

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF APRIL 26, 2018

Minutes

The meeting of the Quincy College Board of Governors, held in the Hart Board Room, Room 706, 7th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 6:05 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Mr. Thomas Feenan, Chairman of the Board of Governors; Mr. Christopher Bell, First Vice Chair of the Board of Governors; Ms. Barbara Clarke, Second Vice Chair of the Board of Governors; Mr. Paul Barbadoro; Ms. Eileen Bevivino-Lawton; Father James Hawker; Ms. Carolyn O'Toole; and Mr. Joseph Shea. Absent at the call of the member roll was: Dr. Thomas Fitzgerald and Mr. Gregory Hanley. A quorum was present.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Dr. Mary Burke, Senior Vice President for Academic Affairs; Mr. Joseph Arangio, Senior Vice President for Administration and Finance; Mr. Francis Byrne, Senior Vice President for Administration and Finance; Mr. Tom Pham, Vice President for Information Technology and Mission Support; Mr. Martin Ahern, Director of Finance; Mr. William Hall, Director of Administrative Services and Facilities; as well as other members of the College community and the public.

The pledge of allegiance was recited and Father Hawker offered a prayer.

Chairman Feenan 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. Feenan's invitation. Mr. Feenan declared the Open Forum portion of the meeting closed.

The members reviewed the minutes of March 22, 2018. Motion by Mr. Bell that the Board of Governors approve the minutes of the meeting of March 22, 2018, as presented. The motion was seconded by Mr. Shea. There was discussion on the motion. The minutes were amended on page 4 by inserting the words "of the budget meeting not to conflict with" such that the sentence reads: "Ms. Clarke inquired about the dates of the budget meeting not to conflict with the annual conference of the Association of Governing Boards." The following members of the Board of Governors voted in favor of the motion to approve the minutes as amended: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Ms. Clarke; Father Hawker; and Mr. Shea. There were no votes in opposition to the motion. Mr. Feenan abstained from the vote. Ms. O'Toole; voted "present." The motion was adopted.

Chairman's Report

Chairman Feenan reported that the next meeting of the Board of Governors is scheduled for June 14, 2018. The Finance & Facilities Committee Budget Meeting that was convened last night (Wednesday, 04/25/2018) was continued to May 2 @ 4:00pm. Convivium is scheduled for May 16, 2018. President Tsaffaras will receive an award from the Salvation Army; the Salvation Army Awards event is May 17, 2018. The Nurses Pinning is scheduled for May 23, 2018. Graduation/Commencement will be at the South Shore Music Tent on Friday, May 25, 2018. The Chairman Reported that his last meeting as "your Chairman" may be on June 14th, 2018. The Evaluation of the President is now on the Agenda for the Next Meeting in early June. Doctor Terrance McTaggart will be present to give us a report and then we can have a full discussion of the President's performance at that time.

The Chairman reported on a newspaper article in the Patriot Ledger yesterday. He cited a letter sent by the Mayor to Chair Feenan and the members of the Board, and President Tsaffaras. The Chairman stated: "There were 14 copies of the letter available, and one member of the Board took it and shared it willingly with the Patriot Ledger to destroy the college- that is wrong! One of my many functions as Chairman of the Board of Governors is to remind the Board when they are going adrift with their thoughts. I think it is now that time. I would be remiss if I didn't express my shock and disbelief at the Board for their dissatisfaction toward President Peter Tsaffaras in recent weeks regarding one issue - BORN (The Board of Registration of Nurses) warning regarding the Nursing Program. I am embarrassed that under my watch you could possibly consider the need to replace a president of Peter's stature. I can only think it is coming from nefarious sources such as, carrying someone else's water for the position, whether it be politically motivated or not, it will not be tolerated while I am Chairman of the Board. I will not be silent, I will not be quiet, and I will be vocal to all who can and will hear me whether it is on radio, television, newsprint or internet. I will not go silently into the night and urge the Board to speak up and morally stand on your convictions. We all have some principles; we must not trample on them and discard them like we do with a tissue. You all know Peter Tsaffaras has done a masterful job for us including the following:

"He replaced a weak, uncertain Senior Staff without one lawsuit for violating anyone's rights;

"He found us a permanent location for our college and he has upgraded all of our existing facilities to be showcase quality;

"He brought us to a baccalaureate program commonly referred to as a 4 year degree;

“He made us recognized by the community as not just a Grade 13 but a real college;

“He restored pride in the faculty and students;

“He instituted an increase in the number of permanent faculty members;

“He increased the salary of adjunct professors to compete with other colleges;

“He was able to put the Bookstore, a source of wealth to all colleges, finally under our auspices;

“He got us in compliance with the CLERY Act for college safety;

“He upgraded our Lab Programs and computer programs, Syndaver mannequins that are used by extremely prestigious colleges locally, and was cited recently on a local television program for the Schools’ innovation;

“He was recently honored by University of Mass, Boston by receiving their “Education for Service” Award;

“He will be honored by the Salvation Army in late May 2018 as their “Man for Others” Award; and

“The Boston Globe is considering running a story about him and the successes at Quincy College while a lot of other schools are failing.

