

**QUINCY COLLEGE
BOARD OF GOVERNORS**

MEETING OF NOVEMBER 25, 2003

MINUTES

The November 25 meeting was called to order at 6:15 PM by Chair Theresa Lord-Piatelli. The Secretary, Susan DeStefano, called the member roll. Present were: Barbara Cannon; Simon Chan; William Grindlay; Reverend William Harding; Geraldine Lewis; Richard Nici; Peter O'Neill, Esq.; Daniel G. Raymondi, Esq.; Theresa Lord-Piatelli, Esq., Chair. Absent were: Dr. Joseph Nicastro. Governor Piatelli announced we have a forum of members present. Members were requested to stand and the pledge of Allegiance was recited. A moment of silence for the men and women serving in the armed forces this holiday season.

First item on the agenda is the **Open Forum** to address the board: Ed Kelly recited measure of support for the Board and Chair, Gov., Lord-Piatelli (attached).

Bob Baker, Chair of the Quincy College Senate (attached).

Sandy Smales – Instructor for Legal Studies expressed opportunity to review and analyze financial records, accreditation from NESAC, outside resources and public media. City Hall receives financial information directly in a timely and complete fashion.

Open Forum was closed, no one present wishing to speak. Next item on the agenda is the approval of minutes of the previous meeting. Motion made by Governor Cannon second it by Governor O'Neill. Any discussion on motion hearing, none. All in favor, "I".

Next item on agenda **Report of the Chair**. Gov. Lord Piatelli thanked everyone for their support and stated how very proud of the institution and expressed her and all the board members support and obligation to Quincy College and President Barry and his staff. Even thou the Board sets the policies at Quincy College, President Barry and his team works out of love and dedication for the love of Quincy College. The Board will continue to do whatever it takes to continue the mission of the College. Thank you for your support.

First item: **Subcommittee Assignments**. Gov. Piatelli appointed newest board member Gov. Joanne Condon-Walsh to sit on the Finance & Facility Subcommittee. She brings to the committee wealth of experience with services from and respect in the business and private sector. A great deal of experience in finance.

Next item under report Special Recommendation by Tom DeSantes

Next discussed NCMPR, the only organization of its kind that exclusively representing marketing and PR professionals at community, technical and junior colleges. As one of the fastest growing affiliates of the American Association of Community Colleges, NCMPR has more than 1,500 members from more than 600 colleges across the United States, Canada and Bahamas. Quincy College gained national recognition while receiving three awards (2 bronze and 1 silver) for the College Yearbook (academic advising); Transit advertising and Class schedule. On top of that President Barry was awarded the Pacesetter Award by the National Council for Marketing and Public Relations. One of the most prestigious annual awards presented by the National Council for Marketing & Public Relations. The Pacesetter of the Year Award recognizes a chief executive officer of a two-year community, junior or technical college or college district that has demonstrated special leadership, support and or ability in the area of college communications and marketing. Special emphasis is placed on accomplishments within the past year. President Barry's nomination was selected from a group of college presidents and CEO's from District 1, one of the most competitive regions. The lengthy nomination process included narratives and written recommendations from board members Terri Lord-Piatelli, Dan Raymondi and Vice President Pat Gales explaining why President Barry was the most qualified candidate to receive this honor. Congratulations President Barry.

Next item discussed **Amendment to Meeting Calendar**. President Barry welcomed special guest star Susan DeStefano who is taking minutes while his assistant Janet is out ill with his board package. President Barry stated couple of things going on we thought were worth discussing and considering. There are some overlaps in the original calendar that can cause some challenges for us in terms of what is going on at the campus. Obviously, tonight's meeting is not an issue and the January 27 is not an issue but beyond that the March 30 meeting is one-day before the deadline for submitting the proposed budget.

The other is that we move the May meeting earlier (just a week) because we want to have involvement at the Public Hearing on the actual budget of the contract faculty who are not around the campus late in May (or are in the mist of grading finals and too many things pulling on the schedule). Additionally, Commencement is earlier this year and some of the nursing recognition ceremonies are at the same time.

