

**QUINCY COLLEGE
BOARD OF GOVERNORS
APRIL 7, 2022**

Meeting Minutes

The meeting of the Quincy College Board of Governors was held in the 7th Floor Conference Center at Quincy College, and by Zoom 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. Christopher Carroll, Ms. Barbara Clarke, Ms. Katherine Craven, Dr. Thomas Fitzgerald, Mr. Robert Harnais, Mr. Frank Santoro, and Mr. Joseph Shea. Absent at the call of the roll were Mr. Paul Barbadoro, Ms. Eileen Bevivino-Lawton, Ms. Dolly Di Pesa, Father James Hawker and Ms. Carolyn O'Toole. Mr. Hanley joined the meeting at 6:04pm and a quorum was present.

Also present were President Richard DeCristofaro; Jessica Cherry, Chief of Staff and General Counsel; Dr. Servet Yatin, Provost; Martin Ahern, VP of Finance; Thomas Pham, VP of IT, Registrar and Mission Support; Kate Lopci, Associate Vice President; Meghan Cassidy, Associate Vice President; Diane Gillis, Dean of Nursing; and Meaghan Sheehan, Clerk to the Board of Governors.

The pledge of allegiance and moment of silence for Ukraine were completed at the direction of Mr. Shea, who was the acting chair for the meeting in Chairman Barbadoro's absence.

Mr. Shea requested if anyone would like to speak to the board as part of the agendas open forum item, there were no requests.

Mr. Shea moved on to the next agenda item: Approval of the Minutes of the February 17, 2022 meeting. He asked if there were any questions on the minutes. There were none. He asked for a motion to approve the meeting minutes from the February 17, 2022 meeting. Mr. Carroll made a motion, seconded by Dr. Fitzgerald. The following members of the Board of Governors voted in the affirmative: Mr. Christopher Carroll, Ms. Katherine Craven, Dr. Thomas Fitzgerald, Mr. Gregory Hanley, Mr. Robert Harnais, Mr. Frank Santoro, and Mr. Joseph Shea. Ms. Barbara Clarke voted "present". Seven members voting in the affirmative and the motion was adopted.

Ms. Bevivino-Lawton joined the meeting at 6:08pm

Next on the agenda was approval of the Minutes of the March 3, 2022 special meeting. Mr. Shea asked if there were any questions on the minutes. Ms. Clarke questioned a comment by Mr. Hanley in the last paragraph of page 3. There was discussion on this with Mr. Hanley and Mr. Shea asked for a motion to approve the meeting minutes from the March 3, 2022 as amended. Mr. Carroll made a motion, seconded by Ms. Clarke. The following members of the Board of Governors voted in the affirmative: Ms. Bevivino-Lawton, Ms. Barbara Clarke, Mr. Christopher Carroll, Ms. Katherine Craven, Dr. Thomas Fitzgerald, Mr. Gregory Hanley, Mr. Robert Harnais, Mr. Frank Santoro, and Mr. Joseph Shea. Nine members voting in the affirmative and the motion was adopted.

Mr. Shea continued with the Chairman's Report. He asked President DeCristofaro to present options for future meeting dates to the board. President DeCristofaro stated, with so many

things going on in May – we would like the board to consider June 9 as the next board meeting with a public hearing on the budget. We would then eliminate the June 23 meeting and continue back to the schedule with a meeting on August 4. He added he would work with Mr. Hanley to arrange finance committee meetings.

Ms. Clarke asked if that was late for the budget. She stated in the past, they had a date much earlier in the year. President DeCristofaro answered it seems more likely that we need more time. In the past, it was late April. He added there is plenty of time to pass the budget before the fiscal year ends. This would give the team more time to look at certain areas. This change would help ease the week of commencement and pinning's and allow everyone time to breathe.

Ms. Clarke asked if there was a deadline that the city/mayor asks for this? President DeCristofaro answered June 30 is the date the budget has to be ready, and this change would still give us plenty of time.

Mr. Shea asked for a motion to change the May 25th Board meeting to June 9th and eliminate the June 23rd meeting. Ms. Clarke made a motion, seconded by Mr. Harnais. On the motion, the following members of the Board of Governors voted in the affirmative: Mr. Christopher Carroll, Ms. Eileen Bevivino-Lawton, Ms. Barbara Clarke, Ms. Katherine Craven, Dr. Thomas Fitzgerald, Mr. Robert Harnais, Mr. Frank Santoro, and Mr. Joseph Shea. Eight members voting in the affirmative and the motion was adopted.

