

**QUINCY COLLEGE  
BOARD OF GOVERNORS  
APRIL 1, 2021**

**Meeting Minutes**

The meeting of the Quincy College Board of Governors was held in the Anselmo Library at Quincy College, by Zoom teleconference call 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. Barbara Clarke, Dr. Thomas Fitzgerald, Mr. Gregory Hanley, Mr. Robert Harnais, Ms. Carolyn O'Toole and Mr. Frank Santoro. Absent at the call of the roll was Ms. Mary Jo Brogna, Ms. Katherine Craven, Father James Hawker and Mr. Joseph Shea. A quorum was present.

Also present were President Richard DeCristofaro; Christopher Bell, VP of Operations and Chief of Staff; Jessica Cherry, General Counsel; Jennifer Luddy, SVP; Servet Yatin, SVP; Martin Ahern, VP of Finance; Meghan Cassidy, Associate Vice President; Thomas Pham, VP of IT, Registrar and Mission Support; Kate Lopci, Associate Vice President; Ms. Diane Gillis, Dean of Nursing; Ms. Meghan MacDonald, Communications and Marketing Specialist and Meaghan Sheehan, Clerk to the Board of Governors.

The pledge of allegiance and 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.

Chairman Barbadoro asked for a motion to approve the meeting minutes from the February 18, 2021 meeting as presented. Mr. Hanley made a motion, seconded by Ms. Bevivino-Lawton. The following members of the Board of Governors voted in the affirmative: Mr. Paul Barbadoro, Ms. Eileen Bevivino-Lawton, Mr. Christopher Carroll, Ms. Barbara Clarke, Mr. Thomas Fitzgerald, Mr. Gregory Hanley, Mr. Robert Harnais, Ms. Carolyn O'Toole, and Mr. Frank Santoro. Nine members voting in the affirmative and the motion was adopted.

Chairman Barbadoro gave his report. He discussed the meeting schedule for the board. The meeting this evening would have been in Plymouth. In consultation with Ms. Bevivino-Lawton, they decided to move that meeting to August 5<sup>th</sup>, the last meeting of the year.

Chairman Barbadoro also reminded the board of the Department of Higher Education training that is required for all board members. He pointed out a form that needs to be completed and sent to Meaghan Sheehan by November 1<sup>st</sup>.

Chairman Barbadoro introduced President DeCristofaro for his report.

President DeCristofaro announced the resignation of Dean Robert Baker who has been with college for 23 years. He read an email that Dr. Yatin sent out to the college community and wished Robert well.

President DeCristofaro thanked a few business partners, Governor Mary Jo Brogna who also is the Director of Nursing at Harbor Health Services and Cynthia Sierra, CEO of Manet Community Health Center who joined the meeting via zoom.

President DeCristofaro thanked Cynthia for what Manet does for our students in nursing by giving them such great opportunity and invited Cynthia to offer a few words.

Ms. Sierra stated that it was an honor to be asked to be at the meeting and to be in partnership with Quincy College. She is a believer in what the College does. It seemed so natural to grow this relationship and Covid assisted with that. Ms. Sierra mentioned what a delight the students have been to work with. Manet is all about employing locally and caring locally as well as developing people and especially the next generation of providers. She reported that they have provided over 17,000 covid tests and with the help of the Quincy College nursing students, provided over 12,000 vaccinations. As they vaccinate, they continue to test and educate. As a humble servant leader that is lucky to work in this community, Ms. Sierra thanked President DeCristofaro for having her.

Chairman Barbadoro echoed his gratitude on behalf of the Board for Ms. Sierra's work with the college and community at large.

President DeCristofaro acknowledged the next partner: Governor Mary Jo Brogna, now the Director of Nursing at Harbor Health Services. Harbor Health's mission is very similar to Manet Health, offering access to local affordable services to 34,000 patients. Harbor Health is giving our student nurses in Plymouth such great experience assisting with vaccinations. The President thanked Governor Brogna for everything she does for Harbor Health and Quincy College.

President DeCristofaro reiterated what great partners we have who are very much a part of the community.

Mr. Joseph Shea joined the meeting by zoom at 6:24pm.

President DeCristofaro introduced Meghan MacDonald, a Communications and Marketing Specialist at Quincy College.

