

**QUINCY COLLEGE
BOARD OF GOVERNORS**

**Meeting of February 16, 2006
Minutes**

The meeting was called to order at 6:02 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; Robert Crowley; William Grindlay; Dr. Joseph Nicasastro; Peter O'Neill, Esq., First Vice Chair; Jerrell Riggins; Peter Tsaffaras, Esq.; Theresa Lord-Piatelli, Esq., Chair. The following members of the Board of Governors were absent at the call of the member roll: David Dennis; Richard Nici, Second Vice Chair; Daniel Raymondi, Esq.; Walter White. Also present were: Martha Sue Harris, President and Secretary to the Board of Governors; Dr. Keith Cotroneo, Senior Vice President for Academic Affairs; Pushap Kapoor, Vice President for Administrative Services; Steve Higgins, CFO; Robert E. Baker, Jr., Esq., Dean of Business and Public Service Programs and Clerk of the Board of Governors; Michelle McNulty, Esq.; Matthew Tobin, Esq.

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

The Chair called for the Open Forum portion of the meeting to commence. After two invitations to anyone who wished to address the Board of Governors to come forward were made by the Chair, nobody did so.

At 6:05 PM, motion by Mr. Tsaffaras that the Open Forum be closed, that the regular order of business be suspended, and the Board of Governors enter into Executive Session for the purpose of discussing litigation and the purchase and exchange of real estate, to return to open and public session in thirty (30) minutes. The motion was seconded by Mr. O'Neill. 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. Crowley; Mr. Grindlay; Dr. Nicasastro; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Prior to the convening of Executive Session, Mr. Dennis arrived at 6:07 PM.

Public session resumed at 6:38 PM.

At 6:38 PM, motion by Mr. Dennis that the Board of Governors re-enter into Executive Session for the purpose of discussing litigation and the purchase and exchange of real estate. 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. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicasastro; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Public session was resumed at 7:42 PM.

Motion by Mr. Bertman that the minutes of the Board of Governors' meeting of January 19, 2006, be approved. The motion was seconded by Mr. Tsaffaras. 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. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicasastro; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Bertman that the minutes of the Board of Governors' Executive Session of January 19, 2006, be approved. The motion was seconded by Mr. Tsaffaras. 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. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicastro; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

President Harris then presented the Report of the President. She called upon Vice President Kapoor to present an enrollment report (please see copy, attached). Mr. Kapoor also explained the various terminology used in the report, as well as the rationale behind canceling sections due to low enrollment.

Vice President Cotroneo spoke regarding the Surgical Technology Program, including the search for a Program Chair, and the upgrade of the lab. He said that the report for the Board of Higher Education is progressing, largely due to the efforts of Carol Gedgaudas and Nancy Varner, as well as the consultants. The report should be submitted by early March. Laboratory needs have been identified and a change request has been presented to the landlord. The Surgical Technology Chair position has been posted. Dr. Cotroneo further reported that an Allied Health Dean, Dr. Susan Hunter, has been hired, and will start on February 28, 2006.

President Harris reported that initial budget presentations by division heads have been done. She further reported that an articulation agreement was signed last week with Cambridge College, and Quincy College is discussing with Superintendent DeCristofaro a dual enrollment agreement with the Quincy Public Schools. College Courses, Incorporated, has pledged \$20,000.00 in scholarship funds for high school students who wish to attend Quincy College. A Campus Compact grant opportunity is pending. In January, 2006, the College used the People Tracking Software developed by Executive Director of IT Tom Pham to follow up and track prospective students. Seventy three (73) of five hundred (500) prospective students contacted by Quincy College representatives enrolled for this spring semester. It is anticipated that in the fall, four thousand (4,000) inquiries will be tracked. President Harris further reported that Attorney Mary McNamara will appear before the Finance and Facilities Subcommittee in March regarding the Quincy College Foundation.

Mr. Tsaffaras asked if the prospective student follow-up is done by a phone bank. President Harris replied that it is done by a group of students hired for this purpose, and each prospect is called three (3) times.

Next presented were the Reports of Special Committees.

Mr. Grindlay, Chair of the Finance and Facilities Subcommittee, presented the report of the Finance and Facilities Subcommittee. Mr. Grindlay summarized the Subcommittee's meeting of January 30, 2006, the subject of which was the audit of the Quincy College Foundation.

