

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF OCTOBER 22, 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. Katherine Craven; Ms. Eileen Bevivino-Lawton; Mr. Christopher Carroll; Mr. Joseph Shea, Ms. Barbara Clarke; Ms. Carolyn O'Toole; Dr. Thomas Fitzgerald; and Father James Hawker. Absent at the roll call was Ms. Mary Jo Brogna and Mr. Greg Hanley. 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. Chairman Barbadoro also requested a prayer in memory of former Quincy College President Clayton Johnson who recent passed away.

A prayer was offered by Father Hawker.

Chairman Barbadoro requested if anyone would like to or had requested to address the board as part of the agenda's open forum item. There were no requests.

Chairman Barbadoro asked if meeting minutes reflected the ongoing State of Ma Emergency Open Meeting law due to the COVID-19 virus.

Mr. Bell responded the minutes reflect the ability to attend the meetings remotely due to the law.

Chairman Barbadoro requested a motion to accept the meeting minutes from the September 23, 2020 meeting as presented.

A motion was made by Mr. Shea and seconded by Mr. Fitzgerald that the Board of Governors accept the minutes of the September 23, 2020 meeting as presented. The following members of the Board of Governors voted in the affirmative, Mr. Paul Barbadoro; Ms. Katherine Craven; Father Hawker; Ms. Eileen Bevivino-Lawton; Mr. Christopher Carroll; Dr. Fitzgerald; Ms. Carolyn O'Toole; Mr. Joseph Shea, and Ms. Barbara Clarke. Nine members voting in the affirmative and the motion was adopted.

Chairman Barbadoro stated he had a brief Chairman's report and commented on the recent news article in the Patriot Ledger on the college and the good public relations it brings with it to the college. He also will be reaching out to Governor Hanley to schedule a finance committee meeting for November, instead of waiting until the December 10th full board meeting.

Chairman Barbadoro requested the President's report.

President DeCristofaro spoke briefly about a response he had sent out to the Department of Higher Education (DHE) on information they had requested in a recent letter to the college as part of their annual review of local colleges. He welcomed the routine check in by all the oversight boards associated with the college. In this particular case the DHE request was related to recent changes in the law regarding college feasibility and a retrospective look back over the past 3 years. He requested VP Ahern explain the process and response which had been shared with the board already.

Mr. Ahern gave a summary of the response and the process.

Brief discussion on the matter ensued.

SVP Luddy added the college in responding to DHE suggested Quincy College is looking forward to opportunities for growth in several areas including surge tech, nursing, PTA, and many others which all have the capacity to grow. She closed by stating the ongoing support and partnership with the city of Quincy is excellent.

President DeCristofaro spoke about the recent successful event held and led by Meghan Cassidy with 50 students regarding the First Year Seminar which she oversees. He thanked Ms. Cassidy on the incredible job she does with the program and all the other programs she is involved with at the college. He added he continues to seek new revenue sources for the college through such initiatives as a possible Early College Program which is in progress in partnership with the Quincy Public Schools and State Street Bank. If approved, after a needs assessment takes place, the students tuition will be funded by State Street Bank and create a pathway from high school to Quincy College and beyond. He reported he had met with, and wants to thank College Courses Inc. (CCI) for its commitment to donate \$25,000 a year for three years to nursing students at the college. He also updated the board on the work he is doing with former President Bellotti in creating the Quincy Business and Community Partnership. While still in its planning stage once the partnership is formalized, it should be successful in the near future in creating another outside stream of revenues to support some of the academic needs for its student population and faculty. In closing President DeCristofaro requested AVP Kate Lopci to present a short presentation on updated workforce development and grant information.

Ms. Lopci gave a PowerPoint presentation on her programs and grants which are current. AVP Lopci then introduced new grant writer Tracey Merrill, who gave a briefing on new grant applications, which she has been working on since she started at the college recently.

Brief discussion ensued on the matter.

Chairman Barbadoro welcomed Ms. Merrill to Quincy College and is thankful the college has a new grant writer working on behalf of the college.

Chairman Barbadoro asked Clerk Bell going forward to delete the NECHE Compliance agenda item which had been only added for the NECHE review and now was being replaced as part of the Compliance Committee's work.

Mr. Bell responded it would be removed as part of the next meeting's agenda in December.

Mr. Barbadoro asked Ms. Clarke for an update on the Compliance Committee.

Ms. Clarke reported the committee had met recently and gave the board an update on the NECHE Interim Report as well as the ARFE financial report which is due in December. She suggested as the college goes through the process both the boards finance committee and programs committee will need to be engaged.

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 and as stated earlier will suggest Mr. Hanley schedule a finance meeting to review a draft of the ARFE response letter from the college.

Mr. Barbadoro for a Programs Committee report.

Ms. O'Toole reported her committee had reviewed the evaluation process for programs with the college as requested in her previous committee meeting. She also requested a motion to pass a new certificate program, Management Skills in the Food Industry as was presented at the committee meeting.

A motion was made by Mr. Barbadoro and seconded by Mr. Shea that the Board of Governors pass the Management Skills in the Food Industry Certificate Program as presented. The following members of the Board of Governors voted in the affirmative, Mr. Paul Barbadoro; Ms. Katherine Craven; Father Hawker; Ms. Eileen Bevivino-Lawton; Mr. Christopher Carroll; Dr. Fitzgerald; Ms. Carolyn O'Toole; Mr. Joseph Shea, and Ms. Barbara Clarke. Nine members voting in the affirmative and the motion was adopted.

Old Business

A motion was made by Ms. Clarke and seconded by Mr. Fitzgerald that the Board of Governors accept the minutes of the August 13, 2020 meeting as amended. The following members of the Board of Governors voted in the affirmative, Mr. Paul Barbadoro; Ms. Katherine Craven; Father Hawker; Ms. Eileen Bevivino-Lawton; Mr. Christopher Carroll; Dr. Fitzgerald; Ms. Carolyn O'Toole; Mr. Joseph Shea, and Ms. Barbara Clarke. Nine members voting in the affirmative and the motion was adopted.

New Business

Ms. Clarke requested the possibility of having a board holiday gathering this year. Mr. Barbadoro responded he was open to the idea but given the current restrictions the state is under due to the COVID-19 situation wasn't sure if it was feasible. He suggested Ms. Clarke communicate with him as time gets closer to figure out if a gathering would be feasible. Ms. Clarke agreed to do so.

At 6:58 pm, Mr. Shea made a motion to adjourn the meeting. There was no discussion on the matter and the meeting was adjourned.