

**QUINCY COLLEGE
BOARD OF GOVERNORS**

PERSONNEL AND PROGRAMS COMMITTEE

**MEETING OF FEBRUARY 13, 2014
Minutes**

The meeting of the Personnel and Programs Committee, held in the Hart Board Room, Room 706, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 6:02 PM. The member roll was called. The following members of the Personnel and Programs Committee were present at the call of the member roll: William Boozang; Mary Jo Brogna, Committee Chair and Vice Chair of the Board of Governors; Maureen Glynn Carroll, Esq., Second Vice Chair of the Board of Governors; Carolyn O'Toole; Joseph Shea. Absent at the call of the member roll were: Gregory Hanley; Reverend James Hawker. A quorum was present.

Also present were: Aundrea Kelley, Vice President for Academic Affairs; Joseph Mercurio, Vice President for Administration and Finance; Mary Scott, J.D., Vice President for Human Resources; Stephen Kearney, J.D., Assistant to the President; Robert E. Baker, Jr., J.D., Dean of the Academic Division of Liberal Arts and Assistant Secretary of the Board of Governors; Matthew Tobin, Esq., Murphy, Lamere, and Murphy.

Motion by Mr. Shea that the Personnel and Programs Committee approve the minutes of its meeting of December 4, 2013, as presented. The motion was seconded by Ms. Carroll. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was the presidential evaluation process. Ms. Brogna called upon Attorney Tobin to address President Tsaffaras' contract regarding the evaluation process. Attorney Tobin explained that the President's contract contains a provision regarding performance evaluation, the process for which needs to be agreed upon between the Board of Governors and President Tsaffaras. The evaluation instrument also is subject to mutual agreement between the Board of Governors and President Tsaffaras.

Ms. Brogna asked Attorney Tobin whether this was a typical agreement in that it contains the mutual agreement language. Attorney Tobin replied that he has experience with many contracts, some containing such language and others leaving control to the governing body. He also has seen other contracts that contain language indicating that if a mutual agreement cannot be arrived at, final authority defaults to the governing body. Attorney Tobin continued that there is an obligation that each side act in good faith in attempting to arrive at a mutual agreement. Ms. Brogna then asked how the Board of Governors should address the absence of evaluations over the first two (2) years of President Tsaffaras' contract. Attorney Tobin advised that the Board of Governors establish an evaluation process for prospective use. Ms. Brogna stated that no future contract will have language regarding mutual agreement.

Vice President Scott then distributed to the members of the Personnel and Programs Committee a document titled "President Performance Appraisal Consultant Options", setting forth consulting proposals from the Association of Governing Boards (AGB) and the Association of Community College Trustees (ACCT). Ms. Brogna asked Vice President Scott if President Tsaffaras knows any of those people proposed as consultant, or has ever served on a committee with them. Vice President Scott responded in the negative.

Mr. Shea asked if the selection of a consultant is up to the Personnel and Programs Committee or whether the selection is the decision of the Board of Governors. Ms. Brogna replied that the responsibility has been delegated to the Personnel and Programs Committee.

Mr. Boozang asked if any of the Quincy College leadership knows or has met the prospective consultants. Vice President Scott replied that she has spoken with them but has never met them. Vice President Mercurio replied that he does not know them. Mr. Boozang asked Mr. Kearney whether he was at the Massachusetts Maritime Academy when Dr. MacTaggart served as a consultant to that institution. Mr. Kearney asked when Dr. MacTaggart was at the Academy. Mr. Boozang said he was not sure. Mr. Kearney replied that while Dr. MacTaggart's name sounded familiar, he did not recall having met him.

Vice President Scott then presented the proposed evaluation processes. Ms. Brogna pointed out that all AGB consulting candidates will follow the same process. She also stated that the proposals each contemplate interface with the Chairman of the Board of Governors. Ms. Brogna continued that she believes that Chairman Grindlay will be away until the March 2014 meeting of the Board of Governors and she will consult with Chairman Grindlay regarding with whom he wants the consultant to interface.