Motion by Mr. Grindlay that the report of the auditors regarding the Quincy College Foundation be forwarded to the Public Charities Division of the Office of the Attorney General of the Commonwealth of Massachusetts, and to the Norfolk County District Attorney's Office. The motion was seconded by Mr. Crowley. 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. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicastro; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Grindlay further reported that the Finance and Facilities Subcommittee recommends that before any decision is made on pursuing civil action regarding the Foundation, the Board should await additional information.

Mr. Grindlay then reported on the Finance and Facilities Subcommittee's meeting of February 15, 2006. He explained the Subcommittee's preference that the College's administration present revenue forecasts prior to the Board's review of the proposed FY 2007 budget. Mr. Grindlay also reported that Attorney McNamara will be at the Subcommittee's meeting on March 15, 2006, to report on the restructuring of the Foundation. Mr. Grindlay invited all members of the Board of Governors to attend that meeting.

Transfers were then presented.

Motion by Mr. Grindlay that \$80,000.00 be transferred from the "City Purchasing" line, FY2006, to "Reserve for Appropriation, FY 2006. The motion was seconded by Mr. Crowley. 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. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicastro; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Grindlay that \$75,000.00 be transferred from "Salary Expense" line, FY 2006, to "Reserve for Appropriation", FY 2006. The motion was seconded by Ms. Condon-Walsh. 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. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicastro; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Grindlay that \$122,000.00 be transferred to "College Work Study/SEOG" line, FY 2006, from "Reserve for Appropriation", FY 2006. The motion was seconded by Ms. Condon-Walsh. 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. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicastro; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Grindlay that \$33,000.00 be transferred to "Longevity" line, FY 2006 (pursuant to the Adjunct Professor Initiative) from "Reserve for Appropriation, FY 2006. The motion was seconded by Mr. Riggins. 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. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicastro; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Grindlay that Sullivan and Rogers, Auditors, be authorized to finalize the draft audit of the Quincy College Foundation "as is". The motion was seconded by Mr. O'Neill. 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. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicastro; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Dr. Nicastro, Chair of the Personnel and Programs Subcommittee, then presented the report of the Personnel and Programs Subcommittee.

Motion by Ms. Condon-Walsh that the proposed Academic Calendar for 2006 – 2007 (please see copy, attached) be approved. The motion was seconded by Mr. O'Neill. 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. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicastro;

Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Ms. Condon-Walsh that the revised job title/description for the position of "Registrar and Dean of Enrollment Services" (please see copy, attached) be approved. The motion was seconded by Mr. O'Neill. 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. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicastro; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. O'Neill that the ASC Education and Quincy College Education Partnership Agreement (please see copy, attached) be approved. The motion was seconded by Ms. Condon-Walsh. 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. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicastro; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

At 8:19 PM, Ms. Lord-Piatelli left the room. Mr. O'Neill assumed the duties of the Chair.

Motion by Ms. Condon-Walsh that the "E-mail Acceptable Use Policy" (9.10A) (please see copy, attached) be approved. The motion was seconded by Mr. Crowley. 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. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicastro; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Bertman that the "Drug-Free Workplace Policy" (3.04) and "Smoking Policy" (3.05) (please see copies, attached) be approved. The motion was seconded by Mr. Riggins. 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. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicastro; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Riggins that the "Policy on Racial Harassment (3.03B) (please see copy, attached) be approved. 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. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicastro; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Tsaffaras then explained the rationale for the proposal for the establishment of a Special Subcommittee on Presidential Evaluation and Compensation.

Motion by Ms. Condon-Walsh to approve the establishment of a Special Subcommittee on Presidential Evaluation and Compensation. 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. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicastro; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

There were no matters discussed under Old Business.

Under New Business, President Harris reported that Dr. Mary Fifield, President of Bunker Hill Community College, agreed that the traditional three year measure for degree completion in community colleges is no longer appropriate.

At 8:34 PM, Ms. Lord-Piatelli returned and resumed the duties of the Chair.

President Harris further reported that community college students at Quincy College and elsewhere take much longer to graduate because, in part, of job and life responsibilities.

Ms. Lord-Piatelli asked President Harris to ask Dr. Ed Kelly for permission to reprint his op-ed piece on the community college student.

Motion by Mr. Bertman that the meeting be adjourned. The motion was seconded by Ms. Condon-Walsh. 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. Crowley; Mr. Dennis; Mr. Grindlay; Dr. Nicastro; Mr. O'Neill; Mr. Riggins; Mr. Tsaffaras; Ms. Lord-Piatelli. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The meeting of the Board of Governors was adjourned at 8:37 PM.