

**CAPE COD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
May 9, 2023**

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

Trustees Present: Tammy Saben, Laura Newstead, Dave Bushy, John Flores, Judy Quinn, Alex Rodolakis

Trustees Remote: Judy Barrigas, Alex Gomes, Joe McGrail, George Vasvatekis

Trustees Absent: Livvy Williams

FACULTY, STAFF, STUDENTS AND OTHER VISITORS Present: J. Cox, President; Z. Cain-Williams, Student Trustee-elect; A. Camilo, Staff Assistant; C. Clark, VP; D. Crampton, Dean; J. Graney, Executive Assistant; F. Hughes, CIO; J. MacKinnon, Director; E. Madden, Interim Dean; C. McCarey, Dean; C. McCarron, Dean; K. McNamara, Foundation CEO; P. Preston, CHRO; A. Quitadamo, Dean; K. Vranos, VP; H. Woo, A/V Tech; S. Wu, Director

Others Remote: T. Jacobsen, Director; P. Stone

**CALL TO ORDER**

Trustee Saben called the meeting to order at 4:04 p.m.

**MINUTES (Exhibit A)**

Trustee Saben requested approval of the minutes from the April 13, 2023 Board of Trustees meeting.

**Motion:** *On the motion of Trustee Rodolakis, seconded by Trustee Newstead, and by roll call vote, the Board unanimously approved the minutes of the April 13, 2023 Board of Trustees Meeting.*

**BOARD REPORTS**

**Chair's Report**

Trustee Saben reported that she attended a legislative breakfast in Yarmouth. Trustee Saben announced that Joe McGrail was re-elected by the alumni to serve another 5 terms. Trustee McGrail was congratulated. He expressed his excitement at serving for another five years and confirmed that he would stay on as chair of the Evaluation Committee. Trustee Saben announced the ACCT conference in October in Las Vegas. President Cox will submit a proposal for the College to be presenters at the conference on cybersecurity and updates made by the College.

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

## Finance & Personnel Report

### **Request Approval of April 13, 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 Rodolakis, and by roll call vote, the Board unanimously approved the minutes of the April 13, 2023 Finance and Personnel Committee, as submitted in Exhibit B.*

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

### **FY 2024 Operating Budget (Exhibit C)**

VP Clark provided budget updates from the past month. Funds from Fee Stabilization and MA ReConnect were moved under Tuition and Fees since these are enrollment driven. It is unlikely that the Governor's fee stabilization effort will be initiated since it did not pass the MA House or Senate Ways and Means Committee. Increasing fees will be brought to the Board for consideration at the June BOT meeting. It is likely that the Governor's MA ReConnect initiative will move forward, and additional funding has been proposed specifically for nursing students. Funding will also come from the State for a COLA payment negotiated for MCCC, AFSCME and NUP staff. This entails a 2-2.5% increase retroactive from 2022. Additional funds have been allocated for deferred maintenance.

VP Clark indicated a downward trend in credit hours. However, we are hopeful that this trend can reverse coming out of the pandemic, with a lift of the mask mandate and vaccination requirement, and with a projected increase in enrollments because of MA ReConnect. The College is projecting additional students in 2024 due to MA ReConnect and, therefore, an increase in revenue. Marketing campaigns targeting those eligible has already begun at 4Cs.

VP Clark announced that he modified the budget based on recommendations by the Board Finance Committee. We will be reducing the amount of funding that was projected to come in from MA ReConnect tuition and fees by \$1 million, and increasing the amount projected to be transferred in by the State by \$1 million. VP Clark stated that the recommendation before the Board is to approve the FY 2024 Operating Budget at \$31,190,591.

Trustee Bushy asked whether the MA ReConnect program applies to programs like AMT. President Cox has advocated for the program to cover specialized programs, but DHE continues to work out the details of program fees to be covered.

**Motion:** *On the motion of Trustee Rodolakis, seconded by Trustee Barrigas, and by roll call vote, the Board unanimously approved the FY 2024 Operating Budget as amended.*

### **Fee Pass-Through Practices (Exhibit D)**

VP Clark explained that changes to the cost of services and supplies based on program needs are pass-through charges that may not align with the fee approval received by the Board of Trustees. These are limited to AMT, Dental, and BSU services.