Addressing the board members, it is not impossible to go after the week of the 11th. I know the week before the 4th is not good. We have proposed the 11th and we know that it is not good and the following week is the 18th which is the middle of Spring break. Dates were discussed. We can revisit this, I do not know what the breaking issues are but maybe we could settle on changing the May meeting and then in January address this when people's calendars become clear. The problem with doing our board calendar at the beginning of the year is everything looks wide open and as we get closer to the dates everything shuts down and tonight in contrary to having a meeting the week of Thanksgiving seems like a bad idea; we got a wonderful turnout. So we will wait to see when it gets a little closer, we will stick with the January meeting and we know that the May meeting will be on May 11th for the budget hearing. If you want I would welcome you sending me with what you think are absolute dates you cannot meet and then I could try to come up with some options rather than spending time right now. Question rose, what about February, will the budget be ready? President Barry responded I do not know; it is not impossible. The start of the semester is the last week in January, so it does not give us a whole lot of time and I would just like to involve all of the different contingencies. Again, the first budget you get is not necessarily the budget that is approved. It goes to Finance & Facilities and then there are adjustments made to it. But I would like to have a meeting planned simply for the purpose of presenting that budget and whatever matters are before us and then we would do the actual formal acting of the budget later on at the May or the June meeting.

Chair Piatelli stated, Is there a motion on that the proposal from the President to amend the meeting calendar? Governor Walsh affirmed that my first motion is that we adopt what is on the green paper that the Quincy College Board of Governors calendar be amended and that we amend it as proposed and if we need to further amend it we can go back and revisit it. At least we will have something to go forward with.

Chair Piatelli, motion made by Governor Walsh, second by Governor Raymondi. Any discussion on the motion. Hearing none. The following members voted in favor of the motion: Ms. Cannon; Mr. Chan; Mr. Grindlay; Ms. Walsh; Ms. Flynn; Mr. Nici, Mr. O'Neil; Mr. Raymondi and Ms. Piatelli. No members voted against the motion or abstained.

President Barry requests in the interest of just simplicity, if Board could let him know if any of those dates aren't good.

The next item on the agenda is the **President's Report**. President Barry stated that there is a bunch of items on this and in the interest of time and participation we are going to move out of order on these individual ones and we will start on some of the simpler matters. First and foremost, the New England Association of Schools & Colleges has proposed for consideration, during the December annual meeting, that the standards for accreditation be reconsidered and modified to reflect what they identify as significant changes in the standards for institutions for higher education that were adopted in the 80's and modified in, I think, 93 or 92. Among those are reconsideration of the physical space and composition of the library focus of having books on shelves to electronic access and the roles of librarians and the determination of what is an acceptable resource at a college library. This room is an indication of that as you have seen technology has grown. Ironically about a week before the letter had arrived speaking to this, the librarians at this college had said to me that we are concerned with the updated accreditation. We do not have the number of volumes physically present but we have access to a multitude of electronic resources and we have more IT resources (computer labs). That is the key element but there are other issues. What I intend to do is share with you copies of the proposals. Pat Gales will be going to the annual meeting as our representative. I am going to try to convene a meeting of the campus interested parties to draft a response because they've asked for institution recommendations. Some of the other items are quantifiable measurements of the effectiveness of the governing boards and pragmatic outcomes big emphasis on demonstrating the success of the programs that you offer. All of these will indicate huge departures from what we've been accustomed to in the process of accreditation. In fact some of the strategic decisions about our library were a result of responding to accreditation standards which are no longer applicable when we prepare for our re-accreditation. But as seems to always be the case, when change affects, we are the first ones hit. The new standards will be the standards with which we are judged when we are up or re-accreditation in just a few short years – 2006. So by way of interest it is a substantial document, so I would ask if any members of the board don't have web access so you can view as an PDF file, I would be happy to send a hard copy for you to read but if you go to the New England Association website, you can see the standards there as well.

Along those same lines, coverage over the past few years about the Quinn bill lead to scrutiny by the media which had the perspective that the Quinn incentives were not acting in the best interest of government and standard. This event was precipitated by the Boston Police Patrol Association negotiating in their last contract Quinn eligibility which did not exist prior. The number of members that jumped on to that and began degree programs prompted the City of Boston to appeal to the State for some changes in standards.