Mr. Boozang described the proposals as being short on details and suggested that such shortage can be resolved in one of two ways: with the consultant setting the details and those details being agreed upon by the Board of Governors and President Tsaffaras; or, an ongoing discussion between the Board of Governors and President Tsaffaras, reaching an agreement, and referring those details to the selected consultant. Ms. Brogna stated that if the President does not agree to an evaluation instrument, then the Board of Governors will evaluate based on goals set in President's contract and she stated he has not met those goals. Vice President Scott pointed out that in her discussions with the prospective consultants, each indicated an intention of having discussions with a range of Quincy College's constituents, or stake holders. Vice President Mercurio added that the relevant literature clearly tends to discourage the use of questionnaires. He continued that in his experience, the type of review being discussed typically is done on a five (5) year interval. Mr. Boozang strongly recommended that the setting of the process be left to the expertise of the selected consultant and then to address the details with President Tsaffaras to arrive at an agreement. Vice President Mercurio reported that the type of consulting service being discussed is more of a revenue-generating activity for ACCT, whereas it is more of a service activity AGB provides but not as a central, revenue generating function.

President Tsaffaras arrived at 6:29 PM.

Motion by Mr. Shea that the Personnel and Programs Committee select one of the named, proposed consultants submitted through Vice President Scott for approval. The motion was seconded by Mr. Boozang. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Brogna stated her assumption that President Tsaffaras was agreeable to the selection of a consultant and asked whether he would be willing to accept the process recommended by the consultant. President Tsaffaras replied that having just arrived at the meeting, he would not be so willing until it was explained or recited to him. President Tsaffaras continued that he had spoken with the members of the Board of Governors regarding people being able to speak with the consultant in various forums, that he, President Tsaffaras engage in a self-evaluation, and that members of the community have input. Mr. Boozang responded that it was the Personnel and Programs Committee's preference to select a consultant at this evening's meeting and for both the Committee and President Tsaffaras to accept the process developed by the consultant. President Tsaffaras stated that he understood that neither he nor the board wants a survey instrument used as part of the evaluation process.

Ms. Brogna pointed out that \$20,000.00 - \$25,000.00 will be spent on a reputable consultant who has, over time, developed a process and if President Tsaffaras will veto components of that process, it will be a waste of time. Mr. Boozang added that in the interest of completing the process in a timely manner, the Board of Governors is willing to prospectively agree to the process as ultimately recommended by the consultant and hopes that President Tsaffaras is willing to do the same. Ms. Brogna and Mr. Boozang each stated that with President Tsaffaras' contract ending on June 30, 2014, a new contract will not be negotiated until an evaluation is done.

Ms. Brogna then summarized the following as what she believes to have been agreed upon: a self-evaluation by President Tsaffaras; interviews by the consultant with all members of the College's senior staff, all deans, some staff, some faculty, and the members of the Board of Governors. Ms. O'Toole described the mutually agreed upon process as the selection of a consultant who will then develop the process.

President Tsaffaras stated that the AGB is perfectly appropriate but he continued that it also is appropriate for the consultant to be asked to include certain elements in the process.

Motion by Mr. Boozang that Vice President Scott contact the Association of Governing Boards to authorize securing their consulting services, at which point the selected consultant will propose an evaluation process to the Personnel and Programs Committee to determine if the process is mutually agreeable to the Board of Governors and President Tsaffaras. The motion was seconded by Mr. Shea. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

President Tsaffaras stated that he had asked to be evaluated every six (6) months and he had never been consulted regarding nor agreed to the postponement of any evaluation. He continued that Chairman Grindlay wanted the presently discussed evaluation process to be completed by the January meeting of the Board of Governors and the process now being discussed represented an unnecessary delay. Ms. Brogna replied that the Personnel and Programs Committee took its action on the above motion initiated by Mr. Boozang because President Tsaffaras would not agree prospectively with the AGB consultant's process. President Tsaffaras reiterated his position that he wants there to be an open forum in which the consultant can interview people.

Vice President Mercurio directed attention to the document submitted by AGB which addressed each of the issues under discussion and effectively provides for the resolution of the items being discussed. President Tsaffaras replied that his definition of such a process is that of people being able to meet confidentially with the consultant

and express their opinions. President Tsaffaras continued by stating his agreement with the fourth bullet point on page one of the AGB's consulting proposal dated December 23, 2013, and with the proposal overall.

Ms. Brogna stated the absence of prior evaluations places the Board of Governors at risk and that the delays in the evaluation process were the responsibility of both the Board of Governors and President Tsaffaras. President Tsaffaras said that was not the case.

