

**CAPE COD COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Zoom and In-person Meeting Minutes, 4:00 PM... October 12, 2021

Trustees Present:	Judy Barrigas	Laura Newstead
	Dave Bushy	Judy Quinn
	John Flores	Tammy Saben
	Joe McGrail	Will Shain

Trustees Absent:	Alex Gomes	Alex Rodolakis
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FACULTY, STAFF, STUDENTS AND OTHER VISITORS: J. Cox, President; M. Kotb-van Hogeand, Interim Executive Assistant; S. Miller, Interim VP; C. Clark, VP; P. Alexander, Associate VP; P. Stone, Director; R. Wixsom, CITO; C. McCarey, Dean; J. MacKinnon, Director; S. Wu, Director; P. Preston, Dean; A. Kilcoyne, Director; K. McNamara, CEO

CALL TO ORDER: At 4:00 PM Vice-Chair Newstead called the meeting to order.

MINUTES:

On the motion of Trustee Flores, seconded by Trustee Quinn and by roll call, the Board unanimously approved the minutes of September 14, 2021, as submitted in Exhibit A.

BOARD REPORTS:

Chair's Report

On behalf of Chair Saben, Vice-Chair Newstead called attention to the "Upcoming Events" document that included the October 27 virtual Annual Statewide Trustee Meeting for which registration is required.

Finance & Personnel

MINUTES:

On the motion of Trustee Barrigas, seconded by Trustee Bushy and by roll call, the Board unanimously approved the Finance and Personnel Committee minutes of June 8, 2021, as submitted in Exhibit C.

Vice-Chair Newstead recognized VP Clark for the COVID-19 Vaccination.

COVID-19 Vaccination (Exhibit D)

VP Clark reviewed the procedures the College would follow for compliance with the statewide COVID-19 Vaccination requirement. There was a schedule of communications to students by both text and email that included reminders and notification of COVID-19 and Flu

vaccination clinics to take place on campus on October 20 and 28. VP Clark stated that the date for students to be vaccinated was not yet determined, but would likely be in early January before the start of the Spring semester. Procedures for faculty and staff were subject to impact bargaining. Faculty and staff would require vaccination by January 3, 2022 and written documentation of vaccination to the College Human Resource office in person or to a designated email address. Requests for reasonable accommodations would require approval through the College prior to initiation. The goal was to have everyone vaccinated by the Spring semester.

Trustee Shain asked if full vaccination (two doses for specific manufacturers) was required. VP Clark responded affirmatively and stated that the procedures included a schedule of dates to be vaccinated in order to be fully vaccinated by early January 2022.

Trustee Flores asked how the College would respond to students refusing to get vaccinated while considering the over 4,000 recent breakthrough cases and 45 deaths. VP Clark responded that students would be offered the option of taking courses online and requesting a reasonable accommodation due to religious beliefs or medical necessity. Trustee Flores asked if all courses were offered online and VP Clark stated that was not the case for specific fields such as Nursing, Dental Hygiene and AMT that included labs and hands-on training. President Cox stated that while the underlying factor was the public health concern and vaccination, there are options that would allow unvaccinated students to continue their education online while never coming to campus. AVP Alexander stated that the reasonable accommodations would be minimal as it could potentially affect the health of those on campus and those accommodations would include being restricted from campus.

On the motion of Trustee Bushy, seconded by Trustee Barrigas and by roll call, the Board unanimously acknowledged the FDA's approval of the vaccination and committed to our public health and safety, and affirmed the statewide Community College COVID-19 vaccine requirement, as submitted in Exhibit D.

Committee Assignments (Exhibit B)

Trustee Shain stated that Trustees Gomes and Kennedy were not assigned to a standing Committee. President Cox stated that the Leadership Task Forces corresponded to the Evaluation Committee recommendation and would be formed with Trustees, College staff and community members of the healthcare and aviation industries. Trustee Shain asked if Trustee Kennedy would be appointed to one of the Leadership Task Forces to which President Cox responded affirmatively.

The list was edited by replacing Tammy Glivinski-Saben with Trustee Alex Gomes as the voting member of the CCCC Educational Foundation Representative and adding Trustee Judy Barrigas as an additional representative.

On the motion of Trustee Shain, seconded by Trustee Flores and by roll call, the Board unanimously approved the edits applied to the Board of Trustees 2021-2022 Assignments, as submitted in Exhibit B.

