

**QUINCY COLLEGE  
BOARD OF GOVERNORS  
AUGUST 5, 2021**

**Meeting Minutes**

The meeting of the Quincy College Board of Governors was held in the Plymouth Campus Library located at 36 Cordage Park Circle, Plymouth, MA and on 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, Mr. Christopher Carroll, Ms. Barbara Clarke, Ms. Katherine Craven, Mr. Gregory Hanley, Mr. Robert Harnais, Ms. Carolyn O'Toole Mr. Frank Santoro and Mr. Joseph Shea. Absent at the call of the roll was Ms. Mary Jo Brogna, Dr. Thomas Fitzgerald, and Father James F. Hawker. 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; Cathie Maloney, Dean/ Director of the Plymouth Campus; Matthew Flaherty, Security Officer (Plymouth Campus); Robert Martell, Custodian (Plymouth Campus); 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 asked if anyone had requested, or if anyone in attendance would like to speak to the board as part of the agendas open forum item, there were no requests.

Chairman Barbadoro asked if there was any discussion prior to the vote, on the meeting minutes to be approved: 4/1/21 Board Meeting, 6/10/21 Public Hearing on the Budget, and 6/10/21 Special Meeting. There was none.

Chairman Barbadoro asked for a motion to approve the meeting minutes from the April 1, 2021, meeting as presented. Mr. Shea made a motion, 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, Ms. Katherine Craven, 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.

Chairman Barbadoro asked for a motion to approve the meeting minutes from the June 10, 2021 Public Hearing on the Budget as presented. Mr. Shea made a motion, 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, Ms. Katherine Craven, 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.

Chairman Barbadoro asked for a motion to approve the meeting minutes from the June 10, 2021 Special Meeting as presented. Mr. Shea made a motion, 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, Ms. Katherine Craven, 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.

Chairman Barbadoro gave his report. He said how good it was to be at the Plymouth Campus. He reminded the Board of the Trustee Training that must be completed by November. He also reminded everyone that this is the last meeting of the year and that committees would be established by the next meeting. He asked the board members to let him know before the September meeting if there are any committees that they would like to be on, or any new committees that should be established.

Mr. Shea mentioned the need for establishing a search committee again as Barbadoro, Clarke and Shea's terms are all up in 2022.

Ms. Bevivino Lawton asked if there was a way of changing the statute to extend those terms for a year or two, considering where the college is at. There was discussion on this. Ms. Craven said that although possible, it would be time consuming and need legislative approval to change the statute.

Mr. Barbadoro shared the proposed 2021-2022 meeting schedule. He asked if anyone had any reason to discuss any of the dates. Mr. Shea asked if it was safe to assume that his term ends on August 4, 2022 (the last regularly scheduled meeting). Chairman Barbadoro confirmed that if there happened to be a meeting between August 4, 2022 and September 23, 2022, technically the annual meeting date is when the new term begins. There was discussion on the September date. Wednesday, September 23, 2021 was listed on the meeting schedule, but the Wednesday date is actually September 22, 2021. Mr. Barbadoro asked Ms. Sheehan to update and distribute the revised meeting schedule to the board.

Mr. Barbadoro mentioned that Ms. Brogna's term ends this month. She was not able to make it tonight so we would like to recognize her at our September meeting.

Mr. Shea reminded the board Dolly Di Pesa will be sworn in at the September meeting.

Chairman Barbadoro asked for a motion to accept the meeting schedule presented tonight as amended. Mr. Shea made a motion, seconded by Ms. Clarke. 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, Ms. Katherine Craven, 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.

Chairman Barbadoro introduced President DeCristofaro for his report.

President DeCristofaro thanked Dr. Yatin, Dr. Luddy and Ms. Clarke for all of their work on the NECHE report. He then introduced Cathie Maloney, Dean/Director of the Plymouth Campus.

