

**QUINCY COLLEGE
BOARD OF GOVERNORS
SPECIAL MEETING
JUNE 10, 2021**

Meeting Minutes

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

Also present were President Richard DeCristofaro; Christopher Bell, VP of Operations and Chief of Staff; Jessica Cherry, General Counsel; 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; Mr. Christopher Slocum, Assistant Dean of Nursing; and Meaghan Sheehan, Clerk to the Board of Governors.

The pledge of allegiance and a 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. As a matter of courtesy, the Chairman asked if there was anyone who would like to be heard on any other matters. There was no response.

Chairman Barbadoro asked Mr. Hanley to present the finance and facilities committee report.

Mr. Hanley thanked the Chairman. He thanked Ms. Brogna for her leadership and guidance in setting up a process of review with the bi-weekly updates that are now provided to the board. The updates have helped the board to navigate through tough decisions and revenue opportunities. Mr. Hanley went on to explain that over the last nine months, the board amended the budget many times as new revenue streams came in with grants and partnerships that the president uncovered for the College. At the last meeting of the committee, we were able to agree on a FY22 balanced budget. It was a unanimous decision to adopt the budget. Thank you to the team for all the work put in to the balanced budget.

Mr. Hanley made a motion that the board adopts the FY22 budget as presented. Mr. Harnais seconded the motion.

Ms. Brogna commented that looking at the enrollment for the college, greater than 50% of the students are from Quincy. She had heard in a public forum that 81% are from outside the city so wanted to note this. She also commented on a job well done balancing the budget by reducing expenses as needed.

Mr. Hanley thanked Ms. Brogna for her work and continuous budget review.

On the motion to adopt the budget as presented, the following members of the Board of Governors voted in the affirmative: Mr. Paul Barbadoro, Ms. Eileen Bevivino-Lawton, Ms. Mary Jo Brogna, Mr. Christopher Carroll, Ms. Barbara Clarke, Dr. Thomas Fitzgerald, Mr. Gregory Hanley, Mr. Robert Harnais, Mr. Frank Santoro and Mr. Joseph Shea. Ten members voting in the affirmative and the budget was adopted.

Chairman Barbadoro moved on to the next item on the agenda, the approval of the meeting minutes of April 1, 2021.

Ms. Clarke had a question in regards to the discussion about William Gross at the top of page 3. She thought the section seemed incomplete and asked that we include the actual quote from William Gross. Chairman Barbadoro asked Ms. Sheehan to add the actual quote to the minutes. He suspended the approval of the minutes pending the revisions made and asked to bring it forward at the next meeting.

Chairman Barbadoro introduced President DeCristofaro for his report.

President thanked the board, especially for their support on the budget.

President DeCristofaro commented on what a wonderful day Commencement day was for our students who received such great gifts. He introduced a video of the day. The video included parts of speeches including Rob Hale's surprise gift to our students. The President then told the board of the call that he got from Rob Hale on the Monday morning after commencement. Rob was offering to host a career fair for our graduates that Wednesday which we pulled off and at least one graduate that we know of has accepted a job at Granite. Mr. Hale is a good man and it was a great commencement. President DeCristofaro thanked the board, leadership team, faculty and staff for being a part of it.

President DeCristofaro let the board know that on June 11, the Leadership team will visit the Plymouth Campus to discuss the campus and what's next in Plymouth. He promised to share with the board how that goes.

The President discussed scholarships that he and the Leadership Team have been working on, mostly for Allied Health Students. With a grant from Arbella, and funds from the Quincy College Trust and College Courses Inc., we are offering incoming Nursing students \$1,000.00 each in an effort to bring in enrollment. Incoming PTA students will

receive \$3,000.00 each (12 students) and MLT and Surg Tech students will each receive \$1,000.00.

For Business students who take advanced courses, they will receive a \$1,250.00 scholarship for taking 4 courses or a \$1,000.00 scholarship for taking 3 courses. We want to make sure that we have full enrollment in these programs.

The President gave an update on the College Advisory Boards – the last meeting for Spring/Summer is Surg Tech, which will take place on June 11. The President expressed his excitement about these business partners and applauded the faculty and deans who work hard at chairing these boards, which meet at least twice a year.

President DeCristofaro Introduced Dr. Yatin to provide an update from Academic Affairs.

