

**QUINCY COLLEGE  
BOARD OF GOVERNORS**

**MEETING OF SEPTEMBER 24, 2014**

**Minutes**

The meeting of the Board of Governors, held in the Hart Board Room, Room 706, 7<sup>th</sup> Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 6:37 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Paul Barbadoro, Esq.; Christopher Bell; William Boozang; Mary Jo Brogna, Vice Chair of the Board of Governors; Barbara Clarke; Thomas Feenan; Dr. Thomas Fitzgerald; Maureen Glynn, Esq., Second Vice Chair of the Board of Governors; Gregory Hanley; Reverend James Hawker; Carolyn O'Toole; Joseph Shea. Absent at the call of the member roll was William Grindlay, Chairman of the Board of Governors. A quorum was present. In the absence of Mr. Grindlay, the meeting was chaired by Ms. Glynn.

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; Robert E. Baker, J.D., Dean of the Academic Division of Liberal Arts and Assistant Secretary of the Board of Governors; Susan Bossa, Associate Vice President for Student Development and member of the Quincy College Trust; Nicole Crispo, Assistant City Clerk, City of Quincy.

The Pledge of Allegiance was recited.

A moment of silence was observed in honor of the memory of the wife of Lieutenant Daniel Minton of the Quincy Police Department.

President Tsaffaras then introduced to the members of the Board of Governors new faculty and staff members, providing a brief biography of each. Those introduced each addressed remarks to the members of the Board of Governors. Those faculty and staff introduced were: Dr. Diana Belanger, Assistant Professor of Science; Judy Benson, Admissions Associate; Robert Bostrom, Instructor of Math; Richard Bramante, Instructor of Computer Science and Engineering Technology; James Downey, Instructor of Accounting; Tyler Hilbert, Admissions Associate; Sharon King, Instructor of Medical Laboratory Technology; Ross Little, Instructor of Surgical Technology; Dr. Michael Marrapodi, Dean of Inter-Institutional Affairs and Online Programs; Dr. Mariana Matrajt, Instructor of Microbiology; Heidi McLore, Instructor of English; William Murphy,

Facilities; Dr. David Ricca, Assistant Professor of Science; Dr. Vincent van Joolen, Dean of Natural and Health Sciences. Not present but for whom biographies were presented by President Tsaffaras were: Joseph Graham, Resource Officer; Dr. Christine Rodday, Instructor/Clinical Coordinator of the Physical Therapy Assistant Program; Sharon Tilton, Chair of the Physical Therapy Assistant Program.

Also introduced was William Brennan, Interim Dean of the Academic Division of Professional Programs, who presented his biographical information.

President Tsaffaras then presented his report. He stated that he would provide for the members of the Board of Governors by Columbus Day a written report on the start of the new academic year. President Tsaffaras also presented the "Chart of the Month", which compared fall enrollments from 2013 to 2014 and demonstrated increases in FTEs from 2013 to 2014. He further explained the decrease in seat count as being due to the combination of science courses (three credits) and labs (one credit) into four (4) credit courses. President Tsaffaras credited Vice President Kelley and Vice President Mercurio and their respective teams for the increase in FTEs. President Tsaffaras continued with an explanation of the Flex schedule and expressed anticipation of further enrollments. President Tsaffaras added that although none of the standing committees of the Board of Governors has met since the last meeting of the Board of Governors, detailed financial information has been, and will continue to be, provided. He then described the major, ongoing, College-wide effort to prepare the NEASC self-study.

Ms. Brogna described the increase in online enrollment as remarkable. President Tsaffaras attributed that increase to an increase in the number of online offerings by the academic divisions, a concerted effort to increase online enrollments by the Plymouth Campus, online enrollments through NAGE, and the hard work by Dean Marrapodi in supporting and analyzing online offerings and content.

At 7:12 PM, the Chair called a brief recess to allow those new faculty and staff who earlier had been introduced to the members of the Board of Governors to depart. The meeting was called back to order at 7:16 PM, with all members of the Board of Governors who were present at the commencement of the meeting still present.

Mr. Shea, on behalf of Quincy City Councillor-at-Large Michael McFarland, Chair of the Quincy College Appointing Council, presented the report of the Appointing Council. Mr. Shea reported that the Appointing Council met twice, most recently on September 15, 2014, interviewed four (4) candidates for appointment to the Quincy College Board of Governors, and appointed to the Board of Governors, for a six (6) year term, Eileen Bevivino-Lawton. Additionally, Mr. Bell, Mr. Feenan, and Mr. Hanley were reappointed to the Board of Governors. Assistant City Clerk Crispo administered the oath to Ms. Bevivino-Lawton, who then addressed the Board of Governors, providing biographical

information and expressing her gratitude for her appointment. Assistant City Clerk Crispo then administered the oath to Mr. Bell, Mr. Feenan, and Mr. Hanley.

