

**QUINCY COLLEGE  
BOARD OF GOVERNORS**

**PERSONNEL AND PROGRAMS COMMITTEE**

**MEETING OF SEPTEMBER 21, 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 6:01 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; Ms. Barbara Clarke; Mr. Thomas Feenan; Father James Hawker. Absent at the call of the member roll was: Mr. Joseph Shea. A quorum was present.

Also present were: Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Dr. Mary E. Burke, Senior Vice President for Academic Affairs; Mr. Joseph Arangio, Senior Vice President for Administration & Finance; Mr. Joseph Mercurio, Senior Advisor to the President; Stephen Kearney, J.D., Assistant to the President; Mr. Thomas Pham, Vice President for Technology & Missions Support; Mr. Robert Baker, Dean of Liberal Arts; Mr. William Brennan, Dean of Professional Programs; Dr. Lori Koehler, Interim Dean of Nursing; Dr. Dennis Burke, Dean of Natural & Health Sciences.

Motion by Mr. Feenan that the Personnel and Programs Committee approve the minutes of its meeting of June 14, 2017, with one correction to accurately reflect the vote of Father Hawker on the naming of the Athletic Team Mascot. The motion was seconded by Ms. Clarke. There was no further discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Ms. Clarke; Mr. Feenan; Father Hawker; and Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

The President introduced to the Committee Mr. Joseph Arangio, Senior Vice President for Administration & Finance, and Dr. Dennis Burke, Dean of Natural & Health Sciences.

The Chair introduced Mr. Daniel O'Neil, CEO of Advanced Data Risk Management (ADRM), LLC. Mr. O'Neil along with Mr. William Hall and Mr. Taggart Boyle reported on College safety and security and reported on a new TEXT411 tip line that was introduced to the College. The TEXT411 is a system that allows students, faculty, staff, and visitors to report dangerous or suspicious activity. Mr. O'Neil, Mr. Hall, and Mr. Boyle presented a PowerPoint presentation on the TEXT411 tip line and examples of flyers that have been posted throughout the campuses. There was also a demonstration of the system.

Mr. Shea arrived at 6:16 PM.

There was discussion among the members and questions by the members regarding the TEXT411 tip line. The President and Mr. O'Neil addressed the members' questions. Mr. O'Neil and Mr. Hall also reported on other matters of safety and security including the College's Incident Reporting System and the addition of a police radio provided by the Quincy Police Department.

Ms. Clarke made a request of the Chair that Agenda Item No. 13 (Update on Accreditation and Regulatory Matters) be moved up on the agenda. Chair O'Toole agreed and introduced Dr. Mary E. Burke to report to the members.

Dr. Burke reported that the New England Association of Schools and Colleges (NEASC) granted to the College full accreditation status for 10 years; that the next site visit will occur in 2026; and that the College will provide a progress report in five (5) years, 2021. The areas of improvement cited by NEASC were Assessment, Strategic Plan, Retention Rates and Loan Default rates. Dr. Burke reported that the National Accrediting Agency for Clinical Laboratory Science (NAACLS), which is the accrediting agency for our Medical Lab Technician (MLT) Program, granted full accreditation through the year 2022 with a Self-Study due 2021. Dr. Burke reported that the Commission on Accreditation in Physical Therapy Education (CAPTE) upgraded the College's status to full accreditation (from candidacy); that the first graduating cohort had 100% pass-rate on licensure exam; that the program's graduates are almost 100% placed in PTA jobs; and that submission of a Compliance Report and an Additional Information Report are due in March of 2018 – these are routine reporting requirements. Dr. Burke reported that the Massachusetts Board of Registration in Nursing (BORN), which is the regulatory agency for the Nursing programs, had placed the College on "Approval with Warning Status" for declining NCLEX scores; that monthly status reports are being submitted by the College and a final Systematic Evaluation Plan is due in December 2017; that the College's remediation plan includes the hiring of a nationally recognized consultant, the hiring of ten (10) new successful faculty members with high evaluation rankings, the improvement of the nursing curriculum from a medical model to a concept based model, and revision of the admission standards. Dr. Burke reported that the Accreditation Commission for Education in Nursing (ACEN) will require a Systematic Evaluation Plan with site visit in the Spring of 2018 due to the College's warning status with BORN. There was discussion among the members and questions by the members. The President, Dr. Burke, and Mr. Feenan addressed the questions posed by the members.

The Chair stated that the Committee would now go back to Agenda Item No. 5 (Collegiate Athletics) so that the Committee would be "back on track" with the original agenda. The Chair introduced Ms. Susan Bossa, Associate Vice President for Student Service, who reported on the status of Quincy College Athletics and participation in the NJCAA (National Junior College Athletic Association). Ms. Bossa described the current soccer program, the upcoming basketball program as well as a plan for future athletics (golf & cross county track). Ms. Bossa also provided members with the location and schedules of games and reported that tonight will be the first home soccer game of the season.

