

**CAPE COD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
AGENDA  
December 14, 2021 – 4:00 PM**

**Based on CDC guidelines, in person attendance is limited and a reservation is required. For a further info please contact [mkotbvanhogezaand@capecod.edu](mailto:mkotbvanhogezaand@capecod.edu) .**  
**The meeting will also be livestreamed. The URL for this month's meeting: [https://youtu.be/Sd-p\\_aQzoA](https://youtu.be/Sd-p_aQzoA)**

- I. Call to Order
- II. Minutes
  - A. Request Approval of the November 9, 2021 Board Minutes EXHIBIT A
- III. Board Reports
  - A. Chair's Report – *Chair T. Saben*
  - B. Finance & Personnel Report – *Vice-Chair L. Newstead*  
*ACTION ITEM:*
    - 1. Request Approval of the November 9, 2021 Committee Minutes EXHIBIT B
    - 2. Life Fitness Center & Frank Wilkens Building Renovations - *VP C. Clark* EXHIBIT C
  - C. *INFORMATION ITEMS*
    - 1. Budget Report YTD – November 30, 2021 - *VP C. Clark* EXHIBIT D
    - 2. Internal Control Plan – *Comptroller Stoltzfus, VP C. Clark* EXHIBIT E
    - 3. *ACTION ITEM:*
      - 1. HR Report Summary – *AVP P. Alexander* EXHIBIT F
  - D. Student Report – *Trustee M. Kennedy*
  - E. Foundation Report – *CEO K. McNamara*
- IV. College Reports – *President J. Cox*  
*INFORMATION ITEMS*
  - A. SUCCESS Fund – *Director K. Condon, VP K. Vranos* EXHIBIT G
  - B. Information Technology Update – *CITO R. Wixsom* EXHIBIT H
  - C. Vaccine Update – *VP C. Clark* EXHIBIT I
  - D. President's Meetings and Activities (Information Only) EXHIBIT J
- V. Adjournment

3:45 PM Finance and Personnel Committee