

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

Trustees Present: Tammy Saben; Laura Newstead; Alex Gomes; Alisha Marshall

Trustees Remote: Dave Bushy; John Flores; Judy Quinn; George Vasvatekis

Trustees Absent: Judy Barrigas; Joe McGrail; Alex Rodolakis

FACULTY, STAFF, STUDENTS AND OTHER VISITORS Present: J. Cox, President; C. Clark, VP; J. Graney, Exec. Asst; F. Hughes, CIO; T. Jacobsen, Director; B. Latigo, Dean; J. MacKinnon, Director; B. Malcolm, Tilden Arts Student Presenter; C. McCarron, Dean; K. McNamara, Foundation CEO; E. Mello, Tilden Arts Student Presenter; K. Monteiro, Events Asst.; P. Preston, AVP/CHRO; A. Quitadamo, Dean; A. Russo, Director; P. Stone, Director; M. Targino-Van Beber, Dean; V. Trudeau, Coordinator; S. Vaughn, Director; K. Vranos, VP; M. Weir, Chief Wellness Officer; H. Woo, A/V Tech; S. Wu, 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 of the November 14, 2023 Board of Trustees Meeting.

Motion: *On the motion of Trustee Newstead, seconded by Trustee Quinn, and by roll call vote, the Board unanimously approved the minutes of the November 14, 2023 Board of Trustees Meeting.*

BOARD REPORTS

Chair's Report

Chair Saben welcomed all to the final BOT meeting of the calendar year. Chair Saben reported having recently attended meetings with Foundation members and donors to promote an athletic program at the College. Planning is progressing. She reminded Trustees of the upcoming ACCT Legislative Congress February 4-7. All who wish to attend, please contact the President's Office as soon as possible. Trustees Vasvatekis and Flores expressed their interest in attending. Chair Saben reported that the DHE Commissioner approved President Cox's salary increase. Trustee Newstead reported her attendance at the Foundation's Holiday Wreath Fundraiser.

Chair Saben recognized Vice Chair Newstead.

Finance & Personnel Report

Request Approval of November 14, 2023 Finance and Personnel Committee Meeting Minutes (EXHIBIT B)

Committee Chair Newstead requested approval of the minutes from the November 14, 2023, Finance and Personnel Committee meeting.

Motion: *On the motion of Trustee Saben, seconded by Trustee Bushy, and by roll call vote, the Committee unanimously approved the minutes of the November 14, 2023 Finance and Personnel Committee meeting.*

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

Procurements between \$50,000 - \$100,000 (EXHIBIT C)

VP Clark reported on procurement with Converge Technology Solutions US, LLC to upgrade the campus Aruba Wi-Fi system. The upgrade will take place during the winter break at a cost of \$93,189.16 and funded by a Barnstable County grant.

Budget Report YTD – November 30, 2023 (EXHIBIT D)

VP Clark reported that revenue has increased \$3.5 million from the same time last year. With expenditures, there has been an increase of \$450,000 paid to date. In addition, funding of the \$1.1 million MCCC contract has been approved by Governor Healey and we are awaiting those funds which will increase the State revenue numbers. We are expecting contracted services to increase as enrollment increases.

Internal Control Plan (EXHIBIT E)

VP Clark explained that the 136-page Internal Control Plan (ICP) is reviewed and updated each year. Updates include: 1) post-pandemic related mental and physical health concerns and insecurities of work, housing, food, and family, including childcare; 2) growing percentage of students with profound needs (academic and other) (almost 40% of 4Cs students have some form of food insecurity); and 3) planning of the next big capital project now that the Frank and Maureen Wilkens Science and Engineering Center is completed.

Trustee Bushy asked if the College had an internal evaluation program to review internal audits about specific parts of the ICP. VP Clark indicated that we have single audits for any Federal grants received over \$750,000 as well as comprehensive audits. We will take some features of the Internal Control Plan to do spot checks to ensure accuracy and efficiency. Trustee Bushy suggested that perhaps our business students get involved in these types of audits.

Student Breanna Malcolm, referring to the mental health component of the Internal Control Plan relayed some personal challenges she faced as a first-year student. VP Clark reported on improvements made in the area of Wellness, with improved resources and an increase in the number of counselors. VP Vranos added that ensuring students' understanding of the various platforms and resources available on campus, including digital literacy, is a priority of the Faculty and Administration. Another priority is ensuring that each student has both a faculty advisor and advising center advisor, along with specialist advisors and peer mentors. The College is also building interconnected technologies where faculty and staff can raise alerts to assist students.

AVP & CHRO Preston was recognized for the Personnel Report.

