

**QUINCY COLLEGE  
BOARD OF GOVERNORS**

**Meeting of December 15, 2005**

**Minutes**

The meeting was called to order at 6:13 PM by Theresa Lord-Piatelli, Esq., Chair. The following members of the Board of Governors were present: David Dennis; William Grindlay; Dr. Joseph Nicastro; Richard Nici; Peter O'Neill, Esq.; Walter White.

Also present were the following appointees to the Board of Governors: Mark Bertman; Robert Crowley; Peter Tsaffaras, Esq.

Also present were: Martha Sue Harris, President; Dr. Keith Cotroneo, Senior Vice President for Academic Affairs; Pushap Kapoor, Vice President for Administrative Services; Steve Higgins, Chief Financial Officer; Paula Smith, Dean of Enrollment Services; Robert E. Baker, Jr., Esq., Dean of Business and Public Service Programs and Clerk of the Board of Governors; The Honorable William Phelan, Mayor of the City of Quincy; Joseph Shea, Clerk of the City of Quincy; Michelle McNulty, Esq.

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

Ms. Lord-Piatelli then acknowledged the presence of Mayor Phelan and called upon Mr. Shea to swear in the new appointees to the Board of Governors. The oath was then administered to Mr. Bertman, Mr. Crowley, and Mr. Tsaffaras.

Ms. Lord-Piatelli thanked and welcomed the new Board members and recognized the contributions that each will make. She expressed the gratitude of the Board for the new members' willingness to serve.

Mayor Phelan congratulated the new Governors and thanked them for the contributions they will make to Quincy College whose best days, he said, are yet to come. Mayor Phelan also complimented President Harris for the phenomenal job that she has done under very trying circumstances. He said that a new energy in the College is due in large part to President Harris and Ms. Lord-Piatelli. Mayor Phelan stated that he was impressed with the caliber of people who have been added to the Board.

The member roll of the Board of Governors was called. The following members of the Board of Governors were present at the call of the roll: Mr. Bertman; Mr. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicastro; Mr. Nici; Mr. O'Neill; Mr. Tsaffaras; Mr. White; Ms. Lord-Piatelli. The following members of the Board of Governors were absent at the call of the roll: Joanne Condon-Walsh; Jerrell Riggins; Daniel Raymondi, Esq.

Motion by Mr. O'Neill that the minutes of the Board of the Governors' meeting of November 17, 2005, be accepted. The motion was seconded by Dr. Nicastro. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Dennis; Mr. Grindlay; Dr. Nicastro; Mr. Nici; Mr. O'Neill; Mr. White; Ms. Lord-Piatelli. There were no votes in opposition to the motion. Mr. Bertman, Mr. Crowley, and Mr. Tsaffaras abstained as they were not members of the Board of Governors on November 17, 2005.

Ms. Lord-Piatelli called for the Open Forum portion of the meeting to begin. As nobody came forward to address the Board, the Open Forum was declared closed.

Ms. Lord-Piatelli then presented the Report of the Chair. She announced the appointments of the new Board members to subcommittees, as follows:

Mr. Bertman appointed as Chair of the Community Development Subcommittee;  
Mr. Crowley appointed to the Finance and Facilities Subcommittee;  
Mr. Tsaffaras, on the recommendation of Dr. Nicastro, appointed to the Personnel and Programs Subcommittee.

All three members accepted their respective subcommittee appointments.

Ms. Lord-Piatelli then asked each new member if he wished to address the Board.

Mr. Bertman expressed the belief that the College and the community needed to be more involved with each other. He looks forward to working on this Board.

Mr. Tsaffaras expressed his appreciation for the opportunity to serve on the Board and looks forward to working with the Board, the City of Quincy, and the Mayor in improving the education of Quincy College students.

Mr. Crowley cited his experience in and knowledge of the City of Quincy, which will help him serve the College.

President Harris then made her Report. She called upon Vice President Kapoor to make three reports. First, he introduced to the Board Lorri Mayer, Director of Human Resources. Mr. Kapoor then informed the Board that from January 1, 2006, onward, the College will be using a new process to contact and track prospective students. Tom Pham, the Executive Director of Information Technology, has created a software program to assist in this process, saving the College approximately \$50,000.00 in not having to buy a commercial software program. Mr. Kapoor also reported that the Spring Bulletin came out today, and that spring enrollments have started briskly.

