

**QUINCY COLLEGE
BOARD OF GOVERNORS
SEPTEMBER 22, 2021**

Meeting Minutes

The meeting of the Quincy College Board of Governors was held in the Anselmo Library at Quincy College, by Zoom and streamed on the Web 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. Eileen Bevivino-Lawton, Mr. Christopher Carroll, Ms. Barbara Clarke, Ms. Katherine Craven, Ms. Dolly Di Pesa, Mr. Robert Harnais, Ms. Carolyn O'Toole, and Mr. Joseph Shea. Absent at the call of the roll were Dr. Thomas Fitzgerald, Mr. Gregory Hanley, Father James Hawker and Mr. Frank Santoro. A quorum was present.

Also present were President Richard DeCristofaro; Christopher Bell, VP of Operations and Chief of Staff; Jessica Cherry, General Counsel; Dr. Servet Yatin, Provost; Martin Ahern, VP of Finance; Meghan Cassidy, Associate Vice President; Thomas Pham, VP of IT, Registrar and Mission Support; Kate Lopci, Associate Vice President and Meaghan Sheehan, Clerk to the Board of Governors.

The pledge of allegiance and moment of silence to think about Father Hawker in his illness were completed at the direction of Chairman Barbadoro.

Chairman Barbadoro requested if anyone would like to speak to the board as part of the agendas open forum item, there were no requests.

Chairman Barbadoro moved on to the next agenda item: Approval of the Minutes of the August 5, 2021 meeting. He asked if there were any questions on the minutes. Ms. Clarke pointed out some edits that had to be made. Chairman Barbadoro asked that Ms. Sheehan make those changes. He asked for a motion to approve the meeting minutes from the August 5, 2021 meeting as amended. Ms. Clarke made a motion, seconded by Mr. Harnais. The following members of the Board of Governors voted in the affirmative: Chairman Paul Barbadoro, Ms. Eileen Bevivino-Lawton, Mr. Christopher Carroll, Ms. Barbara Clarke, Ms. Katherine Craven, Ms. Dolly Di Pesa, Mr. Robert Harnais, Ms. Carolyn O'Toole, and Mr. Joseph Shea. Nine members voting in the affirmative and the motion was adopted.

Chairman Barbadoro gave his report. He welcomed the boards newest member, Governor Dorothy Di Pesa.

Ms. Di Pesa thanked Chairman Barbadoro and stated that she was happy to be here.

Chairman Barbadoro thanked departing board member Mary Jo Brogna, who served on the board for all of her 12 years and made great contributions to the board in particularly

to the finance committee and to the nursing program. Ms. Brogna always asked the tough questions. She was a joy to work with. We do have a plaque that will be delivered to her. Chairman Barbadoro read the plaque "With Appreciation the Quincy College board of Governors and College Leadership Team Recognize Mary Jo Brogna 2007-2016 ~ 2018-2021 for years of outstanding and dedicated service to Quincy College. We thank you for your commitment and meaningful contributions September 2021".

Chairman Barbadoro then handed out the 2021-2022 committee assignments. He stated that he tried to do as best he could to get everyone on the committees that they wanted. He asked the board to please take a look and let him know if they have any requested changes.

He suggested that with the changes to the committees, committee chairs should start to talk to administration about ideas of what they would like to do. President DeCristofaro had mentioned doing something with the programs committee soon as well as others. He noted that the real work of the board is done in committee with the information that we get from the hard work from President DeCristofaro and his team.

Chairman Barbadoro added the board will discuss the materials that were provided in advance when Governor Hanley gives his finance report. He had nothing else in his report but noted that he looks forward to a good year with some hard work ahead of us.

President DeCristofaro began his report. He stated he looks forward to working with the community advisory committee and strategic planning committee when we get our plan in place. He added working in committee is a great way to get things done and move things forward, and is why we are here. He introduced Provost Yatin to provide an academic update.

Dr. Yatin was happy to inform the board the semester started successfully. The faculty non instructional days were a great success. She gave kudos to the faculty and staff, as well as Dean Carroll, Dean of Liberal Arts and Professional Programs, who is already moving the division forward with tons of new ideas which we will bring forward as we go. She repeated she is interacting with students, and they are very happy to be back on site.

Dr. Yatin thanked the board for the support with the Baccalaureate Degree initiative, a high impact initiative which will help the college in many ways (enrollment, visibility, prestige), but at the end of the day it is all about the students and the opportunities we are giving them.

