

CAPE COD COMMUNITY COLLEGE
BOARD OF TRUSTEES

Zoom and In-person Meeting Minutes, 4:00 PM... September 14, 2021

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

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; VP; J. MacKinnon, Director; S. Wu, Director; P. Preston, Dean; A. Kilcoyne, Director; K. McNamara, CEO

CALL TO ORDER: At 4:06 PM Chair Saben called the meeting to order.

MINUTES:

On the motion of Trustee Newstead, seconded by Trustee Shain and by roll call, the Board unanimously approved the minutes of June 8, 2021, as submitted in Exhibit A.

On the motion of Trustee Newstead, seconded by Trustee Shain and by roll call, the Board unanimously approved the Board Retreat minutes of July 13, 2021, as submitted in Exhibit B.

BOARD REPORTS:

Chair's Report

Chair Saben welcomed the Trustees back and stated that attending the AMT, Nursing and Dental Hygiene pinning ceremonies in person were impressive and made a positive impact on all, including the families in attendance. She stated that faculty and staff were invited to the College for Convocation. Chair Saben wanted to revisit the task forces and committees that were proposed at the Board Retreat. The information discussed would be recirculated. She reminded all of the Foundation gala scheduled for September 30 and recommended the Trustees attend to acknowledge support of the Foundation. She would represent the College at the Advocates for a Community College Education fundraiser that evening.

Chair Saben recognized Vice-Chair Newstead for the Finance and Personnel Committee Report.

Finance & Personnel

MINUTES:

On the motion of Chair Saben, seconded by Trustee Quinn 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 Summary of Summer Procurements.

Summary of Summer Procurements (Exhibit D)

VP Clark reviewed the list of summer procurements, many of which were recurring such as SHI software licensing agreement and Comcast services. He stated that the \$150,000 grant from the University of Massachusetts Boston helped CCCC Nursing students transition to the University. 190 air purifiers were purchased from Johnstone Supply of Waltham and the College was in the process of purchasing more for smaller areas.

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

Budget Report YTD – August 31, 2021 (Exhibit E)

VP Clark reviewed the revenues and stated that enrollment was down and the Quick Terms will help increase enrollment. The trend of lower expenditures and revenue remained and he anticipated that the expenditures would increase as the College transitioned to more in person operations. VP Clark stated the first transaction of \$3,000,000 for the Science and Engineering Center was listed in the Unrestricted Net Assets of the Budget Report. The audit was in process and he remained confident that the available cash would be above \$3,000,000. He stated that while the building was being constructed, the Commonwealth would be paying cash which would significantly increase the valuation on assets while depreciation would hold steady. VP Clark stated that while it would appear that the College has a significant amount of cash, it would actually be an increased valuation of assets and would be prominent next year with a payment of \$22,000,000.

Vice-Chair Newstead recognized VP Clark for the Frank and Maureen Wilkens Science and Engineering Center (FMWSEC) FY2022 Payments.

FMWSEC FY2022 Payments (Exhibit F)

VP Clark reviewed the cash flow analysis of the payments for the FMWSEC. Upon DCAMM's request for the FY2022 payment of \$8,000,000, \$5,000,000 from the Foundation and \$3,000,000 from the College, was transferred into the DCAMM Project Account. VP Clark stated that DCAMM would be requesting the FY2023 payment of \$5,056,903 be made close to the beginning of the fiscal year to coincide with the completion of the project. President Cox stated that the Board-approved Interdepartmental Services Agreement with DCAMM outlined the timeline for the payments.

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

HR Personnel Report (Exhibit G)

AVP Alexander presented the request to approve the appointment of Dr. Kathleen Vranos as VP of Academic and Student Affairs.

On the motion of Trustee Shain, seconded by Chair Saben, the Board unanimously approved the appointment of Kathleen Vranos, as submitted in Exhibit G.

Vice-Chair Newstead recognized AVP Alexander for the HR Report Summary of Appointments, Retirements and Resignations.

HR Report Summary of Appointments, Retirements and Resignations (Exhibit H)

AVP Alexander reviewed the summer activity of 12 hires, one reclassification, 10 resignations, and 3 retirements which were approved under the Board's delegated authority to the President.

