

**QUINCY COLLEGE
BOARD OF GOVERNORS**

**FINANCE & FACILITIES COMMITTEE
MEETING OF JANUARY 11, 2016**

Minutes

The meeting of the Finance & Facilities Committee, held in the Hart Board Room, Room 706, 7th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 6:00 PM by Mr. Christopher Bell, Finance & Facilities Committee Chair. The member roll was called. The following members of the Finance & Facilities Committee were present at the call of the member roll: Mr. Christopher Bell; Mr. Paul Barbadoro; Mr. Thomas Feenan; and Ms. Carolyn O'Toole. Absent at the call of the member roll was: Ms. Mary Jo Brogna; Ms. Eileen Bevivino-Lawton; and Dr. Thomas Fitzgerald. A quorum was present.

Also present was: President Peter H. Tsaffaras, J.D., Secretary of the Board of Governors; Mr. Joseph Mercurio, Vice President Administration & Finance; Mr. Martin Ahern, Director of Finance; and Stephen Kearney, Assistant to the President.

Motion by Mr. Barbadoro that the Finance & Facilities Committee approve the minutes of its meeting of November 09, 2015, as submitted. The motion was seconded by Mr. Feenan. There was no discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Barbadoro; Mr. Feenan; and Ms. O'Toole. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, Chairman Bell presented three (3) budget transfers for consideration by the Committee (Motion No. FFC 2-16):

1. Institutional Research Events:

From: IR Events	70580814-570617	-\$1,000
To: Student Development Events	70580830-570615	+\$1,000

To transfer costs incurred by Student Development covering the cost of events originally budgeted under Institutional Research and Assessment.

2. Presidents Place 2nd Floor – Capital Project:

From: Postage	70580831-540202	-\$2,615
To: 2nd Floor Buildout	70897600-580000-7028	+\$2,615

To Fund a bill from Granite Lock which made the entrance door to the second floor student services center handicap accessible.

3. Faculty Books – Plymouth Campus:

From: Insurance	70890098-570400	-\$5,000
To: Plymouth – Faculty Books	70580823-570614	+\$5,000

To fund the purchase of books for faculty for various courses/sections. As we grow, we are offering more sections at the Plymouth Campus and have incurred greater than expected costs.

Motion by Mr. Barbadoro to approve the budget transfers as listed and described in Motion No. FFC 2-16 and to recommend approval by the full Board at its next meeting. The motion was seconded by Ms. O'Toole. There was discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Barbadoro; Mr. Feenan; and Ms. O'Toole. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Dr. Thomas Fitzgerald arrived at 6:19 PM.

Next, Chairman Bell introduced Mr. Mercurio who along with Mr. Ahern presented the following: Financial Management Reports: Draft Financial Report November YTD FY 2016; Revenue Tracking Report November YTD FY–2016; Preliminary Revenue Tracking Report for Spring Semester 2016; and the Credit Hour Summary Report for January 2016.

There was no Old Business.

Under New Business, Mr. Feenan discussed College Courses, Inc., and its donations to Quincy College in the amounts of \$25,000.00 and \$10,000.00. Mr. Feenan stated that he would like to appoint two newer members of the Board of Governors to The Quincy College Trust to ensure continuity between the Board of Governors and the Quincy College Trust. Mr. Feenan also discussed the Exercise Science facility and the cost of using the facility.

At 6:45 PM, motion by Mr. Feenan to adjourn the meeting of the Finance & Facilities Committee. Motion seconded by Ms. O'Toole. There was no discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Barbadoro; Mr. Feenan; Dr. Fitzgerald; and Ms. O'Toole. There were no votes in opposition to the motion and no abstentions. The motion was adopted and the meeting was adjourned.

**QUINCY COLLEGE
BOARD OF GOVERNORS**

**FINANCE & FACILITIES COMMITTEE
MEETING OF MARCH 07, 2016**

Minutes

The meeting of the Finance & Facilities Committee, held in the Hart Board Room, Room 706, 7th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 6:00 PM by Mr. Christopher Bell, Finance & Facilities Committee Chair. The member roll was called. The following members of the Finance & Facilities Committee were present at the call of the member roll: Mr. Christopher Bell; Mr. Paul Barbadoro; Ms. Eileen Bevivino-Lawton; Dr. Thomas Fitzgerald; and Ms. Carolyn O'Toole. Absent at the call of the member roll was: Ms. Mary Jo Brogna and Mr. Thomas Feenan. A quorum was present.

