

**QUINCY COLLEGE
BOARD OF GOVERNORS
DECEMBER 16, 2021**

Meeting Minutes

The meeting of the Quincy College Board of Governors was held in the Anselmo Library at Quincy College, by Zoom 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, Ms. Eileen Bevivino-Lawton, Mr. Christopher Carroll, Ms. Dolly Di Pesa, Dr. Thomas Fitzgerald, Mr. Robert Harnais, Ms. Carolyn O'Toole, Mr. Frank Santoro, and Mr. Joseph Shea. Absent at the call of the roll were Ms. Barbara Clarke, Ms. Katherine Craven, Mr. Gregory Hanley and Father James Hawker. A quorum was present.

Also present were President Richard DeCristofaro; Christopher Bell, VP of Operations; Jessica Cherry, Chief of Staff and General Counsel; Dr. Servet Yatin, Provost; Martin Ahern, VP of Finance; Thomas Pham, VP of IT, Registrar and Mission Support; Kate Lopci, Associate Vice President; Meghan Cassidy, Associate Vice President; Meaghan Sheehan, Clerk to the Board of Governors and Diane Gillis, Dean of Nursing and Mr. Kier Wachterhauser, Esquire, of Murphy, Hesse, Toomey & Lehane, LLP.

The pledge of allegiance and a moment of silence in honor of Michael Ahern, Father of Martin Ahern, VP of Finance, and Roger Brian Taylor, father of Roger Taylor, Academic and Assessment Analyst were completed at the direction of Chairman Barbadoro.

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 moved on to the next agenda item: Approval of the Minutes of the October 21, 2021 meeting. He asked if there were any questions on the minutes. There were none. He asked for a motion to approve the meeting minutes from the October 21, 2021 meeting. Mr. Shea made a motion, seconded by Mr. Fitzgerald. The following members of the Board of Governors voted in the affirmative: Chairman Paul Barbadoro, Ms. Eileen Bevivino-Lawton, Mr. Christopher Carroll, Ms. Dolly Di Pesa, Dr. Thomas Fitzgerald, Mr. Robert Harnais, Ms. Carolyn O'Toole, Mr. Frank Santoro and Mr. Joseph Shea. Nine members voting in the affirmative and the motion was adopted.

Chairman Barbadoro gave his report. He wished everyone Happy Holidays and turned over to President DeCristofaro to provide his report.

President DeCristofaro first introduced Ms. Cassidy to provide an update on Student Success.

Ms. Cassidy thanked the board members and staff who worked on and revised the resource guide. She mentioned the addition of Melissa Lord, Student Program and Wellness Coach, to Quincy College and added that she has been a tremendous addition to the college. She added that she hoped board member would enjoy looking through the revised guide.

Board Members were reminded about the Early College High School Symposium scheduled for Thursday February 10, 2022, which they should have all received an invitation to. Ms. Cassidy provided some details: Check in at 9:00am with breakfast starting at 9:15am. This is to highlight the success of the 150 students in the Program and give them an opportunity to reflect and share.

Student life is looking at ways to bring back events organized by clubs as well as virtual events. Last week, a First Year Seminary Symposium was held in the lounge. Following that event, we had "A Conversation with Phil Black" organized by Jonathan Bell, President of our Business Alliance which ran in person on both campuses as well as on zoom. Ms. Cassidy recognized that this is a stressful time for students with finals and holidays and mentioned a series of stress management/ relaxation events that are being planned by her team as the semester comes to a close. She added that the college looks forward to welcoming new students next month at the New Student Orientation night scheduled for January 12th.

Ms. Cassidy highlighted a few recent community partnerships. Ms. Janine Mudge, Marketing Director at Stop and Shop and member of President DeCristofaro's Community Council has donated gift cards to support our students in need of emergency funding. A meeting was also held recently with Ms. Daurice Cox of Bay State Community Services to discuss partnerships, internships and mentorships.

Ms. Cassidy ended by reviewing recent Dual Enrollment High School visits to Archbishop Williams, Hanover High School and Weymouth High School spearheaded by President DeCristofaro and our Dual Enrollment Coordinator, Ms. Corey Radulski, as well as our Marketing Team. These meetings are to discuss ways to expand. Two more visits are scheduled next week. Currently, we have 100 registrations this year and students may enroll until March.

President DeCristofaro introduces Ms. Lopci to provide an update on Workforce Development and Grants.