President Tsaffaras reminded the members of the Board of Governors that each has been provided with, and must return: a statement of financial interest; an affidavit of residency; a contact information form.

Ms. Clarke, Committee Chair, then presented the report of the Nominating Committee. Ms. Clarke distributed to the members of the Board of Governors the Board's By-Laws and reviewed for the members of the Board of Governors the duties and responsibilities of the offices of Chair, Vice Chair, and Second Vice Chair. Ms. Clarke also explained the duties of the Nominating Committee, as well as the nominating process as set forth in Robert's Rules of Order. Ms. Clarke continued that Ms. Brogna and Mr. Feenan each has expressed interest in serving as Chair of the Quincy College Board of Governors and that Ms. Brogna and Mr. Feenan are the recommendations of the Nominating Committee to serve as Chair, along with any other member of the Board who may express interest. Ms. Clarke continued that the Nominating Committee recommended nominations from the floor for the offices of Vice Chair and Second Vice Chair, but that it also recommended that the member who does not prevail as Chair be nominated for the office of Vice Chair and, if the election for Vice Chair is contested, that the member who does not prevail be nominated for Second Vice Chair.

Motion by Mr. Hanley that the Board of Governors accept the report of the Nominating Committee. 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: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Mr. Boozang; Ms. Brogna; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Ms. Glynn; Mr. Hanley; Reverend Hawker; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Hanley that nominations for the office of Chair of the Quincy College Board of Governors be closed. 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: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Mr. Boozang; Ms. Brogna; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Ms. Glynn; Mr. Hanley; Reverend Hawker; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Brogna and Mr. Feenan, as nominees for the office of Chair of the Quincy College Board of Governors, were then offered the opportunity to make statements in support of their respective candidacies and to answer questions from the members of the Board of Governors.

Ms. Brogna made a statement in support of her candidacy. Ms. Clarke asked Ms. Brogna if she had budget responsibilities in her current professional position. Ms. Brogna replied that she has responsibility for expenses in excess of \$20 million, and then further described her budget experience. Reverend Hawker asked Ms. Brogna what qualities and competencies the Chair of the Board of Governors needs that aren't necessarily possessed by other members of the Board of Governors. Ms. Brogna replied that among those qualities and competencies are a deep understanding of committee work, a good working knowledge of the Board of Governors, a recognition that each member of the Board of Governors brings something to the table, and the abilities to build consensus, establish an operational mission, and possess a strategic vision. Mr. Boozang asked where in the continuum of involvement should the Board of Governors fall. Ms. Brogna replied that the Board of Governors should support and drive the strategic mission, be a support to the College, and not be a rubber stamp.

Mr. Feenan then undertook his presentation, stating that the budget for his business is approximately \$2 million and that his business has assets under management of approximately \$95 million. In addressing Mr. Boozang's question, Mr. Feenan stated that the Board of Governors should work toward enhancing the faculty, spread the knowledge of Quincy College's quality beyond the greater Quincy area, stop micromanaging, the need for which no longer exists, address the creation of a four (4) year program, and continue the growth of online programs. In response to Reverend Hawker's question, Mr. Feenan stated that the Chair of the Board of Governors should know what goes on in education, and be a skilled negotiator and consensus builder.

Ms. Bevivino-Lawton asked that if the term of the Chair is two (2) years, why has Ms. Brogna served as Vice Chair for four (4) years. President Tsaffaras provided a history of prior terms of service for officers and the amendment to the By-Laws allowing for not more than two (2) consecutive terms in the same office.

The members of the Board of Governors then voted for the office of Chair of the Quincy College Board of Governors for a term of two (2) years.

The following members of the Board of Governors voted for Ms. Brogna: Ms. Bevivino-Lawton; Mr. Boozang; Ms. Brogna; Ms. Glynn; Ms. O'Toole; Mr. Shea.

The following members of the Board of Governors voted for Mr. Feenan: Mr. Barbadoro; Mr. Bell; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Reverend Hawker.

With seven (7) members of the Board of Governors having voted for Mr. Feenan, and six (6) members of the Board of Governors having voted for Ms. Brogna, Mr. Feenan was elected Chair of the Quincy College Board of Governors.

Ms. Feenan assumed the Chair.

Mr. Feenan opened the nominations for Vice Chair of the Board of Governors. President Tsaffaras pointed out that just moments before the commencement of this meeting he advised Vice Chair Glynn that Article I, Section 2, paragraph 2 of the By-Laws of the Board of Governors prohibit any officer of the Board of Governors from serving more than two (2) consecutive terms in the same office, thereby making Ms. Brogna and Ms. Glynn ineligible for election as Vice Chair. Mr. Barbadoro voiced his strong objection to this fact being brought to the Board's attention only after the election process was underway.

