

**QUINCY COLLEGE  
BOARD OF GOVERNORS**

**MEETING OF JUNE 6, 2019**

**Minutes**

The meeting of the Quincy College Board of Governors, held in the Hart Board Room, Room 706, 7<sup>th</sup> Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order 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. MaryJo Brogna; Ms. Eileen Bevivino-Lawton (via phone); Mr. Christopher Carroll; Mr. Gregory Hanley; Father James Hawker, Ms. Carolyn O'Toole; Ms. Barbara Clarke, Dr. Thomas Fitzgerald; and Ms. Katherine Craven via phone and (arrived @ 6:15pm). Absent at the call of the member roll was Mr. Joseph Shea (who arrived at 6:05pm). A quorum was present.

Also present were President Michael Bellotti, Dr. Gerald Koocher, Provost, Mr. Christopher Bell Senior Advisor to the President and Clerk to the Board of Governors; Martin Ahern, Director of Finance, as well as other members of the College community and public.

The pledge of allegiance was recited and a prayer and moment of silence was offered for several individuals that recently passed away.

Chairman Barbadoro called for the Open Forum portion of the meeting to begin. He invited anyone who wished to come forward and address the Board of Governors to do so. There was no response to Mr. Barbadoro's invitation. Chairman Barbadoro closed the Open Forum segment of the meeting.

A motion was made by Ms. Clarke and seconded by Dr. Fitzgerald that the Board of Governors approve the minutes of the meeting of April 25, 2019 as presented. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Ms. Brogna; Mr. Carroll; Ms. Clarke; Dr. Fitzgerald, Mr. Hanley; Father Hawker, Ms. O'Toole.

Chairman Barbadoro had a very brief report and thanked all the members, staff, and union members for their continued focus and time in assisting the college with all the matters and issues currently before the board. He also reminded members there would be another full board meeting on June 25, 2019, which will be preceded by a Presidential Search Committee meeting on the same night.

Chairman Barbadoro asked President Bellotti for his report. President Bellotti shared the following information with the board:

- Early indicator shows fall enrollment is up by 16% as compared to the same time as last year. This does not include any of the Nursing programs count as it still is in progress.
- He stated he was very close to announcing a new SVP of Enrollment. He explained his rationale for the hiring.
- He is in the process of hiring a Full-Time Registrar Specialist in Plymouth to ensure the campus has the tools necessary to serve the student population down there.
- He explained a partnership with Mass Hire through the city of Quincy, who will be sub-leasing underutilized space at the Plymouth campus, to serve the job related needs and training of employees from the Plymouth Power plant who are being displaced due to the closure of the plant.
- He invited members to the joint signing agreement between Quincy College and Curry College on Monday, June 10, 2019. The agreement will allow Criminal Justice students from Quincy College to go onto Curry College after obtaining 3 years' worth of credits to attend a fourth year at Curry College and receive a baccalaureate degree.
- He also announced an agreement with Curry College to allow their Nursing Program to utilize Quincy College's nursing labs in Plymouth, which will bring a savings to the college of \$9800.00 a month in rent.

President Bellotti then asked the audit group of Powers and Sullivan to give a quick overview of the recent yearly audit of the financials, which Jim Sullivan gave to the members. He also stated the forensic audit due to the board is almost complete and will forward as soon as it ready.

There was some brief discussion with the audit team.

President Bellotti then gave the board an update and spreadsheet report detailing the Nursing programs application process and current headcount.

Ms. Brogna stated she was pleased to see based on the report there seemed to be a 2-1 ratio between applicants and seats in the cohort(s). If the trend continues hopefully, the two cohorts will be completely filled.

President Bellotti acknowledged the late start in recruiting students to the program was a challenge but added he and the staff are on it every day to ensure all avenues are covered in terms of recruitment of qualified candidates. He thanked the board members for all their support and assistance during the process as well as recognizing the hard work of Units D and E, and the administration in a combined effort to fill the cohort(s).

There was some brief discussion among members about the process.

Ms. Craven added regardless of the allowable number in each program we should consider going over because there is always a “melt” factor at the beginning of each semester where students who are accepted, and paid still may disengage for a variety of reasons.

President Bellotti agreed and said he, the Dean, and the Provost are acutely aware of the melt factor and will try to make sure there are enough candidates to provide a full cohort despite this.

Chairman Barbadoro asked for the Provost’s report.

Dr. Koocher stated his main agenda item is the draft of the Strategic Plan which he handed out to the members. He asked the members if they could submit their input, additions, changes, etc. in time to discuss them at the June 25 meeting.

Chairman Barbadoro commended President Bellotti and Dr. Koocher as well as all staff and faculty who participated in the Strategic Plan process.

Chairman Barbadoro asked for the Compliance Committee report from Governor Clarke. Ms. Clarke spoke of the committee’s meeting on 5/21/19 and of some of the recent program reviews, she had inquired about. She also thanked the president and staff for posting documents to the B.O.G. portal and reminded members how helpful it is.

Chairman Barbadoro asked for the presentation from the Finance Committee. Governor Brogna reported there was a summary in everyone’s packet pertaining to the financial reports, which were in the packet as well. She commented on the President and his staff in identifying \$200,000 in costs saving measures and keeping the college operations budget lean. She suggested between Nursing and other indicators hopefully the college would see an upswing in revenues during the next fiscal year.

Some brief discussion ensued.

