

**QUINCY COLLEGE
BOARD OF GOVERNORS**

PERSONNEL AND PROGRAMS COMMITTEE MEETING MAY 22, 2019

Minutes

The meeting of the Quincy College Board of Governors 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 5:30 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, Chair of the Personnel Committee; Mr. Paul Barbadoro; Ms. Barbara Clarke, Mr. Joseph Shea. Absent at the call of the committee roll was Father James Hawker (who arrived at 5:45 p.m.) and Ms. Eileen Bevivino-Lawton.

Also present were: Mr. Michael Bellotti, President; Provost Dr. Gerard Koocher, Mr. Christopher Bell, Senior Advisor to the President and Acting Clerk to the Board, and Avanti Seymour, AVP Institutional Research.

Chairwoman Carolyn O'Toole asked for a motion to accept the minutes of the March 7, 2019 committee meeting. Governor Shea made the motion and Governor Barbadoro seconded the motion to accept the minutes. On the motion, Governors O'Toole, Shea, Clarke, and Barbadoro voted in the affirmative and the motion passed.

Chairwoman O'Toole asked President Bellotti for an update on the Nursing Program regarding applications.

President Bellotti provided the committee with a brief update and stated a more detailed update will be provided at both the Finance Committee meeting on May 30th and the full board meeting on June 6th. The President also spoke about the process, which was implemented regarding the proposed certification programs on the agenda tonight and how the college is making sure any proposals for new programs match the economic and job market needs of the service area our students are from. He asked Provost Koocher to further discuss the proposals before the committee tonight.

Provost Koocher provided details on the new EMT Certificates Program in both EMT and Paramedic Education. He explained the college is collaborating with a company associated with Brewster Ambulance known as CMTI, which will allow students in both programs to attend Quincy College.

Governor Shea responded he is very pleased with this development and asked if there were already students in the pipeline should the program be up and running soon.

Provost Koocher responded there were interested students (10) and anticipates more once the programs are in place.

Some brief discussion followed.

Governor Barbadoro also thought the program was a good idea and the fact it is no cost to the college makes it very worthwhile.

Governor Clarke asked if the relationship with CMTI was new.

Provost Koocher responded yes.

Some brief questions and answered followed.

Chairwoman O'Toole asked for a motion to approve the Emergency Medical Technology (EMT) Certificate program.

Governor Shea made a motion to pass the EMT Certificate Program. Governor Barbadoro seconded the motion. On the motion Governors O'Toole, Clarke, Hawker, Shea, and Barbadoro all voted in the affirmative and the motion was adopted.

Chairwoman O'Toole asked for a motion to approve the Paramedic Education Certificate program.

Governor Clarke made a motion to pass the Paramedic Education Certificate program. Governor Barbadoro seconded the motion. On the motion Governors O'Toole, Clarke, Hawker, Shea, and Barbadoro all voted in the affirmative and the motion was adopted.

Chairwoman O'Toole asked for a motion to approve the Healthcare Foundation Certificate Program.

Governor Barbadoro made a motion to pass the Healthcare Foundation Certificate program. Governor Clarke seconded the motion. On the motion Governors O'Toole, Clarke, Hawker, Shea, and Barbadoro all voted in the affirmative and the motion was adopted.

Chairman O'Toole asked Provost Koocher for information regarding the Hospitality Management Certificate and Associates Degree programs.

Provost Koocher explained the rationale of offering both programs with the goal being the certificate program which would be up and running first would provide a start for students who would like to get an Associate's Degree in Hospitality Management.

There was brief discussion among members of the committee and Provost Koocher and President Bellotti.

President Bellotti at this time explained to the committee he is in the process of putting staff and systems in place to ensure programs whether already in place or new are constantly being assessed from a fiduciary standpoint and are feasible to offer. This is an effort to make sure what the college is offering students in these areas match what emerging industries and data tells us, which is paramount to increasing enrollment

Chairwoman O'Toole asked for occasional full board updates on certificate programs, which are running or proposed on a rolling basis so members are up to date.

President Bellotti agreed and will put a plan in place through Provost Koocher and the Dean's.

Some further discussion ensued.

Governor Clarke added there are some minor editing issues in the Hospitality Management Certificate program handout. Page 1 last paragraph line 4 typo, and Page 3 needs to be edited.

Dr. Koocher and Avanti Seymour stated the edits would be made.

