

**QUINCY COLLEGE  
BOARD OF GOVERNORS**

**Meeting of January 27, 2005**

**Minutes**

The meeting was called to order at 6:16pm. The Pledge of Allegiance was recited and a moment of silence was observed in tribute to all American soldiers serving their country, here and abroad.

The member roll was then called. The following members of the Board of Governors were present: Simon Chan, David Dennis, William Grindlay, Richard Nici, Peter O'Neill, Jerrell Riggins, Walter White and Theresa Lord-Piatelli. Immediately following roll call Daniel Raymondi arrived at the meeting. William Harding, Joseph Nicastro and Joanne Walsh were unable to attend the meeting.

Chair Lord-Piatelli then called for the Open Forum portion of the meeting. There were no responses and the Open Forum portion of the meeting was closed. Ms. Piatelli then asked that the minutes of the November 3, 2004 meeting be approved. All members were in favor.

Ms. Piatelli continued on to the Report of the Chair. The first item she brought to the Board's attention was the letters that had been handed out to each member. These letters were from some of the graduating students in the January 2005 graduating class. President Barry had asked the class to send in a letter to him describing their experiences at Quincy College. Ms. Piatelli asked that the members try to find time to read each and every letter. They show how each life has been touched by Quincy College and also demonstrate how the College has met the needs of each of these unique individuals.

The second item Ms. Piatelli spoke of was that she had had a conversation with John Sullivan regarding the audit. Mr. Sullivan wanted to thank everyone at the College for the cooperation he has received and said he would be wrapping it up shortly.

Ms. Lord-Piatelli then handed the floor over to President Barry for the President's Report. The first item was the commencement photos. The photos were shown. All members were impressed and agreed they showed what a wonderful event the Commencement was. The next item was the Community College Futures Assembly. President Barry briefly explained what this conference entailed and who from the College would be attending. Next, the League for Innovation Conference was discussed. President Barry explained that Quincy College would be having five presenters at this

conference. Next was the ACCT Summit. President Barry explained that he would be circulating information on this event. President Barry went on to inform the members that the Quincy College video that Simon Chan has funded went on to receive a national award and that he and other members of the administration will be going to Minneapolis to receive this prestigious award. President Barry also asked if Mr. Chan would be interested in accompanying them on this trip. Mr. Chan said he would be honored.

The next item was retention but President Barry suggested that be taken up later in the meeting. President Barry went on to say that the Budget Development will be ready to present at the March Board meeting. Next was the subject of the Plymouth Campus and whether to close just that campus on Friday due to the snow. It was explained that Plymouth got hit harder than Quincy and they have no where for parking or walking, which makes for a dangerous situation. It was decided that the campus would be open Friday but there would not be any classes held that day. President Barry then made an announcement about the last three classes of the Masters Cohort. The classes are scheduled to start up again next week. The subject of Mentors was brought up and President Barry stated that we will continue to move on with this process, on adjunct-taught courses. It has been working out very well.

President Barry asked Board members to look at the green sheet in their packet which clarifies the process if there is a meeting scheduled on a day that the College is closed for inclement weather, etc. This concluded the President's Report.

Ms. Piatelli then handed the floor over to Mr. O'Neill to report on the Personnel & Programs meeting held on December 6, 2004. Mr. O'Neill briefly touched on the subjects of Homeland Security program, a proposed position of Associate Director of Communications and Events, and approval of two positions of Associate Director of Student Success. Mr. O'Neill also went over the charts attached to the minutes of the Personnel & Programs meeting.

At this time, President Barry spoke on the titles of the positions, any changes being made to the titles and the responsibilities of each position. Mr. O'Neill then concluded his report. Ms. Piatelli asked that a motion be made to accept the recommendations of the Personnel & Program Committee regarding the above referenced positions. The motion was made by Mr. Chan and seconded by Mr. Nici. The following members voted in favor of the motion: Mr. Chan, Mr. Dennis, Mr. Grindlay, Mr. Nici, Mr. O'Neill, Mr. Raymondi, Mr. Riggins, Mr. White and Ms. Piatelli. No members voted against the motion or abstained.

Ms. Piatelli then asked Mr. Grindlay to report on the Finance & Facilities Committee. Mr. Grindlay summarized the meeting of the Finance & Facilities Committee and recommended that a motion be made to approve all the transfers recommended by the Committee.

Motions were made by Mr. Grindlay and seconded by Mr. O'Neill to separately approve the following transfers of funds:

\$1,800 from the Reserve for Appropriations to the position of Executive Director, Student Life

\$43,232 from the Reserve for Appropriations to the new position, Associate Director Enrollment Services

\$3,741 from the Reserve for Appropriations for a pay increase for a newly hired employee, Associate Director Student Development

\$1,000 from the Reserve for Appropriations for a salary increase, for the position of Director College Community and Development

\$36,550 back to the Reserve for Appropriations from an unfilled secretarial position

\$49,301 back to the Reserve for Appropriations from an unfilled faculty position for a science instructor

\$31,257 from the Reserve for Appropriations, to fund a cash accountant position

The above motions were separately approved by the following members: Mr. Chan, Mr. Dennis, Mr. Grindlay, Mr. Nici, Mr. O'Neill, Mr. Raymondi, Mr. Riggins, Mr. White and Ms. Piatelli. No members voted against the motion or abstained.

This concluded the Report of the Finance & Facilities Committee. Mr. Grindlay informed the members that the January 25, 2005 meeting of the Finance & Facilities Committee was cancelled due to snow and the next meeting is planned for a few days before the February 24<sup>th</sup> full Board Meeting.