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

HR Quarterly Report (Exhibit I)

AVP Alexander stated that the report covered the full fiscal year of FY2021, which represented the first full year of HR and Affirmative Action activities since the College pivoted to remote operations as a result of the pandemic. He noted that the numbers were intentionally low as the President decided to slow the hiring activity in order to prevent layoffs and furloughs. AVP Alexander stated that the Family Medical Leave Act (FMLA) numbers doubled as a result of COVID-19. He stated that in terms of compliance with the Center for Disease Control (CDC), the Commonwealth and local health authorities, the College continued to take measures to minimize the spread of COVID-19 with air purifiers, social distancing and the on-campus mask mandate. As per the Commonwealth Auditors' recommendation, all new employees received Cyber-Security training within their first 3 days of employment.

President Cox introduced Angela Quitadamo, the Dean of Student Retention and Completion, who was hired over the summer.

Chair Saben recognized Evaluation Committee Chair McGrail for the Evaluation Committee Update.

Evaluation Committee Update

Committee Chair McGrail stated that the members were in the process of writing up their evaluation summaries using the following components; the President's self-evaluation, and data from the Trustee and Leadership evaluation surveys. He noted that the timeline for completion of the Leadership survey was extended and emphasized the significance of the feedback from faculty and staff on the President's performance. The members would submit their summaries by September 19 and he would encompass those into one evaluation by September 26. A Committee meeting would be scheduled with the President the first week of October at which the Committee's written evaluation summary would be reviewed. The recommendations and results of the evaluation would be presented to the Trustees at the October meeting.

Chair Saben recognized Student Trustee Kennedy for the Student Trustee Report.

Student Trustee Report

Student Trustee Kennedy stated that he and many other students took a five week Quick-term course over the summer in order to complete required courses. He noted that he thrived with an intense workload and it was effective in accomplishing his academic goals. Student Trustee Kennedy attended the New Student Orientation which was informative, led by students as navigational guides and included a lunch. The Student Government Association, led by newly elected President Colleen Ellis, would meet Fridays. He stated that Welcome Week would include a student explaining her experience with the CircleIn app and how it help with studying and improved her GPA. An in person Club Day was also scheduled.

Chair Saben recognized CEO McNamara for the Foundation Report.

Foundation Report

CEO McNamara stated that the auditors O'Connor and Drew completed their audit and that would be presented to the Foundation's Finance Committee. The audit would roll up under the College's audit. The Foundation's fall event was scheduled for September 30 and would take place at the Cultural Center of South Yarmouth. CEO McNamara stated that approximately \$2,600,000 of the \$10,000,000 goal was left to raise. She urged all to put in efforts through raising visibility and voices about the importance of this building in order to make the payment to DCAMM by June 30. She invited all to take the lawn signs available, to promote the donations, and asked those seeking a sign to email her. She stated that the signs must only be placed on private, not public, property.

Chair Saben recognized President Cox for the College Reports.

College Reports

FY 2021 Gifts to Library (Exhibit J)

President Cox requested acceptance of the FY2021 Gifts to the Library, which included over 700 items from 6 donors.

On the motion of Trustee Newstead, seconded by Chair Saben, the Board unanimously approved the FY2021 Gifts to Library, as submitted in Exhibit J.

President Cox recognized VP Clark for the Reopening Update.

Reopening Update (Exhibit K)

VP Clark stated that he was the person to contact with any COVID-19 related matters. He reviewed the protocol taken when contacted by someone who suspects or has been confirmed to have tested positive; The information from the Maxient form is provided to the Public Health Nurse, contact tracing is run by the Commonwealth and the individual town, the area on campus is cleaned and air purification is put into place, and lastly, VP Clark informs either the Dean or HR that the individual will take some time as they navigate through COVID. The Nurse recommended the more definitive PCR test. Regarding the variants, VP Clark stated that after potential exposure, it was recommended to wait 3 to 4 days for the virus to manifest itself and to follow up with testing. Those who tested positive must quarantine 10 to 14 days and be symptom-free before returning to campus. Those who were vaccinated had milder symptoms when contracting the virus.