“I ask you to please stop drinking the Kool Aid of people who have a jaundiced view of the requirements to run great colleges like Quincy College is about to be! We are now at a crossroads and if we continue on the path certain board members wish, it will set the college back some 10 plus years and it may lead to its shuttering of its doors. Do you really want that as your legacy? I don’t.”

President’s Report

The President reported on the College’s Active Shooter Preparation. Student training and Faculty and Staff training sessions are being scheduled. During the month of May, we will be conducting floor by floor training which will comprise a presentation followed by area specific evaluations for run, hide and fight. On a Sunday during the month of June, we will have a full scale active shooter exercise on the Quincy Campus with the Quincy Police Department, Quincy Fire Department, and Brewster Ambulance. It is presently scheduled for Sunday June 10th. In addition to the focus of the training, these

exercises help us maintain exceptional relationships with Quincy and Plymouth First Responders. Same active shooter drill will take place in Plymouth in the Fall of 2018. The President reported that we have updated the College's Emergency Response Plan and Business Continuity Plan; we updated Security Operating Procedures for the Resource Officers; and we streamlined the Behavioral Threat Assessment and Management Team.

The President reported that a scholarly article authored by Communications and Marketing Department members Daniela Huynh and Katie Spencer Johnson entitled "Social Media Advocacy Framework in Practice: Focusing on the Student Journey to Inspire Real World Engagement via Social Media Campaigns at Quincy College" was selected for publication in the Journal of Education Advancement and Marketing. The Communications and Marketing Department created a Mount Ida Resource Page on our web site and initiated other online promotions to recruit Students. The Summer Semester Promotion is in full swing through radio, billboards, print, TV, direct mail, online, social media, etc. The Communications and Marketing Department is coordinating with Wayne Westcott on promotion of their First Friday Fitness Events and newsletter template. The Communications and Marketing Department is recruiting interviewees for the Boston Herald's article on Adult Learners in Higher Education.

The President reported that the Facilities Department had new skylight glass installed on the Saville Roof due to damage caused by March Nor'easter and completed other repairs on the roof of Saville Hall also due to the storm. The Facilities Department is also having repairs performed on an HVAC unit for a server room at Presidents Place; the roof unit was blown over during the March storms.

The President reported that the Spring Semester Revenue is trending 5% over budget and that year-to-date all semesters are 8% or more ahead of budget. We have met and exceeded financial goals during each semester. The College has received the Fiscal Year 2017 audited Financial Statements and Management letter which affirms Quincy College's financial health. The auditors, Powers & Sullivan, noted that the College has increased reserves; a strong Asset-to-Liability ratio; continued funding our OPEB and Pension Liabilities; and has satisfied NEASC's financial standards for accreditation. The President reported that the proposed Fiscal Year 2019 (FY19) budget is being reformatted to present different tuition scenarios ranging from a 0% increase to a 3.99% increases for the Board of Governor's Finance & Facilities Committee for review at its next meeting on May 02, 2018.

The President reported that the Admissions Department is conducting an Open House tonight. We expect over 115 prospects who have RSVP'd for either Quincy and Plymouth. This represents our highest response rate ever. We are in the middle of a major

enrollment push for summer. We've developed a month long multifaceted communications plan to reach students and prospects to boost summer numbers through emails, text messages, telephone, and ON-THE-SPOT admissions dates on high school campuses. The President reported that we signed an agreement with the Boston Green Academy (a school within Boston Public Schools) to offer dual enrollment courses. We are working with Hanover High School to sign a similar agreement. We signed an agreement with Emmanuel College in order to help our nursing students move from an Associates in Nursing at Quincy to a Bachelor of Science in Nursing at Emmanuel. We will be providing a professional development workshop on May 8th to the teachers and guidance counselors of the Quincy public schools. The President reported that it is our goal to become the largest dual-enrollment school in the state.

The President reported that the College has signed a contract with Kaplan Preparatory Service to provide an NCLEX Preparatory course for all graduating nursing students. Nursing students can begin immediately to utilize the services. There will be a 3-day class that will take place in Plymouth & Quincy on May 7-9. Students will complete a predictor test and have a 4th day for remediation.

Mr. Hanley arrived at 6:35 PM.

The President reported that we are in the process of listing all of our nursing graduates back to 2011 who have not yet passed the NCLEX exam so that we can offer a remediation course such as the one we are offering to our current graduates. This will help them and let them know that they are still part of the Quincy College family.

