

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF SEPTEMBER 27, 2017

Minutes

The meeting of the Quincy College Board of Governors, held in the Anselmo Learning Commons & Library on the 3rd Floor of Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 6:34 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; Mr. Paul Barbadoro; Mr. Michael Bellotti; Ms. Eileen Bevivino-Lawton; 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 was: Ms. Barbara Clarke, Second Vice Chair of the Board of Governors; and Mr. David McCarthy. A quorum was present.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Joseph Mercurio, Senior Advisor to the President; Dr. Mary Burke, Senior Vice President for Academic Affairs; Mr. Joseph Arangio, Senior Vice President for Administration and Finance; Tom Pham, Vice President for Information Technology and Mission Support; Stephen Kearney, Assistant to the President; Mr. Martin Ahern, Director of Finance; Mr. William Hall, Director of Administrative Services and Facilities; Dean Robert Baker; Dean Robert Bostrom; Dean William Brennan; Dean Dennis Burke; Dean Lori Koehler; as well as other members of the College community and the public.

The pledge of allegiance was recited. Father Hawker offered a prayer and a moment of silence for members of the College community who have passed away including: Thomas J. Hansbury, brother of Ms. Pat Hansbury, Financial Aid Associate; Simone N. Koch, Mother of Mayor Thomas P. Koch; Arthur J. Keogh, retired professor of English and Dean at Quincy College; Patricia Freeman Little, mother of Ross Little, instructor of Surgical Technology; John A. Farmer, former Quincy College Board Member from 1994 – 2004; Robert D. Gohl, former videographer at Quincy College Board Meetings; Johnathan Ledger, son of Diane Ledger, retired Instructor of Nursing at Quincy College; a nephew of Kevin Wallace, Adjunct Laboratory Instructor of Nursing, and asked that we keep in our thoughts and prayers the victims of the earthquake and hurricanes in Mexico, Puerto Rico, and the Virgin Islands.

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

The members reviewed the minutes of June 15, 2017. Motion by Mr. Barbadoro that the Board of Governors approve the minutes of the meeting of June 15, 2017, 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; Mr. Bellotti; Ms. Bevivino-Lawton; Mr. Feenan; 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.

Next, Chairman Feenan presented his report. The Chair reported that this is the first meeting of the Board of Governors since June, and listed the events that have occurred since that time, including: the June 22nd luncheon for past and present members of the Board of Governors; the Governors' annual retreat August 9 – 11; a second meeting with Key Realty and Foxrock at which they stated they would very much like the College to be part of their plan, and stated that they will make it worthwhile for the College; September 20th was a reception at Alba Restaurant to celebrate the approval of the authorization for the College to offer four-year baccalaureate degrees and those who assisted in that effort; September 21st the Personnel and Programs Committee met; September 22nd there was a meeting with Mayor Koch regarding the Strategic Planning Committee; September 25th the Finance & Facilities Committee met; and also on September 25th the Strategic Planning Committee met.

Next, the Chair announced Committee Appointments for the coming Academic Year: The Chair reported that the Labor Relations Committee shall be chaired by Mr. Paul Barbadoro and its members shall be Fr. James Hawker, Mr. Gregory Hanley, and Ms. Eileen Bevivino- Lawton. The Labor Relations Committee shall not meet on a regular basis but as necessary and appropriate. The Chair reported that he is inviting Mr. Christopher Walker, or other designee of Mayor Koch, to attend Strategic Planning Committee meetings. The Chair reported that the Board representatives on the Quincy College Trust shall be Ms. Barbara Clarke and Mr. David McCarthy.

The Chair stated that once again he would also be remiss if I did not remind the Governors that it is their responsibility to make a contribution to the College not only of their time, but also their treasure. The Chair stated that it is wrong for Board members to ask others to contribute if they do not share their good fortune with the College and help "pay it forward."

