

**QUINCY COLLEGE  
BOARD OF GOVERNORS**

**PERSONNEL AND PROGRAMS COMMITTEE**

**MEETING OF APRIL 12, 2012  
Minutes**

The meeting of the Personnel and Programs Committee, held in the Hart Board Room, Room 106, Saville Hall, 24 Saville Avenue, Quincy, Massachusetts, was called to order at 6:31 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; Barbara Clarke; Joseph Shea. Absent at the call of the member roll were: William Boozang; Maureen Glynn Carroll, Esq.

Also present were: Peter Tsaffaras, J.D., President and Secretary of the Board of Governors; Anna Williams, J.D., Vice President for Academic Affairs; Robert E. Baker, Jr., J.D., Assistant to the President and Assistant Secretary of the Board of Governors; Dr. Laura Corina, Dean of the Division of Natural and Health Sciences; Dr. Kimberly Crocker Crowther, Dean of the Division of Nursing.

---

Motion by Mr. Shea that the Personnel and Programs Committee approve the minutes of its meeting of December 27, 2011, as presented (please see copy, attached). The motion was seconded by Ms. Clarke. 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. Clarke; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed were the Medical Laboratory Technician Associate Degree Program Admissions Policy and the Phlebotomy Certificate Program Admissions Policy (please see copies, attached). President Tsaffaras explained that since what are presented are policy changes, approval of the Board of Governors is required before the policies can be implemented. Dr. Corina then explained the features of the Medical Laboratory Technician Program Admissions Policy, including the determination that the Accu-Placer is not suitable as an admissions test for the Program. Dr. Corina anticipates that there will be an increase in admissions to the Program due to workforce demand.

Mr. Boozang arrived at 6:39 PM.

Dr. Corina continued that there is a strong math component to the Medical Laboratory Technician Program that does not exist in the Phlebotomy Program, which can be considered a feeder into the Medical Laboratory Technician Program. Ms. Brogna complimented Dr. Corina on the way that the policies had been put together. Ms. Clarke asked about the weighting of the various components of the policies. Dr. Corina replied that there is a point system that determines weighting. Ms. Brogna clarified that the existing policies call only for the use of the Accu-Placer, and the proposed policies would replace that.

Dr. Corina then described each program's requirements, as well as Medical Laboratory Technician being a degree program and Phlebotomy being a certificate program. The didactic and laboratory components of each program were described by Dr. Corina. Ms. Clarke asked if the admissions policies as proposed are standard among institutions. Dr. Corina replied that they are. Dr. Corina continued that the Medical Laboratory Technician Program enrollment is capped at twenty (20), but to accommodate the grant, the plan is to create a part time program of twenty (20) students. Enrollment in the Phlebotomy Certificate Program is capped at fifteen (15). For the Phlebotomy Certificate Program, the new admissions policy would apply to fall 2012 admissions. For the Medical Laboratory Technician Program, the new admissions policy would apply to the next admissions cycle.

Motion by Mr. Shea that the Personnel and Programs Committee recommend that the Board of Governors approve the Medical Laboratory Technician Associate Degree Program Admissions Policy as presented. 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. Clarke; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Shea that the Personnel and Programs Committee recommend that the Board of Governors approve the Phlebotomy Certificate Program Admissions Policy as presented. The motion was seconded by Ms. Clarke. 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. Clarke; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was the Nursing Admissions Policy (please see copy, attached). President Tsaffaras reviewed the history of the policy. He stated that the current policy is governed by the Accu-Placer test, which is not an appropriate test for Nursing admissions. The most appropriate test is the Test of Essential Academic Skills (TEAS). President Tsaffaras and Vice President Williams had proposed the use of TEAS in February 2011, with which the Nursing faculty agreed. In fact, the Nursing faculty had advocated the use of TEAS for some time. The change in the Nursing Admissions Policy was originally proposed to the Board of Governors last year, then tabled in July 2011 to allow for further input by the Nursing faculty. A College-wide committee, including Nursing faculty, was formed to examine and revise the policy. The policy then was referred to the Nursing faculty as a whole for further review, the result being the policy presented today. President Tsaffaras then described the specific applicability of the TEAS to nursing skills.

