

**CAPE COD COMMUNITY COLLEGE
BOARD OF TRUSTEES
OCTOBER 11, 2022**

Zoom and In-person Meeting Minutes, 4:00 p.m., October 11, 2022

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

FACULTY, STAFF, STUDENTS AND OTHER VISITORS Present: J. Cox, President; L. Crawley, Interim Executive Assistant; C. Clark, VP; P. Alexander, Associate VP; C. Phelan, Interim CIO; J. MacKinnon, Director; S. Wu, Director; D. Crampton, Dean; C. McCarey, Dean; C. McCarron, Dean; P. Preston, Dean; M. Sasso, Director; P. Stone, Director; M. Stoltzfus; Sue Allaire, Success Program

FACULTY, STAFF, STUDENTS AND OTHER VISITORS Remote: K. Vranos, VP; M.B. Lavenberg; T. Jacobsen.

CALL TO ORDER

Chair Saben called the meeting to order at 4:11 p.m. and welcomed everyone. She announced there was not a Finance and Personnel meeting before the Board meeting so all the action items will be voted on at this meeting.

Minutes: (EXHIBIT A)

Chair Saben asked for any comments/corrections. L. Newstead gave the following two corrections:

1. Exhibit A, page 3, first paragraph under Reorganization Plan change the word “symmetrics” in first sentence to “statistics.”
2. Last page, third paragraph under IT Update change the words “at CCCC” in second sentence to “online.”

Motion: *Motion was moved to approve the minutes of the September 13, 2022 meeting, as amended. Seconded and approved unanimously by roll-call vote.*

BOARD REPORTS

Chair’s Report:

Chair Saben stated the ribbon cutting ceremony of the new Frank and Maureen Wilkens Science and Engineering Center was spectacular and an exciting moment. She thanked all who had a part in it from those individuals who helped pull the event together, the presenters, and the donors. Chair Saben informed the Trustees of the National Legislative Summit, February 6 – 9, 2023 in Washington D.C. She will be attending and if there are any other Trustees who are interested in attending, please notify Dr. Cox.

Chair Saben recognized Vice-Chair Dr. Newstead for the Finance and Personnel Report and noted because of a lack of quorum there was not a Financial and Personnel meeting before the Board Meeting so all items will be handled in the Board Meeting today.

Finance & Personnel Report:

Minutes: (EXHIBIT B)

Motion: *A motion was moved to approve the Finance and Personnel Committee minutes of September 13, 2022. Seconded and approved unanimously by roll-call vote.*

Vice-Chair Newstead recognized Vice President Clark for the NIDA Corporation Software & Equipment Purchase for \$ 373,514.00

NIDA Corporation Software & Equipment Purchase (EXHIBIT C)

Vice President Clark invited Michael Sasso, Director of Aviation, to speak to this purchase as it is the first purchase under the \$1.95 million Congressionally-directed funding that we have received.

Michael Sasso informed the Trustees the Aviation program is already a user of the software for their electrical and aviation electronics training. He stated this purchase approval today would provide the classroom with 24 units and is a precursor to our avionics training. The equipment the AMT program will receive will not only outfit the program for the training but also for the certification and the testing as well. Michael also spoke to the question regarding the purchase of the software based on where it was available and informed the group the local distributor is provider of the software and service, and the ongoing maintenance. He also noted if by chance there should be a problem locally, they come from New Hampshire and are able to be on site so there is no downtime during the training portion. Also, by buying through the vendor, the College is able to take advantage of educational discounts.

Trustee Bushy asked if this software and equipment purchase will build on the current AMT program material. Michael Sasso confirmed this will build upon the current program material and prepare the student candidates for their avionics electronics certification. This is the certification that most industry employers recognize that airlines and manufacturers are starting to require. It will also allow people to enter the program directly AMP without completing the AMT program and supports other employers' needs.

Trustee Shain asked about the train the trainer workshop and inquired on how they currently train and if we already have the software in place why do we need this workshop? Michael Sasso indicated there are 13 units in place and the importance of the workshop since there have been several updates since 2016 as well as modules that our instructors need training.

Michael Sasso noted some highlights of our program being we are one of the five avionics programs in the country and one of two in the Northeast. This certification along with the new Falcon jet go hand-in-hand with the glass cockpit we are now seeing.

