

**QUINCY COLLEGE
BOARD OF GOVERNORS**

PERSONNEL AND PROGRAMS COMMITTEE

MEETING OF JANUARY 14, 2015

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 6:05 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; Mr. William Boozang; Mr. Thomas Feenan; and Reverend James Hawker. Absent at the call of the member roll were: Ms. Maureen Glynn; Mr. Gregory Hanley; and Mr. Joseph Shea. 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; Ms. Mary Scott, Vice President of Human Resources; Stephen Kearney, J.D., Assistant to the President; Kimberly Puhala, Associate Vice President for Institutional Research and Assessment; and Mr. Daniel O'Neil, President ADRM.

Motion by Mr. Boozang that the Personnel and Programs Committee approve the minutes of its meeting of October 27, 2014, as submitted. The motion was seconded by Rev. Hawker. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Ms. Clarke; Mr. Boozang; Mr. Feenan; and Reverend Hawker. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Under Old Business, 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. There was a question regarding possible funding sources through the Department of Justice or other potential entities, an inquiry raised by Mr. Hanley at a prior meeting. President Tsaffaras and Dr. Puhala addressed the inquiry. Discussion ensued among the members, President Tsaffaras, and Dr. Puhala.

Next, Ms. Clarke asked for an update regarding Campus Security & Safety. Mr. Daniel O'Neil, security consultant, addressed the members; distributed copies of the campus security handbook; discussed a tabletop active-shooter exercise that took place at the College on January 13, 2015. There was discussion among the members. Questions were addressed by the President and Mr. O'Neil. The President commented on the improved relationships with both Quincy and Plymouth police departments.

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 DAPI process. Discussion ensued among the members, President Tsaffaras, and Vice President Kelley regarding NEASC, the Self-study process, and the site visit in 2016.

Next, President Tsaffaras addressed several general "house-keeping" matters with the members. The members engaged in further discussion.

There was no New Business.

At 7:17 PM, motion by Mr. Feenan to adjourn the meeting of the Personnel and Programs Committee. Motion 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. Clarke; Mr. Boozang; Mr. Feenan; and Reverend Hawker. 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 09, 2015

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; and Reverend James Hawker. Absent at the call of the member roll were: Mr. William Boozang; Mr. Thomas Feenan; Ms. Maureen Glynn; Mr. Gregory Hanley; and Mr. Joseph Shea. A quorum was not present.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Aundrea Kelley, Vice President for Academic Affairs; Ms. Mary Scott, Vice President of Human Resources; Stephen Kearney, J.D., Assistant to the President; Kimberly Puhala, Associate Vice President for Institutional Research and Assessment.

Because there was not a quorum present, the Chair began with discussion items under Old Business. The Chair introduced Dr. Kimberly Puhala who reported to the members regarding her efforts to locate and obtain grant funding for Clery reporting and implementation of the Violence Against Women Act (VAWA). There was discussion among the members and questions by the members. Dr. Puhala addressed the members' questions. The Chair then introduced Mr. Stephen Kearney who reported to the members regarding the Incident Reporting system and updated the members regarding the Behavioral Threat Assessment Management (BTAM) Team. President Tsaffaras reported on the highlights from the AGB (Association of Governing Boards) Luncheon Conference Panel which he attended on February 18, 2015.

Mr. Thomas Feenan arrived at 6:10 p.m., and Mr. William Boozang arrived at 6:12 p.m.

At 6:15 p.m., a second member roll was called. The following members of the Personnel and Programs Committee were present at the second call of the member roll: Ms. Clarke; Mr. Boozang; Mr. Feenan; and Reverend James Hawker. Absent at the call of the member roll were: Ms. Maureen Glynn; Mr. Gregory Hanley; and Mr. Joseph Shea. A quorum was present.

Mr. Shea arrived at 6:21 p.m.

Motion by Mr. Feenan that the Personnel and Programs Committee approve the minutes of its meeting of January 14, 2015, as submitted. The motion was seconded by Rev. Hawker. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Ms. Clarke; Mr. Boozang; Mr. Feenan; and Mr. Shea. There were no votes in opposition to the motion, and no abstentions, with Reverend Hawker voting present. The motion was adopted.

The Chair introduced Ms. Mary Scott, Vice President of Human Resources, who reported to the members regarding proposed changes/updates to the College's travel policy for employees. There was discussion among the members and questions by the members. Ms. Scott and President Tsaffaras addressed the members' questions.

Ms. Glynn arrived at 6:40 p.m.

