

**QUINCY COLLEGE
BOARD OF GOVERNORS**

PERSONNEL AND PROGRAMS COMMITTEE

MEETING OF NOVEMBER 09, 2016

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 6:00 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; Reverend James Hawker; and Mr. Joseph Shea. Absent at the call of the member roll were: Ms. Barbara Clarke and Mr. William Boozang. A quorum was present.

Also present were: 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; Ms. Mary Burke, Vice President/Dean of the Plymouth Campus; Mr. Thomas Pham, Vice President for Technology & Missions Support; Dr. Kimberly Puhala, Associate Vice President for Institutional Research and Assessment; Mr. William Brennan, Dean of Professional Programs; Dr. Linda Pendergast, Dean of Nursing; Dr. Vincent van Joolen, Dean of Natural & Health Sciences; Ms. Maureen Chisholm, Instructor of Business; Mr. Paul Felker, Instructor of Mathematics; Ms. Joyce Higgins, Assistant Professor of Computer Science; and Mr. Roger White, Instructor of Business.

Motion by Mr. Shea that the Personnel and Programs Committee approve the minutes of its meeting of December 14, 2015, as submitted. 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: Mr. Feenan; Rev. Hawker; Ms. O'Toole; and Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. William Boozang arrived at 6:03 PM.

The Chair introduced Senior Vice President Aundrea Kelley, who reported to the members regarding the visit of the New England Association of Schools and Colleges (NEASC) Visiting Team that occurred on November 06 through November 09, 2016. Ms. Kelley reported the areas of strength and areas of concern identified by the Visiting Team, and explained that the next steps.

Next, the Chair introduced the President who reported to the Committee on new academic programs approved by the President under his so-called "Summer Authority" (BOG 18-16). Ms. Mary Burke reported on the Aquaculture Certificate program. Ms. Maureen Chisholm reported on the Customer Service Certificate program. Ms. Maureen Chisholm and Dean William Brennan reported on the Entrepreneurship Certificate program. Mr. Roger White and Ms. Mary Burke reported on the Insurance Career

Certificate program. Ms. Joyce Higgins and Ms. Mary Burke reported on the Web & Mobile Development Certificate program. Mr. Paul Felker and Dean Vincent van Joolen reported on the Associate in Science Mathematics Degree program. Ms. Aundrea Kelley provided the members with her comments on the various academic programs presented.

Motion by Mr. Shea that the Personnel and Programs Committee ratify the six (6) new academic programs 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 Mr. Feenan. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Mr. Boozang; Mr. Feenan; Rev. 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 introduced Ms. Aundrea Kelley and Ms. Mary Burke who reported on the Moratorium on Admission to the Media Arts Program. There was discussion among the members. Ms. Kelley and Ms. Burke addressed the questions posed by the members.

Next, the Chair introduced Ms. Aundrea Kelley who reported on the upcoming accreditation visits by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and the Commission on Accreditation in Physical Therapy Education (CAPTE). There was discussion among the members. Ms. Kelley addressed the questions posed by the members.

Next, the Chair introduced the President who reported on a new position the President approved under his so-called "Summer Authority" (BOG 18-16), Certified Nurse Assistant program Manager. There was discussion among the members. The President, Ms. Kelley, and Ms. Burke addressed the questions posed by the members.

Motion by Mr. Mr. Feenan that the Personnel and Programs Committee ratify the approval of a full-time position entitled Certified Nurse Assistant Program Manager authorized by the President under the delegation of summer authority granted by the Board of Governor at their regularly scheduled meeting on June 16, 2016. The motion was seconded by Mr. Shea. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Mr. Boozang; Mr. Feenan; Rev. 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 introduced Ms. Daniel O'Neil, President & CEO of Advanced Data Risk Management, LLC (ADRM), and Mr. Ryan Brothers of ADRM who reported to the members on a Business Continuity Plan that was developed by ADRM for Quincy College. Mr. O'Neil reported that the Business Continuity Plan was reviewed in great detail by Governor Barbara Clarke. Mr. O'Neil and Mr. Brothers reported to the members on the various aspects of the Business Continuity Plan. Mr. Thomas Pham reported to the members regarding prior business continuity issues the College experienced in the past dating back to 2001 when some records were lost and it took years to recover the data. Mr. Pham compared this to a recent issue that occurred over a weekend, but was quickly recovered using the Business Continuity Plan developed by ADRM and gave a description of the recovery steps taken. There was discussion

among the members. The President, Mr. Pham, Mr. O'Neil and Mr. Brothers addressed the questions posed by the members.

Mr. Boozang departed the meeting at 7:40 PM.

Next, the President provided the members with several handouts: A Board Member's Guide to Accreditation; new hires since July 2016; and out-of-state Professional Development travel.

There was no Old Business.

There was no New Business.

At 7:54 PM, motion by Mr. Shea to adjourn the meeting of the Personnel and Programs Committee. Motion 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: Mr. Feenan; Reverend 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.