Personnel Report – Reappointments, Reclassifications, Resignations, Retirements (EXHIBIT F)

AVP Preston reported on one change of status. Bridget Burger, who has been with the College since 2017, has resigned as of 11/17/23 to pursue her Ph.D. She was Director of the STEM Starter Academy. AVP Preston added that January will be a busy month as there are 12 full-time and 12 part-time searches currently taking place.

Student Trustee A. Marshall was recognized for the Student Report.

Student Report

Student Trustee Marshall extended appreciation, on behalf of the student body, to President Cox, Leadership, and staff for the high quality of classes and faculty. The SGA and other clubs hosted a relaxing de-stressor event in Grossman for students who are currently taking final exams. On December 8, an open house was held for 290 students from 12 Cape Cod high schools. Current students had fun engaging with the high school students and conducted campus tours. Thanks went out to Director Vaughn for her coordination efforts. Student Trustee Marshall raised a concern about a possible discrepancy in the SGA and student club budgets. The SGA is looking for assistance from Leadership to explain the budget.

VP Clark clarified that all clubs share an \$85,000 budget. Currently, \$11,000 has been spent, and there is no shortfall. He offered to attend an upcoming meeting of the SGA to explain the process by which the SGA and clubs can access these funds. Dean Quitadamo added that the budget includes encumbered funds that clubs requested but have yet to use. VP Vranos reported that, each semester, Student Engagement conducts an orientation for club leaders and club advisors for a thorough review of the student handbook which includes club funding policies and procedures. Coordinator Trudeau asked if there was an opportunity to evaluate the process and address encumbered funds not in use. It was decided that VP Clark will attend an upcoming meeting of the SGA to explain and clarify the budget and process of requesting funds. Chair Saben assured Student Trustee Marshall that she is always available to call on for assistance.

Foundation CEO Kathy McNamara was recognized for the Foundation Report.

Foundation Report

Foundation CEO McNamara updated the group about a new \$250,000 bequest from a deceased supporter of the College from Wellfleet to be used for scholarships. CEO McNamara displayed photos of creative, program-related wreathes made by students from Engineering and Dental Hygiene for their recent fundraiser. Thanks went out to all who made wreathes, as well as Coordinator Trudeau and Director MacKinnon for preparing the Tilden Arts Center for this successful, community-building event. CEO McNamara announced that Wequassett is welcoming another Casino Night fundraiser hosted by the Foundation on April 5, 2024. CEO McNamara reminded all to consider giving to the Foundation during its year-end appeal. Thank you.

COLLEGE REPORTS

Director, Alex Russo was recognized for the Financial Aid Overview.

Financial Aid Overview (EXHIBIT G)

Director Russo reported on changes to financial aid on the federal and state level over the past year. The first change is MassReconnect. This program allows students 25 years or older without a prior degree, taking a minimum of 6 credits per semester to have 100% of their tuition and fees covered by state funding, plus a book allowance. The second change is the addition of the MA Nursing Scholarship. This scholarship allows students accepted and enrolled in a nursing program, taking at least 6 credits per semester, to have 100% of their tuition and fees covered, plus a book allowance. All federal aid and scholarships are exercised first, and the state covers the remainder.

The change in financial aid this year has been the MASSGrant Plus Expansion, includes two components. The Pell Expansion component covers 100% tuition for all Pell-eligible students under age 25. The Middle-Income Expansion component is for families earning \$70,000-\$100,000 per year. Traditionally these families would not be Pell-eligible but may find paying for tuition a challenge. The Middle-Income Expansion will now pay 50% of tuition to those 25 and under in that income bracket. Lastly, Director Russo explained that the Tuition Equity Program is for students who are not a US citizen or Permanent Resident who have earned a high school diploma or GED. They would be eligible for the in-state tuition rate. Since the FAFSA form is not available to undocumented students, a new, state-specific FAFSA is in development and is expected in January 2024. This will allow undocumented students to apply for all state financial aid programs. Director Russo reported that a total of 962 students now attending 4Cs for “free” are benefitting from these programs. We anticipate these numbers to grow as more students become aware of these initiatives.

Director Russo explained that the 4Cs Financial Aid Office, working with Strategic Marketing and Communications, is promoting FAFSA completion, providing individual FAFSA and enrollment support, and financial aid guidance. The FAFSA form has been simplified, has fewer questions, new formulas, links directly with IRS data, and is scheduled to launch by the end of December. Year-to-date, 4Cs has a 40% higher FAFSA completion rate from this time last year.

