

**QUINCY COLLEGE
BOARD OF GOVERNORS**

**MEETING OF SEPTEMBER 24, 2008
Minutes**

The meeting was called to order at 6:03 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; Edward Browne; Francis Byrne; Joanne Condon-Walsh; David Dennis, Vice Chair of the Board of Governors; Peter Tsaffaras, Esq., Chair of the Board of Governors; Pedro Viejo-Rodriguez. The following members of the Board of Governors were absent at the call of the member roll: Mary Jo Brogna; Thomas Feenan; William Grindlay; Jerrell Riggins, Second Vice Chair of the Board of Governors.

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 Finance; 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; William Hall, Executive Director, Campus Facilities and Security; Krishan Gupta, Senior Director, Accounts and Finance.

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

Mr. Tsaffaras presented the Report of the Quincy College Appointing Council. He stated that the Council met last week, that an advertisement will run twice in the Quincy Sun, and a direct mailing will be done to various groups. There is one vacancy on the Board of Governors and the Council hopes to fill that vacancy with someone with a skill set not currently represented on the Board. The selection process to be followed is as has been followed in the recent past. Mr. Tsaffaras thanked Mayor Thomas Koch, City Council President James Davis, and School Committee Vice Chair David McCarthy for their assistance. President Harris announced that Mark Bertman, William Grindlay, and Thomas Feenan were reappointed as Governors of Quincy College, all for six year terms.

Ms. Condon-Walsh presented the report of the Nominating Committee. She reported that the Committee met and has nominated Mr. Dennis to serve as Chair, Mr. Browne to serve as Vice Chair, and Ms. Brogna to serve as Second Vice Chair, and that these are the Committee's unanimous recommendations.

Motion by Mr. Bertman that the Board of Governors accept the recommendations of the Nominating Committee. 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; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Dennis; Mr. Viejo-Rodriguez; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Dennis then addressed the Board. He stated that he as incoming Chair has made the following Committee appointments:

Finance and Facilities Subcommittee: Mr. Byrne, Chair; Mr. Feenan, Vice Chair; Mr. Bertman; Mr. Browne; Ms. Condon-Walsh; Mr. Dennis; Mr. Grindlay;

Personnel and Programs Subcommittee: Ms. Brogna, Chair; Ms. Bragg, Vice Chair; Mr. Dennis; Mr. Riggins; Mr. Tsaffaras; Mr. Viejo-Rodriguez;

Separation Committee: Mr. Browne, Chair; Mr. Bertman, Vice Chair; Ms. Bragg; Mr. Byrne; Ms. Condon-Walsh; Mr. Dennis; Mr. Tsaffaras;

Executive Committee: Mr. Dennis, Chair; Mr. Tsaffaras, Vice Chair; Ms. Brogna; Mr. Browne; Mr. Byrne.

Motion by Mr. Tsaffaras that the Board of Governors adopt the slate of officers and Committee appointments, and approve by acclamation the appointment of David Dennis as Chair. 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. Bragg; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Dennis; Mr. Viejo-Rodriguez; Mr. Tsaffaras. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Brogna arrived at 6:14 PM.

Mr. Dennis assumed the duties of the Chair.

Mr. Dennis called for the Open Forum segment of the meeting to begin, and invited anyone who wished to address the Board to do so. Mr. Tsaffaras was recognized and described this evening as a momentous occasion for the members of the Board. He expressed his gratitude for the confidence that the Board had in him in making him Chair for the last two years. He cited the Board's philosophy of fostering debate, with respect for each member's opinions and talents. He stated that relations with the political structure have been repaired. All members should be proud of their efforts over the last twenty four months, but there remains much to do.

After two more invitations, nobody else came forward to address the Board and the Open Forum was declared closed.

Mr. Dennis delivered the Report of the Chair. He cited Quincy College's Mission, and thanked Board members for their confidence in him in making him Chair. He referred to the paramount importance of separation. He stated that he looks forward to the Board working with management in fostering long range planning, and challenging management.

He called upon management to provide the Board with the accurate information that it needs. He wants to review the Strategic Plan and see it updated regularly. Core values need to be examined and their fulfillment measured. Quality and value in service is essential. Data must be collected and studied as a tool for improvement.

Mr. Dennis then announced that Board meetings will henceforth be held on Thursday evenings, with Committee meetings to be held on the Monday, Tuesday, and Wednesday evenings immediately preceding Board meetings.

President Harris then presented the President's Report. She thanked Mr. Tsaffaras for his work as Chair over the last two years. She also thanked Mr. Dennis, Mr. Browne, and Ms. Brogna for their willingness to serve in their respective offices.