Also present was: President Peter H. Tsaffaras, J.D., Secretary of the Board of Governors; Mr. Joseph Mercurio, Vice President Administration & Finance; Ms. Mary Scott, Vice President for Human Resources; Mr. Martin Ahern, Director of Finance; Mr. William Hall, Director of Administrative Services and Facilities; and Stephen Kearney, Assistant to the President.

Motion by Dr. Fitzgerald that the Finance & Facilities Committee approve the minutes of its meeting of January 11, 2016, as submitted. The motion was seconded by Ms. O'Toole. There was no discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Barbadoro; Ms. Bevivino-Lawton; Dr. Fitzgerald; and Ms. O'Toole. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, Chairman Bell introduced the President and Mr. Mercurio who discussed Finance & Facilities Motion No. FFC 4-16, the so-called "good news transfer" which comprised the transfer of \$1,571,174.00 from the 2015 Operating Income/Surplus Budget to the Unrestricted Fund Balance. Motion by Dr. Fitzgerald to approve the budget transfer as described in Motion No. FFC 4-16 and to recommend approval by the full Board at its next meeting. The motion was seconded by Mr. Barbadoro. There was no discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Barbadoro; Ms. Bevivino-Lawton; Dr. Fitzgerald; and Ms. O'Toole. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, Chairman Bell presented two (2) budget transfers for consideration by the Committee (Motion No. FFC 5-16):

1. Office of The President/Executive Offices

From: VP Academic Affairs	70580812-510101	-\$10,000
From: VP Admin & Finance	70580813-510101	-\$5,000
To: Executive Offices	70580811-570618	+\$15,000

To fund part-time administrative salaries for front desk coverage at the Executive Offices (7th floor).

2. Nursing Administration:

From: Nursing Salaries	70630814-510101	-\$65,000
To: HR - Consulting	70580826-530109	+\$65,000

To fund contractual commitment for position of Dean of Nursing through June 30th.

Motion by Ms. O'Toole to approve the budget transfers as listed and described in Motion No. FFC 5-16 and to recommend approval by the full Board at its next meeting. The motion was seconded by Ms. Bevivino-Lawton. There was no discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Barbadoro; Ms. Bevivino-Lawton; Dr. Fitzgerald; and Ms. O'Toole. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, Chairman Bell introduced Mr. Mercurio who along with Mr. Ahern presented the FY 2016 Financial Report(s) and the FY 2017 Budget Process and Guidelines. They discussed with the Committee the process by which the Budget was being developed. There were questions by the members. The members' questions were addressed by the President, Mr. Mercurio, and Mr. Ahern. Chairman Bell established that the Committee would reconvene on 04 April 2016 at 4:30 p.m. for the purpose of reviewing the Budget.

Next, Chairman Bell introduced the President who presented to the members the 2016/2017 Facilities Improvement Update. The President reviewed the ongoing building projects including the refurbishment of the bathrooms in the Saville building and the buildout of the new Admissions Office on the ground level of Presidents Place.

There was no Old Business.

Under New Business, Mr. Mercurio reported that Department of Homeland Security had been reviewing the way the College processed Federal Forms I-20. The College's I-17 petition had been under review for approximately five (5) years. Mr. Mercurio shared the good news that the College's I-17 petition was approved today through the hard work of many, especially Ms. Lisa Stack, Director of International Services.

Executive Session, Motion by Mr. Barbadoro that the Board go into Executive Session pursuant to Massachusetts General Laws, Chapter 30A, Section 21(a)(3), to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares, and to not reconvene in Open Session other than to adjourn. The motion was seconded by Ms. Bevivino-Lawton. There was no discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Dr. Fitzgerald; and Ms. O'Toole. There were no votes in opposition to the motion and no abstentions. The motion was adopted and the Committee convened in Executive Session at 6:45 PM.