Also, the demographics of our student body are changing, and Director Sasso was pleased to report in our fall enrollment 11% of our students are female, which is a major change, well above the national average. We are bridging the gap on female enrollment, but also bridging that gap on diversity as well. Vice-President Vranos also pointed out that Michael had stated earlier the industry average for women is 4%. Michael attributed the rise in female enrollment to great recruiting, but also noted the program has become a member of the Women in Aviation and started a chapter at the Plymouth site where they have

over 100 members of professional women in aviation. The program has recently held a Girl in Aviation event at the college campus where we had 65 attendees. We are trying to make this aviation market an opportunity for people across genders and people of color.

Breeze Airways who is starting a new airline is building a maintenance station in Providence at T.F. Green Airport. They will be visiting our site to look at ways to start grooming young technicians into their maintenance facility and we are also working with American Airlines, CapeAir, United Airlines, and Delta Airlines and some other ones. In November we will be holding a hiring event for American Airlines at the Plymouth site as they have asked us to host their nationwide search for A&P Technicians.

Motion: *A Motion was moved to authorize the President to enter into an agreement with Technical Education Concepts Inc. to purchase needed training software and equipment for the AMP program in the amount of \$375,514. The motion was seconded and approved unanimously by roll-call vote.*

Vice-Chair Newstead recognized Vice President Clark for the Media Purchasing Contract 5HD Extension.

Media Purchasing Contract 5HD Extension. (EXHIBIT D)

Vice President Clark stated the 5HD has helped us to coordinate the purchase of different media and consolidation of purchases with others to achieve more favorable pricing. 5HD does charge a mark-up directly on the costs incurred for media advertising. That markup had historically been about 20%. The College asked 5HD to review our activity and consider a 10% reduction in the fee to 18% of the advertising spending during FY2023. 5HD agreed to do that.

Motion: *A motion was made to authorize the President to modify the contract with 5HD to reflect the payment of media procurement through their agency of up to \$130,000 for FY2023. The 18% agency fee will continue. The College sets the budget for media buying each year, understanding that we will continue to consolidate buying through 5HD at 18%. The motion was seconded and approved unanimously by roll-call vote.*

Budget Report YTD – September 30, 2022 (EXHIBIT E)

Vice President Clark reported that state revenue is on target. Tuition is down 7-8%. Q2 may slightly offset the decline, but we will continue to follow spring semester enrollments and expenditures. On the contracted services, driven in part from a consolidation of the schedule and not having as many classes being offered. The bottom line, you see the difference between this year and last year is a tuition and fee revenue decline of \$950,000. Having forward funded the remaining balance on the Wilkens Science and Engineering Center, the College will be reimbursed for this over the next few years as contributions are received. The budget projected about a \$1 million need for a transfer from our stabilization reserve, established to help the College through this period.

Procurements \$50,000 - \$100,000 Under Presidential Authority (EXHIBIT F)

Vice President Clark reviewed the four procurements and noted most of them were annual software contracts.

Vice-Chair Newstead recognized Assistant Vice President Alexander for the HR Report of Appointments and Reappointments. (EXHIBIT G)

HR Report of Appointments and Reappointments. (EXHIBIT G)

AVP Paul Alexander noted there are six appointment recommendations and noteworthy amongst them are the Director of Student Accounts which has been a hard position to fill so we are lucky to have a highly skilled person in this role. Also, the other position is a recommendation for hiring the Chief Information Officer of the College. Paul Alexander asked if there are any questions and for approval on the six appointments.

Motion: *A motion was made to approve the six appointments as listed in Exhibit G. Seconded and approved unanimously by roll-call vote.*

AVP Alexander stated the reappointments are the next item to be approved. He noted reappointments are members of the MCCC union that are usually in their 4th or 5th year of their contract. He noted there are ten people in this section who are eligible for reappointment.

Motion: *A motion was made to approve the reappointment as listed in Exhibit G. Seconded and approved unanimously by roll-call vote.*

AVP Alexander reviewed the new hires, retirements and resignations for the fall as listed in Exhibit G.

Audit Committee Report:

Chair Saben recognized Vice President Clark for the Audit Report.

VP Clark noted they completed the FY2022 audit and thanked Comptroller Matt Stoltzfus for his efforts and the tremendous amount of work that went into getting the information for the audit. VP Clark noted the audit is positive and introduced David Dilulis and Brian Crowley of O'Connor & Drew PC who are the Board's independent auditors.

