

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF OCTOBER 25, 2006

Minutes

The meeting was called to order at 6:14 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; Joanne Condon-Walsh; David Dennis, Vice Chair; William Grindlay; Jerrell Riggins, Second Vice Chair; Peter Tsaffaras, Esq., Chair. Absent at the call of the member roll was Richard Nici.

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 Administration; Steve Higgins, Chief Financial Officer; Robert E. Baker, Jr., Esq., Dean of Business and Public Service Programs and Assistant Secretary of the Board of Governors.

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 invited anyone who wished to address the Board of Governors to come forward. Nobody came forward. He repeated the invitation. Again, nobody came forward. The Open Forum was declared closed by Mr. Tsaffaras.

Motion by Mr. Bertman that the minutes of the Board of Governors' meeting of October 5, 2006, be accepted. 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. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Tsaffaras deferred the Report of the Chair pending the reports of others.

President Harris then presented her report. She reported as follows:

The Veterans' Administration has approved the Surgical Technology, Exercise Science, and Phlebotomy Programs for eligibility under veterans' benefits;

Mayor Phelan, the Superintendent of Schools, and the City's Facilities Director toured Alumni and White Halls and they reportedly will inform Quincy College by October 27, 2006, of their decision on the use of those buildings;

The Plymouth lease has been signed, plans have been approved, and construction is underway. President Harris thanked Mayor Phelan, the City Council, City Clerk Joseph Shea, Procurement Officer Laurie Allen, Mr. Kapoor, and Plymouth Campus Executive Director Jack O'Donnell for their efforts on this project;

The Visiting Team from the New England Association of Schools and Colleges is scheduled to arrive on October 25, 2006. Quincy College is ready. President Harris reminded Board members of their breakfast with the Visiting Team on October 31, 2006, at 7:30 AM, at the Clarion Hotel in Hull;

Representative Tobin reports that the Home Rule Petition awaits the Governor's signature;

On-line courses are scheduled to start in January, 2007.

President Harris then called upon Vice President Kapoor to present an enrollment report. He stated that head count is up by one hundred thirty six as of this morning. He hoped for one hundred sixty to one hundred ninety new students, compared to last year, by the end of the semester. There are one thousand, eight hundred forty three degree seeking students enrolled, the highest such total in five years. He also reviewed the IPEDS report (please see copy, attached). He said that he has asked Daryl Slater, Director of Marketing, to meet with faculty, staff, and students to create a marketing campaign to improve retention. This campaign should be in place by January, 2007.

Mr. Tsaffaras referred to the minutes of the Board of Governors' Executive Session of September 27, 2006, the acceptance of which was deferred as the reporting of those minutes at the time of deferral would have defeated the purpose of the Executive Session. He asked that those minutes now be reported.

Motion by Ms. Condon-Walsh that the minutes of the Board of Governors' Executive Session of September 27, 2006, be accepted. 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. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Riggins; 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 thanked President Harris and the rest of the College's senior Executive Staff for their expeditious work in securing a new Plymouth location. He also thanked the Mayor and City Council. He also sees promise in the expansion of the Appointing Council under the terms of the Home Rule Petition.

Mr. Tsaffaras then announced the following appointments to Subcommittees:

Finance and Facilities: Ms. Condon-Walsh (Subcommittee Chair); Mr. Bertman; Mr. Dennis; Mr. Tsaffaras;

Personnel and Programs: Mr. Grindlay (Subcommittee Chair); Mr. Riggins; Mr. Tsaffaras.

Mr. Tsaffaras further reported that the process for appointments to the Board of Governors goes on, with a deadline for submission of letters of interest and resumes of November 3, 2006. Depending on the number and quality of responses, the nomination period may be extended. The Appointing Council expressed the intention to make quality appointments rather than merely filling vacancies.

Motion by Mr. Bertman that the minutes of the Board of Governors' Executive Session of October 5, 2006, be reported out in open and public session and be accepted. The motion was seconded by Mr. Dennis. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Bertman; Ms. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Tsaffaras requested that the Assistant Secretary make sure that all prior minutes have been presented for acceptance.

The report of the Finance and Facilities Subcommittee was presented by Ms. Condon-Walsh, Subcommittee Chair. She called upon Mr. Higgins to present a report. Mr. Higgins provided a financial overview of FY 2006. He projected a net income for FY 2006 of approximately \$1.4 million. Revenues project to be within \$57,000.00 of the originally-budgeted amount of \$14 million. A favorable variance was interest income, a net positive of approximately \$350,000.00. With the addition of this \$1.4 million, the Fund Balance as of the close of FY 2006 will be approximately \$10 million.

