

**QUINCY COLLEGE  
BOARD OF GOVERNORS**

**COMPLIANCE COMMITTEE MEETING OCTOBER 15, 2020**

**Minutes**

The meeting of the Quincy College Board of Governors Compliance Committee meeting, was held by remote access on Zoom, and streamed on the Web, and in person at the Quincy College library as allowed by the State of MA Emergency Open Meeting law due to the COVID 19 crisis at 6:00 pm. at Presidents Place, 1250 Hancock Street, Quincy, Massachusetts. The member roll was called. The following members of the Compliance Committee were present at the call of the member roll: Ms. Barbara Clarke, Chair of the Compliance Committee; Mr. Paul Barbadoro; Ms. Mary Jo Brogna and Mr. Christopher Carroll. Absent at the call of the committee roll was Father James Hawker and Mr. Greg Hanley.

Also present were: Richard DeCristofaro, President; Vice President Dr. Jennifer Luddy, Vice President, Dr. Servet Yatin and Mr. Christopher Bell, COS and Vice President Operations and Clerk of the Board of Governors and Legal Counsel Jessica Cherry.

Ms. Clarke opened the meeting recognizing Mr. Barbadoro and his law firm on celebrating 25 years in business.

Ms. Clarke stated the committee has an enormous responsibility to assist the college with preparations for the upcoming NECHE site visit and other compliance issues. She suggested because the board is so diversified in terms of background and experience, they could be of service in many different areas to the college. She requested members be engaged whether on the compliance committee or not and thanked all of the members for their ongoing commitment to future success and sustainability of Quincy College.

Ms. Clarke asked for a motion on approving the minutes of the meeting held on October 29, 2019.

Ms. Brogna made a motion to approve the minutes from October 29, 2019. Mr. Carroll seconded the motion. On the motion the following members voted in the affirmative: Ms. Clarke, Mr. Barbadoro, Ms. Brogna, and Mr. Carroll, and the motion was adopted.

Ms. Clarke then stated the purpose of tonight's meeting was to have a review of the process which the college is undergoing to present to NECHE regarding the upcoming visit in November of 2021. She requested SVP Luddy to update the committee.

Ms. Luddy gave an overview and utilized a PowerPoint presentation explaining the process in detail. She identified the college team members working on the report and thanked Ms. Clarke and the board for their assistance on the project.

There was several minutes of questions and answers between Ms. Clarke and Ms. Luddy.

Ms. Clarke asked next about the financial letter being prepared known as the Annual Report on Finance and Enrollment (ARFE), due on December 1, 2020.

Ms. Luddy explained she has been working with the team led by VP of Finance Martin Ahern to be ready with letter by the end of October or at least the initial draft. She also stated Amanda Colligan was working on the data forms necessary to complete the process.

A period of discussion among all members of the committee and the staff from the college ensued.

Ms. Clarke requested when the draft is ready the administration inform the board so they may review the document prior to it being submitted.

Ms. Luddy responded she would do so.

A period of discussion among all members of the committee and the staff from the college ensued.

Ms. Clarke requested an update on Educational Effectiveness from SVP Yatin.

Ms. Yatin gave an overview explaining who was assisting on the Institutional Effectiveness team, which has members from both academic and non-academic sides of the college. The group is focusing on many things including retention, graduation rates, internships, and transfer successes.

A period of discussion among all members of the committee and the staff from the college ensued.

#### Old Business

There was none

#### New Business

There was none

Chairwoman Clarke requested a motion to adjourn the meeting.

Ms. Brogna made a motion to adjourn.

There was no discussion on the matter and the meeting was adjourned approximately at 6:43 pm.