

QUINCY COLLEGE
BOARD OF GOVERNORS
MEETING OF MAY 23, 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; Jo-Ann Bragg; Mary Jo Brogna; Edward Browne; Francis Byrne; Joanne Condon-Walsh; Thomas Feenan; William Grindlay; Richard Nici; Peter Tsaffaras, Esq., Chair. Absent at the call of the member roll were: David Dennis, Vice Chair; Jerrell Riggins, Second Vice Chair; Pedro Viejo-Rodriguez. 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 Administrative Services; Steve Higgins, Chief Financial Officer (CFO); Robert E. Baker, Jr., Esq., Dean of Business and Public Service Programs and Assistant Secretary of the Board of Governors; Michelle McNulty, Esq.; Matthew Tobin, Esq.

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

Mr. Tsaffaras called for the Open Forum portion of the meeting to begin. He twice invited anyone who wished to come forward and address the Board of Governors to do so. As there was no response to Mr. Tsaffaras's invitations, he declared the Open Forum portion of the meeting closed.

Mr. Viejo-Rodriguez arrived at 6:15 PM.

Motion by Ms. Brogna to approve the minutes of the meeting of the Board of Governors of April 25, 2007. 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: Mr. Bertman; Ms. Bragg; Ms. Brogna; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Feenan; Mr. Grindlay; Mr. Nici; Mr. Viejo-Rodriguez; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Tsaffaras then presented the Report of the Chair. He stated that a special Board meeting has been scheduled for May 30, 2007, to address separation from the City of Quincy. He reported that he met with the College community on May 4, 2007, to address their concerns surrounding separation. The focus of employees at that meeting was on the viability of their pensions and health insurance. Mr. Tsaffaras congratulated President Harris and the Executive Staff on a very successful Commencement. He spoke of the pride and affection with which graduates speak of Quincy College.

President Harris then presented her report. She expressed gratitude to the Board members who were able to attend recent events, such as the Honors Convivium, Associate Degree in Nursing Recognition Ceremony, and Commencement.

Vice President Kapoor presented an enrollment report.

President Harris reminded Board members of their invitations to the College's Year-End Gathering.

Deborah Stockbridge of the Computer Science faculty was called upon to make a presentation on on-line learning. Mr. Tsaffaras asked if the following information was available regarding on-line learners: where they come from; whether they are regular Quincy College students; when they tend to log on. Ms. Condon-Walsh asked what it takes to run an on-line course. President Harris

replied that the following factors are considered: are there on-line learning materials; is the course appropriate for on-line learning; are people who are qualified to conduct on-line learning available to teach the course. In terms of content, on-line courses are the same as the related in-class courses.

Vice President Kapoor made a presentation on the Crisis Management Guidelines (please see copy, attached). President Harris described it in its present state as a working document. Vice President Kapoor reported on the different levels of communication, both via the network and the telephone-based intercom system. He said that two-way radios are in the possession of all members of the senior management team, and certain senior staff have cell phones for communication in the event of system failure.

Ms. Bragg referred to the Quincy Public Schools emergency plan and suggested that there are some portions that may be appropriate for incorporation into Quincy College's guidelines.

Mr. Browne asked, regarding workplace violence, whether the College will offer training in de-escalation techniques. Vice President Kapoor agreed with this. Mr. Browne also stressed the importance, concerning incidents that happen elsewhere, of having an inward flow of communication regarding such incidents.

Mr. Grindlay, Subcommittee Chair, presented the report of the Personnel and Programs Subcommittee. He reported on the Subcommittee's favorable recommendations on the following matters: President Harris's contract; two year leave of absence for Anna Williams Cote, faculty member; Clinical Coordinator for the Practical Nurse Certificate Program; College organizational chart.

