

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF JANUARY 22, 2015

Minutes

The meeting of the Quincy College Board of Governors, held in the Hart Board Room, Room 706, 7th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 6:30 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Thomas Feenan, Chairman of the Board of Governors; Ms. Maureen Glynn Carroll, Second Vice Chair of the Board of Governors; Paul Barbadoro, Esq.; Mr. Christopher Bell; Ms. Eileen Bevivino-Lawton; Mr. William Boozang; Ms. Barbara Clarke; Dr. Thomas Fitzgerald; Mr. Gregory Hanley; Reverend James Hawker; and Mr. Joseph Shea. Absent at the call of the member roll were: Ms. Mary Jo Brogna, Vice Chair of the Board of Governors; and Ms. Carolyn O'Toole. 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; Ms. Mary Burke, Associate Vice President/Dean of the Plymouth Campus; Dr. Kimberly Puhala, Associate Vice President for Institutional Research and Assessment; Susan Bossa, Associate Vice President for Student Development; Taggart Boyle, Director of Communications and Marketing; Tom Pham, Associate Vice President for Communications and Information Technology; Martin Ahern, Director of Finance, as well as other members of the College community and the public.

Pledge of allegiance was recited. A prayer was offered by Reverend James Hawker.

Chairman Feenan called for the Open Forum portion of the meeting to begin. He invited anyone who wished to come forward and address the Board of Governors to do so. There was no response to Chairman Feenan's invitation. Chairman Feenan repeated his invitation. Again was no response. Chairman Feenan declared the Open Forum portion of the meeting closed.

Motion by Mr. Shea that the Board of Governors approve the minutes of its meeting of November 20, 2014, as submitted. The motion was seconded by Mr. Bell. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion to approve the minutes: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Mr. Boozang; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Ms. Glynn; Mr. Hanley; Rev. Hawker; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, Ms. Janet Batson gave a presentation to the members updating them regarding the Quincy College Trust.

Mr. Feenan then presented his report. As Chairman, he has been involved in the following events on behalf of the board. On December 14, 2014, the Chairman was recognized at the UMass Education for Service Award which took place at the University of Massachusetts Campus in Dorchester, MA. There was a wonderful showing by the Quincy College administration and staff. At least 30 college staff and administrators attended as well as at least one board member. On December 10, 2014, the College held its Annual Christmas Party for Faculty and Staff at the Common Market in Quincy. This too was a great party attended by at least 125 members of the faculty and staff. The Chairman was the only member of the Board in attendance. On December 12, 2014, Annual Christmas Party of Board of Governors and administration took place at the Neighborhood Club in Quincy. This is always a great time for the board and administration of the college and was well attended by both the board and the administration. On December 15, 2014, the Grand Opening of Barnes and Nobles Book Store took place on the first floor of Presidents Place. This was sparsely attended by the Board but well attended by College Courses, Inc. and Quincy College Trust. Local political leaders also made their presence known. On December 16, 2014, there was an airing of WCVB Channel 5 all day at Quincy College and later Chronicle. It was a great day for the City of Quincy and, in particular, Quincy College, which was mentioned at least 75 times throughout the day. On January 08, 2015, the Finance and Facilities Committee met. On January 13, 2015, the College held a Home Rule Petition Thank You Reception at the Neighborhood Club. About 6 board members attended. Almost all the parties associated with the project and the political leaders who worked on it were there to accept our accolades. On January 14, 2015, the Personnel and Programs Committee met. On January 15, 2015, the Nursing Pinning Ceremony was held at the Bethany Church. The Chairman was the only board member in attendance at this most wonderful occasion. On January 21, 2015, there was a discussion with Sean Kenealy, President Tsaffaras, Governor Greg Hanley, and the Chairman regarding our common goals and direction for the possibilities that can happen in the next several years. The Chairman stated that he brought the members' attention to Board activities only to remind the members that there is more to their positions than just being at Board meetings. The Chairman stated that the Governors are looked upon to celebrate the college at various events and to promote the College's success.

The Chairman stated that he has been in touch with a social service agency and forwarded some information to President Tsaffaras regarding one such group located in Cohasset. Laurel Hickey runs a small Vocational Program in Cohasset Village and is looking for Quincy College to assist her.

The Chairman reminded the members that last month he mentioned the Boston Chinatown Neighborhood Center, located on Hancock St, near North Quincy High School and their director, Carmen Chin, who is very interested in creating a program with Quincy College as they currently have their own, "Bridges to College Program". The Chairman expressed his hope and desire that President Tsaffaras can give members an update under New Business as to how the relationship is developing.