Ms. Piatelli then opened Old Business and asked Bryan Walsh to bring the Board up to date on the NEASC report. Mr. Walsh briefly described the self study process and the importance of accreditation. Mr. Walsh asked the members to take a moment and look at the attachment (please see copy attached) he handed out regarding the timeline. Mr. Walsh went on to say he would try not to have any undue burden put on the staff or faculty participating in the study. Mr. Walsh also wanted to thank any Board members that would like to participate in this study. Mr. Walsh asked if any members had any questions. Mr. Raymondi asked if the governing structure would hold up to Standard #1? As he sees the standards, the role of the Board (according to Accreditation) is oversight and not the day to day operation of the institution. Mr. Raymondi asked if the negotiating process needs to be handled by someone in or out of the institution and not the Board. Mr. Walsh explained what options we have and how we should proceed. We will be inviting the Interim Chair of Accreditation to come and speak to our study groups regarding these issues.

President Barry spoke and let the members know he had had conversations with the head of Accreditation over the past years and although they will not halt your Accreditation they will need more discussion on these issues. President Barry stated that NEASC had informed him that the day to day involvement in operations by Board members is not appropriate, nor the hiring, firing or disciplining of employees. NEASC is emphatic that the role of the Board is that of governing. Mr. Raymondi recommended that it should be up to the institution, President and Board as to what steps are needed to move forward. Mr. Walsh also explained what follows if the Accreditation Team sees any problem with an institution. Mr. Raymondi asked that the Board be kept informed of all steps being taken regarding Accreditation. President Barry wanted to mention the Financial Responsibilities Standard, and that Quincy College is financially stable. This completed the report by Mr. Walsh.

Ms. Piatelli then asked to move on to New Business and that Mr. Baker, Mr. DeSantes and Ms. Bossa speak regarding the Draft Policy and Practice on Academic Progress (please see copy, attached). Mr. Baker, DeSantes and Ms. Bossa explained the importance of academic supports for students, because some students do not even know what they need or what is available. Mr. Baker went on to explain the various parts of, and rationale for, the academic progress policy. Mr. DeSantes spoke of a small group of students with a low GPA that keep enrolling although they have never received any assistance. They may be taking classes they do not even need. Mr. DeSantes wonders if this is morale. These students should be advised before enrolling in another class. Ms. Bossa agreed, mentioning a student that had a GPA of below 2.0 and signed up for a course that would not go towards his degree. This student now has help with choosing his courses and is doing much better.

It is felt by all that with the new Academic Progress policy students will have fewer problems with courses, etc.

Mr. DeSantes explained the meaning of retention is the number of new students in a semester that identify as degree seeking, and come back next semester. How are we helping to keep them? We are helping by having professional development available to faculty, a higher credential requirement by our adjuncts and many different types of events that help build a connection between students and faculty and staff, as well as the enhanced level of support demonstrated by the academic progress policy.

Mr. DeSantes and Ms. Bossa took a few moments and discussed many of the new types of events the College has had and will be having in the future to work towards this end.

Mr. DeSantes informed the members of the launching of the new Café. The café will now be called "Charlie's" in memory of Charles Sweeny, a former member of the Board. A portrait of Mr. Sweeny will be hung in the café.

Mr. Piatelli thanked Mr. Baker, Mr. DeSantes and Ms. Bossa. At this time Mr. Raymondi recommended that the Board table the Academic Progress Policy. This was seconded by Mr. O'Neill and all members agreed on a voice vote.

President Barry took a few moments to explain to members the changes happening with Pell Grants.

Ms. Piatelli then let the members know that she and administrators would be attending the ACCT conference in February and that she would be reporting on the conference at the next meeting.

Mr. Baker discussed the New Program Update, which included the Homeland Security Program. We have discussed this type of program and begun to put together a degree program. For this course, there are eleven existing courses and of the nine remaining, five would need a re-configuration of existing courses and four would be new courses. Mr. Baker said they would hopefully be ready by fall, 2005.

Mr. Baker also stated there has been a lot of interest in a communication program and explained what they would consist of and what classes we already have that could be incorporated and also what new ones would be needed. Mr. DeSantes then briefly spoke regarding changes to Plymouth Campus. Mr. Baker discussed the changing of some of the prefixes for some courses, particularly Constitutional Law and United States Judicial systems. Ms. Piatelli thanked Mr. Baker and Mr. DeSantes and asked Ms. Bossa to give an update on Phi Theta Kappa. Ms. Bossa explained that we are raising the GPA requirement to 3.75. The Board was also informed that they will be receiving a "Save the Date" card for the induction ceremony. Ms. Bossa also wanted the members to know the outcome of some of the graduates and their accomplishments. Ms. Piatelli thanked Ms. Bossa.

President Barry spoke on the first year experience, in place of Mr. DeSantes, Mr. Baker and Ms. Bossa. Changes and improvements to help make this experience more beneficial and enjoyable were explained.

At 8:00pm a motion was made by Mr. Raymondi and seconded by Mr. O'Neill to adjourn the Public Session of the meeting and go into Executive Session and not return to the Public Session. The following voted in favor of the motion: Mr. Chan, Mr. Dennis, Mr. Grindlay, Mr. Nici, Mr. O'Neill, Mr. Raymondi, Mr. Riggins, Mr. White and Ms. Piatelli. No members voted against the motion or abstained.

Mr. O'Neill had to leave and did not attend the Executive Session.