

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF AUGUST 13, 2020

Minutes

The meeting of the Quincy College Board of Governors, was held by remote access on Zoom, and streamed on the Web, and in person at the Quincy College library as allowed by the State of MA Emergency Open Meeting law due to the COVID 19 crisis 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. Paul Barbadoro, Chairman of the Board of Governors; Ms. Mary Jo Brogna; Mr. Greg Hanley; Ms. Eileen Bevivino-Lawton; Mr. Christopher Carroll; Mr. Joseph Shea, Ms. Barbara Clarke; Dr. Thomas Fitzgerald and Father James Hawker. Absent at the roll call were Ms. Katherine Craven and Ms. Carolyn O'Toole. A quorum was present.

Also in attendance was President Richard DeCristofaro, Christopher Bell VP of Operations and Chief of Staff, and Clerk to the Board of Governors, Dr. Servet Yatin SVP Academics; Dr. Jennifer Luddy SVP Enrollment; Thomas Pham, VP of IT, Mission Support, and Registrar; Martin Ahern VP of Finance; and Jessica Cherry, Legal Counsel.

The pledge of allegiance and moment of silence were completed at the direction of Chairman Barbadoro.

A prayer was offered by Father Hawker.

Chairman Barbadoro opened the Open Forum segment of the meeting and invited anyone who wished to address the Board of Governors to do so. There was no response to Chairman Barbadoro's invitation. Chairman Barbadoro closed the Open Forum segment of the meeting.

A motion was made by Mr. Hanley and seconded by Mr. Shea that the Board of Governors approve the minutes of the June 11, 2020 meeting as presented. The following members of the Board of Governors voted in the affirmative, Mr. Paul Barbadoro; Ms. Mary Jo Brogna; Ms. Eileen Bevivino-Lawton; Mr. Christopher Carroll; Mr. Joseph Shea, Ms. Barbara Clarke; Mr. Greg Hanley; Dr. Thomas Fitzgerald and Father James Hawker. Nine members voting in the affirmative and the motion was adopted.

Chairman Barbadoro stated he had a brief Chairman's report and thanked the President and his team for all the information recently sent to the board updating on all things regarding the college. He then requested Governor Lawton speak on an upcoming event in Plymouth.

Ms. Lawton invited the board members to a Plymouth Chamber of Commerce After Hours event on Wednesday August 26th from 4pm-6pm at Cordage Park hosted by Quincy College, President Decristofaro, and Joe Jannetty the owner of Cordage Park. An invite

will be sent to all members of the board. She ended by suggesting it is a great opportunity for the college to showcase all it has to offer not only to the business community in the Plymouth area but also get their feedback in terms of what the college can offer to partner up with business on their needs. She thanked President DeCristofaro for inviting her to speak at the event and is looking forward to promoting the Plymouth campus on that night.

Chairman Barbadoro reminded the members to please be available for the annual meeting on September 23rd at 6PM. Where the chairmanships and officers will be nominated as well as a schedule for the 20-21 meeting calendar will be proposed.

Chairman Barbadoro requested the President's report.

President DeCristofaro thanked the board for their continued collaboration and assistance with keeping the college moving forward and putting their trust in him. He also thanked the leadership team at the college, the faculty, and staff as well as the QEA for their continued hard work and collaboration in an effort to keep the college viable and successful. He thanked Ms. Lawton for her assistance with the upcoming event in Plymouth and stated the invitees would be receiving a survey to draw feedback for the college and the board to assist with the vision for the Plymouth campus moving ahead.

He stated challenges are ahead but with challenges go great opportunities. In light of the ongoing COVID-19 situation it is our job to continue to be diligent about focusing on the safety and health of our students, faculty, and staff. Because of COVID-19 the college with the assistance of the Commissioner of Public Health Ruth Jones, Mayor Koch, the Quincy City Council has developed a COVID-19 Reopening Plan and implemented guidelines, practices, and protocols in an effort to maintain a healthy and safe working environment for our students, faculty, and staff.

