

**QUINCY COLLEGE
BOARD OF GOVERNORS**

PERSONNEL AND PROGRAMS COMMITTEE MEETING NOVEMBER 26, 2018

Minutes

The meeting of the Quincy College Board of Governors Personnel and Programs Committee meeting, held in the Hart Board Room, Room 706, 7th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 5:30 PM. The member roll was called. The following members of the Personnel Committee were present at the call of the member roll: Ms. Carolyn O'Toole, Chair of the Personnel Committee; Mr. Paul Barbadoro; Father James Hawker; Ms. Barbara Clarke; and Ms. Eileen Bevivino-Lawton (by telephone). Absent at the call of the committee roll was Mr. Joseph Shea. A quorum was present.

Also present were: Michael Bellotti, President; Ms. Lisa McBirney, Chief Operating Officer; Mr. Christopher Bell, Senior Advisor to the President.

Next, Chairwoman Carolyn O'Toole asked for a motion to accept the minutes of the June 20, 2018 committee meeting. Governor Barbadoro made the motion, Governor Hawker seconded the motion to accept the minutes. On the motion, Governors O'Toole, Lawton, Clarke, Hawker, and Barbadoro voted affirmative and the motion passed.

Next Chairwoman O'Toole asked President Bellotti for an update on accreditation and regulatory issues. President Bellotti reported he felt the reinstatement process is on a positive trajectory in terms of working with BORN. A recent site visit with Angela MacDonald went well. Dean Mihal and her team are working diligently on developing new curriculum. On December 12th, the college is scheduled to meet with BORN where we will receive further information for next steps and possible reinstatement of the program for 2019. The program if approved would start in the fall of 2019 with cohorts in both Plymouth and Quincy totaling 120 new students combined. The President also suggested Dean Mihal's acceptance criteria for both programs will be created to ensure success for the students entering and graduating from the programs.

Governor Barbadoro asked what was the number of students at the high end of the program overall? After researching briefly, COO Lisa McBirney reported 450. President Bellotti also suggested going forward at BORN's request when enrollment increases in either program by 10, there will be communication between all stakeholders on the impacts of the increases.

Chairwoman O'Toole asked what will be presented on December 12th. President Bellotti reiterated it will be the information which has been submitted to BORN to this point, along with Ms. MacDonald's site visit evaluation.

President Bellotti also reported on his recent meeting with Dr. Barbara Brittingham from the New England Commission of Higher Education (NECHE), who had requested a meeting with him as the new President to discuss fiscal concerns as they relate to the college and the ongoing nursing programs reinstatement issue.

President Bellotti also mentioned he had met separately with Governor Clarke, chair of the board's Compliance Committee in terms of regulatory and compliance issues and looked forward to working with the committee in the future.

Next, the committee received an update on staffing vacancies and positions which had been vacated but not filled since the spring from Lisa McBirney. A chart identified 2 current open positions and the vacancies not filled to create savings. She suggested duties in areas of need have been spread out among existing staff to fill gaps.

Governor Clarke asked for and received from Lisa McBirney an explanation regarding one of the vacancies which is the On Line Instructional Design position.

Next on the agenda Chairwoman O'Toole conducted an open discussion with all present board members, President Bellotti, and COO McBirney on the position which was budgeted for the board identified as the Executive Assistant to the Board of Governors. After several minutes of discussion on the position (with an important piece having the position be responsible for recording minutes and act as board secretary at all meetings), cost, reporting mechanism, location of office, and timeline, Governor Lawton offered to gather recommendations of the committee to assist in creating a job description.

Chairwoman O'Toole asked all members of the committee submit suggestions to Governor Lawton via email or in person in a timely fashion. She also requested Chairman Barbadoro and President Bellotti meet with Donna Brugman to discuss all of her duties in terms of the Board of Governors, and suggested Donna Brugman be invited to the next committee meeting to assist in formulating the position.

Governor Clarke asked who the ES to B.O.G. would report to and it was decided the Chairman of the Board of Governors. Governor Clarke suggested a review of both the by-laws and the MGL's in terms of the role of the President as it relates to the Board of Governors, and if the bylaws needed changing if and when the new position was agreed upon by all parties involved.

Old Business

None

New Business

Governor Clarke asked about two new programs brought to the board this past spring by the former administration: Hospitality and Management Certificate and an Associate's Degree in Hospitality Management and their status.

President Bellotti stated he is currently working with Provost Koocher on identifying an assessment tool or mechanism which will allow all stakeholders to better analyze the pros and cons of all new requests for college programming. He suggested he is working on a strategy but does not have all the information at this time and would like to update the board hopefully at the January meeting.

Governor Clarke requested for the college to obtain a copy of the handout regarding the programs for future discussion. All agreed. President Bellotti stated he would have an update Thursday.

Governor Hawker stated the board needs to understand the financial feasibility and merits of each new proposed program and discuss with the President who after discussion and analysis of each should decide if a proposal is approximate or remote.

Chairwoman O'Toole added the evaluation of existing programs and proposed programs is needed with Dr. Koocher providing the assessment tool for each.

Governor Clarke agreed and stated once process is identified by the President we can get going on it.

President Bellotti stated he is seeking to customize a measurement system to develop sustainable programs and not spend time on those which have not been systematically evaluated.

Lisa McBirney stated Dr. Koocher and Dean Ibarondo are currently working on 7 new on line programs, 2 new on line associates degree programs, and 3 baccalaureate degree programs to achieve NECHE approval.

President Bellotti stated it his responsibility and mandate to deliver to all the stakeholders a systematic, rigorous, assessment process to review college offerings concerning assessing new, old, and existing programs which all parties agree on.

Chairwoman O'Toole asked once the tool is identified could the President and Provost review with the committee to which the President agreed.
At approximately 6:20 p.m. Chairwoman O'Toole adjourned the meeting. There was no discussion on the matter