

**QUINCY COLLEGE  
BOARD OF GOVERNORS**

**MEETING OF JUNE 27, 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 6:00 PM. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Mr. Christopher Bell, Chair of the Board of Governors; Ms. Barbara Clarke, Second Vice Chair of the Board of Governors; Mr. Paul Barbadoro; Ms. Eileen Bevivino-Lawton; Ms. Mary Jo Brogna; Dr. Thomas Fitzgerald; Mr. Gregory Hanley; Father James Hawker; Ms. Carolyn O'Toole; and Mr. Joseph Shea. Absent at the call of the member roll were: Mr. Christopher Carroll and Ms. Katherine Craven. A quorum was present.

Also present were: Mayor Thomas P. Koch, Principal Executive; Ms. Lisa McBirney, Chief Operating Officer; Mr. Joseph Arangio, Senior Vice President for Administration and Finance; Dr. Mary Burke, Senior Vice President for Academic Affairs; Mr. Francis Byrne, Advisor to the President; 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.

At 6:02 PM Ms. Craven called in remotely and was announced by Chairman Bell.

The pledge of allegiance was recited and a prayer and moment of silence was offered for Ms. Anne Gaffney, mother of Ms. Susan Bossa, and Mr. Thomas M. Galvin, long-time friend of Quincy College.

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

Mr. Carroll arrived at 6:14 PM.

The members reviewed the minutes of the May 15, 2018, and May 22, 2018, meetings of the Board of Governors. Ms. Clarke asked that the minutes of May 22, 2018, be amended by changing the word "Principle" to "Principal," and by changing the heading "Mayor's Report" to "Report of the Principal Executive." There was further discussion among Ms. Clarke, Ms. Craven, and Mr. Barbadoro regarding statements by Ms. Craven at the May 22, 2018, meeting. Motion by Mr. Barbadoro that the Board of Governors approve the minutes of the meeting of May 15, 2018, as presented and the minutes of the meeting of May 22, 2018, as amended. The motion was seconded by Ms. O'Toole. 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. 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.

### Chairman's Report

Next, Chairman Bell asked Mr. Stephen Kearney to report on roll call votes and remote participation. Mr. Kearney reported that there are three instances requiring a roll call vote: 1) a vote to go into executive session; 2) any votes taken during executive session; and 3) any votes taken at a meeting where any member is participating remotely. Mr. Kearney reported that there is otherwise not a requirement for a roll call with each and every vote of the Board. Mr. Kearney reported that in addition a roll call vote is required if a member were to request it on a particular matter.

Next, Chairman Bell gave his report. Mr. Bell reported that he is working on having an in-house Board retreat this year with information relative to open meeting laws and ethics laws. Chairman Bell thanked the members and the Committee Chairs for their attention and hard work on all the matters that come before the Board. Mr. Bell reported that there is a nursing pinning tomorrow night at Quincy High School and encouraged members to attend if they are able. Mr. Bell wished the members a safe Fourth of July weekend.

### Report of the Principal Executive

Next, Mayor Koch presented the Report of the Principal Executive.

#### Personnel Update

Mayor Koch reported that there have been some changes made at the upper level of the College: Dr. Mary Burke will be reassigned to Plymouth Campus; the position of Senior Vice President for Academic Affairs will become a Provost position; the Vice President of Human Resources has been eliminated and made into a Director position – Ms. Elizabeth Sidney-Walker who is in that office will become the Director for Human Resources. The Mayor expressed his gratitude to the senior staff for their work during this transition and specifically recognized Ms. Lisa McBirney, Mr. Joe Arangio, Mr. Martin Ahern, and Mr. Thomas Pham.

#### Academic Program Analysis

The Mayor introduced Mr. Joe Arangio who reported on the Facilities Utilization, Program Analysis and Enrollment Trajectories report. Ms. Brogna inquired about the chart entitled Average Time to Completion. The chart indicates that the average time to completion of a degree is 4.2 years. Ms. Brogna asked if the majority of our students are part-time and if that would account for the 4.2 year average time to completion of a degree. Mr. Arangio confirmed Ms. Brogna's inquiry. Mr. Arangio continued with his report. Ms. Brogna commented that Mr. Arangio did an awesome job pulling together that information and that she was sure it was a lot of work.

## Nursing Program Update and Refund Update

The Mayor reported that with respect to the Nursing Program the College has made awesome progress with the placement of displaced nursing students at institutions such as Labouré College and Mount Wachusett Community College at Ft. Devens. The Mayor called upon Ms. McBirney who reported on the College's efforts to properly reimburse displaced nursing students. Ms. McBirney reported on the DocuSign® letter developed by Mr. Pham that was sent out to the RNU-108 students last week. Ms. McBirney praised the work of Mr. Pham, Ms. Cathie Maloney, and Ms. Kay Saucer for their extraordinary work on this. Ms. McBirney reported that the College is making every effort to reach every student who may be eligible for a refund. Ms. Brogna suggested that in addition to the letters and telephone calls to the students, we may want to also send email messages and text messages to the students. Ms. McBirney confirmed that in addition to the letters and telephone calls the College is sending information via Quincy College email, personal email, and Mr. Pham is following-up with text messages as well. There were questions by the members and discussion among the members. Mr. Arangio addressed the questions posed by the members. The Mayor reported on the position of a permanent nursing dean and discussed the job posting which was provided in the Board materials. Ms. Clarke inquired as to whether the job posting complied with all of the rules and regulations of the Board of Registration in Nursing (BORN) and what they want a dean to have. The Mayor reported that it does and that they are working closely with BORN every step of the way.