Ms. MacDonald reviewed a packet of recent marketing materials including social media posts which highlighted semester dates and courses as well as important deadlines to keep students informed. She stated that our Select Programs have been a focus recently. Ms. MacDonald noted that she creates graphics that are clean but get the message across. She then reviewed Newspaper Ads that were printed in The Quincy Sun, Dorchester Reporter, Old Colony Memorial, The Patriot Ledger and Boston Herald including a Boston Police Commissioner William Gross Retirement ad that included a

quote from Mr. Gross – *“As an executive in law enforcement, Quincy College provided me an excellent learning environment that was conducive to my demanding professional and personal schedule. I experienced a faculty, staff and administration that were consummate professionals that provided me with an excellent learning experience and education. I am honored to be a Quincy College family member, a family accepting all of its students, making them feel welcomed and essential”*. In closing, Ms. MacDonald identified links for some recent PR articles.

Ms. MacDonald asked if there were any questions.

Chairman Barbadoro asked if the Marketing Department tracks Social Media clicks. Ms. MacDonald answered that yes the Marketing team does. She mentioned a campaign “Inspiring minds since 1958” done in the Winter which saw a huge click through rate, double what has been seen in the past.

Chairman Barbadoro asked if there was any way to track or get feedback on newspaper ads. Ms. MacDonald answered that print ads are hard to get feedback on, but thought his suggestion to get student feedback would be great. She mentioned that she has heard of students coming here because they have seen our communications on the highway.

Chairman Barbadoro asked if the marketing team ever goes in to classrooms to ask students opinions on ads, if the ads would influence them. Ms. MacDonald answered that we haven’t in the past, but will look in to it. She added they have done surveys.

Ms. Bevivino-Lawton commented on how impressed she was with the artistic talent and graphics of the work shown by the Marketing team. She thanked the team and suggested that some of the ads be blown up and framed so that more people could see them on a larger scale.

Ms. Carroll commented that the ads looked like a NY advertising agency.

Mr. Shea asked who was responsible for the Athletics ad that he saw on TV. Ms. MacDonald responded that it was a new member of the marketing team, Chris Acevedo. Mr. Shea said that he saw it the other night and thought it was very well done.

President DeCristofaro introduced Scott Campbell, Chairman of the Quincy College Trust.

Mr. Campbell introduced himself and gave a little bit of his history. He is a Quincy College graduate. He attended classes at night and coached High School Football. If it wasn’t for Quincy College, he wouldn’t have taken the route of education. He went on to explain a bit about the Trust and how over the years it has been built up to something special. The Trust offers 17 scholarships to Quincy College students. They want to be a part of the community and be able to contribute to the culture at Quincy College. Mr. Campbell mentioned that he met with President DeCristofaro, Chris Bell, Jessica Cherry and QC Trust treasurer Meghan Shaughnessy to set the groundwork for how important

the Trust is to the College. Mr. Campbell and the members of the Trust are committed to doing the best that they can. The Trust has close to \$1 million right now. They are somewhat restricted to what they can give out, but it is a great building block and the start of a nice endowment. They are serious about providing for the students of Quincy College and are looking to expand their reach. He thanked Ms. Clarke for all of her work on the Trust, and making sure they are on track.

He thanked the President for inviting him to the meeting. He mentioned that he has been on the trust for six years and this is the first time he was invited to participate in a board meeting.

Chairman Barbadoro, President DeCristofaro and Dr. Yatin all thanked Mr. Campbell.

Dr. Yatin announced the newest faculty representative to the Quincy College Trust: Steve Dooner. She gave his credentials and highlighted his involvement in the college including creating the Quincy College Drama Society. She welcomed him to the Trust.

Dr. Yatin announced a milestone that the college has been waiting on and working on for so long, a Bachelor of Science in Business Management Degree Program. Dr. Yatin reviewed the Program Description and Program Outcomes. She confirmed that Associate Degree students will be able to use all of their credits. Once approved, the college will be able to offer 300 level courses this Fall. Dr. Yatin reviewed the timeline and explained the need for external reviewers who she is currently in search of. By mid Fall we will be approved for Baccalaureate Degree but in the meantime, will be able to offer 300 level courses for the Fall semester. She thanked all of the faculty involved and especially Ms. Kristin Noone for leading the process. She also mentioned all of the back end work that has gone in to the process.

Chairman Barbadoro asked if there were any questions. There were none.

Dr. Yatin provided an update on NECHE. She introduced the chair of the team Dr. Nieves and gave his credentials. She mentioned that she has heard really positive things about him. The visit is confirmed for 10/31 – 11/3. The timeline of the process was reviewed. The first draft took about four months. On March 26<sup>th</sup>, 119 individuals were put in to 14 groups to review all of the standards. Each group has two weeks to discuss, edit and give feedback. At that time, a third draft will be written up and come May 1<sup>st</sup> be sent to everyone for comments on any standard. The Internal deadline is June 15<sup>th</sup> to send to NECHE for feedback before we formally submit it on August 15<sup>th</sup>.

