

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF NOVEMBER 30, 2017

Minutes

The meeting of the Quincy College Board of Governors, originally scheduled to be held in the Krovitz Library, was held in the new Student Lounge, 36 Cordage Park, Plymouth, Massachusetts, was called to order at 6:12 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. Michael Bellotti; Ms. Eileen Bevivino-Lawton; Mr. Gregory Hanley; Ms. Carolyn O'Toole; and Mr. Joseph Shea. Absent at the call of the member roll was: Mr. Paul Barbadoro; Dr. Thomas Fitzgerald; Father James Hawker; and Mr. David McCarthy. 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; Dean Robert Bostrom; as well as other members of the College community and the public.

The pledge of allegiance was recited. The Chair offered a moment of silence for members of the College community who have recently passed away.

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 September 27, 2017. Motion by Mr. Hanley that the Board of Governors approve the minutes of the meeting of September 27, 2017, as presented. The motion was seconded by Mr. Bell. 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. Bell; Mr. Bellotti; Ms. Bevivino-Lawton; Ms. Clarke; Mr. Feenan; Mr. Hanley; 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 stated that rather than providing a lengthy report, he just wanted to remind each of the members to complete their Statement of Financial Interest (SFI) and submit it to the State Ethics Commission.

Next, the President introduced Dr. Mary Burke who reported that the Plymouth campus is home to 1386 students which represents a 7.5% increase over this time last year. The number of class sections has increased and therefore seat-count is up by 8.5%. The campus has grown over the past ten years, however, this is the sixth year the campus has enjoyed this type of significant growth. Because of the increase in students, the demand for physical space has increased as well. When the College moved into this Cordage Park building in 2007, we had about 400 students and approximately 10,000 square feet. Today we occupy over 54,000 square feet in Cordage Park with over 1300 plus students, which represents tremendous growth. Dr. Burke reported that she is hopeful this trend will continue.

Next, the President, referring to the Presidential Report included in the Board packet, reported on a 2-page chart summarizing the report of the Community College Survey of Student Engagement (CCSSE). Page 1 showed the Benchmark Scores for Quincy College for 2010, 2014, and 2017 which showed Quincy College has grown considerably and has exceeded the national average in four out of five categories. (Active and collaborative, student effort, student-faculty interaction and support for learners). Page 2 showed a comparison of Quincy College vs. Massachusetts Community Colleges and Medium Sized Colleges. Quincy College scored higher than the Massachusetts Community Colleges in all five categories, and scored higher than the Medium Sized Colleges in three of the five categories. (Active and collaborative, student effort, academic challenge, student-faculty interaction and support for learners). There were questions by the members. The President addressed the questions posed by the members

Next, the President reported on the lack of knowledge by the President and the Senior Vice President for Academic Affairs on the results of the licensure examinations for the various programs which have licensure examinations. The Senior Vice President for Academic Affairs, Dr. Mary Burke, determined that there are five (5) areas that are subject to licensure, and Dr. Burke developed a process to ensure that she and the President regularly receive the results of the licensure examinations for their review and attention. The College is continuing to work daily on the Nursing Program. The athletic teams are doing well. The Board of Governors' Christmas Party is on Wednesday, December 13, 2017. The President introduced Dr. Daniel Ibarrondo, Associate Dean for Online Learning, and Mr. Dean Rockwell, Analyst.

Next, the Chairman took the reports of the Committees.

The Finance & Facilities Committee met on November 13, 2017. Mr. Bell presented the report of the Finance & Facilities Committee for Mr. Barbadoro, Chairman of the Finance & Facilities Committee who was unable to attend tonight's meeting. Using a PowerPoint presentation, Mr. Bell reported on the September Year-to-Date Financial Report and the Fiscal Year 2018 Year to Date Revenue Tracking Report. Mr. Bell reported on the annual meeting of the Association of Governing Boards (AGB) scheduled to meet in San Francisco in April of 2018. Mr. Bell reported that he is heading up this event for the Board and that Chairman Feenan would like some members of the Board of Governors as well as some staff to attend. Mr. Bell reported that the Finance & Facilities Committee had

approved the Budget Transfers as presented in Motion FFC-11-17 and recommend approval by the full Board.

Motion by Mr. Hanley that the Board of Governors approve the Budget Transfers as presented in Motion BOG-34-17/FFC-11-17. The motion was seconded by Mr. Shea. There was discussion on the motion regarding physics equipment and security concerns. The President addressed the questions posed by the members. The following members of the Board of Governors voted in favor of the motion: Mr. Bell; Mr. Bellotti; Ms. Bevivino-Lawton; Ms. Clarke; Mr. Feenan; Mr. Hanley; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, Ms. O'Toole, Chair of the Personnel & Programs Committee presented the report of the Personnel & Programs Committee. The Personnel & Programs Committee met on November 20, 2017. Ms. O'Toole reported on the 2017 Annual Security Report/Clery Report. Ms. O'Toole reported on a new position for a Resource Officer.

