

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF MARCH 26, 2009

Minutes

The meeting was called to order at 7:20 PM. The following members of the Board of Governors were present at the call of the member roll: Mark Bertman; Mary Jo Brogna, Second Vice Chair of the Board of Governors; Edward Browne, Vice Chair of the Board of Governors; Francis Byrne; Joanne Condon-Walsh; David Dennis, Chair of the Board of Governors; Peter Tsaffaras, Esq.; Pedro Viejo-Rodriguez. The following members of the Board of Governors were absent at the call of the member roll: Jo-Ann Bragg; Thomas Feenan; William Grindlay; Jerrell Riggins.

Also present were: Martha Sue Harris, President and Secretary of the Board of Governors; Dr. Patricia Vampatella, Vice President for Academic Affairs; Pushap Kapoor, Vice President for Administration and Enrollment Management; Jennifer Tonneson, Chief Financial Officer/Business Administrator; Robert E. Baker, Jr., Esq., Dean of Business and Public Service Programs and Assistant Secretary of the Board of Governors; Dr. James Magee, Special Assistant to the President for Institutional Transitions; Tom Pham, Executive Director of Information Technology; Michelle McNulty, Esq.; Warren Tolman, Esq., Holland and Knight.

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

For the Open Forum portion of the meeting, Mr. Dennis invited anyone who wished to address the Board of Governors to come forward and do so. There was no response. Mr. Dennis repeated his invitation, again with no response, so the Open Forum was declared closed.

At 7:05 PM, motion by Mr. Tsaffaras that the Board of Governors enter into Executive Session for the purpose of discussing contract negotiations and litigation, with the Board to return to open and public session at the conclusion of Executive 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; Ms. Brogna; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Dennis; Mr. Tsaffaras; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Open and public session resumed at 7:55 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Ms. Brogna; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Dennis; Mr. Tsaffaras; Mr. Viejo-Rodriguez. The following members of the Board of Governors were absent at the call of the member roll: Mr. Bertman; Ms. Bragg; Mr. Feenan; Mr. Grindlay; Mr. Riggins.

In the interest of time, Mr. Dennis deferred his report to the Report of the President.

President Harris reviewed an enrollment report (please see copy, attached).

Ms. Condon-Walsh asked why the Allied Health enrollments were so far below projections.

Dr. Magee was called upon to present an update on independence. He said that a report has been submitted to the New England Association of Schools and Colleges. The independence campaign has been put on hold but soon will resume in anticipation of the City Council's Ordinance Committee meeting of April 27, 2009.

President Harris then invited all to attend the PTK Induction Ceremony at 6:00 PM on April 8, 2009, at the Quincy Historical Society.

Motion by Mr. Browne that the Board of Governors approve the minutes of its meeting of February 26, 2009. 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: Ms. Brogna; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Dennis; Mr. Tsaffaras; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Reports of Committees were then presented.

Mr. Browne, Committee Chair, presented the report of the Independence Committee, including a review of the meeting of the City Council's Ordinance Committee on March 16, 2009, and the Independence Committee's meeting of March 17, 2009.

Ms. Brogna, Subcommittee Chair, presented the report of the Personnel and Programs Subcommittee and reviewed the Subcommittee's meeting of March 9, 2009.

Motion by Ms. Brogna that the Board of Governors approve the downgrading of the position of Plymouth Nursing Coordinator to a regular faculty position in Nursing at Plymouth. 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: Ms. Brogna; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Dennis; Mr. Tsaffaras; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Byrne, Subcommittee Chair, presented the report of the Finance and Facilities Subcommittee and reviewed the Subcommittee's meeting of March 23, 2009. He called upon Ms. Tonneson to present a financial report (please see copy, attached). She stated that \$1.3 - \$1.4 million in revenue in Summer I and Summer II is anticipated based on history. She anticipated total revenues for FY 2009 at \$18 million. She stated that expenses are still somewhat liquid, but overall anticipates an after-depreciation net of approximately \$355,000.00. The Balance Sheet is in good shape and the Trial Balance is reconciled with the City of Quincy.

Mr. Tsaffaras asked why the actual "Bad Debt" is approximately 150 per cent of what was projected. Ms. Tonneson replied that it is because all accounts have been reviewed, so that the current picture is much more accurate. Mr. Tsaffaras asked that at the Finance and Facilities Subcommittee meeting of April 5, 2009, a written breakdown of the bad debt and the efforts being made to recover it be presented.

Motion by Mr. Byrne that the Board of Governors approve the transfer of \$13,500.00 from the "Insurance Premium" line to "Heating" line to pay for heat at Newport Hall from 6:00 PM – 8:00 PM. The motion was seconded by Mr. Browne. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Ms. Brogna; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Dennis; Mr. Tsaffaras; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

President Harris then described a gift of \$50,000.00 from College Courses, Incorporated, for the purpose of providing technology (computers, LCD projectors, and Internet access) to certain classrooms.

Motion by Mr. Byrne that the Board of Governors accept the gift of \$50,000.00 for information technology purposes from College Courses, Incorporated. 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: Ms. Brogna; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Dennis; Mr. Tsaffaras; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Byrne, as amended by Mr. Tsaffaras, that the \$50,000.00 gift from College Courses, Incorporated, be invested in \$50,000.00 in materials and installation costs to establish multi-media in classrooms as soon as possible, and that the administration investigate the cost of expanding this multi-media presence to all classrooms, and attempt to secure funding for all costs from College Courses, Incorporated. The motion was seconded by Mr. Browne.

On the motion, Mr. Viejo-Rodriguez advocated the use of media carts in each room, or that a media cart be assigned to each instructor. Mr. Pham stated that if Quincy College should leave Newport Hall, all of the equipment and wiring contemplated in the multi-media plan can be removed, and installed elsewhere.

Mr. Tsaffaras stated that it is the Board's duty to strengthen the primacy of the teaching relationship, and hence strengthen student success, as well as the reputation of Quincy College. Mr. Dennis said that the multi-media improvements are needed.

The following members of the Board of Governors voted in favor of the motion: Ms. Brogna; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Dennis; Mr. Tsaffaras; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Byrne then presented a report on the Quincy College Trust. He said that the Trust held \$281,197.00 in scholarship funds, all but \$78,500.00 of which is restricted.

No matters were addressed under Old Business.

No matters were addressed under New Business.

At 8:47 PM, motion by Mr. Browne that the meeting of the Board of Governors be adjourned. 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: Ms. Brogna; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Dennis; Mr. Tsaffaras; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted. The meeting was adjourned.