Dr. Yatin updated the board on the Bachelor of Science in Business Management program. The college submitted an expedited external review to the board of higher education on May 14. NECHE and DHE approved the college to post language they provided on our website which gives us the opportunity to communicate with students to keep them at Quincy College. We have (4) 300 level courses that we are offering in the Fall. Any student taking all 4 of these courses will be eligible for a \$1,250.00 scholarship. Dr. Yatin reviewed the timeline for full approval of the program which included external reviewers who have been selected from Emmanuel College and Curry College. We are currently waiting for the approval of reviewers by DHE. We are about three weeks ahead of schedule and expect to hear back next week. Once approved, both reviewers said that they would do so quickly. The rest of the timeline we will continue to follow.

Dr. Yatin asked if there were any questions. Ms. Clarke asked, in regards to the timeline, if DHE is going to approve on June 30? Dr. Yatin noted that these dates are tentative. By June 30, they will approve the external reviewers. Around November 30 NECHE will make a decision. If approved, we can market the program. Ms. Clarke asked if we are going to promote before approval? Dr. Yatin explained that we can promote the 300 level courses to current and past students to keep them with us, but not the BS in Business Program just yet.

Dr. Yatin went on to update the board on NECHE. A visit is confirmed from October 31- November 3. We had a preliminary visit with the Chair of the committee, Dr. Nieves on May 5th that went wonderful. This was the day of our scholarship event so Dr. Nieves attended that. President DeCristofaro and Dr. Yatin had a follow up zoom meeting where they received positive feedback from Dr. Nieves who suggested that for the revised draft we include the following: President's Professional Development Initiative, Commencement, Spring Semester Survey and Baccalaureate Program. Because of that visit, the NECHE Report Update has been revised and the timeline has been shifted. We are now on track to submit the report on August 15th.

Dr. Yatin next went on to provide program updates as follows: CMTI/Brewster is being offered in Plymouth this Fall. This is great news for the Plymouth campus and the south shore community. An accelerated EMT Summer Program is being offered with 12 students registered. The first class of paramedic students graduated which was a huge milestone; The PTA Program received a letter from CAPTE letting us know that our warning has been removed effective April 27, 2021; We have a new partnership with Curry College that allows students to receive their Associate Degree (31 credits) with us and their Bachelor of Arts Degree in Criminal Justice with Curry. It is a cohort model where students can continue for a 3rd year at Quincy College and 4th year with Curry College instructors here at Quincy College. A Ceremonial signing with Curry College President Quigley and Provost Szczerbacki took place on June 15.

Ms. Clarke asked for explanation on the PTA Program warning. Dr. Yatin answered that it was due to the pass rate. With such a small program (12 students), the pass rate is 85%. If seats are not full or students finish program and don't take exam at the end, that contributes to the pass rate. One student fails or doesn't take, we are not up to par. We were just under 85%, which put us in a state of warning. We reached out to students who graduated to work with them to take the exam and pass, to increase that rate. Dr. Yatin explained the difficulty in running such a small program and the importance of selecting the right students who will stay on track. One student makes all the difference.

Dr. Yatin asked if there were any further questions? There were none.

President DeCristofaro recognized Dr. Yatin for all of the hard work that she does and announced that she had been promoted to Provost of Quincy College.

President DeCristofaro introduced another incredible worker, Ms. Kate Lopci. He pointed out that you can tell by our budget all of the hard work done in workforce development and grants. He thanked her for doing such a great job.

Ms. Lopci provided an update on Grants from her department which includes: A \$333,000.00 MA Skills Capital Grant to support capital expenses to build a Pharm Tech program which we are seeking to start in both Quincy and Plymouth; A grant from Arbella Insurance that will support Nursing students; The College received \$20,000.00 through CDBG in Plymouth to support a Home Health Aide program to run in person on the Plymouth Campus; Lastly, we received a scholarship from an individual to support (4) students per semester in our substance addiction program. Once they complete the program, they will gain employment with the Gavin Foundation.

Ms. Lopci reviewed some other initiatives that her department is working on that include: A Summer Stem Biotech program for both students and teachers. At this time, 40 students and 7 teachers have applied; Through the Department of Secondary Education, we secured a contract for 2 years to provide Professional Development for K-12 teachers. A conversation was initiated with Quincy Public Schools and we currently have 49 teachers signed up.

