

QUINCY COLLEGE
BOARD OF GOVERNORS

PERSONNEL AND PROGRAMS SUBCOMMITTEE

MEETING OF MARCH 23, 2011

Minutes

The meeting was called to order at 6:38 PM. The member roll was called. The following members of the Personnel and Programs Subcommittee were present at the call of the member roll: William Boozang; Mary Jo Brogna, Subcommittee Chair and Vice Chair of the Board of Governors; Maureen Glynn Carroll, Esq.; Barbara Clarke; Pedro Viejo-Rodriguez.

Also present were: Peter Tsaffaras, J.D., President and Secretary of the Board of Governors; Anna Williams, J.D., Vice President for Academic Affairs; Pushap Kapoor, Vice President for Administration and Enrollment Management; Robert E. Baker, Jr., J.D., Assistant to the President and Assistant Secretary of the Board of Governors; Dr. Laura Corina, Dean of Natural Sciences; Dr. Kenneth Bindseil; Dean of Liberal Arts; Mary Burke, Dean of the Plymouth Campus.

Motion by Mr. Viejo-Rodriguez that the Personnel and Programs Subcommittee approve the minutes of its meeting of March 23, 2010 (please see copy, attached). The motion was seconded by Ms. Carroll. There was no discussion on the motion. The following members of the Personnel and Programs Subcommittee voted in favor of the motion: Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Ms. Brogna then referred generally to matters from prior meetings on which follow up is to occur. She stated that identification of these matters and follow up will be the regular practice of the Personnel and Programs Subcommittee.

Motion by Ms. Carroll that the Personnel and Programs Subcommittee approve the minutes of its meeting of April 26, 2010 (please see copy, attached), said meeting occurring as a joint meeting with the Finance and Facilities Subcommittee. The motion was seconded by Ms. Clarke. There was no discussion on the motion. The following members of the Personnel and Programs Subcommittee voted in favor of the motion: Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke. There were no votes in opposition to the motion. Mr. Viejo-Rodriguez abstained. The motion was adopted.

Motion by Ms. Clarke that the Personnel and Programs Subcommittee approve the minutes of its Executive Session of April 26, 2010, said Executive Session occurring as a joint Executive Session with the Finance and Facilities Subcommittee. The motion was seconded by Ms. Carroll. On the motion, Ms. Clarke pointed out that on page 1, final paragraph, line 2 of said minutes, the reference to "Unit D" should instead read "Unit E". The following members of the Personnel and Programs Subcommittee voted to approve the minutes, as corrected: Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke. There were no votes in opposition to the motion. Mr. Viejo-Rodriguez abstained. The motion was adopted.

Next addressed by President Tsaffaras was the proposed change of names of divisions, specifically changing the present name of the Division of Science to the Division of Natural and Health Sciences, and the present name of the Division of Allied Health to the Division of Nursing. President Tsaffaras explained that since the Exercise Science, Phlebotomy, and Surgical Technology Programs have been transferred to the Division of Science, leaving the Associate's Degree in Nursing and Practical Nursing Programs as the only programs in the Division of Allied Health, the change of Divisional names reflects the current alignment and administration of programs.

Ms. Clarke asked if other community colleges had similar divisions. President Tsaffaras replied that some have stand alone nursing programs while others do not. He continued that under Quincy College's former alignment, the non-nursing programs did not receive the attention that they deserved, which they will receive in the current Division of Science. Ms. Clarke then asked if the changes would have any effect on degree requirements or accreditation. President Tsaffaras replied that they would not.

Motion by Mr. Viejo-Rodriguez that the Personnel and Programs Subcommittee recommend that the Board of Governors approve the change of names of two of Quincy College's academic divisions as follows: the Division of Allied Health to be known as the Division of Nursing; the Division of Science to be known as the Division of Natural and Health Sciences. The motion was seconded by Mr. Boozang. There was no discussion on the motion. The following members of the Personnel and Programs Subcommittee voted in favor of the motion: Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

President Tsaffaras continued with a presentation on the proposed new position of "Director of Military and Veterans' Services" and presented the rationale for the position, including the furtherance of Quincy College's role as a community based institution. He further explained that at least initially, the position would report directly to the President as the position's duties cut across divisions. Mr. Viejo-Rodriguez asked the percentage of current students who are veterans. President Tsaffaras replied that he would obtain this information and forward it to the members of the Subcommittee. Mr. Viejo-Rodriguez then asked if there are any institutional benefits for veterans. Vice President Kapoor replied that there is a tuition waiver program and that Quincy College is a participant in the Yellow Ribbon Program. Ms. Clarke then addressed the position's description (please see copy, attached) and asked that, under requirements, status as a veteran be required, not preferred. The other members of the Subcommittee agreed, and the description will be so amended.

