

QUINCY COLLEGE

QUINCY, MASSACHUSETTS

BOARD OF GOVERNORS

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Matthew J. McDonnell
John J. McKenna
Dr. Joseph S. Nicastro
Peter O'Neil
Daniel G. Raymondi
Rev. Michael W. Walker

Sean L. Barry, President
Secretary to the Board

Regular Meeting

Thursday, November 29, 2001

Sullivan Labor Management Center

Regular Board Meeting: 6:00 p.m.

Executive Session: 7:30 pm

QUINCY COLLEGE
BOARD OF GOVERNORS

Regular Meeting: Thurs., 11/29/01

Minutes

Governors present: Mr. Fabrizio; Ms. Lewis; Mr. Farmer; Ms. Flynn; Mr. Hart; Mr. McKenna; Dr. Nicastro; Mr. Raymondi.
Governors not present: Ms. Lord-Piatelli; Mr. Mariano; Mr. McDonnell, Mr. O'Neil, Rev. Walker.
Chair declares quorum present. (Eight members present.)

First Vice Chair Fabrizio chairing meeting in absence of Ms. Lord-Piatelli.

Pledge of Allegiance led by Chair.

Moment of Silent Meditation honoring service personnel in Afghanistan.

MR. RAYMONDI: "Mr. Chairman: In addition to our thoughts and prayers for all the men and women of our military this evening, We are all saddened by the loss of Rev. Corea this past week. Rev. Corea is an outstanding individual who not only served his church and his country and his family, but he was a magnificent example of advocacy of education, both in the public sector as well as the private sector, being one of the leaders of establishing Quincy College. And as we are here today, some 50 years later, looking at the Institution that we know as Quincy College today, it's for the hard work and dedication and commitment to education that people like Rev. Corea had many, many years ago that enables the thousands and thousands of young people that we service today to excel in each of our classrooms. And his passing is untimely. His loss is a great loss for his family, but as well as for this Institution. And at the end of the meeting, I would ask that we adjourn in his memory. And I think it would be appropriate for us to have a moment of silence in particular for him this evening as well."

CHAIR: "Thank you. Thank you, Governor Raymondi."

Chair calls for opening of public forum - opportunity for public comment on agenda items. No comments.

Motion of Mr. Raymondi/Second by Mr. Farmer on approval of minutes of previous meeting: Approved unanimously on voice vote.

EXECUTIVE SESSION: Mr. Raymondi asks unanimous consent to hold executive session at end of regular meeting. Hearing no objection, chair declares executive session held for end of meeting.

REPORT of CHAIRMAN, BOARD OF GOVERNORS:

FIRST VICE CHAIR, MR. FABRIZIO: Ms. Lord-Piatelli ill/absent. Gov. McDonnell recovering at home from surgery. Governors offer Mr. McDonnell best wishes. Pres. Barry indicates college has sent flowers.

College float, Quincy Christmas parade - Second Prize. (Applause!) Very good job. Theme: "Holidays in America's Home Towns". Chair indicates was great job. President "pitched right in". Great effort/looked terrific. Received \$750. 15 college staff carried 20 x 30 foot flag in Quincy Veterans Day Parade. Congratulations from Board. Quincy College United Way Campaign: more participants and pledges than any previous year. Congratulations and thanks from Board. Spring Bulletin called to Board's attention. "Terrific job". Media campaign begins just after Christmas. College offering Fine Arts degree program in Spring. Great interest in program; music, theater, visual arts courses. Sounds exciting; looking forward to more information in future.

PRESIDENT'S REPORT - PRESIDENT SEAN BARRY.

Continuing work to comply with NEASC 5th year report and on top of. Data reconstruction about 98%-99% complete. Board aware. Enrollment stabilized. Introduction of Student Life and Support Center: Writing & tutoring center. Campus cleaner; space appears more college-like. Full leadership team in place. High confidence. Contracts settled with all bargaining units. Campus community cohesive/collaborative. College senate took effort to make sure the body reflective of entire campus, changing by-laws to accommodate full membership by all campus constituencies. Radically different body accepting challenges; another voice in governance of college. Introduced programs. More in pipeline. Fine arts program will fully blossom in Spring; paramedic program in development, targeted for Fall; new courses, new concentrations and internship opportunities through campus committees. Adjunct faculty involved in new ways and levels - course development and senate participation. Financial house cleaned up. Candid with staff and faculty through budget process. Candor standard uniformly applied, people understand administration's expectations. Board leadership is strong partnership. President grateful to Board, particularly Finance & Facilities and Personnel Committees for assistance. Appreciation for budget assistance. President's preview of positions to be requested: MIS and In-house counsel/human relations Rationale for new positions and explanation of roles. Handout of abstract of position requested - working document/amendable. Discussed with some of Board Members previously.