Next, the Chairman took the report of the President. The President introduced Ms. Susan Whitehead who reported on the new Anselmo Learning Commons & Library. Dr. Mary Burke also commented on the Anselmo Learning Commons and thanked the Board and the President for supporting the President's initiative in this matter. The Board viewed a short video presentation developed by Mr. Taggart Boyle and his staff regarding student and staff reaction to the new Anselmo Learning Commons. The President reported on the updated manual for the Board of Governors which was distributed to each member at the meeting and will be mailed to those who were not present at the meeting. The President reported on the Chart-of-the-Month which was a year-to-date enrollment report. The President introduced Mr. Joseph Arangio to the members; Mr. Arangio is the new Senior Vice President of Administration & Finance. The President reported that Mr. Mercurio will remain employed by the College in a new role; his new title is Senior Advisor

to the President. The President reported that Mr. Kearney will begin working an adjusted schedule for a period of time. The President reported new interim appointments, including: Dr. Dennis Burke, Acting Dean of Natural & Health Sciences; and Ms. Stephanie King, Acting Director of Student Advising. The President reported that tonight is the first home game of Quincy College Men's Soccer. The President reported that the College's Director of Athletics resigned for personal reasons, and Ms. Amanda Deck, a college athlete herself, is filling-in until a replacement can be found. The President reported that on October 14, 2017, there will be a hike in the Blue Hills; and on October 19, 2017 there will be a Substance Abuse conference at which Father Hawker will participate.

With respect to Agenda Item No. 7 – Enrollment Report, the Chairman announced that the Enrollment Report had been delivered to both the Personnel & Programs Committee meeting on September 21, 2017 and the Finance & Facilities Committee meeting on September 25, 2017; that most or all of the members received that report at one or both of those meetings; and for that reason there was not a need to present the report a third time.

Next, the Chairman returned to agenda and took the reports of the Committees.

The Finance & Facilities Committee met on September 25, 2017. Mr. Barbadoro, Chairman of the Finance & Facilities Committee presented the report of the Finance & Facilities Committee. Mr. Barbadoro reported on the Fiscal Year 2017 Year-End Report, the Fiscal Year 2017 Revenue Tracking Report, and the Fiscal Year 2018 Year to Date Revenue Tracking Report. Mr. Barbadoro reported that there was a significant surplus for the College for Fiscal Year 2017, and reported the Fiscal Year 2017 surplus to be approximately Five Million dollars (\$5,000,000.00). Mr. Barbadoro reported that the Finance & Facilities Committee ratified transfers approved by the President under the delegation of summer authority. Mr. Barbadoro reported that the Finance & Facilities Committee ratified Budget Transfers made by the President under the delegation of authority to execute budget transfers among and between departments in an amount up to \$15,000 for any single transfer.

Motion by Mr. Hanley that the Board of Governors ratify transfers approved by the President under the delegation of summer authority granted by the Board of Governors at their regularly scheduled meeting on June 15, 2017. The motion was seconded by Dr. Fitzgerald. 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; Mr. Bellotti; Ms. Bevivino-Lawton; Mr. Feenan; 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.

Motion by Mr. Shea that the Board of Governors ratify transfers approved by the President under the delegation of authority to execute budget transfers among and between departments in an amount up to \$15,000 for any single transfer granted by the Board of Governors at their regularly scheduled meeting on June 16, 2016. The motion was seconded by Mr. Bellotti. 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; Mr.

Bellotti; Ms. Bevivino-Lawton; Mr. Feenan; 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.

Mr. Barbadoro reported regarding facilities improvements and capital projects. Mr. Barbadoro reported that Mr. Arangio had presented the Committee regarding both an Enrollment Report and a PowerPoint presentation.

