

CAPE COD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
February 14, 2023

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

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

Trustees Remote: Dave Bushy, Alex Gomes, Joe McGrail, Judy Quinn

Trustees Absent: John Flores, Laura Newstead, Livvy Williams

FACULTY, STAFF, STUDENTS AND OTHER VISITORS Present: J. Cox, President; W. Shain, Former Trustee; C. Ainsworth, Marine Tech. Instructor; P. Alexander, AVP; A. Camilo, Staff Assistant; C. Clark, VP; J. Cambra, Psychology Student; M. Conklin, Program Coordinator; M. Constantino, Employer Relations & Contract Training Mgr.; D. Crampton, Dean; W. Gothan, Staff Assistant; J. Graney, Executive Assistant; F. Hughes, CIO; T. Jacobsen, Director; J. MacKinnon, Director; S. Marini, Faculty Chair, Psychology; C. McCarey, Dean; C. McCarron, Dean; S. McLeod, CCAPE Grants Manager/Coordinator; P. Preston, Dean; A. Quitadamo, Dean; K. Vranos, VP; R. Wilson, Psychology Student; H. Woo, AV Tech.; S. Wu, Director

Others Remote: K. McNamara, Foundation CEO; I. Togun, Psychology Faculty

**CALL TO ORDER**

Chair Saben called the meeting to order at 4:00 pm.

**MINUTES (EXHIBIT A)**

Chair Saben indicated an edit, changing the word “Committee” to “Trustees” in the motions section, under HR Appointments on Page 2 of both Exhibits A & B.

**Motion:** *On the motion of Trustee Bushy, seconded by Trustee McGrail, and by roll call, the minutes of January 10, 2022, as amended, were approved unanimously by all Trustees.*

**BOARD REPORTS**

**Chair’s Report**

Chair Saben reminded the Trustees of the upcoming legislative dinner at UMass Dartmouth and DEI continuing education for Trustees through Bridgewater State. She recognized Trustee Barrigas to present on the recent National Legislative Summit in Washington, DC. The Summit was attended by President Cox and Trustees Barrigas, Newstead, Vasvatekis, and Student Trustee Williams, who had an opportunity to advocate to legislators and representatives of the Administration for community college support.

Trustee Barrigas highlighted the speakers, including representatives of the US Departments of Commerce, Agriculture, and public service institutions. Highlights included meeting Transportation Secy. Pete Buttigieg, Senator Markey, Rep. Keating, and Under Secretary of Education James Kvaal. The discussion topics centered around the importance of community colleges, training the workforce, financial support and canceling student debt, and other resources for students.

Trustee Vasvatekis said it was a productive trip. He offered his services to legislators as a volunteer in promotion of pro-community college legislation. He added that Student Trustee Livvy Williams was a great asset on the trip as a representative of the College.

Chair Saben recognized former Trustee Will Shain who recently retired from the Board after almost 10 years of service in various roles.

Will Shain thanked the Board and said serving was an honor and the highlight of his personal life and career. He thanked President Cox for inviting him to serve. The College remains near and dear to his heart.

Chair Saben called for the Finance and Personnel Committee Report.

### **Finance & Personnel Report**

#### Request Approval of January 10, 2023 Committee Minutes (Exhibit B)

Chair Saben asked for any questions or comments about the committee minutes. There were none.

**Motion:** *On the motion of Trustee Barrigas, seconded by Trustee Rodolakis, and by roll call vote, the January 10, 2023 Finance and Personnel Committee minutes, as amended, were approved by all Trustees with one abstention by Trustee Vasvatekis, as submitted in Exhibit B (amended).*

Chair Saben recognized VP Clark to report on Procurement.

#### Procurement \$50,000-\$100,000 (Exhibit C)

VP Clark reported on Exan Enterprises at \$56,000 which provides three-years of cloud-based software supporting the Dental Hygiene Program and Avotek at \$76,000 for aircraft instructional aids.

#### Budget Report YTD – January 31, 2022 (Exhibit D)

VP Clark reported that the State revenue number is strong, but that tuition and fee revenue is down as a result of an enrollment decrease. There is increased revenue from space rentals and positive CD rates. The College is currently projecting a shortfall of \$1.7 million by the end of this year which will be mitigated by additional State funding, the Educational Foundation's reimbursement of the College's FMWSEC payment, increase interest revenue, and by a Transfer-in from the Stabilization Fund. We are looking at additional revenue by adjusting fees and from other resources while monitoring expenditures closely.

Trustee Bushy asked if there were any trends signifying a change in the direction of enrollments.

President Cox said that some colleges that had deeper declines are now coming in flat. The next major indicator we are waiting for is the number of 2026 high school graduates, tied to the 2008 recession and declining birth rate, will have a further decrease on enrollments. There are no signs from State Government about consolidations or closings. There is discussion around encouragement of enrollment of older students as part of the Mass ReConnect program with funding from the Healey administration and discussion around free community college. There are ancillary effects in shifting to free community college such as the millionaire’s tax as a source of potential funding. We are watching student activity for any reluctance by students to enroll until tuition is free.

Chair Saben recognized AVP P. Alexander for a brief HR report.

HR Report Summary of Appointments (Exhibit E)

AVP Alexander reported on actions recommended for the Board’s approval of the appointment of Gina Grady and Melissa Keith.

**Motion:** *On the motion of Trustee Barrigas, seconded by Trustee Quinn, and by roll call, the Board unanimously approved the HR Report Summary of Appointments, as submitted in Exhibit E.*

AVP Alexander reported on the balance of the HR Report containing information items about temporary employment assignments and one retirement.

