

CAPE COD COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 9, 2024
Zoom and In-person Meeting, 4:00 PM

Trustees Present: Judy Barrigas, Laura Newstead, Judy Quinn, Alex Rodolakis

Trustees Remote: Tammy Saben, Dave Bushy, John Flores, George Vasvatekis

Trustees Absent: Alex Gomes, Alisha Marshall, Joe McGrail

FACULTY, STAFF, STUDENTS AND OTHER VISITORS PRESENT: J. Cox, President; A. Camilo, Staff Asst.; S. Connor, Director; J. Graney, Exec. Asst; F. Hughes, CIO; T. Jacobsen, Director; B. Latigo, Dean; J. MacKinnon, Director; C. McCarron, Dean; K. Monteiro, Events Asst.; P. Preston, AVP/CHRO; A. Quitadamo, Dean; P. Stone, Director; M. Targino-VanBeber, Dean; S. Vaughn, Director; K. Vranos, VP; M. Weir, Chief Wellness Officer; D. Wolfe, Campus Police; S. Wu, Director

FACULTY, STAFF, STUDENTS AND OTHER VISITORS REMOTE: C. Clark, VP; M. Dryer, Program Director; K. McNamara, Foundation CEO; M. Sasso, Director

CALL TO ORDER

Acting Chair Newstead called the meeting to order at 4:15 PM as Trustee Saben's internet connection was unstable.

MINUTES

Approval of March 12, 2024, Board of Trustees Meeting Minutes (Exhibit A)

Acting Chair Newstead requested approval of the minutes of the March 12, 2024, Board of Trustees Meeting.

Motion: *On the motion of Trustee Rodolakis, seconded by Trustee Quinn, and by roll call vote, the Board unanimously approved the minutes of the March 12, 2024, Board of Trustees Meeting.*

BOARD REPORTS

Chair's Report

Acting Chair Newstead reminded everyone that tickets are available for the Tilden Art Center's production of Bright Star. Performances run April 11-20. She thanked all who attended the Foundation's recent Casino Night fundraiser. Strategic Planning for FY2026-2030 is underway. Trustee Newstead thanked Trustees Bushy, Rodolakis, and McGrail for participating on the Strategic Planning Committee. Trustee Newstead mentioned that the College was recently recognized as a community partner with an award from the YMCA.

Finance & Personnel Report

VP Clark was recognized for the Finance Report.

Procurements Over \$100,000 – Pacific Simulators (Exhibit C)

VP Clark reported on the College's acquisition of a Boeing flight/maintenance simulator for the AMT Program. Pacific Simulators will provide the equipment at a cost of \$277,700. This is pending FAA grantor approval and will be funded out of a \$463,304 FAA grant. The equipment will provide AMT students with the necessary skillset to work on Boeing 737 aircraft.

Trustee Newstead asked when we would find out about the FAA grantor approval. Director Sasso explained that a determination would be announced at next week's meeting with FAA grant representatives.

Motion: *On the motion of Trustee Bushy, seconded by Trustee Saben, and by roll call vote, the Board unanimously approved the President's request to enter into an agreement with Pacific Simulators to purchase the FJ2000 Pro Jet B737 flight/maintenance simulator as outlined in Exhibit C.*

FY2025 Student Fees (Exhibit D)

VP Clark reported that Student Fees have been adjusted up to 5% to align with program costs and inflation. The AMT fee will increase by 10% to cover the high operating cost of this program. Even with the fee increase 4Cs remains at the bottom half of tuition and fee costs compared with other MA community colleges.

Motion: *On the motion of Trustee Rodolakis, seconded by Trustee Saben, and by roll call vote, the Board unanimously approved the President's request to implement the fees as outlined in Exhibit D.*

Procurements \$50,000-\$100,000 – Ockers Co. & EAB Global, Inc. (Exhibit E)

VP Clark reported on the \$59,660 procurement with the Ockers Company for a fiber optic network in Parking Lot 12. This expense will be paid from ARPA grant funds and will provide Wi-Fi availability under the solar canopy.