We should say that the matter is not completely resolved. Although in keeping with government, the process began despite the actual understanding where this will end up. The Board of Higher Education for the Commonwealth has established what could be a really devastating trend and that is to begin establishing a formula-based approach to management of academic program that dictates the minimal staffing levels and amount of institutional resources allocated (backdoor approach to re-adjusting tuition and fees). The impact on this institution you will hear about in a report by Vice President Gales and Bob Baker, Dean of Business & Public Services. But I want to say something about the process because we had a business Dean who departed and did so in a situation that left us high and dry. And at the time we were trying to develop a strategy to reduce the institutions overall expenditures so that we could prepare ourselves for what we see as possible financial inevitabilities down the road. In doing that Bob Baker agreed to step in and serve as the Dean in Business & Public Service. If you are familiar with what a Dean does is that at the start of a semester one of the chief responsibilities is to be the person who gets the phone call from the people who tell you that they are not going to honor the contracts that you sent them and scramble to fill the empty seats. So Bob had staffing concerns and getting semester started and student issues left aside when the Dean walked away. Together with Paul White, Criminal Justice faculty member, they set about to write a report in compliance as Quincy College first class of institutions being reviewed under the new board standards. With Pat's leadership, they were able to do this and as is the case the process accelerated and we got calls very often on Thursday and Fridays about what was expected of us on Tuesday or Wednesday. Included being told that site visitors were coming and we would have to cover their entire expense, travel, accommodations and visit to campus. In many ways it was a shock because in almost any other academic setting you have substantial time to prepare for the visit. In fact, Dean Baker found out about the site visitors visit one day before they arrived. That wreaks havoc for faculty and others who participate in the process.

Now we will join the V.P. & Dean on the final episode of the Board of Higher Ed's. visit to Quincy College Criminal Justice program.

Pat Gales report: As Sean has just described, Professor White & Dean Baker really did a superb job putting together the material in a very short period of time to address a number of standards required by the Board of Higher Ed. We were required to submit on very short notice a self-study to the Board that was due in its completeness on September 30, 2003. Once the Board reviewed our self-study, which was voluminous, they then assigned 2 representatives to us to come and do on onsite visit. We were told at the time it was our responsibility to cover the costs. The visitors assigned to Quincy College were not from NY or NJ. Dr. Hooper was from California and Dr. Edger from Texas. So we learned on Monday that they were arriving on November 14, 2003.

We had known of the date but not who our visitors would be and they did change throughout the process. They did in fact arrive on November 14; they did a very comprehensive picture of not just the program but of the institution. They looked at our mission statement, our curriculum, our faculty, admissions and transfer policy, the resources we provide for students, student services and the integrity of our programs and material. It was from 8:00 am to 6:00 pm on campus. And what they were doing was validating what we submitted in our self-study with what was in fact what we do here on campus. Once they left the institution, they submitted a report to the Board of Higher Ed. We got a copy from the Board and we had an opportunity within 1 day to respond to any factual inadequacies in the report. We did that and that resulted in 2 changes in the report. And we had an additional 2 days after that to submit a rebuttal. Attached is the report that the 2 visitors from the Board of Higher Ed., that incorporates what we told the Board were factual inadequacies in the program. With that I am turning this over to Dean Baker who can describe more fully for you which standards the visitors paid particular attention.

Dean Baker stated you have before you the final report of the review assigned to Quincy College by the Board of Higher Ed. You can tell by its thickness that it is comprehensive. I would like to acquaint you with a few of the things that they looked at. It was based on our paper submission which I believe exceeded 300 pages and the review by the 2 visitors. There were 9 standards that the visitors were charged to look at. Pat highlighted some of them; mission statement, curriculum & standards, faculty, resources including financial, academic, facilities, student services, program integrity, quality and effectiveness. But within those 9 standards, there were 78 separate criteria on which our Criminal Justice program was judged. I am pleased to tell you that of those 78 criteria, the viewers' determined based on evaluation, Quincy College met 75 of the 78 – 97%. I mentioned earlier that we were in partial compliance with 2 standards and 1 non compliance. The non compliance and partial standard related to faculty levels. One finding was our faculty level did not meet formulas set by the Board. I am pleased to report, effective yesterday, November 24, 2003, a second full time faculty person was added to the Criminal Justice program. Her name is Meredith Spencer and she hold a Master's in Science and Criminal Justice from the University of Colorado in Denver and I would suggest to you that this is further reflection of the College's commitment to move from administration to student service focus. Ms. Spencer will be starting January 22, 2004. I would like to thank Paul White, V.P. Gales, our librarians Janet Lanigan and Beth Burke, Tom Pham, IT, and Susan Paris, Educational Services. Thank you for your time and I am glad to give good news.