Additionally, ongoing negotiations are in progress with both our faculty and staff unions and I will continue to communicate with all of the stakeholders as negotiations move along to ensure our students will receive the best and most rigid educational experience Quincy College has to offer. Transparency is the key to working collaboratively with the board and the college. It is why with the help of SVP Luddy, Yatin, and Director Boyle we were able to produce the information book for you for this meeting. We will continue to make every effort to inform the members of the board and the college community with details regarding the overall operation and status of the college in terms of enrollment, oversight and regarding budgetary matters.

We have also initiated a new Business and Community Partnership plan to create an additional revenue source for the college. I have asked former President Michael Bellotti to chair the partnership, which will focus on classrooms, students, and faculty needs with the goal to raise funding creating a better learning and teaching environment for both our students and faculty. I thank Michael for agreeing to assist the college with this initiative and look forward to working together with him as we move along.

Although difficult, there have been many decisions regarding personnel and positions resulting in cost savings for the FY21 budget and to balance it. However, this

reorganization has allowed us the ability to backfill essential positions which were vacant. We have recently been able to bring back to Quincy College, Amanda Colligan as our Institutional Research Director. She brings a wealth of knowledge back to Quincy College from her time spent at Bunker Hill Community College and has been able to hit the ground running here because of her work here in the past. We also were very fortunate to identify a full time Grant Writer Tracey Merrill who brings 27 years of grant writing experience to the college. We are very excited about the prospect of Tracey identifying grant and revenue sources to boost the college's ability to service our students.

President DeCristofaro then added as all here know enrollment drives the Quincy College engine every day. COVID-19 has forced us to consider creative ways to enroll and retain students at the college and the Enrollment Management team has been doing a tremendous job in this area. I am confident over the next several weeks because of the hard work of the staff and faculty at the college, we will be able to see our enrollment goals come to fruition. I would like to ask Dr. Luddy to give an enrollment update to the board.

Ms. Luddy thanked the president and board and gave an update on YTD enrollment numbers, compared to last year, and a new strategy employed this year which moved the add/drop period for the college up two weeks. She explained in doing so it allows staff more time to reach out to registered students who have not paid but hopefully because they are registered want to make arrangements to pay and come to college. In two days there already had been an increase in enrollment since the add/drop day this past Monday.

Brief discussion ensued.

Ms. Luddy and SVP Servet Yatin then gave an update on both the LPN and ASN Nursing enrollment.

Brief discussion ensued.

Ms. Clarke requested the number of students who were in the ASN Cohorts last year who for one reason or another are not returning.

Ms. Yatin replied she would get the information and get back to her as soon as possible.

President DeCristofaro thanked Ms. Luddy and Ms. Yatin for the updates and asked if VP Ahern would go over the latest budget summary.

Mr. Ahern described in some detail the budget summary attached to the meeting packet including revenues, cost savings, COVID revenues, grants, and up to date revenues for FY21. He stated Finance Chairwoman Ms. Brogna and President DeCristofaro had suggested revisions were going to be necessary in August and most likely in the fall at the last finance meeting. The administration has been working on a revised budget since that meeting. He also stated the full revised budget would be presented to the finance committee at their meeting preceding the boards annual meeting in September.

President DeCristofaro stated the CARES Act and ongoing support from the city of Quincy has been instrumental in assisting the college with regard to budget issues. He stated he will work to create new revenue streams, share and seek input from all stakeholders on the strategic plan and NECHE requirements, and most importantly create stronger high school pathways to the college, and seek to create a successful early college program. Initiatives for Work Force Development and an increase in on-line resources and offerings are being worked on. He also suggested he will implement a plan which will utilize all of the staff in college recruiting efforts, across our service area from Boston south onto Cape Cod. In closing he added he will seek to work with city and state officials to identify programs and resources which will be instrumental to improving Quincy College for its students, faculty, and staff.

