

CAPE COD COMMUNITY COLLEGE  
**BOARD OF TRUSTEES MEETING**  
March 12, 2024  
Zoom and In-person Meeting, 4:00 PM

Trustees Present: Judy Barrigas, Dave Bushy, John Flores, Alisha Marshall, Joe McGrail, Laura Newstead, Alex Rodolakis, Tammy Saben, George Vasvatekis

Trustees Remote: Dave Bushy, Joe McGrail, Judy Quinn

Trustees Absent: Alex Gomes

FACULTY, STAFF, STUDENTS AND OTHER VISITORS Present: J. Cox, President; A. Camilo, Staff Asst.; C. Clark, VP; J. Graney, Exec. Asst; F. Hughes, CIO; T. Jacobsen, Director; A. Kilcoyne, Director; J. MacKinnon, Director; C. McCarron, Dean; K. Monteiro, Events Asst.; P. Preston, AVP/CHRO; A. Quitadamo, Dean; P. Stone, Director; M. Targino-VanBeber, Dean; K. Vranos, VP; H. Waitkus, Coordinator; M. Weir, Director; S. Wu, Director

**CALL TO ORDER**

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

**MINUTES**

Approval of February 13, 2024 Board of Trustees Meeting Minutes (Exhibit A)

Chair Saben requested approval of the minutes of the February 13, 2024 Board of Trustees Meeting.

**Motion:** *On the motion of Trustee Newstead, seconded by Trustee Barrigas, and by roll call vote, the Board unanimously approved the minutes of the February 13, 2024 Board of Trustees Meeting.*

**BOARD REPORTS**

**Chair's Report**

Chair Saben mentioned the handout to Trustees from ACCT. The next ACCT Leadership Congress will be held in Seattle in October. Details will be forthcoming. Chair Saben also mentioned the Comprehensive Evaluation Review meeting with Commissioner Ortega today at 5PM. A Zoom link will be provided. DHE intends to use the last 4Cs Presidential Evaluation as the standard.

Chair Saben shared the sad news that Michael Gross, former Director of College Communications Emeritus, recently passed away. Director Gross served 4Cs in his role from 1995-2018 when he retired.

Chair Saben recognized Vice Chair Newstead.

**Finance & Personnel Report**

Approval of February 13, 2024 Finance and Personnel Committee Meeting Minutes (Exhibit B)

Vice Chair Newstead requested approval of the minutes from the February 13, 2024 Finance and Personnel Committee meeting.

**Motion:** *On the motion of Trustee Saben, seconded by Trustee Rodolakis, and by roll call vote, the Committee unanimously approved the minutes of the February 13, 2024 Finance and Personnel Committee meeting.*

VP Clark was recognized for the Finance Report.

Tilden Arts Auditorium Seating Replacement Project (Exhibit C)

VP Clark reported on the Tilden Arts Auditorium seating replacement project. The current seating has exceeded its lifespan and must be upgraded to meet ADA requirements. The necessary demolition work will be completed by our Facilities Department to curtail costs. Bids came in yesterday, and the approximate \$280,000 cost for Phase I of this project will be funded from the ARPA (American Rescue Plan) Maintenance Funds which expire June 30, 2024. Phase II includes the installation of handrails in the balcony which will be completed at a later date.

**Motion:** *On the motion of Trustee Flores, seconded by Trustee Rodolakis, and by roll call vote, the Board unanimously approved the President's recommendation to award the Tilden Seating Replacement Project to the lowest qualified bidder as detailed in Exhibit C.*

Budget Report YTD – February 29, 2024 (Exhibit D)

VP Clark reported on the budget. Revenue and Expenditures have held steady from last month and the College's financial position is looking good through the balance of the year.

AVP & CHRO Preston was recognized for the Personnel Report.

Personnel Actions Report – March 2024 (Exhibit E)

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

- Mary Conklin as Associate Director, Center for Corporate and Professional Education (CCAPE)
- Rebecca Milburn as Admissions Coordinator, Admissions and Recruitment
- Karin Torrisi as Assistant Professor/Program Coordinator, Dental Hygiene

MCCC Reappointments & Rank Changes (Exhibit F)

AVP Preston also reported on a total of 38 reappointments and rank changes in MCCC and 1 AFSCME resignation.

**Motion:** *On the motion of Trustee Saben, seconded by Trustee Quinn, and by roll call vote, the Board unanimously approved the President's recommendation to approve all appointments, reappointments, and rank changes as outlined in Exhibits E & F.*

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

### **Student Report**

Student Trustee Marshall reported on the Institutional Research Office's student survey currently being conducted. The survey is designed to obtain feedback from students on their overall 4Cs experience. Data from the survey will be included in the 2026-2030 Strategic Plan.

Trustee Marshall reminded all about some upcoming events: 1) St. Patrick's Day inspired free community lunch on Wednesday, March 20; 2) Phi Theta Kappa Induction Ceremony on Wednesday March 20; 3) League of Women Voters Legislative Session on March 22; 4) Spring Break from March 11-15.

Student Trustee Marshall added that she is a PTK inductee. She said it has been a tough semester but gave high praise to 4Cs professors as being some of the best.

