full Board:

1. Institutional Research:

From: Science Salaries 70630856-510101	-\$10,000
To: Institutional Research P/T Salaries 70580814-570618	+\$10,000

2. City of Quincy, Central Services:

From: Office of The President Salaries 70580811-510101	-\$45,000
To: City Services 70890098-560904	+\$45,000

3. Administrative Services:

From: VP Admin & Finance Salaries 70580813-510101	-\$22,000
To: Repairs & Maintenance 70580831-520400	+\$22,000

4. Legal:

From: Nursing Salaries 70630814-510101	-\$40,000
To: Legal 70580811-530004	+\$40,000

5. Faculty Books:		
	From: VP Academic Affairs Salary 70580812-510101	-\$8,000
	To: Liberal Arts 70630818-570614	+\$8,000
6. Electricity:		
	From: Plymouth Salaries 70580823-510101	-\$35,000
	To: Electricity Quincy 70580831-520200	+\$30,000
	To: Electricity Plymouth 70580831-520201	+\$5,000
7. Workers Comp / Unemployment.		
	From: Office of The President Salaries 70580811-510101	-\$63,000
	To: Workers Comp 70890098-570703	+\$25,000
	To: Unemployment 70890098-570702	+\$38,000
8. Return to Fund Balance.		
	From: VP academic Affairs Salary 70580812-510101	-\$32,000
	From: Nursing Salaries 70890098-570703	-\$35,000
	To: Fund Balance 7000-35900	+\$67,000

Motion by Dr. Fitzgerald that the Board of Governors approve the eight (8) budget transfers, as submitted. The motion was seconded by Mr. Hanley. There was discussion among the members on the motion. President Tsaffaras and Mr. Mercurio addressed the questions posed by the members. The following members of the Board of Governors voted in favor of the motion to approve the Budget Transfers: Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Boozang; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Ms. Glynn; Mr. Hanley; Rev. Hawker; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Mr. Barbadoro continued the report of the Finance & Facilities Committee. Mr. Barbadoro provided information on the FY 2016 Budget Process and Guidelines including the Revenue Tracking Report and the Enrollment Indicator Report. Mr. Barbadoro provided the Facilities Improvement Update. There was discussion among the members and questions posed by the members. Mr. Barbadoro, President Tsaffaras and Mr. Mercurio addressed the questions posed by the members.

Next, Mr. Hanley presented the report of the Strategic Planning Committee. Mr. Hanley reported that the Committee approved a Home Rule Petition to seek authorization from the Legislature for Quincy College to offer four (4) year degrees and voted to recommend approval of the Home Rule Petition by the full Board. Mr. Hanley introduced Mr. Louis Rizzoli who informed the members of the process and benefits of the home rule petition. Presentations were made by Ms. Kelley, Dr. Puhala, and Mr. Mercurio. There was discussion among the members and questions posed by the members. The members' questions were addressed by Mr. Rizzoli, Ms. Kelley, Mr. Mercurio, and Dr. Puhala.

Motion by Mr. Barbadoro that the Board of Governors approve the Home Rule Petition, as submitted. The motion was seconded by Ms. Bevivino-Lawton. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion to approve the Home Rule Petition: Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Boozang; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Ms. Glynn; Mr. Hanley;

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

Mr. Hanley continued by asking the Chairman for a point of personal privilege to express Mr. Hanley's appreciation to all involved in making the St. Patrick's Day fundraiser at the Garibaldi Club a success, and, in particular, Ms. Mary Burke and Mr. Taggart Boyle..

Under Old Business, Chairman Feenan and President Tsaffaras discussed the need to have an appreciation dinner for former-chairman William Grindlay for his twelve (12) years of service on the Board.

Under New Business, the President distributed a proposed budget to the members and spent some time informing the members of the budgets contents and process.

Motion by Mr. Barbadoro that the Board of Governors go into executive session pursuant to Massachusetts General Laws, Chapter 30A, Sections 21(a)(1), to discuss the reputation , character, physical condition or mental health, rather than professional competence, of an individual, and pursuant to Massachusetts General Laws, Chapter 30A, Sections 21(a)(3), to discuss strategy with respect to litigation as the discussion of such in open and public meeting may have a detrimental effect on the litigating position of the College, and pursuant to Massachusetts General Laws, Chapter 30A, Sections 21(a)(6), to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiation position of the public body, and not to reconvene in open session. Motion was seconded by Ms. Glynn. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion to go into executive session: Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Boozang; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Ms. Glynn; Mr. Hanley; Rev. Hawker; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted. The Board took a recess at about 8:50 PM and convened in executive session at approximately 9:00 PM. The President and Mr. Kearney were the only non-members present in Executive Session.