Mr. Higgins next discussed the FY 2007 forecast, and projected a net income of \$56,000.00. He stated that major variances include operating revenues short of budget projections by approximately \$500,000. (based on 5% increase in enrollment). This is more than offset by savings in payroll. Interest income is projected at \$550,000.00, rather than \$264,000.00. He anticipates, at this point, no major problems this year.

Mr. Higgins further reported on Quincy College's systems and the limitations they impose on financial record keeping and reporting. He stated that as the College looks to separate from the City of Quincy, new systems become even more important. A steering committee has been formed to analyze internal operations and research systems that are available and that suit Quincy College's needs.

Ms. Condon-Walsh then addressed budget transfers the approval of which had been recommended by the Finance and Facilities Subcommittee at its meeting of October 23, 2006.

Motion by Mr. Dennis to transfer \$26,694.00 from Instructional Services Expense, Corporate and Workforce Education, and \$49,306.00 from Payroll (Criminal Justice unfilled position), the two sums totaling \$76,000.00, to Payroll Expense, Corporate and Workforce Education. 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. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Dennis to transfer \$38,679.00 from Reserve for Appropriation to QEA payroll. 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. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Dennis to transfer \$5,000.00 from College and Community Development Payroll to Community Development Expenses. 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. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Dennis to transfer \$5,000.00 from Reserve for Appropriation to Marketing Recruiting Advertising Expenses. 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. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Riggins; 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 creation of the finance systems steering committee. Mr. Tsaffaras explained that this is not a Board of Governors' committee but a committee appointed by the President that includes Board members as well as other members of the College community.

Mr. Bertman then reported on the Quincy College Trust. He reported as follows:

Research on scholarships has been nearly completed, including the discovery of scholarships paid by the College but not paid into the College by donors. This research process continues;

The Annual Meeting of the Trust is scheduled for November 20, 2006, at 6:00 PM, to be advertised in the Quincy Sun and on the College's website;

A bill of \$26,399.60 for audit services has been accepted;

Ms. DePesa of the Trust's Board will set up systems to prevent past problems from reoccurring;

It is the Trust's goal to wrap up the examination of the old Foundation by December 31, 2006;

All old Foundation bills have been paid;

The Trust has accepted several scholarship donations, including \$20,000.00 from College Courses, Incorporated, and \$500.00 for the Kielmeyer Scholarship;

The Patricia McDermott Scholarship has been established;

The Trust's Board will make a report to the Quincy College Board of Governors monthly.

Mr. Tsaffaras stated the importance of every Governor receiving notice of every meeting, including Subcommittees and the Annual Meeting of the Trust. A member of the College's Facilities' staff also will be present at each meeting of the Finance and Facilities Subcommittee.

Mr. Tsaffaras announced that there are no matters to be addressed that would require entry into Executive Session.

The subject of the November Board meeting was then addressed. Mr. Tsaffaras asked if November 29, 2006, was a possibility. Ms. Condon-Walsh stated that she would not be available. Mr. Grindlay will be unavailable for the entire month. It was the consensus of the other Board members that the November Board meeting should remain on November 29th.

Under New Business, Vice President Cotroneo reported on Quincy College Accreditation Self-Study Themes (please see copy, attached). President Harris then described the focus as being on students, including in such areas as instruction, facilities, and support services (such as tutoring and advising). She described Quincy College as being in probably the best financial condition of its life.

Mr. Dennis addressed the College's 34% retention rate and the national average of 51%, and asked how the Board could assist in improving the College's retention rate. Mr. Tsaffaras and President Harris agreed that the reasons for the College's retention rate must be arrived at first. Mr. Tsaffaras emphasized the benefits of incremental increases in retention on a regular basis. Vice President Cotroneo reported that other institutions have dedicated their efforts to help students organize their lives, as a means of helping students succeed academically.

Mr. Dennis asked President Harris that if she had a wish list of what is needed to help with retention, what would it be? She replied that until the data has been thoroughly examined, it would be premature for her to present such a list. The next project for the Institutional Researcher is to interview non-returning students as to the reasons for their not returning to Quincy College. Mr. Bertman asked whether the number of students who start in the fall and don't finish that semester is excessive. President Harris replied that this is a question under examination.

Referring to a Patriot Ledger article on the Plymouth campus move (please see copy, attached), Mr. Tsaffaras stated that it was a pleasure to see a recognition that Quincy College is headed in the right direction and has reason to celebrate. This is a credit to President Harris and the entire College community.

Motion by Ms. Condon-Walsh that the meeting be adjourned. 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. Condon-Walsh; Mr. Dennis; Mr. Grindlay; Mr. Riggins; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted. The meeting was adjourned at 8:07 PM.