Vice President Williams presented the history of the development of the TEAS recommendation. She then described the plan to beta test TEAS to determine whether to use, on an ongoing basis, composite or aggregate scores. Ms. Brogna asked that Step 6 of the accompanying rationale be reworded to be clearer as to its intent. Vice President Williams then reviewed the rubrics for each of the Division of Nursing's programs. Ms. Brogna observed that several of the criteria will need to have internal rubrics to ensure objectivity. Dr. Crocker Crowther then discussed the validity of the TEAS as a predictor of nursing success. The TEAS scores will be presented in a year to the Board of Governors for approval of a decision of whether, based on collected data, to use the aggregate or composite scores. The revised policy addressed at this meeting would first be used for the September 2013 admissions cycle.

Motion by Ms. Clarke that the Personnel and Programs Committee recommend that the Board of Governors approve the revised Nursing Admissions Policy as presented. 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. Clarke; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Under "Old Business", Ms. Brogna asked that the Committee be provided with the list of "Presidential Goals" and the most recently used Presidential Evaluation instrument.

Under "New Business", President Tsaffaras described the Division of Nursing as Quincy College's poorest division in terms of teaching effectiveness and administration. He sought permission to bring in an outside, credentialed consultant to provide an objective analysis of all aspects of the Division of Nursing. Ms. Brogna stated that this is a good

idea as the College's administrators are too busy with day to day matters to perform such an analysis. President Tsaffaras stated that the plan is for the consultant to meet with students, faculty, staff, and administrators. Ms. Clarke asked if the consultant's work would include recommendations. President Tsaffaras replied that it would. Mr. Shea expressed his support for President Tsaffaras' proposal. President Tsaffaras continued that the consultant chosen should be someone with impeccable academic credentials, experience in the field, who has the respect of the Board of Registration in Nursing, and who has sufficient credibility and insight to be able to challenge any assertions made. Ms. Clarke stated that how the analysis is framed is crucial. Ms. Brogna foresees a strategic analysis for programmatic success, examining academic quality and a path to a four year program, as being most appropriate. Dr. Crocker Crowther added that she has put together a nursing advisory board composed of academic and service side representatives.

Motion by Mr. Shea that the Personnel and Programs Committee recommend to the Board of Governors that Quincy College hire a consultant for the specific purpose of studying all aspects of the Nursing Program at Quincy College. 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. Clarke; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

At 7:52 PM, motion by Ms. Clarke that the meeting of the Personnel and Programs Committee be adjourned. 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. Clarke; 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 JUNE 26, 2012  
Minutes**

The meeting of the Personnel and Programs Committee, held in the Hart Board Room, Room 106, Saville Hall, 24 Saville Avenue, Quincy, Massachusetts, was called to order at 6:45 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; Barbara Clarke; Maureen Glynn Carroll, Esq., and Joseph Shea. William Boozang joined the meeting via telephone to listen but does not have voting privileges.

Also present were: Peter Tsaffaras, J.D., President and Secretary of the Board of Governors; Anna Williams, J.D., Vice President for Academic Affairs; Pushap Kapoor, Vice President for Administration and Finance; Mary Scott, J.D., Vice President for Human Resources; Susan Bossa, Associate Vice President for Student Development; Tom Pham, Associate Vice President for Communication and Information Technology; Maureen Sroczyński DNP, RN, President/CEO Farley Associates, Inc.; Donna Brugman, Executive Assistant to the President, substituting as Assistant Secretary; Dr. Laura Corina, Dean of the Division of Natural and Health Sciences; Dr. Kimberly Crocker Crowther, Dean of the Division of Nursing.

Chairman Brogna informed the committee that items #6 and 8c on the agenda will be deferred to a later time.

A Motion was made by Ms. Clarke that the Personnel and Programs Committee approve the minutes of its meeting of April 12, 2012, as presented. The motion was seconded by Ms. Glynn Carroll. 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. Clarke; Ms. Glynn Carroll; and Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The Chairman, on behalf of the Board, then acknowledged receipt of letters dated June 9, 2012 and June 18, 2012. She stated that the Board of Governors does not have direct responsibility for the hiring of staff and/or the re-instatement of personnel at the College. These responsibilities do not fall under the jurisdiction of the Board of Governors. The Board appoints only two positions, the President and CFO.