VP Clark reviewed the essential elements of the reopening plan posted on the College website which followed the Massachusetts Department for Public Health and the CDC guidelines and included masking and social distancing of 3 feet and 6 feet when eating or drinking. The speaker at in person events was required to maintain 12 feet from the audience and singing was not permissible. Plexiglas barriers remained in place for all front-facing locations. Vaccinations were encouraged and information on where to get vaccinated was also posted. Students inquired about the availability of study areas on campus and they were provided in the Library, the Commons, the Connector and Science Building in cubicles to study quietly with WiFi while working on their laptops.

President Cox stated that the Massachusetts Community Colleges were considering implementing mandated vaccinations, given the FDA's anticipated approval of the vaccines. He stated that this would also be in sync with the White House COVID-19 Challenge and align the community colleges with what the universities are doing, and would likely be effective for the spring semester.

VP Clark stated that the contract with Unidine would not be continued and in an effort to provide food on campus, Food Trucks were on campus with a schedule posted on the website. He was in the process of acquiring fresh food vending machines for the West Barnstable and Plymouth sites. He noted the Seaside Café, run by the Project Forward program, had reopened and was located in the Connector.

President Cox recognized Dean Preston and Director Kilcoyne for the Nursing Update.

Nursing Update (Exhibit L)

Dean Preston stated that this was a quarterly update on the Board's request to expand the Nursing Program. The increased turnover among faculty and the challenge with finding faculty to teach the expanded program made it necessary to update the timeline. He reviewed the revised timeline which noted growth from 72 students in 2021-2022 to 88 students in 2024-2025 Academic Years. Expansion efforts included two admission cycles.

Chair Saben asked about the 9, from the 67 qualified students, who did not return and if they would return with the next cohort. Dean Preston responded that those 9 students took a leave of absence due to their unvaccinated status. He stated that the requirements for vaccinations were evolving within the State, the CDC, the approval of the Pfizer vaccines and requirements at the clinical sites. Dean Preston stated that as the semester started, there were students who did not meet the obligations and while they requested a medical or religious exemption, that policy was not in place at most clinical sites. The College implemented a Leave of Absence policy in order to pause those students' study and return when transmission rates declined significantly and requirements did not include being vaccinated. Chair Shain asked for confirmation if those were Nursing students who felt strongly against the vaccination. Dean Preston responded affirmatively and stated that the Leave of Absence policy was put into place before the Pfizer vaccine was approved. Some students may have attested to waiting for an FDA approved vaccine. The policy recognized that there were students who were not yet prepared to get vaccinated and at that time, there also was not a State mandate. The policy would allow the students to re-enter the Program at a later date. The vaccine requirement aligns with the clinical sites' requirements. Dean Preston added that if the vaccine requirement was mandated throughout all Community Colleges, as

President Cox mentioned prior, it would put a lot more clarity on something that has been evolving tremendously, especially over the last few weeks.

President Cox recognized AVP Alexander and Title IX Coordinator Nelson for the Policy on Affirmative Action Update.

Policy on Affirmative Action Update (Exhibit M)

AVP Alexander stated that the nearly 20 year old Policy on Affirmative Action (PAA) was system-wide and he reviewed the changes made by the Office of Civil Rights in 2020. These new guidelines presented disadvantages to victims and most colleges expressed formal disagreement. A formal complaint was subject to a courtroom like hearing with cross examination of witnesses and complainant. AVP Alexander noted that the College has had no complaints that have reached that level of compliance and anticipated some level of reversal of the guidelines. Changes presented in August 2021 included a relaxation on the regulation which did not require information to be subject to cross examination. The current Office of Civil Rights also eliminated the formal “Live Hearing” as arbitrary and capricious. General Counsel anticipated a number of additional changes and would issue the series of changes once completed.

