

**QUINCY COLLEGE
BOARD OF GOVERNORS
DECEMBER 10, 2020**

Meeting Minutes

The meeting of the Quincy College Board of Governors was held in the Anselmo Library at Quincy College, by Zoom teleconference call and streamed on the Web as allowed by the State of MA Emergency Open Meeting law due to the COVID 19 crisis at 6:00 pm. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Mr. Paul Barbadoro, Chairman of the Board of Governors; Mr. Gregory Hanley, Mr. Christopher Carroll, Dr. Thomas Fitzgerald, Ms. Barbara Clarke, Ms. Eileen Bevivino-Lawton, Father James Hawker, Ms. Carolyn O'Toole and Mr. Joseph Shea. Absent at the call of the roll was Ms. Katherine Craven and Ms. Mary Jo Brogna. A quorum was present.

Also present were President Richard DeCristofaro; Christopher Bell, VP of Operations and Chief of Staff; Meaghan Sheehan, Clerk to the Board of Governors; Jessica Cherry, General Counsel; SVP Jennifer Luddy; SVP Servet Yatin, Martin Ahern, VP of Finance; Meghan Cassidy, Associate Vice President and Thomas Pham, VP of IT, Registrar and Mission Support.

The pledge of allegiance and moment of silence were completed at the direction of Chairman Barbadoro. Chairman Barbadoro also requested a prayer in memory of a Quincy College adjunct professor, Kristin Finn and Mustafa Makar, father of Dr. Yatin.

A prayer was offered by Father Hawker.

Chairman Barbadoro requested if anyone would like to speak to the board as part of the agendas open forum item, there were no requests.

Chairman Barbadoro made a motion to accept the meeting minutes from the October 22, 2020 meeting as presented. The motion was seconded by Mr. Shea. The following members of the Board of Governors voted in the affirmative: Mr. Paul Barbadoro, Ms. Eileen Bevivino-Lawton, Mr. Christopher Carroll, Ms. Barbara Clarke, Mr. Thomas Fitzgerald, Mr. Gregory Hanley, Father James Hawker, Ms. Carolyn O'Toole, Mr. Joseph Shea. Nine members voting in the affirmative and the motion was adopted.

Chairman Barbadoro gave an update on CCI (College Courses Inc.) and the letter that was sent to the CCI Board requesting a meeting with President DeCristofaro and the CCI board members. He went over how CCI ran the bookstore at college for a number of years and no longer does but has accumulated funds over time. The charge of the trust they run is to help the college and based on their articles of amendment they are allowed to assist the college with scholarships, student loans, purchase of equipment, and to provide students with state of the art learning capabilities. All Quincy College board of governors will be getting a copy of the letter. Chairman Barbadoro and President DeCristofaro are seeking to sit down with them to discuss a plan going forward and to impress upon the members the needs of the college and what they can do to assist the college over the next coming year.

Chairman Barbadoro thanked the President and administration for their work over the last couple of months (ARFE Letter, Financial Reports) and preparation, as well as the ease of use

of the documents that are being provided to the board. He urged participation within committees and board. The board was reminded to complete the conflict of interest training required by the state and to return required documents to Meaghan Sheehan.

Chairman Barbadoro thanked everyone and turned it over to President DeCristofaro for his report.

President DeCristofaro wished everyone Happy Holidays and introduced Dr. Yatin to present.

Dr. Yatin reported that NECHE granted approval for Quincy College to open all of its programs and courses through Spring 2022. This is a great accomplishment that reflected the dedication of faculty, the online learning department, innovation hub, forward thinking of IT and Mission Support and support of the board. This Approval is a huge milestone for the college and gives the college the opportunity to Increase our footprint with access to quality education to all students near and far.

President DeCristofaro thanked Dr. Yatin for all of her work.

Chairman Barbadoro asked if there were any questions on the report.

Ms. Clarke asked if we are factoring in any requests to CCI to help us support the online staffing and resources that are mentioned in this letter?

Chairman Barbadoro mentioned that this could be one of the things we bring up. The president will provide guidance on how to approach when the time comes to meet if they decide to meet with us.

Dr. Yatin provided an update on Biotech Program, introducing Dr. Hasan as the Chair of BioTech Program. Dr Hasan is an MD, Phd and most recently added an MBA to his resume. He has 25 years of research experience, several publications in infectious diseases and has significant teaching experience at local community colleges. He is the founder and President of several small biotech companies in the region and is fully committed to the program, our students and opportunities for new partnerships for the college.

President DeCristofaro mentioned that we are lucky to have Dr. Hasan. A brief discussion ensued on the program and Dr. Hasan.

Dr. Yatin introduced Meghan Cassidy, Director of First Year Seminar and retention strategies and highlighted her background and accomplishments at Quincy College including her recent publication in the Journal of Appreciative Education.