MR. RAYMONDI: Commends President on his report. File reconstruction could have been devastating. Turned out not to be so devastating, but for hard work of President, staff, hard working employees. Board must be as quick to support as criticize and be complementary when people have gone above and beyond. Such an occasion, where everyone stepped forward to assist. Motion of Mr. Raymondi that all personnel files receive Board's appreciation, reflective of college community, in Letter of Commendation to all employees, including President. Important, appropriate, timely when employees give up nights, weekends, holidays, vacation to acknowledge employees bailed college out of very, very trying problem. Tremendous achievement in relatively short period of time. Second by Mr. Hart. Unanimous voice vote. CARRIED.

Mr. RAYMONDI: Support for new HR position. Recognition of Ms. McNulty, Murphy, Lamere & Murphy service to Board. New position not detracting. Expense for counsel fees. Executive position to add to administration structure. Guide to legal intricacies. Benefit by day to day individual combining personnel needs as well as in-house legal needs. Timely.

DR. NICASTRO (in response to Mr. Raymondi): Personnel & Policy Committee has discussed position, except for salary.

MR. RAYMONDI: Moves adoption of President and Personnel Committee's recommendation to establish position, to be incorporated into Fiscal '01-'02 by President, working with Finance and Personnel Committee Chairs to establish any changes in job description and salary, start advertising/recruitment, to be completed within seven to 10 days, recommendations to go to President, approval subject to any other conditions that may be applied. Request view of Atty. McNulty.

MS. MC NULTY: Lack of personnel director role/coordinator. Currently, most such duties are President's with aid of outside legal counsel. Size of institution and placement within City of Quincy; appropriate role as in city school system. Not unusual for in-house counsel for day to day matters, coordination with outside counsel. Very important.

Motion seconded by Mr. Farmer.

MR. HART: Favors position. Suggests more thought of title. Perhaps better as V.P./Human Resources & Legal Affairs.

PRES. BARRY: Checked with other institutions. V.P. title perhaps not appropriate, but slight modification. Try to use other similar size institutions as guide for position titles. Titles chosen with dealings with other institutions in mind. Executive staff position, but not comfortable with V.P. title.

MS. FLYNN: Question of '01/'02 budget funding.

PRES: Refers to CFO Harrington.

MR. HARRINGTON: Funding available from some excess funds set aside for such positions and other places from contract settlements.

MR. MC KENNA: Question of effect on current outside legal expenses.

PRES: Believes savings would occur.

ROLL: (VP Baker) Eight members present/voting in affirmative.

CARRIED.

PRES: Enrollment Report. Refer: Mr. DeSantes, Exec. Dir., Market & Recruitment. PRES: Disturbed by amount of money previously being spent on outside advertising. This year, Board supported establishment of Marketing & Recruitment Office/Campus Research Office. Mr. DeSantes and associate taken full command of advertising. Research office downloaded 1200 records in preparing enrollment report for September Board meeting. After crash, 1200 records available for back-loading, saving about three weeks data entry. Report (handout) is overview of past three/four months.

MR. DE SANTES: Graduation rates growing/earning degrees. New programs for personal enhancement. People on degree track. Will that continue? Looked at growth rates/core curriculum areas. Up to 2000, core curriculum growth stagnant - maybe three percent/two percent/ no growth. 2000-01 numbers up for degree track. Advertisement so targeted. Over last three years, number of one-class students decreased 21%; two-classes decreased 13%. To new category. More full-time students for degrees. Message. Steering away from non-traditional, for which the College currently enjoys great reputation/infrastructure. Not abandoned. Driving marketing force towards new trends that numbers tell. Age category breakdown similar to ad buys in various media. Over past four years, 28% traditional college-age student increase. Younger adults still growing. Older declining 11%. Numbers from usual past towns maintained/sustained. Dorchester, Milton, Randolph, South Boston sending more students. Some smaller towns sending more. Billboards directed to areas where larger population is coming from. Advertising at Randolph movies. Top three subjects over past four years: art (18%), business, education. Art has been topic of advertising. Art, business (50%) criminal justice (35%) growing over past year. Reflected in "Bulletin" outcome stories. In two weeks, new campaign. "Sean", art student from Randolph on poster in Board room, will be on Hanover Mall kiosk and at movie theaters, billboards, without other program exclusion, based on marketing trends.

MR. RAYMONDI: Some history of past problems. In-house program was risk of Pres. Barry and Board that has paid off. Commend Mr. DeSantes on "exceptional" program, talent, idea. Theme and concept impressive and seen everywhere. "Vibrant, youthful, energetic". Sends message that is working. Asks for Mr. DeSantes to expand on his department and programs.

MR. DE SANTES: Publication management (Bulletin - 56 pages.) (In response to Mr. Raymondi) Designed, not printed in-house.

PRES: (In response to Mr. Raymondi) Bulletin done part in and out of house or done by someone with other duties.