Mr. Feenan departed the meeting at 8:00 PM.

Next, Dr. Mary Burke reported on Computer Science Core Changes. Dr. Burke reported on the addition of course options for students to fulfill the core requirements needed for Associate in Arts or Associate in Science Degrees. Ms. Burke reported that the change includes the addition of two courses: Website Design and Database Management. Dr. Burke reported that support for the change included the fact that the current core course, introduction to computer science, is not transferrable to 4 year institutions and does not provide opportunity for many students to add to the base of their computer science knowledge.

Next, Mr. Joseph Arangio, Senior Vice President for Administration & Finance, reported on Enrollment. Mr. Arangio, utilizing a PowerPoint presentation, reported on the enrollment

process including “recruitment funnels,” inquiries, applicants, accepted students, and enrolled students. There was discussion among the members. Father Hawker inquired if the work of Mr. Taggart Boyle and his people is having a positive effect and whether that can be measured.

Next, Dr. Burke reported on the expansion of the Aquaculture Program and the Certified Nursing Assistant Program. Dr. Mary Burke reported that due to the success of the Aquaculture Program that is currently offered exclusively at the Plymouth Campus, Aquaculture will now be offered at the Quincy Campus; and that she, Dr. Burke, is working with Quincy City Councilor Margaret LaForest and Lieutenant Gillan of the Quincy Police Marine Unit to collaborate on Marine science initiatives. With respect to the Certified Nursing Assistant Program (CNA), Dr. Burke reported that due to the success of the CNA program offered exclusively at the Plymouth Campus, the program will be expanded to Quincy; that the Department of Public Health is reviewing Quincy College application and will be making a site visit this fall; and that if approved, the program could begin as early as Spring 2018.

Next, the President reported on a proposed policy amendment to extend tuition remission benefits to members of the Board of Governors and their family members. The President reported that currently the employees of the College enjoy the benefit of Tuition Remission for themselves and their immediate family members. The proposed policy amendment would extend to the members of the Board the tuition remission benefits currently applicable to employees. There was discussion among the members and questions by the members. The President addressed the question posed by the members.

Motion by Mr. Shea that the Personnel and Programs Committee recommend that the Board of Governors approve the expansion of Tuition Remission benefits to members of the Board of Governors. The motion was seconded by Father Hawker. There was 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 President and Ms. Bossa reported on the proposed Policy on Active Duty Military Students, and reported that the current policy was updated from the existing policy that was created in 2006.

Motion by Mr. Shea that the Personnel and Programs Committee recommends that the Board of Governors approve the Policy on Active Duty Military Students. The motion was seconded by Ms. Clarke. There was no further 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 President reported on a revised Grade Appeal Policy. The President reported that the current Grade Appeal policy was updated to remove language that was purely administrative, such as the day and time of the hearing. Also, the policy was revised to include a review of the Grade Appeal Committee’s decision by the Senior Vice President of Academic Affairs prior to any communication with the student. The President reported that due to a printing deadline for September publication he approved the revised Policy under the Summer Authority.

Motion by Mr. Shea that the Personnel and Programs Committee recommends that the Board of Governors ratify the revised Grade Appeal Process (Policy 5.14) approved by the President under the delegation of summer authority granted by the Board of Governors at their regularly scheduled meeting on June 16, 2016. The motion was seconded by Father Hawker. There was no further 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. Governor Clarke requested that she be provided with a copy of the pre-existing Grade Appeal Policy highlighted to identify additions and deletions.

Next, Dr. Mary Burke reported on the Baccalaureate Degree Authority and Implementation and the process for proposals for new Quincy College baccalaureate degree programs. Dr. Burke reported to the members the template for proposals for new Quincy College baccalaureate degree programs which was provided to members in their Committee Meeting packet and which outlined the information required. Dr. Burke reported that the design of the template was guided by the information that will be required from both regulatory and accrediting agencies. Dr. Burke outlined the process after the proposal stage which includes filing applications with the Massachusetts Department of Higher Education, the New England Association of Schools and Colleges and The U.S. Department of Education as well as, in some instances, additional accrediting agencies. Dr. Burke reported that the first three baccalaureate degree programs that will be submitted for review by regulatory and accreditation agencies are: Biology, Business, and Criminal Justice.

Next, Dr. Mary Burke reported on the College's 2017-2018 Catalog. Dr. Burke reported that the 2017-2018 Quincy College Catalog went through both an organizational and substantive revision in order to be more intuitive and user friendly. Dr. Burke also reported that improvements were made to the overall dissemination of information to include a student focus.

There was no Old Business.

There was no New Business.

At 9:15 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.