Mr. Boozang asks what kind of counseling services are available at Quincy College. Vice President Williams replied by describing the services offered through the Life Balance Office. He also asked whether the College is a SOC institution. Vice President Williams replied that Quincy College is not but will pursue that status. Mr. Boozang then asked whether, if a student is deployed, he/she can continue his/her studies on line. Vice President Williams replied that this could be done, described the College's on-line offerings, as well as the on-line proctoring process.

Mr. Viejo-Rodriguez asked if the salary for the proposed position is in line with those of similar positions at other two year colleges. President Tsaffaras replied that it is.

Motion by Ms. Carroll that the Personnel and Programs Subcommittee recommend that the Board of Governors approve the creation of, and job description for, a proposed new position, said position to be titled "Director of Military and Veterans' Services". The motion was seconded by Mr. Boozang. There was no discussion on the motion. The following members of the Personnel and Programs Subcommittee

voted in favor of the motion: Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

President Tsaffaras then addressed the position of "Assistant to the President" (please see job description, attached). He described this as a reconfigured position and stated that he believes that approval by the Board of Governors is not needed for this position as it is based on the reorganization of an existing position. He discussed the duties of the position.

President Tsaffaras then presented the President's Report. He first addressed several positions. He stated that as Vice President Kapoor had expressed a desire to stay, his contract as Vice President for Administration and Enrollment Management has been extended through June 30, 2012. As the position of Vice President for Academic Affairs was vacant due to the resignation of Dr. Patricia Vampatella, President Tsaffaras reported that he has appointed Anna Williams, formerly Dean of the Plymouth Campus, to that position with a contract of similar duration to that of Vice President Kapoor. As the result of Vice President Williams' appointment, and after a search, Mary Burke has been appointed as the Dean of the Plymouth Campus.

President Tsaffaras then outlined his plan to have academic administration positions set by July 1, 2011, then described his vision for a new administrative organizational structure with new position titles. Ms. Brogna asked that Subcommittee members be provided with an organizational chart that reflects the new organizational structure and titles. President Tsaffaras concluded this portion of his report by stating that every academic and administrative department is understaffed.

President Tsaffaras then provided an update on the status of the Chief Financial Officer (CFO) position. He stated that the position would be responsible for such areas as debt service, loans, as well as functions that would become necessary if Quincy College were to become independent. He reported that Vice President Kapoor and Mr. Ahern had put together the budget and given the manner in which the College currently is constituted, there is no need to fill the CFO position at this time. The money thereby saved would then be put toward other needs.

Next addressed was a proposal by President Tsaffaras regarding Nursing admissions that pertains to qualified United States veterans. President Tsaffaras explained the rationale for this proposal and stated that it would amount to four (4) to five (5) admissions per annual admissions cycle.

Motion by Ms. Clarke that the Personnel and Programs Subcommittee recommend the approval of the following proposal: That the Board of Governors approve President Tsaffaras' proposal that five per cent (5%) of admissions to the Associate Degree in Nursing Program in each admissions cycle be set aside for qualified United States veterans. The motion was seconded by Ms. Carroll. There was no discussion on the motion. The following members of the Personnel and Programs Subcommittee voted in favor of the motion: Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

President Tsaffaras then presented to the members of the Subcommittee a proposal also affecting Nursing admissions, making provision for "otherwise qualified candidates".