Next, Ms. O'Toole, Chair of the Personnel & Programs Committee presented the report of the Personnel & Programs Committee. The Personnel & Programs Committee met on September 21, 2017. Ms. O'Toole reported regarding campus safety & security initiatives including discussion of the new "Text 411" which was presented by Quincy College security consultant, Mr. Daniel O'Neil. A demonstration took place outlining the procedure for submitting a text and how the College responds. Ms. O'Toole reported on collegiate athletics and that Ms. Susan Bossa had reported on the status of Quincy College Athletics and participation in the NJCAA (National Junior College Athletic Association). Ms. O'Toole reported on changes to Computer Science core courses and that Dr. Mary Burke had outlined the addition of course options for students to fulfil the core requirements needed for the Associate in Arts or Associate in Science Degrees. Support for the changes included the fact that the current core course, Introduction to Computer Science, is not transferrable to 4-year institutions and does not provide opportunities for many students to add to the base of their computer science knowledge. Ms. O'Toole reported on the expansion of the Aquaculture Program and Certified Nursing Assistant Program. These programs, which were offered exclusively at the Plymouth Campus are now going to be offered at the Quincy Campus as well. Ms. O'Toole reported that the Committee voted and approved a motion to extend the benefit of Tuition Remission to members of the Board of Governors. The current tuition remission policy is applicable to employees.

Motion by Mr. Shea that the Board of Governors approve the extension of tuition remission benefits to members of the Board of Governors. The motion was seconded by Mr. Hanley who offered a friendly amendment that the extension of tuition remission benefits be retroactive to July of 2017. Mr. Shea accepted the friendly amendment of Mr. Hanley. There was discussion on the motion including questions about whether the extension of such a benefit to members would be a conflict of interest and the suggestion that the motion be tabled until the November Board meeting and that the College seek an opinion as to whether such a vote would be a violation of the state's conflict of interest law.

Motion by Mr. Barbadoro that the Board of Governors table the motion to approve the extension of tuition remission benefits to members of the Board of Governors. The motion was seconded by Mr. Hanley. There was no discussion on the motion. The following members of the Board of Governors voted in favor of tabling the motion: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Bevivino-Lawton; Mr. Feenan; 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 motion was tabled until the next meeting of the Board.

Ms. O'Toole reported that the Committee voted on and approved an updated Policy on Active Duty Military Students. The existing policy on active duty students which was created in 2006 was reviewed and proposed updates were recommended.

Motion by Mr. Hanley that the Board of Governors approved the policy on active duty students and that the policy become part of the Quincy College Policy Manual. The motion was seconded by Dr. Fitzgerald. 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; Mr. Bellotti; Ms. Bevivino-Lawton; Mr. Feenan; 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 that the Committee voted on and ratified a revised Grade Appeal Policy which approved by President under his summer authority. The current Grade Appeal policy was reviewed and proposed updates were recommended to remove language that was purely administrative, such as the day and time of the hearing and to include a review of the Grade Appeal Committee's decision by the senior vice president of academic affairs of prior to any communication with the student.

Motion by Mr. Shea that the Board of Governors ratify the revised Grade Appeal Process (Policy 5.14) approved by the President under the delegation of summer authority granted to the President under the delegation of Summer authority granted by the Board of Governors at their regularly scheduled meeting on June 16, 2017. The motion was seconded by Mr. Bellotti. 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; Mr. Bellotti; Ms. Bevivino-Lawton; Mr. Feenan; 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 an update that was provided to the Committee by Dr. Mary Burke regarding baccalaureate degree authority and implementation. The template for proposals for new Quincy College baccalaureate degree programs was included in members packets and briefly outlined the information required. The design of the template was guided by the information required by both regulatory and accrediting agencies. Ms. O'Toole reported that the three baccalaureate degree programs that will be submitted for review by regulatory and accreditation agencies are: 1. Biology, 2. Business, and 3. Criminal Justice. Ms. O'Toole reported that the Committee received an update from Dr. Mary Burke on accreditation and regulatory matters including: 1. NEASC (New England Association of Schools and Colleges) which granted full accreditation status to the College for 10 years and will have their next site visit in 2026 and a progress report in 5 years 2021; 2. NAACLS (National Accrediting Agency for Clinical Laboratory Science) which is the accrediting agency for the College's Medical Lab Technician (MLT) Program, NAACLS granted full accreditation through year 2022 and will have a Self-Study due in year 2021; 3. CAPTE (Commission on Accreditation in Physical Therapy Education) which upgraded the College's status to full accreditation from the status of "candidacy," the first graduating cohort had a 100% pass-rate on licensure examination and almost 100% of the graduates secured PTA jobs upon graduation. Ms. O'Toole reported on the Board of Registration in Nursing (BORN) which is the regulatory agency

