

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF FEBRUARY 10, 2004

MINUTES

The meeting was **called to order** at 6:20PM by Chair Theresa Lord-Piatelli. The member roll was called. Present were: Barbara Cannon, Simon Chan, John Farmer, William Harding, Geraldine Lewis, Joseph Nicastro, Richard Nici, Peter O'Neill, Daniel Raymondi and Theresa Lord-Piatelli. Absent were: Betsy Flynn, William Grindlay and Joanne Condon-Walsh.

Also present were: Sean L. Barry, President; Patricia Gales, Vice President for Educational Services; Christopher Harrington, Vice President/CFO; Thomas DeSantes, Vice President for Management; Stephen McGrath, Executive Assistant to the President/In-House Counsel; Eileen Mawn, Dean of the Plymouth Campus; Martha Sue Harris, Dean of Liberal Arts and Sciences; Robert Baker, Dean of Business; Vijay Raja, Dean of Technology; Michelle McNulty, Esq., Counsel to the Board of Governors; Leonard H. Kesten, Esq., outside counsel and other staff and faculty members of Quincy College.

The **Pledge of Allegiance** was recited and a moment of silence observed, dedicated to members of our armed forces here and overseas.

Chair Lord-Piatelli called for the **Open Forum** portion of the meeting to begin. The public was invited to come forward and comment on agenda items. No one did so and that portion of the meeting was declared closed.

The next item on the agenda was **Approval of Minutes** of the previous meeting. A motion was made to accept the minutes. All were in favor.

The next item on the agenda was the **Report of the Chair**. President Barry discussed the amendment to the meeting calendar. He asked that the next meeting date be changed to April 1, 2004. This date would allow us to be in compliance with having a report on the budget done by the deadline. He stated that the date would be publicly advertised, particularly since it was not on a Tuesday. The new meeting date would allow us to meet the deadline on the budget issue. Mr. Raymondi asked if the budget would be submitted to the Finance & Facilities Committee for their review and then be circulated to everyone at Quincy College before being submitted to the next regular Board meeting. President Barry assured him it would. He went on to explain that February and March are difficult months, with family vacations, etc. to try to schedule a meeting. After the April 1st meeting we would be able to get some new input and then schedule a second hearing.

Ms. Lord-Piatelli stated that she has been meeting with President Barry for the last several months in regards to issues going on at the college. She also wanted to thank all Board members present for their cooperation and participation in forming Quincy College policies. She further stated that all absentee members were out of state this evening or they too would be in attendance. Ms. Lord-Piatelli wanted all members to feel comfortable calling her any time, at work or at home, if she could be of any help regarding any and all issues concerning the college.

The next item was the **President's Report**. The first subject President Barry presented was a letter he had received from the Commonwealth of Massachusetts, Board of Registration in Nursing. He has received one letter for the Associate Degree Nursing Program and one for the Practical Nurse Program. He proceeded to read the letters aloud to all present. The letters stated that both programs have received full approval status.

President Barry then mentioned that since there were so many items on the agenda this evening that some would probably overlap. He asked for the Board's patience.

The next subject was a letter dated January 14, 2004 regarding the promotion of Michael Collins, his new title and responsibilities. His title is now Directorship of Campus & Community Development. President Barry then went over what Mr. Collin's new duties and responsibilities would consist of. This change is a result of the on-going Administrative Audit that is presently being conducted at Quincy College. This audit will help with the structure, review of processes, and re-definition of Quincy College. It is considered a necessity and should be done every year.

Next discussed was the Board of Higher Ed. approval of Quincy College as authorized for Quinn reimbursement. President Barry has asked Vice President Gales and Dean Baker to explain this matter further but first wanted to give his thoughts. He went on to explain the difficulties with being on reimbursement status. He sited the Braintree Police patrolmen not being able to get reimbursed for the Quinn Bill. We at Quincy College have found many policemen interested in taking courses here at our institution. Maybe they will not be receiving degrees but because of reasons such as finance and scheduling, they have found it very beneficial. Some will criticize that any program that exists while a student is working full time, or that a policeman teaching a class for other policemen does not work. This is not true. The same thing is felt for distance and on-line learning. The state has come out with standards for the Criminal Justice Program. One of these standards has to do with the number of faculty. This number is based on the FTE. Many colleges, such as Quincy College, that do not have state funding have found this to be very difficult.