Motion by Mr. Feenan that the Personnel and Programs Committee recommend that the Board of Governors approve the amended Travel Policy as presented. The motion was seconded by Rev. Hawker. There was discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Ms. Clarke; Mr. Boozang; Mr. Feenan; Ms. Glynn; and Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The Chair introduced Ms. Aundrea Kelley, Vice President for Academic Affairs, who reported to the members on the Physical Therapist Assistant Program site visit. There was discussion among the members and questions by the members. Ms. Kelley and President Tsaffaras addressed the members' questions. Ms. Kelley also updated the members regarding the NEASC Self-study Process. There was discussion among the members and questions by the members. Ms. Kelley and President Tsaffaras addressed the members' questions. The members took copies of the *Standard One: Mission and Purpose* document for their own review.

The Chair introduced President Peter Tsaffaras who updated the members regarding the College's employees and other employment information. The President presented the members with several handouts including the Table of Organization and Vacancy Postings. There was discussion among the members and questions by the members. President Tsaffaras addressed the members' questions.

Under New Business, Ms. Clarke introduced Mr. Feenan who reported to the members regarding the meeting of the Strategic Planning Committee of the Board of Governors. Mr. Feenan reported that the Strategic Planning Committee met on February 25, 2015, and address several items and voted to recommend that the full Board approve the forwarding of a Home Rule Petition to the Massachusetts Legislature for authority to grant four-year degrees. There was discussion among the members and questions by the members. Mr. Feenan and President Tsaffaras addressed the inquiries by the members.

At 7:54 PM, motion by Mr. Feenan to adjourn the meeting of the Personnel and Programs Committee. Motion seconded by Reverend Hawker. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Ms. Clarke; Mr. Boozang; Mr. Feenan; Reverend Hawker; Ms. Glynn; and 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 APRIL 08, 2015

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 6:07 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; Reverend James Hawker; and Mr. Joseph Shea. Absent at the call of the member roll were: Mr. William Boozang; Mr. Thomas Feenan; Ms. Maureen Glynn; and Mr. Gregory Hanley. A quorum was not present.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Aundrea Kelley, Vice President for Academic Affairs; Mr. Martin Ahern, Director of Finance; and Stephen Kearney, J.D., Assistant to the President.

Because there was not a quorum present, the Chair began with non-voting items on the agenda. There was a discussion regarding the minutes from 09 March 2015, however there was no motion or vote taken. The Chair introduced Ms. Aundrea Kelley who reported to the members regarding Academic Affairs. Ms. Kelley discussed the Physical Therapist Assistant Program.

Mr. Gregory Hanley arrived at 6:15 PM.

Ms. Kelley continued with her report, and discussed the NEASC self-study. There were questions posed by the members and discussion among the members. Ms. Kelley addressed the questions posed by the members.

Mr. William Boozang arrived at 6:30 pm. Ms. Maureen Glynn arrived at 6:33 PM.

The Chair requested that a copy of the Data Security Policy of the College be provided to each of the Committee members for their review. Mr. Hanley complimented Ms. Kelley for a thorough and informative presentation.

At 6:38 PM, a second member roll was called. The following members of the Personnel and Programs Committee were present at the second call of the member roll: Ms. Clarke; Mr. Boozang; Ms. Maureen Glynn; Mr. Gregory Hanley; Reverend James Hawker; and Mr. Joseph Shea. Absent at the call of the member roll was: Mr. Thomas Feenan. A quorum was present.

Ms. Kelley continued with her report and discussed the hiring of nine (9) more full-time, tenure track faculty members. There were questions posed by the members and discussion among the members regarding the budget impact of these hires. President Tsaffaras and Ms. Kelley addressed the questions posed by the members.

Motion by Mr. Hanley that the Personnel and Programs Committee approve the minutes of its meeting of March 09, 2015, as submitted. 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: Ms. Clarke; Mr. Boozang; Ms. Maureen Glynn; Mr. Gregory Hanley; Reverend James Hawker; and Mr. Joseph Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The Chair then raised the issue of the resignation of the Dean of Nursing, Roxanne Mihal. There was discussion regarding reporting requirements to the Board of Registration in Nursing. There was discussion of a system of progression through the College's nursing program from Certified Nursing Assistant through Registered Nurse. There was discussion of various career paths of students. There was discussion of the College's robotics program and the possibility of having Professor Deborah Stockbridge attend a full meeting of the Board to showcase the College's robot and its capabilities.