**Motion:** *On the motion of Trustee Flores, seconded by Trustee Bushy, and by roll call vote, the Board unanimously approved authorization of the President to adjust fees as close to the student billing process as necessary, for AMT, Dental, and BSU services, based on the actual costs to the College.*

**Budget Report YTD – April 30, 2023 (Exhibit E)**

VP Clark reported a modest surplus in revenues. On the expenditure side, Salaries and Benefits are running as projected but there will be an increase when the COLA increases hit. Overall, the College is in better shape than last year at this time.

VP Vranos explained that much of the funding for professional development comes out of SUCCESS appropriations, including Hyflex course development and training for all faculty, an upcoming faculty institute, and professional development for faculty and staff.

**Procurement \$50,000 - \$100,000 (Exhibit F)**

VP Clark reported on the purchase of a spectrometer, at a cost of \$61,250, paid for with MA Life Skills Grant funds, as well as a tractor, at a cost of \$71,461, paid for with DCAMM Restricted funds. The tractor will be used in the upgrades to Parking Lot 12. Incidentally, bids came in lower for the previously approved \$600,000 Parking Lot 12 upgrade and repave. The President has entered into a contract with MCE Dirtworks to do the work for \$437,466. Thanks to Joe MacKinnon for all his work on this project.

AVP P. Preston was recognized for the HR report.

**HR Personnel Actions Report (Exhibit G)**

AVP Preston reported on the recommendation to the Board for appointment of CCAPE staff assistant, Elaine Brown who brings extensive administrative assistant experience.

HR information only items included the hiring of Maria-Lorena Santos as Assistant Dean of Students/Director of Community Standards; John Lagarde, Alexander Rosario, and Luis Hernandez Pinto as Maintainers in Facilities; Sharon Faniel moving to full-time status as Administrative Assistant in the Student Engagement Office. In addition, there was one recent resignation of a maintainer in Facilities.

AVP Preston put forth tenure recommendations for the Board's consideration – Rebekah Ambrose-Dalton, Reference Librarian; Louis Beco, Associate Professor, Computer Information Technology; Tyler Daniels, Associate Professor, Communications.

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

There was no student trustee report, but President Cox took the opportunity to introduce our new, student trustee-elect, Zaria Cain-Williams.

Zaria introduced herself as a current 4Cs liberal arts student finishing her first year. She is honored and appreciative to represent 4Cs students in her new role.

### **Foundation Report**

Foundation CEO McNamara explained the process of Joe McGrail's alumni election. The Foundation sent out correspondence inviting all alumni to consider service as Alumni Trustee. There were 9 candidates who met with the Board Chair and President to learn about the process. A free and fair election was held via SurveyMonkey. Trustee McGrail won and was re-elected for another five years.

K. McNamara reminded all to attend the Evening of Excellence on May 18 where scholarships totaling \$236,000 will be awarded to 124 students. Trustees Rodolakis and Barrigas will be on hand to present the scholarships. Thanks went out to Trustees Saben, Barrigas, Gomes, Quinn, Rodolakis and Vasvatekis, as well as Kathy Vranos, Shuqi Wu, and Cathy McCarron for their help in the scholarship review process.

K. McNamara mentioned that two well-deserved Alumni of the Year awards will be given out at Commencement to Igor Avelar and Shawn DeLude.

Finally, the Foundation's Casino Night fundraiser at Wequassett was a big success. Trustee Saben said her invited guests had a fun time. The Foundation hopes to repeat this event next year.

President Cox introduced Professor Donald Crampton to report on updates to the Math Pathways program.

### **Updated Math Pathways (Exhibit H)**

Dean Crampton explained that passing math classes has been a challenge for many 4Cs students. DHE has set a goal for 50% of our students to pass both a math and English class in their first two semesters. Currently 20-25% of 4Cs students are passing in math. The Math Department has worked with Economics and 4Cs4U (serving under-represented and low-income students) in making it a priority to reach the DHE goal. A predominant number of students landed in remedial math and were challenged by the number of steps/classes it took to qualify for a basic math class. Those struggling in math can now take one remedial class followed by a college level course with a corequisite support math course. This new two-step pathway will help 45% of 4Cs students in the 80% of degrees that require math. In addition, quantitative reasoning was traditionally a math class. Now Principles of Macro- and Microeconomics have been revised to fulfill the quantitative reasoning requirement with no prerequisites.

VP Vranos added that we are also looking at class size, supplemental instructors, engagement with the Math Learning Center to ensure maximum support for students. There is an upcoming review to add the revised economics classes to the MA Transfer list.