President Barry also wanted to bring to the Board's attention, Paul White. Mr. White was not required to be at this meeting but is in attendance. He and President Barry have had discussions on what courses would be beneficial with these new state mandates, etc. Mr. White has been an instructor of Criminal Justice for many years. Luckily adding faculty members to this course is something we were able to do. It was already available in our budget.

President Barry went on to explain that contract faculty normally only teach during the day. With these new mandates when hiring new faculty they must be willing to travel from campus to campus, wherever needed. When Quincy College hired new faculty under this mandate, they were willing to go from campus to campus. Other, more difficult mandates having to do with access to library resources, etc. would prove to be more difficult. Another difficulty is with trying to market for the Springfield campus when there is only one course taught there. President Barry then informed the Board that the review committee never actually visited the Springfield site. It was decided that it would be more beneficial to the college to phase out Springfield. He asked Vice President for Education Services Pat Gales and Dean Bob Baker to come up and speak to the Board. Ms. Gales then informed the Board that she had received the report from Higher Ed. On December 15, 2003 and that we responded to that report on January 23, 2004. As the accreditation liaison at Quincy College she was in contact with Dr. Cook from

our accrediting body. She wanted to make it clear that Quincy College campus issues were never involved in the problems with this course. Our main concern now is assisting all Springfield students with the transference of their credits to another, local college if they wish to do so. As per Dr. Cook's suggestions, we have to take the 13 current students enrolled and help them in every way possible. A representative from another local college, Springfield Tech. Community College, will be meeting with our staff and students this Thursday evening. This meeting is one way of assisting students earn their degrees. It was noted that Dean Baker and faculty member Paul While were the authors of our response to the report.

Dean Baker then spoke on this matter. When the report was issued on December 15, 2004, because we were not in compliance on 2 out of the 78 standards the board was ready to recommend that we be placed on deferral status; not just the Springfield Program, but Quincy College in its entirety. This would require us remaining in that status until June of this year, at which point the board would once again visit our application and if appropriate action had been taken we would have been placed on approval status. However, based on the Personnel & Programs action of January 15, 2004, I made an inquiry of the board and was told that if Springfield was phased out by May 30 of this year then they would be prepared, based on the college forwarding to the board certification of this Board to take action. To place before the Board of Education at that point the Criminal Justice would be approved on February 17, 2004. This would be of great benefit to the Criminal Justice to be approved next week rather than in a few months.

At this point in the meeting President Barry suggested to take the recommendation of the Personnel & Programs Committee and vote on the phasing out of the Springfield.

Mr. Nicastro was then recognized. He stated that basically his report had been covered but wanted to explain a few basics of the report. They were all in agreement in regards to the phasing out of Springfield.

Mr. Nicastro then made a motion to phase out Springfield and it was seconded by Ms. Cannon. The following members voted in favor of the motion: Ms. Cannon, Mr. Chan, Mr. Farmer, Mr. Harding, Ms. Lewis, Mr. Nicastro, Mr. Nici, Mr. O'Neill, Mr. Raymondi and Ms. Lord-Piatelli. No members voted against the motion or abstained.

President Barry spoke again regarding Paul White and offered him an apology for not being able to include him more in this decision but with the time factor it was not feasible. President Barry does feel that this action is in the best interest of the college. He then went over a little of the history of our Springfield Program, how it began as a National Guard Program, then the Ace Program, the Fast Program and finally as an accelerated program.

The next item President Barry discussed was a meeting he and Attorney McGrath attended today with Superintendent Decristofaro and Assistant Superintendent Mariano. This meeting was to discuss the on-going rent issues and a process to help reach a resolution. President Barry thought the meeting was thorough, respectful and productive. All these factors being of great importance. He felt both sides were very clear in getting their points across and said we have progressed in this area. This subject will be discussed more extensively in the **Executive Session**.

