

**QUINCY COLLEGE
BOARD OF GOVERNORS**

**FINANCE AND FACILITIES COMMITTEE MEETING
DECEMBER 19, 2019**

Minutes

The meeting of the Quincy College Board of Governors Finance and Facilities Committee meeting, held in the Hart Board Room, 4th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 5:30 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. Ms. Katherine Craven was absent at the call of the roll. A quorum was present.

Also present were: Dr. Daniel Asquino, President; Dr. Jennifer Luddy SVP, Mr. Martin Ahern, Vice President of Finance; Dr. Servet Yatin SVP, Mr. Christopher Bell, Senior Advisor to the President and Clerk to the Board of Governors and members of the staff and faculty.

Mr. Barbadoro made a motion to pass the minutes of the previous committee meeting, seconded by Mr. Carroll. On the motion, Governors Brogna, Hanley, Carroll, Fitzgerald, and Barbadoro voted in favor of, the motion was adopted.

Ms. Brogna reported on budget planning for FY21. Because of the short time frame between this meeting and the full board meeting she stated a long Finance meeting will take place in January utilizing all revenue numbers through December 31, 2019. She requested members and the administration be prepared to take a very focused and detailed look at that time and anticipates the meeting will be at least a few hours long if not longer. Ms. Brogna then requested Martin Ahern brief the committee on the finance reports prepared for the meeting.

Mr. Ahern ran through the reports by giving a finance overview and revenue tracking update. Mr. Ahern also gave an update on fees as requested by Ms. Brogna.

Ms. Brogna thanked Mr. Ahern for report but expressed her continued concern regarding fees collected and suggested the committee will closely monitor all aspects of finance moving forward. She finished by saying in the new budget the fees will need to be adjusted. Ms. Brogna then requested an update on Nursing.

President Asquino directed SVP Jennifer Luddy to update the committee.

Ms. Luddy reported as of today there are 19 new ASN applications submitted and 7 LPN applications submitted, with a deadline of February 3, 2020. Applications can be accepted after this date. Work on outreach has been refocused and is ongoing in expanding the college's service area to attract potential applicants for both programs.

President Asquino reported in the current programs there are 48 ASN students still on schedule to continue in the spring and 25 LPN students. He added he was concerned with the attrition rate and will be revising estimates for the program in FY21. It is more important to have a high yield of success in pass rates for all in the program than an increased class size. This will mean a more conservative estimation for the FY21 cohorts.

Ms. Brogna agreed and stated the late start, along with many other factors contributed to the high rate which results in a financial burden and challenge moving forward on the program.

President Asquino noted that he is engaged daily in the Nursing program and the issues related to it and will continue to be as time moves forward.

Mr. Hanley asked for a Marketing update.

President Asquino stated one was planned but Tagg Boyle was sick and not able to attend the meeting as planned.

Mr. Hanley asked if a video presentation of some sort could be sent to the full board of the marketing plan because the next full meeting would not take place until February.

- **President Asquino directed Ms. Luddy to have the plan forwarded to the board once Mr. Boyle returns to work.**

Brief discussion ensued.

- **Ms. Brogna also suggested to the President she would like the Personnel and Programs committee to review the nursing admissions and application process to ensure only the most qualified students are being accepted into the program**
- **President Asquino agreed and suggested SVP Yatin would be the contact regarding this request.**

Ms. Brogna asked for an update on the new budget for FY21

President Asquino gave an overview of the FY21 budget process and stated several points regarding the path he is going to take to present a balanced and conservative budget as directed by the board. He suggested it will not be an easy process and several tough decisions lie ahead. Spring enrollment will be a factor in the process but will not preclude the college from creating a budget built from the ground up. He has

already started planning meetings with senior staff and will be concentrating on the process as it moves forward. He also looks forward to working with this committee and Chairwoman Brogna in creating a responsible budget which can move the college forward.

Ms. Brogna thanked the president for his update and reminded all the next Finance meeting would be a long one of at least 2 hours.

Old Business

None

New Business

None

At 5:58 PM, Dr. Fitzgerald made a motion to adjourn the meeting. There was no further discussion on the motion and the meeting was adjourned.