The Chair then raised the topic of the Fiscal Year 2016 Budget. The members reviewed various sections of the Budget and the proposed Budget worksheets. There was discussion of the Course Satisfaction Survey and the Student Faculty Evaluations. There was further discussion of the departure of the Dean of Nursing, the hiring of a replacement, and salary/cost. There was discussion of the information the Committee might use to evaluate the various programs of the College and their performance. There was discussion of the College's nursing program and the need for improvements.

There was no Old Business.

There was no New Business.

At 8:15 PM, motion by Mr. Shea to adjourn the meeting of the Personnel and Programs Committee. Motion 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; Mr. Boozang; Ms. Glynn; Reverend Hawker; and Mr. Shea. Mr. Hanley voted in opposition to the motion. There were no abstentions. The motion was adopted and the meeting was adjourned.

QUINCY COLLEGE
BOARD OF GOVERNORS
PERSONNEL AND PROGRAMS COMMITTEE
MEETING OF MAY 11, 2015

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: Ms. Barbara Clarke, Committee Chair; Mr. Thomas Feenan; Ms. Maureen Glynn; Reverend James Hawker; and Mr. Joseph Shea. Absent at the call of the member roll were: Mr. William Boozang and Mr. Gregory Hanley. A quorum was present.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Aundrea Kelley, Senior Vice President for Academic Affairs; Ms. Mary Scott, Vice President for Human Resources; Dr. Kimberly Puhala, Associate Vice President for Institutional Research & Assessment; Mr. Daniel O'Neil, President/CEO of Advanced Data Risk Management, Inc.; Mr. James Peters, Instructor of Computer Science; and Mr. Stephen Kearney, Assistant to the President.

Ms. Maureen Glynn arrived at 6:05 PM.

Motion by Mr. Feenan that the Personnel and Programs Committee approve the minutes of its meeting of April 08, 2015, as submitted. 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: Ms. Clarke; Mr. Feenan; Ms. Glynn; Rev. Hawker; and Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The Chair asked leave of the Committee members to depart from the order of the posted agenda to address Item VIII on the Agenda – New Business. The Chair introduced Mr. James Peters, Instructor of Computer Science to speak to the members regarding a proposed certificate program in Computer Networking to be offered by the Academic Division of Professional Programs. Motion by Mr. Feenan that the Personnel and Programs Committee recommend that the Board of Governors approve the Networking Certificate Program as submitted. 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: Ms. Clarke; Mr. Feenan; Ms. Glynn; Rev. Hawker; and Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next, the Chair introduced Dr. Kimberly Puhala to discuss revisions to the Clery Act and Title IX policies. Dr. Puhala explained that changes at the federal level are having an impact on the manner in which colleges are required to report/comply with the Clery Act and also the manner in which colleges are required to comply with Title IX. Dr. Puhala and Mr. Kearney discussed the proposed policies on Reporting the Annual Disclosure of Crime Statistics, Security Awareness and Crime Prevention Programs, Sexual Assault Information, Sexual Misconduct Policy and Procedures, EEO – Harassment Complaint Procedures, and Student Grievance Procedures. There were questions by the members and discussion among the members. The questions were addressed by President Tsaffaras, Dr. Puhala, and Mr. Kearney.

Mr. Shea departed at 7:00 pm.

Motion by Mr. Feenan that the Personnel and Programs Committee recommend that the Board of Governors approve the Clery Act and Title IX policies as submitted. The motion was seconded by Ms. Glynn. There was discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Ms. Clarke; Mr. Feenan; Ms. Glynn; and Rev. Hawker. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next, Mr. Daniel O’Neil of Advanced Data Risk Management, Inc., addressed the members. Mr. O’Neil discussed the Risk Assessment Chart, the College’s improved and developing relationships with the Quincy Police and the Plymouth Police Departments, the College’s Behavioral Threat Assessment Management Team, the College’s Student Code of Conduct, the federal Violence Against Women Act (VAWA), updates to the College’s Emergency Response Plan, training of the College’s Crisis Management Team, and the College’s Business Continuity Plan. There were questions posed by the members and discussion among the members.

Rev. Hawker departed at 7:30 pm.

Next, Senior Vice President, Aundrea Kelley updated the members on the Physical Therapist Assistant Program; the Criminal Justice Program and Quincy College receiving Quinn Bill Authorization; and the upcoming NEASC accreditation review. There were questions posed by the members and discussion among the members.

There was no Old Business.

New Business (Networking Certificate Program) was addressed earlier in the meeting.