David Dilulis noted there were two items to go through on the audit. The first is the Financial Audit FY2022 narrative (EXHIBIT H1) and the Financial Audit FY2022 (EXHIBIT H2).

Mr. Dilulis briefly talked about the auditor's responsibility under GAAS (Generally Accepted Auditing Standards). He noted they planned and performed the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement, whether caused by error or fraud. Mr. Dilulis stated they issued an unmodified opinion on the financial statements, which is the highest level of assurance. Also, the audit includes consideration of internal control over financial reporting as a basis for designing audit procedures. He noted there were no material weaknesses or significant deficiencies. David Dilulis stated they have the responsibility to review the information to make sure it is consistent with the audit. He reviewed the last few slides that are available to review in EXHIBIT H1.

Brian Crowley walked through the financial statements and gave some details. The Statement of Net Position on page 21, he pointed out some of the changes. The cash flow was \$15.4 million last year and \$12.7 this year and the other assets are consistent as far as current assets with an overall decrease mainly related to cash.

The big change in the non-current assets related to the Science and Engineering Center creating about \$20 million increase net of related depreciation expense. In the liability section the total liabilities are consistent with the previous year where the decrease was about \$1.7 million. Those components relate to the non-current portion. The lease liability is a new line item shown comparative for both years with \$2.1 million last year and \$1.6 million in the current year. Those four leases which are detailed in Note 9 used to be operating expenses but are now shown on the balance sheet.

Statement of Revenues and Expenses on page 22 you will notice a decrease in 2022 compared to 2021 related to the student fees of \$6.6 million in 2022 and \$8 million in 2021.

Motion: *A motion was made to approve the audit report as listed in Exhibit H2. Seconded and approved unanimously by roll-call vote.*

Evaluation Committee Report:

Chair Saben recognized Evaluation Committee Chair, Joe McGrail for the Evaluation Report.

Committee Chair McGrail noted three items for approval by the Board which include the approval of the Evaluation Committee Minutes, the President's Evaluation, and the Resolution. Committee Chair McGrail also thanked the Committee members - Judy, Will and Laura for all their hard work and to pull this comprehensive evaluation together. He also thanked some Administrative members - Paul Alexander and Shuqi Wu for their help in supporting this process as well. He also thanked everyone across the campus community who completed the leadership survey as the Evaluation Committee took all the input into their findings. Lastly, Evaluation Committee Chair thanked Dr. Cox for his work on pulling together his self-evaluation.

Minutes: (EXHIBIT I)

Motion: *A motion was moved to approve the Evaluation Committees minutes of October 5, 2022. Seconded and approved unanimously by roll-call vote*

Presidential Evaluation (EXHIBIT J1)

Evaluation Committee Chair McGrail noted Exhibit J1 is a summary of their process and findings. He highlighted a few items related to the process. He stated the process began back in April where they developed a timeline and talked about the supporting documents they needed. They set out to build the leadership survey, Dr. Cox's self-evaluation, and the Board of Trustees performance evaluation process as well. The Committee then used all the information from the three highlighted items to develop comprehensive reviews with these different sources of information relative to the statewide priorities, the strategic goals, and the Board goals. After all was done, the Committee then met with Dr. Cox to present their findings.

Evaluation Committee Chair highlighted that out of 37 areas the Board measured in the survey, Dr. Cox measured the same or better than last year's evaluation in 35 of them. The Committee found it is their position that the President has delivered his leadership duties as President of Cape Cod Community College at a highly successful level in FY2022. The Evaluation Committee concludes that President Cox performed at a level that is deemed exceeds expectations with minor exceptions and then lastly based on the Committee's Presidential Performance survey they conclude that the President meets or exceeds all parameters evaluated.

Evaluation Committee Chair McGrail pointed out the FY2023 Board of Trustees Goal Recommendations for Dr. Cox. It includes the Blue Economy, Physical Upgrades/Upkeep, Nursing Program and Marketing (EXHIBIT J1).

It is the Evaluation Committee's recommendation that the Chair accept this report for presentation at the Board for final approval.

Motion: *A motion was moved to accept the President's Evaluation as presented. Seconded and approved unanimously by roll call vote.*

President Cox's Resolution (EXHIBIT J2)

The Evaluation Committee agreed that Dr. Cox has met or exceeded expectations based on the reviewed goals and objectives in the strategic plan, the statewide top priorities and other goals established by the Board of Trustees. Chair McGrail asked if there were any questions. Having no questions, they moved on to a motion.