President Tsaffaras next addressed the letter of June 9<sup>th</sup> 2012 which was received in the President's Office on June 18, 2012 from Elizabeth Chandler and other faculty of the Division of Nursing. (The first of two letters written.) President Tsaffaras mentioned that he had responded to the faculty of the Division of Nursing and the Board of Governors in reference to these letters on June 18<sup>th</sup> & 19<sup>th</sup>. President Tsaffaras proceeded to address each of the 9 bulleted items in the June 9<sup>th</sup> letter. (*See attached for each detailed response.*)

Ms. Brogna then addressed a second letter circulated to the Board of Governors. She pointed out that this letter was received by the members of the Board only three business days ago and was not copied to the President. Accordingly, the Committee had not had sufficient time to review and respond to it.

Ms. Brogna proceeded to discuss the substantive change report that needs to be submitted to the National League for Nursing Accrediting Commission (NLNAC), stating that there was an oversight on both the part of the College Administration and the Nursing Department Administration, neither was aware that a physical move substantiates a substantive change that must be reported.

Governor Glynn Carroll asked for clarification of the information that must be reported in the substantive change report. Ms. Brogna stated that it the Administration Change in Leadership in Nurse Administration must be reported. Notification of end of service of the Program Administrator and the name of the new Program Administrator must be reported to the NLNAC. This notification as well as the oversight regarding the relocation of the Nursing division is being worked on and will be completed by this week in order to bring the College back into compliance.

Dr. Maureen Sroczynski, President of Farley Associates, who was contracted to conduct a comprehensive review of the Nursing Program presented a preliminary report (*attached*). Her preliminary report consisted of her objectives and overview. The report highlights the current major issues and outlines key interim actions that need to be immediately addressed. The final report will provide examples for all issues identified and will provide more detailed recommendations for longer term actions needed to continue to improve the nursing program. She reported on her activities completed to date, in which she has had confidential, face to face, telephone and/or small group interviews. She has also met with the Board of Registration in Nursing (BORN) staff to review documents and discuss regulations and issues related to the Nursing division. She currently awaits documents from BORN.

BORN does not require the substantive change reports that NLNAC require. NLNAC is a nationally recognized accrediting agency for both AD and PN Programs. BORN looks to NLNAC as a means of required legislated oversight of all nursing programs at colleges.

Board members asked the consultant if she had an opportunity to look at faculty performance evaluations or student outcomes. She has not gone this deep yet as she is still conducting interviews.

Dr. Sroczynski explained that the environment for nursing is changing, where many health care organizations are looking for nurses with baccalaureates. It is increasingly difficult for ADN nurses to get employed at acute care facilities. Some acute care facilities are still hiring nurses with associate's degree but are requiring more training and continued education.

Statistics from BORN indicate that about 50% of nursing facilities require baccalaureates and 45% require associates degrees.

Ms. Brogna then addressed the need for members to serve on the subcommittee to evaluate the performance of the President. Barbara Clarke, Maureen Glynn Carroll, Joseph Shea and William Boozang volunteered to serve on this sub-committee.

Next addressed was the Revision of Existing Policies. The first policy addressed was the Readmission after Academic Dismissal. Currently "a student who is on academic probation and who is not able to attain a GPA of 2.0 after 24 credit hours of academic credits" shall be dismissed from the College. Upon leaving Quincy College, these students who are dependent on full-time student status to retain their education benefits/valid Visa, will transfer to other institutions. Due to a lack of policy on readmission, Quincy College is losing these students. Having this policy revised would provide an opportunity to invite these students back to Quincy College if they meet minimum qualifications for readmission. The following addition to the policy will address this need: ***"Dismissed students will be excluded from enrollment at the College for the next full fall or spring semester, unless the dismissal is successfully appealed (see Dismissal Appeal). Upon dismissal, students will be notified for which semester the exclusion applies. At the end of that period, students are eligible to apply for readmission to Quincy College."***