At 8:00 PM, motion by Ms. O'Toole to adjourn the meeting of the Finance & Facilities Committee. Motion seconded by Ms. Bevivino-Lawton. There was no discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Barbadoro; Ms. Bevivino-Lawton; Dr. Fitzgerald; and Ms. O'Toole. There were no votes in opposition to the motion and no abstentions. The motion was adopted and the meeting was adjourned.

**QUINCY COLLEGE
BOARD OF GOVERNORS**

**FINANCE & FACILITIES COMMITTEE
MEETING OF APRIL 04, 2016**

Minutes

The meeting of the Finance & Facilities Committee, held in the Hart Board Room, Room 706, 7th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 4:45 PM by Mr. Christopher Bell, Finance & Facilities Committee Chair. The member roll was called. The following members of the Finance & Facilities Committee were present at the call of the member roll: Mr. Christopher Bell; Mr. Paul Barbadoro; Mr. Thomas Feenan; Dr. Thomas Fitzgerald; Mr. Gregory Hanley; and Ms. Carolyn O'Toole. Absent at the call of the member roll was: Ms. Eileen Bevivino-Lawton. A quorum was present.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Mr. Joseph Mercurio, Senior Vice President for Administration and Finance; Ms. Aundrea Kelley, Senior Vice President for Academic Affairs; Ms. Mary Scott, Vice President for Human Resources; Stephen Kearney, J.D., Assistant to the President; and Martin Ahern, Director of Finance.

Motion by Mr. Barbadoro that the Finance & Facilities Committee approve the minutes of its meeting of March 07, 2016, as submitted. The motion was seconded by Dr. Fitzgerald. There was no discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Barbadoro; Mr. Feenan; Dr. Fitzgerald; and Ms. O'Toole. There were no votes in opposition to the motion and no abstentions. Mr. Hanley voted "present." The motion was adopted.

Governor Barbara Clarke arrived at 5:15 PM.

Next, Chairman Bell presented five (5) budget transfers for consideration by the Committee (Motion No. FFC 6-16):

1. Human Resources:

From: I.T. Salaries	70580829-510101	-\$3,000
To: HR Recruitment	70580826-530109	+\$3,000

To fund contractual recruitment contracts not fully anticipated in budget.

2. Adjunct Salaries:

From: Online Salaries	70580834-570618	-\$219,600
From Plymouth P/T Salaries	70580823-570618	-\$220,000
From Liberal Arts P/T salaries	70630818-570618	-\$10,000
From Presidents Salary	70580811-510101	-\$65,000
From Surg. Tech P/T	70630816-570618	-\$22,000
To Professional Programs P/T	70630817-570618	+\$84,600
To Science P/T	70630856-570618	+\$52,000
To: Nursing p/t salaries	70630814-570618	+\$400,000

To fund additional adjunct salaries required through year end.

3. Admissions Reception Center:

From: Plymouth Campus Expansion	70897600-580000-7027	\$50,000
To: Admissions Buildout	70897600-580000-7006	+\$50,000

To fund I.T. and new furniture expenses for the Admissions Reception Center.

4. Events:

From: Student Development. P/T Salaries	70580830-570618	-\$25,500
To: College wide Events	70580830-570615	+\$25,500

To fund various College events through end of fiscal year.

5. Credit Card Fees:

From: Bank Charges	70890098-530102	-\$10,000
From: Insurance	70890098-570400	-\$10,000
From: Auditing Fees	70890098-530002	-\$19,000
From: Postage	70890098-530002	-\$8,000
To: Credit Card fees	70890098-530104	+\$47,000

To fund additional credit card fees through fiscal year end, as a result of increased online registration and higher transaction volume.

Motion by Mr. Feenan to approve the five (5) budget transfers as listed and described in Motion No. FFC 6-16 and to recommend approval by the full Board at its next meeting. The motion was seconded by Dr. Fitzgerald. There was discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Barbadoro; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; and Ms. O'Toole.