President Barry wanted to discuss the Surg. Tech. issues at Quincy College. He wanted to go over very general areas, not intending to talk about any individual person. He stated that safeguards are being implemented and every individual involved is entitled to a process which takes time and moves in a manner befitting the urgency of the issues. Our obligation is to never enter a process with a conclusion in mind.

President Barry explained there are many challenges that come with the job: some are seen as fun, some are seen as frustration, some are issues that are expected to arise, some fall into the lap of the college president and some are unexpected. This certainly falls into the category of unexpected. He does not approach the job expecting that someone or something is not running smoothly. He does approach the job with a shared enthusiasm and pleasure of working with some very talented individuals. He again stated that there would be no discussion of any personnel matters during open session. He continued saying that our faculty and staff is the most diverse, cooperative, dedicated and unified group that we have had in along time.

President Barry wanted the Board to know that he respects Atty. George Burke and has every confidence in his ability to conduct the investigation. The issues are restricted to one program and to cast out the institution as a whole is not just unjust but is unconscionable. The process of record keeping, monitoring performance of staff and evaluation of students are all being analyzed.

President Barry went on to say that all students now enrolled in the Surg Tech Program are enrolled in a fully accredited course. On Friday members of the current class will be meeting with V.P. Gales and Atty. McGrath and will be offered to opt out of the program with a full refund. They would not have to provide any reason or explanation but they do have to respond by the deadline, which is one week from this Friday. This is a fully accredited, quality program but we want to provide them with this opportunity. Attorney George Burke working along with Attorney McGrath will be contacting previous classes of Surg Tech students again, as he has already done so, to discuss any concerns they may have regarding their training. These students will be offered additional classes and lab time at no charge. On a case-by-case basis they will receive a personalized response to any concerns or issues they may have.

President Barry also stated that he is confident, through conversations with Vice President Gales, that area hospitals are satisfied with our current students. He is, however, suggesting that the program be put on a one-year hiatus during the 2004-2005 academic year. This would allow the college to build stronger relationships with clinical partners as well as to tend to any and all curriculum and management issues in preparation for an entering class for Fall 2005. Admissions standards will also be examined during this time. This does not change the fact that there are many nursing jobs that need to be filled and that this program is sorely needed. President Barry will recommend that Quincy College fund the personnel costs for a coordinator of the program. This position would be called "Dean of Allied Health" and this individual would manage the program and meet with all the necessary accrediting bodies, etc. This recommendation will be presented in the upcoming budget. The Dean will initially report direct to President Barry and ultimately to the Vice President of Educational Services, at such a time that he feels the issues have been resolved and that the program is managed appropriately.

President Barry said the college is looking for an individual with strong academic credentials, someone capable of getting along with the community and with good communications skills to

be our campus ambassador. On a deeper note, he stated how difficult it has been for anyone working, attending or graduated from Quincy College to have their credentials, character and intentions attacked during this period. It is not fair to attack everyone for a problem with a few. Everyone at Quincy College must try to help this program and our students to bet back on its feet. President Barry wants to caution everyone to not discuss the character or personnel issues of any individual at the college.

Ms. Lord-Piatelli then spoke to the other members, stating her support with the handling of this situation by President Barry and others at the college. She stated that she knows of no one at Quincy College who would besmirch our institution in any way. She realizes no one is unflawed; all we can do is try our best. She feels Quincy College will emerge from this situation a better institution. Other Board members have contacted her to show their support of President Barry.

President Barry spoke once again, this time on the facilities concerns at the college. First, Alumni Hall, the water problems. These seem to have started after the construction of the President's Place Parking Garage. The garage causes a lack of sun on the building and the water pipes that run into Alumni Hall easily freeze causing the house to have no running water and leaks. President Barry did state that the crew from the city that come to take care of this problem, having been made very familiar with it, do a great job.

The Coddington building also has problems, such as no heat, steam pipe burst etc. There is not enough down time in the classrooms to make the repairs. The college has been strict in enforcing the rule of no space heaters, etc. much to the dismay of some staff, faculty and students. He then cited what had happened at Mt. Wachusett last year, with a fire caused by a space heater of some kind.

Mr. Raymondi and Rev. Harding both left the meeting at approximately 7:10PM.