Motion by Ms. Clarke that the Personnel and Programs Subcommittee recommend that the Board of Governors approve, that five per cent (5 %) of admissions to the Associates' Degree in Nursing Program be set aside for otherwise qualified candidates, and that such admissions be subject to the approval of the President of Quincy College upon the joint recommendation of the Dean of Nursing and the Director of Admissions. The motion was seconded by Ms. Carroll. Ms. Clarke described the proposal as a band-

aid on an overall problematic Nursing admissions process. President Tsaffaras agreed. Ms. Clarke recommended major policy changes be made. Ms. Brogna described the proposal as a bridge to deal with admissions issues in a transitional manner. The following members of the Personnel and Programs Subcommittee voted in favor of the motion: Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

President Tsaffaras next addressed the members of the Subcommittee on a proposed reorganization of the Division of Nursing. He reported on administrative problems within that Division, and stated that the Division has been without a Dean since September 25, 2009. He continued that there are four (4) other positions in that Division that have administrative responsibilities. Two (2) of these positions duplicate the functions of the Dean of Nursing and are extremely costly, at approximately \$130,000.00 per year each. The proposed reorganization is intended to: expedite the process of recruiting a Dean; eliminate duplicative positions; save College funds.

Ms. Carroll suggested that the money saved by means of the proposal could be used to increase the Nursing Dean's salary, if that becomes necessary, to attract the best candidate.

Mr. Viejo-Rodriguez asked what the liability could be if the proposal were to be adopted. President Tsaffaras replied by explaining the processes called for under the Massachusetts General Laws and the collective bargaining agreement between the Board of Governors and the Quincy Education Association (QEA), Unit D.

Mr. Boozang asked if there would be regulatory or accreditation issues with the adoption of this proposal. Vice President Williams replied that as long as the Dean of Nursing is a Registered Nurse, the College would be in compliance.

Ms. Clarke emphasized that the hiring of a Dean of Nursing is essential.

Motion by Ms. Carroll that the Personnel and Programs Subcommittee recommend that the Board of Governors approve the elimination of the positions of Chair, Associate's Degree in Nursing Program, and Associate Chair, Associate's Degree in Nursing Program, effective May 31, 2011. The motion was seconded by Mr. Viejo-Rodriguez. There was no discussion on the motion. The following members of the Personnel and Programs Subcommittee voted in favor of the motion: Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

President Tsaffaras then addressed the matter of the Institutional Research Board. He asked that the Board of Governors, at some point, forward to him two (2) names, one (1) preferably with a medical background and one (1) perhaps a member of the Board of Governors, to serve on the Institutional Research Board. Ms. Brogna asked that material related to the Institutional Research Board be given to the members of the Board of Governors to facilitate the sought-after nominations.

Next addressed was the request by Mary Burke for a leave of absence from her current position as Coordinator, Non-Allied Health Programs, Plymouth Campus, as she has been offered another position within the College.

Motion by Mr. Viejo-Rodriguez that the Personnel and Programs Subcommittee recommend that the Board of Governors approve the granting of a leave of absence of up to two (2) years to Mary Burke from

her position as "Coordinator, Non-Allied Health Programs", pursuant to Article XIII of the current collective bargaining agreement between Quincy College and the Quincy Education Association, Unit D. The motion was seconded by Mr. Boozang. There was no discussion on the motion. The following members of the Personnel and Programs Subcommittee voted in favor of the motion: Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Vice President Williams presented to the members of the Subcommittee the proposed revision to Policy 7-05: Withdrawal/Refund Schedule (please see copy, attached). She explained that the proposed revisions would, if adopted, apply only to standard, fifteen (15) week, full semester courses.

Motion by Mr. Boozang that the Personnel and Programs Subcommittee recommend that the Board of Governors approve the revised Policy 7-05: Withdrawal/Refund Schedule, as presented. The motion was seconded by Ms. Clarke. There was no discussion on the motion. The following members of the Personnel and Programs Subcommittee voted in favor of the motion: Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Vice President Kapoor provided an update on the International Student Services Office. He described concerns regarding the quality of service provided by that Office, and reported that the Director has been temporarily reassigned to the Admissions Office. Vice President Kapoor stated that the failures of the International Student Services Office were an institutional failure to provide the appropriate training, education, and support for that Office. President Tsaffaras reported that Vice President Kapoor has taken over the Office, with the assistance of someone else with experience in international admissions. Vice President Kapoor reported that in November 2010, SEVIS and ICE questioned the validity of some optional practical training (OPT) placements. He further reported that the College is not required to verify OPT placements, but only report them, but there is no mechanism to report that on SEVIS. Mr. Viejo-Rodriguez disagreed, stating that it is his understanding that the College is required to verify the relevance of the OPT to the student's major. Vice President reiterated that the College's only responsibility is to enter into the SEVIS system the OPT information provided by the student. He has instructed the International Student Services Office to verify the relevance of the OPT and, when possible, to enter that information in the SEVIS system.