President Harris reported that the most recent audit by Melanson and Heath indicated no reportable conditions. She acknowledged the work of Steve Higgins and the Business Office staff in helping to bring this about. President Harris also reported progress on a dual enrollment program with Hull High School, that also was worked on by Dr. Cotroneo, Mr. Kapoor, and Mrs. Smith. There are ongoing discussions with the Superintendent of the Quincy Public Schools about establishing relationships with Quincy High School and North Quincy High School, as well as toward providing services for Quincy Public Schools students. President Harris further reported that: Mrs. Smith is working to update articulation agreements with four year institutions; discussions are ongoing with Cambridge College and ASC language School toward establishing agreements; processes to perfect financial aid refund turnaround time have been completed and this will help the College meet time standards for refunds set by the U.S. Department of Education; the letter regarding the lease extension for New Temple Hall was executed and delivered. President Harris also reminded the Board of: the Presidential Inaugural to be held on December 20, 2005; Commencement to be held on January 7, 2006, and the ADN pinning to be held on January 5, 2006.

Reports of Special Committees were then made. Mr. Grindlay, Chair of the Finance and Facilities Subcommittee, reported on the work done by Attorney Mary McNamara on the Foundation, and her recommendations. Mr. Bertman asked for additional information and Ms. Lord-Piatelli provided a history of the Foundation and its formation, as well as an explanation of Attorney McNamara's recommendations.

Motion by Mr. Grindlay that the Board of Governors establish a new charitable foundation under Chapter 392 to act as a fundraising arm of Quincy College. 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; Mr. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicastro; Mr. Nici; Mr. O'Neill; Mr. Tsaffaras; Mr. White; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Grindlay that the Board of Governors contract with Attorney McNamara to assist in the formation of the new Foundation, including drafting and filings, and that the Finance and Facilities Subcommittee be delegated the authority to work with Attorney McNamara on this matter. 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; Mr. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicastro; Mr. Nici; Mr. O'Neill; Mr. Tsaffaras; Mr. White; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Lord-Piatelli departed at 6:55 PM. Mr. O'Neill, First Vice Chair, assumed the chair.

Motion by Mr. Grindlay that the annual compensation of Jim Dennis, Business Office, be increased by \$1,613.00, effective July 1, 2005. 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; Mr. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicastro; Mr. Nici; Mr. O'Neill; Mr. Tsaffaras; Mr. White. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Grindlay that the annual salary of Paula Smith, Dean of Enrollment Services, be increased to \$65,000.00 (from \$58,000.00), effective August 1, 2005. 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; Mr. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicastro; Mr. Nici; Mr. O'Neill; Mr. Tsaffaras; Mr. White. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Grindlay to transfer to the Plymouth Front Desk budget line from available funds in the payroll account the amount of \$3,000.00 to hire part-time coverage for the Plymouth Campus front desk. The motion was seconded by Mr. Nici. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Mr. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicastro; Mr. Nici; Mr. O'Neill; Mr. Tsaffaras; Mr. White. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Grindlay to transfer to the Longevity line from available funds in the payroll account the amount of \$15,000.00 to pay to three faculty members the amount of \$5,000.00 each in longevity in Fiscal Year 2006. The motion was seconded by Mr. Nici. President Harris explained longevity payments for faculty, the "Lexington Plan", and the basis for this motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Mr. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicastro; Mr. Nici; Mr. O'Neill; Mr. Tsaffaras; Mr. White. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

President Harris reported that there were no matters to address under Old Business.

President Harris reported that there were no matters to address under New Business.

Motion by Mr. Grindlay to enter into Executive Session for the purpose of discussing litigation, and not to re-enter into public session but rather to adjourn the meeting from Executive Session. 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; Mr. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicastro; Mr. Nici; Mr. O'Neill; Mr. Tsaffaras; Mr. White.

There were no votes in opposition to the motion, and no abstentions. The motion was adopted. The public session of the Board of Governors' meeting of December 15, 2005, concluded at 7:05 PM.