Ms. Lopci began with letting the Board know that the College has received a \$276k grant to provide ESOL and Hi-Set (High School Diploma) services to students. We are currently enrolling students and the college is seeking to start these programs in January running through June. We have proposed to serve 90 students (60 ESOL and 30 HiSet). The programs are free and we will be providing transportation under the grant. Will run in Quincy during the day and Plymouth in the evening. This is a new grant and the needs in the south shore are very high.

Ms. Lopci continued, the application for the CNA Program was submitted last month. As part of the application process, a site visit must be conducted. Yesterday we had the visit and it went very well. We hope to hear prior to the holidays on approval.

The Pharm Tech Program has been a very successful program initiated on the Plymouth campus. We currently have 11 students enrolled in Plymouth and are in the process of recruiting students for Quincy in hopes to begin this program in mid-February on the Quincy campus.

A contract was received from DESE to offer 15-ELL (English Language Learners) Professional Development to K-12 teachers in two subject matters: Formal and Informal assessment and Universal Design for Learning. These were offered to Quincy Public Schools this summer and

now we are being offered to Plymouth Public Schools with 15 enrolled in one workshop and 16 in another. We hope to expand and offer to districts across the state.

President DeCristofaro introduced Dr. Yatin to provide an Academics update.

A slideshow was presented. Dr. Yatin announced with the Presidents leadership and the hardworking faculty and staff of the College, we have received approval to offer a Bachelor of Science in Business Management Degree. NECHE approval was received on November 19 and since then, a team of 20 individuals across all departments of the college have been meeting twice weekly. In addition, a small task force group has been meeting more frequently. There has been tremendous progress made since the approval including system entries, course equivalencies, transfer credits, transcript evaluations completed by Registrar, Admissions and Enrollment to name a few. Enrollment and Student Success teams are hosting open houses and Information Sessions as well as securing tutoring services and coaching services. The Online Hub in conjunction with Faculty are designing courses on canvas. Thanks to the Quincy College Trust, all students are qualified to receive scholarships. We are currently in the process for approval to sponsor international students. For now, international students may take courses online. Dr. Yatin gave kudos to the advising team, and Deans who have been visiting classrooms. The Library is preparing guides, articulation agreements are being discussed with two year colleges, catalog and policy manuals have been updated, an email was sent to over 2000 students. Dr. Yatin gave kudos to the team which is meeting twice weekly and to the business faculty for making all of this progress possible.

Dr. Yatin provided enrollment projections. The hope is to have (30) 3rd year students start in January. As of today, we have 21 students in the pipeline and acceptance letters are being drafted.

Chairman Barbadoro asked when we start a new program like this, down the line and as we go, he is sure an analysis is being done. Dr. Yatin mentioned that she spoke about that today with Mr. Ahern.

Dr. Yatin added we cannot stop there. The next Baccalaureate Degree Program is Bachelor of Science in Computer Science. This program will go in front of the board tonight. We are now in the process of finding external reviewers and hope to launch the program in Fall 2022. She gave kudos to the Computer Science faculty who have been working on this.

The last item Dr. Yatin went over was the NECHE site visit report draft that was received. The College is required to do an accuracy check and President DeCristofaro and Dr. Yatin will attend the NECHE March meeting to hear feedback. Based on the draft, it looks very good.

At 6:34pm a fire alarm went off in the building and the meeting was evacuated.

The meeting resumed at 6:50pm.

President DeCristofaro continued his report. He mentioned that the next Plymouth Symposium would take place on January, 4th to discuss what we can do to increase enrollment. He also let the board know we will have a Newsletter distributed monthly moving forward, and they could find a copy of the December Newsletter at their seats. He added the Programs of Study would be revised in the new year and would be brought to Governor O'Toole and the Program Committee in the future.

President DeCristofaro also reported committee meetings and presentations took place earlier in the week in regards to the PN Program and JVS Partnership Initiatives. He stated the college and JVS are working on an agreement and it will be provided when complete to the board.

President DeCristofaro brought up the letter from Mayor Koch awarding \$1500 to city employees. He stated that there was a copy for board members at their seats. He added that he spoke with Mayor Koch who provided him with reasons why Quincy College staff were not included. The main reason was because colleges were not included in the American Rescue Plan Act. The Mayor did not feel good about excluding Quincy College employees, but left it in our hands. President DeCristofaro said that we would have to discuss what the process would be if we were to do that. He added that if we can afford to make our employees as whole as other city employees we would like to do so. He stated that the hope is to have a special meeting next week, on Tuesday to focus on two items that need discussion before the holidays, as we don't meet again until February 17th.

