

**QUINCY COLLEGE
BOARD OF GOVERNORS**

**COMPLIANCE NECHE COMMITTEE MEETING
FEBRUARY 18, 2021**

MEETING MINUTES

The meeting of the Quincy College Board of Governors Compliance NECHE Committee meeting, was held by remote access on Zoom, and streamed on the Web, and in person at the Quincy College library as allowed by the State of MA Emergency Open Meeting law due to the COVID 19 crisis at 5:00 pm. at Presidents Place, 1250 Hancock Street, Quincy, Massachusetts. The member roll was called. The following members of the Compliance Committee were present at the call of the member roll: Ms. Barbara Clarke, Chair of the Compliance Committee; Mr. Paul Barbadoro; Father James Hawker and Mr. Christopher Carroll. Absent at the call of the committee roll was Ms. Mary Jo Brogna and Mr. Greg Hanley. With 4 members present, there was a quorum.

Also present were: President Richard DeCristofaro, Vice President Jennifer Luddy, Vice President Servet Yatin, Chief of Staff and Vice President Operations Christopher Bell, Legal Counsel Jessica Cherry, Vice President Tom Pham, Vice President Martin Ahern and Clerk of the Board of Governors Meaghan Sheehan.

Ms. Clarke asked for a motion on approving the minutes of the meeting held on October 15, 2020.

Mr. Carroll made a motion to approve the minutes from October 15, 2020. Father Hawker seconded the motion. On the motion the following members voted in the affirmative: Ms. Clarke, Mr. Barbadoro, Father Hawker and Mr. Carroll, and the motion was adopted.

Ms. Clarke called on Dr. Yatin and Dr. Luddy to speak about the progress of the NECHE Interim Report. Ms. Luddy explained that the progress we are making is substantial. The first draft is completed and was provided to Ms. Clarke for review. This draft gave the college the opportunity to review the process while engaging members of the college community. NECHE has kindly agreed to review the draft before it goes to publication. Ms. Luddy recognized key leaders from the college and reviewed the nine standards of the report. In addition to the standards, an important part of the report is addressing concerns that NECHE has addressed. The areas of concern that we are working on are strategic planning, financial planning, leadership stability, how we use data, our online programs and the nursing program. Ms. Luddy said that she is pleased with the progress.

Dr. Yatin reviewed the timeline, which to this point is current.

Dr. Luddy explained that some standards were assigned to individuals, but many have been assigned to the management platform utilized at the college based on the TEAMS Model. Although the first draft is completed, much more data is necessary. The gaps

have to be filled in and we will work to do that from February 15 – March 15. The report will then be sent back to each team/individual for final review. There is more information coming in every day. Dr. Luddy and Dr. Yatin will have the report ready for May 1 to be sent to NECHE. NECHE is willing to review the draft before the final submission in August.

Ms. Clarke asked when the NECHE visit would take place.

Dr. DeCristofaro mentioned that he had received an email from NECHE with potential dates. The visit will likely be at the end of October. From submission until their visit we will have to collect and organize documents from August 15 until the visit.

Ms. Clarke asked if the visit was virtual, would we have to provide the documentation ahead of time to them?

Dr. Yatin and Mr. Bell explained the set up the last time they visited. Dr. Yatin had to provide all documentation in binders in conference rooms here on campus and in the hotel.

Mr. Carroll asked if there is anything that the Board of Governors can do to assist in this process.

Dr. Yatin said we will ask for feedback from the Board of Governors on Standard 3: Organization and Governance. Once we are done with the 2nd draft we will be ready to share.

Governor Carrol thanked Dr. Yatin and Dr. Luddy.

Dr. Luddy mentioned another standard that would be of interest to the Board of Governors – Integrity, transparency, and public disclosure (standard 9).

Ms. Clarke asked if there were concerns with regard to the strategic plan.

Dr. Luddy answered that in the past for a number of years the college didn't have a tangible strategic plan. During the last visit NECHE was happy with what we were doing, particularly when it comes to Financial Planning in the long term and Institutional resources.

Ms. Clarke asked about how we use data.

Dr. Yatin mentioned that the Institutional Effectiveness Team and Data Governance Team have been created. These teams are working together with VP Pham to make sure we are doing everything we are supposed to.

Ms. Clarke asked if we have a centralized collection of data?

Mr. Pham confirmed that we use one database.

Ms. Clarke commented on what a great job the team is doing. Progress is excellent, it sounds like we are ahead of the schedule.

Ms. Clarke asked about the TEAMS, how many there are.

President DeCristofaro answered that there are almost 30.

Dr. Luddy mentioned how much Teams have helped in this process.

Ms. Clarke went on to the next item on the agenda: DHE Trustee Training.

President DeCristofaro reviewed the training that has to be done once every 4 years. We need to make sure that the Board of Governors are doing this training. What we are in the process of doing is creating a form to track. At our next meeting we will share a draft form with you.

Ms. Clarke mentioned that she began the training today and it was pretty straight forward.

Mr. Ahern went over the major components to it and mentioned that it is 3 hours long but you can split it up. We are required as an organization to post who has taken it.

Ms. Clarke mentioned there is a November 1st deadline for chairman and chairs of committees. Other board members have a different deadline.

A discussion ensued about the training.

President DeCristofaro will take care of certifying that the board has completed the training. Mr. Ahern confirmed that he will have that.

Old Business

None

New Business

None

At approximately 5:29pm, Chairman Barbadoro moved to adjourn the meeting and the meeting was adjourned.