Motion by Mr. Grindlay to approve the proposed contract (please see copy, attached) for President Harris. The motion was seconded by Ms. Bragg. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Bragg; Ms. Brogna; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Feenan; Mr. Grindlay; Mr. Nici; Mr. Viejo-Rodriguez; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Grindlay to approve a two year leave of absence for Anna Williams Cote, contract faculty member in Criminal Justice, in order that she may accept the position of Dean of the Plymouth Campus. The motion was seconded by Ms. Bragg. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Bragg; Ms. Brogna; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Feenan; Mr. Grindlay; Mr. Nici; Mr. Viejo-Rodriguez; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Grindlay to approve the position of Clinical Coordinator in the Practical Nurse Certificate Program. The motion was seconded by Mr. Feenan. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Bragg; Ms. Brogna; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Feenan; Mr. Grindlay; Mr. Nici; Mr. Viejo-Rodriguez; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Grindlay to approve the organizational chart (please see copy, attached) as presented by President Harris. The motion was seconded by Ms. Brogna. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Bragg; Ms. Brogna; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr.

Feenan; Mr. Grindlay; Mr. Nici; Mr. Viejo-Rodriguez; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Grindlay also commended Tracy Wallace, Associate Director of Admissions, for her excellent presentation to the Personnel and Programs Subcommittee on the Allied Health admissions process. Ms. Bragg commended Mr. Grindlay for bringing forth the presentation on Allied Health admissions. Mr. Tsaffaras informed the Board that it is possible that there will be regular such presentations on a monthly basis, alternating between administration and academics.

Ms. Condon-Walsh, Subcommittee Chair, presented the report of the Finance and Facilities Subcommittee. She called upon Mr. Higgins to present an overview of the information that he provided to the Finance and Facilities Subcommittee earlier on this date (please see copy, attached). Ms. Condon-Walsh explained the nature of the Fund Balance expenditures (please see copy of list, attached), and described them as not operational expenditures but rather one-time expenditures and out of the ordinary expenditures for the benefit of the College. Mr. Higgins also explained proposed transfers (please see list, attached) from FY 2007 budget lines to a new, "generic" expense line. Ms. Bragg asked if the Board would be provided with a report on expenditures made from this line. President Harris replied that such a report will be made in June.

Motion by Ms. Condon-Walsh to approve the budget transfers as set forth by Mr. Higgins. The motion was seconded by Mr. Byrne. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Bragg; Ms. Brogna; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Feenan; Mr. Grindlay; Mr. Nici; Mr. Viejo-Rodriguez; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Ms. Condon-Walsh to approve the transfer of \$45,500.00 from the CFO position line in the FY 2008 budget to the Clinical Coordinator, Practical Nurse Certificate Program, position line in the FY 2008 budget. The motion was seconded by Mr. Nici. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Bragg; Ms. Brogna; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Feenan; Mr. Grindlay; Mr. Nici; Mr. Viejo-Rodriguez; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Condon-Walsh also reported on the analysis and reorganization of the Business Office, and that the status of the CFO position will be revisited on a month-to-month basis.

Mr. Higgins reported that he has filed a request for the renewal of officers and directors insurance coverage, which request has not yet been acted on by the carrier. He stated that he did receive a letter from the insurance carrier that coverage would not be renewed, but Mr. Higgins further stated that Quincy College's insurance agent said that such a letter was only a formality.

Motion by Ms. Condon-Walsh to approve the minutes of the Finance and Facilities Subcommittee meeting of April 25, 2007. The motion was seconded by Mr. Byrne. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Bragg; Ms. Brogna; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Feenan; Mr. Grindlay; Mr. Nici; Mr. Viejo-Rodriguez; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Grindlay pointed out that no decision has been made to eliminate the position of CFO, and that an evaluation of the Business Office currently is being performed by Vice President Kapoor.

Mr. Bertman presented a report on the Quincy College Trust. He reported that all six directors of the old Foundation voted to dissolve the Foundation. Once required filings are complete, a petition will be made to the Attorney General of the Commonwealth to dissolve the Foundation and transfer the Foundation's assets to the Trust.

There were no matters addressed under Old Business.

There were no matters addressed under New Business.

At 7:37 PM, 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 at the conclusion of Executive Session. The motion was seconded by Mr. Byrne. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Bragg; Ms. Brogna; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Feenan; Mr. Grindlay; Mr. Nici; Mr. Viejo-Rodriguez; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted. Open and public session concluded in order that the Board of Governors enter into Executive Session.