Title IX Coordinator Nelson reviewed the list of other compliancy points raised in 2020. She stated that the Commonwealth created their own law regarding sexual assault and harassment in January 2021 which became effective on August 1, 2021. The list included required updated training for students and faculty for which the College was in the process of hiring a vendor and training would be offered within the next few weeks. She stated that an MOU was signed with the local Independence House to provide free sexual assault crisis services. Confidential resource providers were also identified and posted on the College website. The Commonwealth requirements included an MOU with local police departments, conducting a Sexual Assault Survey for all Faculty, Staff and Students, and a posting of the PAA which may be found on several pages throughout the College website. Title IX Coordinator Nelson stated that annual reporting of Title IX conflicts, both raised and resolved, was conducted in conjunction with Chief Padilla and through the Clery Report and an Annual Report to the Department of Higher Education.

Chair Saben asked when the College would be required to update the Manual and Title IX Coordinator Nelson responded that there were no changes to implement yet because unofficially the Office of Civil Rights expected the regulations to be modified. Changes to the PAA are on hold until changes are made to the compliance issues.

President Cox recognized Dean McCarey for the Enrollment Update.

Enrollment Update (Exhibit N)

Dean McCarey reviewed enrollment and data derived from the Tableau dashboard which was accessible to all Trustees. She stated that the annual enrollment by headcount, or total number of students, was down slightly from FY2021, although there was still time to increase the numbers for FY2022. In FY2020 there was a slight increase of 0.8% in credit hours which was the goal to meet for this year. Dean McCarey stated that the Annual Degrees and Certificates awarded showed Nursing and Liberal Arts/General Studies as the historically higher enrolled programs at the College. Nursing would increase with the inclusion of the evening cohort. She stated that there was a slight increase with summer enrollment and this year was the first time to

have two 5-week and one 10 week semesters. Dr. Wu, of Institutional Research was examining the success rates of those popular semesters. Summer enrollment primarily included students taking prerequisites for Health Sciences programs. Dean McCarey presented the Fall 2021 enrollment update from September 8, 2021 at total credit hours of 22,183 or -6.8% from last year, with the goal to first reach 24,000 and then to exceed last year's Fall actual. Data was still in flux while cancellations for non-payment and re-registrations were being processed. Dean McCarey reviewed the breakdown of the Fall 2021 credit hours of which the most fell under the Fall semester, but with increases in Quick Term I and II. Non Traditional credit hours included those courses, such as EMS and Paramedic, with different start and end dates. In collaboration with the Deans in reviewing where the majority of students were registering for courses, data showed the majority to be online, remote and hybrid with an increase in face to face totaling over 3,000 credit hours for students wanting to return to campus. This data would help formulate the Spring course selection.

Dean McCarey reviewed the initiatives taken to increase enrollment which included targeting students who were close to completion or required only a few additional credits, with Quick Term II, as well as students taking a course in Quick Term I that have a sequential course in Quick Term II. The data from the Dashboards helped drive the decisions for the recruitment strategy. Text messaging was sent to over 400 students who did not register for Fall 2021 to promote Quick Term II and the piloting of a Facebook messenger campaign that offers live feed into the Admissions Office. Dean McCarey stated that efforts from Academic Advising, O'Neil Center, TRIO, Wellness and Coaches and Mentors program helped to retain and engage the currently enrolled students.

President Cox recognized CITO Wixsom for the Center for Internet Security Control Compliance Snapshot. He stated that this provided an update from where the College has advanced with security controls from the State Audit in the Spring and the BerryDunn Assessment Report among higher education institutions.

Center for Internet Security Control Compliance Snapshot (Exhibit O)

CITO Wixsom stated that the snapshot taken for the Commonwealth's higher education institutions included an assessment for the College which focused on four Center for Information Security Controls, standard guidelines for information security across all industries. He compared the initial BerryDunn report which indicated opportunities to improve the College's security posture. A subscription to the Department of Education's Security and Incident Event Management improved Control 6 and an agreement signed with CompassIT would improve all of Control 20. This increased the College's security posture from 12 fully compliant and 3 partially compliant sub-controls to 20 fully compliant and 4 partially compliant sub controls, and as of October, 8 additional fully compliant sub-controls.

On the motion of Trustee Newstead, seconded by Trustee Shain and by roll call, the meeting was adjourned at 5:18 PM.

Respectfully Submitted by:

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