The President reported that the closing of Mount Ida College presented Quincy College with opportunities upon which we attempted to capitalize. However, the President acknowledged that these closing also present a threat and lessons for colleges such as ours.

The President introduced Dr. Patricia A. Gales who addressed the members. Dr. Gales stated that she will work to turn-around the Nursing Program and overcome the issues presented by the Board of Registration in Nursing (BORN). Dr. Gales stated that it is very "do-able," and you need to understand that it can be overcome. Dr. Gales pledged to the members to do everything she can for Quincy College and the Division of Nursing.

Dr. Mary E. Burke gave an update on the search for a permanent Nursing Dean. Dr. Burke reported that Kirby Bates (the search firm hired to assist) identified seven (7) candidates. Dr. Burke interviewed four (4) of those, and three (3) will be returning for a final interview.

Committee Reports

Mr. Paul Barbadoro, Chair of the Finance & Facilities Committee, presented the report of the Finance & Facilities Committee. Mr. Barbadoro reported that the Committee met last night, Wednesday, April 25, 2018. The first item the Committee considered were budget transfers requested by the College.

Motion by Mr. Hanley that the Board of Governors approves the budget transfers as described in Motion BOG 11-18. The motion was seconded by Mr. Bell. There was discussion on the motion. With respect to transfer item No. 1, Ms. Clarke inquired as to whether the \$30,000.00 being transferred from the VP Admin & Finance Salaries to the Office of the President Salaries has already been expended. The President responded that it had not yet been expended. With respect to transfer item No. 2, Ms. O'Toole inquired as to why the funds for the adjunct nursing faculty has not been spent. The President responded that the prior nursing dean had set aside \$1.5MM for adjunct nursing faculty and the amount was incorrect. With respect to transfer item No. 3, Ms. Clarke asked for clarification as to whether the funds were being used for the same purpose. There was no further discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Ms. Clarke; Mr. Feenan; 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.

Motion by Mr. Hanley that the Board of Governors ratifies the budget transfers as described in Motion BOG 12-18. The motion was seconded by Ms. Bevivino-Lawton. There was discussion on the motion. Ms. Clarke inquired about the motion itself and questioned the reference to a vote that occurred in 2016. Mr. Barbadoro clarified that the reference to a vote that was taken in June 2016, was referencing a Board vote by which the Board authorized the President to make expenditures up to \$15,000.00 without prior Board approval. There was no further discussion on the motion. The following members of the Board of Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Ms. Clarke; Mr. Feenan; 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.

Mr. Barbadoro continued with his report stating that the second item that the Committee addressed was consideration of the Budget. The Budget proposed a 3.99% increase in tuition. Mr. Barbadoro asked for budgets showing a 1.0% increase in tuition, a 2.0% increase in tuition, and a 3.0% increase in tuition. The Committee continued its meeting to reconvene on Wednesday, May 02, 2018, at 4:00 PM.

Old Business

Under Old Business, Mr. Bell requested updates on several motions that were made by Mr. Shea at the last meeting and approved by the Board. The first was a motion that the Chairman re-visit his appointments for the Alumni Member and Student Member of the Appointing Council. Mr. Feenan stated that he did reconsider the matter and decided to not make a change. Mr. Bell asked if the matter had been vetted or approved with respect to ethics. Mr. Shea suggested having one of the College's student organizations select the Student Member. Mr. Feenan stated that in his experience it is difficult to get the Alumnus Member and the Student Member of the Appointing Council to come back for the meetings, and that his appointing employees of the College was because they are here and they will attend the meetings. Mr. Hanley stated that he missed the last meeting, but was wondering if the question was asking for an ethics opinion regarding the appropriateness of having College employees serve on the Appointing Council. In response to Mr. Hanley's question, Mr. Shea and Mr. Bell stated that a request for an ethics opinion was the basis of the motion. Mr. Barbadoro stated that it is an "appearance" issue more than anything. Mr. Hanley asked the Chairman to get an ethics opinion.

The second motion was that the meetings of the Board of Governors be recorded and that copies of the recordings be kept in the library and available for the public. The President responded that the recording system will be available for the June meeting in a test mode and operational in the fall.

Mr. Shea stated that at the last meeting he requested information on the cost of legal services for the past fifteen (15) years. He stated: "we want the history," and stated that he has heard nothing. The President responded that Mr. Arangio and Mr. Ahern are having difficulty going back that far; but stated that we will get you as much of that information as we have even if we cannot go back fifteen (15) years. It is something that we have on our to-do list.

Father Hawker asked if there is a person designated to deal with high schools. Dr. Mary E. Burke responded that there are several individuals involved in efforts to outreach to different aspects of local school systems.

