

**QUINCY COLLEGE
BOARD OF GOVERNORS
SPECIAL MEETING
DECEMBER 21, 2021**

Meeting Minutes

The meeting of the Quincy College Board of Governors was held in the Hart Boardroom 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 5:00 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. Bevivino-Lawton, Mr. Christopher Carroll, Ms. Barbara Clarke, Ms. Dolly Di Pesa, Mr. Robert Harnais, Ms. Carolyn O'Toole and Mr. Frank Santoro. Absent at the call of the roll were Ms. Katherine Craven, Dr. Thomas Fitzgerald, Mr. Gregory Hanley, Father James Hawker and Mr. Joseph Shea. A quorum was present.

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

The pledge of allegiance and a moment of silence 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.

For the Chairman's Report, Chairman Barbadoro stated that he has nothing to report since the meeting last week, he deferred to President DeCristofaro for the two items under the President's Report this evening.

President DeCristofaro thanked the Chairman and the Board for their commitment, dedication, consideration.

At 5:10pm, Ms. Katherine Craven joined the meeting.

President DeCristofaro began with the first item on his report: Appreciation Funding. To provide some history, we have been hosting lunches, ice cream socials, smoothie bars, and a holiday party just last week to show appreciation for staff. The Mayor recently distributed a check to all city employees for \$1500, he read a small part from the letter "As a small token of our Community's appreciation for your work on behalf of our great City, during what was without question among the most difficult two years in recent memory." President DeCristofaro stated Mayor Koch pushed to have the college involved in the gift but colleges could not be included and said it was up to the College to gift checks if they wished to. President DeCristofaro continued this pandemic is not going away and our staff should be recognized just like any other city employee for their hard work and dedication. He proposed working collaboratively with the Board of Governors to offer a one-time stipend to all Unit D, Unit E and non-unit members; a total of 120 employees for a total of \$180k. The funds would come from CARES funding. We had \$3.2m that we are putting in reserve. He suggest we allot the \$180k from that account. It is

ultimately up to the board, but together we should be thanking and incentivizing our staff for their dedication and commitment during these unprecedented times.

Chairman Barbadoro commented that President DeCristofaro is all about doing the right thing for the members of Quincy College staff and that he cannot think of a better way to spend the money, on the folks who have gone through a lot here during the pandemic. He stated they deserve it and he is all for it. He added he spoke with Mr. Shea prior to the meeting and he wanted to indicate to everyone his full support as Vice Chair.

Mr. Santoro noted the letter should state the money is a one time stipend.

Ms. Clarke asked, during the time covid has been going on, haven't our faculty and staff been working harder? She stated that may be worth mentioning in the letter. They have been working harder than they have in their entire careers and we have to recognize we are rewarding exemplary work.

Chairman Barbadoro answered the letter will be a thank you from administration and the board.

Ms. Di Pesa asked if we were leaving anyone out?

President DeCristofaro answered we are including all full time faculty (Unit D), staff (Unit E) and non-unit (non-union) employees.

Chairman Barbadoro mentioned the board had asked during a future meeting that someone come in and talk about BORN/NECHE, he suggested that Ms. Cherry also give the same overview on who is in what units. This is a good thing for everyone to be reminded.

Ms. O'Toole asked if there are any restrictions on how the CARES Act funding can be utilized? Mr. Ahern answered lost revenues is one of the categories.

There were further questions about who was getting the stipend, including part-time staff, retired staff and adjuncts. These questions were answered by President DeCristofaro and Mr. Ahern.

Mr. Santoro asked if anyone was not paid during the pandemic and Ms. Cherry answered no.

Chairman Barbadoro requested a motion to disburse a one time stipend from CARES Funding to all unit D, unit E and all full time non unit staff.

Mr. Carroll made the motion, seconded by Ms. Di Pesa. On the motion, the following members voted in the affirmative: Mr. Paul Barbadoro, Chairman of the Board of Governors, Ms. Bevivino-Lawton, Mr. Christopher Carroll, Ms. Barbara Clarke, Ms. Katherine Craven, Ms. Dolly Di Pesa, Mr. Robert Harnais, Ms. Carolyn O'Toole and Mr. Frank Santoro. 9 members voting in the affirmative and the motion was adopted.

President DeCristofaro moved on to the next item on the agenda, to continue the discussion from last week's meeting, the Jewish Vocational Service Partnership initiative. He stated the board was given a PowerPoint presentation that shared a lot of the details of where we want to go with this initiative. We know there is a lot more to share with you. He pointed out the letters of support were shared from: Boston Children's Hospital, Spaulding Rehabilitation Network, Beth Israel Lahey Health and Mass General Brigham, as well as members of the Biotech Advisory Board. Beyond the letters of support, budget details were also shared. He stated Mr. Ahern will review the budget piece and then a timeline and contract details will be discussed.

