

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF MARCH 22, 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 6:10 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: 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; Dr. Thomas Fitzgerald; Mr. Gregory Hanley; and Mr. Joseph Shea. Absent at the call of the member roll was: Mr. Thomas Feenan, Chairman of the Board of Governors; Ms. Eileen Bevivino-Lawton; Father James Hawker; and Ms. Carolyn O'Toole. 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. Tom Pham, Vice President for Information Technology and Mission Support; Mr. Stephen Kearney, Assistant to the President; 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. Mr. Bell offered a moment of silence for members of the College community who recently passed away.

First Vice Chairman Bell 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. Bell's invitation. Mr. Bell repeated his invitation. Again, there was no response. Mr. Bell declared the Open Forum portion of the meeting closed.

The members reviewed the minutes of January 18, 2018. Motion by Mr. Hanley that the Board of Governors approve the minutes of the meeting of January 18, 2018, as presented. The motion was seconded by Mr. Shea. There was no discussion on the motion. 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. Clarke; Dr. Fitzgerald; Mr. Hanley; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. Mr. Barbadoro voted "present." The motion was adopted.

The members reviewed the minutes of the Special Meeting of March 05, 2018. Motion by Dr. Fitzgerald that the Board of Governors approve the minutes of its Special Meeting of March 05, 2018, as presented. The motion was seconded by Mr. Shea. There was no discussion on the motion. The following members of the Board of Governors voted in favor of the motion to approve the minutes: Mr. Barbadoro; Mr. Bell; Ms. Clarke; Dr. Fitzgerald; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. Mr. Hanley voted "present." The motion was adopted.

Chairman's Report

There was no Chairman's Report

Next, the Mr. Bell introduced Peter H. Tsaffaras to present the President's Report. President Tsaffaras reported that despite the bad weather, the College has suffered minimal damage at the Quincy Campus. The Plymouth Campus suffered power outages, but experienced minimal damage to our College systems. President Tsaffaras reported that the College received a Gold Award for *Total Advertising Campaign from the Higher Education Marketing Report Annual Higher Education Survey*.

President Tsaffaras reported on new employees: Ms. Meagan Cassidy was hired as Director of First Year Seminar and Retention Strategies; Ms. Lynn Wenners was hired as Interim Dean of Nursing, replacing Dr. Lori Koehler. Mr. Bell inquired about the qualifications of Ms. Wenners and whether she has received approval as Program Manager by the Board of Registration in Nursing (BORN) and whether we need to wait until the monthly meeting of BORN to learn if Ms. Wenners is approved. Dr. Mary E. Burke addressed the inquiry by Mr. Bell and explained that a substantive change had been filed and that BORN will review the substantive change to approve Ms. Wenners at its next meeting (which should have been April but is now May). Dr. Burke further explained that in the past approval of a Program Manager occurred without a vote by BORN's full board at a monthly meeting. Dr. Mary Burke also reported that Dr. Patricia Gales was recently hired by the College as a consultant to assist with the Nursing Program. Mr. Barbadoro inquired about the interplay between the Dean of Nursing and the Consultant. President Tsaffaras reported that the Dean of Nursing and the Consultant have different roles and responsibilities but that the Consultant would report to the Dean of Nursing and also on occasion to the Senior Vice President for Academic Affairs. Mr. Bell inquired as to whether the new permanent Dean of Nursing would have the skill sets of both Ms. Wenners and Dr. Gales. Dr. Mary Burke reported that while that would be optimal, each candidate will be evaluated on their own merits. Mr. Barbadoro inquired as to whether the Consultant would be involved with the hiring of the new permanent Dean of Nursing. Dr. Mary Burke reported that it is certain that she will play some role in the process. Mr. Hanley stated that he would like the Consultant to be involved in the hiring of the new permanent Dean of Nursing. Mr. Hanley also stated that Dr. Mary Burke had coaxed Dr. Patricia Gales out of retirement to come to Quincy College and assist with the improvement of our Nursing Program. Mr. Hanley stated that he applauds the administration for their efforts in retaining this consultant. Mr. Shea inquired as to the date of the next meeting of the Board of Registration in Nursing (BORN). President Tsaffaras reported that it is scheduled for April 11, 2018, but that a request has been made to move the College to the agenda for the May meeting of BORN. Mr. Shea also stated that he was told at one of the Board or Committee meetings that BORN was not accepting any more information from the College and inquired that if that is the case, how does the College communicate to BORN regarding improvements we have made since the BORN Visiting Team had their site visit to the College. Mr. Shea expressed dismay with respect to the possibility of the Quincy College issue being moved to the May meeting of BORN rather than the April meeting. Mr. Hanley stated that we may have a new permanent Dean of Nursing by the May meeting and that could help the College in its

defense. Mr. Barbadoro stated that he is not sure that would be an advantage as it may appear that we rushed in hiring a new Dean.

