

**CAPE COD COMMUNITY COLLEGE
BOARD OF TRUSTEES
April 11, 2023**

In-person and Virtual Meeting Minutes, 4:00 p.m.

Trustees Present: Tammy Saben, Laura Newstead, Judy Barrigas, Judy Quinn, Alex Rodolakis, George Vasvatekis

Trustees Remote: John Flores, Joe McGrail

Trustees Absent: Dave Bushy, Alex Gomes, Livvy Williams

FACULTY, STAFF, STUDENTS AND OTHER VISITORS Present: J. Cox, President; P. Alexander, (retired) AVP; A. Camilo, Staff Assistant; C. Clark, VP; K. Condon, Director; D. Crampton, Dean; J. Graney, Executive Assistant; F. Hughes, CIO; T. Jacobsen, Director; J. MacKinnon, Director; C. McCarey, Dean; C. McCarron, Dean; C. O’Campbell, Coordinator; P. Preston, Dean; A. Quitadamo, Dean; A. Russo, Coordinator; P. Stone, Director; S. Vaughn, Director;; H. Woo, AV Tech.; S. Wu, Director

Others Remote: P. Crowley, DCAMM; V. Trudeau, Coordinator; B. Whitney, DCAMM

CALL TO ORDER

Trustee Saben called the meeting to order at 4:28 p.m.

MINUTES (Exhibit A)

Trustee Saben requested approval of the minutes from the March 14, 2023 Board of Trustees meeting.

Motion: *On the motion of Trustee Newstead, seconded by Trustee Barrigas, and by roll call vote, the Board unanimously approved the minutes of the March 14, 2023 Board of Trustees Meeting, with one abstention by Judy Quinn.*

BOARD REPORTS

Chair’s Report

Trustee Saben reported that she attended the Connect Legislative Dinner at UMass Dartmouth along with President Cox, Trustees Barrigas and Vasvatekis. Dr. Cox presented award to Rep. Sarah Peake. 4Cs was highlighted several times for the positive things we are doing including taking over Funeral Service from Mount Ida, the STEM building as a resource for the community, and for the recent Suicide Prevention award.

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

Vice Chair Newstead gave an update on the recent Legislative Breakfast that she attended along with Trustees Barrigas, Quinn and Vasvatekis. Senators Cyr and Moran and Representative Diggs were in attendance, with Representatives Peake, Flanagan, and a representative from Dylan Fernandes’s office attending virtually. The legislators were receptive

to the priorities put forth by the Administration, especially ReConnect and funding needs. Student testimonials were meaningful and well-received.

Finance & Personnel Report

Request Approval of March 14, 2023 Committee Minutes (Exhibit B)

Trustee Newstead asked for any questions or comments on the committee minutes. There were none.

Motion: *On the motion of Trustee Saben, seconded by Trustee Barrigas, and by roll call vote, the Board unanimously approved the minutes of the March 14, 2023 Finance and Personnel Committee, as submitted in Exhibit B.*

Trustee Newstead recognized VP Clark to report on the Finance Report.

DCAMM Land Maintenance Agreement (Exhibit C)

VP Clark acknowledged remote attendance of DCAMM Assistant Commissioner Paul Crowley and DCAMM Counsel Brianna Whitney to assist with details in Exhibit C. VP Clark explained that the College is currently working with DCAMM (Division of Capital Asset Management and Maintenance) to formally change the designation of 21.24 acres on campus, adjacent to Parking Lots 3 and 4, from ownership by MA DOT (MA Department of Transportation) to ownership by DCAMM, enabling control of the property through the Board of Trustees. The land has always been available for 4Cs' use, but was recently designated as surplus by MA DOT and found that the title for the land was designated to MA DOT. Recommendation is being made to the Board for approval of taking the necessary steps – including implementing a *Delegation of Control Agreement* for 4Cs to reclaim the land through the DCAMM Land Maintenance Agreement. VP recognized P. Crowley and B. Whitney from DCAMM for details.