Vice-Chair Newstead recognized VP Clark for the Budget Report YTD – August 31, 2021

Budget Report YTD – September 30, 2021 (Exhibit E)

EXHIBIT A

VP Clark stated that the \$3,000,000 payment was made to DCAMM for the Frank and Maureen Wilkens Science and Engineering Center and would be adjusted in the Unrestricted Net Assets Board of Trustees Designations box when the audit was completed and approved. State revenue was up \$1,300,000 and tuition was down although Quick term enrollment would increase this number. VP Clark stated that the trend in expenditures during the pandemic was beginning to transition to a higher Contracted Salaries amount due to an increase in the summer schedule. There were increases in Utilities and Technology expenditures and they would likely reach the budgeted amounts by the end of the fiscal year. He stated that the American Rescue Plan allowed for compensation of the decrease in enrollment and that would help FY2022.

Vice-Chair Newstead recognized AVP Alexander for the HR Report of Appointments.

HR Report of Appointments (Exhibit F)

AVP Alexander presented the request to approve the appointment of Marie Keough.

On the motion of Trustee Bushy, seconded by Trustee McGrail, the Board unanimously approved the appointment of Marie Keough, as submitted in Exhibit F.

AVP Alexander presented the request to approve the twelve Reappointment Recommendations for MCCC Faculty and Unit Professionals.

On the motion of Trustee Flores, seconded by Trustee Shain, the Board unanimously approved the twelve reappointments of MCCC Faculty and Unit Professionals, as submitted in Exhibit F.

AVP Alexander presented the request to approve the retirement recommendation for Mary Jenkins

On the motion of Trustee Barrigas, seconded by Trustee Bushy, the Board unanimously approved the retirement of Mary Jenkins, as submitted in Exhibit F.

AVP Alexander thanked faculty and staff for their hard work and efforts throughout the summer and year-to-date during an extremely busy recruiting period.

Vice-Chair Newstead recognized Committee Chair Shain for the Audit Committee Report.

Audit Committee Chair Shain welcomed O'Connor and Drew and recognized Brian Crawley and David Dilulis for the Financial Audit FY2021.

Financial Audit FY2021 (Exhibit G)

Mr. Dilulis reviewed the Required Communications as submitted in Exhibit G-2 and confirmed there were no material weaknesses nor significant deficiencies resulting in a clean report. He thanked Comptroller Stoltzfus and his team for providing the information necessary to perform the audit. There were no changes to existing policies including no Governmental Accounting Standards Board (GASB) policy changes. He stated that all the transactions had proper approval. Mr. Dilulis reviewed the Higher Education Emergency Relief Fund (HEERF) journal entries of which a portion of the revenue were reclassified to FY2022. He stated that next year GASB will require operating leases to be reflected on the balance sheet as an asset and a liability. This would have more of an impact for State universities.

Mr. Crawley reviewed the financial statements and stated there were no modifications to the significant reports that included testing of journal entries, receipts and disbursements, and internal control. The unaudited Management's Discussion and Analysis included a recommendation to review and compare the disclosures on pages 4 – 19 as a management opportunity to discuss the imperative three-year comparison, upcoming events and more program details than provided in the audit.

There was significant increase in cash flow of which a portion was related to the CD that matured and the federal grant funds received during the year. There was a significant increase to capital assets related to the FMWSEC and additional DCAMM projects throughout the campus offset by depreciation of approximately \$1,300,000. Mr. Crawley reviewed the inflows and outflows of resources including actual determined amounts of pension and OPEB, liabilities passed through to the College and reflected on the financial statements. Mr. Crawley noted the HEERF funding included in other unearned revenues under current liabilities was the spending revenue to offset the expenditures and was a timing issue. The unrestricted assets showed the College's ability to meet the operating needs as they come up.

Mr. Crawley reviewed the Revenues and Expenses and stated that the impact of COVID-19 was reflected in the decrease in enrollment and revenue. The state appropriations offset the net operating loss. The overall increase in operating revenue of \$2,400,000 was due mostly to the \$3,500,000 federal grants. The significant increase included the Capital appropriations for the FMWSEC.

Trustee Flores asked who advised on the long-term investments and where were they held. Comptroller Stoltzfus responded that it was under the College's discretion that historically kept in more liquid investments, invested conservatively in short-term CDs. The CDs matured in FY2021 and were moved to a checking account that has a slightly higher interest rate. Trustee Flores asked if the auditors reviewed those investments and Mr. Dilulis stated that he may be referring to the Foundation's investments for which they draw details because they are a component unit. CEO McNamara stated that the investments were with Cape Cod Five Investment Management. The Foundation has an Investment Management Policy that she would share with Trustee Flores and there were quarterly communications with the Investment Management Team.

