

QUINCY COLLEGE

BOARD OF GOVERNORS

MEETING OF MARCH 27, 2014

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: William Grindlay, Chairman of the Board of Governors; 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; Ms. Barbara Clarke; Mr. Thomas Feenan; Dr. Thomas Fitzgerald; Reverend James Hawker; Ms. Carolyn O'Toole. Absent at the call of the member roll were: Paul Barbadoro, Esq.; Mr. Gregory Hanley; Mr. Joseph Shea. 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; Dr. Kimberly Puhala, Associate Vice President for Institutional Research and Assessment; Susan Bossa, Associate Vice President for Student Development; Tom Pham, Associate Vice President for Communications and Information Technology; Martin Ahern, Director of Finance; Dr. Laurel Kornhiser, Instructor in English, as well as other members of the College community and the public.

Pledge of allegiance was recited.

A moment of silence was observed in honor of the memories of Boston Fire Lieutenant Edward Walsh of Engine Company 33 and Boston Firefighter Michael Kennedy of Ladder Company 15 who perished in a tragic fire in Boston on March 26th.

Chairman Grindlay 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 Grindlay's invitation. Chairman Grindlay repeated his invitation. Again was no response. Chairman Grindlay declared the Open Forum portion of the meeting closed.

Motion by Mr. Feenan that the Board of Governors approve the minutes of its meeting of January 23, 2014, as submitted. The motion was seconded by Mr. Bell. There was discussion on the motion and Governor Clarke moved to amend page 3 of the Minutes as follows: "Motion by Ms. Brogna that the enrollment report presented by Dr. Puhala be referred to the Personnel and Programs Committee for further detail." The motion to amend the minutes was seconded by Ms. Brogna. The following members of the Board of Governors voted in favor of the motion to amend the minutes: Mr. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Reverend Hawker; Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Feenan that the Board of Governors approve the minutes of its meeting of January 23, 2014, as amended. 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 as amended: Mr. Bell; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Reverend Hawker; Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Chairman Grindlay then presented the Report of the Chair. He reported that in the next three months the Board will have several issues to deal with including the need appoint an Election Committee at the April meeting to beginning the process of selecting new members to the Board, and the Budget will have to be in its final form for the April meeting following the public hearing. Chairman Grindlay stated that he already asked the President to start advertising for potential new members for the Board

President Tsaffaras then presented the Report of the President. He expressed his appreciation to the BOG and specifically the members who contacted him to comment positively on his presentation last month that focused on teaching and learning.

He briefly explained the various handouts that had been provided to the Board. One of the handouts was a Chart of the Month which reported the College's instructional expenses as a percent of the College's total expenses for FY2012 which shows that the amount of money expended by Quincy College on instruction is 24% higher than the average of the Community Colleges. Of the fifteen (15) Community Colleges, the average is 45%. Quincy College is at 59%. A second handout was another Chart of the Month which was provided as a "companion" to the first. It compared Quincy College's 2012 revenues and expenses to that of Massasoit Community College.

President Tsaffaras informed the Board about upcoming events at Quincy College. He discussed a memorandum of understanding reached between Quincy College and the National Association of Government Employees (NAGE) which grants Quincy College exclusive rights to offer sponsored training to the 12,000 NAGE union members.

President Tsaffaras addressed the Budget that was provided to the members of the Board of Governors and was being referred to the Committee on Finance and Facilities for their meeting on April 16, 2014 and described the process involved in developing the Budget.

Chairman Grindlay referred the Budget to the Committee on Finance and Facilities for consideration at their meeting on April 16, 2014.

Chairman Grindlay announced that with the concurrence of Ms. Brogna, Chair of the Committee on Personnel and Programs, he was changing the order of the presentation of the committees so that Committee on Facilities and Finance would report first.