The second procurement item is a software enhancement to our existing EAB Navigate System. This new module will help with academic planning. The cost is \$65,456 over the next three years and will be paid for with grant funds.

Budget Report YTD – March 31, 2024 (Exhibit F)

VP Clark anticipates ending this fiscal year with a surplus of funds in the \$2 million range. \$1.5 million of this is a "reimbursement" from the State for MCCC increases that were paid out at the beginning of the 2024 fiscal year. These funds will become part of the designated fund balance.

Proposed FY2025 Operating Budget (Exhibit G)

VP Clark presented the Proposed FY2025 Operating Budget. State appropriations and formula funding are expected to increase by 6% from last year, and MA Reconnect funds have leveled off from 2024. The Projected Budget for FY2025 is \$33,130,028 – approximately a \$2 million increase from FY2024. In tuition and fees, 4Cs ranks among the most affordable of all MA community colleges. VP Clark indicated that we have a reserve fund balance invested in CDs that continue to accrue interest and can be used for stabilization and capital projects.

President Cox added, referring to the budget, for every student dollar spent, the student receives a \$3 benefit based on State appropriations and other revenues. Tuition and fees for 9 credit hours currently amounts to \$2,142. Without this support, that figure would rise to approximately \$6,500.

VP Clark recognized Chief Steve Connor, Director of Public Safety, for the Clery Report.

Annual Clery Security Report (Exhibit H)

Chief Connor explained that the Clery Report is a federally mandated, public document and a way for colleges and universities to report campus crime statistics on an annual basis. Based on the most recent report covering years 2020-2022, Chief Connor has assessed 4Cs to be a very safe campus. There has only been one instance reported on campus for each of the following offenses: aggravated assault, motor vehicle theft, burglary, and arrest for drugs/alcohol. There have been 4 sex offenses reported off campus. These offenses did not involve 4Cs students but occurred at the Bridgewater State University dorms where some 4Cs Funeral Service Program students reside and are captured in the Clery Report. Chief Connor indicated that we work closely with BSU to monitor and improve campus safety here and in Plymouth.

AVP & CHRO Preston was recognized for the Personnel Report.

Personnel Actions Report – April 2024 (Exhibit I)

AVP Preston reported on three appointments for consideration by the Board.

- Althea Adlien-Wilks as Coordinator, Transfer Advising
- Gail Dunford as College Events Coordinator/Tilden Arts Center Director
- Carolyn McInnis as Director, Early Childhood Education, Career Pathways Grant

Motion: *On the motion of Trustee Quinn, seconded by Trustee Flores, and by roll call vote, the Board unanimously approved all Personnel Appointments as outlined in Exhibit I.*

Trustee Flores asked if there were any statistics available for the percentage of 4Cs employees who live on Cape versus those who live off Cape and who must cross the bridge. AVP Preston said that he would compile those statistics for reporting at a future meeting.

AVP Preston also reported on the following information items: hiring of Valerie Duffy as Administrative Assistant for CCAPE, Diane Wolfe as Campus Police Officer, and the resignation of Roberto Flores as Career Readiness Counselor.

HR Quarterly Report (Exhibit J)

The HR Quarterly report included talent management statistics: applications have increased to 1,309 YTD over 1,254 in FY2023 while the number of candidates interviewed remains steady with 3 finalists interviewed per position. The College has seen fewer retirements in 2024 – down 12 from last year, and reappointments remain consistent with last year’s number at 49 YTD. FMLA requests have increased by 2 from last year for a total of 16 in 2023. AVP Preston reported that all eligible employees have been reminded to complete the Commonwealth’s Statement of Financial Interests, and to be compliant with the MA State Ethics Commission’s Conflict of Interest Law requirement. Appointments have been made available to eligible employees for financial planning advice by VALIC/Corbridge, and the Student Safety Experience Survey was launched on March 18th. Case Management complaints, cases and grievances remain low, totaling 26 among 661 total employees.

Student Report

Student Trustee Alisha Marshall was absent so there was no Student Report.

