

**CAPE COD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
June 13, 2023**

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

Trustees Present: Tammy Saben, Laura Newstead, Dave Bushy, George Vasvatekis, John Flores, Alex Gomes

Trustees Remote: Joe McGrail

Trustees Absent: Judy Barrigas, Judy Quinn, Alex Rodolakis, Livvy Williams

FACULTY, STAFF, STUDENTS AND OTHER VISITORS Present: J. Cox, President; A. Camilo, Staff Assistant; C. Clark, VP; J. Graney, Executive Assistant; F. Hughes, CIO; T. Jacobsen, Director; J. MacKinnon, Director; C. McCarey, Dean; P. Preston, AVP/CHRO; A. Quitadamo, Dean; P. Stone, Director

Others Remote: J. MacKinnon, Director, K. McNamara, Foundation CEO

**CALL TO ORDER**

Trustee Saben called the meeting to order at 4:00 p.m.

**MINUTES (Exhibit A)**

Trustee Saben requested approval of the minutes from the May 9, 2023 Board of Trustees meeting.

***Motion:*** *On the motion of Trustee Bushy, seconded by Trustee Flores, and by roll call vote, the Board unanimously approved the minutes of the May 9, 2023 Board of Trustees Meeting.*

**BOARD REPORTS**

**Chair's Report**

Trustee Saben thanked the faculty, staff and administration for a successful year-end and Commencement celebration. Trustee Saben reported on having participated with opening remarks at the recent LGBTQIA Summit hosted by 4Cs. Rep. Sarah Peake was in attendance and gave remarks. The Summit was attended by seven other colleges and was energizing and promoted diversity on campus.

Trustee Saben asked all Trustees to mark their calendars with important meeting and event dates from the new 2023-2024 schedule. She indicated a change to the College Educational Foundation Committee which will now include Trustee Vasvatekis in place of Trustee Gomes who is stepping down from the committee. In addition, Trustee Saben asked for an additional Trustee to fill the vacancy of Will Shain on the President's Evaluation Committee; anyone interested should let her know. Presidential evaluation surveys are due to

the Evaluation Committee in one week. Finally, Chair Saben addressed the action item in Exhibit F: Delegation of Board Authority.

**Motion:** *On the motion of Trustee Flores, seconded by Trustee Newstead, and by roll call vote, the Board unanimously approved the President's recommendation that the Board delegate Board Authority to the President for the period June 14 through September 12, as submitted in Exhibit F.*

Chair Saben recognized Vice Chair Newstead.

## **Finance & Personnel Report**

### **Request Approval of May 9, 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 Flores, and by roll call vote, the Board unanimously approved the minutes of the March 9, 2023 Finance and Personnel Committee, as submitted in Exhibit B.*

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

### **Comprehensive Fee and Technology Fee Update (Exhibit C)**

VP Clark referenced the last meeting in which the Governor's fee stabilization proposal was discussed. Since that proposal and the accompanying funding did not make it through the legislative process, the College recommends a \$3 increase in the General Education Fee and a \$2 increase in the Technology Fee beginning Fall 2023.

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

**Motion:** *On the motion of Trustee Saben, seconded by Trustee Bushy, and by roll call vote, the Board unanimously approved authorization for the President to implement the General Education Fee increase and the Technology Fee increase as submitted in Exhibit C.*

### **Proposed FY2024 Operating Budget (Exhibit D)**

VP Clark indicated that the College's financials are trending as anticipated. State revenue will offset the reduction in budgeted tuition and fee revenue. Revenue for operations has rebounded, and tuition is better than expected. VP Clark reported that \$500,000 in MCCC contracted salary increases will be distributed before the end of the fiscal year and will be offset by a supplemental appropriation.

AVP/CHRO Preston, was recognized for the HR report.

### **HR Personnel Actions Report (Exhibit E)**

AVP/CHRO Preston reported on the offer of employment made to Luis Hernandez Pinto as Maintainer I in Facilities. AVP Preston also reported on Talent Management stating that we can track year over year data thanks to the report that Paul Alexander started. There has been an improvement in the number of weeks positions are open. The Military and Veterans Affairs position was filled after the publishing of this report. Notable in Employee Status Changes was the addition of 3 tenure appointments and 1 retirement. AVP Preston indicated that the College is meeting all its Compliance obligations, and Employee Engagement reflected a great turnout at the Employee Recognition celebrations. Forty-five employees with service ranging from 5-35 years were recognized along with 2 recent retirees, 3 emerita recipients, 1 Golden Apple award winner, and 7 Bartlett award winners. Case Management numbers continue to be low because of good partnership solutions with the unions. We are awaiting resolution of 2 MCAD cases that are currently with the General Counsel's office.

Chair Saben said there was no Student Trustee Report but that the new Student Trustee would be official starting July 1 and will join the meeting in September.

Foundation CEO McNamara was recognized for a report on Foundation activity.

CEO McNamara reported on the successful Evening of Excellence event and an outstanding 35<sup>th</sup> Annual Golf Tournament. Spring Appeal correspondence has been mailed.

President Cox recognized Chief Wellness Officer, Dr. Maura Weir – recipient of a recent MA Leadership Award -- to report on Campus Wellness.

Dr. Weir explained that the College was the recipient of the MA Leadership Award in Suicide Prevention received by President Cox. The College also just received the Garrett Lee Smith Suicide Prevention Award – given out to just 21 recipients per year nationally.

Dr. Weir explained that we are creating a trauma-informed suicide prevention community and culture of wellness for all on campus. Occupational and personal wellness leads to a more efficient and productive workplace. 4Cs has a full office devoted to mental health and wellness with a phone number that students can call 24/7. Grant funding is allowing the Wellness Office to expand programs and training, and to gather data to improve wellness services on campus. Dr. Weir explained the importance of gaining support and engagement from the Board, Administration, and everyone on campus to create a culture of wellness. The Wellness Office has helped 550 students this year.

President Cox invited Board Members to attend the first meeting of the Racial Equity Action Planning Session/REJI Summit will be held on Wednesday, June 21<sup>st</sup> at Bridgewater State University. The President is also looking forward to his upcoming meeting with Commissioner Ortega where he will discuss capital funding and the Statewide funding initiatives.

Chair Saben thanked everyone for their service and wished all an enjoyable summer. We will reconvene in September.

**Motion:** *On the motion of Trustee Newstead, seconded by Trustee Bushy, and by roll call vote, the meeting adjournment was unanimously approved at 4:59 p.m.*

Respectfully submitted by:  
Joan Graney, Recording Secretary  
Board of Trustees  
June 13, 2023