The Chairman informed the members of a ½ day conference in Boston drawn from the Report of the National Commission on Colleges and University Board of Governors – with a discussion focus on avoiding pitfalls and how governing boards can play a critical role in improving decision making within the sector. The registration fee is \$49.00 and includes lunch. The date is February 18th at the Westin Boston Waterfront.

In conclusion, Chairman Feenan directed the members' attention to the fact that the Association of Governing Boards Trusteeship magazine can now be downloaded to one's iPad or desktop.

President Tsaffaras then presented his report. The President introduced Dr. Kimberly Puhala to present a report regarding the CCSSE (Community College Survey of Student Engagement). Dr. Puhala reported that CCSSE provides information regarding effective educational practices in community colleges in order to promote improvements in engagement, learning, and persistence. Specific benchmark areas included in "engagement" are: Active and Collaborative Learning; Student Effort; Academic Challenge; Student-Faculty Interaction; Support for Learners. Quincy College surpassed the national standard in the benchmark area of Academic Challenge. All five benchmark area scores have improved since the 2010 iteration of CCSSE at Quincy College. There were questions by the members. Dr. Puhala and the President addressed the members' questions. The President then reported on the College's budget and was pleased to inform the members that the College had met it budget and exceeded it by three-percent (3%). The President then presented the Enrollment Survey and discussed the enrollment indicators. There were questions by the members. The President addressed the members' questions. The President then read a note he received from LT. Richard McCusker of the Quincy Police Department regarding an "active-shooter" tabletop exercise that was conducted at the College by the College's security consultant, Mr. Daniel O'Neil of ADRM. There was then a presentation by Dr. Bruce Van Dyke on Biotechnology and Compliance. There were questions by the members. Dr. Van Dyke and the President addressed the members' questions.

Next, Mr. Bell presented the report of the Finance and Facilities Committee including a motion adopted by the Committee to approve three (3) fund transfers (FFC 2-15). Motion by Dr. Fitzgerald (BOG 2-15) to approve three (3) fund transfers for the purpose of: 1.) funding the cost of a one year renewal of "Turnitin," an anti-plagiarism software utilized by the College's faculty; 2.) funding the cost of Accreditation Fees for the Physical Therapy Assistant Program; and 3.) funding the cost of consulting services related to the design of a master program template, to offer our thirty-four (34) campus-based programs online. The motion was seconded by Mr. Hanley. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Mr. Boozang; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Ms. Glynn; Mr. Hanley; Rev. Hawker; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Mr. Bell also addressed financial reports including the November 30, 2014 Financial Statements; the September 30, 2014 Financial Statements. Mr. Bell expressed thanks to Dr. Fitzgerald for chairing the Finance and Facilities meeting in his absence. There was discussion among the members and the President regarding the budget.

Next, Ms. Clarke presented the report of the Personnel and Programs Committee. She commented on the Clery Act presentation provided by Dr. Kimberly Puhala at the Committee meeting including discussion of potential funding sources/grants for Clery Act compliance. This was a question posed by Mr. Hanley at a prior meeting. Dr. Puhala said there is a small amount of funding available through the U.S. Department of Justice. Ms. Clarke then introduced President Tsaffaras to address the Security Recommendation Chart presented by Mr. Daniel O'Neil at the Committee meeting. There was discussion among the members including a question regarding the make-up of the BTAM Team (Behavioral Threat Assessment Management Team). The President addressed the members' questions. Ms. Clarke discussed the Active Shooter Tabletop exercise that was reported on by Mr. Daniel O'Neil at the Committee meeting and focused on a theory of "Run Hide Fight." Ms. Clarke stated she was favorably impressed by the presentation. Ms. Clarke reported and commented on the NEASC Self Study Presentation that was presented by Vice President Aundrea Kelley at the Committee meeting. Ms. Clarke also reported and commented on VP Kelley's report on CAPTE (Commission on Accreditation in Physical Therapy Education). VP Kelley provided details about the process.

There was no Old Business.

Under New Business, the President invited the members to view space acquired on the 7th floor of Presidents Place. There was discussion about the new space. There was discussion about the possibility of a Board of Governors Retreat.

At 8:30 PM, motion by Mr. Hanley to adjourn the meeting of the Board of Governors. Motion seconded by Ms. Bevivino-Lawton. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Mr. Boozang; Ms. Clarke; Mr. Feenan; Dr. Fitzgerald; Ms. Glynn; Rev. Hawker; and Mr. Shea with Mr. Hanley voting "present." There were no votes in opposition to the motion and no abstentions. The motion was adopted and the meeting was adjourned.