On the motion of Vice-Chair Newstead, seconded by Trustee Barrigas, the Board unanimously authorized the President to accept the Independent Auditors' Report, FY 2021 as presented and audited by O'Connor & Drew, and as submitted in Exhibit G-2.

President Cox thanked Comptroller Stoltzfus and his team for their hard work and also thanked Messrs. Dilulis and Crawley. Vice-Chair Newstead also thanked Comptroller Stoltzfus and the auditors.

Vice-Chair Newstead recognized Evaluation Committee Chair McGrail for the Evaluation Committee Report.

Evaluation Committee Meeting Minutes (Exhibit H)

On the motion of Vice-Chair Newstead, seconded by Trustee Shain, the Board unanimously approved the President to accept the minutes of October 4, 2021, as submitted in Exhibit H.

Presidential Evaluation and Resolution (Exhibits I-1 and I-2)

Committee Chair McGrail reviewed the process taken to produce the Evaluation Report that included: the President's self-assessment, the Board evaluation which AVP Alexander and

Director Wu helped pull data together, and the Leadership Survey which gave faculty and staff the opportunity to be part of the evaluation process. The Committee convened over the summer to assess the President's performance in regards to the Statewide and College Priorities and the Board's goals. Committee Chair McGrail stated that the consensus was that President Cox was highly successful in the face of unprecedented adversity while marching toward the long term strategic goals. Trustee Barrigas commended the President and his entire staff for a job well done. Trustee Bushy commended the Committee for a well put together document and felt it should be a template for all the other colleges in the Commonwealth.

On the motion of Vice-Chair Newstead, seconded by Trustee Flores, the Board unanimously approved the Evaluation Committee Report, as submitted in Exhibit I-1.

Committee Chair McGrail reviewed the resolution for the Commissioner.

On the motion of Vice-Chair Newstead, seconded by Trustee Barrigas, the Board unanimously recommended that Dr. John L. Cox receive the maximum increase allowed by the Commissioner off Higher Education, effective July 1, 2021, as submitted in Exhibit I-2.

Committee Chair McGrail thanked Trustees Shain, Quinn and Newstead for their hard work and commitment as committee members. He also thanked Dr. Cox, AVP Alexander, Dr. Wu and Interim Executive Assistant Kotb-van Hogezaand with their assistance to put together all the components for the report. President Cox thanked the Committee for all their hard work and commitment and was honored to continue his service.

Vice-Chair Newstead recognized Student Trustee Kennedy for the Student Trustee Report.

Student Trustee Report

Student Trustee Kennedy stated that Welcome Week was successful. The Student Government Association met for the first time last Friday on campus and would meet bi-weekly and informally on a weekly basis. The Club Day Fair turned into an extravaganza with two virtual escape rooms, a juggler, people on stilts, and 20 tables with merchandise dedicated to each club and a plane from the aviation program. He stated that the Active Minds and Collegiate Recovery Clubs were hosting an event related to World Mental Health and Suicide Prevention Days. Student Trustee Kennedy asked all to remain kind.

Vice-Chair Newstead recognized CEO McNamara for the Foundation Report.

Foundation Report

CEO McNamara stated that Foundation Board Member Morong held an event at his home in Chatham to promote the scholarship enabling CCCC graduates to transfer to Champlain College in Vermont and fully paid for their education there. Currently, the College has two CCCC alums enrolled at Champlain. One is in the cyber security program and the other is pursuing a degree in health management. She recently discovered that a CCCC student graduating in December will also transfer to Champlain and was also awarded a scholarship. Over \$50,000 in donations were received at the event. CEO McNamara stated that this was a wonderful opportunity to keep the students here on the Cape while working and raising their families and pursuing a degree. President Cox stated that it was Champlain College Online so that students could stay on the Cape

and provided a pathway to the bachelor's degree. The pricing was \$6,000-\$8,000 per year which was very competitive with the public higher education institutions and a way for CCCC to continue the commitment to lower the cost of higher education and also engage with the community in terms of the charitable contributions.

