

QUINCY COLLEGE
BOARD OF GOVERNORS

MEETING OF APRIL 26, 2011

Minutes

The meeting was called to order at 7:00 PM. The member roll was called. The following members of the Quincy College Board of Governors were present at the call of the member roll: Paul Barbadoro, Esq.; Christopher Bell; William Boozang; Mary Jo Brogna; Francis Byrne, Maureen Glynn Carroll; Barbara Clarke; Frederick Doyle, Esq.; William Grindlay, Chairman of Board of Governors; and Joseph Shea. Absent at the call of the member roll was Thomas Feenan and Pedro Viejo-Rodreguez.

Also present were: Peter Tsaffaras, Esq., President and Secretary of the Board of Governors; Anna B. Williams Vice President of Academics Affairs and substituting as assistant secretary for Robert E. Baker, Assistant to the President and Assistant Secretary of the Board of Governors, Pushap Kapoor, Vice President of Administration and Finance

Due to Mr. Baker being out due to illness the minutes of March 31, 2011 were not available. Governor Grindlay announced that the minutes would be presented for approval at the May meeting. Chairman Grindlay's report reminded the members of the Board of Governors that many College activities were approaching including the AND pinning ceremony on May 19, 2011 and Commencement on May 21, 2011. He hoped that the Governors would make an effort to attend the ceremonies.

President Tsaffaras gave his report indicating that the primary agenda item was the proposed FY2012 College Budget. This would be the first of 4 budgets he would present to the Board for consideration during his tenure as President. President Tsaffaras informed the Board of Governors that the College Mission Statement had been sent to the College Senate for review. The Senate submitted the Mission Statement to the appropriate Committee for review. The College Mission Statement had not been reviewed for more than five years. The Senate recommendation was then discussed by the College Senior Staff. The senior staff made minor revisions. Discussion ensued. A request was made by Governor Boozang to see both the existing mission statement and the revised statement before any vote was taken.

The President will have a completed reorganization chart on or before July 1, 2011. Since the last Board of Governor's meeting the position vacated by Robert Baker, Dean of Business and Public Service, has been filled by Sandra Smales, JD. Ms. Smales has been with the college since 1988. She is an outstanding Faculty member and was the 2010-2011 Faculty member of the year. Her new position becomes effective June 1, 2011.

Quincy College has been asked to participate in the Quirk Motor Group "Nissan Altima" give away. Members of the college will be the panel of judges for the contest which provided a car as the grand prize. The President reported.

President Tsaffaras stated that the budget before the Board of Governors has been approved by the Finance and facilities subcommittee. It represents the first of four budgets that the President will present during his term as President. The budget is predicated on developing a foundation for the college to grow.

It is the President's hope to increase the faculty by 20% over four years. This year the faculty will be increased by 10%. It selectively enhances other areas like Human Resources, Admissions, Financial Aid and infrastructure. Almost every department in the College is understaffed. The President thanked the Board of Governors on behalf of the Institution for their support.

Committee Reports:

BUDGET: Finance and Facilities committee report was given by the committee chair, Frank Byrne. Governor Byrne thanked the members of the Finance and Facilities committee, Deans and Finance Team for all of their hard work. The Finance and Facilities spent three hours going through the budget page by page and line by line. Mr. Byrne identified the following amendments to the budget as decided by the Finance and Facilities committee. Revenue from fees did not attain their budgeted amount this year, largely because lower international enrollment resulted in approximately \$400,000.00 less in fees. Mr. Grindlay proposed projecting fee revenue for FY 2012 at \$1,300,000.00.

It was discussed that the CFO position should be funded even if not filled immediately since the position reports to both the President and the Board of Governors. Also under the department headed "President", the members of the Subcommittee recommended that the "Legal External" expense line be reduced from \$100,000.00 to \$75,000.

Discussion regarding the assessment and review of stipends concluded with the request that a report be prepared identifying all of the stipends, amounts, and purpose of stipend is prepared so it could be evaluated to see if they were required.

It was explained that module managers would be 4 people paid a stipend to assist with the implementation of the new Jenzabar system. Mr. Grindlay discussed that any changes in the Unit E salary or work requirements had to be negotiated under the collective bargaining unit contract. The stipend for "module managers" was removed awaiting word for the Unit E union.

Mr. Boozang inquired about the reasoning behind the reduction of the Director of Career Services and Workforce Development position. President Tsaffaras explained that it was his belief that there was not a sufficient quantum of work being done through this office to justify a full time position. Additionally, the President wanted the Board to know that he spoke personally to both Vice Presidents and every person affected either positively or negatively by the budget himself in person.

President Tsaffaras explained that the Vice President of Administration and Finance had recommended the position be eliminated or reduced to half time. If more work was produced in the office then the position could be returned to a full time position. President Tsaffaras continued that we recognize that other institutions have more staffing but at this time.

Governor's Grindlay, Brogna, Boozang and Clarke commented on the need for an active and successful Career and Workforce Development program. Mr. Boozang discussed the new Federal mandates from the Department of Education regarding this type of work for Colleges and that requirement under NEAS&C may also require data about these functions. He continued that there are a lot of initiatives for money through state and federal programs and today we do very little with just a Perkins grant and scattered initiatives.

Ms. Clarke discussed that we needed a more robust workforce initiative with more outreach. She further discussed that there should be an examination into the effort in the office so that services could be

improved and expanded. She stated that if it was a productivity issue by personnel then that should be changed but the position was important. Mr. Boozang concurred.

President Tsaffaras stated that the position reduction was tangential to the budget.

Ms. Clarke made a motion to restore the position of Dir. of Career Services and Workforce Development to Full time in the budget. Mr. Boozang seconded the motion. Mr. Barbadoro, Mr. Boozang, Mr. Byrne, Ms. Carroll, Ms. Clarke, Mr. Doyle, and Mr. Grindlay voted in the affirmative, Mr. Bell, Ms. Brogna and Mr. Shea voted in the negative. Seven voting in the affirmative and three in the negative to motion passed.

A motion was made by Mr. Byrne to accept the budget as amended by the Finance and Facilities committee and further amended by Ms. Clarke. The motion was seconded by Mr. Barbadoro. 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. Boozang; Ms. Brogna; Mr. Byrne; Ms. Carroll; Ms. Clarke; Mr. Doyle; Mr. Grindlay and Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Grindlay expressed his gratitude to Governor Byrne, President Tsaffaras and the Administration for doing such a good job on the budget. It is his ninth budget and this was the clearest and least problematic.

Mr. Bell commented that without Mr. Grindlay the Finance Committee would still be there working on the budget.

PROPOSED TRANSFER: Mr. Byrne noted that there was one more piece of business which was to approve a transfer from the Perkins line to Nursing. The transfer is for an infant simulator for the Plymouth Campus. They did not have time to order from their own budget but would pay back the Perkins budget at a later time. Mr. Byrne made a motion to accept the transfer of money from Perkins Budget to Nursing; the motion was seconded by Ms. Brogna. 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. Boozang; Ms. Brogna; Mr. Byrne; Ms. Carroll; Ms. Clarke; Mr. Doyle; Mr. Grindlay; and Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

PRESIDENTIAL GOALS: Ms. Brogna reported that the Committee had met and was continuing to work on the Presidential Goals.

PERSONNEL AND PROGRAMS: No report

At 7:55 PM, motion by Mr. Shea that the meeting of the Board of Governors adjourn. The motion was seconded by Ms. Clarke. 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. Boozang; Ms. Brogna; Mr. Byrne; Ms. Carroll; Ms. Clarke; Mr. Doyle; Mr. Grindlay; and Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.