

**QUINCY COLLEGE
BOARD OF GOVERNORS**

Meeting of November 3, 2004

Minutes

The meeting was called to order at 6:05pm. The Pledge of Allegiance was recited and a moment of silence was observed in tribute to President Bush and Senator Kerry and all those who help to keep this country safe.

The member roll was then called. The following members of the Board of Governors were present: Frank Buckley, Simon Chan, David Dennis, William Grindlay, Joseph Nicastro, Peter O'Neill, Daniel Raymondi, Joanne Walsh, Walter White and Theresa Lord-Piatelli. Immediately following roll William Harding arrived at the meeting. Jerrell Riggins and Richard Nici were unable to attend the meeting.

Chair Lord-Piatelli then called for the **Open Forum** portion of the meeting. No one responded. The **Open Forum** portion of the meeting was then closed. Ms. Piatelli then requested that the minutes of the last meeting be approved. The motion was made by Mr. O'Neill and seconded by Mr. Nicastro. All members were in favor.

Ms. Lord-Piatelli then asked President Barry to proceed with the **President's Report**. The first item President Barry brought to the Board's attention was the enclosed list of proposed 2005 meeting dates. President Barry also asked that the members look at the memo in their packets requesting that the December 22, 2004 Board Meeting be cancelled and that the agenda items be moved to the January 2005 meeting.

Ms. Walsh asked President Barry and other members if there would be any chance of changing the meetings from the 4th Wednesday of the month to the 3rd. Ms. Walsh is on another board and finds it difficult to try and do both. At this point President Barry asked if Thursdays would be a good day for everyone. All the members agreed and the dates were changed to the next Thursday of each month.

Mr. Raymondi made a motion seconded by Mr. Harding that the December 2004 meeting agenda items be moved to the January 2005 meeting and to amend the five proposed 2005 dates up one day to Thursday. All members agreed and it

was unanimously approved. Ms. Walsh thanked the members for their consideration in this matter.

President Barry then brought to the attention of the Board the copy of the Patriot Ledger's article on the demand for computer support and the courses here at Quincy College. President Barry also acknowledged the flyer for the Radio City Music Hall Christmas Spectacular. The College is offering tickets at a first come, first serve basis and invited the members to purchase tickets.

President Barry went over the presentations that would be given at the meeting this evening, explaining what each presentation would cover. The first person called to speak was V.P. Tom DeSantes. Mr. DeSantes explained how the College has converted to an Enrollment Management Model. We are trying to make it as simple as possible for students when they come in to inquire about classes. Mr. DeSantes also spoke of the work being done in the Admissions Department and the two new people we have that have only been with us for a few months but have managed to bring their skill, dedication and commitment to Quincy College. Mr. DeSantes briefly outlined Elise Sullivan's credentials and asked her to speak.

Ms. Sullivan proceeded to explain how we analyze data, how Marketing is now working with Admissions, how we are attending more career fairs than ever before and making use of all the data collected from these functions. Ms. Sullivan described the new display board the College will be using and went on to explain how we are trying to coordinate all flyers, posters, bulletins etc. to have the same general theme and look. Ms. Sullivan thanked the Board for the opportunity to speak and asked if there were any questions. There were none.

Mr. DeSantes went on to discuss the type and age of students the College attracts. Most people are under the impression we only attract the older student but in recent years we have started to attract a lot of younger students as well. He explained the younger student is more apt to be full time and degree seeking. Mr. DeSantes then introduced Michelle DeRosa.

Ms. DeRosa explained the type of student we serve and her schedule of recruiting visits that she has made and will be making in the next few months. Ms. DeRosa found that the two most common areas she is questioned about while out on recruiting are the nursing and criminal justice courses. Ms. DeRosa has received 592 inquiries to date from fairs she has attended. There have been three times the SAT scores sent to the College than last year and these are all students of possible recruitment. Ms. DeRosa will be working closely with the IT department to develop a system where this data can be used. Ms. DeRosa thanked the members for an opportunity to speak and to be part of the

recruitment effort here at the College. Ms. DeRosa also asked if the members if they had any questions. There were none.

President Barry went on to discuss the increase in inquiries and the benefits. In the past 2 year colleges usually attracted adult students, this is changing. Also discussed were the rise in birth rates and the increase in 18 to 20 year olds in the years to come. This will be good news for colleges but bad news for Pell's and financial aid. Most funding goes to 4-year colleges and loans leaving less for Pell, etc. President Barry reiterated the importance of assessment testing. At this time he introduced Susan Bossa, to speak to the Board regarding assessment testing.

Ms. Bossa explained the reasons for placement testing and how it enables the students to become more successful. A lot of our students have no idea where their skills lie either because they have not attended classes in years or they just do not know. Ms. Bossa described the test we use here at Quincy College. Our entrance exam is called the Accuplacer and is nationally approved. Ms. Bossa explained the dual purpose of the test; first to determine which courses are appropriate and whether remedial work is needed and second, it serves as an entrance exam for our Allied Health students.

At this point President Barry spoke stating that since we have been using this test we have seen an increase in scoring. We also use this test on line and that is a huge benefit to the College. President Barry and Ms. Bossa explained to the members the scoring procedure and how each student walks away knowing what their score was and how it compared with others taking the test. Ms. Bossa was then asked to give examples of some of the types of questions on the test in each of the subjects. Ms. Bossa stated that this is a group effort here at the College and that every department works together to make the testing experience and what comes after as smooth as possible for all students. We have seen a 36% increase from last fall in the numbers of students taking the test and this is a good thing. Ms. Bossa asked the members if they had any questions. Mr. Raymondi asked how the students were first informed about the testing. Ms. Bossa explained how different types of students are informed.