Mr. Bell, Committee Chair, presented the report of the Finance and Facilities Committee. He introduced representatives from Powers & Sullivan, LLC, the firm conducting the audit of the College. The representatives presenting on behalf of Powers & Sullivan were Mr. Jim Powers and Mr. Todd Jurczyk. They provided an overview of the audit and the management letter. They acknowledged the cooperation of the President and his staff in responding to their requests during the course of the audit. They stated that the management letter is the report that they use to report on any material weaknesses and/or significant deficiencies in the College's internal controls. None were found during their audit. They stated that they also test during the course of the year and the reports coming out of the Finance Department are, they believe, an accurate representation of where the College is throughout the year. They stated that the College is in an excellent financial condition with respect to cash, reserves, and current ratios. There was discussion with the Board of Governors. Mr. Powers and Mr. Jurczyk addressed questions posed by members of the Board including a question by Chair Grindlay regarding why the College has \$2,500,000 in receivables.

At approximately 7:05pm, Governor Barbadoro arrived.

Mr. Bell then reported on the January 2014 Draft Financial Report. He introduced Mr. Joseph Mercurio, VP for Administration and Finance, and Mr. Martin Ahern, who explained the January 2014 Draft Financial Report and answered questions posed by members of the Board.

Mr. Bell reported on the four (4) proposed budget transfers described in Motion No. BOG 10-14 (FFC 5-14) and the rationale therefore. Motion by Mr. Feenan that the Board approve transfers 1-4 as presented in Motion No. BOG 10-14. The motion was seconded by Ms. Clarke. There was some 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; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Reverend Hawker; Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Bell reported on Motion No. BOG 11-14 (FFC 6-14). President Tsaffaras introduced Ms. Susan Bossa who explained the request for out-of-state travel by Ms. Mary Moore

to attend the National Association on Higher Education and Disability Conference (AHEAD) from July 14 – July 18, 2014. Ms. Bossa addressed questions from members of the Board. Motion by Ms. Clarke that the Board approve the out-of-state travel request of Ms. Mary Moore. The motion was seconded by Mr. Feenan. 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; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Reverend Hawker; Ms. O’Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Bell reported on Motion No. BOG 12-14 (FFC 7-14). President Tsaffaras introduced Dr. Laurel Kornhiser who explained her request for out-of-state travel to present a paper entitled “Bishop, Neruda, Darwin, and Daselin” at the British Society for Literature and Science Conference at the University of Surrey in England. Dr. Kornhiser addressed questions from members of the Board. There was some discussion regarding the amount of money that the Board was being asked to approve. Motion by Mr. Barbadoro that the Board approve the out-of-state travel request of Dr. Laurel Kornhiser in an amount not to exceed Two Thousand Five Hundred dollars (\$2,500.00). The motion was seconded by Mr. Feenan. 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; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Reverend Hawker; Ms. O’Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Bell reported on Motion No. BOG 13-14 (FFC 8-14) regarding revisions to the College’s policy on recruitment expenses (Policy 9-04A). President Tsaffaras introduced Ms. Mary Scott, VP for Human Resources, who explained the revisions to the policy. There was some discussion regarding the revisions being long overdue. Motion by Mr. Feenan that the Board approve the revised policy as presented. 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; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Reverend Hawker; Ms. O’Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Bell introduced Mr. Joseph Mercurio, VP for Administration and Finance, who reported on a salary survey of the Massachusetts Community Colleges and provided information relative to Quincy College 2014 Salaries for comparison.

Ms. Brogna, Committee Chair, presented the report of the Personnel and Programs Committee. Ms. Brogna introduced Ms. Mary Scott, VP for Human Resources, who reported on the Presidential Evaluation Process and Schedule.

Ms. Brogna reported on Motion No. BOG 5-14 (PPC 3-14) regarding approval of a certificate program in Corrections Administration. Ms. Aundrea Kelley, VP for Academic Affairs, explained the proposed certificate program and answered questions posed by members of the Board. Motion by Ms. Carroll that the Board approve the Certificate in

Corrections Administration as presented. 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; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Reverend Hawker; Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Brogna reported on Motion No. BOG 6-14 (PPC 4-14) regarding approval of a certificate program in Human Services. Ms. Aundrea Kelley, VP for Academic Affairs, explained the proposed certificate program and answered questions posed by members of the Board. Motion by Ms. Carroll that the Board approve the Certificate in Human Services as presented. The motion was seconded by Mr. Feenan. 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; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Reverend Hawker; Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Bell departed the meeting at approximately 7:50pm.