The Financial Aid office is experiencing increased application volume and reporting requirements because of the “free” college programs. Staff must work with short time constraints and train in new programs. A search for 2 additional staff is underway. Trustee Gomes asked what other departments will be impacted by “free” college as these programs become more popular. Dr. Cox explained that the College is hiring both full- and part-time faculty and support staff campus wide to accommodate the Spring semester and rising enrollment numbers. President Cox also pointed out that scholarships are still part of the equation. Scholarship dollars are included in the calculation with Federal aid, and then State dollars.

Coordinator Vana Trudeau was recognized for a Performing Arts Program update.

Performing Arts Program Update (EXHIBIT H)

Coordinator Trudeau began by thanking VP Clark for his mentorship and collaboration and contributions he and his team continue to make for the Tilden Arts Center as she prepares to become Assistant Professor of Performing Arts this Spring. Coordinator Trudeau introduced Tilden

Arts students Breanna Malcolm and Emily Mello and described the vision for the Performing Arts as a vibrant, life-changing and life-affirming education. This will be accomplished by offering a contemporary curriculum that includes global perspectives, indigenous theatre, post-colonial plays, student-created work, and guest artists. The Performing Arts will deconstruct stereotypes, study intersectionality, and promote ethical practices that allow artists and audiences to choose whether to engage with the content.

Coordinator Trudeau said the vision of the Performing Arts includes teaching public speaking and presentation skills, corporate training and team building, arts therapy, creative problem solving, cultural and social awareness, empathy, stress relief and personal wellness. The program will increase community partnerships, including with the vibrant Plymouth performing arts community.

With the support of VP Clark and Director MacKinnon, Tilden's dressing rooms will be completely renovated, a main stage will be added, all to include ADA updates and accessible spaces. It is anticipated that the theatre seating will be replaced over the next year. These things make a difference on tours with prospective students.

Professor Trudeau emphasized the importance of celebrating student successes, creating a safe and affirming space for LGBTQ identities, neurodiverse learners, and others, encouraging and guiding the non-arts majors to use performing arts skills in the fields of business, nursing, dental hygiene, and other areas.

Students taking classes in the Performing Arts have expressed pride in their accomplishments in a program that provides a welcoming, fun, uplifting, positive experience. Students Breanna Malcolm and Emily Mello were recognized and reported on the sense of community, fun and bonding they found in the program. They described a program that inspires self-awareness and promotes personal and professional growth. Auditions will be held soon for upcoming performances, and all are welcome. Coordinator Trudeau emphasized the importance of "trusting the process" when assessing the current program, engaging stakeholders, communicating, and implementing and reviewing changes. Finally, the Performing Arts Program is asking for Institutional and Board support in the form of attending and spreading the word about upcoming shows, following them on social media, advocating for the liberal and performing arts, and with financial support. Coordinator Trudeau thanked the Board for supporting the program by approving her position last month.

Chief Wellness Officer Dr. Weir added that there is a great connection between the Performing Arts and Wellness and asked if there were a sufficient budget. Professor Trudeau explained the tremendous cost associated with putting on a musical, for example. With the production rights, costumes, scenery, and related costs, a musical can cost \$20,000, on average, to produce. VPs Clark said a funding increase is scheduled for the next budget, and VP Vranos said the Performing Arts was funded for a program review. Dean McCarron stated that Professor Trudeau has 10 students enrolled in the winter session in preparation for their performances with the Kennedy Center American College Theater Festival.

President's Minute

President Cox provided an update from the Medical Assisting Education Review Board (MAERB) who determined that the 4Cs Medical Assisting Program is in substantial compliance with their standards and guidelines. MAERB will forward to the Commission on Accreditation for continued accreditation.

The College is awaiting the latest RFP proposal involving the expansion of offshore wind. We are in talks with Avangrid, and potentially other vendors, about the College providing training opportunities once the RFP is approved.

The College has just received official word from LEED on our Gold Certification for the Frank and Maureen Wilkens Science and Engineering Center. Thanks went out to Director MacKinnon. We are awaiting a plaque that will be displayed prominently in the building when it arrives.

President Cox delivered the Eagle charge at this year's Distinguished Citizens Award Celebration hosted by the Cape Cod and Islands Council of the Boy Scouts of America. Twenty-three scouts were recognized – including Hadley Smith, son of Paula Smith, the College's Veterans Services Navigator.

Finally, President Cox unveiled the College's holiday card and reminded all to attend tomorrow night's Jingle Mingle holiday celebration.

Chair Saben asked for any other business for the Board. There was none.

Motion: *On the motion of Trustee Newstead, seconded by Trustee Quinn, and by roll call vote, the meeting adjournment was unanimously approved at 5:24 p.m.*

Respectfully submitted by:
Joan Graney, Recording Secretary
Board of Trustees
January 9, 2024