No matters were addressed under Old Business.

Under New Business, Ms. Brogna stated that the Personnel and Programs Subcommittee needs to establish a subcommittee to set presidential goals. Ms. Brogna will distribute to the members of the Subcommittee material needed to set such goals. Ms. Brogna then appointed Mr. Boozang, Ms. Clarke, and herself to serve on the Presidential Goals Subcommittee.

Ms. Clarke asked what impact the reduction of "Professional Development" funding to \$40,000.00 had on professional development. Vice President Kapoor said that he would submit a report on this.

At 9:03 PM, motion by Ms. Carroll that the meeting of the Personnel and Programs Subcommittee be adjourned. The motion was seconded by Mr. Viejo-Rodriguez. There was no discussion on the motion. The following members of the Personnel and Programs Subcommittee voted in favor of the motion: Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Viejo-Rodriguez. There were no votes in opposition to the motion, and no abstentions. The motion was adopted and the meeting was adjourned.

**QUINCY COLLEGE
BOARD OF GOVERNORS**

PERSONNEL AND PROGRAMS COMMITTEE

**MEETING OF JULY 26, 2011
Minutes**

The meeting was called to order at 6:47 PM. The member roll was called. The following members of the Personnel and Programs Committee were present at the call of the member roll: Mary Jo Brogna, Committee Chair and Vice Chair of the Board of Governors; Maureen Glynn Carroll, Esq.; Barbara Clarke. Absent at the call of the member roll were: William Boozang; Pedro Viejo-Rodriguez.

Also present were: William Grindlay, Chair of the Board of Governors; Peter Tsaffaras, J.D., President of Quincy College and Secretary of the Board of Governors; Anna Williams, J.D., Vice President for Academic Affairs; Pushap Kapoor, Vice President for Administration and Finance; Robert E. Baker, Jr., J.D., Assistant to the President and Assistant Secretary of the Board of Governors; Maureen Savage, Acting Director of the Office of Human Resources.

Motion by Ms. Carroll that the Personnel and Programs Committee approve the minutes of its meeting of March 23, 2011 (please see copy, attached). 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. Brogna; Ms. Carroll; Ms. Clarke. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

President Tsaffaras then reviewed with the members of the Committee the draft Quincy College Table of Organization for FY 2012 (please see copy, attached). He explained the philosophy behind the Table of Organization and the particulars of the Table.

Next addressed was the proposed new language for the Quincy College Mission Statement (please see copy, attached). President Tsaffaras detailed the proposed changes in the Mission Statement as well as the rationale behind the proposed changes. He reported that the proposed changes were referred to him by the Quincy College Senate. Ms. Clarke asked whether leaving the word "achievement" in the first line of the Mission Statement would be better identified with by students who are achieving their goals but have not necessarily excelled. The members of the Committee agreed to add the word "achievement" to the first line of the language of the proposed Mission Statement, to read "encourages academic achievement and excellence". Ms. Clarke then asked whether that portion of the first sentence of the proposed Mission Statement following the word "which" is a restrictive or a non-restrictive clause, and stated that if it is a restrictive clause, the word "which" should be replaced by the word "that".

Motion by Ms. Clarke that the Personnel and Programs Committee recommend that the Board of Governors approve the proposed changes in the Quincy College Mission Statement", as amended. The motion was seconded by Ms. Carroll. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion:

Ms. Brogna; Ms. Carroll; Ms. Clarke. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was the draft New England Association of Schools and Colleges (NEASC) 5th Year Report (please see copy, attached). President Tsaffaras called upon Vice President Williams to review the draft Report with the members of the Committee. Vice President Williams reported that the Report is due at NEASC not later than August 15, 2011, but will need the approval of the Board of Governors prior to its submission.

Ms. Brogna asked Vice President Williams to send out an E-mail notice on July 27, 2011, to the members of the Board of Governors reminding them that they should be prepared on July 28, 2011, to discuss and raise questions on the draft 5th Year Report. There also should accompany the notice a summary of what is required in the Report and what it addresses.