Chairman Barbadoro request the Personnel Programs report from Governor O’Toole. Ms. O’Toole stated there were several items from the last committee meeting which the committee approved and she asked for a motion on the Associate Faculty Policy.

Chairman Barbadoro made a motion to approve the Associate Faculty Policy, which was seconded by Mr. Shea. On the motion the following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Ms. Brogna; Mr. Carroll; Ms. Clarke; Ms. Craven; Mr. Hanley; Dr. Fitzgerald, Father Hawker, Ms. O’Toole, and Mr. Shea, and the motion was adopted.

Ms. O'Toole then asked for a motion on approving the Paramedic Education Certificate Program. Ms. Brogna made a motion to approve the Paramedic Education Certificate Program, which was seconded by Ms. Clarke. On the motion the following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Ms. Brogna; Mr. Carroll; Ms. Clarke; Ms. Craven; Mr. Hanley; Dr. Fitzgerald, Father Hawker, Ms. O'Toole, and Mr. Shea, and the motion was adopted.

Ms. O'Toole then asked for a motion on approving the Emergency Medical Technician Certificate (EMT) Program. Ms. Brogna made a motion to approve the EMT Certificate Program, which was seconded by Dr. Fitzgerald. On the motion the following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Ms. Brogna; Mr. Carroll; Ms. Clarke; Ms. Craven; Mr. Hanley; Dr. Fitzgerald, Father Hawker, Ms. O'Toole, and Mr. Shea, and the motion was adopted

Ms. O'Toole then asked for a motion on approving the Healthcare Foundation Certificate Program. Ms. Clarke made a motion to approve the Healthcare Foundation Certificate Program, which was seconded by Ms. O'Toole. On the motion the following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Ms. Brogna; Mr. Carroll; Ms. Clarke; Ms. Craven; Mr. Hanley; Dr. Fitzgerald, Father Hawker, Ms. O'Toole, and Mr. Shea, and the motion was adopted

Ms. O'Toole then asked for a motion on approving the Hospitality Management Certificate Program. Ms. Clarke made a motion to approve the Hospitality Management Certificate Program, which was seconded by Mr. Shea. On the motion the following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Ms. Brogna; Mr. Carroll; Ms. Clarke; Ms. Craven; Mr. Hanley; Dr. Fitzgerald, Father Hawker, Ms. O'Toole, and Mr. Shea, and the motion was adopted

Ms. O'Toole then asked for a motion on approving the Hospitality Management Associates Degree Program. Ms. Brogna made a motion to approve the Hospitality Management Associates Degree Program, which was seconded by Dr. Fitzgerald. On the motion the following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Ms. Brogna; Mr. Carroll; Ms. Clarke; Ms. Craven; Mr. Hanley; Dr. Fitzgerald, Father Hawker, Ms. O'Toole, and Mr. Shea, and the motion was adopted

Ms. O'Toole then asked for a motion on approving the New Quincy College Fundraising Policy. Chairman Barbadoro made a motion to approve the New Quincy College Fundraising Policy, which was seconded by Mr. Shea. On the motion the following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Ms. Brogna; Mr. Carroll; Ms. Clarke; Ms. Craven; Mr. Hanley; Dr. Fitzgerald, Father Hawker, Ms. O'Toole, and Mr. Shea, and the motion was adopted

Chairman Barbadoro then provided the board with a brief update on the ongoing NECHE recommendations update and how all the work being done in committees, in the various departments at the college, the creation of the compliance and presidential search committees, and the strategic plan are all to comply with NECHE. He thanked the board, the unions, faculty, and the President for the ongoing commitment to the college.

Chairman Barbadoro then requested a Presidential Search Committee report from Governor Craven.

Ms. Craven stated the committee met earlier and is scheduled to meet on June 25 prior to the full board meeting, she asked Chris Bell to post a meeting time for 5:15 pm. She stated we would not be hiring a search firm but may hire a legal person to facilitate the process. She all suggested Chris Bell act as the conduit to share information among the committee members.

Chairman Barbadoro added the committee is razor focused on the process and will continue to update the full board as time moves ahead.

#### Old Business

None

#### New Business

Governor Hanley requested to have a discussion on the possibility of starting the 4-year baccalaureate process as soon as possible. He believes it is an important revenue driving possibility.

Chairman Barbadoro although not opposed to the idea stated it would have to first be fiscally analyzed with a cost analysis. Additionally a market and demographics study on deciding what program(s) might be implemented, and a detailed explanation to the board by the President and Provost on all the steps necessary both by regulatory authorities, the Department of Higher Education, any government entities involved in the process and other major stakeholders before a process can proceed. He suggested the idea and issue be discussed at the full board meeting on June 25, 2019.

Mr. Hanley agreed.

At 7:10 PM, Governor O'Toole made a motion to enter into Executive Session. The motion was seconded by Chairman Barbadoro. There was no discussion on the motion. On the motion the following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Ms. Bevivino-Lawton; Ms. Brogna; Mr. Carroll; Ms. Clarke; Ms. Craven; Dr. Fitzgerald, Mr. Hanley; Father Hawker, Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

At 7:40 PM, Governor Shea made a motion to leave executive session and to reopen the public session for the purpose of adjournment. Governor Clarke seconded motion

At 7:45 PM, Ms. Brogna made a motion to adjourn the meeting. Mr. Shea seconded the motion. There was no discussion on the motion and the meeting adjourned.