Dr. Yatin next went in to the Partnership with CMTI/Brewster Ambulance. Currently the EMT program has 34 students in it. A space has been identified and work is under way to offer EMT and Paramedic programs on the Plymouth campus. Enrollments have begun for a Summer accelerated program in Quincy. The first class of paramedics graduate this summer from Quincy College.

Dr. Yatin next introduced Christopher Slocum as the new Assistant Dean of Nursing. Christopher came to the College as an adjunct. She reviewed his credentials and congratulated and welcomed him to Quincy College.

Dr. Yatin announced that Dr. Gillis has been appointed Dean of Nursing/ Program Administrator. Dr. Gillis joined the staff in 2017 and has held a number of positions at the College, most recently, Interim Dean of Nursing. Dr. Yatin reviewed Dr. Gillis' credentials. Under her leadership, the Nursing program is unified and moving forward successfully. She introduced Dr. Gillis to provide an update of the Nursing Program.

Dr. Gillis provided an update on the current state of the Nursing Program. Faculty and staff are now complete. Mr. Slocum will focus on Clinical and Compliance on both campuses. There are three Graduate students working with the division this year. Two simulation techs have been hired to support running the equipment which has been a very positive experience. Tutoring has been added to the nursing division, with three part time tutors.

There are currently 97 students in the Nursing Program. The first cohort back in 2019 will graduate on May 21<sup>st</sup>. We are very excited to have reached this point. A pinning ceremony will take place on Tuesday May 18<sup>th</sup> for these students who are currently all out in clinical. Dr. Gillis went on to review the clinical agencies.

She went on to review the admissions criteria, courses offered, retention rates, faculty/student ratios, pass rates and applicants and enrollment for next session for both the ASN and PN Programs. They are working on and looking at marketing efforts and pursuing final approval with BORN as we continue to finalize graduate NCLEX rates. We need one more student to complete the test and we are at the 80% mark.

Dr. Gillis asked if there were any questions.

Ms. Clarke asked what the thought process was in taking 7 credits out of PN course list and making them pre-requisites. Dr. Gillis responded that this reduced coursework. The course load was heavy in the first semester and students were dropping classes at a high number which ultimately lead to them withdrawing from the program.

Ms. Clarke asked if pre-requisites were holding people back? Dr. Gillis answered that it is benefit vs. risk in keeping them in first semester. She mentioned a PN track she is creating to help support enrollment.

There were no other questions. President DeCristofaro asked that the Welcome Center Video be played.

Mr. Bell stated the Welcome Center enhances student services for current students and prospective students. In the Welcome Center, all departments collaborate together. The consolidation will save us rental costs as there are firms looking at our 2<sup>nd</sup> floor and 7<sup>th</sup> floor spaces.

President DeCristofaro thanked Mr. Bell and Mr. Pham for their work. He sees an incredible improvement in the teams located in the Center. They are all working well together.

President DeCristofaro introduced Dr. Luddy for an enrollment update.

Dr. Luddy commented on the Welcome Center and stated it is working along with the Marketing campaign. As of today, there is a 4% increase in enrollment for summer from this time last year which is outstanding and going to put us in a great position. In Spring, there was a 14% increase in enrollment of veterans and a 20% increase in stop out students, a population we are going to continue to foster post pandemic. In Spring, classes were offered starting in February, which yielded 230 additional enrollments. In April, we had 58 additional enrollments.

Chairman Barbadoro commented that in terms of enrollment, he is really happy to see where it is going and marketing efforts seem to be paying off.

Mr. Ahern was introduced to discuss the budget.

Mr. Ahern translated enrollment numbers to dollars. He shared a revenue tracking summary and reviewed. Summer I is up so we should finish the fiscal year in good shape.

He asked if there were any questions or comments, there were none.

President DeCristofaro shared a draft of the Operating and Capital budget for FY22 with Chairman Barbadoro. A Finance Committee meeting will be called.

There was a motion to put forward the draft of the Operating and Capital budget for FY22 to the Finance committee by Mr. Carroll, seconded by Mr. Hanley.