P. Crowley stated that he is working with an attorney on the title work and all updates will be provided to President Cox. An environmental review of the site came up clean. The *Delegation of Control Agreement* formalizes responsibility for maintenance work that 4Cs is already doing to care for the land. To bring closure, it is DCAMM's intent to move forward with the next steps and hope to have the process complete by August 2023.

B. Whitney added that MA DOT is ready to move forward to a closing and is not looking for any special provisions, restrictions, or payment for the land. If the *Delegation of Control Agreement* is approved, next steps include public notices and hearings and certification of the deed.

Trustee Flores mentioned that years ago there was a sports complex group and the Cape Cod Symphony who both expressed interest in the land. He asked DCAMM if there was a possibility of them interfering with the 4Cs deal. B. Whitney said that MA DOT wants to transfer the land to DCAMM and has no interest in pursuing outside offers.

Vice Chair Newstead asked for any further questions or comments; there were none.

Motion: *On the motion of Trustee Flores, seconded by Trustee Saben, and by roll call vote, the Board unanimously approved authorization for the President to enter into a Delegation of Control Agreement with DCAMM on the 21.24+/- acre parcel as submitted in Exhibit C.*

Procurement over \$100,000 – Parking Lot 12 Repave & Accessibility Improvements (Exhibit D)

VP Clark outlined the proposed project to repave and provide accessibility improvements to Parking Lot 12 and bring it up to current ADA and Massachusetts Architectural Access Board standards. VP Clark recognized Director MacKinnon for details of the proposed \$600,000 project.

Director MacKinnon noted that this request is for pre-approval for the College to enter into a contract with the lowest qualified bidder for repaving of Lot 12. He noted the recent installation of a solar canopy in Parking Lot 12 is positioned to be used as an outside event venue. To accomplish this, the pavement needs to be resurfaced, the entrance widened, and an accessibility route to the Life Fitness Center and Food Pantry needs to be brought up to code. There are also some septic system structures that need to be in-filled as a safety measure. A thorough review of the project has been done in partnership with DCAMM and an architectural firm. Civil engineers and a local contractor estimate the cost of \$600,000. The reason for the request for pre-approval prior to the bidding process is to meet the deadline to spend the remaining 2018-2023 DCAMM Deferred Maintenance Funds on this project which expire June 30, 2023. Any additional funding that might be needed will come from the American Rescue Plan Funding. Results of the bidding award will be presented at the May Board Meeting.

Motion: *On the motion of Trustee McGrail, seconded by Trustee Quinn, and by roll call vote, the Board unanimously approved the President to award the Parking Lot 12 project to the lowest qualified bidder for completion under \$600,000 as submitted in Exhibit D.*

Fee Policy (Exhibit E)

VP Clark stated that 4Cs is heavily dependent upon State appropriations to offset operation costs. Resident tuition and fees at 4Cs rank in the lower half in terms of student costs among MA community colleges. The Governor's budget proposal includes a fee stabilization program enabling the College to avoid raising general, facilities, and technology maintenance fees. Fees in some of the specialized programs – AMT, EMT, Funeral Service, Nursing, Dental, Paramedic, Phlebotomy -- would be raised, however, to cover the high operating costs and are not included in the fee stabilization proposal. The President's recommendation to the Board is for authorization to implement the fee structure outlined in Exhibit E and if the Fee Stabilization Proposal included in House 1 is not enacted and funded, the Board may revisit the general, technology, and facilities fees that currently contain no increase.

Motion: *On the motion of Trustee Saben, seconded by Trustee Barrigas, and by roll call vote, the Board unanimously approved the President's recommendation on the Fee Policy as submitted in Exhibit E.*

Proposed FY2024 Operating Budget (Exhibit F)

VP Clark indicated that the College is scheduled to finalize the budget process one month early than previous years. Exhibit F is the proposal. The base State appropriation makes up the majority of the College's revenue at \$15.4 million. The revenue projection for the MA ReConnect program is \$1 million. Projection for tuition and fee revenue is \$10.4 million, and other revenue and interest is close to \$1.9 million. The State is looking to do a supplemental appropriation of \$1.5 million which would cover the MCCC collective bargaining agreements that are in place. Our MA ReConnect eligible population is potentially 286,000 students.

