

**QUINCY COLLEGE  
BOARD OF GOVERNORS**

**PERSONNEL AND PROGRAMS COMMITTEE MEETING JANUARY 23, 2020**

**Minutes**

The meeting of the Quincy College Board of Governors Personnel and Programs Committee, held in the Hart Board Room, Room 422, 4th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 5:45 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, Chairwoman; Ms. Eileen Bevivino-Lawton. (Via Phone); Ms. Barbara Clarke; Mr. Joseph Shea and Father James Hawker. Absent at the call of the committee roll was Paul Barbadoro.

Also present were: Mr. Daniel Asquino, President; SVP Servet Yatin; SVP Jennifer Luddy; Mr. Christopher Bell, Senior Advisor to the President and Clerk to the Board, and VP Thomas Pham.

Chairwoman Carolyn O'Toole asked for a motion to accept the minutes of the November 19, 2019 committee meeting. Clerk Bell requested to speak and reported there were a few minor edits in the minutes and explained them to the committee. Ms. Clarke made the motion to accept the minutes as amended, seconded by Mr. Shea. On the motion, Governors O'Toole, Shea, Clarke, Hawker, and Bevivino-Lawton voted in the affirmative and the motion passed.

Chairwoman O'Toole asked for an update on the Nursing Program 2021 application process.

President Asquino requested Dean Mihal give a summary of the process and the requirements necessary to apply.

Dean Mihal reviewed with the members the process for both the ASN and LPT nursing programs for both last year and the upcoming fall semester.

Chairwoman O'Toole asked about curriculum status currently and for next year.

Dean Mihal responded that BORN had approved the curriculum for two years.

Ms. Clarke asked about the attrition rate(s).

Dean Mihal replied the attrition rate is higher than average in the LPT program which results in an overall attrition rate over the average.

There were several minutes of discussion regarding the equation utilized to obtain the attrition rate.

Chairwoman O'Toole stated regardless of the reasons behind the higher rate it needs to be improved and the board needs assurance the program is sustainable. She also asked what are the processes and training which has been put in place to assist the students prior to the boards after they finish classes.

Dean Mihal stated there is a plan for tutoring and test preparation in place prior to the boards for all students who finish the classes.

Ms. Clarke asked if the age of the students had any positive or negative influence on the students who left the program(s).

SVP Luddy responded the data does not support age as a factor either positively or negatively regarding attrition rates.

There was brief discussion among members of the committee and the college staff on the program(s).

SVP Yatin stated she is working on several initiatives to improve the quality of accepted students into the program to ensure their success. A nursing task force has been created to identify ideas to strengthen the application process. For instance, Chemistry will be a prerequisite to get into the program starting in the fall of 2021.

Brief discussion ensued.

Chairwoman O'Toole asked about the new applications which are now coming in.

SVP Luddy explained the following:

- 203 people have attended nursing program open houses.
- ASN applications in various stages of completion total is 50
- LPN applications in various stages total of 15
- The Priority Response deadline is 2/2/20, but applications after that date will continue to be accepted.
- The new cohort number for both programs will be conservative with a goal of 40 new ASN and 30 new LPN for fall 2020.

Some brief discussion ensued.

### Old Business

Ms. Clarke asked a few questions on the EMT and Paramedic programs which SVP Yatin answered for her.

## New Business

There was none

At approximately 6:45 p.m., Chairwoman O'Toole adjourned the meeting. There was no discussion on the matter.