

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF MAY 27, 2009

Minutes

The meeting was called to order at 6:32 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; Mary Jo Brogna, Second Vice Chair of the Board of Governors; Joanne Condon-Walsh; Thomas Feenan; William Grindlay; Jerrell Riggins; Pedro Viejo-Rodriguez. The following members of the Board of Governors were absent at the call of the member roll: Jo-Ann Bragg; Edward Browne, Vice Chair of the Board of Governors; Francis Byrne; David Dennis, Chair of the Board of Governors; Peter Tsaffaras, Esq.

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; Robert E. Baker, Jr., Esq., Dean of Business and Public Service Programs and Assistant Secretary of the Board of Governors; Anna Williams-Cote, Esq., Dean of the Plymouth Campus; Michelle McNulty, Esq.; Matthew Tobin, Esq.

In the absence of Mr. Dennis and Mr. Browne, Ms. Brogna presided over the meeting.

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

Motion by Mr. Feenan that the Board of Governors approve the following minutes from April 23, 2009: Public Hearing on the FY 2010 budget; Board of Governors' meeting; Board of Governors' 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; Ms. Condon-Walsh; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Brogna then called for the Open Forum portion of the meeting to begin. She twice invited anyone who wished to address the Board of Governors to come forth and do so. There was no response to either invitation. The Open Forum was declared closed.

At 6:35 PM, motion by Mr. Riggins that the Board of Governors enter into Executive Session for the purpose of discussing contract negotiations and litigation, 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; Ms. Condon-Walsh; Mr. Feenan; Mr. Grindlay; Mr. Riggins; 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 7:57 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Mr. Bertman; Ms. Brogna; Ms. Condon-Walsh; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras; Mr. Viejo-Rodriguez. The following members of the Board of Governors were absent at the call of the member roll: Ms. Bragg; Mr. Browne; Mr. Byrne; Mr. Dennis.

No Report of the Chair was presented.

President Harris then presented her report (please see copy, attached). She announced that a quorum of Board members is available to attend the planning meetings scheduled for June 9, 2009, and June 11, 2009, each at 6:30 PM. She reminder Board members who have not done so to file their financial disclosure statements. She also referred to communication from legal counsel that adjunct instructors do not meet the criteria for independent contractors. President Harris reminded Board members of the Associate Degree in Nursing Recognition Ceremony on May 28, 2009, and the College's Spring Commencement on May 30, 2009.

Vice President Kapoor was called upon to present an enrollment report (please see copy, attached).

Next presented were reports from committees.

Ms. Brogna, Subcommittee Chair, presented the report of the Personnel and Programs Subcommittee, reviewing the action taken by the Subcommittee in its joint meeting with the Finance and Facilities Subcommittee of May 26, 2009.

Motion by Ms. Brogna that any academic program that experiences a loss of \$100,000.00 or more be required to report to the Board of Governors on the reason(s) for that loss. The motion was seconded by Mr. Riggins.

On the motion, Mr. Tsaffaras recommended that such presentations be made by the Vice President of Academic Affairs, assisted by the Deans, Chairs, and faculty. Ms. Condon-Walsh stated that the threshold for review should be a \$50,000.00 loss as this would cover a wider range of programs, including smaller or newer programs. Mr. Feenan, Mr. Grindlay, and President Harris disagreed, feeling that \$100,000.00 is a good starting point.

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

Motion by Ms. Brogna that the Exercise Science proposal and supplementary FY 2010 budget (at a cohort enrollment of 8) (please see copies, attached) be approved. The motion was seconded by Mr. Viejo-Rodriguez.

On the motion, Mr. Tsaffaras stated that, though he has the highest regard for Dr. Westcott, he intends to vote in opposition to the motion based on a lack of proof of cost effectiveness of the proposal. Ms. Condon-Walsh agreed with Mr. Tsaffaras' statement.

The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Brogna; Mr. Feenan; Mr. Grindlay; Mr. Viejo-Rodriguez. The following members of the Board of Governors voted in opposition to the motion: Ms. Condon-Walsh; Mr. Tsaffaras. There were no abstentions. The motion was adopted.

