

**QUINCY COLLEGE
BOARD OF GOVERNORS**

**FINANCE AND FACILITIES COMMITTEE MEETING
SEPTEMBER 17, 2019**

Minutes

The meeting of the Quincy College Board of Governors Finance and Facilities Committee meeting, held in the Hart Board Room, 7th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 5:30 PM. The member roll was called. The following members of the Finance Committee were present at the call of the member roll: Ms. Mary Jo Brogna, Chair of the Finance Committee; Mr. Christopher Carroll; Dr. Thomas Fitzgerald; Mr. Greg Hanley; Mr. Paul Barbadoro. Ms. Katherine Craven was absent at the call of the roll. A quorum was present.

Also present were: Michael Bellotti, President; Dr. Jennifer Luddy SVP, Mr. Martin Ahern, Associate Vice President of Finance; Dr. Servet Yatin SVP, Mr. Christopher Bell, Senior Advisor to the President and Acting Clerk to the Board of Governors and members of the staff and faculty.

Governor Hanley made a motion to pass the minutes of the previous committee meeting, seconded by Dr. Fitzgerald. On the motion, Governors Brogna, Hanley, Carroll, Fitzgerald, and Barbadoro voted in favor of the motion and it passed.

Chairwoman Brogna requested President Bellotti to give an overview of the year to date revenue tracking report.

President Bellotti gave the committee an update on the revenues report. He explained and thanked the staff and faculty for their extra effort over the past several weeks in working aggressively to enroll students who might otherwise dropped out due to financial restraints or incomplete financial documentation required to register for classes. He suggested through Dr. Luddy' s leadership and the staff's diligence and willingness to adapt, processes have been changed and some of the past practices streamlined to give these students more of an opportunity and time to allow for paying late or entering into a payment plan.

Chairwoman Brogna asked for clarification on the past practices in terms of these processes.

Martin Ahearn explained the college had been much more rigid and less flexible in terms of financial deadlines in the past.

Chairwoman Brogna replied thankfully we are creating better ways to allow for greater student retention by adapting to changes in processes in the beginning of the semester. She also suggested we continue to do so and asked how many students with financial issues like this are there overall.

Tom Pham replied about 150.

President Bellotti stated we will track this group to see just how much melt occurred from initial number to see if the new methodology is effective.

SVP Luddy added all students need creative ways and assistance navigating through ways to pay for their tuition. It was decided all student serving offices and staff would extend deadlines, create positive scripts, develop additional payment plans, and do outreach calls to assist in students being able to attend Quincy College.

President Bellotti added, Unit E staff really unselfishly volunteered to work late and weekends to assist students. Additionally Unit D, the faculty, were proactive in taking attendance in classes helping to track students who were attending class, but still dealing with finance issues. These combined efforts created a mechanism which resulted in retaining students who in the past we might have lost.

Some brief discussion ensued amongst members and President Bellotti.

- **Chairwoman Brogna requested information on the fees reported in the FY 20 revenues and requested that for the next Finance meeting an itemized list of fees being collected be produced by the College which President Bellotti agreed to do.**

President Bellotti next gave a final update on the Nursing Program (s) for FY 20.

There was several minutes of discussion between board members on why the full cohort was not reached with the main conclusion being the late start in recruiting in March of 2019 after the cohorts were approved was a major factor in not reaching a full cohort.

Governor Barbadoro suggested when building the new budget we should not assume a full cohort will be guaranteed. He also cautioned reliance on the program(s), as in the past, of nursing carrying the load for other areas of the college needs to end.

Chairwoman Brogna requested the following items to be reported back on to the finance committee regarding Nursing:

- **A breakdown of the revenue numbers and headcount of students in Nursing for both the Plymouth and Quincy campuses for the two fiscal years prior to the closure of the program**

- **Demographics on Nursing students currently by gender, residence, age, and if they chose one campus over the other or were directed to attend one or the other.**
- **Also include in the breakdown a comparison of other programs locally including Massasoit, Cape Cod Community College, and Laboure. Cost analysis of each program needs to be part of our budget process regarding Nursing.**

Governor Barbadoro then suggested Dr. Yatin investigate increasing on line classes at the college. He also asked for an independent study and marketing strategy to increase numbers in both the new cohort and the college overall.

Chairwoman Brogna added Nursing should also consider if feasible on line programing.

President Bellotti stated Dr. Yatin will be conducting a full scale analysis of the Nursing program, its administration, faculty, curriculum etc. in the coming months. He also stated he would be looking at more efficient ways to utilize marketing funds and would be open to an independent strategist in creating a marketing plan.

Brief discussion ensued.

President Bellotti stated he agreed with Governor Barbadoro and will shift the paradigm at the college on both scheduling and reliance on the Nursing program to carry the college's mission and revenue stream.

Chairwoman Brogna praised the efforts to get the Nursing cohorts to what they are especially considering the late start.

Chairwoman Brogna asked for the FY20 Revised Budget.

President Bellotti gave an overview of the revised budget and listed the cuts which have been identified this year to decrease the deficit.

Several minutes of discussion ensued.

- **Chairwoman Brogna requested starting as soon as possible she would like a bi-weekly email sent to the finance committee showing the revised FY budget in one column and the up to date revenues in another column side by side. This will assist the committee and the newly formed budget task force to work together with the college in identifying any trends or decreases needing attention or action by the committee.**

President Bellotti agreed.

Governor Barbadoro commended the college for the very hard and deep look it took at revising a budget in such short order. He also stated the last thing the Board of Governors want to see is any personnel expense cuts, and thanked the administration for holding the line to this point.

Governor Barbadoro tasked Chairwoman Brogna with informing him on who she felt were best fit for a Nursing Program committee.

Governor Barbadoro and made a motion to approve the FY20 revised budget as presented. Governor Hanley seconded the motion. Governors Brogna, Barbadoro, Carroll, Fitzgerald, and Hanley all voted in the affirmative and the motion was adopted.

Governor Barbadoro and made a motion to approve the FY20 revised capital budget as presented. Governor Fitzgerald seconded the motion. Governors Brogna, Barbadoro, Carroll, Fitzgerald, and Hanley all voted in the affirmative and the motion was adopted.

Old Business

None

New Business

None

At approximately 6:35 p.m., Chairwoman Brogna adjourned the meeting. There was no discussion on the matter.