Ms. Maloney introduced herself as the Dean of the Plymouth Campus. She stated how excited she was to have students back on campus in the Fall. She reviewed some new programs in which the community is excited about having in Plymouth as they really meet the needs of the community, including the EMT and Pharm Tech programs that will be starting in September.

She stated staff is currently working on getting the classrooms ready for those. She also discussed a few other partnerships including the United Way of Plymouth HiSet program this Fall and the Chamber of Commerce will be announcing the Community Development Block Grant (CDBG) from the City for the Home Health Aide Program. She thanked everyone for coming to Plymouth, and thanked Ms. Bevivino -Lawton and Mr. Hanley for their involvement on the campus. She made herself available for any questions.

Ms. Bevivino-Lawton asked if we have Fall enrollment number at this time. Ms. Maloney said the numbers haven't been broken out by campus just yet, and that all of our students are very last minute. She assured the board that students (based on a survey done) want to be back on campus.

Ms. Maloney introduced and recognized her staff members that were present: Mr. Matthew Flaherty, Security and Mr. Robert, Custodian, for their hard work and for going above and beyond every day.

President DeCristofaro thanked Ms. Maloney for her work and connections within the Plymouth Community. This is the first time we have received a CDBG from the town of Plymouth.

President DeCristofaro discussed the work in progress with the Plymouth Campus. A Symposium was hosted in June with members of the leadership team to take a deeper look at the Plymouth area and where we go with our students and our programs and extension of programs. There was talk about the campus, overview of demographics and considerations of where we should go from there. President DeCristofaro thanked Ms. Bevivino-Lawton for being there.

President DeCristofaro discussed new programs that the college is exploring. At this time the college is focusing on establishing a health sciences college, making community connections and strengthening relationships with high schools to create pathways.

President DeCristofaro reviewed some summer activities that took place at the college. The Plymouth Campus hosted an Aquaculture Camp, and the President asked Ms. Maloney to speak about it.

Ms. Maloney explained that we received a grant to run this camp. Our location couldn't have been more perfect, being right on the water. The camp was able to take a day trip to an oyster farm in Brewster and spent the rest of the time in Plymouth on the water. Students from all over Massachusetts participated, some even making it a vacation with their families. The program was great, the students were very engaged and both students and parents enjoyed it.

Governor Bevivino-Lawton asked about press on the camps, as this would be a really good time to get great coverage. She suggested we contact Old Colony Memorial. Ms. Maloney answered that Old Colony Memorial is coming to the Plymouth campus for a meeting in a few weeks.

Mr. Santoro asked about the HiSet program. Ms. Lopci answered that we have done this for a few years now in Plymouth.

Ms. Bevivino-Lawton had given the name of a school committee member to the president and she asked if he had reached out to him. President DeCristofaro answered that he didn't want to go to the school committee before the superintendent. He plans to meet with the Superintendent a few more times before going to the school committee. President DeCristofaro promised to call the committee member that Ms. Bevivino-Lawton suggested.

President DeCristofaro reviewed some statistics from the Plymouth Symposium. He informed the board we plan to get together again on August 24<sup>th</sup> for Symposium II to take a look at enrollments and make sure we are making a difference.

In regards to Enrollment, President DeCristofaro said that all departments are focused on enrollment and working hard, especially Admissions, Advising and Financial Aid. Day to day indicators are shared with all departments and we are looking at both current students and recruiting new students. He thanked Ms. Cassidy and her team. Currently, we are 15-16% down, same as last year at this time, but over time many of our students have shown that they wait until the last minute to register.

A Biotech Academy on the Quincy campus was also held this summer for both students and instructors. The teachers were true educators, they wanted to learn more for their students and be better for their students. It was a pleasure to host this camp. In the future, President DeCristofaro stated that we would like to offer activities like this during school breaks. There are so many opportunities to get involved in public schools. All summer activities went very well. They were not highly enrolled, but we are making sure next year that we double enrollments.