Motion by Mr. Boozang that Vice President Scott contact the consultant with instructions to devise an evaluation protocol that includes a forum by which the public may voice opinions regarding Presidential performance. Upon creation of the evaluation protocol, the consultant will then proceed with implementation provided said public forum is included as provided in bullet point 4 set forth on page 1 of the AGB consulting proposal dated December 23, 2013. The motion was seconded by Ms. Carroll. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Brogna, in referring to the AGB proposal, stated that the evaluation process is unlikely to be completed by the March 2014 meeting of the Board of Governors. Therefore, she will speak with Chairman Grindlay regarding holding a meeting of the Board of Governors in April 2014, and also about whether she or Chairman Grindlay will interface with the consultant and be responsible for the evaluation process.

Under "Old Business", Ms. Brogna referred to having sought enrollment numbers and in that regard has met with Vice President Mercurio about establishing a reporting format that will be used when providing enrollment numbers to the Personnel and Programs Committee. Ms. Brogna also asked that President Tsaffaras review the minutes of the Personnel and Programs Committee's meeting of December 4, 2013, in order to address data on new programs that the Committee has been seeking for some time.

Vice President Kelley then was called upon to describe the purpose and process of Program Review. Ms. Brogna asked how programs instituted during President Tsaffaras' tenure have met outcomes. Vice President Kelley replied that the Program Review assessment process identifies how the program under review is meeting outcomes and results in recommendations for improvement. Mr. Boozang asked what type of goals, including fiscal and academic, should be provided to the Committee. Vice President Kelley replied that what really is being sought is information on program productivity. President Tsaffaras added that with some notice, he will provide whatever data is needed. Ms. Brogna replied that productivity information is what is needed. She

expressed her satisfaction with the quality of data recently provided and the ongoing analysis of fiscal data that has been requested.

Under "New Business". President Tsaffaras stated that he was delayed in arriving at this meeting because, as a Board Member of the South Shore YMCA, he this evening attended the unveiling of the new YMCA State Street Child Care Center. He noted that the College was singled out and received a round of applause for its action in moving some 71 classes in order to accommodate the Child Care Center on an emergency bases after the flood. He further noted that ultimately that after having completed all of that work the Child Care Center moved to another location.

At 7:21 PM, motion by Ms. Carroll that the meeting of the Personnel and Programs Committee be adjourned. The motion was seconded by Ms. O'Toole. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted and the meeting was adjourned.

**QUINCY COLLEGE
BOARD OF GOVERNORS**

PERSONNEL AND PROGRAMS COMMITTEE

**MEETING OF MARCH 18, 2014
Minutes**

The meeting of the Personnel and Programs Committee, held in the Hart Board Room, Room 706, 7th 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 Personnel and Programs Committee were present at the call of the member roll: Mary Jo Brogna, Committee Chair and Vice Chair of the Board of Governors; Gregory Hanley; Reverend James Hawker; Carolyn O'Toole; Joseph Shea. Absent at the call of the member roll were: William Boozang; Maureen Glynn Carroll, Esq., Second Vice Chair of the Board of Governors. A quorum was present.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Aundrea Kelley, Vice President for Academic Affairs; Joseph Mercurio, Vice President for Administration and Finance; Mary Scott, J.D., Vice President for Human Resources; Stephen Kearney, J.D., Assistant to the President; Robert E. Baker, Jr., J.D., Dean of the Academic Division of Liberal Arts and Assistant Secretary of the Board of Governors; Sandra Smales, J.D., Dean of the Academic Division of Professional Programs; Mary Burke, Dean of the Plymouth Campus; Tom Pham, Associate Vice President for Communications and Information Technology; Dr. Kimberly Puhala, Associate Vice President for Institutional Research and Assessment; Susan Bossa, Associate Vice President for Student Development; Dr. Aaron Eaton, Chair of the Physical Therapy Assistant Program; Matthew Tobin, Esq., Murphy, Lamere, and Murphy.

Motion by Mr. Shea that the Personnel and Programs Committee approve the minutes of its meeting of February 13, 2014, as submitted. The motion was seconded by Ms. O'Toole. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Ms. Brogna; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion. Mr. Hanley and Reverend Hawker voted "present". The motion was adopted.

