

**QUINCY COLLEGE
BOARD OF GOVERNORS**

Presidential Search Committee

MEETING OF AUGUST 29, 2019

Minutes

The meeting of the Quincy College Board of Governors Presidential Search Committee, held in the Hart Board Room, 7th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 5:15 PM. The member roll was called. The following members of the Board of Governors Presidential Search Committee were present at the call of the member roll: Mr. Paul Barbadoro, Ms. MaryJo Brogna; Ms. Eileen Bevivino-Lawton (via phone); Mr. Christopher Carroll; Ms. Craven). Ms. O'Toole was absent at the call of the member roll. A quorum was present.

Also present were Board of Governor Mr. Joseph Shea and Senior Advisor to the President Christopher Bell, Clerk to the Board of Governors and SVP of Enrollment Dr. Jennifer Luddy.

Governor Barbadoro made a motion to accept the minutes from the previous committee meeting held on June 6, 2019. Governor Carroll seconded the motion. On the motion Governors Barbadoro, Bevivino-Lawton, Brogna, Carroll, Craven, voted in the affirmative and the motion was adopted.

Governor Craven opened the meeting by suggesting the committee discuss the upcoming Presidential Search Committee Community forums in Quincy and Braintree in September. At the request of Governor Craven all members engaged in an active discussion on the matter and came up with the following action item list to facilitate the ongoing Presidential Search Process.

The Presidential Search Committee Action Items:

Michael Maccaro has been appointed the Facilitator for the search committee. He will be in charge of overseeing the process going forward and will be the conduit to the committee. Mike can you please provide your contact information, and if I spelled your name correctly, thanks.

Chris Bell will provide support from the college and for the BOG committee members.

Schedule two town hall meetings for stakeholders to assist with development of the President's job description. The meetings will take place in Quincy and Plymouth. The schedule is follows:

Quincy September 19th at the Conference Room in the basement:

1:00 pm-2:00 pm-----Students

2:30 pm-3:30 pm-----Faculty/Staff

4:00 pm-5:00 pm-----Community/Alumni

Contact is Chris Bell 781-686-4916

Plymouth September 25th in the Student Lounge

1:00 pm-2:00 pm-----Students

2:30 pm-3:30 pm-----Faculty/Staff

4:00 pm-5:00 pm-----Community/Alumni

Contact is Ron McCarthy 617-872-8393

Mike Maccaro will provide a stenographer to record minutes of both meetings to ensure there is a formal record of the proceedings for NECHE.

SVP Jennifer Luddy will draft an invite to all stakeholders to be emailed out no later than 9/5/19 for the Quincy Meeting and 9/12/19 for the Plymouth Meeting.

Governor Shea will meet with Tina Cahill to get a list of Alumni emails to use as part of the invite list.

A letter from the BOG needs to be drafted to the faculty Senate and staff. SVP Luddy volunteered to draft the letter, unless the BOG wants to draft it. The letter would be signed by Chairwoman Craven and Chairman Barbadoro, with a list of other committee members or board members on it as well.

Tom Pham will add a Presidential Search Icon to the BOG web site with all of the pertinent information on the presidential search allowing for the community at large to add input via email. Any incoming emails should be automatically forwarded to Chris Bell and Mike Maccaro. For the purpose of the search the email will read:

Presidentialsearch@quincycollege.edu.

The next meeting of the presidential search committee will be October 17th, 2019.

Donna Brugman will poll the members, Katherine Craven will suggest a time.

Governor Bevivino-Lawton provided a list of possible invitees to the Plymouth meeting.

Copy of Presidents job description from previous search will be sent to committee and Mike Maccaro along with other pertinent documents from the committee.

Questions for the stakeholders meetings are as follows:

Leadership-What kind of leader does a candidate need to be to make Quincy College successful?

Sustainability-What does the vision for a new President have to be in order to ensure stability and sustainability at Quincy College need to be?

What are the main factors and characteristics necessary to be the Quincy College President?

A timeline needs to established going forward for NECHE, as of today it looks like this:

September 5th-Email to Quincy Stakeholders

September 12th-Email to Plymouth Stakeholders

September 19th-Quincy Stakeholders meeting

September 23rd-24th-Minutes of the Quincy meeting sent by Mike Maccaro to Committee members

September 25th-Plymouth Stakeholders meeting

September 30th-October 1st-Minutes of the Plymouth meeting sent to committee members by Mike Maccaro

October 1st until October 15th-feedback from committee to Mike Maccaro on creation of a job description for the Presidential Search committee meeting on October 17th.

Updating the timeline will be discussed at the meeting on the 17th.

At 5:45 p.m., Governor Barbadoro made a motion to adjourn and Ms. Craven seconded the motion. The motion was adopted.