

**QUINCY COLLEGE  
BOARD OF GOVERNORS**

**PERSONNEL AND PROGRAMS COMMITTEE**

**MEETING OF JANUARY 16, 2018**

**Minutes**

The meeting of the Personnel and Programs Committee, held in the Hart Board Room, Room 706, 7th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 4:40 PM. The member roll was called. The following members of the Personnel and Programs Committee were present at the call of the member roll: Ms. Carolyn O'Toole, Committee Chair; Ms. Barbara Clarke; Mr. Thomas Feenan; and Father James Hawker. Absent at the call of the member roll was Mr. Joseph Shea. A quorum was present.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Dr. Mary E. Burke, Senior Vice President for Academic Affairs; Mr. Joseph Arangio, Senior Vice President for Administration & Finance; Mr. Stephen Kearney, J.D., Assistant to the President; Mr. Thomas Pham, Vice President for Technology & Mission Support.

Motion by Father Hawker that the Personnel and Programs Committee approve the minutes of its meeting of November 20, 2017. 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. O'Toole; Ms. Clarke; and Father Hawker. There were no votes in opposition to the motion, and no abstentions. Mr. Feenan voted "present." The motion was adopted.

Mr. Joseph Shea arrived at 4:46 PM.

The Chair introduced Dr. Mary E. Burke, Senior Vice President for Academic Affairs, who reported on Accreditation and Regulatory Issues. Dr. Burke reported that the Surgical Technology program recently had an accreditation review and visit from the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). The ARC/STSA accrediting team reported "[T]here were no areas of concern identified during the On-Site Evaluation of the Quincy College surgical technology program on November 20, 2017." Dr. Burke reported that it is substantially unheard of to have no areas of concern. Dr. Burke reported that the Massachusetts Board of Registration in Nursing (BORN) will be coming to the College to conduct a site visit of the Nursing programs. This is part of the follow-up relative to the Approval with Warning status that BORN assigned to the College last year. BORN had scheduled the College for a hearing before the BORN Board in February; however BORN postponed the College's hearing and scheduled a verification visit. Findings from the verification visit will be used as part of their assessment and report to the BORN Board in March. Dr. Burke reported that Accreditation Commission for Education in Nursing (ACEN) also has scheduled a site visit of the College for April 3 and April 4, 2018. The ACEN visit team will only be looking at and evaluating the Practical Nursing (PN) program during their visit. There was discussion among the members and questions posed by the members including whether the College receives notice regarding the "first time pass rate" on the NCLEX (National Council Licensure Examination) licensure examination which is a

nationwide examination for the licensing of nurses in the United States and Canada. Dr. Burke reported that some nursing schools in Massachusetts utilize a so-called “red light/green light” program by which students are only graduated after proving that they have a high likelihood of passing the NCLEX licensure examination. Dr. Burke also reported that Quincy College is looking into imbedding a three (3) day NCLEX preparatory course into the nursing programs which will provide a predictor as to whether a student is likely to pass the NCLEX exam or not. Chair O’Toole inquired about the College’s search for a Nursing Dean. Dr. Burke reported that there is a new selection committee to review applications and the College has reached out to several new search firms including the Hollander Group and Kirby Bates Associates. Dr. Burke reported that the College selected Kirby Bates Associates because they are primarily focused on nursing. There was discussion regarding the monthly reports required by BORN, but which BORN stated are typically not read nor reviewed. Chair O’Toole requested that the Committee be provided with copies of the NCLEX scores.

Next, the President reported to the members regarding his request for approval of a new position. The requested position is Program Manager – Academic Affairs. The primary purpose of this position is to assist the College in obtaining approvals by the Department of Higher Education and accrediting entities of four (4) year degree programs the College will be seeking over the next many years. The quantum of work required to apply and seek approval for baccalaureate degree programs is significant and more than can be absorbed by our current staff. The projected salary is \$45,000 - \$65,000. There was discussion among the members and questions posed by the members. Dr. Mary E. Burke addressed the questions posed by the members and addressed the amount of work involved in just the three (3) programs for which we are currently attempting to seek approval.

Motion by Mr. Feenan that the Personnel and Programs Committee recommends that the Board of Governors approve the new position and job classification/specifications of Program Manager – Academic Affairs. 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. O’Toole; Ms. Clarke; Mr. Feenan; Father Hawker; and Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Old Business. There was no Old Business.

New Business. There was no New Business.

At 5:45 PM, motion by Mr. Shea to adjourn the meeting of the Personnel and Programs Committee. Motion 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. O’Toole; Ms. Clarke; Mr. Feenan; Father Hawker; and Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted and the meeting was adjourned.