Next addressed was the Presidential evaluation process. Vice President Scott began with the consultant's schedule of interviews with various members of the Quincy College community. Ms. Brogna asked that something in writing be provided setting forth the process that the consultant has adopted, as well as his interview schedule, even if the written material reflects only what has been established to date. Vice President Scott replied that she would provide such material. Vice President Scott continued that interviewees include the Board of Governors, executive staff, all deans, some staff and faculty, the Mayor, and the Quincy College

Trust. The consultant's schedule of interviews starts on the afternoon of March 19, 2014, and continues all day on March 20, 2014, and March 21, 2014. The consultant also will be available during the morning of April 5, 2014, for telephone interviews.

Ms. Brogna asked Vice President Scott if the consultant had received the Presidential self-evaluation. Vice President Scott replied that she had not received it to forward to the consultant. President Tsaffaras stated that he has not yet begun the self-evaluation, adding that it was his understanding that the self-evaluation was to be provided to the Board of Governors. Ms. Brogna replied that such was not her understanding, rather that the self-evaluation was to be given to the consultant, and that the self-evaluation was part of the material on which the consultant would make a report to the Board of Governors, and which would form part of the basis on which the consultant would conduct interviews with members of the Quincy College community.

Mr. Hanley stated that the Presidential self-evaluation could be used at either the beginning or the end of the overall evaluation process. Mr. Hanley then asked whether there was a specific timeline within which President Tsaffaras was to submit the self-evaluation. Ms. Brogna replied that there was not such a timeline, but that the self-evaluation must go to the consultant. Ms. Brogna continued that the self-evaluation needs to be based on mutually agreed upon goals that have yet to be established. In response to a question from Ms. Brogna, President Tsaffaras stated that the self-evaluation will be completed within thirty (30) days, then stated that the self-evaluation will be completed in time for the meeting of the Board of Governors of April 24, 2014.

Ms. Brogna pointed out that President Tsaffaras' contract expires on June 30, 2014, and asked Attorney Tobin what should happen if it appears that the evaluation process will not be completed by that date. Attorney Tobin responded that if President Tsaffaras' contract expires before the evaluation process has been completed, any extension should be set forth in writing, including terms and conditions. In response to a question from Mr. Hanley, Attorney Tobin stated that the President's contract is not subject to the provisions of Massachusetts General Laws, Chapter 30B, and is not limited to three (3) years.

Regarding the Presidential self-evaluation, President Tsaffaras continued by stating that his understanding was that the Board of Governors would receive the self-evaluation and the consultant's report as separate submissions and that the self-evaluation was not to be given to the consultant. Ms. Brogna continued that the Presidential evaluation process is likely to continue well into May, a very busy time at Quincy College.

Next addressed was agenda item # 10, the Spring Enrollment Report. The Report was reviewed for the members of the Committee by Dr. Puhala. Ms. Brogna asked why online enrollments are down. Vice President Kelley replied that the administration was somewhat surprised at the decline in enrollments. Further, in order to boost online enrollment, renewed efforts are being made to fill the position of Dean of Inter-Institutional Affairs and On-Line Programs.

Mr. Boozang arrived at 6:21 PM.

Vice President Kelley continued to address the issue of online enrollments, stating that scheduling and course selection are being examined. Ms. Brogna stated that the cited Dean's position is unfunded. President Tsaffaras added that there is no one position in the College that is responsible for online education. Ms. Brogna asked if online enrollments are down because of a decrease in offerings, to which President Tsaffaras responded in the affirmative.

Ms. Brogna asked if the increase in Plymouth enrollment is due to the Saturday Associate Degree in Nursing Program. Dean Burke replied that the increase in Plymouth enrollment is due largely to enrollments made possible by the addition of new science laboratories and computer laboratories. Ms. Brogna replied by saying that fall enrollments in Plymouth were flat. Dean Burke responded by stating that seat count, rather than head count, is a more accurate indicator and that based on seat count enrollments at the Plymouth Campus have grown significantly each year over the last five (5) years. President Tsaffaras added that the Saturday Associate Degree in Nursing Program is located in Quincy, not Plymouth.

Dr. Puhala then presented enrollments for the Massachusetts public community colleges for the last eleven (11) years. She pointed out that in 2013, in nine (9) of the fifteen (15) such colleges enrollments dropped in the fall while for that same period, Quincy College enjoyed some growth.

Vice President Mercurio then presented a report titled "Year to Date Credit Hour and Revenue Comparison". He described the report's components and methodology. He continued that the report provides a database by which date to date comparisons can be made and that allows for an enhanced analysis, by division and program, of revenues and, ultimately, of contribution to overhead. Vice President Mercurio further reported that through the Winter Session of 2013 – 2014, the College's enrollments were up approximately two per cent (2 %) from the same period of the prior year, with revenues down 0.3 of one per cent from the budgeted amount. Ms. Brogna described the cited numbers as flat.

