

**CAPE COD COMMUNITY COLLEGE
BOARD OF TRUSTEES
Zoom and In-person Meeting, 4:00 p.m.
September 12, 2023**

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

Trustees Remote: Judy Barrigas, John Flores, Judy Quinn, Alex Rodolakis

Trustees Absent: Joe McGrail

FACULTY, STAFF, STUDENTS AND OTHER VISITORS Present: J. Cox, President; A. Camilo, Staff Assistant; C. Clark, VP; J. Graney, Executive Assistant; A. Kilcoyne, Director; C. McCarey, Dean; C. McCarron, Dean; M. Murphy, Research Analyst; P. Preston, AVP/CHRO; A. Shields, Faculty Mentor; M. Targino-Van Beber, Dean; K. Vranos, VP; M. Weir, Director; S. Wu, Director

Others Remote: G. Carvalho, Grants Director; F. Hughes, CIO; T. Jacobsen, Director; J. MacKinnon, Director; K. McNamara, Foundation CEO; P. Stone, Director

CALL TO ORDER

Chair Saben called the meeting to order at 4:02 p.m.

MINUTES (Exhibit A)

Chair Saben requested approval of the minutes from the June 13, 2023, Board of Trustees meeting with the included revision on page 1, naming Alex Gomes, not Alex Rodolakis, as the Trustee replaced by Trustee Vasvatekis on the Cape Cod Community College Educational Foundation.

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

JUNE RETREAT MINUTES (Exhibit B)

Chair Saben requested approval of the Retreat minutes from the June 13, 2023 Board of Trustees Retreat with the revision/inclusion of Trustee Bushy's name added to the list of Retreat attendees.

Motion: *On the motion of Trustee Bushy, seconded by Trustee Newstead, and by roll call vote, with one abstention, the Board unanimously approved the minutes of the June 13, 2023 Board of Trustees Retreat.*

BOARD REPORTS

Chair's Report

Chair Saben welcomed everyone to the new semester. She reported on a recent meeting with Board Chairs of all MA community colleges who have reinstated their monthly

meeting to stay apprised of all events, activities, and DHE updates. She also attended a meeting with Commissioner Ortega who is committed to improving communication with Trustees and who may reinstate the State Conference for Trustees in November. Details will be forthcoming.

Chair Saben recognized Vice Chair Newstead for a report on Convocation.

Vice Chair Newstead reported on a successful Convocation with a record 275 students in attendance. Another 200 attended via face-to-face orientation and through our cohort programs. Vice Chair Newstead commented on the positive energy of faculty and staff and said it was a great day.

VP Clark was recognized to report on the Finance Report.

Finance & Personnel Report

ACTION ITEM: Clean Energy Investment Program Authorization (Exhibit C)

VP Clark reported that the College is working with DCAMM on a campus-wide energy and conservation program. The Clean Energy Investment Program will update campus systems and aging infrastructure. DCAMM and the State are funding this project at \$19,971,928. The College will repay a portion (\$3 million) towards improvements from the \$4.6 million forecasted energy and water savings realized over the 20-year term of the project. Trustee Bushy expressed concern about the College's savings from the program. Both VP Clark and Director MacKinnon assured trustees that engineers have forecasted the savings and will be tracking our energy usage and savings from the project. Trustee Bushy wants the original terms and forecasted savings to be recorded so that future Boards are aware of the agreement. VP Clark said that the College's forecasted savings is assured in the ISA. Chair Saben emphasized the need for energy conservation and suggested that it may become a mandate. VP Clark said that this project will cover updates to infrastructure not accounted for in our standard annual budget.

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

Motion: *On the motion of Chair Saben, seconded by Trustee Barrigas, and by roll call vote, the Board unanimously approved the President's recommendation to execute the Clean Energy Investment Program ISA as detailed in Exhibit C.*

INFORMATON ITEMS (Exhibits D-G)

VP Clark indicated that increased enrollment is reflected positively in our budget which currently shows approximately \$1 million above projected revenue. VP Clark also reported on the relocation of Funeral Service to a larger, renovated space at BSU. The Board approved this move in April 2023 at a cost of \$1 million. However, due to rising HVAC costs the project cost has increased to \$1,280,400. The MOU must be revised to include the additional expense reflected through an additional 5 years on the lease.