The members of the Committee then addressed the content of the report. Regarding the Community College Survey of Student Engagement (SSE), Ms. Clarke recommended that the narrative include either: indicia of improvement; or, the College's planned efforts to improve the scores. Regarding page 13, Ms. Brogna recommended that the Report state that the duties of the Chief Financial Officer have been assumed by existing leadership. Ms. Carroll referred to pp. 29-30 and asked if federal law regarding transparency in tuition and fees is being followed. Vice President Williams replied that such full disclosure is made by a variety of means, including public postings. Additional recommendations were made by the members of the Committee, which Vice President Williams agreed to include in a re-draft. The members lauded the Report's cohesion and comprehensiveness. Mr. Grindlay then asked whether the Board of Governors' exploration of new space with Street-Works should be referenced in the Report. President Tsaffaras agreed that such information should be included in the Report. The agreed-upon changes will be made and forwarded to the full membership of the Board of Governors on July 27, 2011.

Next addressed were proposed new job descriptions (please see copies, attached). President Tsaffaras explained his approach regarding the review of staffing and job function throughout the College that led to the proposing of these positions. He then described for the members of the Committee the rationale for each proposed position.

The first job description addressed was that of Chief Human Resources Officer. Ms. Brogna spoke of the need for a higher degree of oversight in the Office of Human Resources. Ms. Clarke stated that under "Educational Qualifications", there should be a period, not a comma, after the word "required".

Motion by Ms. Clarke that the Personnel and Programs Committee recommend that the Board of Governors approve the job description of Chief Human Resources Officer, as amended. The motion was seconded by Ms. Carroll. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Ms. Brogna; Ms. Carroll; Ms. Clarke. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Ms. Carroll that the Personnel and Programs Committee recommend that the Board of Governors approve the job description of Director of Student Activities and Athletics. 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. Brogna; Ms. Carroll;

Ms. Clarke. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Ms. Clarke that the Personnel and Programs Committee recommend that the Board of Governors approve the job description of Associate Director for Nursing Administration. The motion was seconded by Ms. Carroll. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Ms. Brogna; Ms. Carroll; Ms. Clarke. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Motion by Ms. Carroll that the Personnel and Programs Committee recommend that the Board of Governors approve the job description of Human Resources Assistant. 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. Brogna; Ms. Carroll; Ms. Clarke. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Mr. Grindlay and Ms. Clarke recommended that the Human Resources Assistant position not be filled until such time as the Chief Human Resources Officer is in place.

Next addressed was the Policy on Nursing Admissions. President Tsaffaras cited deficiencies in the Nursing admissions process, including the inadequacies of the Accuplacer test. He reported that the TEAS test will replace the Accuplacer for Nursing admissions. Vice President Williams then described for the members the current admissions policy/procedure, the plan for adoption of the TEAS test, and a transitional phase of admissions prior to the actual implementation of TEAS (which will be preceded by the use of TEAS in a validation study) for which it is planned that a portfolio application process will be used. She then described the elements of the portfolio. A formal, written proposed policy is to be addressed by the Board of Governors on July 28, 2011.

At 8:55 PM, motion by Ms. Carroll that the meeting of the Personnel and Programs Committee be adjourned. 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. Brogna; Ms. Carroll; Ms. Clarke. There were no votes in opposition to the motion, and no abstentions. The motion was adopted and the meeting was adjourned.

**QUINCY COLLEGE
BOARD OF GOVERNORS**

PERSONNEL AND PROGRAMS COMMITTEE

MEETING OF DECEMBER 27, 2011

Minutes

The meeting of the Personnel and Programs Committee, held in the Hart Board Room, Room 106, Saville Hall, 24 Saville Avenue, Quincy, Massachusetts, was called to order at 6:30 PM.

The member roll was called. The following members of the Personnel and Programs Committee were present at the call of the member roll: William Boozang; Mary Jo Brogna, Committee Chair and Vice Chair of the Board of Governors; Maureen Glynn Carroll, Esq.; Barbara Clarke; Joseph Shea. No members were absent.

Also present were: Peter Tsaffaras, J.D., President and Secretary of the Board of Governors; Anna Williams, J.D., Vice President for Academic Affairs; Pushap Kapoor, Vice President for Administration and Finance; Mary Scott, J.D., Vice President for Human Resources; Robert E. Baker, Jr., J.D., Assistant to the President and Assistant Secretary of the Board of Governors; Dr. Laura Corina, Dean of Natural and Health Sciences; Susan Bossa, Associate Vice President for Student Development.