Foundation CEO Kathy McNamara was not in attendance so liaison to the Foundation Board and Trustee, George Vasvatekis, was recognized for the Foundation Report.

### **Foundation Report**

Trustee Vasvatekis reminded all about the upcoming Casino Night to be held on Friday, April 5, 2024 at 6:30PM at the Wequassett Resort. Registration can be made online and discounted rooms are available for overnight guests. Proceeds from the event will go the 4Cs Educational Foundation.

The Foundation had 248 applications for scholarships this year. Applications will be reviewed in the coming weeks and a total of \$300,000 will be given out to 150 recipients.

Trustee Vasvatekis reminded all that the Foundation's new Compass Fund has been set up to encourage faculty, staff, and student travel to conferences. The Foundation is allotting \$25,000 this Spring and an additional \$25,000 in the Fall for this purpose.

The Foundation was recognized for contributing funds to help with the Tilden Arts Center renovations.

Finally, Trustee Vasvatekis mentioned that the Foundation's working group is currently planning the annual golf tournament scheduled for June. More information will be forthcoming, but feel free to contact Trustee Vasvatekis or the Foundation with any questions.

Trustee Saben recognized President Cox for the College Reports.

### **COLLEGE REPORTS**

President Cox recognized Director, Shuqi Wu for a Spring Enrollment Update.

#### Spring Enrollment Update (Exhibit G)

Director Wu reported an almost 30% enrollment increase for Spring 2024 as compared with Spring 2023. She explained the 3 factors contributing to the increase: 1) MassReconnect; 2) Retention improvements; 3) Accommodation of student instructional preferences for Hyflex and online classes. More updates will be forthcoming as the Spring data gets finalized at the end of March.

Trustee Flores asked what programs the MassReconnect students are going into. Director Wu explained that the average age for that group is 36 and that the top programs sought by those students are in the Health Sciences followed by Liberal Arts/General Studies.

VP Clark was recognized for an update on Student Fees.

#### FY 2025 Student Fees (Exhibit H)

VP Clark said that the College is being proactive about student fees prior to the roll-out of the FY2025 budget. In recent years fee increases have averaged 5%-6%. With enrollment increases comes pressure to hire additional faculty/staff to meet that need. In an effort to be more sustainable, the College is considering an increase to some fees.

In comparison with other Massachusetts community colleges, our fees are among the lowest. Last year, all but two of these community colleges raised fees. This year we are proposing a 4% fee increase to keep up with inflation while remaining more affordable than most of the other State community colleges. Among the programs with fee increases are AMT, EMT, Funeral Service, Nursing, Dental, Paramedic, Phlebotomy, and the Online Science Course.

Coordinator Heidi Waitkus was recognized for a Medical Assisting Program update and review of accreditation.

#### Medical Assisting Program Update (Exhibit I)

Coordinator Waitkus explained that the Medical Assisting Program is certified by the Medical Assistant Education Review Board (MAERB). There will be a comprehensive site visit by MAERB in Spring of 2025 as part of the accreditation process. Under the recommendation of Coordinator Waitkus' recommendations as an experienced healthcare professional, we removed redundancy and reduced the number of credits required to complete the program from 29 to 19 and increased class offerings. While maintaining the program's rigor, this allows students to graduate sooner and fill employment gaps in a demanding industry. The field of medical assisting is expected to grow by 14% in the next 10 years, and 4Cs strives to increase recruitment and retention in this program. Medical assistants' hourly rate ranges from \$18-\$21/hour. National certification exams are conveniently held on campus.

Coordinator Waitkus expressed interested in developing an "earn and learn" apprenticeship program with Cape Cod Hospital, Mass General/Brigham, and on Nantucket and Martha's Vineyard. Students would be hired into a full-time apprenticeship position, paid an hourly wage in a learning environment with a preceptor 4 days per week followed by a full day of didactic instruction and certification preparation on campus. Building these clinical partnerships would benefit both the students and the community. Coordinator Waitkus would work collaboratively with hospitals in designing curriculum and overseeing all aspects of the program. This type of partnership could extend to our EKG and Phlebotomy programs as well and would alleviate the need for students to take 3-5 weeks off for internship in a practical environment. In addition, hospitals would help with student's fees and job placement.

**President's Minute**

President Cox announced next week's breakfast meeting with State legislators. Budget and legislative priorities to be discussed include expanding Mass ReConnect, recouping some of the 9C SUCCESS funding cuts, creation of a childcare lab on campus, capital funding, early college & dual enrollment, workforce training incentive program, STEM Starter Academy, endowment match funding and PACE. Free Community College for all will be proposed which would include a stipend and living expenses for low-income students.

President Cox reported that we are currently working on the 2026-2030 Strategic Plan. Four of our Trustees – Newstead, Bushy, Rodolakis and McGrail – are part of the working group along with 23 members of the College community.

Finally, the President announced the upcoming 4Cs Performing Arts presentation of "Bright Star" – a performance featuring the music of Steve Martin and Edie Brickell -- running in the Tilden Arts Center Studio Theatre from April 11-20.

**Motion:** *On the motion of Trustee Newstead, seconded by Trustee Flores, and by roll call vote, the meeting adjournment was unanimously approved at 5:13 PM.*

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