## Accreditation Update

The Mayor reported to the members regarding ACEN (Accreditation Commission for Education in Nursing) accreditation and NEASC (New England Association of Schools and Colleges) accreditation. The Mayor provided letters from both ACEN and NEASC for consideration by the members, and stated that he will continue to update the members on the College's progress. Ms. Clarke inquired about the position of Provost. It was suggested that the subject of the position of Provost is more appropriately discussed in the Committee reports.

## Committee Reports

### Finance & Facilities Committee Report

Mr. Barbadoro, Chair of the Finance and Facilities Committee, presented the report of the Finance and Facilities Committee. Mr. Barbadoro reported on the proposed Operating and Capital Budgets for Fiscal Year 2019. Mr. Barbadoro commended the work of the College particularly Mr. Arangio and Mr. Ahern in developing a clear and understandable document for the Committee and Board to consider. Mr. Barbadoro reported that the Budget takes into account a zero tuition increase, and takes into account the losses from the Nursing Program, and takes into account the loss of ancillary credits in the non-nursing courses. Mr. Barbadoro reported that some important points are that the College cut back about Five Million dollars (\$5,000,000.00) by making various adjustments and by making changes in personnel. It is also important to note that there were no nursing

lay-offs which is significant as we seek approval of the program. Mr. Carroll addressed the members and stated that although he is not on the Finance and Facilities Committee, he attended the budget meetings and commended the Committee for its work, stating that the Committee went through the budget item-by-item and dissected it. Mr. Carroll commented that what impressed him the most was that there were no compromises that would adversely affect the students or the growth of the College. Mr. Carroll also commended the work of the staff particularly Mr. Arangio and Mr. Ahern for their work and the way the budget was presented. Ms. Clarke questioned the proposed salary of the Provost position and the executive staff in light of declining enrollment. Ms. Clarke stated that the proposed Provost salary was well above the national median salary for a Provost. Ms. Brogna stated that we cannot use medians and national averages in New England. Ms. Brogna continued that the salaries are higher in New England and Boston in particular are higher than the rest of the country particularly when you look at all the competing institutions, and as you go line-by-line through the Budget and see what was cut, and we are sitting here in a crisis due to a lack of leadership. Ms. Brogna stated that Quincy College is lean in all of its positions and always has been. Ms. Clarke asked what was used to determine what the salary level should be. The Mayor responded that he made recommendations based on the Boston marketplace. The Mayor pointed out that the College had a major academic failure that put the College at risk; we still do not know what the collateral damage will be in the fall; in addition, we are looking at becoming a four-year institution; and that the College really needs to boost up the academic side. The Mayor stated that we need to get serious about improving and a person with a deep academic background may be able to turn around some of the programs as well as the enhancement of the perception of the College which we need. The Mayor stated that they are solid recommendations and he stands by them, and as Governor Brogna stated we are in the Boston area and everything is far more expensive in the Boston area. Mr. Barbadoro stated that if we cannot find someone at the pay level we are offering, then we need to go steal someone from another institution at a higher pay level. Mr. Barbadoro continued that if we want to turn this College around, we need the best, and he does not want to pay the national average and have a mediocre program.

Motion by Ms. Brogna that the Board of Governors approve the Fiscal Year 2019 Operating and Capital Budgets as recommended by the Finance & Facilities Committee. 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: Mr. Barbadoro; Mr. Bell; Ms. Bevivino-Lawton; Ms. Brogna; Mr. Carroll; Ms. Craven; Dr. Fitzgerald; Mr. Hanley; Father Hawker; Ms. O'Toole; and Mr. Shea. Ms. Clarke voted in opposition to the motion. There were no abstentions. The motion was adopted.

Next, Mr. Barbadoro reported on budget transfers that were approved and recommended by the Finance & Facilities Committee. Motion by Mr. Hanley that the Board of Governors approve the budget transfers as presented in Motion BOG 19-18. The motion was seconded by Ms. Clarke. There was no 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. 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

### Personnel & Programs Committee Report

Ms. Carolyn O'Toole, Chair of the Personnel & Programs Committee, presented the report of the Personnel & Programs Committee. Ms. O'Toole reported that the Committee met last week, discussed the new Student Accessibility Services Policy & Procedures, approved the Student Accessibility Services Policy & Procedures and recommended approval by the Board.

Motion by Ms. Brogna that the Board of Governors approve the Student Accessibility Services Policy & Procedures as presented by the Personnel & Programs Committee. The motion was seconded by Mr. Barbadoro. There was no 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. 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

Ms. O'Toole reported on the Executive Assistant to the Board and distributed a draft job description to the members.

### Old Business

None

### New Business

Mr. Shea requested that the Board review the various bills/invoices that have come in to the Board, specifically referencing the invoice for the non-sanctioned presidential evaluation, and asked that the bills that pertain to this Board be periodically, whether it be every meeting or every other meeting, reviewed by the Finance & Facilities Committee so that we pay them on a regular basis. Mr. Shea asked that this be included as an agenda item for the next meeting.

At 6:56 PM, motion by Mr. Barbadoro to adjourn the meeting of the Board of Governors. 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: Mr. Barbadoro; Mr. Bell; 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 and the meeting was adjourned.