

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF FEBRUARY 28, 2007

MINUTES

The meeting was called to order at 6:10 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; David Dennis, Vice Chair; William Grindlay; Peter Tsaffaras, Esq., Chair. Absent at the call of the member roll were: Joanne Condon-Walsh; Richard Nici; Jerrell Riggins, Second Vice Chair. 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, CFO; Robert E. Baker, Jr., Esq., Dean of Business and Public Service Programs and Assistant Secretary of the Board of Governors; Tom Pham, Executive Director of Information Technology; William Hall, Interim Executive Director of Campus Facilities; Anna Williams-Cote, Acting Director of the Plymouth Campus; Mary Morris, Director of Marketing; Michelle McNulty, Esq.

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

Motion by Mr. Bertman to approve the minutes of the Board of Governors' meeting of January 31, 2007. 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. Dennis; Mr. Grindlay; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Tsaffaras called for the Open Forum portion of the meeting to begin, and invited anyone who wished to address the Board of Governors to come forward to do so. Nobody came forward and the Open Forum was declared closed.

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

President Harris presented the President's Report. She called upon Vice President Kapoor to present an enrollment report (please see copy, attached). He stated that there were now 3,709 students enrolled, an increase of 4.5 %. He also stated that the on-line registration module will be tested over the summer.

President Harris introduced to the Board of Governors Mary Morris, Director of Marketing, who started work at Quincy College on February 26, 2007. President Harris also reported that budget preparation is on schedule for the budget to be submitted to the Board on March 28, 2007. She then called on Tom Pham for a report. He reported that the on-line registration system will be operational in the summer, and will allow students to register, pay, and view their accounts on-line twenty four hours a day. All Information Technology tasks at the new Plymouth Campus have been completed.

President Harris then introduced to the Board of Governors Anna Williams-Cote, Esq., Acting Director of the Plymouth Campus, and announced that on March 28, 2007, there will be held a reception in Plymouth to celebrate the opening of the new Plymouth Campus and to honor College Courses, Incorporated, on its fiftieth anniversary. The Board meeting will be held at 6:00 PM on that date in Plymouth.

Mr. Tsaffaras presented the Report of the Chair. He said that the Appointing Council has met several times and has appointed members who are in the process of being notified of their

appointments. He proposed that the Board of Governors hold a meeting on March 14, 2007, to follow the swearing in of the new members. Issues surrounding separation also will be on the agenda of that meeting. He further reported that he hopes to meet with the Mayor next week to discuss his plans for Quincy College. Mr. Tsaffaras reminded the members that the Board of Governors is required to conduct an evaluation of the President. The evaluation instrument and timetable were to be distributed this evening and due on March 14, 2007. The Evaluation Committee will be a Committee of the Whole, chaired by Mr. Bertman.

Mr. Grindlay, Subcommittee Chair, then presented the report of the Personnel and Programs Subcommittee, including the Subcommittee's recommendation that the proposed position of Director of Student Affairs be approved.

Motion by Mr. Grindlay that the creation of the position of Director of Student Affairs be approved. The motion was seconded by Mr. Bertman.

President Harris presented the rationale for the position, including NEASC's concern over Quincy College's lack of extra-curricular and co-curricular activities. Existing activities are not currently coordinated administratively. This position would be for the next fiscal year.

A vote was taken on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Mr. Dennis; Mr. Grindlay; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Grindlay then discussed Presidential evaluation. Mr. Tsaffaras explained the evaluation process.

Motion by Mr. Grindlay that the Report on Presidential Evaluation prepared by Attorney Michelle McNulty (please see copy, attached) be adopted. 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. Dennis; Mr. Grindlay; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Riggins arrived at 6:35 PM.

Mr. Grindlay then discussed the proposed contract with Murphy, Lamere, and Murphy for legal representation.

Motion by Mr. Grindlay that the proposed contract and the appointment of Murphy, Lamere, and Murphy be approved for the period of July 1, 2007 through June 30, 2008. 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; Mr. Dennis; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The rationale for the Faculty/Staffing Credit Hour Model was then explained by Mr. Grindlay, including NEASC's desire for a lower student/faculty ratio. Senior Vice President Cotroneo was then called upon to provide further description. He provided models based on 20/1 and 30/1 ratios. President Harris stated that if Quincy College is to remain affordable, the overall institutional student/faculty ratio of 40/1 – 45/1 is probably the best that the institution can do at this point. Mr. Grindlay pointed out that this is a goal but that it is contingent upon enrollment and funding. Mr. Tsaffaras stated that if this is approved some part, at least, of the plan should be reflected in the budget. Mr. Dennis asked that the matter be referred to the Finance and Facilities Subcommittee for a financial review. Mr. Tsaffaras stated that the proposal, as submitted, is essentially a policy statement partly to address a concern expressed by NEASC. Mr. Grindlay described the proposal as setting goals.

Motion by Mr. Bertman that the Faculty Staffing Credit Hour Model be adopted as a policy of Quincy College, that it is a three year rolling plan, and that the matter be referred to the Finance and Facilities Subcommittee for review in preparation of the FY 2008 budget. 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; Mr. Dennis; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

In the absence of Ms. Condon-Walsh, Subcommittee Chair, Mr. Dennis presented the report of the Finance and Facilities Subcommittee. Mr. Dennis discussed the issue of science labs and the projected cost to build new labs. He also addressed the matter of pension liability. He stated that this liability has grown over time and has gotten more and more expensive.

Motion by Mr. Dennis that the following amounts be transferred to "Retirement Expense": \$63,800.00 from "New Program Development"; \$55,422.00 from "Legal Expense". 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. Dennis; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Grindlay requested from legal counsel the results of the action by the Quincy Housing Authority in challenging the allocation of pension costs. Mr. Tsaffaras agreed that this should be done.

Mr. Higgins was called upon to present the Chief Financial Officer's report. He forecasted income for this fiscal year to total \$179,000.00. This would occur even in the face of an operating revenue negative that is more than offset by other positives. He foresaw the projections becoming even more favorable as time goes on. President Harris explained that Quincy College has had more than one hundred new students in each semester in this academic year. The cause of this difference is the subject of a study being conducted in anticipation of the March 2007 Board meeting. Mr. Dennis stated that the institution is financially sound and a further look should be taken at the affordability of major initiatives. Mr. Tsaffaras asked whether the Plymouth operating expenses are less now but Mr. Higgins replied that because he has not yet seen many bills, he is not in a position to answer that question. Mr. Tsaffaras asked that Mr. Higgins present such a report at the March 2007 Board meeting.

Mr. Bertman presented a report on the Quincy College Trust. He stated that the final forms for dissolution of the Foundation are being prepared and the next step is to submit those forms to the Attorney General of the Commonwealth for approval. Mr. Bertman also reported on the various amounts being held by the Foundation and the Trust. He reported that the Trust is anticipating an alumni event for May or June. Mr. Tsaffaras suggested contacting community colleges that recently have established a foundation for advice.

There were no matters considered under Old Business.

There were no matters considered under New Business.

Motion by Mr. Tsaffaras that the Board of Governors enter into Executive Session for the purpose of discussing contract negotiations, real estate negotiations, and litigation, and not to return to open and public 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. Dennis; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted. Open and public session concluded at 7:14 PM.