

**QUINCY COLLEGE  
BOARD OF GOVERNORS**

**FINANCE AND FACILITIES COMMITTEE MEETING  
JANUARY 21, 2020**

**Minutes**

The meeting of the Quincy College Board of Governors Finance and Facilities Committee meeting, held in the Hart Board Room, Room 422, 4th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 6:00 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; Mr. Greg Hanley; Mr. Paul Barbadoro. Dr. Thomas Fitzgerald and Ms. Katherine Craven were absent at the call of the roll. A quorum was present.

Also present were: Dr. Daniel Asquino, President; Dr. Jennifer Luddy SVP, Mr. Martin Ahern, Vice President of Finance; Dr. Servet Yatin SVP, Mr. Christopher Bell, VP Operations and Chief of Staff and Clerk to the Board of Governors, and members of the staff and faculty.

Mr. Barbadoro made a motion to pass the minutes of the previous committee meeting, seconded by Mr. Carroll. On the motion, Governors Brogna, Hanley, Carroll, and Barbadoro voted in favor of the motion, and the motion was adopted.

Ms. Brogna requested an update on the FY20 Year to Date Revenues.

Mr. Ahern ran through the reports by giving a finance overview and revenue tracking update through December 31<sup>st</sup>, 2019.

Ms. Brogna thanked Mr. Ahern for report but expressed her continued concern regarding this year's deficit and also asked if the nursing revenues were reflective of the attrition which happened from the students who are not coming back in the spring.

Mr. Ahearn responded that the revenues in the Nursing programs only consisted of the currently enrolled students and not of any who had left the program.

President Asquino directed SVP Jennifer Luddy to update the committee.

Mr. Hanley had a question regarding the breakdown of on-line revenues.

Mr. Ahearn related on-line revenues are now tracked in their own cost center and not broken down by campus.

Some brief discussion ensued.

Ms. Brogna requested for next meeting if she could get a revenue vs. expense report regarding on-line programming. She also requested an executive summary of the on line programming and finances and data associated with it.

Ms. Brogna asked for a brief update on Nursing.

President Asquino explained some of the recent and older challenges the college is facing relating to the nursing program. He also spoke about some specific issues and solutions he and the senior team are implementing at this time.

Ms. Mihal updated the members on the clinical placement process and her plan to fill the void left by some recent faculty departures. She also was in contact with all the students as well so they are up to date on all the information regarding clinical assignments.

There was some brief discussion.

Ms. Brogna shared her concern with regard to a higher than normal attrition rate in nursing.

President Asquino agreed with Ms. Brogna and spoke about his direction to the Senior Vice Presidents who are now formalizing an Attrition Task Force team not only for the nursing program but for college wide attrition. He stated this type of engagement has worked for him over his career and believes it can lead to lowering the rate in the college thereby increasing retention rates.

President Asquino also commented on his plan to identify whether the resources the college has now are sufficient to allow for a high passage rate this year for the LPN program. If not he will create a strategy to get them all ready, as the pass rate for the students is the most important piece of having a successful nursing program.

Ms. Mihal agreed and stated there is a plan in place to work with the students between the end of classes and their taking the exams.

Ms. Brogna stated it is important we all realize the better we can assist and prepare the students the better they will do. She also suggested to come to the board with any requests related to this task if necessary.

Mr. Hanley asked if we have kept BORN in the loop regarding the nursing programs and any issues related to them.

Ms. Mihal stated she is in touch with them and they are supportive related to the decisions which have been made recently resolving some staffing changes in the programs.

Ms. Brogna asked for an update on enrollment.

SVP Luddy reported as of today the spring semester is at 98% to budget. She expects 100% but is hoping to meet last year's spring number which is higher. New student applications have increased as well.

Ms. Brogna requested data from SVP Luddy regarding a breakdown of the new student applications, demographics etc. to identify why this group is trending up and to strategize how the college can continue the trend through aggressive marketing and outreach.

SVP Luddy responded she can get the data and reported on-line classes are increasing daily, and collaboration among all student serving offices, as well as not letting processes bog down students ability to register has helped.

President Asquino thanked SVP's Yatin and Luddy for their dedication and hard work in being proactive, challenging staff to meet and exceed goals in terms of enrollment.

Ms. Brogna asked for an update on the FY21 budget deliberations.

President Asquino reported there have been ongoing budget meetings and all day sessions related to building a balanced budget. He also reported the cabinet was initiating meetings with the deans tomorrow to assist in their areas of responsibility in terms of building a budget.

Ms. Brogna suggested building on line programming is important but need to keep an eye on the expenses related to it especially since the fee projections in this year's budget were missed.

Mr. Barbadoro informed the board members and specifically the finance committee members this year's budget process will be longer than ever before with a heavier schedule as we get to a balanced budget. This is the first time in his memory college management has started the process so early in the year, and he hopes with the added focus on the deliberations we will be successful in FY21 to keep a balanced budget. Warned though it will not be easy.

President Asquino agreed with his assessment and stated his budget will be conservative and balanced when presented to the board.

#### Old Business

None

#### New Business

None

At 6:46 PM, Mr. Barbadoro made a motion to adjourn the meeting. There was no further discussion on the motion and the meeting was adjourned.