President DeCristofaro took over for the Report of the President.

President DeCristofaro introduced Ms. Cherry to provide an update on personnel. Ms. Cherry introduced the following new employees to the college with a brief background on each: Jacqueline O'Rourke, Content Creator; Beth Anthony, Project Manager; Mike Ryan, Capital Resources and Building Operations Manager; Nicholas DeLuca, Academic Services Specialist and finally Elizabeth LaForest, AVP of Human Resources. She added how excited we are to have all of these great additions joining our team. Ms. Cherry asked if there were any questions. There were none.

Provost Yatin was introduced to give an academics update. She provided an overview of recent history with NECHE to show how far we have come. She continued with where are we today and stated we received a communication dated March 28, 2022 which the board received a copy of in their packets. The letter stated that five out of six of the original areas of concern were removed. NECHE recognized tremendous progress in these areas, however, financial stability remains a concern. She continued with more great news, Quincy College has been granted general approval to offer distance education for all courses and programs. She thanked the Board of Governors, President DeCristofaro, Faculty and Staff for a job well done with the NECHE site visit and preparation for it. She continued with what is upcoming: the substantive change was submitted for JVS Partnership, and we expect approval in the next few weeks. Our annual report is due in June 2022. A status report and site visit will take place in Spring 2023 for the Bachelor of Science in Business Management Program. This will be a visit with a small team of 2-3 people. A progress report of the Financial Stability will follow the visit in Fall 2023.

Ms. Clarke stated, in the letter it says that it is a policy to arrange a meeting within 90 days. Dr. Yatin answered we will hear from them to schedule. At the moment, there will not be a site visit, but we will speak with them.

Mr. Harnais asked what standard do they use/what are they looking for for Financial Stability? Dr. Yatin answered they are looking at our detailed budget. The enrollment has been declining with the loss of the nursing program and Covid-19. One comment in regard to our budget was that we have a balanced budget, but also that we used grant money and CARES funding. There was further discussion on this.

Mr. Santoro asked, in the NEASC process, there is a final accreditation date given. Is that the case with NCHE? Dr. Yatin answered the accreditation continues until 2026, at which point we will have a ten-year visit.

Ms. Clarke asked is that in this letter? Dr. Yatin answered yes it should be.

Mr. Santoro commended everyone for conducting the process. He congratulated everyone on a successful report.

Dr. Yatin provided an update on the Bachelor of Science in Business Management enrollment. Currently 57 seats are filled in (3) 300 level courses, with 30 students enrolled in the Bachelor's Program this Spring. 31 students have already applied for Fall 2022 and there are 22 in the pipeline for 2022-2023.

Mr. Hanley asked, does the tuition stay the same throughout all 4 years? 2 vs 4 years. Dr. Yatin answered, to differentiate us from others, we had several meetings and decided to keep the tuition exactly the same. Students are paying the same for 1st year and 4th year.

Mr. Hanley stated that coupled with what we have done with Workforce Development, is what NECHE wants to see – proactive growth. We will see the fruits of that labor next week with the CDBG Event. He continued, NECHE and this board should be happy to see this. Once we start one Baccalaureate, we will have more to follow.

Dr. Yatin provided an update on the 2nd Baccalaureate Program, the Bachelor of Science in Computer Science. She stated Last week, DHE deemed our application approved and approved external reviewers. The next steps are for DHE to request a response from external reviewers and provide a Timeline. For the college's response, we are looking at about three months from now for the full approval of this program. The goal is to launch the program in Spring 2023.

The next program that Dr. Yatin brought up was the Associate of Science in Radiologic Technology Program. She mentioned that a Program Committee Meeting took place prior to this meeting.

Dr. Yatin continued with an overview of the program. She stated job placement is 100% for most colleges. Visits took place to Quinsigamond Community College and Middlesex Community College to meet with Program Directors, one stated the wait list is three years for the program. A student survey was conducted, and Dr. Yatin reviewed those results. The survey showed we have interest before we even launch the program. Where we stand at this point: a Program Coordinator has been hired to build the program while we look for a Program Director. Next steps were reviewed to include Program Director recruitment, Lab/Classroom build out, Clinical Site Contracts, Initial Approval Application to JRCERT. Plans and photos were shared of the build out. Dr. Yatin said Mike Ryan has been amazing. He is very talented and knowledgeable with this kind of project.