Motion by Mr. Barbadoro that unanimous consent be given to waive the provisions of Article IV, Section I, of the By-Laws of the Board of Governors, in order to allow a vote on an amendment to the By-Laws at the same meeting at which the amendment was proposed. 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. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Mr. Boozang; Ms. Brogna; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Ms. Glynn; Mr. Hanley; Reverend Hawker; Ms. O'Toole; Mr. Shea. The entire membership of the Board of Governors voted in favor of the motion, the entire membership being present and there being no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Barbadoro that for the purposes of this election, the provisions of Article I, Section 2, paragraph 2 of the By-Laws of the Board of Governors be amended to allow members of the Board of Governors to serve three (3) consecutive terms in the offices of Vice Chair and Second Vice Chair. 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. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Mr. Boozang; Ms. Brogna; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Ms. Glynn; Mr. Hanley; Reverend Hawker; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. O'Toole placed in nomination Ms. Brogna for a two (2) year term as Vice Chair of the Board of Governors.

Motion by Mr. Barbadoro that nominations be closed for the office of Vice Chair of the Board of Governors. 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: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Mr. Boozang; Ms. Brogna; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Ms. Glynn; Mr. Hanley; Reverend Hawker; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The following members of the Board of Governors voted for Ms. Brogna for the office of Vice Chair of the Board of Governors: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Mr. Boozang; Ms. Brogna; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Ms. Glynn; Mr. Hanley; Reverend Hawker; Ms. O'Toole; Mr. Shea. Ms. Brogna was elected Vice Chair of the Board of Governors.

Ms. O'Toole placed in nomination Ms. Glynn for a two (2) year term as Second Vice Chair of the Board of Governors.

Motion by Mr. Barbadoro that nominations be closed for the office of Second Vice Chair of the Board of Governors. 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: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Mr. Boozang; Ms. Brogna; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Ms. Glynn; Mr. Hanley; Reverend Hawker; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The following members of the Board of Governors voted for Ms. Glynn for the office of Second Vice Chair of the Board of Governors: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Mr. Boozang; Ms. Brogna; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Ms. Glynn; Mr. Hanley; Reverend Hawker; Ms. O'Toole; Mr. Shea. Ms. Glynn was elected Second Vice Chair of the Board of Governors.

Mr. Feenan called for the Open Forum portion of the meeting to begin. He invited anyone who wished to address the Board of Governors to come forward and do so. There was no response to Mr. Feenan's invitation. After a second invitation, again with no response, Mr. Feenan declared the Open Forum closed.

Motion by Ms. Brogna that the Board of Governors approve the minutes of its meeting of July 24, 2014, to include Reverend Hawker's votes on motions as cast. 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; Ms. Bevivino-Lawton; Mr. Boozang; Ms. Brogna; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Ms. Glynn; Mr. Hanley; Reverend Hawker; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Feenan forewent the Report of the Chair.

There were no reports of Committees presented.

Associate Vice President Bossa presented a report on the Quincy College Trust, including a successful fundraiser in honor of Mr. Feenan.

Under "Old Business", Mr. Shea stated that several meetings ago, there was a discussion on the need for two (2) commencements. President Tsaffaras reported that there will be no Winter Commencement during the current academic year, and a search is underway for a venue large enough to accommodate a single event, but that such a venue would most likely be outside of Quincy. Ms. Clarke spoke of the positives of the winter commencement in the joy and pride of students and their families, and wondered how many people who finish their degree requirements in December would actually attend a May commencement.

Under "New Business", President Tsaffaras recognized the contributions made to Quincy College by former Chairman Grindlay and reported that an event will be held to honor Mr. Grindlay's service. Mr. Feenan recommended that people beyond the Board of Governors and Quincy College be included in such an event. Reverend Hawker asked if copies of the curricula vitae of the members of the Board of Governors could be provided to each member in order that the members could know more about each other. President Tsaffaras replied that the biographies of the members of the Board of Governors will be sent out to the members who can then return them with any changes that they so wish to make.

Ms. Clarke recommended that the Board of Governors develop a schedule in order that the meetings of Committees could be held perhaps two (2) weeks before the meetings of the Board of Governors. Mr. Feenan replied that he will meet with President Tsaffaras to work on such a schedule.

At 8:27 PM, motion by Mr. Hanley that the meeting of the Board of Governors be adjourned in honor of Mr. Grindlay's twelve (12) years of service on the Board of Governors. 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: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Mr. Boozang; Ms. Brogna; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Ms. Glynn; Mr. Hanley; Reverend Hawker; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted and the meeting was adjourned.