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

President DeCristofaro introduced Meghan Cassidy, who has worked hard in Student Development and Early College since last July/August, to provide an update on Dual Enrollment and Early College High School.

Ms. Cassidy reported that Dual Enrollment registrations, have hit 532 (up from 330 last year). She announced that the college is looking forward to starting a new partnership with Weymouth High School, revisiting our partnership with South Shore Votech and in conversations with Milton High School. She noted that there is an increase here in Quincy. With 293 registrations. In addition to that, 170 student's costs have been covered by a grant that we received last fall.

Ms. Brogna asked about the 293 from Quincy and North Quincy, close to 70% of the total. She asked if the 170 is in addition to the 532 total and Ms. Cassidy answered that it is.

Ms. Cassidy went on to speak about the Pathways Programs. The College is finishing up first full year of technical education pathway program's. Faculty have worked closely with High School teachers on these programs. Faculty are meeting with students four times throughout the year to talk about exposing them to what it means to be a student at Quincy College. Next semester we will be adding Business Tech to our offerings.

These two programs lead to establishing the Early College High School Program at the college, focusing on high needs students. What we found through a needs based assessment, was many of these students don't have post-secondary plans. We are currently pushing for a accelerated state application. The application was submitted on April 26th. Since then, we hosted a virtual information session on June 1st that 150 students attended. It was great to see such interest right away. We are excited to be invited to a committee decision meeting next Wednesday to learn more about where we stand with the accelerated state designation process. Through State Street funding, we are able to have two full time positions at each high school. An Advisor and a Guidance Counselor specific to these Early College students. A meeting with the High School instructors is scheduled for June 21, and with the Faculty at the College on June 22 to start talking about the Fall and start to put everyone on the same page. An Instructor/Staff Orientation will take place in late August, and a Student orientation is tentatively scheduled for September 1st.

Ms. Brogna commented on Ms. Cassidy's great presentation. She said that it would be great to see it at the next meeting as a visual with bar graphs. She commented on a job well done servicing students of Quincy.

Chairman Barbadoro added that this Program is a great example of the creative ways the President and his team increase enrollment. This is exactly what the College needed at exactly the right time.

President DeCristofaro introduced Dr. Gillis to provide an update on BORN. Dr. Gillis reviewed the administrative changes which included the elimination of the Plymouth Assistant Dean based on enrollment. Currently there is a Program Administrator on each campus. We anticipate that BORN is going to ask us to reinstate a leadership role in Plymouth.

Dr. Gillis went over the fact that the Nursing Program has 4 program codes. Ms. Brogna commented that BORN is a volunteer board and that not all members have an academic focus. She said that we did what they asked, we segmented the programs in to 4 areas so that we could track the different areas and not punish other areas but now it is convoluted. She said she is confident it will be OK.

Dr. Gillis reviewed enrollment. For Fall 2021, we have 50 accepted ASN students, 43 of those are enrolled (with deposit) to date and 28 accepted PN students, 24 of those are enrolled (with deposit). We are showing an increase from last year and looking favorably for the Fall.

Ms. Brogna commented that these are the best numbers we have seen since 2018. This is great news to the college.

Dr. Gillis added that we are still accepting, and that we have new student orientations planned for, June 17th, 21st, and 23rd. She also formally invited the Board to the June 29th PN pinning at Quincy High School. There will be 13 students being pinned, as well as the 17 who graduated last year being recognized.

Dr. Gillis asked if there were any questions.

Ms. Clarke asked if we know anything right now about the testing exam? Dr. Gillis asked if she meant the results from last year? She explained that we have 17 graduates, 13 of those students tested and all passed on first attempt. 4 students still have to test. 2 are about ready to test and she is hopeful that those two will test. Once we have one more from each campus, we can submit. The current pass rate is 100%, with 4 left to test. Pass rate must be 80%. One more on each campus will secure the 80% and we will move forward.

There were no further questions for the Dean.

President DeCristofaro asked Dr. Gillis to introduce Chris Slocum, our new Assistant Dean.

Mr. Slocum announced how glad he is to join the team, and how nice it is to meet the board.

Chairman Barbadoro then gave the Chairman's report. He commented on a fantastic commencement and congratulated everyone who worked on it. It was a wonderful time, and a job well done. He commented on the great surprises and commentary. He reminded the board, as mentioned by Ms. Clarke, to complete the state compliance training online if they have not already done so.

Ms. Clarke asked if Ms. Sheehan could share the information with everyone again.

