

**QUINCY COLLEGE  
BOARD OF GOVERNORS**

**COMPLIANCE COMMITTEE MEETING  
MARCH 18, 2019**

**Minutes**

The meeting of the Quincy College Board of Governors Compliance Committee meeting, 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 Compliance Committee were present at the call of the member roll: Ms. Barbara Clarke, Chair of the Compliance Committee; Mr. Paul Barbadoro; Mr. Christopher Carroll, and Ms. Mary Jo Brogna. Absent at the call of the committee roll was Dr. Tom Fitzgerald, Mr. Joseph Shea and Mr. Greg Hanley.

Also present: Mr. Michael Bellotti, President; Mr. Christopher Bell, Senior Advisor to the President and Acting Clerk to the Board, and Ms. Avanti Seymour, AVP of Institutional Research.

Chairwoman Clarke asked for a motion to accept the minutes of the previous Compliance Committee meeting held on January 24, 2019. Governor Barbadoro made a motion to accept the minutes, seconded by Governor Carroll. After some brief discussion and minor edit to the minutes, Chairwoman Clarke asked for a roll call on the motion as amended. On the motion Governor's Clarke, Barbadoro, Brogna, and Carroll voted in the affirmative and the motion was adopted.

Chairwoman Clarke requested information from President Bellotti on the Academic Recovery Team Procedures, which were requested to be on the agenda by Dean Ibarrondo, who attended. President Bellotti asked Dean Ibarrondo to explain his request to the board.

Dean Ibarrondo explained as part of the State Authority Reciprocity Agreement (SARA) application for getting online classes available across state lines, it is required that each college requesting approval have as part of their Business Continuity Plan language on Institutional Closure. The Dean presented the language, which after several minutes of discussion among all in attendance and with a few minor changes, was agreed upon. No vote was necessary on the matter.

President Bellotti thanked all of the board members and Dean Ibarrondo for pursuing and creating a larger offering of online programs, and seeking the approval from SARA to do so. He also updated the committee on the newly accredited Nursing Program.

Governor Brogna suggested identifying the attrition rate and informing applicants who are successful in being accepted to the Associates in Nursing Program as a motivational tool.

President Bellotti stated he agreed, and with the admissions standards being more rigorous than ever before, he would speak with Dean Mihal and Dr. Koocher about Governor Brogna's suggestion.

Governor Brogna said other programs, but not all, announce attrition rates. She also understands it might be difficult to determine the data in the College's current situation because the program is new.

Governor Brogna also suggested the College create and email an executive summary for board members on the nursing programs as they move forward in the process. This could include demographics of the student population, and some brief talking points so all of the College community are sending out the same message.

Governor Barbadoro agreed but suggested when any information is shared with board members from the College there be a reminder which should read something similar to **"Please see the attached information which is for board review only. The contents of which should only be discussed at board or committee meetings and not on this email stream. This is necessary so there is no violation of the open meeting law."**

Chairwoman Clarke requested information on the next item on the agenda, which was Program Review Findings. She also asked relative to the information attached who was responsible to track the reviews.

President Bellotti stated that the Dr. Koocher was unavailable for the meeting but would get back to the committee on the Chairwoman's question.

Chairwoman Clarke asked a program review question on the paradigm shift in Criminal Justice as it relates to POST (Peace Officer Standards and Training).

President Bellotti stated in his experience as a Sheriff, his standards and training were somewhat different from civil service, as applying for a correctional officer position did not require taking a civil service exam. He also said he would discuss the shift with Dr. Koocher and Dean Brennan to ensure our Criminal Justice programs are aware of and reflecting this paradigm shift change. He also added he would be seeking alternative methods to assist students who are facing academic probation or at risk in the program and present a proposal soon.

Governor Brogna agreed and added the College offers a good tutoring program currently for students in all disciplines. She also suggested a standardized template for reports and executive summaries for board members as a much easier way to understand and share information about the college.

President Bellotti agreed on all the suggested ideas.

Governor Clarke asked for an update on the CPR training for the Early Childhood Program and whether we had proper facilities to train the students in partnership with the Red Cross.

President Bellotti will speak with Dr. Koocher on the issue.

There was several minutes of discussion on standardizing and creating common templates for program review reports.

Chairwoman Clarke also suggested best practice is a great way to assist with the task of standardizing reports and information

Chairwoman Clarke asked for an executive summary on the PTA Program, which President Bellotti responded, would be provided.

Governor Barbadoro after several more minutes of discussion stated it is not the purview of the Board of Governors or this committee to decide what current programs are viable. The administration is responsible for deciding what programs are fiscally viable and academically sustainable. Our role is to assist, if requested, and to approve or deny proposed programs after data and information is reviewed. The day to day oversight and operations of the college is the President's responsibility.

Chairwoman Clarke requested the following action items from this meeting be part of the minutes. They are as follows:

- Identify, if possible, the Nursing Program attrition rate
- Create Executive Summary on Nursing Program application process
- Discuss paradigm shift with Dean Brennan and Dr. Koocher concerning Criminal Justice programs
- Standardize templates for college reports i.e. the program reviews, and have executive summaries for board members when necessary
- Speak with Dr. Koocher on CPR/Red Cross training as it relates to the Early Childhood Education program
- Create Executive Summary of PTA program explaining how it is capped and any further pertinent information.

#### Old Business

There was none

#### New Business

There was none

At 7:15 p.m. the meeting was adjourned.