Motion by Mr. Hanley that the Board approves the new position and job classification/specification of Resource Officer as described in Motion BOG-35-17/PPC-17-17. Motion was seconded by Mr. Bellotti. There was discussion among and questions by the members. The President addressed the questions posed by the members. The following members of the Board of Governors voted in favor of the motion: Mr. Bell; Mr. Bellotti; Ms. Bevivino-Lawton; Ms. Clarke; Mr. Feenan; Mr. Hanley; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted.

Next, Chair O'Toole introduced Dr. Mary Burke who reported on Accreditation and Regulatory matters and in particular addressed College programs requiring licensure examinations. Dr. Burke reported on the steps the College is taking to ensure regular review of the licensure examination results for each of the programs. Dr. Burke reported that she and Dr. Lori Koehler, Interim Dean of Nursing, have been working with BORN to provide reports and updates on the steps the College is taking to address deficiencies identified by BORN, which has placed the College on approval with warning status. Some of the steps the College is taking include the hiring of a curriculum consultant, Linda Caputi; providing monthly reports to BORN with a final report due on December 15, 2017; having the nursing faculty work with Ms. Linda Caputi on curriculum development in moving from a conceptual curriculum model to a critical thinking curriculum model. Dr. Burke also reported that computer testing is now being used to administer Nursing examinations. This is more similar to the NCLEX examinations and will better prepare our students for the NCLEX examinations. There was discussion among and questions posed by the members. Dr. Burke addressed the questions posed by the members. Dr. Burke also reported that the accrediting entity for the Surgical Technology Program had recently completed a site visit and reported that they "have no concerns" with the program. Dr. Mary Burke and Dr. Dennis Burke reported that the Surgical Technology Program has an 86% pass rate on the licensure exam and has an 86% placement rate.

Ms. O'Toole reported on NEASC's approval of the College's request for a Substantive Change to our Online Program, and reported that NEASC does not grant this authority lightly and that this authority is very good news for the College.

Next, Dr. Mary Burke provided an update on the Baccalaureate Degree Authority and Implementation. The President and Dr. Burke provided the members with a description of the process for approval of applications for baccalaureate degree programs. There was discussion among the members and questions posed by the members. Dr. Mary Burke and the President addressed the questions posed by the members.

Ms. O'Toole provided an update on Student Athletics and, in particular, the success of the men's basketball team. The President reported on Union Point and the possibility of the College using Union Point as our home field.

Next, Mr. Hanley, Chair of the Strategic Planning Committee presented the report of the Strategic Planning Committee. Mr. Hanley reported that the Strategic Planning Committee met on November 16, 2017. Mr. Hanley stated that he will provide the members with a full report during the Executive Session.

Next, the President reported on the College's Tuition Remission Policy and the legal opinion regarding the extension of tuition remission benefits to the members of the Board of Governors. There was discussion among and questions posed by the members. The President addressed the questions posed by the members.

Motion by Mr. Bellotti that the Board approve the extension of Tuition Remission to members of the Board of Governors, said approval to be effective retroactive to July of 2017. Motion was seconded by Ms. Bevivino-Lawton. There was discussion among and questions by the members. The President addressed the questions posed by the members. The following members of the Board of Governors voted in favor of the motion: Mr. Bellotti; Ms. Bevivino-Lawton; Ms. Clarke; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion. Mr. Feenan abstained from voting. Mr. Bell and Mr. Hanley voted "present." The motion was adopted.

Under **Old Business**, there were several questions regarding the Presidential Report including a question regarding a program described under Workforce Development & Community Engagement which will cover tuition up to \$25,000.00; a question regarding the College's responsibility to report on Gainful Employment; a question regarding the default prevention vendor ASA; and a question regarding the source of funds for the Emergency Fund Applications for homeless students. The President, Mr. Arangio, and Ms. Colligan addressed the questions posed by the members.

There was no **New Business**.

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 Ms. Bevivino-Lawton. 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. Bell; Mr. Bellotti; Ms. Bevivino-Lawton; Ms. Clarke, Mr. Feenan; Mr. Hanley; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and no abstentions. The motion was adopted and at 7:48 PM the members entered into executive session. At the request of the Chair, President Tsaffaras, Dr. Mary Burke, Mr. Arangio, and Mr. Kearney participated in the executive session.

Motion by Mr. Hanley that the Board of Governors close the executive session and return to open session for the purpose of adjournment. The motion was seconded by Mr. Bell. There was no discussion on the motion. The following Governors voted in favor of the motion to return to open session: Mr. Bell; Mr. Bellotti; Ms. Bevivino-Lawton; Ms. Clarke, Mr. Feenan; Mr. Hanley; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion and abstentions. The motion was adopted and at 8:28 PM the Governors returned to open session.

At 8:30 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. Bell; Mr. Bellotti; Ms. Bevivino-Lawton; Ms. Clarke, Mr. Feenan; Mr. Hanley; 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.