Motion by Mr. Feenan that the Board of Governors approve Academic Policy 5-00 (Matriculation Policy) (please see copy, attached), but without the section labeled "Note", and with all references to "calendar year" amended to "academic year". The motion was seconded by Mr. Grindlay. 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; Ms. Condon-Walsh; Mr. Feenan; Mr. Grindlay; Mr. Tsaffaras; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Feenan that the Board of Governors approve Academic Policy 5-01 (Degree Requirements) (please see copy, attached), but that # 7 be amended to read: "Participation in required College-wide or program specific assessment activities." The motion was seconded by

Mr. Viejo-Rodriguez. 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; Ms. Condon-Walsh; Mr. Feenan; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion. Mr. Grindlay, Mr. Riggins, and Mr. Tsaffaras abstained. The motion was adopted.

Motion by Mr. Grindlay that the Board of Governors approve Academic Policy 5-16 (Academic Amnesty) (please see copy, attached), but with all references to "calendar year" amended to "academic year". 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. Brogna; Ms. Condon-Walsh; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Riggins that the Board of Governors approve Academic Policy 5-17 (Academic Record Changes) (please see copy, attached), but that the proposed policy's first sentence be stricken, and all references to "calendar year" be amended to "academic year". The motion was seconded by Mr. Viejo-Rodriguez. 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; Ms. Condon-Walsh; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Feenan, Subcommittee Vice Chair, presented the report of the Finance and Facilities Subcommittee, reviewing the action taken by the Subcommittee in its joint meeting with the Personnel and Programs Subcommittee of May 26, 2009.

First addressed were proposed budget transfers (please see copy, attached).

Motion by Mr. Feenan that the Board of Governors approve the following proposed budget transfers:

\$23,000.00 from "Building Rental" line (70890528-520701) to "Electric" line (70890412-520200);

\$30,000.00 from "College and Community Development" line (70630822-570618) to "Separation Expense" line (70580811-570619);

\$3,500.00 from "Building Rent – Quincy" line (70890528-520701) to "Heat" line (70890412-520108);

\$5,000.00 from "Building Rent – Quincy" line (70890412-530405) to "Telephone" line (70890412-530405);

\$2,500.00 from "Supplies" line (70600230-540200) to "Water/Sewer – Quincy" line (70890412-560905);

\$12,000.00 from "Contingency" line (70580811-570612) to "Credit Card Fees" line (70890098-510104).

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

Motion by Mr. Feenan that the Board of Governors approve revisions to the format of the FY 2010 budget to reflect required, budget-neutral, student refund lines. 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; Ms. Condon-Walsh; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Feenan that the Board of Governors approve an FY 2009 appropriation of \$24,000.00 from the "Contingency" line (70580811-760612) to the "Workers' Compensation" line (70890220-570600) in settlement of a workers' compensation claim. 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; Ms. Condon-Walsh; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Bertman presented the report of the Quincy College Trust. He reported that the Trust currently holds funds in the amount of \$280,000.04, of which \$164,562.04 is encumbered, and \$115,438.00 is unencumbered. He stated that at its May 2009 meeting, the Trust decided to hold a fall gathering, on September 16, 2009, at the Gazebo at the Adams Inn. He further reported that at last year's anniversary party, approximately \$10,000.00 was raised, and approximately \$8,000.00 was raised from the year-end appeal. Mr. Feenan recommended that this year's appeal go out sooner, right after Thanksgiving.

President Harris presented to the Board Dean Williams-Cote's request for a further two year leave of absence from the contract faculty (please see copy, attached).

Motion by Mr. Tsaffaras that the Board of Governors approve Dean Williams-Cote's request for an additional two year leave of absence from the Quincy College faculty. The motion was seconded by Mr. Riggins. 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; Ms. Condon-Walsh; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Bertman that the Board of Governors approve Dean Williams-Cote's request to attend a leadership conference in Washington, DC. 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. Brogna; Ms. Condon-Walsh; Mr. Feenan; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

At 8:37 PM, motion by Mr. Grindlay that the meeting of the Board of Governors be adjourned. The motion was seconded by Mr. Viejo-Rodriguez. 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; Ms. Condon-Walsh; Mr. Feenan; Mr. Grindlay; Mr. Riggins; 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.