Father Hawker thanked the team for its outstanding work on the Quincy College fact book and asked the President to meet with his alma mater Cathedral High in Boston to create a pathway from Cathedral to Quincy College.

President DeCristofaro replied he would be happy to visit Cathedral in the near future to discuss pathways to the college with their leadership.

Brief discussion ensued.

Mr. Barbadoro requested to make sure there is clarity in the presentation to the finance committee in September with regard to all the budget line items and specifically capital expense, operational surpluses and the unrestricted fund balance.

Chairman Barbadoro asked for a report of the Bylaws Committee

Mr. Carroll gave a brief summary of the earlier meeting of the committee and reported that the committee will be seeking approval of the following matters related to the bylaws after redrafting some minor amending language on them.

Presidential Evaluation Schedule
Delegation of Authority
CFO and Executive Secretary position

Ms. Clarke made a motion that the board accept the report of the bylaws committee which was seconded by Mr. Barbadoro. On the motion the following members voted in the affirmative, Mr. Paul Barbadoro; Father Hawker; Ms. Mary Jo Brogna; Ms. Eileen Bevivino-Lawton; Mr. Christopher Carroll; Mr. Joseph Shea, Ms. Barbara Clarke; Mr. Greg Hanley; Dr. Thomas Fitzgerald. Nine members voting in the affirmative and the motion was adopted.

Mr. Barbadoro asked Ms. Clarke for an update on the recent NECHE training she attended with President DeCristofaro, SVP' Yatin and Luddy, and VP Ahern.

*(The following addition to the minutes as amended and requested by Governor Clarke at the September 23, 2020 board meeting. Due to the request the motion to approve the minutes were tabled until the October 22, 2020 meeting of the full board of Governors.)

Governor Clarke, Compliance Committee Chair, asked Dr. Jennifer Luddy to outline steps being taken for Quincy College's five-year interim accreditation report to NECHE due in August 2021. Dr. Jennifer Luddy explained that she and Dr. Servet Yatin co-chair the Strategic Planning Committee that is charged with the NECHE Interim Report. Under their leadership, the Committee has met three times and will continue to meet regularly. The committee has a 10-member NECHE Core Team which includes the Co-chairs, President Richard DeCristofaro, Chris Bell, Jessica Cherry, Amanda Colligan, Tom Pham, Martin Ahern, Tracey Merrill, and Kate Lopci. The Interim report consists of four discrete sections in 50-70 pages: 1) response to specific NECHE concerns; 2) brief response to 8 (of 9) accreditation standards; 3) reflective essay focusing on academics; and 4) financial and enrollment data forms. Dr. Yatin has assembled a team of faculty volunteers who will contribute to the responses. The Team has set the following milestones: writing of Draft One November 2020 - February 2021; Draft Two March 2021 - April 2021; draft posted for community response in May; and, preliminary draft submitted to NECHE for review in June. This timetable, allowing time to integrate NECHE's feedback, will support a final submission in August 2021. As part of the NECHE response, Quincy College is also responsible for submitting an Annual Report for Finance and Enrollment (ARFE) by December 1, 2020. This report includes finance and enrollment data forms, two years of audited financial statements, the auditor's management letter, and a 10-page narrative demonstrating that the institution "understands its situation and that it is developing realistic plans and taking concrete actions to address its challenges." The senior team, under the leadership of President DeCristofaro, will draft the narrative based on data from administration and finance, and institutional research

Mr. Barbadoro thanked Ms. Clarke for her effort in overseeing compliance matters for the Board of Governors and the college.

Old Business

Mr. Hanley gave an update and stated due to a less than expected amount of applicants the appointing council is reopening the process as soon as prudent or when the pandemic ends as it is very difficult to schedule the committee and applicants to go through an interview process especially by way of remote or ZOOM access. The hope would be to fill the two vacancies by the December meeting.

New Business

At 7:30 pm, Mr. Barbadoro made a motion to adjourn the meeting. There was no discussion on the matter and the meeting was adjourned.