Vice President Mercurio then presented a report titled "Contribution to Overhead Analysis". He described the report, a preliminary draft, as having been designed to provide a more granular look at the profitability of programs. FY 2013 was used to establish the database and upon the completion of FY 2014, that year's data will be added to the database. Vice President Mercurio then described the interdependency of programs and divisions on each other, so that while the Division of Liberal Arts delivers a high amount of revenue, much of that revenue is derived from students in other programs. The next step is to address programs in relation to direct expenses (personnel) but not revenue based on other overhead since that calculation is formulaic and provides a result of the higher the revenue, the higher the expenses. Ms. Brogna replied that she does not know how a budget can be built without knowing all expenses. She went on to describe the "Contribution to Overhead Analysis" report as being awesome.

Next addressed were proposals for three (3) new certificate programs. Ms. Brogna stated that none of the proposals provide projected expenses, nor do they adequately address projected enrollments or revenue. Vice President Kelley described the process by which newly proposed programs are developed, reviewed, and approved internally prior to their being submitted to the Board of Governors including, at each step in the process, available and needed resources being identified and examined. Vice President Kelley continued that with the exception of one (1) new course, none of the proposed programs would require the development of any new

courses, the hiring of additional faculty, or the utilization of additional space. Vice President Kelley added that a benefit to the institution of utilizing certificate programs, in addition to their employing existing resources, is that they can be created quickly to address labor market needs.

The first program addressed was the Certificate in Corrections Administration. A description of the curriculum and the rationale for the creation of the Certificate were presented by Vice President Kelley. The Certificate is intended to address a population that historically has had an entry level requirement of a high school diploma, and was created to respond to industry demand. The curriculum was created in consultation with the Corrections Advisory Board. The Certificate will be offered on both the Quincy and Plymouth campuses. Dean Smales added that Quincy College has an articulation agreement in this discipline with several four year institutions, including Curry College. This Certificate, like all of Quincy College's certificate programs, encourages those students who complete the Program to continue on to graduation with an Associates Degree. Mr. Hanley stated that it appears that the Certificate program is innovative and without competition. Reverend Hawker added that since the students in the Certificate program will be in the same classes as degree seeking students, that circumstance alone may encourage the Certificate students to continue on to obtain degrees. Mr. Boozang stated that the proposal looks sound but he encouraged that contractual relationships be established with entities employing or representing potential students, perhaps through which discounted tuition could be offered.

Motion by Mr. Hanley that the Personnel and Programs Committee recommend that the Board of Governors approve the Certificate in Corrections Administration – Criminal Justice Program. The motion was seconded by Mr. Shea. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Mr. Boozang; Ms. Brogna; Mr. Hanley; Reverend Hawker; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was the proposed Certificate in Human Services. Vice President Kelley described the curriculum, the rationale for the Certificate, and the qualifications that it would provide for employment. Vice President Kelley continued that the Bureau of Labor Statistics projects a twenty two per cent (22 %) increase in positions nationwide. Ms. Brogna asked Vice President Kelley if she had data for job availability in the field in the greater Boston area. Vice President Kelley replied that the public sector labor market for the South Shore corridor is strong. Mr. Boozang added that if no new courses need to be created, the success of the Certificate program is dependent on career preparation. Ms. Brogna stated that the proposal for this Certificate lacks local employment data to explain the need or justification for the Certificate program. Dean Smales replied that the Certificate allows individuals to sit for the appropriate licensure examination. Mr. Hanley recommended that Quincy College contact the licensing entity about the possibility of becoming a recognized provider of licensure examination preparation.

Ms. Brogna stated that it appears that the Certificate Program in Human Services would need to be approved by the Commonwealth of Massachusetts' Division of Professional Licensure's Board of Registration in Social Work. Mr. Boozang and Vice President Kelley pointed out that the proposed certificate is in Human Services, not Social Work. Ms. Brogna replied that there

should at least be a discussion with the Board of Registration about the Program, and that she has not been convinced that the Program is worth anything. Ms. Brogna continued that the College needs to be sure about the employability of its graduates, as graduates of the Associate Degree Program in Nursing cannot get acute care jobs in the Boston area.