President Barry asked Michael Collins to come up and distribute his report to the Board and to speak on this report.

Mr. Nicastro requested if President Barry could first speak to the administrative audit going on now at the college. President Barry thanked Mr. Nicastro and assured him that this is exactly what Mike would be speaking about. He then explained that he, V.P. DeSantes and Mr. Collins as a result of their participation in the Masters Cohort class got a chance to see how other institutions make decisions about organizational change. He then went on to explain some of the steps, such as: how offices interrelate, who reports to whom, are people reporting to the right people. He also explained how fundraising is an integral part of development. The Board was asked to refer to the blue sheet in the packets Mike Collins handed out. He stated that we must take a look at all areas within the college.

The next sheet he referred to was the next to the last, blue sheet, which is the new Campus & Community Development Model. This chart shows the relationship between the President and all aspects of development in the college.

Mike Collins was then asked to speak to the Board. He spoke of some of the events that have already taken place at the college regarding development. These included the United Way Fund Drive, the Salvation Army Drive and Operation Cover Up, which collected over 150 items of clothing to be donated to the homeless and needy. Mr. Collins explained that this has been exciting for him and he plans on continuing to develop new and interesting fund raising ideas. Mr. Collins then proceeded to introduce and explain the remainder of the packet to the members. He asked if there were any questions. There were none at this time.

President Barry, continuing on the same subject, went on to define what each area is accountable to do so that the President will be taken out of the equation at certain instances when questions arise. He feels Mr. Collins has proven capable to handle this responsibility. Mr. Collins will be meeting with Dean Mawn, Maryanne Hammond and Gary Wallrapp to go over all areas of development.

President Barry then pointed out to the Board page 19 as an excellent guide that lists in basic terms the functions of each area. He mentioned that the college has had difficulties finding marketing people who are also proficient in design elements and website development. President Barry asked that all Board members take some time in the next few weeks to read this report.

Two areas the college has had problems with is student development and student retention. This has to be corrected. We may not have an actual counseling department but we should be able to have referrals for any students interested. President Barry wanted the Board to know that we are not just asking them to accept this new plan, we are now, just at the ground level.

President Barry stated he did not see any other new position, other than the Dean of Allied Health being introduced at this time. He does hope to integrate providing necessary supports with attracting students. All the changes in the last two years have been student focused: increased faculty, new library staff. He also discussed "service learning". This is when students are placed with agencies or organization with direct relevance to the courses they are taking. Not everyone would have the time to participate in this, we do not estimate more than 25 – 30 students showing an interest.

President Barry brought to the attention of the Board a letter to him from Michael Collins, which asks for Board action on the ENC Cohort classes, Online Certificate Courses with the University of Florida and attendance to the North American Enrollment Mgt. Institute in Colorado. He gave an explanation of each and suggested that a Board meeting be held in the future that would focus on the subject of Professional Development.

President Barry went on to mention that V.P. Harrington is on the round table of a national business officer's organization, how he and V.P. DeSantes are asked to present at seminars and have received awards. This all reflects well on Quincy College and illustrates how important Professional Development is. Our deans have committed themselves to hiring only the best, most dedicated instructors. President Barry then introduced to the Board Deborah Saitta-Ringger, an adjunct instructor that has been with us for 15 years. She is an excellent instructor and has agreed to teach at the college full time for a period of one month, taking the place of a contract faculty member out on medical leave.

At this point, Mr. Nicastro asked President Barry if the administrative audit would be taking place at the Plymouth Campus as well? President Barry answered yes, in fact Dean Mawn has been present at many of the meetings and will continue to do so.

Ms. Lord-Piatelli asked if there was any **Old Business**. President Barry requested that the campus smoking policy be brought up at a future meeting, stating that there was still approximately 50% of the campus concerned with this issue. He is hoping that the new State law changes will help relieve this problem.

He then asked Atty. McGrath to speak on the item of the warrant signature policy. Atty. McGrath explained the purpose of this is to tighten up the approval process of Quincy College expenditures of college funds. It would require three members of the Board to certify. He recommends this action as a financially wise thing to do and asked if there were any questions. Ms. Cannon asked if this is in response to Quincy College bills being held up at city hall? Atty. McGrath said, basically yes.