There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, the Committee reviewed the Proposed 2017 Budget. Mr. Ahern distributed binders to the members. Each binder comprised information on the following topics for Fiscal Year 2017: 1) Summary Background Material; 2) Table of Organization; 3) Budget Drivers Chart; 4) Comparative Tuition and Fee Rates of the Massachusetts Community Colleges; 5) Comparative Tuition and Fee Rates for Massachusetts Community Colleges relative to International Students; 6) Enrollment Trends for Fall of 2010 - 2015; 7) Enrollment Trends for Spring of 2011 – 2015; 8) The Proposed Budget for Fiscal Year 2017; 9) Appendix of Constituent Entities; 10) Proposed Budget Worksheets for Fiscal Year 2017; and 11) Proposed Capital Outlay Budget for Fiscal Year 2017.

President Peter H. Tsaffaras addressed the members by stating that a college's budget reflects the mission of the college. The Mission of Quincy College is access to and opportunity for higher education. This budget reflects the Mission of Quincy College by addressing three (3) themes: teaching and learning and the primacy of the teaching/learning relationship; development of infrastructure; and institutional sustainability.

The members went in great detail through the materials provided by Mr. Ahern. The members then went page-by-page through the Proposed Budget Worksheets. There was discussion among the members and questions posed by the members. On page 6 of the Proposed Budget Worksheets (Institutional Research & Assessment), there was a correction noted in that a new position that was listed "Research Analyst" was not going to be included for this year's budget and was being removed for the final version of the proposed budget.

Motion by Mr. Barbadoro that the Finance & Facilities Committee approve the Operating Budget and Capital Budget as amended, and to recommend approval by the full Board. The motion was seconded by Dr. Fitzgerald. There was no discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Bell, Mr. Barbadoro; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; and Ms. O'Toole. There were no votes in opposition to the motion. There were no abstentions. The motion was adopted.

There was no Old Business.

Under New Business, there was discussion of the Board Retreat.

At 8:22 PM, motion by Mr. Feenan to adjourn the meeting of the Finance & Facilities Committee. Motion seconded by Mr. Hanley. There was no discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Barbadoro; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; and Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted and the meeting was adjourned.

**QUINCY COLLEGE
BOARD OF GOVERNORS**

**FINANCE & FACILITIES COMMITTEE
MEETING OF APRIL 21, 2016**

Minutes

The meeting of the Finance & Facilities Committee, held in the Hart Board Room, Room 706, 7th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 5:50 PM by Mr. Christopher Bell, Finance & Facilities Committee Chair. The member roll was called. The following members of the Finance & Facilities Committee were present at the call of the member roll: Mr. Christopher Bell; Mr. Paul Barbadoro; Ms. Eileen Bevivino-Lawton; Mr. Thomas Feenan; Dr. Thomas Fitzgerald; Mr. Gregory Hanley; and Ms. Carolyn O'Toole. A quorum was present.

Also present was: Governor Barbara Clarke; Governor William Boozang; President Peter H. Tsaffaras, J.D., Secretary of the Board of Governors; Mr. Joseph Mercurio, Vice President Administration & Finance; Mr. Martin Ahern, Director of Finance; and Stephen Kearney, Assistant to the President.

Motion by Mr. Hanley that the Finance & Facilities Committee approve the minutes of its meeting of April 04, 2016, as submitted. The motion was seconded by Mr. Feenan. There was no discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; and Ms. O'Toole. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, Chairman Bell introduced the President and Mr. Mercurio who discussed Finance & Facilities Motion No. FFC 9-16. The President reported that the College received from the City of Quincy a bill for Workers Compensation payments for two former employees. The President reported that the College verified that the bills were accurate and due. The President presented the following budget transfer for consideration by the Committee:

1. Workers Compensation:

From: VP Academic Affairs	70580812-510101	-\$60,000
To: Workers Compensation	70890098-570703	+\$60,000

To fund additional unanticipated workers compensation payments through the end of the fiscal year 2016.

Motion by Ms. Bevivino-Lawton to approve the budget transfer as described and to recommend approval by the full Board at its next meeting. The motion was seconded by Dr. Fitzgerald. There was discussion among the members regarding self-insurance, stop-loss insurance, and basic workers compensation insurance. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; and Ms. O'Toole. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

There was no Old Business.

There was no New Business.

