

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF SEPTEMBER 23, 2020

Minutes

The meeting of the Quincy College Board of Governors, was held by remote access on Zoom, and streamed on the Web, and in person at the Quincy College Anselmo Library 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. Mary Jo Brogna; Ms. Katherine Craven; Mr. Greg Hanley; Ms. Eileen Bevivino-Lawton; Mr. Christopher Carroll; Mr. Joseph Shea, Ms. Barbara Clarke; Ms. Carolyn O'Toole; and Father James Hawker. Absent at the roll call was Dr. Thomas Fitzgerald. A quorum was present.

Also in attendance was President Richard DeCristofaro, Christopher Bell VP of Operations and Chief of Staff, and Clerk to the Board of Governors, Dr. Servet Yatin SVP Academics; Dr. Jennifer Luddy SVP Enrollment; Thomas Pham, VP of IT, Mission Support, and Registrar; Martin Ahern VP of Finance; and Jessica Cherry, Legal Counsel.

The pledge of allegiance and moment of silence were completed at the direction of Chairman Barbadoro.

A prayer was offered by Father Hawker.

A presentation to Donna Brugman in recognition of her retirement was made by Chairman Barbadoro, Governor Clarke, and President DeCristofaro.

Mr. Hanley made a motion to suspend the rules in order to report out the nominating committee's recommendation regarding election of the board's officers for the two-year term starting today and ending at the annual meeting in 2022. Mr. Carroll seconded the motion. On the motion the following members voted in the affirmative, Mr. Paul Barbadoro; Ms. Katherine Craven; Father Hawker; Ms. Mary Jo Brogna; Ms. Eileen Bevivino-Lawton; Mr. Christopher Carroll; Ms. Carolyn O'Toole; Mr. Joseph Shea, Ms. Barbara Clarke; and Mr. Greg Hanley. Ten members voting in the affirmative and the motion was adopted.

Mr. Hanley explained the nomination process and reported the committee is recommending the following members to be named officers. Chairman of the Board Paul Barbadoro, First Vice Chair Joe Shea, and Second Vice Chair Carolyn O'Toole.

Ms. Brogna made a motion to accept the committee's report and elect Chairman of the Board Paul Barbadoro, First Vice Chair Joe Shea, and Second Vice Chair Carolyn O'Toole to serve for the term starting tonight and running until the annual board meeting in 2022. Ms. O'Toole seconded the motion. On the motion the following members voted

in the affirmative, Mr. Paul Barbadoro; Ms. Katherine Craven; Father Hawker; Ms. Mary Jo Brogna; Ms. Eileen Bevivino-Lawton; Mr. Christopher Carroll; Ms. Carolyn O'Toole; Mr. Joseph Shea, Ms. Barbara Clarke; and Mr. Greg Hanley. Ten members voting in the affirmative and the motion was adopted.

Chairman Barbadoro opened the Open Forum segment of the meeting and invited anyone who wished to address the Board of Governors to do so. There was no response to Chairman Barbadoro's invitation. Chairman Barbadoro closed the Open Forum segment of the meeting.

A motion was made by Mr. Hanley and seconded by Mr. Shea that the Board of Governors table the minutes of the August 13, 2020 meeting as presented and defer to Ms. Clarke's requested changes and edits until the next board meeting. The following members of the Board of Governors voted in the affirmative, Mr. Paul Barbadoro; Ms. Katherine Craven; Father Hawker; Ms. Mary Jo Brogna; Ms. Eileen Bevivino-Lawton; Mr. Christopher Carroll; Ms. Carolyn O'Toole; Mr. Joseph Shea, Ms. Barbara Clarke; and Mr. Greg Hanley. Ten members voting in the affirmative and the motion was adopted.

Chairman Barbadoro stated he had a brief Chairman's report and thanked all of the board members for working hard to assist in keeping the college functioning in a positive manner over a very difficult time. He is looking forward to continue to build on some recent success and appreciates the hard work done by the members in doing so.

Chairman Barbadoro suggested he would be making new committee assignments and informing the college and board by Friday the 25th of September. Once again he asked members seeking assignments to email him directly for consideration. He also informed the board of some recent legal policy updates at the college which were not substantive and did not need board approval. He suggested he had spoken with Legal Counsel Jessica Cherry on the changes in August and meant to update board at the August meeting but did not do so. He apologized, and asked Legal Counsel Cherry to summarize the changes, which she did. Ms. Cherry also reported she would update the board or copy them in an email the changes which were made prior to the next board meeting in October.

Ms. Clarke asked were the changes major?

Ms. Cherry responded no they were legal compliance changes as mandated by federal guidelines.

Chairman Barbadoro requested Governor Bevivino-Lawton to report out on a recent Cordage Park/Plymouth Chamber of Commerce event hosted by President DeCristofaro and the Chamber. Ms. Bevivino-Lawton deferred to Governor Hanley, who explained the advocacy and education about the Plymouth campus Ms. Bevivino-Lawton gave that night in her profound address to the group was impactful and her continued work on behalf of Quincy College in Plymouth, will be instrumental in moving forward on the Plymouth campus.

Chairman Barbadoro requested the President's report.

President DeCristofaro thanked Ms. Lawton for her assistance with the Plymouth event and recognized her for her preparation on her address to the attendees. Her comments were well met and taken by all who were present. He stated all of us at the college truly appreciate your commitment to the mission of Quincy College.

President DeCristofaro spoke about the proposed calendar. He stated the only change was moving the final budget report to May 20th as it would give the college, the finance committee, and the full board more time to identify all of the elements on revenues necessary to prepare a balanced budget for FY22. He requested the board please consider the change.

There was brief discussion on the matter.