Father Hawker stated that he is going off the Board in June though he would like to be reappointed. He inquired if there are any other Board members going off the Board in June. It was discussed among those present, and it was concluded that probably Father Hawker, Ms. O'Toole, and Dr. Fitzgerald are scheduled to go off the Board in June.

New Business

Under New Business, Mr. Shea stated that he feels the college is spiraling in the wrong direction. Mr. Shea stated that there were warning signs back in 2013. Mr. Shea referenced the consultant hired at that time (2013) and her report on the nursing program. Mr. Shea stated that it is never the wrong time to do the right thing, and stated that he wants to make a motion based on three (3) specific things: 1.) the continuing problems with nursing; 2.) the control of information to members of the Board, i.e., employees not being allowed to speak to Board members; and 3.) the President's initiation of a self-evaluation. Mr. Shea provided a written copy of a statement and motion which reads:

Several events of late have caused me to question the overall leadership of Quincy College.

These events include (i) continued problems with the Nursing Program, (ii) the control of information from the Administration to the Board and (iii) the President's initiation of an unauthorized self-evaluation process despite several requests from members of the Board for a delay. With respect to the latter, Sections 4B and C of the President's contract state that the Board shall participate in the process.

As such, I believe a change in leadership is in the best interest of the College.

Therefore, I make a motion that the Board of Governors direct our attorney to review the President's contract and prepare a letter of termination effective June 1, 2018. Prior to that date, I further move that the Chairman of the Board of Governors, the Chairman of the Personnel and Programs Committee, and the Chairman of the By-Laws Committee review the letter.

***Joseph P. Shea
Board of Governors***

The motion was seconded by Mr. Barbadoro. Chairman Feenan ruled the motion "out of order" because it was not listed on the agenda or posting for the meeting. Mr. Barbadoro stated that he disagreed with the Chairman. Mr. Shea stated that three (3) weeks ago, he and Mr. Barbadoro visited the President and asked him to address the issue of his leaving and he (Mr. Shea) has heard nothing.

Mr. Barbadoro made a motion to overrule the Chairman's ruling Mr. Shea's motion out-of-order. Mr. Hanley asked if the Chairman would agree to schedule a meeting on this matter within a week and properly notice the matter to go into executive session. Mr. Barbadoro stated that he is not sure it can be done in executive session. Mr. Hanley asked if we can seek a legal opinion on that.

Chairman Feenan stated that a matter of this magnitude is required to be properly posted and noticed in advance. Chairman Feenan read an excerpt from Open Meeting Law Guide published January 2018 by the Office of the Attorney General:

“Although a public body may consider a topic that was not listed in the meeting notice if it was not anticipated, the Attorney General strongly encourages public bodies to postpone discussion and action on topics that are controversial or may be of particular interest to the public if the topic was not listed in the meeting notice.” (page 10)

There was discussion among the members. Chairman Feenan agreed to schedule a Special Meeting of the Board of Governors for Thursday, 05/03/2018. Ms. Bevivino-Lawton asked that she receive a copy of the Chairman’s Report from tonight. Mr. Bell asked that the minutes for tonight’s meeting be done quickly. Mr. Barbadoro asked the Chairman if the agenda item may be reviewed prior to publication. There was further discussion regarding the meeting time for Thursday and the meeting time for the Finance & Facilities Committee meeting scheduled for Wednesday, 05/02/2018. It was decided that the Facilities & Finance Committee meeting would be moved to Thursday, 05/03/2018 at 4:00 PM and the Special Meeting of the Board of Governors would begin at 5:30 PM on Thursday, 05/03/2018.

Mr. Barbadoro withdrew his motion to overrule the Chairman’s ruling. Mr. Shea withdrew his motion to terminate the president.

The President asked to address the three (3) specific items provided as support for Mr. Shea’s motion to terminate. The President stated that with respect to item number 3, his involvement with his evaluation, there is no evidence of him having anything to do with his evaluation. With respect to item number 2, control of information, the President stated that he never asked to control information other than in accordance with long-standing standards in higher education and wanting to ensure that any material provided to the Board by the College be accurate, complete and fully responsive to any request. With respect to item number 1, problems with nursing, the President stated that although he has the responsibility to address and correct the problems, he was not at fault for the problems in nursing.

Mr. Shea took issue with the President being able to publicly address those issues after his motion had been ruled out-of-order and had been withdrawn.

Ms. Bevivino-Lawton stated that she feels strongly that all Board members should be present for the Special Meeting on Thursday.

Mr. Shea stated again that there is never a wrong time to do the right thing. Chairman Feenan responded that there is never a right time to do the wrong thing.

At 8:02 PM, motion by Mr. Hanley to adjourn the meeting of the Board of Governors. The motion was seconded by Ms. Clarke. There was no discussion on the motion. The following Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Ms. Clarke; Mr. Feenan; 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 and the meeting was adjourned.