that has deemed the College's nursing program "Approval with Warning Status" for declining NCLEX scores. The College has been submitting monthly status reports to BORN and a final Systematic Evaluation Plan will be due in December of 2017. The College's remediation plans include the hiring of a nationally recognized consultant, 10 new successful faculty members with high evaluation rankings, improved curriculum (concept based model from medical model); and a revision of admission standards. Ms. O'Toole reported on ACEN (Accreditation Commission for Education in Nursing), which due to the "Approval with Warning Status" by BORN, is requiring a site visit in Spring 2018. Mr. Hanley praised the President and his Administration for their work on accreditation and specifically praised Dr. Mary Burke, Senior Vice President for Academic Affairs, and Ms. Aundrea Kelley the former Senior Vice President for Academic Affairs.

Ms. O'Toole reported that the College's catalog has been updated for Academic Year 2017-2018. The 2017-2018 Quincy College Catalog went through a revision for academic programs in order to be more intuitive and user friendly; there were improvements made to the overall dissemination of information to include a student focus. There was discussion among the members and questions by the members. The President and Dr. Mary Burke addressed the questions posed by the members.

Next, Mr. Hanley, Chair of the Strategic Planning Committee presented the report of the Strategic Planning Committee. The Strategic Planning Committee met on September 25, 2017. Ms. Hanley reported that the Committee received a Space Analysis by Mr. J. Michael Sullivan of Beacon Architectural Associates. The space analysis examined the future space needs of the College. A copy of the Space Analysis was included in the members' packets. Mr. Hanley reported that the Committee then went into executive session pursuant to the provisions of the Massachusetts General Laws, Chapter 30A, section 21(a)(6), to consider the purchase, exchange, lease or value of real property because discussion in open session might have a detrimental effect on the negotiating position of the College. Mr. Hanley stated he would present the remainder of his report in Executive Session.

Ms. Cahill reported that the Quintessential Award will be presented on October 26, 2017 at the Tirrell Room in Quincy. The honoree will be Mr. Mark Bertman, owner of Rogers Jewelry in Quincy. Ms. Cahill reported that Mr. Bertman is a past member of the Board of Governors and has been a member of the Quincy College Trust since 2004. Ms. Cahill invited members and others present to attend the event and to share the event details with their colleagues, family and friends.

Under Old Business, Chairman Feenan reminded all that Board meetings will begin at 6:00 PM unless it is a special meeting.

Under New Business, the President reported on the adoption of a new College mascot that was developed by Mr. Taggart Boyle and his staff and presented a PowerPoint presentation to present the logo/mascot in a graphic format.

Executive Session

Motion by Mr. Hanley that the Board of Governors, pursuant to the provisions of the Massachusetts General Laws, Chapter 30A, section 21(a)(6), enter into an executive session to consider the purchase, exchange, lease or value of real property because, as declared by the Chairman, discussion in open session may have a detrimental effect on the negotiating position of the College, and to reconvene in Open Session for the purpose of adjournment. 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 enter into executive session: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Bevivino-Lawton; Mr. Feenan; 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 at 8:44 PM the members entered into executive session. At the request of the Chair, President Tsaffaras, Mr. Mercurio, Dr. Burke, Mr. Arangio, and Mr. Kearney remained present during the executive session.

Motion by Mr. Bell that the Board of Governors close the executive session and return to open session for the purpose of adjournment. The motion was seconded by Dr. Fitzgerald. There was no discussion on the motion. The following Governors voted in favor of the motion to return to open session: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Bevivino-Lawton; Mr. Feenan; Dr. Fitzgerald; Mr. Hanley; Father Hawker; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and abstentions. The motion was adopted and at 9:42 PM the Governors returned to open session. No votes were taken during the Executive Session.

At 9:43 PM, motion by Mr. Bell to adjourn the meeting of the Board of Governors. Motion seconded by Mr. Shea. There was no discussion on the motion. The following Governors voted in favor of the motion: Mr. Barbadoro; Mr. Bell; Mr. Bellotti; Ms. Bevivino-Lawton; Mr. Feenan; 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.