Mr. Carroll made a motion to accept the calendar as presented, seconded by Ms. Clarke. On the motion the following members voted in the affirmative, Mr. Paul Barbadoro; Ms. Katherine Craven; Father Hawker; Ms. Mary Jo Brogna; Ms. Eileen Bevivino-Lawton; Mr. Christopher Carroll; Ms. Carolyn O'Toole; Mr. Joseph Shea, Ms. Barbara Clarke; and Mr. Greg Hanley. Ten members voting in the affirmative and the motion was adopted.

President DeCristofaro welcomed new QEA President Sean Green who recently took over the leadership position with the QEA. He also recognized and congratulated board member Katherine Craven for being named as the CEO of the Year in the education category recently by the Boston Business Journal.

President DeCristofaro reported he and many members of the administrative are working diligently in creating new partnerships and collaborations to aid in increasing enrollment and work force development at the college and to better serve the community which the college serves. He identified the following entities as groups he has been meeting with to expand our business relationships throughout the service area and even beyond it:

- Plymouth Regional Economic Foundation
- Plymouth Public Schools Superintendent
- State Street Bank
- NAGE (National Association of Government Employees)-Dave Holway, President
- South Shore Chamber of Commerce-Peter Forman
- Quincy Chamber of Commerce-Tim Cahill
- Majority Leader Ron Mariano-Mass Hire
- Manet Health
- Bay State
- Gavin House
- Dunkin Donuts
- Chick-Filet

President reported at the next board meeting he will invite AVP Lopci to make a brief presentation on the ongoing effort to increase in Work Force Development at Quincy College.

President also thanked AVP Tina Cahill and Governor Clarke for their collaboration on the Opportunity Scholarship program through the Trust, and will work with them on future programs to offer students opportunities to attend college despite financial barriers.

President DeCristofaro updated the board on the newly formed Quincy College Business Partnership and its initial goal of raising \$100,000 to construct a new Welcome Center. Along with the Chairman of the Partnership Michael Bellotti, a letter was sent out to many of the business leaders in the area to request support for the project. He finished saying Michael Bellotti would be following up on the letter by contacting all of them by phone. When built the center will allow for a one stop shopping approach for all students and potential students upon entering the campus, in need of services from the college.

President DeCristofaro also updated the board on his recent communications with the CCI Board and his efforts to gain some support from the board for other necessary initiatives at the college. He will be meeting with them on October 19, 2020.

Chairman Barbadoro offered to attend the meeting with President DeCristofaro and asked to be sent an invite on it.

President DeCristofaro also reported on a potential startup of a Dual Enrollment program in Plymouth that Supt. Chris Campbell was enthusiastic about the possibility, and looks forward to partnering with the college on the initiative.

At 6:40p p.m. Dr. Fitzgerald joined the meeting.

President DeCristofaro then asked Dr. Luddy to give an enrollment update to the board.

Ms. Luddy thanked the president and board and gave an update on YTD enrollment numbers, compared to last year, stating the college is -10% down. She finished by stating the college has outperformed other community colleges in the area by about 5%.

Brief discussion ensued.

SVP Servet Yatin then gave an update on Academics.

Brief discussion ensued.

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Chairman Barbadoro asked for a report of the Bylaws Committee

Mr. Carroll gave a brief summary of the earlier meetings of the committee and reported that the committee is seeking approval of the following matters related to the bylaws after redrafting some minor amending language on them.

Presidential Evaluation Schedule
Delegation of Authority
CFO and Executive Secretary position

Mr. Shea made a motion to adopt the changes in the bylaws as presented, seconded by Ms. Brogna. On the motion the following members voted in the affirmative, Mr. Paul Barbadoro; Ms. Katherine Craven; Father Hawker; Ms. Mary Jo Brogna; Ms. Eileen Bevivino-Lawton; Mr. Christopher Carroll; Ms. Carolyn O'Toole; Mr. Joseph Shea; Dr. Fitzgerald; and Mr. Greg Hanley. Governor Barbara Clarke voted present. Ten members voting in the affirmative and one voting present, the motion was adopted.

Mr. Barbadoro asked Ms. Clarke for an update on the compliance committee. Ms. Clarke stated there was no formal report as the committee had not met recently. She finished by stating she will be calling a committee hearing before the next board meeting.

Ms. Luddy gave a brief summary of the schedule and update of ongoing compliance issues and an update on all of the compliance matters with NECHE.

Mr. Barbadoro thanked Ms. Clarke for her effort in overseeing compliance matters for the Board of Governors and the college.

Mr. Barbadoro asked for a Personnel and Programs report. Ms. O'Toole stated there was none but a meeting will be scheduled prior to the next board meeting.

Mr. Barbadoro asked for a Finance report.

Ms. Brogna reported the committee had met last night to go over the Revised FY21 budget. She requested VP Ahern give an update.

Mr. Ahern gave a summary on the revenues. He also went over the revised budget numbers, and updated the board on the necessary steps taken to balance the budget as well as some projections and ideas on the FY 22 budget when one time revenues used this year to stabilize the budget won't be available.

Ms. Brogna thanked the President and his team for the new format and transparency on the budget making it much easier for all to read and process.

Mr. Barbadoro asked for an Appointing Committee update.

Mr. Hanley gave an update and stated due to a less than expected amount of applicants the appointing council is reopening the process. The hope would be to fill the two vacancies by the December meeting.

Old Business

None

New Business

Mr. Barbadoro requested Governor Shea work with Legal Counsel Cherry and Clerk Bell on potential language regarding Executive Session on the agenda going forward.

At 7:35 pm, Mr. Barbadoro made a motion to adjourn the meeting. There was no discussion on the matter and the meeting was adjourned.