Dr. Yatin continued with an update on articulation agreements. She stated we are working hard to get articulations with 4-year colleges. Fisher College has signed an RN to BSN deal. And we have been in discussions with Roxbury Community College, Mt. Wachusett Community College, North Shore Community College, and Bunker Hill Community Colleges to name a few.

Dr. Yatin ended by noting a copy of the 22-23 Academic Calendar is in the board packets.

Mr. Hanley asked, with respect to Saville as the choice for the lab location, did you choose that space because of the needs of Radiology? Dr. Yatin answered all programs we visited were in basements because there can be nothing underneath.

Mr. Hanley stated that Saville is a property that we own. He asked if Plymouth was considered for this? Was it because we own the building? Dr. Yatin answered yes.

Mr. Hanley asked about the cost of the equipment. Dr. Yatin answered the machine itself is \$115k. She stated she has spoken with Ms. Lopci for grant options for the capital build out. The college has options, such as the option of a temporary portable x ray machine.

Mr. Hanley asked if we would consider the purchase of one permanent and one mobile machine? Dr. Yatin and President agreed that yes, we have discussed all options.

Mr. Hanley asked if we would be able to qualify a facility and their equipment. Dr. Yatin answered it is accepted if we can find a hospital and can secure two half days of students to have unrestricted access, that would be approved.

Ms. Clarke wanted to clarify that the outcome would be entry level radiology. She asked if it is expected that experience will take them to the next level, or will they require more education? Dr. Yatin answered, this would be for X Ray, if they wanted to do Ultrasound or CT scan, there would be additional certifications needed. Dr. Yatin said that there was discussion of 2-year or 4-year programs and if was decided to go with a 2-year program. Once students complete, there are certificates we can build. As soon as this program starts running, we will work to add these certifications.

President DeCristofaro added we would like to gain success with this and incrementally go for others.

President DeCristofaro introduced Dean Gillis to provide a nursing update.

Dean Gillis shared what was recently publicly reported, that 2020 and 2021 PN graduates from Quincy College have a 100% pass rate on the NCLEX. She brought up a State and National Comparison chart that showed Quincy College was one of the 5 schools out of 22 that have a 100% pass rate. The College can move forward with these numbers when we go for approval. Although there are still some students who have not tested (that will hit 2022), the students still to test will not impact BORN. She provided an update on RN students as well.

Mr. Harnais asked about red light / green light and the pass rates for that? Dean Gillis answered it is a Standard program that helps students pull it all together at the end of the program as the review course. The intent of it is a 12-week virtual online program that students have to start and finish within 12 weeks. She did state that we could shift to a live review.

Mr. Harnais asked for clarification. Is this a test the students take in order for them to take NCLEX? How many students got through red light green light? Dean Gillis answered so far, the majority of the two cohorts in 2020.

Dr. Yatin added, for PN students it is college policy to pass red light/green light.

Mr. Harnais asked how many students did not pass red light green light? Dean Gillis answered that so far, there was only one student that had not achieved it.

Ms. Clarke asked if they count the people that don't test as part of your class? Dean Gillis answered we reached out to the ones this week who haven't tested. She added we will apply now with this pass rate. If we wait until next year, these could change.

Mr. Harnais asked why they count people? Dean Gillis answered they want to know why a student wouldn't take the test after going through such a rigorous program. She added the college must survey students within 6 months and ask why they haven't tested, where they are employed, etc.

There was further discussion on NCLEX testing and results.

Mr. Hanley asked, at one point BORN recommended that we split the campuses. Are we currently enrolled in two campuses? Dean Gillis answered yes, we have 4 codes.

Mr. Hanley asked how much can we grow enrollment by the successes of this right now? Could you double enrollment? Dean Gillis answered, we could. We want to keep classroom numbers controllable. Curriculum is intended to prepare people throughout the program. We have checks and balances that throughout every course. A 77% (C+) pass rate is part of that. We have a work in progress Nursing tutoring program where we are using former students to tutor, and as long as we continue on that track, we should be able to continue to grow the program.

Mr. Hanley asked, looking at revenue streams do you ever see us getting back to the point where it will be a revenue generator again? Dean Gillis answered, yes. Dr. Yatin added that we have a few years to get there – to reach out to BORN and ask for double. Currently we have clearance for 40/40 RN 20/20 PN. Currently we are not even at half of our capacity.

There was further discussion on the growth of the nursing program and ways to keep the NCLEX scores as is.

