

**QUINCY COLLEGE
BOARD OF GOVERNORS**

COMPLIANCE COMMITTEE MEETING JANUARY 24, 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. Joseph Shea; Mr. Christopher Carroll (who was appointed to the committee prior to the start of the meeting); and Ms. Mary Jo Brogna (via mobile and who arrived at 6:50 p.m.). Absent at the call of the committee roll was Dr. Tom Fitzgerald (who arrived at 6:35 p.m.) and Mr. Greg Hanley.

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

Chairwoman Clarke asked for an open discussion on the content and scope of the Compliance Committee as it was the first meeting of the committee since it was designated a committee by Chairman Barbadoro at the beginning of the board's 2018-2019 session. Governor Clarke suggested Paul Barbadoro give his vision of the committee.

Governor Barbadoro suggested the following:

- The committee is an effort to increase and improve information flow between the board, the President, and the Provost in terms of regulatory and accreditation matters which come before the college throughout the year.
- The committee's main function is to ensure the college is in compliance for meeting timeline's, i.e. (NECHE and BORN)

Chairwoman Clarke requested information from Provost Koocher on the Massachusetts Higher Education Office filing requirements regarding new programming which he gave the members.

Governor Brogna asked if past practice in terms of not following through procedurally on a new program would be an issue going forward. Dr. Koocher explained it was not an issue at the college to his knowledge. Provost Koocher acknowledged that Higher Education Office requirements and filings were his responsibility and will advise the Board on such as relevant.

President Bellotti updated members on the ongoing processes regarding both the college's interaction with BORN (Nursing Program update) and NECHE (On going

Accreditation update). Members of the board and the President had several minutes of discussion regarding both matters.

Governor Shea reminded members this committee is a sounding board for the college to inform the members of compliance issues which need attention but it is not the committee's intention to oversee the day to day response from the college, but to be informed and assist if necessary. In his view the committee needs updates on current issues, transparency of information flow, and to ensure as Governor Barbadoro had stated earlier the college meet necessary deadlines.

Brief discussion ensued.

President Bellotti stated it is his inherent responsibility and duty to introduce all information regarding compliance matters to the Board of Governors as the College receives it.

Governor Brogna agreed. Brief discussion ensued.

Chairwoman Clarke summarized the intent and scope of the Compliance Committee to include Board Chairman Barbadoro's points as well as other key items mentioned by Committee members per italicized additions below.

- *To increase and improve information flow between the board, the President, and the Provost in terms of regulatory and accreditation matters which come before the college throughout the year.*
- *To ensure the college is in compliance for meeting timelines, i.e. (NECHE and BORN, MA Higher Education, etc.)*
- *To obtain updates on current issues, increasing transparency of information flow, and to ensure that the college meet necessary deadlines.*
- *To regularly report to/update on compliance issues in Board of Governor's meetings*

(Governor Fitzgerald arrived at 6:35pm.)

Discussion ensued on Chairwoman Clarke's summary.

Chairwoman Clarke asked to discuss the next item on the agenda, which was Regulatory update on BORN and NECHE matters.

(Governor Brogna arrived at 6:50 p.m.)

Dr. Koocher gave update on both and some discussion ensued. Governor Brogna asked about the college being on the February agenda as opposed to having to wait until March. Dr. Koocher explained the college has no control of BORN's agenda or how it is decided but suggested he and Dean Mihal are advocating for the February meeting. President Bellotti stated he agreed and he is advocating as well, as it would benefit the college greatly to get approval as soon as possible.

President Bellotti discussed his meeting with the head of NECHE, Dr. Barbara Brittingham, which was earlier in the day. He stated NECHE had several questions revolving around the fiscal health of the college, BOG independence, the college's separation from the city and presidential search process. He also stated the college is currently undergoing a 5-year enrollment and financial plan, and most recently has begun the overdue 5-year Strategic Plan. The intention is to make the plan a rolling plan, so it will be in perpetuity in terms of always projecting 5 years into the future.

Chairwoman Clarke asked several questions on program review scheduling which Dr. Koocher and AVP Seymour answered. Chairwoman Clarke also asked who would be responsible to the board to provide documentation to the committee when requested.

President Bellotti stated both he and Dr. Koocher would be responsible as well as any senior staff designees depending on information requested. Some brief discussion ensued.

Governor Barbadoro suggested adding a Provost's report to the BOG meeting agenda going forward. All agreed.

Chairwoman Clarke also asked for explanation on internal and external program review processes. Both Dr. Koocher and AVP Seymour explained to the members and agreed to include external program review cycle items and deadlines in the spreadsheet covering internal filing information.

Chairwoman Clarke asked for criteria on the processes regarding program reviews and for the executive summaries or abstracts on the programs at the college. AVP Seymour responded she would get data to members. Chairwoman Clarke will follow-up with D. Brugman to obtain Abstracts and findings for 2 past years.

Dr. Koocher also explained about a new "Drop Box" program which Tom Pham is working on which will allow all BOG members to access college data and information anytime they would like to. He suggested Pham would be providing a briefing on the program at the BOG meeting in March.

Chairwoman Clarke requested written instructions for the Drop Box technology for all board members.

Old Business

There was none

New Business

There was none

Chairwoman Clarke suggested the next Compliance Committee meeting be held on March 21, 2019 if necessary. At approximately 7:25 p.m., Governor Barbadoro made a motion to adjourn the meeting. There was no discussion on the matter.