AVP Alexander presented data on employee turnover at the request of Trustee Barrigas from the January BOT meeting. The chart below represents the data presented, based on full-time employee resignations and retirements.

Year	F/T Employee Population	Number of Resignations	Number of Retirements	Total	Turnover Rate
2019	224	11	4	15	6.70%
2020	220	9	8	17	7.70%
2021	212	20	10	30	14.10%
2022	224	16	9	25	11.10%

Since Student Trustee O. Williams was not available, Chair Saben recognized Foundation CEO, K. McNamara for the Foundation Report.

**Foundation Report**

CEO McNamara reported that earlier this month the Foundation reimbursed the College \$1 million for the Science Building. The Foundation scholarship process opens at the end of the week. Foundation staff have been attending events on campus to get the word out to students to

begin applying. CEO McNamara highlighted the Foundation's 40<sup>th</sup> Anniversary, raising over \$40 million to benefit the College. The Foundation will be celebrating all year with events, the first of which will be a Casino Night held on April 14 at the Wequassett Resort. CEO McNamara named sponsors of the Foundation's annual events, among which was Glivinski and Associates, Northeast Advisors.

Trustee Rodolakis asked about helping the Foundation with reviewing student scholarship essays. CEO McNamara said she would provide information to all who want to help in late March.

Chair Saben recognized President Cox for the College Reports.

## **COLLEGE REPORTS**

President Cox recognized Professor S. Marini and Professor I. Togun, for a Psychology Program update. Dean C. McCarron introduced Dr. Marini and two Psychology students – J. Cambra and R. Wilson. Dean McCarron stated that the call for professionals with a psychology background is in demand, and that psychology is the most popular concentration among the 4C's Liberal Arts Programs.

### **Psychology Program Update (Exhibit H)**

Dr. Marini gave an overview of the Psychology concentration including Social Science, Behavioral Science, and Human Services. The program has two full-time faculty members, two faculty who split their time with other programs, and eight adjunct faculty. All have either Master's or Ph.D. degrees. A dozen psychology courses are offered in face-to-face, remote and Hyflex formats. The concentration enjoys a wide range of applicability from degree to occupation. Professor Togun has developed a research methods course, Professor Marini is developing a course on the psychology of happiness, and a course on the cycle of grief was developed to support the Funeral Services Program. The Program has many transfer agreements with other colleges in and outside of Massachusetts.

Dr. Marini stated that the overall degree-seeking student population decreased by 23% from 2017-2021, while the Psychology concentration only experienced a 13% decrease. Psychology students are providing good numbers to maintain the program which brings revenue to the College. The department seeks to improve adjunct faculty integration and calibrate assessment among classes by increasing equity and integrating best practices.

Student Julie Cambra reported that she is a Psychology major in her final semester and attended most classes remotely. She found the faculty helpful, patient and engaging. Her first semester of college was at UMass Dartmouth, and she found the classes at 4Cs more challenging.

Student Rebecca Wilson transferred from the University of Vermont and reported being in her third semester at 4Cs. She prefers 4C's smaller, in-person and Hy-flex classes. She has enjoyed her experience in the Program, finds the variety of courses engaging and relatable and

the faculty helpful both in and out of the classroom. Rebecca is considering a transfer into the Nursing Program.

Trustee Bushy interjected that a Psychology degree would benefit those entering his field of executive coaching and suggested the College consider a certificate program and continuing education credits for professionals.

President Cox recognized Director of Workforce Development and Training, T. Jacobsen, for a CCAPE update.

Center for Corporate and Professional Education Update (Exhibit I)

Director Jacobsen introduced her office team and explained that CCAPE offers community education, preparation for industry specific certifications, engagement in lifelong learning, and gaining high-demand skills through open-enrollment, staggered courses. Many courses are grant-funded, short-term certification courses and career development programs that are offered at no cost. These prepare students for a career or a pathway into a credit-bearing certificate or degree program. There is also a contract training arm which is a custom designed for employers of all sizes and industries. Total students served from July 2022-January 2023 was 615. Revenue is increasing and grant awards for FY2022 – FY2024 total \$1,960,404. The Cape and Islands Health Education Center is now housed at CCAPE through a partnership with MassAHEC (Area Health Education Center) -- a network of over 220 centers throughout the U.S. This opportunity allows credit and non-credit students to work together with health and human services professionals, with a focus on dental hygiene and nursing.

Marine Technology Lab Update (Exhibit J) & Tour

Director Jacobsen explained that CCAPE, in partnership with the MA Marine Trades Association, offers a Marine Technician/Mechanic Training Program to meet demands of the booming MA boating industry. The program is teaching Yamaha Marine University's curriculum. Yamaha continues to donate equipment to the program.

Marine Tech Instructor, Curt Ainsworth explained that the program started in July with a Yamaha skills and systems program due to the high demand of employers needing skilled workers. Yamaha asked CCAPE to teach the increasing level of skills required. The boat industry provides a tremendous opportunity for growth of this program. Graduates find employment as technicians, yacht brokers, general managers, parts managers, and service managers. Yamaha has invited CCAPE to visit their training center in Florida to learn how they manage their two-year technician program. 4C's program trains a cohort of 10 students at a time, the next one starting in May with a wait list.

President Cox recognized Vana Trudeau, Ryan Rice, and Kendra Murphy for their work on the Kennedy Center Festival held at 4Cs in late February. There were 664 attendees, 56 colleges and universities represented, and 125 guest artists and faculty in attendance. This has become an economic driver for winter on Cape Cod and a great way to share ideas across the region.

**Motion:** *On the motion of Trustee Barrigas, seconded by Trustee Rodolakis, and by roll call, the meeting adjournment was unanimously approved at 5:44 p.m.*

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