Professor Crampton indicated that the College's math placement exam has been upgraded to "ALEKS PPL" system which includes a preparation component approved by the DHE wherein students may use the program to increase their math readiness and potentially level up in math and go straight into a college level course.

Trustee Flores asked why students are coming in unprepared in math skills. Professor Crampton said that this is a national problem, but that the time lapse from when 4Cs students have last taken a math class is a factor. Trustee Flores suggested forming a math association on Cape where teachers can share information to solve the problem of low math scores. Trustee Bushy asked what textbook materials are used in 4Cs classes. Professor Crampton answered that faculty have the freedom to choose their own materials but are all teaching to the standards created by the Math Department. For further clarification, he said that the ALEKS PPL system uses AI and understands and addresses where the students are struggling and guides them accordingly. Students get further assistance working with faculty and at the Learning Center. ALEKS, the Math Learning Center and its coordinator and the curriculum revisions were all funded by the SUCCESS grant, in the interest of advancing equity in the completion of college level math.

President Cox introduced Dean Quitadamo for an update on EAB Navigate.

### **Updated Math Pathways (Exhibit I)**

Dean Quitadamo explained that the College just launched the EAB Navigate system. This is a student success management system that the whole College can use. SUCCESS funded this powerful data tool for Year 1, and it was launched January 21, 2023. The system has great capability and faculty and staff have begun to use the system to capture student advising data and for centralized notetaking. It is capable of sending academic alerts. The system's analytics will be helpful in revealing where to adjust resources. This summer will be spent integrating campus offices. The technology has already been used by faculty to communicate to students about absences, missed assignments, tutoring, office hours, and to give kudos. It is also being used to manage, track, and assist in student advising and capturing valuable data that can help in enrollment management. There is an associated app that students can download to make appointments and communicate with classmates.

Discussion ensued about confidentiality and privacy while using the system. Dean Quitadamo assured that FERPA guidelines will continue to be followed, and that the system complies with guidance on the Protection of Personal Identifiable Information. Proper training for faculty and staff, who will have different access, will reinforce the need for confidentiality. The Unions were notified about the new system, and it was agreed that use by faculty should be voluntary and that training time would be compensated. The software provider assured that the system was ADA compliant, and the College will be monitoring for any issues that might arise. In the Fall, it will be evaluated how issues like *holds* on students' accounts can be managed and resolved using the system.

A short presentation was given by VP Vranos on a Title III grant proposal.

**CCCC Title III Proposal: Project P.O.W.E.R.S.**

VP Vranos discussed the Title III grant that would fund \$450,000 per year for five years. It has strict parameters, and only 15% of proposals are funded. It is designed to build campus capacity. The vision for 4Cs in applying is about bringing the campus together in cross-functional teams across departments into powerful working groups – **PO**wering **W**ork-teams for **E**quity, **R**etention and **S**uccess (POWERS). The idea is to fund a customer relationship management system in Enrollment Management that will work with EAB Navigate, with an added academic planning component, so that we can track students from the point of inquiry through to graduation. This will minimize any confusion that students may experience during their time at 4Cs. The grant proposal also includes technology upgrades – adding more Hyflex and active learning classrooms, to fund technology peer mentors for students who will help with using digital platforms, and file management. It will also fund an additional career counselor specializing in career readiness and a part-time enrollment management staff person who will help manage data in the CRM. The proposal will be submitted in 10 days.

President Cox gave an update on the DCAMM land transfer to 4Cs. He and Trustee Saben attended a public hearing which was positive for 4Cs. We anticipate the transfer becoming official sometime in August.

Our recent blood drive with Cape Cod Healthcare – the first since the pandemic – was a success, and thanks was given to Ana Camilo who coordinated the effort with the SGA, and to all who participated.

Since the pandemic it has been a challenge to get certain instructional supplies through the bookstore. Through a creative partnership with Barnstable High School and their Business, Entrepreneurship and Finance Innovation Pathway, students designed and produced an item that we have need for. The President unveiled the “onesie” with the 4Cs logo that the high school students designed and produced.

Chair Saben reminded the Trustees that a poll would soon be going out from the President’s office asking for retreat date availability. The retreat will be held as an extended Board Meeting in June.

**Motion:** *On the motion of Trustee Barrigas, seconded by Trustee Bushey and by roll call vote, the meeting adjournment was unanimously approved at 5:30 p.m.*

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