

**QUINCY COLLEGE
BOARD OF GOVERNORS**

**MEETING OF DECEMBER 13, 2006
Minutes**

The meeting was called to order at 6:16 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Mark Bertman; Joanne Condon-Walsh; David Dennis; William Grindlay; Peter Tsaffaras, Esq., Chair of the Board of Governors. Absent at the call of the member roll were: Richard Nici; Jerrell Riggins. Also present were: Martha Sue Harris, President and Secretary of the Board of Governors; Dr. Keith Cotroneo, Senior Vice President for Academic Affairs; Pushap Kapoor, Vice President for Administration; Steve Higgins, Chief Financial Officer; Robert E. Baker, Jr., Esq., Dean of Business and Public Service Programs and Assistant Secretary of the Board of Governors; William Hall, Interim Executive Director, Campus Facilities.

The Pledge of Allegiance was recited and a moment of silence was observed.

Mr. Tsaffaras then called for the Open Forum portion of the meeting. He invited anyone who wished to address the Board of Governors to come forward and do so. Nobody came forward. He then asked President Harris if she was aware of anyone who wished to address the Board. She replied that she was not aware of anyone who wished to address the Board. Mr. Tsaffaras then declared the Open Forum closed.

Motion by Ms. Condon-Walsh to accept the minutes of the Board of Governors' meeting of November 29, 2006. The motion was seconded by Mr. Bertman. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Dennis; Mr. Tsaffaras. Mr. Grindlay abstained as he was not present at the meeting of November 29, 2006. There were no votes in opposition to the motion. The motion was adopted.

Mr. Tsaffaras deferred the Report of the Chair until later in the meeting.

President Harris was then called upon to deliver her report (please see copy, attached). President Harris called upon Vice President Cotroneo to present a report on on-line learning. He reported that two on-line courses will be offered in the spring, Introduction to Computers and General Psychology. If enrollment warrants, there will be multiple sections. Jane Nugent (General Psychology) and Katherine Nolin (Introduction to Computers), both experienced in distance learning, are scheduled to teach the courses. Dr. Cotroneo said that the goal is for ten on-line courses but these pilots will determine much of what is to come. The courses are being marketed and are highlighted in the bulletin. Mr. Dennis asked how the pilot will be evaluated. Dr. Cotroneo replied that there will be pre-course and post-course surveys. Enrollment and retention data will be examined, as will student performance. President Harris stated that the surveys will be prepared by Jennifer Dunne, Institutional Researcher. The course instructors will submit post-course reports addressing both instruction and technology.

Mr. Higgins was called upon to make a presentation on the budget process. He reminded the Board that a preliminary schedule was distributed at the November 29, 2006, meeting, and revised with the Finance and Facilities Subcommittee on December 12, 2006. The draft budget will be presented to the Board of Governors on March 28, 2007, and then referred to the Finance and Facilities Subcommittee. April 25, 2007, is the target date for the Board's vote on the budget. Worksheets for non-personnel expenses have been prepared. Instructions also have been prepared and are being reviewed by President Harris. Mr. Higgins then distributed and explained

a sample worksheet. He said that Tom Pham, Executive Director, Information Technology, is completing software to enable the automated worksheets on Quintranet to work.

Mr. Tsaffaras asked that as budget requests are submitted, whether they are reviewed by the immediate supervisor of the person making the submission. President Harris replied that they were so reviewed before being posted onto the Quintranet. Mr. Dennis praised the process that he described as now more inclusive than in prior years.

Mr. Higgins then reviewed the FY 2007 projections, including his projection of net income of \$32,000.00. He reported that revenues, compared to last year, are growing at approximately 6.5% (year to date). He reported that the operating revenue deficit is offset by personnel cost savings and higher than anticipated interest income. Tuition paid prior to July 1, 2006, was carried over into FY 2007. Mr. Grindlay stated that this is an appropriate way to deal with these funds, rather than operating on a cash basis. Mr. Grindlay also cited the importance of interest income in offsetting a deficit. Mr. Higgins said that the interest forecast would have been higher but for payments to the City of Quincy.

President Harris then reported on Winter Commencement, scheduled for January 6, 2007, at 1:00 PM at the Boston Marriott Quincy. Invitations to the Board will go out shortly. Amy Dwyer, Director of International Student Services, and an alumnus, will be the speaker. The student speaker will be selected on December 15, 2006. The recognition ceremony (pinning) for the Part-Time RN Program, is scheduled for Thursday, January 4, 2007, at 6:00 PM at Bethany Congregational Church. The accreditation visit for the Surgical Technology Program will take place on May 14 and 15, 2007.

Vice President Kapoor was called upon to present an enrollment report (please see copy, attached). He stated that there are sixty more enrollments for Winter Intersession compared to this time last year. One hundred seventy students have applied for January graduation.