Motion by Ms. Clarke that the Personnel and Programs Committee approve the minutes of its meeting of September 27, 2011 (please see copy, attached) as submitted. The motion was seconded by Mr. Boozang. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was the proposed change of the name of the Clinical Laboratory Science Program (CLS) to the Medical Laboratory Technician Program (MLT). President Tsaffaras and Dean Corina presented to the members of the Committee the rationale for the proposed change, including the recommendation from the Program's accrediting entity that the name change take place. Mr. Shea asked the circumstances under which this recommendation was made by the accreditor. Dean Corina replied that it was made during a scheduled site visit by the accreditor. President Tsaffaras continued that if the change is not made, at the very least Quincy College would have to provide to the accreditor an explanation of why the name change was not made.

Motion by Ms. Carroll that the Personnel and Programs Committee recommend that the Board of Governors approve the name change of the Clinical laboratory Science Program (CLS) to the Medical Laboratory Technician Program (MLT). 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: Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was the position of "Disabilities Officer" and the position's job classification/specification (please see copy, attached). President Tsaffaras explained the history of the need for the position and the rationale for the creation of the position. He further explained that the position was approved during the FY 2012 budget process. Ms. Clarke asked for a description of a "half-time position". President Tsaffaras explained that it is a year round, twenty (20) hour per week position. Ms. Bossa further elaborated on the nature of half-time as applies to this position. Ms. Carroll asked about the process if a student comes to Quincy College from high school with an IEP. Ms. Bossa described the high school IEP as a starting point, but that higher education disabilities are governed by the Americans with Disabilities Act and the requirements are somewhat different than those in high school. Mr. Boozang then asked how many Quincy College students currently are seeking accommodations. Ms. Bossa replied that as of the fall semester, approximately one hundred five (105) students were seeking or receiving accommodations.

Motion by Ms. Carroll that the Personnel and Programs Committee recommend that the Board of Governors approve the job classification/specification for the position of "Disabilities Officer", as presented. The motion was seconded by Mr. Boozang. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was the position of "Director of Library Services" and the position's job classification/specification (please see copy, attached). President Tsaffaras explained the need and rationale for this position, including the inappropriateness of one collective bargaining unit member evaluating the performance of a fellow bargaining unit member, a situation that exists in the absence of the proposed position. The Quincy Education Association, Unit D, has indicated its approval of this position. President Tsaffaras further explained that if the Personnel and Programs Committee recommends approval of the position, it then will be referred to the Finance and Facilities Committee for identification of funding.

Ms. Clarke asked how extensive is the library service. President Tsaffaras replied that the librarians report usage of the library by approximately one thousand (1,000) students per week. He further described how the library hours have been expanded, and the creation of the new Plymouth Campus library, as well as the nature and extent of the reserve and electronic collections. Librarians also provide research assistance, bibliographical instruction, and teach in the First Year Seminars. Ms. Carroll asked if Quincy College is comparable to other community colleges in electronic access to the library. Vice President Williams replied that this is an ongoing endeavor. President Tsaffaras reported that during his tenure, the staffing of the library has gone from 3.0 to 4.5 positions. Vice President Williams further elaborated on the nature of the electronic collection. Mr. Boozang asked if the electronic collection is accessible by students from home. Vice President Williams replied that it is. Mr. Boozang then asked what measures are taken regarding plagiarism. Vice President Williams described the pending contract with "Turn It In" and the anti-plagiarism instruction performed by teaching faculty and librarians. Mr. Boozang then asked whether the New England Association of Schools and Colleges (NEASC) has made any recommendations regarding the library. Vice President Williams replied that NEASC recommended a library at the Plymouth Campus, which has been accomplished.