At 7:55 PM, motion by Mr. Feenan to adjourn the meeting of the Personnel and Programs Committee. Motion 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; Mr. Feenan; and Ms. Glynn. There were no votes in opposition to the motion. There were no abstentions. The motion was adopted and the meeting was adjourned.

**QUINCY COLLEGE
BOARD OF GOVERNORS**

PERSONNEL AND PROGRAMS COMMITTEE

MEETING OF DECEMBER 14, 2015

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; Mr. Thomas Feenan; Ms. Maureen Glynn; Mr. Gregory Hanley; Reverend James Hawker; and Mr. Joseph Shea. No members were absent at the call of the member roll. A quorum was present.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Aundrea Kelley, Senior Vice President for Academic Affairs; Ms. Mary Scott, Vice President of Human Resources; Stephen Kearney, J.D., Assistant to the President; Ms. Mary Burke, Vice President/Dean of the Plymouth Campus; Dr. Kimberly Puhala, Associate Vice President for Institutional Research and Assessment; Mr. William Brennan, Dean of Professional Programs, and Dr. Linda Pendergast, Dean of Nursing.

Motion by Mr. Feenan that the Personnel and Programs Committee approve the minutes of its meeting of May 11, 2015, as submitted. 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: Ms. Clarke; Mr. Feenan; 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.

The Chair introduced Vice President Mary Burke, who reported to the members regarding Physical Therapy Assistant Program. Ms. Burke discussed the appointment of a new Program Director, Dr. Veronica McLaughlin, who is a Licensed Physical Therapist with experience in teaching in higher education and has worked in a variety of clinical settings such as outpatient, inpatient, sub-acute and home care. She earned her Bachelor of Science, Masters of Science and Doctorate of Physical Therapy from Northeastern University. She has worked in such organizations as Caritas Norwood Hospital, South Shore Hospital, and Norwell Physical Therapy. She is a skilled instructor and has already connected with the students. In addition, we have hired an adjunct instructor for lab experience, Diane Dednah. She is assisting Dr. McLaughlin in the practical labs. Ms. Dednah is a PTA who graduated from Lasell College, earned a Bachelor of Science in Health from Bridgewater State, and earned Master's in Education from Cambridge College. She has held the position of Department Chair in the PTA program at Mass Bay Community College and worked as a PTA Program Instructor at Bay State College. She has also taught at Lasell College in the School of Allied Health. The nine students in the program have made tremendous progress since the start of the semester and are actively preparing for final exams and final practical exams. There is one student who will not be continuing on next semester for personal family reasons. All other students are doing well grasping new therapeutic modalities

and progressing through the program. Ms. Burke reported that the College submitted its first annual report to CAPTE on December 01, 2015, and we will receive feedback soon. The College's next step in this process towards accreditation is the Self Study Report due in September 2016 and then a site visit in December 2016. There was discussion among the members and questions by the members. Vice President Burke and President Tsaffaras addressed the members' questions.

The Chair introduced Mr. Kearney and Dr. Puhala who discussed three proposed amendments to the College's policy manual: 1.) amendments to Policy No. 6.10, Identification Card Policy; 2.) amendments to Policy No. 3.05, Smoking Policy; and 3) a new, not yet numbered policy, Marijuana Policy.

Mr. Kearney and Dr. Puhala reported to the members that the proposed amendments to Policy No. 6.10, Identification Card Policy, are intended to make it a requirement for students carry a Quincy College Identification Card on their person at all times while on campus and for students to present their Identification Card when requested to do so to access exam rooms for testing. Rev. Hawker suggested corrections to the proposed amendments to correct grammar and tense.

Motion by Rev. Hawker to approve the amendments to Policy No. 6.10 with the suggested corrections and to recommend to the Board for its approval. The motion was seconded by Mr. Shea. There was discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Ms. Clarke; Mr. Feenan; 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. Kearney and Dr. Puhala reported to the members that the proposed amendments to Policy No. 3.05, Smoking Policy, are intended to prohibit the use of vapor products on campus to the same extent that cigarette smoking and other tobacco use are prohibited.

Motion by Mr. Hanley to approve the proposed amendments to Policy No. 3.05 and to recommend to the Board for its approval. The motion was seconded by Mr. Shea. There was discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Ms. Clarke; Mr. Feenan; 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. Kearney and Dr. Puhala reported to the members regarding a new, not yet numbered policy titled "Marijuana Policy." The purpose of the new policy is to address the legalization of medical marijuana in the Commonwealth of Massachusetts in 2013, and to clarify that the possession and/or use of marijuana, including medical marijuana, on campus or at college sponsored events or off campus activities remains prohibited.