There was discussion about the stipend for faculty and staff and who would receive the money. It was asked if the Union was in the loop and President DeCristofaro stated he was in touch with Gayle from QEA.

Chairman Barbadoro added that the funding is something that the board would have to approve. He stated that it would presumably come out of the CARES money and the board would have to approve it. He added that the board wouldn't want to wait until the February meeting. He mentioned a meeting on Tuesday or Wednesday of next week, as we have to give 48 hours notice so we would have to decide by tomorrow if it is Tuesday. He asked if everyone could look at their schedules to see what day and time is best. He added it would be OK to zoom.

Eight board members confirmed their availability for a Tuesday meeting. Chairman Barbadoro requested a tally of who was available on Tuesday. Chairman Barbadoro, along with Mr. Shea and Mr. Carroll called for a meeting on Tuesday at 5:00pm.

A Finance Committee report was given by Chairman Barbadoro. He gave the board an overview of the discussion had on the PN Nursing Program costs at the committee meeting earlier in the week. He asked Mr. Ahern to provide an update on what was discussed. Mr. Ahern gave an overview of the cost comparison with other community colleges and after looking at different scenarios, it was decided that a 50% cut would be best, which would bring the program to around \$14k and increase the pool and quality of applicants and ultimately increase enrollment. We would like to confirm this right away so that we can begin to market the change in the new year to recruit students. He added that we could build this in to our FY22 budget that will be brought to the board in May.

Chairman Barbadoro commented that by increasing the quality of applicants and students, this would increase the pass rate for exams which will make BORN happy. He said we would look forward to seeing this built in to the next budget.

Chairman Barbadoro introduced Ms. O'Toole to provide a Program Committee report.

Ms. O'Toole stated that there was a meeting held on Monday night of the programs committee. One of the items that was discussed was the JVS initiative. She asked the President to speak about this initiative.

President DeCristofaro stated that this is something that would benefit our students but also our mission as well. This initiative is based on a partnership, but also our current biotech model with JVS – they recruit – we educate the students and then they place them in jobs. He stated that we need some more information from JVS to make sure we are entering in to something that is very solid and we will report back to the board as soon as feasible.

Chairman Barbadoro stated that because this is something that may come together very quickly, the President asked him to put together a smaller group to be a part of a series of meetings in the next few months. That committee will be chaired by Ms. Craven and will include Mr. Barbadoro, Mr. Santoro, Mr. Hanley and Ms. Di Pesa.

Ms. O'Toole continued that the college will next move forward to approval of the Bachelor of Science in Computer Science Program. She asked for a motion to approve the Bachelor of Science in Computer Science Program. Mr. Harnais made the motion, seconded by Ms. Di Pesa. On the motion, the following members of the Board of Governors voted in the affirmative: Chairman Paul Barbadoro, Ms. Eileen Bevivino-Lawton, Mr. Christopher Carroll, Ms. Dolly Di Pesa, Dr. Thomas Fitzgerald, Mr. Robert Harnais, Ms. Carolyn O'Toole, Mr. Frank Santoro and Mr. Joseph Shea. Nine members voting in the affirmative and the motion was adopted.

Chairman Barbadoro introduced Mr. Carroll to provide a Personnel Committee report.

Mr. Carroll stated that the Personnel Committee met on Monday evening to discuss a Level 3 grievance with outside counsel. He asked that we go in to Executive Discussion to discuss. He requested a motion to enter in to Executive Session pursuant to Massachusetts General Laws, Chapter 30A, Section 21.A.2 to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel – Unit D Grievance - and to reconvene in open session.

Mr. Shea made a motion, seconded by Mr. Barbadoro. On the motion, the following members of the Board of Governors voted in the affirmative: Chairman Paul Barbadoro, Ms. Eileen Bevivino-Lawton, Mr. Christopher Carroll, Ms. Dolly Di Pesa, Dr. Thomas Fitzgerald, Mr. Robert Harnais, Ms. Carolyn O'Toole, Mr. Frank Santoro and Mr. Joseph Shea. Nine members voting in the affirmative and the motion was adopted.

Executive Session began at 7:07pm to discuss a Level 3 – Unit D - grievance. The Board of Governors entered back into regular session at 7:31pm.

Old Business

None

New Business

None

Chairman Barbadoro asked if there was any other business. There was none. He entertained a motion to adjourn. Mr. Shea made a motion to adjourn and the meeting was adjourned at 7:32pm.