Motion: *A motion was moved for the Board of Trustees to recommend that Dr. Cox receive the maximum increase allowed by the Commission of Higher Education effective July 1, 2022. Seconded and approved unanimously by roll-call vote.*

Student Trustee Report: No Report

Foundation Report:

Chair Saben gave Kathy McNamara's report in her absence. The Foundation's financials are being presented to the Educational Foundation Board at their next meeting so if anyone is interested, please contact Kathy.

The Fall Foundation party has been rescheduled to Friday, November 18, 2022 from 5:30 – 7:30 p.m. at the new Frank and Maureen Wilkens Science and Engineering Center. Kathy asked for you each to save the date and plan to come and bring friend. An invitation will follow soon.

The campaign fundraising continues for the new building and any contacts you may have Kathy would love to send them information or have you make an introduction.

BOARD REPORTS:

Chair Saben recognized the President, Dr. Cox.

The President stated with the start of the semester, he invited Dean Christine McCarey to come up and talk briefly about student wellness. Dean McCarey gave a brief overview of what they are seeing with the students. She noted the needs have not necessarily changed from year to year, but they have magnified a bit. Stress, anxiety, and depression are the leading concerns that we have seen through the center. Last year, we had 183 cases come through the CALM Team. We have had 11 students that had expressed suicidal ideation and 5 students with suicidal behavior. This year we have 62 cases which is somewhat high for this time of year. We use this data to help set our programming and activities for the year to try and address the needs of the students. We are continuously working with our students on essential needs such as transportation, childcare, and mental health as these are issues and concerns with our students. Through the Wellness Office we are trying to build the sense of community with our students

Dean McCarey introduced Sue Allaire, the Wellness Navigator who works out of the Student Wellness office which is funded through the SUCCESS Program. Sue stated the programming is based on the wellness wheel which is designed to help our students thrive, building healthy habits. Our non-academic support mechanisms look like a lot of basic needs. We have a clinician who sees our students for mental health issues, and we have a case manager who focuses in on essential needs. Sue noted the campus food pantry is now open on Tuesdays and Wednesday for two hours. In October they have distributed 60 food bags and we also deliver 25 food bags to the AMT program in Plymouth. If the food pantry is not open a student can always access a food bag by stopping in at the Wellness Office. We are helping student

become aware of their eligibility for outside benefits like the SNAP program and help them fill out the FAFSA forms and notify them when it is scholarship season.

Some of the activities that have taken place are active minds, collegiate recovery, suicide prevention summit, and during national depression screening day the College administered 30 depression screenings to students. We then follow up with them. Sue noted this has been our focus this month during World Mental Health Month.

Chair Saben did ask if they still have a place for clothing that people used to need and if we still collect clothing. Dean McCarey stated they still provide clothing, but they do it through specific drives, for example the winter months where they are looking for winter coats, gloves and hats and they put the collection they received in the Commons so students may just walk up and grab and go so there is no pressure. Chair Saben also mentioned if they were aware of the Family Table Collaborative whose Executive Director is Jenny Wheeler where they provide prepared meals and distribute throughout the community.

Joe McGrail asked if faculty can engage with a lot of these types of activities. Vice President Vranos stated yes, the faculty have the ability to volunteer. Also, faculty are advisors to many of the clubs and so many do step up to be club advisors. Also, some of our classes have civic engagement projects and service-learning projects connected to them. Vice President Vranos also informed the Board of the Community College Student Leadership Association conference, which is about cultivating that career, readiness, leadership, ability and giving student leaders the opportunity to connect with other student leaders around the state. They can practice articulating understanding leadership structures, establishing leadership objectives and celebrating accomplishments as leaders.

President Cox gave a wrap up on a few other points. Bridget Burger, Director of the Cape Cod Regional STEM Network received a Fulbright Specialist Award. She is in Iceland working with the Husavik Academic Center on a series of workshops and training over the next three weeks.

Congratulations to Professor Kate Calendar and Hemant Chikarmane in receiving a \$220,000 Mass Life Science Center grant supporting our new biotechnology program and expansion of our biology concentration.

Congratulations to John Fonseca and Patrick Stone for bringing home the Gold from the National Council for Marketing and Public Relations Conference.

Motion: A motion was made to adjourn the meeting at 5:41 p.m. Seconded and approved unanimously.

Respectfully submitted by:

Lori Crawley
Interim Recording Secretary, Board of Trustees