Ms. Clarke asked for a quick summary of the proposal, as she missed the last meeting.

President DeCristofaro answered right now, the Biotech program we have is very successful because of JVS. JVS recruits students for us for the program. These students come here and go through a two year program and then JVS places these students in jobs. Students come from JVS, we educate them, after they complete a program, they are hired. The proposal is for Quincy College to provide staff and education of 10 programs at a new site in Boston, and JVS will provide the students and place them in jobs after they complete the programs.

Mr. Barbadoro added JVS will fill cohorts of students in Boston where we will provide the educational services and they will provide the students and placements.

President DeCristofaro noted the healthcare needs at this time, and the proximity of 122 Arlington Street is to so many hospitals which JVS has already partnered with.

Mr. Ahern introduced the initial budget summary. He stated as the President discussed, we have proposed programs for this Boston site. These cohorts are delivered by JVS, they find students and bring them to us. These are conservative estimates on what we think we can do in the first year. Total projections in a twelve month period would be about \$1m in income. Mr. Ahern overviewed operating expenses including a Usage Agreement which would cover security, HVAC, front desk staff, cleaning, etc. JVS would roll these costs in to one contract. They will source the vendors and bill us. For utilities, we would be looking at a 60/40 (QC/JVS) split. He stated that estimates bring the projected surplus to a little over \$300k.

Ms. Clarke wanted to confirm that it was a JVS facility in Boston? So they would manage cleaning, etc. Mr. Ahern answered yes.

Ms. Cherry added the usage agreement is a different option than a lease. There are so many shared services, so a lease agreement didn't make sense. Quincy College will occupy about 60% of this space, and JVS will occupy 40%.

Ms. Clarke asked is there would be any JVS people in the space, or just Quincy College folks? Ms. Cherry answered 60% will be College students and staff. She added JVS will fill our cohorts, so they will give us their clients who become our students. JVS helps folks get placed in school and the workplace. In the Boston building, we will be educating those students.

Ms. Clarke asked if JVS handles their own advising, counseling, etc.? Ms. Cherry answered once they become Quincy College students, we would offer those services. It is really a collaboration but they will get the credentials through us.

Ms. Clarke asked if we would double up on the tutoring services? Ms. Cherry answered that once we know the numbers/ if a cohort fills, we will work with our team and JVS team to make sure the appropriate support is in place.

Mr. Barbadoro asked about non-personnel operating expenses. Was there any historical data on the building? Mr. Ahern answered these were estimates based on data supplied by JVS.

Ms. Di Pesa asked when we are planning for an opening date? Ms. Cherry answered some programs would start as soon as the Summer.

President DeCristofaro stated JVS is currently working on a draft usage agreement that will have some more numbers in it. JVS is looking for us to sign by mid-January. The reason for the

timeline has to do with grant funding as the Capital Skills grant deadline is late January. We hope that since our next meeting isn't until February, we would work with a small team of governors who are authorized by the board to make some decisions to meet that timeline so that they can apply for this grant, which is what they would use to build out the program needs.

Chairman Barbadoro stated that if they are looking for final approval from our board before February, we would have to call a special meeting. A committee cannot authorize decisions of this nature. For the committee, he designated Ms. Craven as the chair and Mr. Santoro, Ms. Di Pesa, Mr. Hanley and himself as committee members. He asked President DeCristofaro to please let him and Ms. Craven know when the first meeting should be for the committee.

Ms. Di Pesa asked what happens if JVS does not receive the grant funding. President DeCristofaro answered they would look for it elsewhere. He added when they had the partnership lined up before, they had been approved for the grant and they are pretty certain they would get it. With the connections that they have they are confident they will get funding someday. President DeCristofaro suggested bringing JVS CEO/COO here for one of the special meetings. Chairman Barbadoro agreed.

Ms. Clarke asked who their former partner was and what happened to that relationship. President DeCristofaro answered it was Laboure College and explained the difference in our clientele and also that their board did not approve.

Ms. Craven thanked Chairman Barbadoro for the honor of chairing this committee and stated that she will come meet with President DeCristofaro this week. She added this is a great opportunity for Quincy College.

Old Business

None

New Business

None

Chairman Barbadoro entertained a motion to adjourn. Ms. Craven made a motion and the meeting was adjourned at 5:36.