MR. DE SANTES: Any Catalogue/course listing/student communication and information to be redesigned, both Winter & Summer. Publicity, both reactive and proactive. (In response to Mr. Raymondi) Been at institution five months. Direct marketing of messages, designed in-house, sent to printer. Merchandising and specialty advertising. Community relations liaison - parades, floats (includes sawing). Spokesperson for float at judging. Sponsorship of civic activities. All advertising. Background: (in response to Mr. Raymondi) Past 10 years, publicist, direct mail, agencies, corporate in-house communication. Came to College (in response to Mr. Raymondi) as adjunct. From South Shore, but didn't know College, except past reputations, got to know college. Pleasantly surprised and really enjoyed teaching. Opportunity arose.

MR. RAYMONDI: Refreshing positive media attention.
MR. FARMER: Formerly, huge outside marketing expenditures, didn't produce what was wanted. Pleased as well.
MR. RAYMONDI: Bulletin and other work "outstanding".
MR. DE SANTES: Re: Pres. Barry; allowed latitude.
PRES. BARRY: Past experience at "Getting the word out", not very successful. Students want to stay closer to home lately. Maybe better things to come. Students in ads telling College story. Faculty profiled in Bulletin. Really "thrilled and appreciative". Mr. DeSantes in charge of web site, new College Seal, coordinates public events and ceremonies. Big job, expectations. Colleague, Scott Conlon did research and data gathering. "A home run". Hired hoping. Seen great results. Hope Tom stays happy and stays. Refer to V.P. Baker.
V.P. BAKER: Introduction of assistant: Kimberly Doyle of Quincy, former student of College.
Custodial position (QPS) - per diem basis - Greg Smith.

REPORTS OF COMMITTEE:

FINANCE & FACILITIES: Mr. Hart, Chair.
Met 11/02 - review of data reconstruction, pleased with progress. Give Committee thanks to all who worked so hard to get it done.
Memo, 11/02/01: Three budget transfers: add funds for p.t. facilities person; medical asst. program; additional rent for Temple/Washington St. building. Mr. Hart so moves. Mr. Raymondi seconds. No discussion. VOTE: Eight present/affirmative. Carried.
MR. HART: Item #No. 2, Memo, 11/29/01 - Transfers: Approved at Committee Meeting this date. First subject to professional staff contract approval held for executive session. No. 2: Raises - President, Exec. Dir./Marketing, Sr. V.P.. No. 3, transfer from sci. instructor position to I.S..
COUNSEL (Ms. McNulty) requests vote delay pending exec. session action.
MR. HART: Proposes approval of Items 2, 3, 4 of 11/29/01 memo. Seconded by Mr. Raymondi. No discussion. Vote: Eight present/yes. CARRIED.

PERSONNEL & PROGRAMS: Dr. Nicastro, Chair.
Met 10/30. Discussion of position of Library Director. Job description developed, but salary as yet undetermined. Pres. Barry announced investigation of on-line library membership. Up-date on data reconstruction. MGL prohibits overtime. Some stipend to be developed at later date. New position posted: Exec. Dir. of Management Informations Systems, but no acceptable applications. Job description in Board packet. Pres. Barry requests search agency for position.

Plymouth Dean reports enrollment at capacity. 1004 registrations plus waiting list. Paralegal studies, 16; human services enrollment has grown. Dean looking to add certificate programs to benefit unemployed. Plymouth involvement in grants: building trades initiative in essential skills. Math program for mechanical assistance technician. Applied for \$100,000 DPA grant for in-home education program teaching welfare recipients computer skills, GED by College students. Pres. Barry updated on pre-operative nurse and paramedic programs, masters in education partnership with ENC, continuing exploration of Newbury College relationship, interest in Suffolk University relationship, outline for three proposed internships for Spring.

MIS job description in Board packet. Dr. Nicastro moves Board's acceptance of Pres. Barry's recommendation of position. Mr. Raymondi seconds with request for appropriate budget amendment. Dr. Nicastro refers Board to job and salary descriptions. Position reports to President.

Roll call: Eight present/voting in affirmative.

CARRIED.

OLD BUSINESS: None.

NEW BUSINESS: Pres. Barry regarding security issues, including public area surveillance camera installation/use. May include classrooms with notice of use posted at each college.

Motion by Dr. Nicastro/Second by Mr. Farmer.

Mr. Hart: question of budget. Pres. Barry update on present and future cameras, proposals to be brought to Finance & Facilities Committee some of which came today.

ROLL: Eight members present/voting in affirmative.

CARRIED.

CHAIR: Holiday celebration notice from President.

MR. RAYMONDI: RE: Carmen Mariano, Asst. Superintendent, QPS. Gratitude for service to Quincy College. Best wishes.

MR. RAYMONDI: Moves to Exec. Session/Seconded Ms. Flynn:
No discussion. ROLL: Eight members present/voting in affirmative.
CARRIED.

Executive Session @ 7:35 p.m.