

**QUINCY COLLEGE
BOARD OF GOVERNORS
FEBRUARY 18, 2021**

Meeting Minutes

The meeting of the Quincy College Board of Governors was held in the Anselmo Library at Quincy College, by Zoom teleconference call and streamed on the Web as allowed by the State of MA Emergency Open Meeting law due to the COVID 19 crisis at 6:00 pm. The member roll was called. The following members of the Board of Governors were present at the call of the member roll: Mr. Paul Barbadoro, Chairman of the Board of Governors; Mr. Gregory Hanley, Mr. Christopher Carroll, Dr. Thomas Fitzgerald, Ms. Barbara Clarke, Ms. Eileen Bevivino-Lawton, Father James Hawker, Ms. Carolyn O'Toole, Mr. Joseph Shea, Ms. Katherine Craven, Mr. Robert Harnais and Mr. Frank Santoro. Absent at the call of the roll was Ms. Mary Jo Brogna. A quorum was present.

Also present were President Richard DeCristofaro; Christopher Bell, VP of Operations and Chief of Staff; Jessica Cherry, General Counsel; Jennifer Luddy, SVP; Servet Yatin, SVP; Martin Ahern, VP of Finance; Meghan Cassidy, Associate Vice President; Thomas Pham, VP of IT, Registrar and Mission Support; Kate Lopci, Associate Vice President; Lisa Desruisseaux, Director of Online Learning and Meaghan Sheehan, Clerk to the Board of Governors.

The pledge of allegiance and moment of silence were completed at the direction of Chairman Barbadoro.

A prayer was offered by Father Hawker.

Chairman Barbadoro requested if anyone would like to speak to the board as part of the agendas open forum item, there were no requests.

Chairman Barbadoro asked for a motion to approve the meeting minutes from the December 10, 2020 meeting as presented. Mr. Hanley made a motion, seconded by Dr. Fitzgerald. The following members of the Board of Governors voted in the affirmative: Mr. Paul Barbadoro, Ms. Eileen Bevivino-Lawton, Mr. Christopher Carroll, Ms. Barbara Clarke, Mr. Thomas Fitzgerald, Mr. Gregory Hanley, Father James Hawker, Ms. Carolyn O'Toole, Mr. Frank Santoro and Mr. Joseph Shea. Ten members voting in the affirmative and the motion was adopted.

Chairman Barbadoro gave his report. He started by thanking all members of the board, President DeCristofaro and the Quincy College Staff for the detail and organization of the meetings and sharing of pertinent information. Chairman Barbadoro welcomed our two new Board members, Mr. Harnais and Mr. Santoro and asked that they share any committees that they are interested in serving on with him. Chairman Barbadoro mentioned that Mayor Koch would be joining at the end of the meeting in Executive Session.

Chairman Barbadoro introduced President DeCristofaro for his report.

President DeCristofaro thanked the Board for everything they do and welcomed the new members.

President DeCristofaro mentioned what an outstanding job that the faculty and staff are doing during the Pandemic, they deserve credit and we are very proud of the work that they do. He thanked Ms. Bevivino-Lawton for the work she did on the Student Resource Guide. He introduced her and mentioned that the staff would be sharing some highlights.

Ms. Bevivino-Lawton thanked the President for implementing the Community Advisory Committee. She mentioned that she has really high hopes to build relationships and partnerships with local businesses. She recognized the members of the Quincy College staff who put the guide together. She introduced Ms. Cassidy and members of the planning committee to present the guide to the members.

Ms. Cassidy thanked Ms. Bevivino-Lawton. Ms. Cassidy explained that she had the privilege of working with members of the staff to put the guide together. Their contribution to this project is a testament to what Quincy College is all about. She introduced the team presenting which included Bilun Ozbilen, International Student Services Admissions Associate, Elyjah Stewart, Education Services Specialist, and Josie Smith, Military and Veterans Affairs Associate.

Ms. Ozbilen introduced herself and explained that the guide is a working document and will be continuously updated as needed to support our students and their families. She went on to review the pieces that she oversaw. She then introduced Ms. Smith.

Ms. Smith introduced herself and spoke of her passion - to work with veterans. She went on to explain how she has seen so many veterans return to civilian life facing PTSD, Sexual Abuse and Trauma and that these experiences helped her to focus on services where veterans can feel safe.