Mr. DeSantes rose and clarified the procedure, whether it was sending information in the mail or during their first interview. Mr. DeSantes also stated that the College has been following this procedure for years.

Mr. Raymondi asked, "if we have been doing this for years, then why have we suddenly seen an increase?" Mr. DeSantes answered, explaining the many ways in which the College has improved its methods. Mr. DeSantes and Ms. Bossa also explained to the Board the idea of walk-in testing and where the College is in this area.

Mr. Raymondi asked Mr. DeSantes what the cost to each student and to the College is. Ms. Bossa stated it was \$4.70 per test to the College with no cost to the student. At this point Mr. Buckley inquired as to how these tests work with students with IEP or disabilities. Ms. Bossa went over the process for students with these problems and what confirmation the students need to produce.

Ms. Lord-Piatelli then asked if the Dean of Allied Health was present. Ms. Bossa replied, no she is the Dean on duty tonight. Ms. Lord-Piatelli asked if we outreach to Quincy and North Quincy High Schools. Ms. Bossa responded yes, Michelle DeRosa did go to their combined fair this year. President Barry mentioned that in the past we have called and inquired and usually are told there is no room.

President Barry went on to say that there is a 78% chance students will go on to earn a degree with testing compared to 50% without. We can talk to students and suggest they take the test but in the long run it is up to them. We can not force them. President Barry also stated that in the near future, when funds become available, the College would like to acquire a more sophisticated information system that would be very beneficial.

At this time, President Barry gave a brief description of the moves he is planning on making in the next couple of months. One would be to have the Allied Health Department become part of the general campus, instead of being isolated away from the rest of the College. The College feels that every student should have a chance to attend a class in the newer buildings and not just one department. It would also help the Allied Health students to become more of an integral part of the main campus. Another point President Barry brought up was the problem of the College having to rent space for large capacity events. In a few years it would be beneficial for the College to have a space of its own rather than always having to rent space elsewhere. This is something that needs to be researched. President Barry would also like to see a meeting space for students to congregate whether to just talk or read and study.

President Barry took this time to introduce Bryan Walsh to speak on the subject of Accreditation and the Self Study. Mr. Walsh went on to explain that we are in the first group of institutions to be held accountable to the new standards. Mr. Walsh also took a few minutes to go over some of the standards and what they will mean to the College. He also explained that accrediting bodies are not made up to shut down colleges but to hold them responsible to the standards. Another subject discussed was uniformed accrediting agencies. Many feel that this idea would hurt the individual institutions as it would link all types of institutions together and this would not necessarily be a productive move. Mr. Walsh reminded the Board that it would be beneficial for some of them to be a part of

our self study and asked that they consider volunteering for this. At the end of his presentation Mr. Walsh asked the members if they had any questions. Mr. Raymondi asked when he would need the names of the Board members that would be on the committee. Mr. Walsh stated that he would like to see the task force set up by the spring. Mr. Walsh also let the members know that the Accrediting Team would want to interview members of the Board on their visit. The team will also want documentation of how all the standards were followed and who made up the self study group. Mr. Raymondi then asked where we were on the Self Study. Mr. Walsh remarked that four of our people have already attended the accreditation seminar in Marlboro and are now working on the study. The discussion was closed.

At this time President Barry informed the members of the outcome of the first President's Scholars Event. All had gone well; we had more attend than we had anticipated. Then the Board was informed of the November 18th International Thanksgiving Dinner being held. President Barry went on to explain that there will be two speakers, one an historian and the second a pilgrim. The desserts will be supplied by the staff and faculty. President Barry invited all Board Members to attend and please rsvp as soon as possible. Reverend Harding was asked to bless the "Turkey" and replied he would be happy to. The next item was the annual Quincy Parade. President Barry reminded the members that it was originally an idea of a former Board member that the College participate. Also that the College won 2nd place their first year, 1st place their second year and grand prize last year. We hope this year will be as successful.

Ms. Lord-Piatelli then proceeded to present the **Report of the Chair**. Ms. Lord-Piatelli thanked all the Board members that attended the Gamma Beta Phi and also Reverend Harding for letting the College use the church. Ms. Lord-Piatelli explained that Board members have participated in the self study in previous years and she hopes that some of the new members will take part in this process as it is a great introduction into how Quincy College works. Ms. Lord-Piatelli asked that anyone interested please call her. This concluded the **Report of the Chair**.

Mr. Raymondi wanted to also express his gratitude for President Barry's enthusiasm regarding student events over the last few weeks. The students have shown a great interest in these events and the Board should try to attend whenever possible to show their support. President Barry thanked him and reminded everyone that it has been suggested to have some type of reception after the January Commencements. We have never had one in the past and most members feel this would be a good thing to do. Mr. O'Neill then said a few words regarding the speaker at the January 2005 Commencement, Mr. David M. Bartley, President and CEO of the New England Board of Higher Education.

Ms. Lord-Piatelli then asked Mr. Grindlay to give the **Finance & Facilities Report**. Mr. Grindlay stated the committee had met twice. The first meeting was to outline to Mr. Steven Higgins what the Board would like to see from the Business Office and the second was for Mr. Higgins to give the committee an update. The committee also asked for a motion to transfer funds from Education Services to Enrollment Services. Mr. Grindlay made a motion that the transfer be approved. Mr. Harding seconded the motion. Ms. Lord-Piatelli then asked if all members approved. All were in agreement.

Ms. Lord-Piatelli then proceeded to **New Business**. The only item under **New Business** is the proposed 2005 Board dates. This item was already discussed so this portion of the meeting was closed.

Mr. Raymondi moved that the meeting be adjourned. Ms. Walsh seconded the motion.

The meeting was **adjourned** at 8:00PM