President Barry stated that anything that enhances a good financial policy is a good idea and process. He recalled when he was on the School Committee years ago and they also had to review warrants and how efficient it was to be able to ask the Business Officer attending the meetings any questions they had on expenditures. President Barry then asked for a motion to approve the policy.

Ms. Cannon made the motion to approve and Mr. Nicastro seconded. The following members voted in favor of the motion: Ms. Cannon, Mr. Chan, Mr. Farmer, Ms. Lewis, Mr. Nicastro, Mr. Nici, Mr. O'Neill and Ms. Lord-Piatelli. No members voted against the motion or abstained.

The next item under **Old Business** was the letter addressed to President Barry from the Quincy Education Association. President Barry asked to explain. He introduced Atty. McNulty to speak to this. She began by explaining that we have been negotiating with the QEA for the last ten years. She also stated that the term "Demand to Bargain" was misleading and is basically a request to commence negotiations with successor collective bargaining agreement. The issue is that under the Home Rule Petition, Sec. 11, it clearly states that the City of Quincy designates a representative not the Board of Governors. Atty. McNulty then referred to the letter Quincy College received from the Mayor, dated March 21, 2003, designating Ms. Roberts Kety as the City's representative to act in its interest in labor relations matters with the employees of Quincy College. Atty. McNulty went on to say that "but for this legislation position, under the case law, the College would be the appropriate party".

Ms. Lord-Piatelli thanked Atty. McNulty and at 7:55PM requested a very short recess. At approximately 7:57PM the meeting once again was called to order. Ms. Lewis was then asked to read the Resolution of the Quincy College Board of Governors. Ms. Lord-Piatelli asked for a motion to approve the resolution. Mr. Farmer made the motion to approve and Mr. O'Neill seconded the motion. The following members voted in favor of the motion: Ms. Cannon, Mr. Chan, Mr. Farmer, Ms. Lewis, Mr. Nicastro, Mr. Nici, Mr. O'Neill and Ms. Lord-Piatelli. No members voted against the motion or abstained.

Ms. Lord-Piatelli asked Mr. Nici if he had any items to discuss regarding Community Development. He explained the importance of developing relations with outside entities and community, i.e.: the blood drive the college was having next week.

At this point President Barry spoke on the subject of fund raising maybe not always being the best strategy for development and said he would look into other avenues.

Mr. Nici again took the floor to discuss budget line items. Basically it was stated that some of the budget items seemed new because they were moved from one line to another. The items are already in the budget and there are no new expenses.

President Barry asked to discuss the last item before going into **Executive Session**. That item being the appointment of his replacement while he is out because of medical reasons. He waived the right of written notice and stated that the specifics will be discussed in **Executive Session** and then the Board will return to **Open Session** to take a vote. Other items to be discussed in **Executive Session** are collective bargaining and the purchase, exchange lease or value of real property.

Ms. Lord-Piatelli then entertained a motion to go into **Executive Session** and suggested to the public that the Board would probably return to **Open Session** approximately 9:00 or 9:15PM. Ms. Cannon made the motion and it was seconded by Mr. Chan. The following members voted in favor of the motion: Ms. Cannon, Mr. Chan, Mr. Farmer, Ms. Lewis, Mr. Nicastro, Mr. Nici, Mr. O'Neill and Ms. Lord-Piatelli. No members voted against the motion or abstained.

At 8:07PM the **Public Session** of the Board of Governors' Meeting of February 10, 2004 concluded.

At 9:01PM the Board again convened in **Public Session**. A motion was then set forth to vote on the assigning of an Interim President. The Board members agreed. Ms. Cannon moved that the motion be accepted and Mr. Nici seconded. The following members of the Board voted in favor of the motion: Ms. Cannon, Mr. Chan, Mr. Farmer, Ms. Lewis, Mr. Nicastro, Mr. Nici, Mr. O'Neill, Mr. Raymondi and Ms. Lord-Piatelli. No members voted against the motion or abstained.

At 9:04PM the **Public Session** of the Board of Governors' Meeting of February 10, 2004 was again concluded.