Ms. Smith introduced Mr. Stewart who focused on the transportation and family support services in the guide which he reviewed.

Mr. Stewart asked if there were any questions.

Ms. Bevivino-Lawton asked how we would get this guide in the hands of students? Mr. Stewart answered that the plan is to have copies of the guide available to students, as well as print outs of individual pages. It will also be displayed on the landing page on the College website as well.

Father Hawker asked who was dealing with addiction and detox services. Ms. Ozbilen answered that she worked on this section and also mentioned her experience in the field, working at High Point Treatment Center in the past and seeing clients currently (with her other job) who suffer from addiction.

Chairman Barbadoro asked who has received this so far? Ms. Cassidy answered that the document has not been officially delivered to the students yet. We want to make sure Faculty and Staff are aware of the guide prior to releasing it.

Mr. Harnais asked if there is someone on campus that students can speak to for help, as some may not have insurance for the resources provided.

Father Hawker commented how happy he was to see this. He congratulated all who contributed and said thank you.

President DeCristofaro asked Ms. Bevivino - Lawton if she had anything else to add. Ms. Bevivino-Lawton gave credit to the staff who put the Guide together.

Ms. Clarke commented that it was so important that the staff contacted each one of these vendors to make a personal contact. The fact that these connections have been made is really great.

Ms. Cassidy mentioned how appreciative she was of all of the folks who made those calls and worked on the project.

Ms. Brogna joined the meeting at 6:40pm.

Ms. Yatin introduced Dr. Desruisseaux and gave her credentials. She joined Quincy College a little over a year ago and has been instrumental with the shift to online learning. In one year she has moved us forward 5-10 years.

Dr. Desruisseaux mentioned how thrilled she was to be at the meeting and to have a conversation with the Board about online learning at Quincy College. She gave her background which includes 34 years as a certified teacher, spanning K12 as a teacher to a principal and finally merging to higher education. In her position at SNHU she was introduced to Online Learning which is what brought her to Quincy College. She mentioned how well the faculty transitioned from on campus to fully online when the pandemic hit. She was able to move the college forward because they are so willing to learn. Professional Development is offered through a student learning series. Students can sign up for live workshops – how to use canvas, how to use zoom, how to use google, how to use word, PowerPoint, one note, etc. We are meeting student needs everyday through these opportunities for them. To date we have had close to 200 students who have signed up for these resources. The next step is study skills, what it means to be an adult learner and different strategies. Dr. Desruisseaux went on to discuss another part of her job, bringing the college together through college wide outreach. A lot of work has been accomplished, and there is a lot moving forward. It is important to maintain the community college feel.

Dr. Desruisseaux asked if there were any questions?

Father Hawker asked how to get involved. Dr. Desruisseaux asked that he please call her. The website is also being adjusted so the information is right up front.

Mr. Hanley thanked Dr. Desruisseaux and commented on what a phenomenal job she has done. Her enthusiasm is infectious.

Mr. Santoro asked the percentage of remote vs. in person students who attend Quincy College.

Dr. Yatin answered that only Select Programs which need hands on labs are on site.

Ms. Brogna commented how great it is that we have such an experienced person bridging the gap. And asked about two tracks, online and in person moving forward.

Ms. O'Toole commented that online is the way to the future.

Dr. Desruisseaux agreed with Ms. Brogna that online learning is not for everyone. When a student wants to get a degree, and the only option at this point is online, her job is to break down the barriers and do what we have to do so they can continue their learning.

Dr. Desruisseaux asked if there were any other questions?

Ms. Clarke commented that when faculty and students get back to the classroom, they are going to have all of these skills and do a better job. Dr. Desruisseaux agreed, and that is what research tells us as well. We know that when a faculty member teaches on campus and then moves online, there is a direct transfer back to the classroom.

There was further discussion on the topic.

Chairman Barbadoro asked what we are doing if anything to help with availability and access to computers at home for our students.

Mr. Pham explained that we have a laptop borrowing program as well as wifi cards available if they can't afford internet.

President DeCristofaro thanked Dr. Desruisseaux and asked Mr. Bell and Mr. Pham to give an overview of the welcome Center.