At 6:05 PM, motion by Mr. Feenan to adjourn the meeting of the Finance & Facilities Committee. Motion seconded by Ms. Bevivino-Lawton. There was no discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Bell; Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; and Ms. O'Toole. There were no votes in opposition to the motion and no abstentions. The motion was adopted and the meeting was adjourned.

**QUINCY COLLEGE
BOARD OF GOVERNORS**

**FINANCE & FACILITIES COMMITTEE
MEETING OF JUNE 13, 2016**

Minutes

The meeting of the Finance & Facilities Committee, held in the Hart Board Room, Room 706, 7th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 5:37 PM by Mr. Paul Barbadoro who chaired the meeting on behalf of Mr. Christopher Bell, Finance & Facilities Committee Chair. The member roll was called. The following members of the Finance & Facilities Committee were present at the call of the member roll: Mr. Paul Barbadoro; Mr. Thomas Feenan; Dr. Thomas Fitzgerald; and Ms. Carolyn O'Toole. Absent at the call of the member roll was: Mr. Christopher Bell; Ms. Eileen Bevivino-Lawton; and Mr. Gregory Hanley; A quorum was present.

Also present was: President Peter H. Tsaffaras, J.D., Secretary of the Board of Governors; Mr. Joseph Mercurio, Vice President Administration & Finance; Mr. Martin Ahern, Director of Finance; Mr. William Hall, Director of Administrative Services and Facilities; and Stephen Kearney, Assistant to the President.

Motion by Dr. Fitzgerald that the Finance & Facilities Committee approve the minutes of its meeting of April 21, 2016, as submitted. The motion was seconded by Mr. Feenan. There was no discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Feenan; Dr. Fitzgerald; and Ms. O'Toole. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, Mr. Barbadoro introduced Mr. Martin Ahern who presented the Year to Date Financial Report. Mr. Ahern reported that the College had a \$2,722,822.00 net increase in cash balance for the period. Next, Mr. Barbadoro introduced Mr. Joseph Mercurio who presented the members with the Year to Date Revenue Tracking Report. Mr. Mercurio reported that the College was \$1,006,848.00 ahead on tuition and \$400,000 ahead on fees.

Next, Mr. Barbadoro introduced the President and Mr. Mercurio who discussed Finance & Facilities Motion No. FFC 11-16, Budget Transfers. The President reported that the College received from the City of Quincy a bill for Workers Compensation payments for two former employees. The President and Mr. Mercurio reported to the members regarding self-insurance, stop-loss insurance, and basic workers compensation insurance. The President presented the following budget transfer for consideration by the Committee to fund unanticipated workers compensation payments and to fund initial payments on demolition and framing the new Nursing Lab Suite in the Plymouth Campus Expansion project:

1. Workers Compensation:

From: Board of Governors Profess. Dev.	70580810-530108	-\$4,000
From: Postage	70580831-540202	-\$14,000
From: Campus Services – Machine Service	70580831-540410	-\$5,000
From: International - Travel	70580815-570100	-\$1,800
From: International - Events	70580815-570615	-\$5,200
From: Liberal Arts - Testing	70630818-550101	-\$12,000
From: Liberal Arts - Supplies	70580815-570100	-\$3,000
From: Library Supplies	70580821-550103	-\$1,500
From: Online – Training	70580834-530109	-\$7,500
From: Online – Software licenses	70580834-530309	-\$24,000
From: Board of Governors F/T Salary	70580810-510101	-\$110,000
To: Workers Compensation	70890098-57070	+\$188,000

To fund unanticipated workers compensation payments.

2. Plymouth Campus Buildout:

From: Library Expansion Project	70897600-580000-7019	-\$50,000
To: Plymouth Campus Expansion project	70897600-580000-7027	-\$50,000

To fund initial payments on demolition and framing new Nursing Lab Suite.

Motion by Mr. Feenan to approve the budget transfer as described and to recommend approval by the full Board at its next meeting. The motion was seconded by Ms. O'Toole. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Feenan; Dr. Fitzgerald; and Ms. O'Toole. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, Mr. Mercurio reported to the members regarding the Year-End Audited Financial for Fiscal Year 2015.