Motion by Mr. Hanley that the Personnel and Programs Committee recommend that the Board of Governors approve the Certificate in Human Services – Human Services Program. The motion was seconded by Mr. Shea. On the motion, Mr. Boozang stated that he would like to see letters of endorsement for the Program from local provider agencies. Mr. Hanley recommended a partnership with the South Shore Workforce Investment Board to facilitate agency affiliations. The following members of the Personnel and Programs Committee voted in favor of the motion: Mr. Boozang; Mr. Hanley; Reverend Hawker; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion. Ms. Brogna voted "present". The motion was adopted.

Vice President Kelley then presented information on the proposed Certificate in Substance Abuse Counseling. Included in that information was a national projected employment increase of thirty one per cent (31 %), due in part to provisions of the Affordable Care Act as well as referrals of substance abusers from the judicial system. Vice President Kelley added that all of the courses in the proposed Certificate's curriculum are offered as part of the Associates Degree Program. Reverend Hawker asked whether the Collaborative of Recovery Houses has been contacted as a resource and as a possible provider of internships. Ms. Brogna recommended the Quincy Drug Court as a source of information.

Motion by Mr. Hanley that the Personnel and Programs Committee recommend that the Board of Governors approve the Certificate in Substance Abuse Counseling. The motion was seconded by Mr. Shea. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Mr. Boozang; Ms. Brogna; Mr. Hanley; Reverend Hawker; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next occurring was a presentation by Dr. Eaton on the status of the Physical Therapy Assistant Program. Dr. Eaton began by advising the members of the Committee that there are now five (5) Physical Therapy Assistant Programs in the Boston area, Massachusetts Bay Community College having discontinued its program. Dr. Eaton also provided the members of the Committee with a Program Faculty Handbook. He continued that the Program has achieved "Developing Program" status with the Commission on Accreditation in Physical Therapy Education (CAPTE), the Program's secondary accreditor. The Program's Student Handbook also has been developed, thereby allowing policies to be demonstrated to CAPTE. Dr. Eaton added that as the then Program Director and the then Dean of Natural and Health Sciences both left Quincy College unexpectedly, the progress of the Program has been delayed as both the Program Director and Dean are required to attend workshops. A clinical coordinator is needed for the Program. The submission of the Program's application for candidacy is due by December 2014. Ms. Brogna asked why Massachusetts Bay Community College discontinued its program. Dr. Eaton replied that according to a dean at that institution, it was due to discord among faculty and not due to lack of enrollments. Mr. Hanley and Mr. Shea each expressed their enthusiasm for the Program. Mr. Boozang asked Dr. Eaton about anticipated faculty

needs for the Program. Dr. Eaton replied that the typical program is staffed by 2.5 faculty, including the Program Director and the Clinical Coordinator. The remaining faculty requirements will be filled by adjuncts. Dr. Eaton then reviewed for the members of the Committee his curriculum vitae.

Mr. Kearney then reviewed for the members of the Committee proposed policy amendments and new policies related to the College's compliance with the Clery Act. President Tsaffaras added that the proposed policy changes come as the result of amendments to the Clery Act and the Violence Against Women Act. President Tsaffaras and Mr. Kearney both indicated that future policy changes may be necessary based on further development and interpretation of the Clery Act, and that failure to comply with the Clery Act can result in substantial fines and institutional ineligibility for financial aid.

Motion by Mr. Shea that the Personnel and Programs Committee recommend that the Board of Governors approve the amendments to the Board Policy regarding Clery Act compliance. The motion was seconded by Mr. Hanley. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Mr. Boozang; Ms. Brogna; Mr. Hanley; Reverend Hawker; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was the plan for personnel in the FY 2015 budget. Ms. Brogna stated that funds from unfilled but funded faculty positions have been used to fund other unfunded or underfunded positions. Ms. Brogna expressed her concern that the appropriate faculty FTEs not be sacrificed to fund other positions and that appropriate steps be taken that such not occur in the FY 2015 budget.