Foundation CEO Kathy McNamara was recognized for the Foundation Report.

Foundation Report

CEO McNamara thanked everyone who attended the Foundation’s Casino Night fundraiser, especially Trustee Vasvatekis who was a sponsor of the event, Joe McGrail who donated product from Boston Beer Company, and the jazz ensemble comprised of 4Cs students and led by Professor Michael Deck.

The Foundation is in the process of finalizing scholarships for May 16th’s Evening of Excellence. There were 248 scholarship applications from current students plus 87 applications from those graduating and transferring to 4-year programs. A total of \$300,000 will be awarded to 150 recipients.

Compass Fund awards went to 1) Nathan Griffin, Assistant Professor in AMT, to fund student travel to the maintenance skills competition in Chicago, 2) Luci Holmes, Registrar, for travel to the annual Jenzebar meeting in Dallas, and 3) Kate Martin, Professor of History, who will accompany a group of students to Boston to view the Exhibit of Artifacts from the Auschwitz Birkenau State Museum in Poland. Faculty and staff will have another opportunity to apply for Compass Funds in the Fall.

CEO McNamara invited everyone to enjoy a free “Spaghetti Fest” luncheon hosted by the Foundation on April 10th in Grossman Commons.

Acting Trustee Newstead recognized President Cox for the College Reports.

COLLEGE REPORTS

President Cox recognized AVP Preston for a report on Emeritus Appointments.

Emeritus Appointments (Exhibit K)

AVP Preston reported on the two Emeritus Award Nominees: Cate Casey Lane, Professor, Nursing, and P. Bruce Riley, Professor, Language and Literature.

Motion: *On the motion of Trustee Barrigas, seconded by Trustee Flores, and by roll call vote, the Board unanimously approved the Emeritus Nominations, as outlined in Exhibit K.*

President Cox recognized Director Wu for an overview of the Student Equity Matrix which is built into our current Strategic Plan and based on the equity agenda articulated by the Board of Higher Ed to measure and track student progress and outcomes.

Student Equity Matrix (Exhibit L)

Director Wu explained that the equity matrix was developed for our current Strategic Plan and published and refined each year to improve the overall student experience. The report shows a 6% increase in enrollment from Fall 2021 to Fall 2023, with a 32% increase in the Latinx population, 45% increase in Black/African American population, and a 33% increase in the population of two or more races. Important indicators show a significant improvement by students in the college-level English completion rate. However, math remains a challenge, especially for students across racial/ethnic and economic backgrounds. This matrix demonstrates that improving the retention rate is critical to long-term student outcomes.

VP Vranos elaborated that the equity matrix is based on a 3-year rolling average so interventions that are introduced take time to show up in the data. The matrix is systematically reviewed, and improvements have been made to placement and remediation tools, equitable grading strategies, increased staffing in the math learning center, and adding alternative math classes that are not algebra- or calculus-based such as economics.

President's Minute

President Cox reported on last week's Connect Legislative Gathering and Awards Dinner at Mass Maritime. 4Cs was represented by Trustees Flores and Vasvatekis as well as staff and 3 students – Zainab Abd Alkaby, Dental Hygiene, Crystal Edmunds, Nursing, and Chris Rota, Liberal Arts, who was a panelist at the event.

President Cox reported that 3 teams of 4Cs students from our AMT Program are currently competing at the Aerospace Maintenance Competition in Chicago. This is an international competition with 90 teams in attendance. Director Sasso shared some pictures from the event. He added that 4Cs is represented by 1 of only 6 all-female teams and said our students have been well received by industry professionals at the competition.

Lastly, President Cox unveiled the name of our 2024 Commencement Speaker. We look forward to an inspiring speech by Steve Gross, co-founder of the Life is Good brand.

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

Motion: *On the motion of Trustee Barrigas, seconded by Trustee Saben, and by roll call vote, the meeting adjournment was unanimously approved at 5:26 PM.*

Respectfully submitted by:
Joan Graney, Recording Secretary
Board of Trustees
May 14, 2024