President Harris then presented CFO compensation data (please see copy, attached) to the members of the Board.

Mr. Grindlay arrived at 6:29 PM.

Lorri Mayer, Executive Director of Human Resources, was called upon to make a presentation on the anticipated recruiting strategy for the CFO position (please see copy, attached). The topic of

search firms was discussed. Mr. Byrne suggested forwarding vacancy information to the Massachusetts and Rhode Island Societies of CPAs. Mr. Tsaffaras said that he has access to E-mail groups for Massachusetts public colleges, so he has asked Ms. Mayer to forward the vacancy information to him.

Mr. Grindlay, Subcommittee Chair, presented the report of the Personnel and Programs Subcommittee. He pointed out that the proposed position of Chief Financial Officer/Business Administrator, insofar as the reporting structure, composition of the search committee, and hiring process, was the result of the Subcommittee's work of September 17, 2008.

Motion by Mr. Grindlay that the Board of Governors approve the job title and job description for the position of Chief Financial Officer/Business Administrator. 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. Dennis; Mr. Grindlay; Mr. Tsaffaras; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Bragg presented the Report of the Separation Committee. She stated that she has spoken with about eighty per cent of the City of Quincy's elected officials and the separation plan has been favorably received. Their most significant concerns are around the issues of employee benefits and retirement. The other concern is a downtown presence for the College.

The President's Report continued with an update on the status of negotiations with the Quincy Education Association (QEA).

Ms. Bragg departed at 6:47 PM.

Vice President Vampatella was called upon to introduce new faculty members. The following new faculty members were introduced: Sarah Dolan, Librarian; Matt Sullivan, Natural Sciences; Dr. Laura Corrina, Science Lab Coordinator; Monica DiMuro, English; Patricia Duckworth, Chair of the Practical Nurse Certificate Program. Vice President Vampatella also distributed information on assessment in writing, prepared by Steve Dooner and Deborah Saitta-Ringger, members of the English faculty. This is a part of an overall assessment plan.

Vice President Kapoor was called upon to deliver an Enrollment Report (please see copy, attached), but first introduced Kathi Schaeffer, the new Director of Student Affairs.

Mr. Kapoor projected an FTE increase of 5 – 6 per cent for the fall semester. Plymouth has more students than last year. There also is a significant increase in international enrollment.

President Harris drew to the Board's attention the College's dashboard, and also thanked Tom Pham and his staff for the creation of the Quincy College portal.

Dr. Magee was called upon to provide an update on separation and cited the supportiveness of Mayor Koch in the process. Dr. Magee stated that the Home Rule Petition is in draft form and will be ready shortly.

Mr. Grindlay asked that the Home Rule Petition be provided to the Board well in advance of the matter going to City Hall.

Mr. Bertman gave a report on the Quincy College Trust. The old Foundation is officially closed. As of August 31, 2008, \$306,008.84 were in the possession of the Trust. \$28,500.00 was paid to College Courses, Incorporated, in repayment of money advanced for scholarships. Approximately, \$45,000.00 are in restricted funds. Mr. Bertman suggested that if any students wished to apply for financial assistance from the Trust, they should apply through the Quincy

College Scholarship Committee. High schools also are encouraged to nominate students for receipt of aid for students entering Quincy College for the first time.

Mr. Dennis asked Mr. Bertman of the Trust's plans to generate funds. Mr. Bertman asked to defer that report to the next meeting but did state that the development of an active alumni group is a priority. He felt that serious commitments to financial support of Quincy College would not occur until after separation.

Mr. Bertman also presented the report of the Evaluation Committee. He said that the Committee will meet next week to compile evaluations of the President.

Mr. Dennis thanked Mr. Grindlay for having chaired the Personnel and Programs Subcommittee for the last two years.

The Report of the Finance and Facilities Subcommittee was presented by Mr. Byrne, who asked Mr. Kapoor to present a summary financial report. Mr. Kapoor reported that 48 per cent of revenue budgeted for all of FY 2009 already has been collected. Powers and Sullivan, auditors, will be on campus for two weeks starting on October 16, 2008, and their report should be ready for the November 2008 Board meeting. Mr. Dennis thanked Mr. Kapoor for providing a cash balance in his report.

No matters were addressed under Old Business.

No matters were addressed under New Business.

At 7:28 PM, motion by Mr. Bertman that the meeting of the Board of Governors be adjourned. 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. Brogna; Mr. Browne; Mr. Byrne; Ms. Condon-Walsh; Mr. Dennis; Mr. Grindlay; 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.