Next addressed were the proposed Academic Calendars for Fall 2014 through Spring 2015, Summer 2015, and Fall 2015 through Spring 2016. President Tsaffaras explained the problems in the current Academic Calendar, including commencement being originally scheduled for January 4, 2014, fall semester final examinations running through the evening of December 23, 2013, and the allocation of class contact time as required by the New England Association of Schools and Colleges (NEASC) and the United States Department of Education (DOE). Vice President Kelley added that the proposed calendars provide for the elimination of winter commencement, as that event complicates the submission of final grades and also pushes back the start of the spring semester. The winter commencement also involves a considerable expense. She continued that a single commencement is the norm in higher education. President Tsaffaras stated that the issue of winter commencement will be revisited and if a winter commencement is appropriate, the matter will be brought back before the Personnel and Programs Committee and the Board of Governors. Ms. Brogna pointed out that if winter commencement is eliminated, a larger venue will be needed for the single spring commencement.

Motion by Mr. Shea that the Personnel and Programs Committee recommend that the Board of Governors approve the proposed Fall 2014 – Spring 2015, Summer 2015, and Fall 2015 – Spring 2016 Academic Calendars. The motion was seconded by Ms. O'Toole. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Mr. Boozang; Ms. Brogna; Mr. Hanley; Reverend Hawker; Ms.

O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

President Tsaffaras then presented information on the three (3) academic programs approved during his tenure as President by the Board of Governors. Those programs are: Biotechnology and Compliance Associate Degree Program; Physical Therapy Assistant Associate Degree Program; Biotechnology and Compliance Certificate Program. Ms. Brogna thanked President Tsaffaras for providing this information.

Under "New Business", Ms. Brogna anticipated what will be provided to the Board of Governors during the budget process. Reverend Hawker and Ms. Brogna expressed their thanks to the vice presidents for all of the work done in anticipation of this meeting.

At 8:17 PM, motion by Mr. Shea that the meeting of the Personnel and Programs Committee be adjourned. The motion was seconded by Mr. Boozang. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Mr. Boozang; Ms. Brogna; Reverend Hawker; Ms. O'Toole; Mr. Shea. Voting in opposition to the motion was Mr. Hanley. There were no abstentions. The motion was adopted and the meeting was adjourned.

**QUINCY COLLEGE
BOARD OF GOVERNORS**

PERSONNEL AND PROGRAMS COMMITTEE

MEETING OF JULY 21, 2014

Minutes

The meeting of the Personnel and Programs Committee, held in the Hart Board Room, Room 706, 7th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 5:37 PM. The member roll was called. The following members of the Personnel and Programs Committee were present at the call of the member roll: Mary Jo Brogna, Committee Chair and Vice Chair of the Board of Governors; Reverend James Hawker; Ms. Carolyn O'Toole; and Mr. Joseph Shea. Absent at the call of the member roll were: Mr. William Boozang; Mr. Gregory Hanley; and Ms. Maureen Glynn Carroll, Esq., Second Vice Chair of the Board of Governors. A quorum was present.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Aundrea Kelley, Vice President for Academic Affairs; Mary Scott, J.D., Vice President for Human Resources; Stephen Kearney, J.D., Assistant to the President; Mr. William Brennan, Acting Dean of the Division of Professional Programs; and Mr. Jason Paynich, Instructor of Criminal Justice

Motion by Mr. Shea that the Personnel and Programs Committee approve the minutes of its meeting of March 18, 2014, as submitted (Vote #: PPC 7-14). The motion was seconded by Ms. O'Toole. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Ms. Brogna; Reverend Hawker; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Boozang arrived at 5:41P.M.

Next addressed was Committee Vote #: PPC 8-14, approval of a Certificate in Game Development. Vice President Kelley addressed the Committee and provided information on the proposed Certificate in Game Development. There was extensive discussion, including questions and comments, by the members. The members' questions were addressed by Vice President Kelley, President Tsaffaras, and Instructor Paynich.

Motion by Mr. Shea that the Personnel and Programs Committee recommend that the Board of Governors approve the Certificate in Game Development. The motion was seconded by Mr. Boozang. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Ms. Brogna; Mr. Boozang; Reverend Hawker; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was Committee Vote #: PPC 9-14, approval of a Certificate in Gerontology. Vice President Kelley addressed the Committee and provided information on the proposed Certificate in Gerontology. There was extensive discussion, including questions and comments, by the members. The members' questions were addressed by Vice President Kelley.