President Barry's closing thoughts. There seems to be an attempt whether conscious or unconscious to associate that police officers endeavoring to improve their own personal skills and not taking it as a serious opportunity and that in some way, education was a manipulation to gain financial gain. This study proves what we were saying all along the way back when the Quinn bill was extended to the Boston Police. We saw a bump in our enrollment and programs, but if you look at the standards and outcomes of those students separate from this, you see remarkable performance and appropriate grade distribute. It is a feather in Quincy College's cap that we had the reaction/response. I was thrilled with results. We hope those parties that talked about negative perspectives of the Quinn bill, not Quincy College, will take time to look at what the Board of Higher Ed., said about Quincy College's criminal justice program – reason to celebrate. I want to commend all parties, it was a collaborative and exceptional piece of work and runs contrary to some negative assumptions to what is happening academically or administratively at the College.

Governor Walsh comments, it was a wonderful job and I have just a question. Will you publicize the results, press release? President Barry response, I will not but I believe our V.P. Enrollment Management will be on this in the morning. Our V.P. Enrollment will share this with the Ledger, Quincy Sun and maybe Globe South Weekly. I know that Dean Baker intends to send a letter to every student in our Criminal Justice program telling them the results of the study. It may be worthwhile to alert some of the police departments and unions as well.

President Barry continues. I would like to take a little bit of a risk here and go off the program for one moment here because Dean Baker & V.P. Gales mentioned collaboration and group effort and there are a lot of people here from the College who work in various roles and it is Thanksgiving week and we should be thankful. I want to move around the room real quick and tell you who is here participating in today's meeting. In no particular order (President Barry recites the individual with a brief history of responsibilities & residency): Bill Hall; Trish Grant; V.P. Chris Harrington; Greg White; Dean Harris; Pushap Kapoor; Beverly Furtado; Dr Ed Kelly; Mike Collins; Sandi Stamos; Tom DeSantes; Dr. Yatin; Dean Raja; Ed Pendleton; Dan Stepchew; Susan Bossa; Deb Sellinger; Betty Siegel. These folks support our mission and vision. For the development of our employees to grow intellectually, we've partnered with Eastern Nazarene College.

We have completed 8 classes, cohort and college served 40 members of Quincy community – 21 members' official cohorts will earn masters degree by end of calendar year. Amazing accomplishment. The classes are offered onsite, flexible with work and life. Cost is shared 50/50 grants by Quincy College as professional development. The results improve relations between faculty and staff – all bias and stereotypes shattered. Outcome had unanticipated affects so much so that we are making a presentation in San Francisco at a National Association of Innovation of Faculty & Staff Development at which point Quincy College Master Cohort focus of workshop. Impressive recognition. Two other national organizations are considering highlighting Quincy College's Master Cohort as a model for the rest of the country. Mike Collins will highlight a couple of points from a study he has made.

Mike Collins: to follow up on what President Barry said, this is a unique program. Aside from the fact that cohorts themselves are unique and new, something like this being run at a community college is very unique. And I want to thank all of you and President Barry for your support. A couple of statistics, we have finished our 8th class, the overall gpa is 3.65, shy of A-. We are all working very hard in this program. As to be expected, the average breakdown ratio gpa differs, male is 3.68 and female is 3.62. Again, I would like to stress our gratitude for this program.

President Barry reports that the program is scheduled over 3 fiscal years so that the college expense born 3 years is locked in rate at the outset with no increase so the expense remains constant for the College. At a future meeting we would like to recognize ENC.

The broader picture, Professional Development at Quincy College takes many faces. Presently, QC offers tuition reimbursement providing they get a passing grade A, B, or better and demonstrates academic interest. As many as 7 or 8 college community members are continuing their education for a bachelors or associate degrees with tuition assistance. This is reducing employee turnover as well. We have also underwritten costs for adjuncts/instructors at professional workshops/conferences. We have fully funded contractual obligations collecting bargaining units.

Facilities issues. I would like to update you on the condition of Coddington Hall. We have had a series of floods...we've had a steam line burst, a boiler crack, gas vapors from the ground, asbestos in our tiles in the basement and we have someone saying that we should pay more for that. First of all, a lot of these expenses have been budgeted, which illustrates the point as a physical plan pops up; we assume and take responsibility of costs. This has exceeded our anticipation by far but we have managed so far to deal with change and today have not fully injured our ability to run the institution.

We did have disruption of college functions and some people really distinguished themselves around the clock with assistance. Bill Hall and members of his staff; Tom DeSantes in dealing with the public and administration. Coddington Hall is the heart of our telecommunications, IT; Business & Financial Aid; Enrollment; our only science labs; facilities office; café and most of our large scale classrooms. Without that building the college suffers serious crisis. We avoided that fortunately by it happening on a weekend. This illustrates that Coddington Hall is the heart of the campus – we pay dearly to keep it healthy but a building as old as it is continues to pose significant costs and we will get into greater details at the Finance & Facility subcommittee.