President DeCristofaro spoke of the Colleges professional development initiative. Ms. Cherry is on an advisory team with faculty. We want to make sure that we all work together to get the very best professional development opportunities for our faculty and staff. We presented this initiative to a small group and are getting to a point that we are ready to present it during non-instructional days in mid-August. A survey was sent out to faculty asking what they would want to do. Some very good replies were received. We are showing faculty that we are here, and we are working hard.

President DeCristofaro let the board know that a TEAMS survey was sent out to all staff and faculty. The goal is to find out what they think of the process, if it helped, what changes should be made, etc. Responses are due by August 10<sup>th</sup>. We will be sure to share the results with the board in the future.

We are also getting results back from a yearly student satisfaction survey. We will take a look at the data and move forward.

Ms. Clarke asked about the summer activities and if they were revenue generating events or more for press. President DeCristofaro answered that yes it was for press but also that one camp was grant funded. He thanked Ms. Lopci and Ms. Tracey Merrill for all of their hard work on securing these opportunities for the College.

President DeCristofaro reviewed the membership of the President's Community Council that he has put together, made up of business professionals in Quincy. During their June 16<sup>th</sup> meeting, they were asked from a business perspective, what kinds of things do they do in marketing. President DeCristofaro is currently meeting with each member individually for follow up meetings. Jeff Bellows and Janine Mudge are the final meetings taking place next week. With these meetings, we are finding that this truly is a business and we have to treat it like one. President DeCristofaro has a meeting scheduled with Joe Jannetty. There are tremendous businesses right here in Cordage Park and the President has talked to him about creating an advisory board for just the building that would meet 3-4 times per year. We want to make sure the college has roots here, and this would help in giving us direction as to where we can go as well as the opportunity to learn about the businesses here and their clients.

President DeCristofaro also shared about his meeting with the CEO of Eastern Bank, Robert Rivers. The meeting was terrific. Bob really understood what the college mission is and where we can go. He asked what we needed from him, so we are working on ideas for that. He also showed interest in adding someone from his team to the community council. This is the type of connections we are looking for, that will help us in the long run.

President DeCristofaro gave a brief update on Athletics. Mr. Bell and Mr. Raymer are working hard to bring athletes to us. The baseball team has 30 members. Men's basketball is continuing with 25, and Cross country has 6 new athletes. We are going in a great direction thanks to Chris and Jack.

Ms. Clarke asked if there was any progress with women's teams. The President responded that we tried to get women's basketball and soccer teams going. We had coaches trying to recruit but due to the pandemic many games were cancelled and visits to schools were not available. We need to get in to the high schools. He assured Ms. Clarke that we haven't forgotten women's sports.

President DeCristofaro shared that at the September meeting the college will be presenting a revised budget. We are currently taking a look at some changes since May 2020. We want to make sure it is still balanced while also infusing CARES Act II funding. The first thing we talked about was increasing our reserves. We also want to hire an Enrollment Manager to work directly with admissions. This position is currently posted. The college has gone ahead and hired a Director of Marketing and Communications out of CARES funding as well as Marketing consultants (mediaworks) whom we met with and are terrific. President DeCristofaro explained that he didn't get permission from the board to do that, because there was a sense of urgency with enrollment. Everything that we do is going to be outcome based. We are looking forward to working with these entities to bring the college to the next level.

Ms. Bevivino-Lawton asked about our new Director of Marketing. The President gave a brief introduction to Matthew McGowan, who is a Quincy resident and on the Quincy College Trust. He is very talented and wants to focus on making a difference and really wants the college to succeed.

Chairman Barbadoro stated that he is excited. During his time on the board, we have never had a marketing firm come in. The board shouldn't have to ask about PR, it should happen automatically. These folks should be up to date on all of that. There is such a demand and it shows that we are serious about that.

Ms. Clarke stated that she doesn't have a problem with the new positions, because they are needed and very important, but just wondering if those positions are in the budget. Chairman Barbadoro answered that we voted on the budget based on projected revenues, but now we have extra money that we didn't expect. It is appropriate that the budget is revised and voted on in September. We will have to affirm positions in September. These positions are not coming from the current budget.

