

**QUINCY COLLEGE  
BOARD OF GOVERNORS**

**PERSONNEL AND PROGRAMS COMMITTEE**

**MEETING OF JANUARY 12, 2017**

**Minutes**

The meeting of the Personnel and Programs Committee, held in the Hart Board Room, Room 706, 7th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 5:35 PM. The member roll was called. The following members of the Personnel and Programs Committee were present at the call of the member roll: Ms. Carolyn O'Toole, Committee Chair; Father James Hawker; and Mr. Joseph Shea. Absent at the call of the member roll were: Ms. Barbara Clarke and Mr. Thomas Feenan. A quorum was present.

Also present were: Governor Christopher Bell; Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Aundrea Kelley, Senior Vice President for Academic Affairs; Ms. Mary Scott, Vice President of Human Resources; Stephen Kearney, J.D., Assistant to the President; Mr. Thomas Pham, Vice President for Technology & Missions Support; Dr. Kimberly Puhala, Associate Vice President for Institutional Research and Assessment; Ms. Amanda Colligan, Senior Research Analyst; and Ms. Amanda Deck, Director of Student Life.

Motion by Mr. Shea that the Personnel and Programs Committee approve the minutes of its meeting of November 09, 2016, as submitted. The motion was seconded by Father Hawker. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Father Hawker; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The Chair introduced Senior Vice President Aundrea Kelley, who reported to the members regarding the Commission on Accreditation in Physical Therapy Education (CAPTE); the National Accrediting Agency of Clinical Laboratory Sciences (NAACLS); and the New England Association of Schools and Colleges (NEASC). Ms. Kelley also explained how the Home Rule Petition will impact these accreditations.

Governor Barbara Clarke arrived at 5:45 PM.

Next, the Chair introduced Mr. Thomas Pham and Ms. Colligan, who reported on three (3) proposed updated policies and two (2) proposed new policies. The updated policies were:

- 1.) **Policy 9.10 Acceptable use Policy** to replace the current Policy 9.10 Use of Technology and Assets;
- 2.) **Policy 9.10A Email Policy** to replace current Policy 9.10A Email Acceptable Use Policy; and
- 3.) **Policy 9.06 Internet Acceptable Use Policy** to replace current Policy 9.06 Employee Computer Use and Internet Policy.

The proposed new policies were:

- 1.) **Policy 9.10B Data Access Policy; and**
- 2.) **Policy 9.10C Password Protection Policy.**

The members discussed and asked a series of questions regarding the proposed new and amended policies. The members' questions were addressed by President Tsaffaras, Mr. Pham, and Ms. Colligan.

Motion by Mr. Shea that the Personnel and Programs Committee recommends that the Board of Governors approve Policy 9.10 Acceptable Use Policy, to replace the Use of College Technology and Assets Policy. The motion was seconded by Father Hawker. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Ms. Clarke; Father Hawker; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Shea that the Personnel and Programs Committee recommends that the Board of Governors approve Policy 9.10A Email Policy to replace the Email Acceptable Use Policy. The motion was seconded by Father Hawker. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Ms. Clarke; Father Hawker; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Shea that the Personnel and Programs Committee recommends that the Board of Governors approve Policy 9.06 Internet Acceptable Use Policy to replace the Employee Computer Use and Internet Policy. The motion was seconded by Father Hawker. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Ms. Clarke; Father Hawker; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Shea that the Personnel and Programs Committee recommends that the Board of Governors approve the proposed Data Access Policy, Policy 9.10B. The motion was seconded by Father Hawker. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Ms. Clarke; Father Hawker; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Mr. Shea that the Personnel and Programs Committee recommends that the Board of Governors approve the proposed Password Protection Policy, Policy 9.10C. The motion was seconded by Father Hawker. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Ms. Clarke; Father Hawker; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next, the Chair Governor O'Toole introduced Mr. Kearney, who reported on changes in the Massachusetts Marijuana Statutes legalizing the recreational use of marijuana in Massachusetts and the implications for College policies. There was lengthy discussion regarding this issue. Motion by Mr. Shea that the Personnel and Programs Committee recommends that the Board of Governors approve the revised Marijuana Policy, Policy 3.05A to reflect the new Massachusetts law. The motion was seconded by Father Hawker. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Ms. Clarke; Father Hawker; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next, Chair O'Toole introduced the Dr. Kimberly Puhala who reported on the Economic Impact Study conducted by EMSI (Economic Modeling Specialists International). Dr. Puhala conducted a joint teleconference with two economists from EMSI who provided a presentation on the methodology and outcomes from the economic impact study. The economic impact study outlined the economic benefits that Quincy College provides to the community at large, based on student, faculty, staff, and College spending and applying a multiplier effect of those dollars injected into the local economy. There was discussion of the report among the members.

Next, the Chair introduced the Ms. Susan Bossa and Ms. Amanda Deck who reported on the College's affiliation with the National Junior College Athletic Association (NJCAA). Ms. Bossa and Ms. Deck explained the NJCAA process, the benefits of membership, the region in which the College would compete, and the names of other colleges in the conference. There was discussion of the sports the College expects to pursue as well as discussion of naming a mascot to represent the College.

Next, the President provided the members with several informational items/handouts including the 2016 Faculty and Staff Professional Development list.

There was no **OLD BUSINESS**.

Under **NEW BUSINESS**, Ms. Clarke asked that the Personnel and Programs Committee receive a list of vacant positions for budgeting purposes including the number of days a position has been vacant. The President stated that he will provide the requested information at the next meeting and on a regular basis thereafter.

At 7:11 PM, motion by Mr. Shea to adjourn the meeting of the Personnel and Programs Committee. Motion seconded by Ms. Clarke. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Ms. Clarke; Father Hawker; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted and the meeting was adjourned.