

**QUINCY COLLEGE
BOARD OF GOVERNORS**

PERSONNEL AND PROGRAMS COMMITTEE MEETING MAY 28, 2020

Minutes

The meeting of the Quincy College Board of Governors Personnel and Programs Committee was held at 6:00 p.m. remotely by Zoom video call and streamed on the Web as allowed by the State of MA Emergency Open Meeting law due to the COVID 19 crisis. 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, Chairwoman; Ms. Eileen Bevivino-Lawton; Ms. Barbara Clarke; Mr. Joseph Shea and Paul Barbadoro. Absent at the call of the committee roll was Father James Hawker. There was a quorum.

Also present were: Mr. Daniel Asquino, President; SVP Servet Yatin; SVP Jennifer Luddy, Christopher Bell, VP Operations/Chief of Staff and Clerk to the Board, VP Martin Ahern, VP Thomas Pham, and Dean Roxanne Mihal.

Chairwoman Carolyn O'Toole asked for a motion to accept the minutes of the January 23, 2020 committee meeting. Ms. Clarke made the motion to accept the minutes as presented, seconded by Mr. Barbadoro. On the motion, Governors O'Toole, Shea, Clarke, Barbadoro, and Bevivino-Lawton voted in the affirmative and the motion passed.

Chairwoman O'Toole asked for an update on the new certificate programs being requested to be approved by the committee.

President Asquino gave a summary of the process and the requirements necessary to offer the programs which are: the Foundation Fitness Certificate, the Substance Addiction Assistant Certificate and the Phlebotomy Technician Certificate. He asked SVP Yatin if she had anything to add.

SVP Yatin reported there are a few reasons for the request. Number one being trying to create a pathway by which a student in the certificate program may sign up for more credits at the college thereby increasing enrollment. Additionally, our workforce development staff agrees these programs match the need in the current job market.

Mr. Barbadoro recommended the college ensure costs associated with running these programs make sense in terms of only running sections if they are profitable.

Brief discussion ensued on the matter.

Chairwoman O'Toole asked about the description in each program needs to fit with the curriculum and easily understandable for the students who might take the program.

Brief discussion ensued on the matter.

Chairwoman O'Toole stated although she understands offering non-credit programs is good, concentration on our credit seeking students is essential to keeping the college sustainable. In addition, the college must be certain anything being offered like these types of programs has a strong chance of success

President Asquino stated these type of programs get the workforce development type of person to give college a chance. He agreed and stated offering too many certificate programs can create an unbalance in offerings. Ms. Clarke made a motion to affirm and adopt the three certificate programs as presented, seconded by Mr. Barbadoro. On the motion, Governors O'Toole, Shea, Clarke, Barbadoro, and Bevivino-Lawton voted in the affirmative and the motion was passed.

Chairwoman O'Toole asked for an update on the Nursing Programs.

President Asquino gave a summary on the program up to date. He reported there has been a recent increase in accepted ASN students who have given deposits. He stated the LPN was also doing fairly well but as he did at the finance meeting he is recommending offering the LPN program only on the Quincy campus. To this point students who have been contacted to attend only in Quincy have been willing to do so. He asked SVP Luddy for the update on the programs.

SVP Luddy explained the following:

ASN program:

65 acceptances (40-budget)

26 Plymouth; 39 Quincy

47 deposits received (19 Plymouth, 28 Quincy)

NOTE: 3 more applications complete (1 Plymouth, 1 Quincy, 1 Plymouth or Quincy).

PN program:

37 acceptances (30-budget)

16 Plymouth; 21 Quincy

23 deposits received (10 Plymouth, 13 Quincy)

NOTE: 1 more applications complete (Plymouth)

President Asquino explained although the numbers are trending well, we will still take applications because of the pandemic slowing down the process with the hopes of creating a waiting list. Brief discussion ensued on the matter.

Old Business

There was none.

New Business

President Asquino explained the NECHE response letter had arrived. No real surprises in the letter. He will be sharing with the board and Dr. DeCristofaro. Chairman Barbadoro also will be receiving a copy. He summarized the letter by saying it mostly spoke about upcoming reports, financial matters, and enrollment which is what was expected after the closeout meeting during the visit in the fall.

He finished by reporting SVP's Luddy and Yatin along with Dr. DeCristofaro will be attending a NECHE meeting on June 22, 2020 with regard to NECHE.

Mr. Barbadoro suggested if allowable Governor Clarke would be a good representative to attend the meeting.

President agreed and said he would speak with Barbara Brittingham from NECHE about the matter and report back to Chairman Barbadoro.

At approximately 6:30 pm, Chairwoman O'Toole adjourned the meeting. There was no discussion on the matter.