Next, Mr. Barbadoro introduced the President and Mr. Mercurio who discussed Finance & Facilities Motion No. FFC 12-16 which would grant to the President the authority to execute budget transfers among and between departments in an amount of up to \$10,000.00 for any single transfer. Motion by Dr. Fitzgerald that the Finance & Facilities Committee approve the grant of authority to the President as described in Finance & Facilities Motion No. FFC 12-16 and to recommend approval by the full Board at its next meeting. The motion was seconded by Mr. Feenan. There was discussion among the members. The President explained that the motion would allow him to make transfers up to the limit the Board establishes (proposed to be \$10,000.00) with prior Board approval, but that such budget transfers would be reported to the Board at its next meeting for consideration and ratification. The President explained further that budget transfers in an amount greater than the limit established by the Board would require prior approval by the Board. Mr. Feenan recommended that the motion under discussion be amended to increase the limit of the President's budget transfer authority from \$10,000.00 to 15,000.00. Dr. Fitzgerald agreed to the amendment of his motion to increase the limit of the President's budget transfer

authority from \$10,000.00 to 15,000.00. Mr. Feenan seconded the motion as amended. There was no discussion on the amended motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Feenan; Dr. Fitzgerald; and Ms. O'Toole. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, Mr. Barbadoro raised the issue of continuity of decision making during the summer months while the Board does not meet. Mr. Barbadoro reminded the members that the Board of Higher Education has a policy of "summer delegation." Mr. Barbadoro suggested that the members may want to consider a motion granting to the President so-called "summer delegation of authority" as it had done last year. Motion by Mr. Feenan that the Board of Governors delegates to the President until the next regularly scheduled meeting of the Board its authority to take any action, in consultation with and upon the advice of the Chairman or Vice Chairs of the Board, as is deemed necessary or desirable and to recommend approval by the full Board at its next meeting. The motion was seconded by Ms. O'Toole. There was discussion among the members. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Feenan; Dr. Fitzgerald; and Ms. O'Toole. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, the President and Mr. Hall reported on the various facility improvement projects underway.

There was no Old Business.

Under New Business, the President reported that the College had chosen Century Bank. There was discussion of Century Bank and a summary of the services they provide. The President reported that the College had reached agreement with the City regarding issues associated with the College breaking-away from the City for its banking activities.

Also under New Business, Mr. Mercurio reported to the members regarding the updating of Jenzabar EX modules by the IT Department. Mr. Mercurio pointed out that even though the College had not been using the Finance Module, Mr. Thomas Pham exercised foresight and maintained the Finance Module as part of the College's package for several years resulting in a current cost savings by obviating the need to purchase the Finance Module and its updates at this time.

At 6:15 PM, motion by Ms. O'Toole to adjourn the meeting of the Finance & Facilities Committee. Motion seconded by Dr. Fitzgerald. There was no discussion on the motion. The following members of the Finance & Facilities Committee voted in favor of the motion: Mr. Barbadoro; Mr. Feenan; Dr. Fitzgerald; and Ms. O'Toole. There were no votes in opposition to the motion and no abstentions. The motion was adopted and the meeting was adjourned.

**QUINCY COLLEGE
BOARD OF GOVERNORS**

**FINANCE & FACILITIES COMMITTEE
MEETING OF NOVEMBER 14, 2016**

Minutes

The meeting of the Finance & Facilities Committee, held in the Hart Board Room, Room 706, 7th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 5:30 PM by Mr. Paul Barbadoro, Finance & Facilities Committee Chair. The member roll was called. The following Governors of the Finance & Facilities Committee were present at the call of the member roll: Mr. Paul Barbadoro; Ms. Eileen Bevivino-Lawton; Mr. Thomas Feenan; Dr. Thomas Fitzgerald; Mr. Gregory Hanley; and Mr. David McCarthy. No Governors were absent at the call of the member roll. A quorum was present.

Also present were: Governor Christopher Bell; President Peter H. Tsaffaras, J.D., Secretary of the Board of Governors; Stephen Kearney, Assistant to the President; Ms. Mary Burke, Vice President/Dean of the Plymouth Campus; Mr. Thomas Pham, Vice President for Technology & Missions Support; Mr. Martin Ahern, Director of Finance; Mr. William Hall, Director of Administrative Services & Facilities; and Mr. Daniel O'Neil, President and CEO of ADRM.