Motion by Ms. Carroll that the Personnel and Programs Committee recommend that the Board of Governors approve the position and job classification/specification for "Director of Library Services". 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; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was the position of "Dean of Inter-Institutional Affairs and Online Programs". President Tsaffaras described the need and rationale for the position and its importance in developing transfer and articulation agreements with other institutions of higher education and with high schools. The position also would serve as inter-institutional liaison. Ms. Clarke asked if the position would have any supervisory responsibilities. President Tsaffaras replied that at present it would not have such responsibilities. Ms. Brogna asked if there is a target for the number of articulation agreements and online programs to be achieved in the position's first year. Vice President Williams replied that this target will be developed. Mr. Boozang recommended that once the position is filled, the person hired should recommend an infrastructure to more comprehensively achieve the position's goals. President Tsaffaras reminded the members of the Committee that the position, though with a different title, was discussed and approved during the FY 2012 budget process. Vice

President Scott then identified the advertising vehicles used by Quincy College to fill higher level positions. President Tsaffaras also reported that although a specific salary has not yet been determined, it will be within the range of the other Deans.

Motion by Ms. Carroll that the Personnel and Programs Committee recommend that the Board of Governors approve the position and job classification/specification for Dean of Inter-Institutional Affairs and Online Programs. 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: Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed were proposed revisions to the Quincy College Policy on Student Organizations (Policy 6-03) (please see copy, attached). President Tsaffaras explained that the purpose of the revisions is to allow for the creation of student organizations with a minimum of five (5) students rather than twenty (20) students, as the larger number was making the formation of new organizations very difficult. Ms. Clarke asked for a description of the approval process for new student organizations, which Ms. Bossa provided. Mr. Shea asked how many student organizations Quincy College currently has. Ms. Bossa replied that there currently ten (10) such organizations, which she then identified and described. Ms. Clarke then expressed a concern that five (5) members may be too small a number to sustain an organization.

Motion by Mr. Shea that the Personnel and Programs Committee recommend that the Board of Governors approve the revised Policy on Student Organizations, as presented. The motion was seconded by Ms. Carroll. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was the proposed Firearms Policy (please see copy, attached). President Tsaffaras presented the rationale for the proposed policy. Ms. Carroll asked whether the proposed policy scope should be expanded to include other weapons such as knives, tasers, and Mace. President Tsaffaras stated that these recommendations will be presented at the next meeting of the Personnel and Programs Committee. Ms. Clarke stated that sanctions for violations of the policy, as well as a process for imposing such sanctions, should be included in the policy.

Motion by Ms. Carroll that the Personnel and Programs Committee recommend that the Board of Governors approve the Firearms Policy, subject to amendments to be made at

the next meeting of the Personnel and Programs Committee. 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; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted.

Next addressed was the status of inquiries from the Board of Registration in Nursing (BORN). President Tsaffaras provided a history of the inquiries from BORN and Quincy College's responses to those inquiries, including the appearance by representatives of the College at BORN's meeting of December 14, 2011. President Tsaffaras reported that at that meeting, BORN's Director of Nursing Education reported to BORN that Quincy College had satisfactorily responded on several matters and on those issues was in compliance with BORN's regulations, and on one other matter additional information was being sought from Quincy College. The formal request for additional information is to come in writing from BORN, which request Quincy College has yet to receive. President Tsaffaras emphasized that Quincy College is not under investigation by BORN, and that Quincy College is attempting to make its Associate Degree Program in Nursing the best such program in Massachusetts. To that end, a number of steps have been taken, including: an expansion of the square footage used by the Program; an increase by three (3) in the number of full time faculty teaching in the Program; establishment of a new computer laboratory for the Division of Nursing; creation of two (2) new Nursing laboratories; the process of acquisition of new simulation technology. President Tsaffaras continued that when the letter resulting from BORN's meeting of December 14, 2011, is received by the College, copies of the letter will be forwarded to the members of the Board of Governors before any response to the letter is formulated. Mr. Boozang recommended that any substantive changes to academic programs be reported to NEASC and other accrediting entities as well as to regulatory and licensing entities.

No matters were addressed under "Old Business".

No matters were addressed under "New Business".

At 8:15 PM, motion by Ms. Carroll that the meeting of the Personnel and Programs Committee be adjourned. The motion was seconded by Mr. Boozang. There was no discussion on the motion. The following members of the Personnel and Programs Committee voted in favor of the motion: Mr. Boozang; Ms. Brogna; Ms. Carroll; Ms. Clarke; Mr. Shea. There were no votes in opposition to the motion, and no abstentions. The motion was adopted and the meeting was adjourned.