VP Clark reported on the growing AMT program and the need for hangar space and a new lease in Plymouth. DCAMM has streamlined the process through a “Determination of Uniqueness” and is assisting the College in negotiating a new 10-year lease. VP Clark summarized the Summer procurements as outlined in Exhibit G.

AVP/CHRO Preston was recognized for the HR report.

INFORMATION ITEM: HR Personnel Actions & Quarterly Report (Exhibit H-I)

AVP/CHRO Preston reported on new hires, resignations, and retirements as contained in the Exhibit. He gave an update on the Human Resources and Affirmative Action Report. He reported increased stability in hiring activity from last year, and the time it now takes to fill a position has decreased from 11 to 9 weeks. There has been an increase in the number of part-time employees hired and an uptick in the number of retirements. HR is committed to training new hires and welcoming retirees who wish to come back to work.

In terms of Compliance, HR has assisted the MCCC faculty and staff with the implementation of new pay rates and raises. HR informed faculty and staff of updated Title IX training to be implemented in small groups this year. Faculty and staff were also reminded to complete their Conflict-of-Interest Law training, NUPs were reminded to use vacation hours over 375 before they convert to sick time. Gretchen Nelson, Ed.D. is working with the State to develop a State-mandated Sexual Misconduct Survey to be delivered this Spring, and HR is working with the Wellness Office and Dr. Maura Weir, in preparing Wellness awareness training and resources.

Chair Saben recognized Vice Chair Newstead for an Evaluation Committee update.

Vice Chair Newstead gave an update of the Evaluation Committee for Chair Joe McGrail who is absent. Vice Chair Newstead reported that all components of the President’s evaluation process are in the final draft stage. The final document will include a 5-year review. Next steps are to review this with Dr. Cox and present the annual assessment at the October BOT meeting. John Flores has offered to be on the Evaluation Committee going forward.

Chair Saben mentioned that the Student Trustee had to resign due to personal reasons, so there is no Student Report. The SGA is going through the process of accepting nominations and having elections to fill this slot.

Chair Saben recognized Kathy McNamara for the Foundation Report.

Foundation CEO McNamara advised that the Foundation has gone through a successful audit by the firm Withum who will present its findings to the Foundation’s audit team at the end of the week. In addition, CEO McNamara reminded everyone to attend the Foundation’s final 40th anniversary celebratory event on October 19 at the Seaview in Dennisport. There are discounted tickets for Faculty and Staff.

Chair Saben mentioned the ACCT Leadership Congress in October in Las Vegas. It was proposed to move the October BOT meeting to Tuesday, October 17. An informal roll call was

conducted and only Judy Barrigas and John Flores will be unable to attend on October 17. Since a quorum was reached, the October Board meeting was confirmed for October 17. Also, Chair Saben will attend a wine tasting fundraiser hosted by the Cape Cod Advocates for Community College Education who each year sponsor a scholarship and mentor students.

Chair Saben recognized President Cox for the College Reports.

COLLEGE REPORTS

ACTION ITEM: FY2023 Gifts to the College (Exhibit J)

President Cox presented a list of donor restricted gifts, in-kind donations, and library donations to the College, for the Board's approval.

Motion: *On the motion of Trustee Newstead, seconded by Trustee Vasvatekis, and by roll call vote, the Board unanimously approved the President's recommendation to acknowledge and authorize FY2023 Gifts to the College as detailed in Exhibit J.*

President Cox reported that headcount and credit hours are currently up by 14%. We have 160 students enrolled through Mass Reconnect receiving \$436,000 in funding. Our Fall Mass Reconnect forward-funded award was \$374,000. President Cox has been in touch with the DHE Commissioner who has assured us that 4Cs will be fully reimbursed. The Nursing Program is reimbursed similarly under Mass Reconnect, but without the age restriction. DACA students are eligible for enrollment after completing a special FAFSA.

President Cox recognized Director S. Wu and Dean C. McCarey for an enrollment update (Exhibit K).

Dean McCarey said that the FAFSA completion rate is up by 25%. Director Wu presented data on degrees and certificates awarded by fiscal year. In FY 2023, 425 degrees were awarded as compared with 487 in 2022. The top awarded degrees were in Nursing, General Studies, Dental Hygiene and Liberal Arts. Summer enrollment for 2023 was up 11% from Summer 2022. Headcount and credit hour counts are up from this time last year. Dean McCarey said the elevated enrollment numbers are the result of a collaborative effort across campus.