Chairman Barbadoro mentioned the last board meeting of the year is August 5th. He said that it is important to be there as we will be planning to organize and talk about expectations for the budget and planning for the next year. Chairman Barbadoro thanked Ms. Brogna for her years of service and mentioned that August 5th will be her last meeting. He called out her wonderful work on the budget, nursing and overall. The compliance and advice Ms. Brogna has given the board on nursing aspects especially, and how the nursing program should work have been irreplaceable. The board will miss her.

Ms. Bevivino-Lawton reminded the board that the meeting on August 5th will take place on the Plymouth Campus. She hopes that everyone will come.

Chairman Barbadoro thanked the President for all of his work especially on the budget, graduation, updates on programs and enrollments in nursing and early college and coming up with creative ways to bring in students.

Mr. Shea commented about Ms. Brogna's last meeting and asked if we have a date set for a September Meeting. He reminded the board next year is a big year for turnover on the board and we have to think about succession planning and outreach. We will bring in Ms. DiPesa in September. He stated, August 8, 2022 will be last meeting for a few members (Barbadoro, Shea, Clarke). He would like to discuss getting started ahead of time. He suggested keeping a few folks in the bullpen if possible, to be more prepared for turnover. He added that he couldn't agree more with the Chairman on graduation. He thought the Music Circus was good, but this year was great. He gave a special shout out to Steve Dooner for all he did with Commencement.

Mr. Harnias asked about the city council meeting and whether faculty and staff were present. We are fighting for a better place for the students, he hoped for more representation from faculty and staff.

Mr. Shea added that he believes after next week, meetings should be live.

Mr. Santoro commented that we are taking a whack publicly. Most is misinformation. He asked if there is a way that we can say what actually happens at this school to the public? How do we fight that? That this is a great place with great initiatives.

President DeCristofaro added that it is our job as well, to consistently play offense.

Chairman Barbadoro commented that we have a balanced budget now. We have in the last three years, overcome issues with nursing program, enrollment, on our way by the end of next year with over \$10m in reserves. Overcome issues and gotten in shape through leadership of the college, of the board. I don't want us to engage in a political discussion. There is always going to be negativity in the press. We will get the positive information out and in a way that makes sense. He mentioned that he will be appearing on Quincy Cable TV. Recording on Wednesday, and it will air on Monday, June 21st.

Chairman Barbadoro reminded the board that this is a special meeting that was called and that there is a meeting scheduled for June 24. We no longer need the meeting on June 24 so he would like to vote to cancel the meeting. He requested a motion to cancel the June 24 meeting. Ms. Brogna motioned to cancel the Meeting scheduled for June 24th, seconded by Dr. Fitzgerald. On the motion, the following members of the Board of Governors voted in the affirmative: Mr. Paul Barbadoro, Ms. Eileen Bevivino-Lawton, Ms. Brogna, Mr. Christopher Carroll, Ms. Barbara Clarke, Mr. Thomas Fitzgerald, Mr. Robert Harnais, Mr. Frank Santoro and Mr. Joseph Shea. Nine members voting in the affirmative and the motion was adopted.

Old Business

Ms. Clarke mentioned the NECHE visit in October that Dr. Yatin went through. She mentioned that the board still needs to show that we are in support of this effort and are aware of what is in that document. On October 31, you may or may not have an opportunity to talk to these folks. She wants you to be informed. She asked Dr. Yatin to quickly tell us what the next steps are that we as the board should participate in.

Dr. Yatin said that between now and the next meeting, you may get some information. She described plans for the July timeframe and minor areas that Dr. Nieves suggested editing. The tentative deadline is July 15th. Once all set, Dr. Yatin will share with everyone at the college including the board. The final draft of the report worked received feedback from 14 committees, and 113 individuals at the college. The actual report is without appendixes. Dr. Yatin will send draft that Dr. Nieves saw already to Ms. Clarke. We are open to any feedback.

Chairman Barbadoro asked if there was a summary. Please send us what you think we need to see. The current draft is 99% final. Ms. Clarke would like to see that. She thanked Dr. Yatin.

Chairman Barbadoro asked if there was any other old business? There was none.

New Business

None

Chairman Barbadoro entertained motion to adjourn the meeting. Mr. Shea made the motion, seconded by Ms. Brogna and the meeting was adjourned at 7:35pm.