Dr. Yatin thanked the faculty for all of their help with building the curriculum. Dr. Yatin updated the board on the timeline for the approval process. The following steps have all been completed to date: legislative change, external reviewer application, Department of Higher Education deems the application complete and approves reviewers, external reviewers submit their evaluations, and the college provides response based on external reviewers' recommendations. The next step is for the Department of Higher

Education to post for public comment for 21 calendar days. They have kindly agreed to post today or tomorrow so that we can meet the New England Commission for Higher Education deadline. The final step is at the end of the 21 days, the Department of Higher Education will submit the approval for the program. The immediate next step is the New England Commission for Higher Education substantive change. We are doing our best to submit this by the October 15 deadline for the November meeting. We are working with DHE and NECHE simultaneously so that we can meet that deadline. It is a very enthusiastic timeline, but we think we will be meeting that deadline so that we can begin to offer a bachelor's in science in Business Management.

Chairman Barbadoro requested that the agenda be taken out of order to go to committee report. He asked that Governor Hanley to give a Finance Committee report regarding the supplemental budget.

Mr. Hanley stated that the board has previously approved a budget but since then there has been a decline in enrollment. Tonight, the board heard from the President and his team, their plan to use CARES money to assist with revenue lost. The board heard about some of the institutional investments and opportunities that present themselves in the area of attracting students. With the infusion of CARES act funds, the college is looking to spread the funds out in a five year plan. This plan is focused on driving enrollment and revenue while paying more notice to the need of support for more revenue generating opportunities including initiatives such as Early College High School, critical positions in Marketing and Enrollment and also the expansion of programs such as the plan for a radiology program and EMT program on the Plymouth campus.

Mr. Hanley gave recognition to Ms. Bevivino-Lawton for her involvement with the Plymouth campus. He also thanked Mr. Ahern for all of his work to secure financial stability for Quincy College. Tonight, the Finance and Facilities Committee voted unanimously approve the changes to the budget.

Chairman Barbadoro added that even with the supplemental budget and despite the decline in enrollment, this actually looks better than the original plan. He recommended the board adopt the supplemental budget as presented. He asked if there was any discussion on this? There was none. He asked if anyone on zoom had any questions. There were none.

Chairman Barbadoro asked for a motion to approve the FY22 supplemental budget as presented. Mr. Hanley made a motion, seconded by Mr. Harnais. The following members of the Board of Governors voted in the affirmative: Chairman Paul Barbadoro, Ms. Eileen Bevivino-Lawton, Mr. Christopher Carroll, Ms. Barbara Clarke, Ms. Katherine Craven, Ms. Dolly Di Pesa, Mr. Gregory Hanley, Mr. Robert Harnais, Ms. Carolyn O'Toole, and Mr. Joseph Shea. Ten members voting in the affirmative and the supplemental budget is passed.

Mr. Hanley welcomed Ms. Di Pesa to the Board of Governors, and to his committee, and concluded his committee report.

Chairman Barbadoro apologized to Dr. Yatin for interrupting her report and asked if anyone had any questions for her. There were none.

Dr. Yatin continued with her report. She mentioned that the NECHE narrative which was completed and finalized last Friday was included in their packets. The document officially went to the six members of visiting team. Dr. Nieves expressed appreciation and is pleased with report for far. Dr. Yatin let the board know of her weekly meetings with Dr. Nieves that will take place up until the visit. She expressed her appreciation to every member of the college community who helped with the report and to Dr. Luddy who was an invaluable resource in bringing this report to its final changes. The 70 pages provided is only the narrative. Dr. Yatin added she is very proud of the report and she hopes the board is too. The visit will begin on October 31 with a dinner at ALBA, with work starting the next day. Every morning will begin with a meeting with the President.

Mr. Shea said in the past, the board has been invited to meet with the visiting team, and asked if they will this year. Dr. Yatin answered that yes, board members will be invited to the dinner at ALBA as well as a Board of Governors session.

Mr. Carroll added that the board was invited to the exit portion in the past, and asked if they would be this year? Dr. Yatin answered they could of course attend, and at this time that portion is tentatively scheduled for 10:15am on Wednesday November 3rd, but the schedule would be finalized about two weeks from now. She said board members could plan on anytime between 10:00am -11:30am on Wednesday for now.