Mr. Bell went over departments assigned to the new Welcome Center. He explained that It will be much simpler for our current students and any potential students coming in off the street to access student services.

Mr. Pham explained the "one stop shop" – student flow: Admissions, Financial Aid, Advising, same services in one area. The team is going to be together in one location. This will reduce some of the struggles a prospective student could have when seeking assistance.

Mr. Bell also mentioned the new call tree with the new phone system which will ring to whoever is available. This has helped with enrollment and services. He also reviewed the downsizing we have accomplished by moving off of the 2nd and 7th floors.

President DeCristofaro moved on to Early College High School and explained that the college is going full speed ahead with that and working with The State Street Foundation. The College did receive word that they are sending us an application we believe will be attached to some funding. During the pandemic, the state didn't look at funding Early College High School. With the help of Ms. Craven, the state is now looking to do so. Today we hosted a meeting with Quincy Public Schools and began to talk about where we are and where we have to go. This is an incredible opportunity for the college and our students. President DeCristofaro introduced Ms. Craven to discuss her part in the process.

Ms. Craven thanked President DeCristofaro. She mentioned that there was a meeting with the Department of Higher Education and the Department of Elementary and Secondary Education today. With the legwork that President DeCristofaro and his team have done, the college will be very successful.

Chairman Barbadoro commented how exciting this is. The board knows how hard the College has been working on this.

President DeCristofaro thanked Ms. Cassidy for her hard work during this process.

President DeCristofaro introduced another initiative as we move the college forward, a Baccalaureate Program and asked that Dr. Yatin give an update on academics in general.

Dr. Yatin gave a review of Programs, including a new program, a Surgical Technology Associates Degree for Fall 2021. She reviewed the PTA Program, Nursing, and EMT Programs. There was a discussion on Marketing efforts and scholarships for these programs.

Ms. Clarke asked where is the scholarship money was coming from. Dr. Yatin answered that it was coming from the Quincy College Trust. Dr. Yatin explained that she requested the trust and the trust approved \$27,500.00 to various healthcare programs including Physical Therapist Assistant, and Surgical Technology.

In regards to the Nursing Program, Ms. Brogna suggested that we approach BORN. They are going to hold us in this pattern if we don't.

Dr. Yatin mentioned that Dean Gillis is in touch with BORN. Ms. Brogna suggested someone at a higher level than a dean work with BORN.

Dr. Yatin went on to review other programs including our partnership with CMTI/Brewster. Finally, she reviewed the Baccalaureate Degree. We started with a college wide survey to students and faculty. Faculty supported the Program. Students had a low response rate but high interest. When asked, the students showed interest in Computer Science and Business. Of 113 in Business, 76 were very interested and said they would enroll. We currently have 42 candidates if we were to offer this in Fall. It made sense to move forward as fast as we can so we can give these students a baccalaureate degree at a price point they can afford.

On January 13th, legislation qualifying Quincy College for independent program review was signed which was a huge milestone. On January 28th, the President and Dr. Yatin met with the Department of Higher Education. On February 10th, Quincy College met with the Department of Higher Education and NECHE. Quincy College is now cleared to offer several 300 courses in Fall 2021. By Fall we should hopefully get approval for offering Baccalaureate degrees.

Chairman Barbadoro thanked Dr. Yatin for her work.

President DeCristofaro thanked Dr. Yatin, and also Speaker Mariano for his help.

President DeCristofaro next invited Ms. Lopci to talk about the CARES Act and funding through the City of Quincy to support 8 programs that we are currently offering by allowing students who have lost their jobs due to Covid-19, to take the courses for free.

Ms. Lopci reviewed the funding which includes \$336k to support certificate programs. In the past we have received funding but not to this scale. This is very exciting news that will support training services, and also job placement. A lot of work has been done in house. Currently 12 students have been accepted and approved in these programs. The goal is to enroll 120 individuals and fill 20 full time and 24 part time jobs in Quincy.

Ms. Brogna asked if this was restricted to Quincy?

Ms. Lopci answered that it is open to south shore residents but we really want to focus on Quincy.

Ms. Lopci reviewed other Workforce Development updates including an agreement with NAGE to serve their members, a Pharm Tech program being approved, and 4 other contracts in process.

