

**QUINCY COLLEGE
BOARD OF GOVERNORS**

PERSONNEL AND PROGRAMS COMMITTEE

MEETING OF JUNE 14, 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 6:10 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; Mr. Thomas Feenan; and Father James Hawker. Absent at the call of the member roll were: Ms. Barbara Clarke and Mr. Joseph Shea. A quorum was present.

Also present were: Governor Christopher Bell; Peter H. Tsaffaras, J.D., President and Secretary of the Board of Governors; Ms. Mary Scott, Vice President for Human Resources; Stephen Kearney, J.D., Assistant to the President; Mr. Thomas Pham, Vice President for Technology & Mission Support; Ms. Susan Bossa, Associate Vice President for Student Development; Dean William Brennan; Dean Vincent van Joolen; Dr. Mariana Matrajt, Instructor of Microbiology; Mr. Richard Bramante, Instructor of Engineering Technology; and Mr. James Peters, Assistant Professor of Computer Science.

Motion by Mr. Feenan that the Personnel and Programs Committee approve the minutes of its meeting of January 12, 2017, 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: Mr. Feenan; Father Hawker; and Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Governor Barbara Clarke arrived at 6:12 PM.

The Chair introduced Dr. Mariana Matrajt who, along with Dean van Joolen, reported to the members regarding a proposed new program – Associate Degree in Biology. There were discussion among the members and questions by the members. Dr. Matrajt and Dean van Joolen addressed the questions presented by the members. Motion by Mr. Feenan that the Personnel and Programs Committee approve the Associate Degree in Biology program, and to recommend approval by the full Board. 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. 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.

Next, the Chair introduced Mr. Richard Bramante who, along with Dean van Joolen, reported to the members regarding a proposed new program – Associate Degree in Science Engineering. There were discussion among the members and questions by the members. Mr. Bramante and Dean van Joolen addressed the questions presented by

the members. Motion by Ms. Clarke that the Personnel and Programs Committee approve the Associate Degree in Science Engineering program, and to recommend approval by the full Board. The motion was seconded by Mr. Feenan. There was no 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.

Next, the Chair introduced Mr. James Peters who, along with Dean William Brennan, reported to the members regarding a proposed new program – Linux Systems Administration Certificate. There were discussion among the members and questions by the members. Mr. Peters and Mr. Brennan addressed the questions presented by the members. Motion by Ms. Clarke that the Personnel and Programs Committee approve the Linux Systems Administration Certificate program, and to recommend approval by the full Board. 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; Mr. Feenan; Father Hawker; and Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Chair Carolyn O'Toole expressed her enthusiasm regarding the progress of the College, the quality of the faculty, the level of education of the faculty and the quality of the programs being offered at the College.

Next, the Chair introduced President Tsaffaras and Ms. Bossa who reported to the members regarding a proposed Quincy College mascot/name for the College's athletic teams. The members were presented with and had previously reviewed a list of sixty (60) proposed names from an earlier larger list of approximately 225 names that had been solicited campus-wide from faculty, staff, and students. The members discussed the various names and narrowed the list to three (3) names to present to the full Board for final decision. Motion by Mr. Feenan that the Personnel and Programs Committee recommend to the full Board three (3) mascot/team names *The Graniteers*, *The Jaguars*, and *The Presidents*. 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. 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.

Next, the Chair introduced President Tsaffaras who reported to the members regarding the College's accreditation. The President reported that the Commission on Accreditation in Physical Therapy Education (CAPTE), the accrediting entity for the Physical Therapy Assistant program, granted approval to our Physical Therapy Assistant program just 72 hours prior to the first pinning ceremony on May 24, 2017. The President reported on the College's ability to offer online programs. The New England Association of Schools and Colleges (NEASC), the Colleges accrediting entity, views the offering of online programs as a "substantive change." In 2015, the College had prepared the forms to request the "substantive change" from NEASC; however, the forms were not submitted to NEASC. In 2016, the College submitted the forms to request the substantive change from NEASC; however, some of the forms attached were no longer being used by NEASC. In addition, NEASC asked questions the College thought had already been addressed. Dr. Mary Burke, Sr. Vice President of Academic Affairs and Mr. Michael Marrapodi will redraft the request for this substantive change for NEASC and will seek informal input from NEASC.

At that point, the College will then resubmit the formal request to NEASC. There was discussion among the members and questions by the members. The President addressed the questions posed by the members.

Next, the President reported to the members regarding informational items. The President reported on the report entitled Vacancy Table FY17 which, upon the request of Governor Barbara Clarke, now has an additional column showing how long a position has been vacant. The President reported on the report entitled Professional Development FY 16-17 which lists the professional development requests for faculty and staff. There was discussion among the members and questions posed by the members. The President addressed the questions posed by the members. Ms. Clarke asked whether the list could be sorted by the last name and whether an additional column could be provided showing the source of funds. Ms. Clarke also asked that the list be provided in Microsoft Excel format as opposed to PDF format so that member could sort and search the list on their own. The President stated that he would gladly provide that. The President presented the members with an updated Emergency Response Plan which had been updated effective June of 2017. There was discussion among the members and questions posed by the members. The President addressed the members' questions.

There was no **OLD BUSINESS**.

There was no **NEW BUSINESS**.

At 7:56 PM, motion by Mr. Feenan 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; Mr. Feenan; Father Hawker; and Ms. O'Toole. There were no votes in opposition to the motion, and no abstentions. The motion was adopted and the meeting was adjourned.