The following members of the Board of Governors voted in the affirmative: Mr. Paul Barbadoro, Ms. Eileen Bevivino-Lawton, Mr. Christopher Carroll, Ms. Barbara Clarke, Mr. Thomas Fitzgerald, Mr. Gregory Hanley, Mr. Robert Harnais, Ms. Carolyn O'Toole, Mr. Frank Santoro and Mr. Joseph Shea. Ten members voting in the affirmative and the motion was adopted.

Ms. Lopci was introduced by President DeCristofaro to provide an update on Workforce Development. She reviewed the Workforce Development Team Contract and Grants FY21 Revenue Report which shows an increase in revenue when it comes to contracts. She pointed out that they benefited by offering courses online. She noted that there are a lot of grants coming in which is another source of revenue and affects enrollment numbers as well. One grant that was highlighted was the Skills capital grant which was submitted to support building a pharm tech program here at the college to include equipment/infrastructure for both campuses. We would like to replicate Walgreens training center and are working with Walgreens on that.

Ms. Lopci noted that the number of students served has increased and they are foreseeing the numbers increasing even more due to unemployment rates. With the contracts in the pipeline for FY22, she expects another 25% increase. The CARES Act funding is a very exciting opportunity which will be \$215k for this fiscal year and \$215k for next fiscal year.

Mr. Hanley had questions on CARES Act funding that Ms. Lopci responded to.

President DeCristofaro gave an update on Early College High School, which is something that the College is working hard on. The College has received a significant grant from a local company who will be sending out an announcement next week. Ms. Cassidy is chairing the entire program, working with Quincy Public Schools Superintendent and Principals and keeping Chairman Barbadoro and Ms. Craven updated. He thanked the group for all of their hard work and promised to keep Chairman Barbadoro and Ms. Craven in the loop as soon as we have any updates.

Mr. Hanley asked if this is something that can be expanded to other high schools. President DeCristofaro answered that he had met with Plymouth Superintendent and Assistant Superintendent to discuss Pathways/ Dual Enrollment and look for donors for ECHS in Plymouth. Mr. Hanley suggested a company called Makepeace in Plymouth as a potential donor.

President DeCristofaro reviewed some highlights from Mayor Koch's State of the City address. The Mayor's remarks should really be heard. He thanked the Mayor for his focus. A Finance committee meeting will be scheduled soon and we will let everyone know when that is.

Chairman Barbadoro reminded the board that their involvement is important to facilitate this project as it goes through. He stated that the board is ready to help in any way that they can.

President DeCristofaro finished up his report by reviewing important Spring 2021 dates and the Covid regulations that we were faced that limit capacities at these events. Chairman Barbadoro asked Ms. Bevivino-Lawton to represent the board at the Plymouth PTA pinning on May 19<sup>th</sup>. He also reviewed the advisory boards and recent meetings and thanked staff members who have chaired boards and hosted Spring meetings. Lastly, he presented the Spring 2021 Newsletter for the board to review.

Ms. O'Toole gave the Program Committee Report which included the committee voting to bring forward two programs to the board: Bachelor of Science in Business Management and Central Processing Certificate Programs.

Ms. O'Toole asked for a motion to approve the Bachelor of Science in Business Management Program. Mr. Fitzgerald made a motion, seconded by Mr. Carroll. On the motion, the following members of the Board of Governors voted in the affirmative: Mr. Paul Barbadoro, Ms. Eileen Bevivino-Lawton, Mr. Christopher Carroll, Ms. Barbara Clarke, Mr. Thomas Fitzgerald, Mr. Gregory Hanley, Mr. Robert Harnais, Ms. Carolyn

O'Toole, Mr. Frank Santoro and Mr. Joseph Shea. Ten members voting in the affirmative and the motion was adopted.

Ms. O'Toole asked for a motion to approve the Central Processing Certificate Programs Mr. Fitzgerald made a motion, seconded by Ms. Bevivino-Lawton. On the motion, the following members of the Board of Governors voted in the affirmative: Mr. Paul Barbadoro, Ms. Eileen Bevivino-Lawton, Mr. Christopher Carroll, Ms. Barbara Clarke, Mr. Thomas Fitzgerald, Mr. Gregory Hanley, Mr. Robert Harnais, Ms. Carolyn O'Toole, Mr. Frank Santoro and Mr. Joseph Shea. Ten members voting in the affirmative and the motion was adopted.

#### Old Business

None

#### New Business

None

Chairman Barbadoro encouraged all board members to participate in the budget review and handed the official document to Mr. Hanley.

Mr. Shea wished Robert Baker well on behalf of the board.

Chairman Barbadoro entertained motion to adjourn and the meeting was adjourned at 8:14pm.