Ms. Brogna reported on Motion No. BOG 7-14 (PPC 5-14) regarding approval of a certificate program in Substance Abuse Counseling. Ms. Aundrea Kelley, VP for Academic Affairs, explained the proposed certificate program and answered questions posed by members of the Board. Motion by Ms. Clarke that the Board approve the Certificate in Substance Abuse Counseling as presented. The motion was seconded by Dr. Fitzgerald. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Reverend Hawker; Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Brogna reported on Motion No. BOG 8-14 (PPC 6-14) regarding approval of amendments to the College's policies regarding Clery Act Compliance. President Tsaffaras along with Dr. Kimberly Puhala and Mr. Stephen Kearney explained the amendments to the policies and the reasons for each, and answered questions posed by members of the Board. Motion by Ms. Carroll that the Board approve the amendments to the Board Policy regarding Clery Act Compliance as presented. 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. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Reverend Hawker; Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Brogna introduced Ms. Aundrea Kelley, VP for Academic Affairs, and Dr. Aaron Eaton, Chair of the Physical Therapist Assistant Program, who reported on the Physical Therapist Assistant Program.

Ms. Brogna introduced Dr. Kimberly Puhala and Ms. Mary Burke who reported on the Spring Enrollment Report 2013-2014.

Ms. Brogna introduced Mr. Joseph Mercurio, VP for Administration and Finance, who reported on the Year to Date Credit Hour and Revenue Comparison. Mr. Joseph Mercurio then also reported on the Contribution to Overhead Analysis.

Ms. Brogna reported on Motion No. BOG 9-14 (PPC 7-14) regarding approval of the College's proposed Fall 2014 - Spring 2015, proposed Summer 2015, and proposed Summer 2015 – Spring 2016 Academic Calendars. Ms. Aundrea Kelley explained the proposed calendars and answered questions posed by members of the Board. Motion by Ms. Carroll that the Board approve the Proposed Fall 2014 – Spring 2015, Proposed Summer 2015, and Proposed Fall 2015 – Spring 2016 Academic Calendars as presented. The motion was seconded by Dr. Fitzgerald. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Reverend Hawker; Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Feenan, Committee Chair, presented the report of the Downtown Revitalization Committee.

Ms. Carroll, Committee Chair, presented the report of the Separation Committee.

No report of the Quincy College Trust was presented.

Under Old Business, Chair Grindlay stated that in light of the ongoing Presidential Evaluation and the pending expiration of the President's contract, the Board should create a committee to deal with the issue of a new contract with the President. Motion by Mr. Feenan that the Board create a committee to develop and negotiate new contract with the President of the College. 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. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Reverend Hawker; Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Barbadoro that the Board of Governors go into executive session Pursuant to Massachusetts General Laws, Chapter 30A, Section 21(a)(3), to discuss strategy with respect to collective bargaining, as discussion of same in an open and public session may have a detrimental effect on the bargaining position of the College, and pursuant to Massachusetts General Laws, Chapter 30A, Section 21(a)(4), to discuss security strategy, as discussion of such in an open and public meeting may have a detrimental effect on the effectiveness of such security measures and on the safety of the students, faculty, and staff of Quincy College, and pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a)(1) to discuss the reputation, character, physical condition or mental health, rather than professional competence, of

an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual, and pursuant to Massachusetts General Laws, Chapter 30A, section 21(a)(6) to consider the lease of real property because the discussion in open session may have a detrimental effect on the negotiating position of the College, and to reconvene in Open Session. The motion was seconded by Mr. Feenan. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Reverend Hawker; Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Chairman Grindlay called for a 10 minute recess after which the Board reconvened in executive session at approximately 8:40pm. In addition to the members of the Board, President Tsaffaras, Vice President Mercurio, Vice President Kelley, Stephen Kearney, and Matthew Tobin, Esq., attended the Executive Session of the Board.

Open and public session resumed at 9:15pm. The member roll was called. The following members of the Board were present at the call of the member roll: Mr. Barbadoro; Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Reverend Hawker; Ms. O'Toole. A quorum was present.

Motion by Mr. Barbadoro to establish a Board Policy proscribing a procedure to address anonymous complaints received by the Board of Governors. 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. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Reverend Hawker; Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

At 9:17 PM, motion by Mr. Barbadoro that the meeting of the Board of Governors be adjourned. 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. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Mr. Grindlay; Reverend Hawker; Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted and the meeting was adjourned.