President DeCristofaro invited Ms. Lopci to give an update on Workforce Development. Ms. Lopci shared an update on number of students served. She let the board know of a contract that was formalized with NAGE: National Association of Government Employees. So far we have 26 NAGE employees attending our programs. We will continue to expand this great initiative and our online services. Another success she mentioned was the Professional Development Series that was offered fully online to two cohorts of Quincy Public Schools teachers, a total of 45 teachers attended. A survey was given at the completion of the courses, and all participants were fully engaged and happy with the summer offering. Ms. Lopci provided a CARES update. So far, 30 students who lost their jobs due to Covid 19 have graduated from our programs. We currently have students enrolled in our Medical Billing & Coding and Substance Addiction Certificate Programs, as well as our EMT, QuickBooks, and Phlebotomy Programs. We are planning a graduation event for these students in January to celebrate their success and honor employers who have hired our students. We are seeking to enroll another 60 students in the spring, to complete programs by the June deadline.

President DeCristofaro thanked Ms. Lopci for all her work.

Ms. Clarke asked about the last meeting update, there were \$2 million in grants pending. She asked for an update on those.

Ms. Lopci answered we hope to hear on the Title III grant by mid-October. This is a federal grant that is very competitive. Two contracts were submitted to DESE: The Department of Elementary and Secondary Education to support ESOL services, as well as a HiSet program in Quincy which we don't have at this time. Once we hear if we have been approved, we have to build the program. Additionally, there are a few smaller grants still pending.

President DeCristofaro introduced Meghan Cassidy to provide updates on initiatives and supports in place to promote student success.

Ms. Cassidy started by saying how great it was to have students back on campus. Even though the past year and a half has been a challenge, it has allowed us to make some positive changes at the College. Tutoring support is being offered both on campus and virtually. The virtual center was born from the need from Covid and everything going remote. Quincy College has hired tutors who will offer in person services in our new tutoring center on the third floor. Virtual offerings are lead by live tutors as well. A lot of these changes came from a student satisfaction survey that 512 students had responses to. 76% of those students had heard about tutoring but they weren't following through and using it. Most were hearing about it through professors and Canvas. Moving forward, we will make sure that faculty are aware of these services and reminding students of them.

Melissa Lord has been hired as the college's Student Program and Wellness Coach. Melissa is a licensed mental health coordinator. Her office is located off of the student lounge. She hit the ground running with orientations in August and has been getting clubs and activities going ever since. She is here to help us offer student support but also to re-think what mental and social support looks like for our students. In the short time she has been here, she has already made a difference. We will have programming through her office starting next week.

Ms. Cassidy provided a few more updates. In regards to academic advising, we are looking at ways to foster the relationships with students. Looking ahead, advisors will have a cohort and caseload for students while building community through communications. Advising will continue to work with first year seminar classes. A transfer fair has been planned to better support students who have questions about our transfer partners. Working with the Registrar and IT, we have been able to revise our notice of concern process. And lastly, the High School partnership piece. We continue to expand our dual enrollment partners and are offering four career and votech programs this fall. We are really excited to see the Early College Pathway Program grow to 150 students enrolled. On September 1, we held a student orientation for those students enrolled. Last week, a meeting was held with guidance counselors and those meetings will take place monthly. We are grateful to have designation and be a part of

the state network. Yesterday we were on a call with a total of 8 schools and will have some students attending a state wide convening next month. This shows we not only have the Quincy support, but now we are part of a larger network and we will continue to improve and grow.

Ms. Di Pesa asked Ms. Cassidy if every student has an advisor? Ms. Cassidy responded that yes they do, but some students are required to meet with advisors more regularly and going forward we want to make sure we are connecting with students who may not usually come to see an advisor.

President DeCristofaro added we are hoping to create cohorts with the new advisor coming on board. He thanked Ms. Cassidy, the leadership team, faculty and staff. He gave a special thanks to Ms. Cherry and Mr. Ahern for their help with the budget.

Mr. Carroll added a big thanks to President DeCristofaro as well.

Chairman Barbadoro reminded the board this is the last year for three members (Barbadoro, Clarke, and Shea). He requested the President and leadership team set some time aside in the next few meetings for a short tutorial on NECHE, BORN, and any other regulatory agencies so that everyone on this board is informed. Ms. Clarke can help coordinate NECHE and Ms. O'Toole can help with BORN. This is something that should be done every year. It is important the board all be educated at the same time.

Chairman Barbadoro asked if there were any questions. There were none.

Old Business

None

New Business

Mr. Shea added the nominating committee will have a busy year. There are three members leaving next year. Members of nominating committee will have to meet and start the process soon. We hope that Reverend Hawker can come back, but if not, there would be four spots to fill. He has some ideas and will go back and read legislation, and have Mr. Carroll look at as well. He suggested prior to the October 21st meeting, he would like the nominating committee to meet for five minutes.

Chairman Barbadoro asked if there was any other business. There was none. He entertained a motion to adjourn and the meeting was adjourned at 7:04pm.