Last of all, couple of things the V.P. & CFO, Chris Harrington will talk about. One of them is relative to our Community & Development programs. We hired a gentlemen who could not be here tonight, Gary Wallrapp. Gary picked up our noncredit and corporate training and has run with it. Gary is responsible for helping us deal with the slight decline in enrollment and subsequent revenue drop. He helped us make that back in some portion through his creative noncredit partnership and grants. Gary has partnered with a couple of organizations that do things like medical office billing. The College has to partner with the organization but money passes between groups. Chris is going to talk about this because enrollment is going up in these areas. Last meeting you approved work with the Department of Employment & Training and we are now a provider approved by the State and this is just another area.

Chris Harrington: Thank you President Barry. This is a project memorandum. What I am asking you tonight is to increase the appropriation on spending authorization for this program called Medical Terminology & Billing & Coding. This program began last spring. At the time we developed the budget, we had no historic data to go on to see how popular this program would be, cost or what revenue would be. Now we have a good idea. What I would like this evening is to ask you to appropriate an additional \$67,100 from the increase revenue of this program to that line to fund Millennium contract for this fiscal year.

Governor Grindlay: I would like to make a motion that this transfer be approved. Second by Governor Raymondi. Any discussion on the motion hearing. The following members voted in favor of the motion: Ms. Cannon; Mr. Chan; Mr. Grindlay; Ms. Walsh; Ms. Flynn; Mr. Nici, Mr. O'Neil; Mr. Raymondi and Ms. Piatelli. No members voted against the motion or abstained.

President Barry continues with one of the other issues is the way we market programs, as part of our bulletins. These bulletins are mailed to a huge number of homes of students and demographically. That printing project is done by Charles River Printing, which is the company that received the bid. We've had difficulty. The figures you've seen our projections of successful programs that are marketed properly. And Chris wanted to mention something about that issue.

Chris Harrington states that this is a copy of a memo I received today (handout) from the City Law Department that I think the most significant thing it demonstrates is that when it comes to things at City Hall, our business is usually second and on the back burner. We have a contract with Charles River Press that has been in process at City Hall since the middle of September. It is now the end of November and I have been in daily contact with the purchasing office as well as the law department to find out when we would be receiving this contract over the past 3 weeks. There are memos from as early as the end of October informing City Hall that we needed this contract no later than beginning of November and this is typical issues the Mayor raises regarding services provided by the College from the City of Quincy. This is a contract we expected to get 2 weeks. This will be done but clearly shows that the City's interest comes first and the College's second.

Governor Walsh questioned, Chris is he the only one that can approve it? Is Jay MacRitchie the only one assigned to the College? Mr. Harrington says, Yes, he reviews our contracts and makes a recommendation to the City Solicitor to sign before the Mayor signs. There is no backup and no one else to pick up besides him.

Chair Piatelli asks, Mr. Harrington when did the contract originally go to him? We did a purchase requisition in mid September, which went back and forth between us, and the City for a period of about a month for changes the City requested, the way it was written, the form. It went back to City Hall after review in the purchasing and law department by the end of October to be acted upon with a memo stating that this was an important contract and needed a purchase order by November 7, 2003. Here we are on the 25th of November still waiting.

Chair Piatelli, Do you document all communication? Yes. Thank you.

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Chair Piatelli begins, we would like to thank President Barry for his report and would like to thank everyone once again for coming here this evening to the meeting. You all work very hard and this is another dedication of the people who work here. I want to express the Board's gratitude. I do not have the photographic memory of our President Barry, I can't thank each and everyone one of you individually but your presence is well noted and I want to thank you.

The next item on the agenda is "Old Business", the campus smoking policy. The President has asked that this be tabled at this time.

Next item is "New Business". Is there anything under new business that the board members wish to bring up at this time? No.

Being no new business, the chair will entertain the motion to go into executive session for the purpose of discussing litigation and collective bargaining. I believe not to return to open and public session.

Governor Nici motion made and second by Governor Harding that the board go into executive session and not to return to open discussion. Any discussion on motion hearing. None. Madam clerk could you call the roll. The following members voted in favor of the motion: Ms. Cannon; Mr. Chan; Mr. Grindlay; Ms. Walsh; Ms. Flynn; Mr. Nici, Mr. O'Neil; Mr. Raymondi and Ms. Piatelli. No members voted against the motion or abstained.

Thank you.