Chairman O'Toole asked for a motion to approve the Hospitality Management Certificate program.

Governor Barbadoro made a motion to approve the Hospitality Management Certificate program. Governor O'Toole seconded the motion. On the motion Governors O'Toole, Clarke, Hawker, Shea, and Barbadoro voted in the affirmative and the motion was adopted.

Chairwoman O'Toole asked for a motion to approve the Associates Degree in Hospitality Management program.

Governor Barbadoro made a motion to approve the Associates Degree in Hospitality Management. Governor Clarke seconded the motion. On the motion Governors O'Toole, Clarke, Hawker, Shea, and Barbadoro voted in the affirmative and the motion was adopted.

Following the vote Governor Clarke had a question about budgeting for fees and costs for programs which are newly approved.

President Bellotti stated he believed Martin Ahearn does calculate into the yearly budget funding for such costs but will double check and asked Chris Bell to follow up.

Governor Barbadoro suggested if it was not the case he would suggest adding an addendum to the FY20 Budget to have funding in it for certificate and other programs which might have fees and other costs associated with the startup of the program.

President Bellotti agreed and again stated Chris Bell would research and get back to the board. He also suggested he would work through Chris Bell and his staff to share information with members that is easily understandable.

Governor Barbadoro mentioned the Executive Summaries developed with Chris Bell through Governor Clarke's request on the Compliance Committee, could be useful when sharing information.

President Bellotti agreed but will continue to seek ways to improve and keep information flow between the college and board up to date.

Chairwoman O'Toole asked Provost Koocher for a brief update on the policies seeking approval on the agenda.

Provost Koocher asked Director of Advancement Tina Cahill to provide information on a new internal policy developed by President Bellotti and Tina, regarding Fundraising and Grant Writing Proposals.

Tina explained President Bellotti thought it was important to streamline for staff some guidelines regarding soliciting donations or grants for staff at the college.

President Bellotti stated in essence he felt it necessary after a few situations arose where independent staff with great intentions had requested support from outside entities on behalf of supporting the college. He felt it necessary to create a policy with guidelines and an information flow and request form so he, Provost Koocher, and Tina Cahill can make informed decisions on requests.

Governor Barbadoro agreed stating it is important to formulate the process. He also suggested Tina Cahill review with Legal Counsel Cherry ethics laws surrounding public employees soliciting donations.

President Bellotti agreed and said he will meet with Legal and HR on the matter.

Some discussion, questions, and answers followed.

Chairwoman O'Toole asked for a motion to pass the Fundraising and Grant Writing Internal policy with the understanding it will be reviewed by legal.

Governor Shea made a motion to pass the Fundraising and Grant Writing Internal policy with the understanding it will be reviewed by legal. Governor Barbadoro seconded the motion. On the motion Governors O'Toole, Clarke, Hawker, Shea, and Barbadoro voted in the affirmative and the motion was adopted.

Chairwoman O'Toole asked Provost Koocher to give a brief description of the Associated Faculty policy.

Brief discussion ensued.

Governor Barbadoro suggested legal take a look at the definition of an employee in Massachusetts as it has been changing lately.

President Bellotti agreed and stated Legal Counsel Cherry would research the issue to ensure the policy agrees with all Massachusetts Employment laws.

Chairwoman O'Toole asked for a motion to pass the Associated Faculty policy with the stipulation it will be reviewed by legal.

Governor Shea made a motion to pass the Associated Faculty policy with the stipulation it will be reviewed by legal. Governor Barbadoro seconded the motion. On the motion Governors O'Toole, Clarke, Hawker, Shea, and Barbadoro voted in the affirmative and the motion was adopted.

Chairwoman O'Toole asked for a motion to pass the Incomplete Grade policy.

Governor Barbadoro made a motion to pass the Incomplete Grade policy. Governor Clarke seconded the motion. On the motion Governors O'Toole, Clarke, Hawker, Shea, and Barbadoro voted in the affirmative and the motion was adopted.

Old Business

Governor Shea suggested the college investigate where the city of Boston trains its EMT's and create a marketing campaign to recruit students to Quincy College once the new program starts.

President Bellotti agreed and said Chris Bell would look into it and report to the board.

New Business

There was none

At approximately 5:55 p.m., Governor Barbadoro adjourned the meeting. There was no discussion on the matter.