There was further discussion and Chairman Barbadoro assured that these are not funds that have been earmarked yet.

President DeCristofaro stated that the college would like to present what we plan to spend year one, year two, year three, etc.

Ms. Clarke noted that in years past, she spent a lot of time doing money transfers for \$1,200. She stated that money should not be spent if it is not in the budget.

President DeCristofaro informed the board the college didn't receive the money until July 1, 2021.

Chairman Barbadoro mentioned that proposed changes will be spelled out in September.

President DeCristofaro continued with his report. When we look at early college high school, what he would like to do working with Ms. Cassidy and others is to get business partners directly involved with our students. Something that shows the partner that they started the pathway for these students. This is something that will be presented to the board in the future.

Ms. Craven continued by pointing out the connections. She serves with Mr. Rivers from Eastern Bank on the MA Business Roundtable. Ms. Craven mentioned that Eastern Bank may be a great fit for funding Early College. Mr. Rivers was excited about the work with Early College. It brings kids from any background in to college and successfully sees them through. It is a great program and Quincy College is spoken of often at the MA Business roundtable.

Mr. Santoro mentioned that State Street in the past helped Quincy High with mentor program, maybe there is a way to tie the programs together.

President DeCristofaro mentioned new programs that we would like to explore. The college is looking at using start up funding within the \$4.3 million to start a radiology certificate program. A handful of other community colleges have this program that we can model. Radiology is something in Quincy we could really be proud of, in addition to our Medical Assistant, Pharm Tech and EMT Programs.

Ms. Bevivino-Lawton suggested looking in to a Vet Tech Certificate Program. She noted that there are ten animal hospitals in the Plymouth area. She believes Massasoit has this program.

President DeCristofaro assured the board that we will use the CARES money to increase enrollment and opportunities. He thanked the board and asked if there were any questions. If not, brief updates will be provided from Ms. Cassidy, Dr. Yatin, and Ms. Lopci. He mentioned that we are so talent rich and very lucky.

President DeCristofaro introduced Ms. Lopci to provide an update on Workforce Development and Grants. Ms. Lopci pointed out the one sheeter with specific grants updates for July 2021. She reviewed the chart of Awarded (\$711,436.00), Declined (\$55,812.73) and Pending (\$2,385,300.20) grants. She alerted the board that the Pharm Tech program was approved. She also noted the partnership made with Walgreens, meeting with Stop and Shop today, and meetings scheduled with South Shore Hospital and Milton Hospital.

Ms. Lopci went in to detail about a few of the grants and noted that we do have some grants that were declined, which is a learning experience for next year.

Chairman Barbadoro said that this is one of the things the last couple of years that has changed dramatically. The college was never going after grants in the past. It is nice to see that we are now.

Mr. Carroll thanked Ms. Lopci for the detailed spreadsheet.

Ms. Clarke asked about the long list of grants in the NECHE report, specifically the MA Sciences Program - Virtual Biotech course and the process on that. Ms. Lopci answered that she just submitted an invoice for it. It is going very well. A website was created to complete the course which is three dimension. We are currently working with high schools to share this information. It is a work in progress but utilizes online services. There was further discussion on this between Ms. Clarke and Ms. Lopci.

President DeCristofaro introduced Ms. Cassidy to provide an Early College update. Ms. Cassidy provided an overview of the progress and timeline. She thanked Governor Craven for all of her assistance in helping us understand the process. The college is aggressively recruiting this summer. An info session was held in early June, a meeting took place with all High School instructors, and another with college professors. Both Quincy High School's will have an Early College High School Guidance Counselor to assist students with meeting college level rigor. This is a traditional counselor role that will work hand in hand with Early College High School coaches, who will be the liaisons between Quincy Public Schools and Quincy College. Ms. Cassidy described further the roles of these positions. Ms. Cassidy informed the board that student acceptance and commitment letters have begun to go out, that the leadership teams continue to meet regularly, and we are excited to get staff up and running. This has been a true collaboration with Quincy Public Schools, working with staff and making sure we are set up for a smooth kick-off in the fall. Next steps for the program include continuing to grow student enrollment, reporting to state, continuing to work with support staff, student orientations and follow up with students. In the fall we will have data on who the students enrolled are. We look forward to keeping you informed on the progress and course offerings.