Motion by Mr. Shea that the Personnel and Programs Committee recommend that the Board of Governors approve the Certificate in Gerontology. The motion was seconded by Mr. Boozang. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Ms. Brogna; Mr. Boozang; Reverend Hawker; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was Committee Vote #: PPC 10-14, approval of an Associate Degree in Security Management. Vice President Kelley and Instructor Paynich addressed the Committee and provided information on the proposed Associate Degree in Security Management. There was extensive discussion, including questions and comments, by the members. The members' questions were addressed by Vice President Kelley and Instructor Paynich.

Motion by Reverend Hawker that the Personnel and Programs Committee recommend that the Board of Governors approve the Associate Degree in Security Management. The motion was seconded by Ms. O'Toole. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Ms. Brogna; Mr. Boozang; Reverend Hawker; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

There was no Old Business.

There was no New Business.

At 6:45 PM, motion by Mr. Shea to adjourn the meeting of the Personnel and Programs Committee. Motion seconded by Ms. O'Toole. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Ms. Brogna; Mr. Boozang; Reverend Hawker; Ms. O'Toole; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted and the meeting was adjourned.

**QUINCY COLLEGE
BOARD OF GOVERNORS**

PERSONNEL AND PROGRAMS COMMITTEE

MEETING OF OCTOBER 27, 2014

Minutes

The meeting of the Personnel and Programs Committee, held in the Hart Board Room, Room 706, 7th 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 Personnel and Programs Committee were present at the call of the member roll: Barbara Clarke, Committee Chair; Ms. Maureen Glynn; Mr. Gregory Hanley; Reverend James Hawker; and Mr. Joseph Shea. Absent at the call of the member roll were: Mr. William Boozang; and Mr. Thomas Feenan, Chair of the Board of Governors. A quorum was present.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Joseph Mercurio, Vice President of Administration & Finance; Aundrea Kelley, Vice President for Academic Affairs; Stephen Kearney, J.D., Assistant to the President; Kimberly Puhala, Associate Vice President for Institutional Research and Assessment; and Martin Ahern, Director of Finance.

Motion by Mr. Hanley that the Personnel and Programs Committee approve the minutes of its meeting of July 21, 2014, as submitted. The motion was seconded by Ms. Glynn. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Ms. Clarke; Reverend Hawker; Ms. Glynn; Mr. Hanley; and Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next, Ms. Clarke asked for an update regarding Clery Act regulations and policies. Dr. Kimberly Puhala addressed the Committee and provided information regarding amendments to the Clery Act. There was discussion among the members and questions addressed to Dr. Puhala. Ms. Glynn inquired about an incident in Plymouth earlier this year. President Tsaffaras addressed the inquiry. Mr. Hanley inquired about the possibility of grant money for Clery Act compliance and the penalties for non-compliance. President Tsaffaras and Dr. Puhala addressed the inquiry. Mr. Shea inquired about dating-violence requirements. Discussion ensued among the members, President Tsaffaras, and Dr. Puhala. Mr. Hanley recommended seeking grant money to assist in hiring an Assistant to the President for Campus Readiness.

Next, Ms. Clarke asked for an update regarding the New England Association of Schools and Colleges (NEASC) Self-Study Process. Vice President Aundrea Kelley addressed the Committee and provided detailed information regarding NEASC and the Self-study process including a PowerPoint presentation, handouts, and a timeline. The

site visit by NEASC will occur on November 6th – 9th 2016. Vice President Kelley recommended the Governors set those dates aside to participate in the site visit. Discussion ensued among the members, President Tsaffaras, and Vice President Kelley regarding NEASC, the Self-study process, and the site visit in 2016.

Next, Ms. Clarke asked for information regarding a binder of information entitled Contribution to Overhead – Analysis/Credit Hours & Dollars. The members took a few minutes to review the binder provided by Vice President Mercurio and Mr. Ahern. President Tsaffaras, Vice President Mercurio, and Mr. Ahern addressed the Committee, provided information regarding the Contribution to Overhead, and addressed inquiries by the members.

Next, President Tsaffaras addressed several “house-keeping” issues with the members. The members engaged in further discussion of the budget and finances. Reverend Hawker and the other members thanked Vice Presidents Kelley and Mercurio, Dr. Puhala, and Mr. Ahern for their presentations and hard work.

There was no Old Business.

There was no New Business.

At 8:05 PM, motion by Mr. Hanley to adjourn the meeting of the Personnel and Programs Committee. Motion seconded by Mr. Shea. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Ms. Clarke; Reverend Hawker; Ms. Glynn; Mr. Hanley; and Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted and the meeting was adjourned.