President Cox interjected that he recently met with Senate legislators who have an interest in developing a framework that would carry ReConnect forward and lower the age requirement to include all students who we serve who complete their FAFSA. The new millionaire's tax is projected to provide the revenue to pay for this program. In the meantime, both the Senate and House are likely to approve the current, proposed MA ReConnect program by July 2023 for implementation in the Fall semester.

Director Stone indicated that a pre-advertising campaign is underway and the actual "free college" campaign is enticing and cued up for July when the program is likely to be approved.

Trustee Rodolakis asked for the number of current students at 4Cs who are eligible for the ReConnect program. Dean McCarey stated that we are currently collecting data but expect that 17% of all accepted first-time, freshman students, and potentially 61% of all re-admits between the ages of 25-44 would be eligible. ReConnect will verify eligibility. The projection is that we can anticipate approximately 500 new students taking a minimum of 6 credit hours. After students complete the FAFSA and financial aid is applied, any remaining balance would be covered by ReConnect.

Returning to the FY2024 Proposed Operating Budget, VP Clark indicated that monies expected from the Foundation as reimbursement for the DCAMM payment for the Frank and Maureen Wilkens Science and Engineering Center Project would be received in FY2024. He mentioned the SUCCESS Program and its dedicated funding source which the College is considering a State appropriation since it covers operating costs.

Procurement \$50,000 - \$100,000 (Exhibit G)

VP Clark outlined the three expenditures: Pfeufer Richardson Architects, PC at \$52,310.16 for their design work on Parking Lot 12; CrowdStrike at \$79,200.00 for cybersecurity protection, and Terminal Four at \$85,937.23 for a 3-year web hosting contract.

Referring to 2 recent community college cyber-attacks, Trustee Newstead asked if we have IT or information security staff on call. CIO Hughes indicated that the CrowdStrike software will immediately (within 6 minutes) identify, isolate, and shut down any attacks followed up by notification to the College. 4Cs will have 100% monitoring at all times.

Budget Report YTD – March 31, 2023 (Exhibit H)

VP Clark reported on emerging positive budget implications. The report shows the State appropriation is due. Tuition and Fee Revenue is below projection, but we have seen a \$450,000

boost to revenue in the last month, \$250,000 attributable to the efforts of Director Jacobsen and the CCAPE staff. Interest Earnings have increased significantly. On the expenditure side, salary and benefits costs are running slightly above projection and will be exacerbated when payment from the MCCC contract is implemented, pending a supplemental appropriation. Contracted services and utilities are down.

AVP P. Alexander was recognized for the HR report.

HR Personnel Actions Report (Exhibit I)

AVP Alexander reported on the appointment of the new Chief Human Resources Officer, Dr. Patrick Preston.

***Motion:** On the motion of Trustee Saben, seconded by Trustee Quinn, and by roll call vote, the Board unanimously approved the HR appointment as submitted in Exhibit H.*

HR & Affirmative Action Report (Exhibit J)

AVP Alexander discussed highlights from the HR Quarterly Report from January 1, 2023 through March 31, 2023. There has been an increase in Total Positions Reopened. This can be attributed to 4Cs' focus on a thoughtful and thorough search process to secure qualified candidates rather than accelerating the process. There is a drop in Employee Status Changes, indicating stabilization in that area. Regarding compliance, hourly minimum wage posters have been updated around campus; the College met with AFSCME representatives to agree to an increase in the local hourly wage in order to keep up with the marketplace. The Employee Recognition Program is happening on May 18th, recognizing employees for various contributions and length of service. The Affirmative Action Committee recognized and raised awareness of underrepresented groups this quarter with Black History Month in February and Women's History Month in March. Finally, AVP Alexander highlighted the need for focus on What to Do In Case of Emergency, Cybersecurity Awareness, Employee Assistance and Self-Care.

