

**QUINCY COLLEGE  
FINANCE AND FACILITIES  
MEETING OF APRIL 14, 22, 2020**

**Minutes**

The meeting of the Finance and Facilities committee, was held by Zoom teleconference call and streamed on the Web as allowed by the State of MA Emergency Open Meeting law due to the COVID 19 crisis at 6:00 pm. The member roll was called. The following members of the Finance Committee were present at the call of the member roll: Ms. Mary Jo Brogna, Chairwoman; Mr. Paul Barbadoro; Mr. Christopher Carroll; Dr. Fitzgerald and Ms. Katherine Craven. Absent at the call of the roll was Mr. Greg Hanley. A quorum was present.

Also on the call were President Daniel Asquino; Christopher Bell, VP of Operations and Chief of Staff, and Clerk to the Board of Governors; Martin Ahern VP Finance; and Thomas Pham, VP of IT, Registrar and Mission Support.

Ms. Brogna asked for a motion to pass the minutes as presented of the previous finance committee meeting from January 21, 2020.

Mr. Barbadoro made a motion to pass the minutes as presented, seconded by Dr. Fitzgerald. On the motion the following members of the finance committee voted in the affirmative, Ms. Brogna, Mr. Barbadoro, Mr. Carroll, Ms. Craven, and Dr. Fitzgerald. Five members voting in the affirmative, the motion was adopted.

Ms. Brogna asked President Asquino how he would like to proceed regarding presentation of the FY21 budget documents which all committee members had at their remote locations.

President Asquino notified the members he was looking to present and discuss the FY21 budget. He spoke about the process which consumed many hours of both his senior staff and fiscal department's time to formulate. He stated the process started in December because of the direction the board gave to him to create a balanced budget. He thanked the Board of Governors for their input during the time the college was creating this budget. He stated because of the COVID-19 process, this budget while presented as balanced is a placeholder which may need to be revised periodically given the unknown fallout as recovery from COVID 19 begins over the next several months. He also stated to build the budget there was a necessary amount of reduction in both real estate and unfortunately personnel built into the budget, and there could be additional reductions in both areas as time moves on. Many factors over the past couple of years played into these decisions especially decreased enrollment resulting in revenue loss. He also stated this year's projected loss of 1.8M will actually be higher as the projections in both fees schedules and Summer 1 enrollment will be missed.

Ms. Brogna agreed and asked for clarification on the fees and also for updated revenues to be sent to the board as soon as possible.

President Asquino added he is currently working on COVID-19 funding from the federal CARES Act aimed at assisting higher education in absorbing the losses they are facing. Quincy College's allotment is in the amount of \$2.5M which the college will be receiving in two payments. The first allotment will contain half of the full amount to be distributed to financial aid students in need as determined by the criteria mandated by the federal government. The second allotment will be hopefully more flexible and general in terms of use, but at this time the criteria for its use had not been sent to the college as of this meeting. His hope is that it could be utilized to deal with the ongoing budget deficits. Because of the uncertainty of what protocol will be once the surge is over in Massachusetts, it is impossible to predict with any real certainty what the summer, fall, and spring semesters will look like enrollment wise.

Ms. Brogna raised concerns over the amount of real estate we are paying for and its relationship to enrollment.

President Asquino explained former President Bellotti had negotiated a successful downsizing of the Quincy campus before he left resulting in a million dollar rent credit to be utilized in FY21 as part of the balanced budget. He also stated the college is in the middle of negotiating downsizing in Plymouth through a partnership with Curry College and dealing directly with the landlord. This, like everything else, came to a halt when COVID-19 struck. Hopefully he will have further information as remote meetings continue to happen with Curry. He pointed out in terms of Plymouth, all should be aware there is no exit language in the leases negotiated there which will be a factor on decisions involving the campus.

There were several minutes of discussion among the members.

Mr. Ahern VP for Finance then gave the members a brief summary and overview of the FY21 budget documents.

Ms. Brogna raised several concerns regarding the Nursing programs, specifically sustainability of the PN program and whether or not consideration for either not allowing another cohort in the fall would be feasible given the situation, cost, and challenges faced for nursing programs remotely.

Ms. Brogna also suggested instead of the committee taking action tonight on the FY21 budget it might be better to come back next Wednesday at 6PM to discuss the following items before the committee votes on the FY21 budget.

- A survey for Dean Mihal to complete and be present for discussion regarding complete current and future assessment and sustainability of the nursing programs on both campuses, both from a practical standpoint and a revenue standpoint.

- Up to date revenue totals for this year and current enrollment for the summer and fall semester including fee analysis and methodology surrounding how the fee revenue is projected into the FY21 budget.
- An Executive Summary and copy of the Gray's Report to be sent to the full board, not for discussion at the finance committee meeting, but to allow for input going forward as we will be reassessing the budget several times over the next few months.

President Asquino assured the members he would have everything which is requested hopefully in time for the next meeting except the Gray's Report which had a technical error in the PDF sent to the college.

Ms. Brogna asked if the committee would like to continue this meeting as suggested on April 22, 2020 at 6:00 PM. All agreed.