Ms. Cassidy thanked Dr. Yatin and President DeCristofaro for the opportunity to present. She discussed her recent publication and how it stemmed from a lot of the work that was done during her master's program. The article is about Appreciative Advising and went in to detail about the approach which focuses on helping students recognize their capabilities.

Ms. Cassidy then spoke about the Dual Enrollment program and announced the college recently received a grant from the Department of Higher Education that will allow us to expand our reach to low income students.

Father Hawker asked if we were dealing with Cathedral High. President DeCristofaro responded that he had met with them and they are very interested.

President DeCristofaro mentioned his meeting with Plymouth Superintendent and Assistant Superintendent and their interest to expand what we are doing with them in Dual Enrollment, pathways, and STEM. We plan to get Plymouth much more involved, especially in Dual Enrollment. Meghan has been heavily involved also in Early College High School – we are waiting to hear from State Street and the state and really working at it. Thank you Meghan for your work. Eventually what we want to do is work with the Department of Higher Education to explore Baccalaureate in the Fall. Surveys have been sent out to students and faculty to see where we are at and where we are heading with that. President DeCristofaro thanked Ms. Cassidy for all of her work.

Father Hawker asked if the article is available to them. Ms. Cassidy pointed it out in the packet.

President DeCristofaro welcomed Meaghan Sheehan to position as Executive Assistant to the President and Clerk to the Board of Governors.

President DeCristofaro asked Chris Bell to give an update on Athletics.

Mr. Bell touched upon how well athletics (basketball) has done since it has been back and how Quincy College utilizes athletics as a way to recruit students. QC is a part of the “NJCAA” – The National Junior College Athletics Association, which requires athletes to be full time students. In 2019 QC had 52 athletes in 4 sports (Soccer, men’s and women’s cross country and men’s basketball) of those 52 students, 40 were new to QC who came to participate in athletics. Jack Raymor is leading the charge on that. Chris mentioned the article that came out in late November about expanding the athletic dept. This year, covid has severely limited the ability to recruit athletes. Quincy College is now recruiting for Baseball, Women’s Basketball and Women’s Soccer for the 2021 fall semester (if achieved, we would be adding between 80-100 student athletes).

President DeCristofaro introduced SVP Jennifer Luddy who is not only spearheading Enrollment efforts, but has also taken over Marketing this past week as Tagg Boyle has taken a job at another institution. Dr. Luddy has done a spectacular job so far.

Dr. Luddy thanked the President. Dr. Luddy reviewed the Enrollment Management Team and their efforts for Spring Enrollment. She then highlighted some initiatives that included a zoom session with local guidance counselors and “come back calls”. The Marketing focus is on returning students, we are taking every opportunity to do things a little different. We have reached out to our vendor Wicked Local and are discussing targeted email campaigns with them. Another billboard is in the works for 93 south, as we have so many students from the Boston area. We are engaging with Out Front Media to deliver ads to mobile phones. Lastly, the website refresh is still on track. Dr. Luddy thanked everyone for all of their support. It is really an important team effort, Under President DeCristofaro team leadership, we cannot miss a beat, we have to work together.

Dr. Luddy thanked Chairman Barbadoro and also acknowledged Daniela Huynh and Meghan MacDonald on our marketing team. They are extremely creative and very motivated. With their engagement we have, 3-4 new things in the works this week that we haven’t done before.

President DeCristofaro spoke about our Allied Health Team. We understand that some of these programs are under enrolled in both Plymouth and Quincy. We have to really focus on marketing and advertising and also outreach. Dean Andrea McLain brought this to our attention,

to make sure these programs are enrolled to their capacity and how can we offer more attention to these programs and get the highest quality students. This is a great focus as we move forward. President thanked Dean McLain for her work.

President DeCristofaro discussed the College Team Forum that will take place on December 18. This highlights organizations revamped TEAM organization. The President thanked Tom Pham for all of his help and the Senior Leadership Team for their participation. He went in to further detail about the team approach and giving team chairs the opportunity to share their progress at the Team Forum.

President DeCristofaro touched upon the Business Community Partners and how the college needs to go forward with this. He spoke of the Quincy College Trust and thanks Tina Cahill for all the work she has done, as well as Dr. Yatin for being a member of the Trust. The focus opportunity scholarships the Trust has given to our students offers them a foundation to come to the college and grow. President DeCristofaro thanked Tina for her leadership and all College Trust members. He spoke about the Quincy College Advisory Boards and how we want to further engage them. Lastly, he thanked George Burke who contributed to the business community partnership as well.

Chairman Barbadoro thanked the President and commented on the format of the presentation. He is thrilled to have staff/faculty present. It is so much more engaging to have participation from speakers, and gives the Board so much understanding, they can see the passion and love for the college. Chairman Barbadoro welcomed the opportunity for staff inclusion at future meetings. Father Hawker agreed.

Ms. Clarke asked a question about the College Team Forum, what was the context on that?

President DeCristofaro explained that it is an opportunity for team chairs to share one of their goals, their approach, their action steps, and to highlight their team members. The Forum is a way to share and learn from each other.