Motion by Mr. Feenan that the Finance & Facilities Committee approve the minutes of its meeting of June 13, 2016, as submitted. The motion was seconded by Dr. Fitzgerald. There was no discussion on the motion. The following Governors of the Finance & Facilities Committee voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; and Mr. McCarthy. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, Chairman Barbadoro introduced Mr. Martin Ahern who reported on the Fiscal Year 2016 Year-End Report. There was discussion among and questions by the Governors. President Tsaffaras and Mr. Martin Ahern addressed the questions posed by the Governors.

Next, Chairman Barbadoro recognized President Tsaffaras who reported to the Governors on the Fiscal Year 2016 Fund Balance Transfer. There was discussion among and questions by the Governors. President Tsaffaras and Mr. Martin Ahern addressed the questions posed by the Governors. Motion by Mr. Hanley that the Finance & Facilities Committee recommend the Board of Governors approve the below listed transfer, as presented. The motion was seconded by Ms. Bevivino-Lawton.

1. FY 16 Operating Income/ Surplus:

From: Operating Income	7000-39500	-\$2,775,144
To: Unrestricted Fund Balance	7000-35900	+\$2,775,144

Explanation: To transfer the operating income / surplus from FY16 into the unrestricted fund balance.

There was no discussion on the motion. The following Governors of the Finance & Facilities Committee voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; and Mr. McCarthy. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, Mr. Ahern reported to the Governors on the Fiscal Year 2017 First Quarter Financial Report. There was discussion among and questions by the Governors. President Tsaffaras and Mr. Martin Ahern addressed the questions posed by the Governors.

Next, President Tsaffaras and Mr. Ahern reported to the Governors on the Fiscal Year 2017 Date Revenue Tracking Report. There was discussion among and questions by the Governors. President Tsaffaras and Mr. Martin Ahern addressed the questions posed by the Governors.

Next, Mr. Ahern reported to the Governors regarding Budget Transfers made by the President under the delegation of summer authority granted by the Board of Governors at their regularly scheduled meeting on June 16, 2016. There was discussion among and questions by the Governors. President Tsaffaras and Mr. Martin Ahern addressed the questions posed by the Governors.

Motion by Dr. Fitzgerald that the Finance & Facilities Committee ratify transfers approved by the President under the delegation of summer authority granted by the Board of Governors at their regularly scheduled meeting on June 16, 2016. The motion was seconded by Mr. Hanley. There was no discussion on the motion. The following Governors of the Finance & Facilities Committee voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; and Mr. McCarthy. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, Mr. Ahern reported to the Governors regarding Budget Transfers made by the President under the delegation of authority to execute budget transfers among and between departments in an amount up to \$15,000 for any single transfer granted by the Board of Governors at their regularly scheduled meeting on June 16, 2016. There was discussion among and questions by the Governors. President Tsaffaras and Mr. Martin Ahern addressed the questions posed by the Governors.

Motion by Mr. Feenan that the Finance and Facilities Committee ratify transfers approved by the President under the delegation of authority to execute budget transfers among and between departments in an amount up to \$15,000 for any single transfer granted by the Board of Governors at their regularly scheduled meeting on June 16, 2016. The motion was seconded by Mr. McCarthy. There was no discussion on the motion. The following Governors of the Finance & Facilities Committee voted in favor of

the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; and Mr. McCarthy. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, President Tsaffaras and Ms. Burke presented to the Governors budget transfers for consideration by the Committee (Motion No. FFC 18-16):

1. Plymouth C.N.A Director:

From: Plymouth P/T Salary	70580823-570618	-\$24,500
From: Prof. Programs F/T Salary	70630817-510101	-\$19,000
To: Plymouth F/T Salary	70580823-510101	+\$43,500

Explanation: To transfer funds necessary to cover C.N.A Director's Salary from November through June, 2017.

