

**QUINCY COLLEGE
BOARD OF GOVERNORS**

PERSONNEL AND PROGRAMS COMMITTEE

MEETING OF NOVEMBER 20, 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 5:38 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; and Mr. Joseph Shea. Absent at the call of the member roll was: Mr. Thomas Feenan and Father James Hawker. 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 & Mission 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. Shea that the Personnel and Programs Committee approve the minutes of its meeting of September 21, 2017. The motion was seconded by Ms. Clarke. There was discussion on the motion. Ms. Clarke questioned why there was not a detailed description of the discussion that took place regarding the Board of Registration in Nursing (BORN). There was discussion regarding which items are included in the minutes and which items are not included in the minutes. Mr. Kearney addressed the questions posed by the members. Mr. Kearney stated that he typically provides a general summary of discussions that occur at the Board meeting and Committee meetings, but primarily focuses on votes taken by the Board and/or Committees. The following members of the Personnel and Programs Committee voted in favor of the motion: Ms. O'Toole; Ms. Clarke; and Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Father James Hawker arrived at 5:58 PM.

The Chair and the President introduced Ms. Amanda Colligan, Senior Research Analyst, who reported on the 2017 Annual Security Report and the Clery Report. There was discussion among the members and questions posed by the members. Ms. Clarke questioned the definition of a "crime" for purposes of these reports, and questioned whether there is liability for the College if a student is accused, but not guilty. The President addressed the questions posed by the members.

Next, Mr. Arangio reported on a new Resource Officer position. There were questions by the members and discussion among the members. The President, Mr. Arangio, Mr. Hall, and Mr. Daniel O'Neil, CEO of Advanced Data Risk Management (ADRM), LLC., addressed the questions posed by the members. Chair O'Toole asked that the posting be revised to address Quincy Campus versus Plymouth Campus.

Motion by Mr. Shea that the Personnel and Programs Committee recommends that the Board of Governors approve the new position and job classification/specifications of Resource Officer with the changes recommended by the Chair. The motion was 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. O'Toole; Ms. Clarke; Father Hawker; and Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next, the Chair asked to take Agenda Item No. IX (Student Athletics) out of order. Ms. Susan Bossa reported on Student Athletics. Ms. Bossa reported on a student soccer player who was ineligible and caused the College to forfeit two (2) games in which this student had played. This was described as "growing pains" of a new athletic program as the College and the Student Athletics staff develop processes to ensure the eligibility of student athletes. Ms. Bossa reported on the steps the College is taking to avoid such issues in the future. Ms. Bossa reported that the Men's Basketball team has had significant wins.

Next, the Chair returned to the regular agenda. Dr. Mary Burke reported on Accreditation and Regulatory matters and in particular addressed College programs requiring licensure examinations. Dr. Burke reported on the steps the College is taking to ensure regular review of the licensure examination results for each of the programs. Chair O'Toole inquired as to who at the College is preparing reports to BORN (Board of Registration in Nursing). Dr. Burke reported that she and Dr. Lori Koehler, Interim Dean of Nursing, have been working with BORN to provide reports and updates on the steps the College is taking to address deficiencies identified by BORN. Some of the steps the College is taking include the hiring of a curriculum consultant, Linda Caputi; providing monthly reports to BORN with a final report due on December 15, 2017; having the nursing faculty work with Ms. Linda Caputi on curriculum development in moving from a conceptual curriculum model to a critical thinking curriculum model. Dr. Burke also reported that computer testing is now being used to administer Nursing examinations. This is more similar to the NCLEX examinations and will better prepare our students for the NCLEX examinations.

Chair O'Toole inquired about the monthly reports and whether the College has received any feedback on those reports. Dr. Burke reported that we have not received any feedback on the monthly reports. BORN stated that they are not necessarily reviewing the monthly reports. Father Hawker inquired as to whether it is difficult for faculty to adjust to a new curriculum. Dr. Burke reported that it is not difficult. Most of our nursing faculty are new and they are not wedded to the old curriculum.

Chair O'Toole stated that the lack of a permanent Nursing Dean is a real concern of hers. The President and Dr. Burke described the efforts of the College to locate a quality Nursing Dean including the use of multiple search firms. The President and Dr. Burke reported on the recent history of nursing deans; they also pointed out that the last nursing dean was never hired as a long-term dean, but was hired from a consulting firm to improve the program while the College searched for a permanent dean. Dr. Mary Burke reported that the College just established an Advisory Board for the Nursing Program.

Dr. Burke then reported that the accrediting entity for the Surgical Technology Program just completed a site visit and reported that they “have no concerns” with the program. Dr. Mary Burke and Dr. Dennis Burke reported that the Surgical Technology Program has an 86% pass rate on the licensure exam and has an 86% placement rate.

Next, the President reported on NEASC’s approval of the College’s request for a Substantive Change to our Online Program. The President referred to the letter of October 27, 2017, a copy of which was provided in the members’ packet. The President reported that this authority is very good news for the College, and that NEASC does not grant this authority lightly. Chair O’Toole asked if these two programs are up and ready to go. The President responded that the programs are “up,” but not ready for online yet. The College is working toward having the programs ready for online. Ms. Clarke inquired about the number of online students. The President reported that we have Quincy College students who take some online courses, but that they are capped at no more than 50%. There was discussion regarding online programs versus brick and mortar classrooms.

Next, Dr. Mary Burke provided an update on the Baccalaureate Degree Authority and Implementation. Dr. Burke provided the members with a description of the process for approval of applications for baccalaureate degree programs. There was discussion among the members and questions posed by the members. Dr. Mary Burke and the President addressed the questions posed by the members. Father Hawker inquired as to how the College will disseminate information to the student body regarding the process and timeline for program approvals. Dr. Burke reported that she is looking into various options including the College’s website, screens around the campus, student newspaper, and the like. Dr. Burke reported that she is working closely with Mr. Taggart Boyle and the Marketing Department on this.

Next, the President reported on the extension of tuition remission benefits to the members of the Board of Governors. The College received a legal opinion on the matter, however there were some factual inaccuracies in the opinion. The inaccuracies will be corrected and the opinion reissued. The President reported that he will have the corrected legal opinion for the next Board of Governors meeting.

Old Business. Mr. Shea inquired about hiring a replacement for Mary Scott, VP for Human Resources. The President reported on the status of the search for a replacement.

New Business. There was discussion regarding replacing the seat vacated by Governor William Boozang, and whether Governor David McCarthy would have to resign his position as a result of being elected to the Quincy City Council.

At 7:36 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. O’Toole; Ms. Clarke; Father Hawker; and Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted and the meeting was adjourned.