Motion by Mr. Hanley to approve the proposed new policy addressing and prohibiting the use and/or possession of marijuana, including medical marijuana, on campus and to recommend to the Board for its approval. The motion was seconded by Mr. Shea. There was discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Ms. Clarke; Mr. Feenan; 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, the Chair called upon the President to report to the members regarding any changes or updates to the College's Title IX Policy under the authority granted to him by the Board at its meeting on May 21, 2015. The President reported that the College had not received any feedback as of yet from the Office of Civil Rights of the Department of Education. The President reported that he, therefore, made no changes to the College's Title IX Policy during the summer months.

Next, the Chair introduced Senior Vice President of Academic Affairs, Aundrea Kelley, to update the members on the NEASC Self-Study. Senior Vice President Kelley distributed to the members a packet of handouts used during the November All College Self-Study Meeting. These handouts included NEASC self-study data templates on educational effectiveness and students success indicators, an updated timeline, and an updated listing of the College's self-study committees. Senior Vice President Kelley provided an overview of key changes to the NEASC accreditation standards that would become effective in 2016. She noted that the College's decennial evaluation will be conducted under the new standards and hence the College has re-arranged the self-study format and committee structure to align with the 2016 standards. Senior Vice President Kelley emphasized the broad range of college faculty and staff working on the self-study as indicated on the list of committee members. She also highlighted key dates on the updated timeline and noted that a draft of the self-study is scheduled to be posted by April 08, 2016, on an internal College website so that students, faculty, staff and members of the Board of Governors can provide feedback.

The Chair introduced President Peter Tsaffaras who updated the members regarding the College's Engineering Technology Program. The President reported on the students in the program, the laboratory for the program, the College's expenditure of approximately Eighty Thousand dollars (\$80,000.00) in equipment for the laboratory, and reported that these will be a ribbon-cutting scheduled for January. There was discussion among the members and questions by the members. President Tsaffaras addressed the members' questions.

Next, the Chair introduced Dr. Linda Pendergast, Dean of Nursing, to report to the members regarding the ACEN Accreditation. Dean Pendergast reported that the ACEN Visiting Team was on-campus October 20 – 22, 2015, and that upon completion of their visit, they provided the following conclusions. The Associate Degree in Nursing Program of Quincy College is in compliance with five of the six standards of accreditation of the Accreditation Commission for Education in Nursing (ACEN). Compliance was verified in (1) Mission and Administrative Capacity; (2) Faculty and Staff; (3) Students; (4) Curriculum; and (5) Resources. The program was found to be non-compliant with Standard VI: Outcomes. The noted deficiencies resulting in non-compliance were in the areas of assessment of student learning outcomes, graduate competencies; aggregate evaluation findings and trends by program option, location, and date of completion; and develop and implement strategies to improve program completion rates. Dean Pendergast reported that there were several suggestions for improvement within the Standards. The visitors recommended continuing accreditation with stipulations. The report will now be reviewed by the ACEN Review Panel on Monday, January 25, 2016 in Atlanta. Dean Linda Pendergast reported that she will attend the review panel meeting.

Mr. Hanley departed the meeting at approximately 7:00 p.m.

Next, the Chair introduced Mr. William Brennan, Dean of Professional Programs, to report to the members regarding the Accounting Program Review. Dean Brennan began by expressing appreciation to Mr. Jim Downey, Accounting Instructor, who had compiled the information for his report. Dean Brennan's presentation to the members included a PowerPoint slide show which addressed: the number of graduates in the programs (degree/certificate); details of the curriculum and credits for the programs; the career outlook for those completing the programs; biographical information for the programs' faculty; and described the purpose and members of the Business/Accounting Advisory Board.

There was no Old Business.

Under New Business, the Chair introduced three items for discussion. First, the Chair reported that she would like to have a Professional Development report as a standing agenda item for each meeting of the Personnel and Programs Committee. Second, the Chair reported that she would like to have an Employment Data report as a standing agenda item for each meeting of the Personnel and Programs Committee. Third, the Chair introduced Mr. Taggart Boyle, Associate Vice President of Communications & Marketing, to present a video that was developed by Mr. Boyle's Marketing Department for Christmas and the Holidays.

At 7:54 PM, motion by Mr. Feenan 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; Mr. Feenan; Ms. Glynn; Reverend Hawker; and Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted and the meeting was adjourned.