Father Hawker arrived at 6:40 PM.

Dr. Mary Burke explained her understanding of the process of the meeting of BORN is that the Program Manager (Dean or Interim Dean of Nursing) would answer questions posed by the BORN board members and would have an opportunity to explain the steps the College has taken to address various issues. Mr. Shea stated that he feels it makes the College look weak when we keep changing administrators. Mr. Hanley asked if the Board could go into executive session to discuss Nursing issues. Mr. Barbadoro stated that he believed they could not. Father Hawker asked if the BORN report is an "interim" report; and inquired as to why is BORN doing a report now if it is not an interim report and the College has until June to get its "house in order." Dr. Burke explained the BORN process once they observe that the College's NCLEX scores begin to decline. Dr. Fitzgerald stated that what BORN is doing is very similar to how they do it at hospitals. Dr. Fitzgerald stated that BORN is not going to shut us down; they never do that; they will tell us what to do; they will give us a directive. Mr. Bell stated that in the future the Board should be informed if an extension is being requested. Mr. Bell stated that the Board of Governors is as involved in this as any other group.

President Tsaffaras continued with his report. President Tsaffaras reported that the Massachusetts Department of Public Health provided the College with formal written approval to offer the Certified Nursing Assistant program at the Quincy Campus. Quincy College was recently included in the NC-SARA (National Council for State Authorization Reciprocity Agreements) by the Massachusetts Department of Higher Education. NC-SARA provides a blanket approval to offer online courses in all NC-SARA states which means the College does not have to pay fees state by state seeking approval to offer online courses. The Department of Higher Education voted to include Quincy College largely based on the efforts of Mr. Dean Rockwell, Dr. Daniel Ibarrodo and Dr. Mary Burke. President Tsaffaras reported that the draft 2019 Operating Budget will be provided to the members later in the meeting. President Tsaffaras reported on two (2) Charts-of-the-Month. The first chart, entitled Year-To-Year Enrollment Report March 2018, shows the College has had a drop in enrollment. Although the College met budget, this is the first time in the last four to five semesters we have declined. The second chart, entitled Spring Enrollment Trends Spring 2012-Spring 2018, shows that overall since 2012, enrollment has been increasing. President Tsaffaras reported that the Board meeting originally scheduled for April 19, 2018, is being moved to April 26, 2018. Mr. Barbadoro requested that the entire Board be invited to the Finance and Facilities Committee Budget meetings. President Tsaffaras reported that the Appointing Council is scheduled to meet in two weeks on Wednesday.

Motion by Mr. Shea that the Chairman re-visit his appointments of the alumnus member and the student member of the Appointing Council since one or both are employees of the college. The motion was seconded by Mr. Barbadoro. There was no discussion on the motion. The following members voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Ms. Clarke; Dr. Fitzgerald; Mr. Hanley; Father Hawker; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Committee Reports

There were no committee reports.

Presentation of the Proposed Fiscal Year 2019 Budget

Motion by Mr. Hanley that the Board of Governors refer the proposed Fiscal Year 2019 Operating and Capital Budgets to the Finance & Facilities Committee. The motion was seconded by Mr. Shea. There was discussion on the motion. Ms. Clarke inquired about the timelines and process for reviewing the Budget. Mr. Barbadoro stated that the Finance & Facilities Committee will establish that at the first meeting. Ms. Clarke inquired about the dates of the Budget Meeting not to conflict with the annual conference of the Association of Governing Boards. Mr. Barbadoro requested that he be provided with those dates. The following members voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Ms. Clarke; Dr. Fitzgerald; Mr. Hanley; Father Hawker; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Old Business

There was no old business.

New Business

Motion by Mr. Shea that all meetings of the Board be recorded and copies of the recordings be kept in the library and available for the public. The motion was seconded by Mr. Barbadoro. There was no discussion on the motion. The following members voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Ms. Clarke; Dr. Fitzgerald; Mr. Hanley; Father Hawker; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Motion by Mr. Shea that all future agendas of the Board include proper notice to allow the discussion of Nursing and all other potential matters in executive session. The motion was seconded by Mr. Hanley. There was discussion on the motion. The following members voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Ms. Clarke; Dr. Fitzgerald; Mr. Hanley; Father Hawker; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Motion by Mr. Barbadoro that the Chairman be asked to have legal counsel give the members a primer on the Open Meeting Law, Executive Sessions, and Conflicts of Interest. The motion was seconded by Mr. Hanley. There was no discussion on the motion. The following members voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Ms. Clarke; Dr. Fitzgerald; Mr. Hanley; Father Hawker; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

At 7:53 PM, motion by Mr. Barbadoro 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. Clarke; Dr. Fitzgerald; Father Hawker; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. Mr. Hanley voted "present." The motion was adopted and the meeting was adjourned.