Mr. Grindlay asked why, if enrollment is up, revenue is down. President Harris replied that while Mr. Kapoor looks at actual enrollment numbers month to month, Mr. Higgins looks at a forecast.

President Harris reported that today, she, Mr. Kapoor, and Ms. Condon-Walsh met with Leo Martin and his associates regarding space, and that Mr. Martin will appear before the Finance and Facilities Subcommittee in January or February, 2007, with a concept proposal.

President Harris asked when the Presidential evaluation will be referred to the Personnel and Programs Subcommittee, which she believes appropriate.

Ms. Condon-Walsh, Chair of the Finance and Facilities Subcommittee, then presented the report of the Finance and Facilities Subcommittee. She reported on the budget process and set forth the proposed meeting dates for the budget: March 28, 2007 (draft budget to the Board); March 29, 2007, 8:00 AM (Finance and Facilities Subcommittee); April 2, 2007, 8:00 AM (Finance and Facilities Subcommittee); April 4, 2007, 8:00 AM (Finance and Facilities Subcommittee); and, if needed, April 23, 2007, 8:00 AM (Finance and Facilities Subcommittee).

Ms. Condon-Walsh then called upon Mr. Hall to make a facilities report. He reported that Coddington Hall is in an historic district so changes to the building need to be approved by the Historical Commission. Mr. Hall anticipates that HVAC work in Saville 105 to be completed soon. The capital reserve study will be ready for the January Board meeting.

Vice President Kapoor was called upon to provide an update on the new Plymouth Campus. He reported that all contracting work is on schedule. He said that City Hall has issued a purchase order for furniture, and the furniture should arrive by January 15, 2007. He said that all aspects of the project are on budget and on schedule. Jack O'Donnell, Executive Director of the Plymouth Campus, thanked the Board for making the new campus possible.

Mr. Grindlay asked whether anyone had spoken with the City of Quincy about making improvements to Coddington Hall as referenced by the NEASC visiting team. Mr. Hall replied that he had not, but recommended that by March or April, 2007, the Board should decide whether Quincy College is going to remain in Coddington, and then make decisions about repairs and renovations. Mr. Grindlay requested information on the City's contribution, if any, to those repairs, and would like to assist in the Board's determination of whether to remain in Coddington Hall. President Harris reported that the City of Quincy has never agreed to make a contribution to repairs or renovation of Coddington Hall. Ms. Condon-Walsh asked the Coddington Hall lease be reviewed by the College's attorneys, the results of that review to be reported back to the Board in January, 2007.

Motion by Mr. Bertman that the sum of \$30,000.00 be transferred from the Fund Balance to Judgments, Losses, and Claims. Mr. Grindlay asked why the transfer was being made from the Fund Balance. Mr. Higgins replied that this is the third settlement and not enough money had been budgeted for that many settlements. Mr. Higgins reported that a contingent liability for those claims has been carried as a journal entry since June 2004 as called for by the auditors. Mr. Grindlay called for these funds to be taken from other expenses, not the Fund Balance. Mr. Dennis stated that transfer from the Fund Balance was appropriate as the money had been set aside several years ago within the Fund Balance.

The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Tsaffaras to approve the expenditure in excess of \$1,000.00 for one faculty member and one staff person to attend an entrepreneurship conference in January, 2007, in Orlando, FL, this expenditure to be funded by the Perkins Grant. The motion was seconded by Mr. Bertman. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The January meeting of the Finance and Facilities Subcommittee will be held on January 29, 2007, at 8:00 AM, to include a presentation on potential space for the College.

Mr. Bertman then presented a report on the Quincy College Trust. Three hundred solicitations seeking contributions were sent out. As of this date, \$1,000.00 has been received in restricted funds, and \$75.00 in unrestricted funds. The book work on the Foundation is in the process of being completed. Then a petition will be filed for the transfer of funds to the Trust.

There were no matters to be addressed under Old Business.

There were no matters to be addressed under New Business.

Mr. Tsaffaras stated that the matters that he had intended to address in the Report of the Chair, Commencement, the Part-Time RN pinning, and solicitations for the Trust, already had been covered in other reports.

At 7:28 PM, a motion by Mr. Bertman to enter into Executive Session for the purpose of discussing collective bargaining, real estate negotiations, and litigation, and to return to open and public session at 8:15 PM. The motion was seconded by Mr. Grindlay. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Open and public session resumed at 8:21 PM. The member roll was called. Present at the call of the member roll were: Mr. Bertman; Ms. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Tsaffaras. Absent at the call of the member roll were: Mr. Nici; Mr. Riggins.

Motion by Mr. Grindlay that \$1,133,000.00 (One Million, One Hundred Thirty Three Thousand Dollars) be transferred from the Fund balance to the budget line "Judgments, Losses, and Claims". The motion was seconded by Mr. Bertman. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Bertman that the meeting of the Board of Governors be adjourned. The motion was seconded by Mr. Dennis. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The meeting was adjourned at 8:24 PM.