

**QUINCY COLLEGE  
BOARD OF GOVERNORS**

**FINANCE AND FACILITIES COMMITTEE MEETING  
AUGUST 29, 2019**

**Minutes**

The meeting of the Quincy College Board of Governors Finance and Facilities Committee meeting, held in the Hart Board Room, 7th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 5:45 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, Chair of the Finance Committee; Mr. Christopher Carroll; Dr. Thomas Fitzgerald; Mr. Greg Hanley; Mr. Paul Barbadoro and Ms. Katherine Craven. A quorum was present.

Also present were: Michael Bellotti, President; Mr. Gerald Koocher, Provost; Dr. Jennifer Luddy SVP, Mr. Martin Ahern, Associate Vice President of Finance; Mr. Christopher Bell, Senior Advisor to the President and Acting Clerk to the Board of Governors.

Governor Barbadoro made a motion to pass the minutes of the previous committee meeting, seconded by Dr. Fitzgerald. On the motion, Governors Brogna, Hanley, Carroll, and Fitzgerald, Craven, and Barbadoro voted in favor of the motion and it passed.

Chairwoman Brogna requested President Bellotti to give an overview of the final FY19 Financials.

President Bellotti gave the committee an update on the financial report.

President Bellotti then gave an update on the financials for this year. He explained enrollment was trending at approximately a 15% decrease from the same time last year, and described several factors for the decline including the late start to enrolling ADN students for the new cohort, the ongoing enrollment decline nationally, early indicators from last fall which were not identified, and the impact the closure of Nursing has had on enrollment in other areas of study at the college, which was more than originally forecast.

Chairwoman Brogna stated when we are in the budget process we must put money in reserves to mitigate enrollment declines. All agreed. She asked President what steps are being taken to mitigate the decline.

President Bellotti stated \$2.2 million has been identified in savings between not backfilling certain positions and capital expense savings. He also stated he was working with Dr. Jennifer Luddy the SVP of Enrollment and Strategic Planning, and AVP

Martin Ahearn on creating a new methodology on how the college budget is created. The current system is not conducive to budgeting around enrollment trends and needs to be updated and more inclusive.

Some brief discussion ensued amongst members and President Bellotti.

Chairwoman Brogna requested the President give the full board a list of the identified cuts he mentioned and to be prepared with all pertinent information at the next Finance and Facilities meeting as well as the full board meeting in September.

President Bellotti stated it was his intention to bring before the board a revised FY20 budget as soon as possible.

Governor Barbadoro asked about a timeline.

President Bellotti stated 3 weeks to a month but no later than the next meeting in September. He also said in the longer term he will be shifting the whole paradigm in terms of budget strategies to better produce budgets based on enrollment trends.

Chairwoman Brogna asked for an updated number on the missed ADN nursing cohort and the budget impact overall. She believes the numbers projected in tonight's document are not completely reflective of the impact.

Governor Craven asked if the President expected the spring enrollment to follow in similar fashion to the fall.

President Bellotti stated most indicators would suggest a similar miss in projections.

SVP Luddy added we should have a much better indicator by the end of September.

Chairwoman Brogna suggested a full financial analysis must be factored into the process going forward to give a clear and precise picture of a revised budget this year and in forecasting for FY21. She also suggested the budget process has to start early this year to get out in front of any continued flat line or decrease in enrollment for next year. She also stressed she wants detailed informational documents for the next meeting of both the finance committee and full board meeting.

Brief discussion ensued.

Chairwoman Brogna asked about the request to start a new nursing cohort in fall 2020.

President deferred to Dr. Koocher who reported he had spoken with BORN who had several questions revolving around logistics to allow a new cohort. He is meeting with BORN in September and will have a clearer answer after the meeting.

Chairwoman Brogna requested a staffing analysis be done on Nursing and reported back to the board including budgetary impact based on the number of students, a

complete understanding of the organizational structure, and what programs match up with what staff members. It may be the structure of the management of the program needs to be reevaluated. She also asked if the BOG could appoint a committee to focus strictly on the issues facing the reinstatement of the nursing program now and moving forward.

President Bellotti agreed and suggested Chairwoman Brogna let him know about concept and who she felt should be part of the group.

Governor Barbadoro tasked Chairwoman Brogna with informing him on who she felt were best fit for a Nursing Program committee.

Governor Barbadoro then had a brief statement regarding the overdue AGB invoices and made a motion to pay the bills. Governor Hanley seconded the motion. Governors Brogna, Barbadoro, Carroll, Craven, Fitzgerald, and Hanley all voted in the affirmative and the motion was adopted.

#### Old Business

None

#### New Business

None

At approximately 6:25 p.m., Chairwoman Brogna adjourned the meeting. There was no discussion on the matter.