Mr. Hanley thanked Dean Gillis and Dr. Yatin for their work.

President DeCristofaro introduced Ms. Cassidy to provide a Student Success Update. Ms. Cassidy reviewed some updates and stated they were also featured in the "Academic Edge" edition that was provided to the board.

Ms. Cassidy provided a Dual Enrollment update. She stated the numbers are being finalized and will be presented at an upcoming meeting. The college is currently looking at ways to improve and streamline the process for next year. We have conducted site visits to high schools which has been not only instrumental in driving the numbers up but putting us on site to get to know principals, guidance counselors and staff. For 22-23, we are looking forward to adding more partners including but not limited to: Marshfield, Duxbury, Milton and Norfolk County Agricultural school. Now is the time we are bringing schools together to align coursework to be ready for the students in the Fall. Visits to QHS and NQHS lead by President DeCristofaro are

taking place to highlight Early College High School, Dual Enrollment, CVTE Pathway Programs and Five Summer programs that we will offer these students. Ms. Cassidy again mentioned the importance of getting in front of Guidance Counselors and Principals.

Ms. Cassidy continued with an Early College High School update and the opportunity for ECHS Seniors who attend Quincy College next fall to attend with free tuition for their first year. We are inviting these students next month for a visit to campus and then hosting a separate orientation on September 1. We are also sharing a first semester at Quincy College scholarship opportunity to cover tuition and fees for current QHS and NQHS seniors. This is a great way to give back to Quincy students. ECHS is on track to exceed the number of students this year which was 149. The goal is 250 for 22-23 year. In 22-23 we have the luxury of more time to do recruitment and conduct informational session for parents. She thanked the guidance counselors and transition coaches for all of their help with the students and program.

Ms. Cassidy continued the college is currently wrapping up a week-long “Back to your Future” / drop in registration event. A transfer fair yesterday with over 20 schools was built into the week of events along with a Financial Planning workshop, career and internship readiness workshop and dress for success seminar.

Ms. Cassidy stated we are taking a few different initiatives to create a sequence of ESL courses to cater to EL students. The college has also submitted a proposal for a language school that outlines the work that we are already doing.

Ms. Cassidy finished by reviewing some student program and wellness activities in place. She stated Melissa Lord is a real staple on the campus. She has organized many student workshops around Mental Health Awareness and is focusing on financial literacy this month. She also has a speaker from Commit to be Fit coming to speak to students next week. Lastly, she is organizing the PTK Honor Society induction ceremony at City Hall coming up on April 28.

President DeCristofaro introduced Ms. Lopci to provide a Workforce Development update.

Ms. Lopci provided a grant update to the board. Some highlights included a MA Life Science Center Grants to support /compliment the needs of our Biotech program and another to support creating a Biotech lab with the Quincy Public Schools. A MA Skills grant to create a multipurpose training lab here in Quincy, as we are in need of another training lab that will not conflict with Nursing. We hope to hear by the end of May about both grants. Another multi-purpose grant was submitted to the Boston Planning Department to align our biotech curriculum with Boston/Quincy High School curriculums as well as increase the number of students served coming from low-income households. She continued, through a partnership with Eastern Bank a grant has been submitted to support students in healthcare. A CDBG grant has been re-submitted but not yet approved. As well, the college has re-submitted a grant through United Way (Plymouth) and are confident we will receive this to hold the HiSet program in Plymouth. Ms. Lopci thanked Governor Clarke with her help with a program to offer Financial Literacy workshops to Veterans. Ms. Lopci continued that we are excited to offer the Summer STEM Academy program again this Summer to high school students and educators, funded by the MA Life Science Center. The college was awarded a grant from DESE to offer ESOL services in house as well as the HiSET Program. That program has been very successful and shows the needs are high in Quincy and the South Shore. Currently 60 students are enrolled with a wait list. She added HiSET runs in Plymouth as well funded through United Way. We really want to target this group of students. Two grants were submitted which were approved to support

Transition to College and “Paid for performance” this is a grant that we need to fulfill requirements before June 30.

President DeCristofaro added the idea of a pathway dealing with seniors at QHS/NQHS and working with Deans and International will look at all areas and meet with students in order to get them in our program, whether they stay in EL (credit) or go into a program. We have this grant for the next five years. This is a pathway and we can’t afford to lose these students. He thanked Ms. Lopci for her work on this.