President Cox recognized Director P. Stone for a Mass Reconnect update (Exhibit L).

Director Stone reported on the preparation, launch, and success of the Mass Reconnect program. He explained the eligibility requirements and stated that the program covers tuition and fees after all financial aid and other funding has been applied. Mass Reconnect is a marketing program for Financial Aid in that it requires students to complete the FAFSA to leverage funds that already exist. The launch of Mass Reconnect began late Spring 2023 with a working group formed by MACC and DHE that included officials from the 15 community colleges in Financial Aid, Admissions, Enrollment and Academics. 4Cs represented the marketing wing of the project and assisted DHE with the overall marketing strategy, branding, and outreach tactics. A "get ready" campaign that began in June put the College in a good

position for the late summer unveiling of Mass Reconnect. Opening Day was a success with over 250 students in attendance. Increased support services such as orientation, coaching, and advising are in place for student success.

President Cox recognized VP Vranos, Director A. Kilcoyne, Research Analyst M. Murphy, and Faculty Mentor A. Shields for a Nursing Program update (Exhibit M).

VP Vranos introduced the Nursing Program, vital to 4Cs and to the community. The Nursing program has been strengthened over the years by former Dean, P. Preston, Director Kilcoyne, and Nursing faculty. Allison Shields is developing an ongoing, continuous improvement, evaluation plan that is driving continuous success in achieving student outcomes.

Director Kilcoyne explained the use of a Systematic Evaluation Plan (SEP), to ensure students: graduate from a MA Board of Registration in Nursing approved program and a nationally-accredited program; pass the NCLEX-RN exam on the first attempt; are employed as RNs; and, possess the nursing knowledge, thinking, technical skills, and competencies necessary to deliver safe, competent nursing care.

Research Analyst M. Murphy described some history of the Nursing Program. The Program was on warning in 2018 after 4 compliance visits from the Board of Registration. It slowly progressed and was reinstated to full status. Development of the SEP was critical to enabling faculty to measure success in meeting accreditation and regulation criterion. The SEP ensures ongoing evaluation of and improvements to policy and empowers faculty to document the work in a systematic fashion. Faculty will conduct a self-study beginning Fall 2023 that will conclude with an accreditation visit in Spring 2025.

Director Kilcoyne highlighted the rigor of the program and said that increased lab space for high-fidelity simulation would lead to higher enrollment numbers. Presently the Nursing Program includes a SharePoint filing system, a SEP format with accreditation focus, and a formal and consistent faculty mentoring program.

Faculty Mentor Shields expanded on the systematic plan as helping to graduate students who are ready to take on the challenges within healthcare or of a 4-year degree. She explained that SharePoint houses the systematic plan and evidence that the program is following regulations and meeting standards and goals. ACEN Accreditation self-study is coming up in 2025, and the systematic plan was based on the ACEN format. Nurses coming in as faculty from a clinical practice or a management setting are mentored in their new academic setting. New program by-laws were developed, ensuring that work is evenly distributed, and empowering faculty to work in committees to better share information. Faculty now have established levels of achievement that are measurable. Faculty are further developing the SEP process by collecting and analyzing trends in data over a 3-year period to better inform any policy changes. VP Vranos emphasized the importance of the SEP shared governance model for faculty to take ownership of their curriculum and manage in an academic environment. This model that the nurses created is very valuable and can be adopted by other programs.

Trustee Bushy asked about Board of Registration site surveys. Director Kilcoyne stated that students are given surveys after each course. Other surveys are also used to gather data to improve the program such as the student support survey which identifies those students in need of extra help, and a graduation survey for outcome reporting. Trustee Bushy asked if the unions expressed any interest in the Nursing SEP. VP Vranos explained that when a recent analysis was done of nursing faculty compensation, job descriptions were changed to include SEP responsibilities. These responsibilities were justification for higher compensation. Trustee Bushy asked if the Board of Registration requires a Ph.D. for Nursing faculty. Director Kilcoyne stated that there is no such requirement for faculty; teaching Nursing at the Associate Degree level requires a Master's Degree.

Chair Saben asked for any other business. None was reported.

Motion: *On the motion of Trustee Vasvatekis, seconded by Trustee Bushy, and by roll call vote, the meeting adjournment was unanimously approved at 6:04 p.m.*

Respectfully submitted by:
Joan Graney, Recording Secretary
Board of Trustees
October 17, 2023