

**QUINCY COLLEGE
FINANCE AND FACILITIES
MEETING OF MAY 21, 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. Absent at the call of the roll was Ms. Katherine Craven and 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 April 14 and April 22.

Mr. Carroll 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, and Dr. Fitzgerald. Four members voting in the affirmative, the motion was adopted.

Ms. Brogna asked President Asquino how he would like to proceed regarding year to date revenues.

President Asquino gave the members a summary of the YTD revenue numbers. He spoke about the FY20 budget in terms of the fees schedule and decrease in revenues. Many factors over the past couple of years contributed the decreased enrollment resulting in revenue loss. He also stated this year's projected loss of 1.8M will actually be lower due to the CARES Act contingency money which the college received recently. However, the reality is next year this type of fiscal support will not be available.

Ms. Brogna asked for clarification on the distribution of the COVID-19 monies and timeline.

President Asquino stated the COVID-19 funding from the federal CARES Act was aimed at assisting higher education in absorbing the losses they are facing due to the virus. Quincy College's allotment is in the amount of \$2.6M 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 is more flexible and general in terms of use. This will

be utilized to deal with the ongoing budget deficit. He added 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 asked for a summary of the Cares Act funding and how it is being distributed for the members.

President Asquino agreed and suggested VP Ahern would be forwarding the information to the members as soon as possible.

There were several minutes of discussion among the members.

Ms. Brogna asked VP Ahern to go over the revenue tracking report page by page.

Mr. Ahern then gave the members a brief summary and overview of the revenue tracking report which he updated today. It actually was a little better than the previous report which went out last week.

Mr. Barbadoro requested the CARES money be separated from the actual budget even though it may be utilized to decrease the overall deficit for the year.

Ms. Brogna asked for an update on the Nursing enrollment from President Asquino and Dean Mihal

President Asquino gave an update on Nursing programs with regard to enrollment, attrition, etc. He reported the ASN program for next year is looking robust. He stated based on the deposits received on both campuses for the ASN program it will be in good shape. He stated he is directing staff at the college to only offer the LPN program on the Quincy campus. Those students who have been accepted for Plymouth have been contacted and have been agreeable with regard to attending classes on line and at the Quincy campus.

Ms. Brogna said although May 15 was the deadline for nursing applications, the finance committee will be meeting in June to discuss overall enrollment and looking at finalized nursing enrollment again. She requested the committee meet again on June 8 at 6pm. She asked that Donna Brugman poll the members for the meeting.

Ms. Brogna requested Dean Mihal update the members on the steps being taken to prepare the LPN students for the upcoming NCLEX tests.

Dean Mihal summarized the plan utilizing the Red Light/Green Light methodology for the students who just started the training.

Brief discussion surrounding the training ensued.

Dean Mihal also explained in terms of ongoing enrollment there are several students still signed up for the TEAS which was delayed by the COVID-19 crisis which could result in increased enrollment numbers.

Ms. Brogna again reminded all the deadline is May 15 and final numbers and revenue will be finalized at the next finance meeting on June 8. She added the administration and board of governors will have to be aware of ongoing enrollment numbers versus personnel costs.

President Asquino responded by reporting he had been in touch with several of his colleagues at other colleges regarding enrollment. The news is bleak everywhere in terms of numbers. The reasons are varied but include delayed decisions by both students and parents with regard to attending college in the fall as they wait for colleges to determine how they will roll out classes in the fall. Quincy College has been addressing this by personnel reductions in all areas of the college. He made it clear the college will continue to base all actions and decisions on the data which is available to him which means at this point reductions will continue.

Ms. Brogna thanked the President and all of his staff and the members of the board for the amount of time and effort which was put in to developing a balanced budget. It has been a tedious process and difficult one. Just when we thought we had a good plan for FY21 based on the balanced budget, COVID-19 hit resulting in a whole new review and possible revolving budget process as we move forward.

Old Business

None

New Business

None

At 6:40pm Mr. Barbadoro made a motion to adjourn the meeting. There was no discussion on the matter.