Trustee Barrigas asked about training for emergencies. AVP Alexander said that the College is due for a training which will happen concurrently with the hiring of a permanent College Police Chief.

AVP Alexander reported an increase in union grievances around the concept of returning to work while all other case management matters are low, indicative of a healthy relationship between HR and employees.

Student Trustee Williams was unavailable for the Student Report.

Chair Saben gave an update on Foundation events in CEO McNamara's absence.

Chair Saben reminded everyone of the Foundation's Casino Night Gala happening Friday, April 14th. Chair Saben mentioned the recent joint Board of Trustees/Foundation Board gathering that was well attended and an opportunity for mutual support of the Boards.

President Cox recognized Dean McCarron for a report on Emeritus Nominations.

Emeritus Nominations (Exhibit K)

Dean McCarron presented the nominees for the Emeritus designation – the highest accolade the College awards to a retiree for outstanding service to the College, community, and the profession. Nominees included Dr. Jacob Oni, Social and Behavioral Sciences, Dr. Laura Seabury, Nursing, and Professor Marcelina (Marcy) JT Smith, Nursing.

Motion: *On the motion of Trustee Newstead, seconded by Trustee Rodolakis, and by roll call vote, the Board unanimously approved the acceptance and congratulations of the Emeritus nominees as submitted in Exhibit K.*

BSU – Funeral Service Agreement (Exhibit L)

President Cox outlined the terms of a Memorandum of Understanding (MOU) 4Cs entered with Bridgewater State University at the inception of 4Cs taking over the Funeral Service Program from Mount Ida. The understanding was that BSU was planning for the eventual renovation of the program's space in Burnell Hall, and the program's subsequent relocation to a more permanent space. Now that renovations are imminent, a new site in the Kelly Gymnasium in the center of BSU's campus has been identified for the Funeral Service Program. The new terms include a 20-year commitment where BSU would invest \$1 million for renovations and 4Cs would repay BSU for the renovations over the next 20 years at \$50,000 per year, interest free, plus a \$5,000 annual utilities fee with a 3% per year escalation, not to exceed \$134,352 over the 20-year MOU. This is an opportunity to continue the program with our permanent location at Bridgewater State.

Trustee Saben asked if this would allow for expansion in the number of students to the program. Dr. Cox answered in the affirmative, stating that the renovation would allow for more Hyflex opportunities and scheduling flexibility. VP Clark said there may be an opportunity to expand our space in the gym, if necessary.

Motion: *On the motion of Trustee Newstead, seconded by Trustee Quinn, and by roll call vote, the Board unanimously approved authorization for the President to enter an MOU with Bridgewater State University for the relocation and operation of 4Cs' Funeral Service Program as submitted in Exhibit L.*

President Cox recognized Dean McCarey for an update on the High School Pathways and Dual Enrollment Programs.

High School Pathways and Dual Enrollment Programs (Exhibit M)

Dean McCarey introduced Recruitment Coordinators Alex Russo and Christine O'Campbell to speak about the specific programs, but first gave an overview of Admissions activities. The primary responsibility of Admissions is recruitment and supporting students in their journey from inquiry to registering for classes. Student populations include first-time degree seeking, re-admits, transfer, and international students whose population is on the rise. There are also non-degree seeking students which fall into 2 categories: true non-degree or non-degree due to enrollment. Admissions will complete over 60 visits to high schools, college fairs,

and the like by year end. There are weekly info sessions and campus tours at varying times. Admissions seeks to expand the College's reach by partnering with off-campus organizations such as Waterworks, veterans' groups, Y Achievers, Young Professionals, Plymouth Chamber of Commerce, National Science Center, Plymouth Waterfront Festival and Plymouth Pride event, to name a few. The recruitment plan includes collaboration with Director Stone and the marketing team. Focus for the coming year includes traditional and high school students (ages 17-24) and increasing our reach with dual enrollment.