CEO McNamara stated that Mr. Morong was also interested in creating a pathway for Cape Cod high school students to CCCC. Trustee Barrigas thanked CEO McNamara for stewarding the relationships. Trustee Flores asked why Champlain College in Burlington, Vermont. CEO McNamara responded that Mr. and Mrs. Morong's daughter attends Champlain College and he thought the collaboration would be beneficial. There were several meetings between Champlain and CCCC staff to ensure the credits would transfer. Champlain has a robust and highly recognized cyber security program. Trustee Flores stated that a few years ago Champlain was in financial straits and he wanted to be sure CCCC was teaming up with credible Colleges. President Cox responded that research was done to ensure the relationship is currently fiscally viable.

Vice-Chair Newstead recognized President Cox for the College Reports.

College Reports

FY 2021 Foundation Gifts to the College (Exhibit J)

President Cox requested acceptance of the FY2021 Gifts to the Library, which included 14 classifications of over \$600,000 and one in-kind donation valued at \$8,000.

On the motion of Trustee Barrigas, seconded by Trustee Bushy, the Board unanimously approved the FY2021 Foundation Gifts to the College, as submitted in Exhibit J.

President Cox stated that the College received very positive feedback from the accreditors on the Dental Hygiene program and recognized Director Dryer for the Dental Hygiene Update.

Dental Hygiene Update (Exhibit K)

Director Dryer thanked everyone for the opportunity to present. She stated that the past year and a half were extremely challenging, but the focus remained on having the students graduated and prepared with the skills necessary to perform. Accreditation takes place every 7 years during which the site visitors look at different aspects of the program including administration, curriculum, the manner in which the shift to online took place, and the facilities. She stated that they scored 100% perfect accreditation site visits. The site visitors also remarked that if commendations were still given out, the program would have received one for the incredible administrative support. Trustee Flores commended Director Dryer as it is often rare that an accreditation team comes out and doesn't find something to point out for improvement or correction.

CARES funding enabled cameras at the students' homes to teach clinically. The Class of 2020 graduated in August instead of June, which was exciting considering many programs had to go a full extra year due to the shutdown. In order to shift successfully to a manikin exam, many regulations were met with the Dental Board. She commended the CCCC Facilities team for keeping the air purifiers active, enabling students and faculty to come into class and complete a Summer 2020 Boot Camp. The 2020 students had a 100% pass rate for the Clinical/Manikin Exam, a 16% increase from 2019. The students from the Class of 2021 had an 85% pass rate on

the National Board written exam which was up 12% from the previous two years. They are reviewing hiring a supplemental instructor in Spring 2022 who would be dedicated to providing tutoring and support specifically for the exam.

The accreditors visited the College and evaluated the following: Institutional Effectiveness, Educational Program, Administration, Faculty and Staff, Educational Support Services, Health and Safety Provisions and Patient Care Services. There were no recommendations or formal suggestions for all of the aspects of the program.

President Cox recognized VP Clark for the Frank & Maureen Wilkens Science and Engineering Center.

Frank and Maureen Wilkens Science and Engineering Center Update (Exhibit L)

VP Clark stated that construction was at 32% completion and payments were made at specific points of completion. He reviewed the various sections of the building and its progress, such as the wall and interior partition framing and the mechanical, electrical and plumbing. VP Clark stated that in order to replace concrete with more green and natural products, the wood siding would be going up soon. The siding, which has a long life span, went through a baking process in order to remove moisture to prevent insects from infiltrating the wood. VP Clark pointed out the CLT, a wood surface on the ceiling in the east corridor. He thanked Seth Clark, Payette, for providing the images. VP Clark noted the video wall comprised of multiple monitors projecting a high resolution and large image to be installed in the Atrium Area looking east. He showed the labs that had accessible ceilings. The large glass panels with proportionally thin framing will enhance the visibility to the outdoors and the inside of the building. VP Clark reviewed the timeline; the new STEM building to be complete by Fall 2022 at which time the old Science building would be demolished Spring semester 2023 and the costs for the removal of hazardous waste was budgeted. The final site work and landscaping was due for completion in Spring 2023.

President Cox stated that an Autumn Feast was in the planning and while last year the meals were distributed via curbside pickup, this year the College may plan something closer to the traditional sit down meal, pending the pandemic.

On the motion of Trustee Flores, seconded by Trustee Quinn and by roll call, the meeting was adjourned at 5:07 PM.

Respectfully Submitted by:

Maureen Kotb-van Hogeand, Acting Recording Secretary, Board of Trustees