Ms. Clarke asked if this mirrored the College Hierarchy, or is this another network?

President DeCristofaro answered that it is more than a hierarchy, it is a lot of staff members that don't normally participate in the administration as much as they are doing right now, it is an opportunity for everyone to learn from each other, not just the hierarchy of the College Administration.

Ms. Clarke asked how often the teams are meeting.

President answered that it varies based on the team, some meet four times a year, others monthly, even biweekly. It all depends on what they need to accomplish. They have a say as to how often a team meets.

Ms. Clarke said that sounds good, thank you.

Chairman Barbadoro moved on to Committee Reports.

Ms. Clarke reported on the Compliance/NECHE Committee Meeting that took place on October 15 at 6:00pm. This was a well-attended meeting. Went through information on interim report for NECHE that is coming up, primarily reviewing content of that report. The report is required of every college; it is annual (usually in December) our deadline was 12/1 and the letter was sent

on November 25. We had some issues and they will be visiting to cover some of the issues that were covered in the report as well as the other items that are required for the interim report, five-year report.

The ARFE report highlighted fantastic things that the college was able to do in light of Covid 19. The retention rate went from 51% - 60%, we have no debt, we were able to reduce the deficit from \$2m to \$200k. There is a balanced budget. There is a very good report that went to the commission of higher education.

The compliance committee will be meeting again and will schedule in early Jan. The goal will be to take a look at a mid-course status of what is going on with the interim report and where we are on some of our deliverables. Initial steps done with ARFE report. Ms. Clarke asked if anyone wanted to direct any questions to the experts, please speak up.

Chairman Barbadoro thanked Ms. Clarke.

Ms. Clarke added that the committee is keeping a record of proceedings in case those have to be reviewed.

Chairman Barbadoro asked if anyone was stepping in for the Nursing Committee in Ms. Brogna's absence. He asked if they had met.

Dr. Fitzgerald mentioned that there was a Nursing meeting where the new Dean and Faculty were introduced. They presented very much like tonight's meeting. They were excited, enthusiastic, and is really something that is quite needed because this transfers to the students and is what engages them and makes them want to do more. The meeting was excellent. The staff that was there, kudos to the President for hiring these people, they were very well educated and our nursing program will benefit greatly.

Chairman Barbadoro thanked Mr. Fitzgerald for that update and asked if there were any questions. There were none.

Chairman Barbadoro introduced Mr. Hanley to give a Finance and Facilities report.

Mr. Hanley thanked Chairman Barbadoro and also thanked Ms. Brogna for her stewardship of the Finance Committee over the darkest times of the institution. He especially thanked her as he now realizes how much time and commitment there is to chairing the committee and thanked her for instituting certain protocols, in particular the bi-monthly reports. The leadership that the team has provided from the President through the VP of Finance with the new budget format is appreciated.

Tonight, the committee met at 5:00pm to go over the ARFE Report. Basically it is our ability to sustain ourselves and where we go in light of not only our past transgressions with the lack of revenue from the Nursing Program, but how we have turned ourselves around to sustain ourselves. It has been a lot of hard work put forth by the team. Tonight, the committee adopted the report of the VP of Finance.

Mr. Hanley reviewed some of the highlights from the report.

Mr. Hanley requested that the bi-monthly reports continue. He received the report on December 8 and another update tonight. In two days, things have changed. The key for the Board is being aware where we are fiscally as the spring semester approaches. As we saw tonight, Dr. Luddy

wears many hats, and it is amazing what her team has done in one weeks' time. This shows commitment of staff and faculty at the College. Mr. Hanley talked about leadership and how these Team like approaches are empowering. We are very fortunate to have a reinvigoration despite all of the fiscal hard times we have had. That aside, our spring enrollment is crucial. Plans are in place, positioning us for success. We are on brighter path.

Chairman Barbadoro opened up questions, there were none.

Old Business

Mr. Hanley asked permission to call an Appointing Council Committee meeting for January 7, 2021. There were 12 applications received for two vacancies on the board of governors. Mr. Hanley will work with Meaghan Sheehan to notify the applicants of their response to their ad, and would like to send a package of resumes to nominating committee and speak to the process. Governor Shea will be appointed clerk of that committee because there will be some votes that need to be taken. Chairman Barbadoro added that a letter, approved by him would have to go with the packets to the nominating committee. There is a statutory process that must be adhered to.

Ms. Clarke asked who was on the nominating committee.

Chairman listed Hanley, Clarke, Carroll, Craven and O'Toole and others by statute.

Ms. Clarke thanked Chairman Barbadoro.

New Business

Chairman Barbadoro asked if there was any new business. There was none.

Chairman Barbadoro mentioned the next meeting is scheduled for February 18, 2021. He wished everyone a safe holiday season.

Mr. Hanley entertained a motion to adjourn and the meeting was adjourned at 7:16pm.