Dean McCarey recognized Coordinators Alex Russo and Christine O'Campbell to talk about the Pathways Program and Dual Enrollment Program.

Coordinator Russo explained that the Pathways Program targets and supports students in the gap between high school and college receive. Many students are first generation, low-income, some have learning differences and are vulnerable to drop off in between their senior year and starting at 4Cs. Pathways is currently partnered with counselors from 19 high schools on Cape and surrounding Plymouth County and serves about 300 students per year. Pathways is about relationship building using tools such as info sessions at the high schools, 4Cs open house events, school counselor breakfast, on-site application days, on-site placement testing to intentionally meet students where they are at, as well as holding advising sessions. Pathways awards a scholarship and hosts Accepted Students Day before new student orientation to help students acclimate.

Coordinator O'Campbell explained that Dual Enrollment is a chance for Admissions staff to train students to be college students while they are still in high school. Currently there are 185 students from 17 high schools, as well as home schoolers, in the Dual Enrollment program, plus 15 from Cape Cod Tech, a new partner in the program. Coordinator O'Campbell works with each student individually in recruiting, registering, and advising. 13% of Dual Enrollment students matriculate at 4Cs, some graduate high school and 4Cs simultaneously. Others go on to 4-year colleges and Coordinator O'Campbell helps them navigate that path as well. Her goal is to help students understand the range of places they can go. Dual Enrollment students easily integrate into classes at 4Cs as they are already familiar with college level classes. Some core classes such as microeconomics, intro to business, and English comp are held at the high schools. Students leave the program understanding all the elements that are needed to succeed in college.

Following the discussion, President Cox mentioned the possibility of creating an Inter-campus transit service. This idea was proposed at the recent Legislative Breakfast and Senator Morin asked for details on the service which the President provided. There have also been discussions with Cape Cod Regional Transit. The proposal is for 2 minibuses with 20 seats each running in opposite directions in the morning and afternoon from Bridgewater State University, to Plymouth then Barnstable, while the other bus would go in the opposite direction. In addition, service would be provided to students coming to the Hyannis Ferry from Martha's Vineyard and Nantucket. With this service we hope to overcome some of the transportation challenges for our students and increase enrollment.

The President announced that 4Cs is hosting a blood drive with Cape Cod Healthcare on campus on May 4th. He encouraged people to sign up to donate. Spots are still available, and you will receive a Wendy's gift card for your donation.

President Cox congratulated Scott Anderson's Graphic Design student, Paraskeva Stanoevska. She was first runner up in the National ACCT Community College Month Student Logo-Design Competition and received a \$500 award for her work.

President Cox announced that former Massasoit Community College instructor and current Barnstable County Sheriff, Donna Buckley, will be our Commencement speaker this year.

The President provided an update on the Rahmankulov cybersecurity fraud case. There is a claim in for the College to receive proceeds from the settlement in that case. We will know in about 60 days whether 4Cs will receive any monetary restitution.

Trustee Barrigas stated that the College make active shooter training a priority. She noted the app called "Crisis Go" developed specifically for schools. They just partnered with a non-profit called "I love you guys" that provides free assistance to schools. There might be some grants available for training as well. FEMA has some free active shooter training courses available online. Trustee Barrigas suggested making such training a requirement for onboarding and for existing staff.

Chair Saben reminded everyone of the many upcoming events and asked the President's office to provide a list so the Trustees can mark their calendars. The Chair also reminded Trustees to reply to the President's office with information on Commencement robes.

Motion: *On the motion of Trustee Newstead, seconded by Trustee Rodolakis, and by roll call vote, the meeting adjournment was unanimously approved at 6:01 p.m.*

Respectfully submitted by:
Joan Graney, Recording Secretary
Board of Trustees
9 May 2023