Ms. Cassidy also provided a recap of High School Partnerships to include Dual Enrollment which had a significant increase this past year as well as our Pathways Programs and Quincy Evening High School.

Ms. Bevivino-Lawton asked about Silver Lake High School. Ms. Cassidy responded we were in touch last year and plan to reach back out.

Mr. Santoro asked about Randolph High School. Ms. Cassidy responded that we have reached out several times and that she wished they were on the list. She is hopeful they will be soon but not sure if it will be for the Fall Semester.

Ms. Clarke asked about transcripts for these students and also about articulation agreements with other schools. Ms. Cassidy responded that yes they would get a Quincy College transcript.

Ms. Clarke asked if these students are vetted before getting in to the program. Ms. Cassidy answered the process and Ms. Craven added that one of the hallmarks of the program is getting kids who may not otherwise look at college. It is a great use of taxpayer resources is that statistics show that these students go on to great success. It is amazing. Ms. Clarke followed with if you are given college credit for a course you would hope that they would follow through with it. Ms. Craven added that City of Quincy provides guidance counselor, shepherding students through. Ms. Clarke said that she would be interested in seeing the statistics. There was further discussion from Ms. Clarke and Ms. Craven on the program.

Ms. Cassidy mentioned a study support session which will exclusively be a block for students to cover time management, study strategies, staying organized, etc.

Chairman Barbadoro asked if anyone else had questions? There were none. He commented that the college is doing a fantastic job.

President DeCristofaro introduced Dr. Yatin to provide an update from Academics.

Dr. Yatin explained that she is currently working on the College Catalog, College Policies, Student Handbook, many projects happening. She provided an update on the Baccalaureate Program. On July 1, a request came for more information. They would like a five-year projection of students and expenses. DHE also requested history of the program. All of this information was compiled and a revised was submitted on July 12. We expect a response by August 16. The result could be that we either submit more information, or our report and external reviewers are accepted. The process is going as planned.

Dr. Yatin reported that a new Dean of Liberal Arts was hired. She plans to introduce him in person in the future. He began his career as a biologist, has a Masters from Syracuse, a PHD in college science education and has worked at Bay state for the last two decades as an Assistant professor, chair of health studies, dean of school of general students and eventually VP. He has extensive experience and a strong background. We are pleased to welcome him to Quincy College.

President DeCristofaro thanked everyone for their patience and listening, as we had a lot to share. We look forward to the September meeting.

Chairman Barbadoro added that the college has great staff working for it.

Ms. Clarke gave a quick committee report of the NECHE Compliance Committee meeting that took place prior to this meeting where they focused on the areas of concern. She added that she thinks the college, Dr. Yatin and Dr. DeCristofaro have done a great job. The NECHE report is very well written.

#### Old Business

None

#### New Business

None

Chairman Barbadoro had a few comments before adjourning. He stated that it has been a long, eventful year with new members joining us and he looks forward to continuing to work with everyone. Everyone has done their part. The addition of the new committee here in Plymouth he hopes to expand. The board has done an amazing job. There are a lot of things happening inside the college and out. Everyone should be proud. Financially, the college has bounced back and is looking better all the time. Chairman Barbadoro commended President DeCristofaro and staff for being so dedicated and doing such a wonderful job, which has made the job of the board easy. The college leadership team has presented the board with great information, new ideas and proposals going forward. It is very much appreciated.

Chairman Barbadoro entertained a motion to adjourn. Mr. Shea made a motion to adjourn, seconded by Ms. Clarke and the meeting was adjourned at 7:50pm.