Ms. Lopci continued with a JVS updates. She stated once we signed the contract the work started. There are so many pieces that we must put in place. She continued, the CNA, Caring for seniors program will start on April 25. Every 4-5 weeks, we will have students coming to be trained. We have to accommodate this group of students coming from JVS in two weeks here in Quincy before the Boston building is ready. Ms. Lopci highlighted the work that Dr. Yatin did, especially getting the substantive change submitted. The plan is to be in Boston in the Fall and there are a lot of pieces to still put in place.

Ms. Lopci continued – Professional Development workshops have been very well received, and we have been getting great feedback from surveys. Two more topics have been identified that we will work towards getting approved. The colleges Director of Online Learning created the coursework for the two topics we are currently offering. The hope is to add more district and the plan is to reach out to Springfield, New Bedford, Brockton, Fall River and Worcester, Malden, and Revere to name a few. With CARES funding, we were able to hire two half time instructional designers to work on this initiative with Dr. Desruisseaux.

Mr. Santoro asked about one course that the college hopes to run – to assist students with special needs who do not speak English? He stated that is impressive and would be very popular.

Ms. Lopci continued with some additional updates in her area that included an update on the CCAMPIS five year federal grant, a revised agreement with NAGE and the April 14th CDBG Event that Quincy College is hosting on campus.

President DeCristofaro introduced Mr. Ahern to provide a brief update on the FY22 budget and where we are. Mr. Ahern reviewed the PowerPoint. He stated we are right on target. He added we are slightly below with fee income (only 80 international students/ planned for 100 for the year). In total, we are looking to be about \$150k behind. He continued personnel expenses are a little below budget due to unfilled positions. On the operational side, we think we will save about \$400-500k. He stated we are in a really good position to end the year with \$12.2 million in reserves. He asked if there were any questions. There were none.

Ms. Clarke asked, we have such good reserves, why is NECHE still keeping us as an area of concern? President DeCristofaro answered due to enrollment and revenue from enrollment. That is the key to everything that we do. They are also focused on retaining students. NECHE was very pleased with the reserves and financial position. They commended us on our budget. They are looking for stability and for the college to be able to build a budget without CARES funds.

President DeCristofaro continued, it is a pleasure and honor to go to schools to let them know how many great things are going on at this college. The student life piece with athletics is going

to be a positive influence with enrollment here – starting hockey and men’s soccer in the Fall. We are looking forward to implementing these programs and focusing on enrollment. He added that he is meeting with City Council members to let them know where we are and what we offer, and to share the goodness of what we are doing at the College. He concluded his report by saying he knows we have a way to go in enrollment.

Mr. Hanley asked the President, when you go out and do outreach, do you address school committees? President DeCristofaro answered we have not, but he stated that is not a bad idea.

Mr. Santoro commented that hockey is big for the college. He added high school students are eager to play two more years.

Mr. Santoro gave his program committee report. He provided an overview of the meeting that took place prior to this meeting. He stated the committee voted to recommend that the Board approves the Associate of Science in Radiologic Technology. He asked if there were any questions.

Ms. Clarke asked if we are going to include this program in the budget we are going to vote on in June. President DeCristofaro answered that it is included in CARES funding. When we revise the CARES plan, we will include this.

Mr. Shea asked for a motion to approve the Associate of Science in Radiologic Technology Program. Mr. Santoro made a motion, seconded by Mr. Harnais. On the motion, the following members voted in the affirmative: Mr. Christopher Carroll, Ms. Eileen Bevivino-Lawton, Ms. Barbara Clarke, Ms. Katherine Craven, Dr. Thomas Fitzgerald, Mr. Robert Harnais, Mr. Gregory Hanley, Mr. Frank Santoro, and Mr. Joseph Shea. Nine members voting in the affirmative and the motion was adopted.

Old Business:

Mr. Shea stated he would be meeting with administration next week to start appointing committee. There have been 2 applications received as of today. It is his intention that this committee will work to fill three positions: Barbadoro, Clarke and Shea, and possibly a fourth (Hawker). This will be Mr. Shea’s last official act before he retires from the board.

New Business:

Mr. Shea asked the board to read the QC News March Newsletter and Academic Edge that were provided to them at their convenience. He stated these are new publications for review with a lot of information in them. He noted the successful season the basketball team had and noted that athletics really makes a difference.

Ms. Clarke also gave kudos to nursing program.

Mr. Shea made a motion to adjourn and the meeting adjourned at 8:03pm.