

CAPE COD COMMUNITY COLLEGE
BOARD OF TRUSTEES
Lorusso Solarium
November 12, 2024 – 4:00 PM

This meeting will be held virtually and in-person. For access or attendance, please contact jgraney@capecod.edu. The meeting will also be livestreamed. The URL for this month's meeting: https://youtube.com/live/OOEWny_m-EU?feature=share

I. **Call to Order**

II. **Minutes**

- A. Request Approval of the October 8, 2024 Board Minutes EXHIBIT A

III. **Board Reports**

- A. Chair's Report – *T. Saben, Chair*
B. Finance & Personnel Report – *L. Newstead, Vice Chair*

ACTION ITEMS (Finance – C. Clark, VP)

1. Request Approval of the October 8, 2024 Finance & Personnel Minutes EXHIBIT B
2. Internal Control Plan EXHIBIT C
3. 200 Main Street EXHIBIT D

INFORMATION ITEMS (Finance – C. Clark, VP)

4. Budget Report YTD – October 31, 2024 EXHIBIT E

ACTION ITEMS (Personnel – P. Preston, AVP & CHRO)

5. Personnel Actions Report – October 2024 EXHIBIT F
C. Student Report – *Sara Gutierrez, Student Trustee*
D. Foundation Report -- *K. McNamara, Foundation CEO*

IV. **College Reports – J. Cox, President**

- E. Funeral Service Program Update – *Dan Shea, Program Coordinator* EXHIBIT G
F. Marine Technician Program Update – *Tammi Jacobsen, Director* EXHIBIT H
G. Tour of Marine Tech Lab & Life Fitness Center (following adjournment)
H. President's Meetings and Activities (Information Only) EXHIBIT I

V. **Adjournment**

3:30 PM Finance & Personnel Committee