President Asquino requested VP Tom Pham to schedule the meeting and Donna Brugman to post as necessary.

Ms. Craven added she had been in touch with Chris Gabriele who contacted her about a State Street Bank initiative aimed at Quincy College which would allow for reimbursements to the Quincy College for any high school students participating in an Early College program.

President Asquino noted he had been involved in the initial early college program back in his time at Mt. Wachusett and would speak with Governor Carven as soon as possible to investigate the initiative with her.

Old Business

None

New Business

None

Mr. Barbadoro at 6:58 pm made a motion to adjourn the meeting until 4/22/20 at 6:00 pm. There was no discussion on the motion and the meeting was adjourned.

**QUINCY COLLEGE  
FINANCE AND FACILITIES  
CONTINUATION OF MEETING OF APRIL 14, ON APRIL 22, 2020**

The continuation of the meeting of the Finance and Facilities meeting, was held by Zoom teleconference call and streamed on the Web as allowed by the State of MA Emergency Open Meeting law due to the COVID 19 crisis. The member roll was called. The following members of the Finance Committee were present at the call of the member roll; Ms. Mary Jo Brogna, Chairwoman; Mr. Paul Barbadoro; Mr. Christopher Carroll; Dr. Fitzgerald; Ms. Katherine Craven; and Mr. Gregory Hanley. A quorum was present.

Also on the call were President Daniel Asquino; Christopher Bell, VP of Operations and Chief of Staff, and Clerk to the Board of Governors; Martin Ahern, VP Finance; and Thomas Pham, VP of IT, Registrar and Mission Support.

Ms. Brogna then reminded the committee this was a continuation of the finance meeting from April 14, 2020.

Ms. Brogna started with a comment on the fees and requested how the college created the fee schedule. She is not confident based on this year's fee deficit, the amount is attainable and asked the administration to please take another look at it.

Several minutes of discussion followed on the matter.

President Asquino agreed to take another look at the methodology.

Ms. Brogna asked Dean Mihal to summarize the report on the Nursing analysis requested from last meeting and suggested she did not think, based on the report, an LPN cohort next year is feasible based on the projection.

Ms. Mihal gave a brief summary and explained she thought both programs are viable in Plymouth given approved applicants in the pipeline. She felt confident they could make LPN program worthwhile in terms of enrollment.

Ms. Brogna responded the board must have assurance and confidence if offering a lower cohort in the LPN program is fiscally viable in Plymouth. If not the option might be to delay it going forward.

President Asquino explained different scenarios about the nursing programs and suggested having two programs considered separate programs by BORN is very challenging. He believes the LPN programs are viable on both campuses as long as the counts in the cohorts are met, and the attrition rate very low.

Ms. Brogna requested after hearing from Dean Mihal, suggested she will be holding another finance committee meeting in May so the board and administration will have a better idea on the nursing enrollment especially in Plymouth and the LPN program. She also requested whether or not the college could revise the student fees portion of the budget because of the missed projection in this year's budget. She is very concerned with the how we built the fees budget for FY21, and wanted a clearer picture on it.

President Asquino agreed and said he could do it this week.

Mr. Barbadoro suggested he felt it was important for the committee to be able to recommend an approved FY21 budget at this meeting because President Asquino is scheduled for the follow up NECHE visit meeting later in the week.

President Asquino agreed and asked Martin how long it would take to do what Ms. Brogna had requested.

Mr. Ahern stated about an hour.

At 7:15 pm Mr. Barbadoro made a motion to recess the meeting until 8:15 pm. Mr. Carroll seconded the motion. On the motion Ms. Brogna, Mr. Carroll, Ms. Craven, Mr. Barbadoro, Mr. Hanley, and Dr. Fitzgerald all voted in favor of the motion and the motion was adopted.

The meeting recessed at 7:15pm.

At 8:15 pm Ms. Brogna asked for a roll call. At the call of the roll the following members were present; Ms. Mary Jo Brogna, Chairwoman; Mr. Paul Barbadoro; Mr. Christopher Carroll; Dr. Fitzgerald; Ms. Katherine Craven and Mr. Greg Hanley. A quorum was present.

Ms. Brogna asked President Asquino for a summary of the revised fees budget. President Asquino asked Mr. Ahern to explain the methodology used to create the fees budget.

Mr. Ahern shared a document with all committee members detailing the fees budget for FY21.

Ms. Brogna asked whether we should use this year's fees collection to date as the projection for next year.

President Asquino stated that would be a different approach but one if the board wanted could be considered.

Ms. Brogna stated it could be discussed again at the May Finance meeting. All agreed.

Mr. Barbadoro made a motion to pass the FY21 Budget as presented. Dr. Fitzgerald seconded the motion. On the motion Ms. Brogna, Mr. Carroll, Ms. Craven, Mr. Barbadoro, Mr. Hanley, and Dr. Fitzgerald all voted in favor of the motion and the motion was adopted.

Old Business

None

New Business

None

At 8:20 pm Mr. Barbadoro made a motion to adjourn the meeting. There was no discussion on the motion and the meeting was adjourned.