2. College Wide Furniture:

From: Prof. Programs F/T Salary	70630817-510101	-\$6,000
To: College Wide Furniture	70897600-580000-7004	+\$6,000

Explanation: To transfer funds to cover various capital furniture purchases throughout the institution.

3. Capital Projects:

From: Science F/T Salary	70630856-510101	-\$18,789
From: Capital – Writing Studio	70897600-580000-7011	-\$26,000
From: Capital – Plymouth Admin	70897600-580000-7024	-\$6,562
To: Capital – Student Lounge	70897600-580000-7024	+\$3,552
To: Capital – Admissions Center	70897600-580000-7030	+\$20,190
To: Capital – Plymouth Nursing	70897600-580000-7017	+\$24,524
To: Capital – Saville Restrooms	70897600-580000-7031	+\$3,085

Explanation: To transfer funds to cover various existing capital projects

4. New Plymouth Faculty Area Expansion:

From: Fund Balance	7000-35900	-\$368,000
To: Capital – Plymouth Faculty Area	70897600-580000-7029	+\$368,000

Explanation: To appropriate funding not anticipated as part of the FY17 budget, necessary to complete the redesign of the Plymouth Campus project started during the summer, to incorporate space previously occupied by UMASS.

5. New Plymouth Syndaver Lab:

From: Fund Balance	7000-35900	-\$ 95,000
To: Capital – Plymouth Faculty Area	70897600-580000-7030	+\$ 95,000

Explanation: To appropriate funding not anticipated as part of the FY17 budget, necessary to correctly house and care for the investment made in the Syndaver.

Motion by Ms. Bevivino-Lawton to approve the budget transfers as listed and described in Motion No. FFC 18-16 and to recommend approval by the full Board at its next meeting. The motion was seconded by Mr. Feenan. There was no discussion on the motion. The following Governors of the Finance & Facilities Committee voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; and Mr. McCarthy. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, Mr. Ahern reported to the Governors on the implementation of banking, payroll, and purchasing systems. There was discussion among and questions by the Governors. President Tsaffaras and Mr. Ahern addressed the questions posed by the Governors.

Next, Mr. William Hall reported to the Governors on capital projects and facilities. There was discussion among and questions by the Governors. President Tsaffaras and Mr. Hall addressed the questions posed by the Governors.

Next, the Chair recognized Mr. Daniel O'Neil, President and CEO of Advanced Data Risk Management, LLC (ADRM). Mr. O'Neil reported to the Governors on the Business Continuity Plan developed by ADRM for the College. Mr. O'Neil reported that the Business Continuity Plan was reviewed in great detail by Governor Barbara Clarke. Mr. O'Neil reported to the Governors on the various aspects of the Business Continuity Plan.

There was no Old Business.

There was no New Business.

Motion by Mr. Hanley that the Committee, pursuant to the provisions of the Massachusetts General Laws, Chapter 30A, section 21(a)(6), enter into an executive session to consider the lease of real property because discussion in open session may have a detrimental effect on the negotiating position of the College, and to reconvene in Open Session for the purpose of adjournment. The motion was seconded by Dr. Fitzgerald. There was no discussion on the motion. The following Governors of the Finance & Facilities Committee voted in favor of the motion to enter into executive session: Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; and Mr. McCarthy. There were no votes in opposition to the motion and no abstentions. The motion was adopted and at 7:14 PM the Governors entered into executive session. At the request of the Chair, President Tsaffaras and Mr. Kearney participated in the executive session with the Governors.

Motion by Mr. Hanley that the Committee close the executive session and return to open session for the purpose of adjournment. The motion was seconded by Dr. Fitzgerald. There was no discussion on the motion. The following Governors of the

Finance & Facilities Committee voted in favor of the motion to return to open session: Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; and Mr. McCarthy. There were no votes in opposition to the motion and no abstentions. The motion was adopted and at 7:40 PM the Governors returned to open session.

At 7:41 PM, motion by Mr. Barbadoro to adjourn the meeting of the Finance & Facilities Committee. Motion seconded by Ms. Bevivino-Lawton. There was no discussion on the motion. The following Governors of the Finance & Facilities Committee voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; and Mr. McCarthy. There were no votes in opposition to the motion and no abstentions. The motion was adopted and the meeting was adjourned.