Motion was made by Ms. Glynn Carroll that the Personnel & Programs Committee that the Board of Governors approve the revision to the Readmission after Academic Dismissal Policy. 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. Brogna; Ms. Clarke; Ms. Glynn Carroll, Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was the Variance to Program Requirements Policy. Sandra Smales, Dean of the Academic Division of Business and Professional Studies, explained this policy amendment. The amendment to this policy states that there shall be no variance to the program requirements for the Early Childhood Education and Computer Science Networking programs. The requirements for MA certification in Early Childhood Education are strict and the current program requirements are tight in order to meet the certification. The requirements for the Computer Networking program are restricted to comply with the articulation agreements that the College has with UMass and Wentworth for student transfers.

Motion was made by Mr. Shea that the Personnel & Programs Committee recommend to the Board of Governors to approve the revision to the Variance to Program Requirements Policy. The Motion was seconded by Ms. Glynn Carroll. 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. Clarke; Ms. Glynn Carroll, Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Chairman Brogna then proceeded to mention that the approval for the job description for Nursing Lab Manager (item #9 on agenda) will be deferred until a meeting in July.

Under "Old Business", No old business to be discussed at this time

Under "New Business", No new business to be discussed at this time

At 7:45 a motion was made by Mr. Shea that the Personnel & Programs Committee, pursuant to the provisions of Massachusetts General Laws, Chapter 30A, Section 21(a) (1); enter into Executive Session to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual and to not reconvene in open session. The motion was seconded by Ms. Clarke. The following members of the Personnel and Programs Committee voted in favor of the motion: Ms. Brogna; Ms. Clarke; Ms. Glynn Carroll, Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.



**QUINCY COLLEGE  
BOARD OF GOVERNORS**

**PERSONNEL AND PROGRAMS COMMITTEE**

**MEETING OF JULY 26, 2012  
Minutes**

The meeting of the Personnel and Programs Committee, held in the Hart Board Room, Room 106, Saville Hall, 24 Saville Avenue, Quincy, Massachusetts, was called to order at 6:47 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; Barbara Clarke; Joseph Shea. Absent at the call of the member roll was Maureen Glynn Carroll, Esq.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Anna Williams, J.D., Vice President for Academic Affairs; Mary Scott, J.D., Vice President for Human Resources; Robert E. Baker, Jr., J.D., Assistant to the President and Assistant Secretary of the Board of Governors; Roxanne Mihal, Interim Dean of the Division of Nursing.

Motion by Mr. Shea that the Personnel and Programs Committee approve the minutes of its meeting of June 26, 2012, as presented. The motion was seconded by Ms. Clarke. 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. Clarke; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Carroll arrived at 6:49 PM.

President Tsaffaras then presented to the members of the Committee the position of, and rationale for, Nursing Laboratory Manager. He continued that, based on discussions with senior staff, it was determined that the main qualifications for the position would be in nursing rather than information technology.

Ms. Brogna asked why the position does not require someone who is Master's Degree prepared, given the nature and importance of the position. Interim Dean Mihal replied that such a credential is not required by the Board of Registration in Nursing, but that the preference for the position is someone who is Master's Degree prepared. President Tsaffaras added that whoever is hired to fill this position also will have simulation experience.

Motion by Ms. Carroll that the Personnel and Programs Committee recommend that the Board of Governors approve the position of, and job description/specifications for, Nursing Laboratory Manager. 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. Clarke; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Vice President Williams then presented to the members of the Committee the position of, and rationale for, Director of Non-Credit Education. She explained that a central purpose of the position is to generate revenue from sources such as professional development, non-credit courses, and community education. Mr. Boozang asked if this will be a faculty position. Vice President Williams replied that it will not be a faculty position.

Ms. Brogna stated that she wants a report presented to the Personnel and Programs Committee on revenue, or return on investment, generated by this position.

Ms. Brogna continued that for all existing certificate programs, she wants revenue versus expense reports made available to the members of the Personnel and Programs Committee.

No matters were addressed under "Old Business".

No matters were addressed under "New Business".

At 7:03 PM, motion by Ms. Carroll 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; Ms. Carroll; Ms. Clarke; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted and the meeting was adjourned.