President DeCristofaro finished up his report with upcoming important dates including Commencement on May 21st which will take place at Veteran's Memorial Field, with the support of the Mayor and City. Mayor Koch has contacted Rob Hale to be our keynote speaker. Other important dates include Convivium on May 5th and Nurses Pinning on May 18th.

Lastly, he reviewed the plan for a Presidents Council. What we are trying to do is make sure we keep in touch with the alumni. Down the road, we will look in to fundraising as well. Working with advisory boards to reach out, not only for fundraising but also for our students for internships and jobs. We are also working hard to build relationships with Community Business Partners. President DeCristofaro showed a plaque recognizing XS Brokers for the donation of furniture (over \$30,000.00) for our Welcome Center. This plaque is the type of recognition thing that we will begin to give to our partners.

Chairman Barbadoro mentioned how wonderful it is having members of staff and faculty come up and explain what they are doing and talk about their successes. This gives more meaning and shape to what the Board does. He really appreciates these folks working hard every day and sharing with the board all they do.

Chairman Barbadoro asked if there were any questions. There were none.

Mr. Hanley gave the Appointing Council Committee Report. He explained that there was the deepest pool of candidates he had seen. Mr. Hanley mentioned he would like the candidates who were not chosen to stay on the list. On January 7th, all 12 candidates were interviewed. The committee reduced the candidates from 12 to 6 and invited those 6 back for a 2nd round of interviews on Jan 21, 2021. The contributions that Mr. Shea brought to the table made the rating system so fair and equitable Chairman Barbadoro mentioned Dolly Di Pesa, who was third will fill the vacancy in August or September. Mr. Hanley thanked the Committee and recognized the student member, Kristen Topalli, who was fantastic and fully participated in the process.

Mr. Hanley asked President DeCristofaro to notify NECHE of our compliance of a full board as they had previously flagged us for having vacancies. Mr. Hanley thanked everyone that participated.

Chairman Barbadoro asked if there were any questions. There were none. He thanked Mr. Hanley for his report.

Ms. Clarke gave her Compliance NECHE committee report. She referred to the packet which included a letter that explains a required DHE training for members of the board. She explained that President DeCristofaro is charged with making sure all Governors attend this training. The deadline is 11/1/21 for anyone serving as a key officer or committee chair. Mr. Ahern will draft a form that will be given to the Governors at the next meeting.

Ms. Clarke reviewed the NECHE Interim report. The team is working on the report and is ahead of schedule. The first draft is out now. The next deadline is March 15 for draft two. The board should be getting a draft for review by the third draft in April. NECHE has offered to review it in June prior to final submission. The deadline to submit final copy is August 15.

Chairman Barbadoro thanked Ms. Clarke for her report.

Ms. O'Toole gave the Program Committee Report which included a vote to recommend the Associates of Science in Surgical Technology Program to the board.

Ms. O'Toole asked for a motion to approve the Associate of Science in Surgical Technology Program. Mr. Shea made a motion, seconded by Ms. Craven. On the motion, all members of the board voted in the affirmative and the motion was adopted.

Chairman Barbadoro thanked Ms. O'Toole for her report.

Mr. Hanley gave the Finance and Facilities report.

Mr. Hanley explained he is looking forward to the next round of budgeting which will take place the first week in April.

Ms. Clarke asked about Workforce Development and CARES Act funds and whether they are reflected in the financials now or will be in the future?

Mr. Ahern explained that the new CARES Act money depends on enrolling students in the program and that only contractual funds are factored in to this year's financials.

There were several questions and conversation in regards to the CARES Act funds.

Ms. Brogna pointed out for budget purposes, the enrollment numbers and financials have to be highlighted, for historical reasons, because of the CARES Act.

Old Business

None

New Business

None

Ms. Clarke questioned if Personnel and Programs Committees were together or separated? It was explained that they had separated.

Chairman Barbadoro called for a motion to go in to Executive Session.

Mr. Shea made the motion, seconded by Mr. Carroll. All members voted in the affirmative and the Executive Session began at 8:07pm.

At 8:44pm, Ms. Clarke made a motion to adjourn out of executive session into regular session. The motion was seconded by Ms. Craven. The motion was approved and the Board returned to open and public session.

Mr. Shea made a motion to adjourn Public Session at 8:46pm, seconded by Mr. Hanley and the meeting was adjourned.