CAPE COD COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes, 4 PM . . . April 12, 2016

Trustees Present:  Dave Bushy  Dorothy Savarese
                 Judith Barrigas  Ralph Cahoon
                 Joshua Dykens  Will Crocker
                 Frank Fantasia  Will Shain
                 Sheila Vanderhoef  Trish Kennedy

Absent: Matt Lee

FACULTY, STAFF, STUDENTS AND OTHER VISITORS: J. Cox, President; W. Brooks, Vice-President; S. Miller, Vice-President; V. Santos, Assistant Vice-President; M. Gross, Director; M. O’Shea, Director; M. Hazlett, Recording Secretary for the Board; K. McNamara, Foundation Executive Director; S. Maddigan, Dean; C. McCarey, Dean; L. DeBower, Dean; C. Casey-Lane, Faculty; D. Ziemba, Dean; B. Cody, Dean; M. Stolzfus, Comptroller; Y. Raven, Assistant Dean; D. Scotch, Foundation Chair; G. Carvalho, Coordinator; J. Cauley, AV; B. Hunt, Director; K. Ahearn, Chief; M. Stacy, AFSCME; M. Staten, AFSCME; C. Casey-Lane

CALL TO ORDER:  At 4:05 PM Chair Vanderhoef called the meeting to order.

MINUTES:
  On motion of Trustee Cahoon, seconded by Trustee Fantasia, the minutes of March 8, 2016 were unanimously approved as submitted in Exhibit A.

BOARD REPORTS:
Chair’s Report:
Chair Vanderhoef had no reports and skipped to Finance and Personnel Reports.

Finance and Personnel Report:
Vice-Chair Bushy shared that he the Finance and Personnel Committee met prior to the Board meeting. He shared they accepted the minutes and appointment that was presented to them in the Personnel Report.

Meeting Minutes
  With a motion by Secretary Savarese and seconded by Trustee Fantasia, the Board unanimously approved the minutes from the March 8, 2016 Finance and Personnel meeting.

Personnel Report
  On the motion of Trustee Fantasia and seconded by Trustee Shain, it was unanimously accepted via roll call to approve the appointment as presented to the Board by the Finance and Personnel Committee in Exhibit C.

Budget Report (Exhibit D)
Vice President Brooks reviewed Exhibit D. He stated there is an overage in the GAP Funding, which will be discussed in more detail later in the meeting. Vice-Chair Bushy stated the committee spoke about GASB which is the state pension liability that is now a liability to the community colleges. This is a change to a previous practice.

Fees Changes (Exhibit E)

APPROVED MAY 10, 2016 BY THE BOARD OF TRUSTEES
Vice President Brooks stated the College is proposing a $4.50 fee increase. This is proposed for both resident and non-resident. It will be split between the general and technology fees. The technology fee portion will help with technology refresh, particularly for hardware that is 5-7 years old. We were the only College which did not raise fees in 2016.

We also propose a fee increase with Project Forward at the same rate. Our Applied music fee is raised also because it has remained the same over many years and with our collaboration with the Cape Conservatory it has become necessary.

Trustee Cahoon stated he knows we put some of those raised fees into the GAP fund and asked if that will be discussed later? President Cox responded yes.

Vice President Brooks reviewed his slide presentation for the flat fee proposal from 12-18 credit hours. He stated we looked at this method because our cost is close to Bridgewater State University (BSU) and if a student were to compare us at 15 credit hours, BSU appears more price competitive. We looked at an approach of charging 12 credits for a student who takes anywhere between 12-14 credit hours. We are looking at an on-going practice where non-resident students have been charged an in-state rate, so we would now charge them the out-of-state rate to make up that revenue. Trustee Barrigas asked how many out-of-state students we had. Trustee Cahoon, asked for a breakdown of the resident vs non-resident numbers? Vice President Brooks responded he would get the answers to these questions.

Trustee Fantasia, felt we would not make up the revenue by flattening the fees. Trustee Cahoon felt the flat fee was a good idea. Trustee Savarese stated she wanted to know the impact of charging out-of-state fees. Vice President Brooks stated he would research and provide that information.

4:34 PM Trustee Crocker arrived.

**Student Activities Report**

Trustee Dykens stated that students went to leadership training and the clubs and organizations have submitted their budgets. He also commented on the successful dodgeball tournament that took place here on campus. He said the election had a large turnout and students were able to vote online via Moodle. On April 20th the Honors Program students will present their work to the community.

**Foundation Report**

Chair Vanderhoef called upon Director McNamara for the report. Director McNamara stated the Swing into Spring was a great event. She thanked trustees for attending. The Foundation is in scholarship season and they did a final push and got the numbers up for applications. The Evening of Excellence is on May 19th. The Golf Tournament is coming up.

**College Reports**

President Cox asked Dean Maddigan to speak about the recent licensure exam results. She stated there was a 93.4% passing rate for the licensure examination for RNs. For Massachusetts this rate was 80.76% and nationally it was 82%.

**Military and Veterans Services (Exhibit F)**

Advisor Bill Hunt reviewed his slide presentation. Trustee Crocker asked why there was such a disparity between CC and Greater Boston in funding. Advisor Hunt indicated the allowance is higher in the Boston area and that amount is set by the Department of Defense. Vice Chair Bushy asked if he had a sense of the veteran population in Boston in terms of the aviation program interest and would we be able to utilize the veterans’ database for AMT promotion. Advisor Hunt stated it may be possible to do that. Secretary Savarese asked how much of the population is actively engaged with the Base. Advisor Hunt responded there is no way to know that information. She also asked what could employers do with veterans. He responded there are employers who are interested in hiring veterans and they come to the veteran’s center.
and speak with them. Trustee Barrigas, asked if they can gift their veteran benefits to their children. Advisor Hunt stated they could, but it depends on their active duty time.

**Gap Funding – (Exhibit G)**

VP Miller reviewed Exhibit G and attachments that Director O’Shea handed out. We are trying to increase retention and decrease time to obtain a degree. GAP is money at the College’s discretion to award. The College decided to do its own pilot with a limited amount of students over a fixed period of time.

Dean McCarey stated they would follow a procedure: apply for a, Associates Degree, complete the online FAFSA, complete admissions requirements, and work with the academic advisor, for priority registration. The student must commit to 12 credits, complete developmental courses in their first year, attend monthly meeting with academic advisors, attend workshops, sign a commitment, and apply for financial aid every year. The overall requirement is to maintain their academic GPA.

Director O’Shea reviewed her material. Trustee Cahoon asked if the proposal will impact a small portion of students. Director O’Shea responded yes. GAP is first come first serve. Trustee Cahoon, stated he wanted to ensure people who are unable to do this will still have this money available. He also asked, do we know the number of those who have applied for GAP and been turned away because it is not there. He does not want this initiative to decrease the access for the non-traditional student. VP Miller stated this could turn around three years from now where we could be tying money up unnecessarily and we could come back and stop the pilot. We will be monitoring the process throughout and there will still be money available for those non-traditional student. Director O’Shea stated we still have money available, so she does not think we will run out by attempting this initiative.

Trustee Fantasia asked where is the pool of money we are pulling from for GAP? Director O’Shea responded it is explained in her handout. Trustee Cahoon asked what amount of the fee increase will go into the GAP? President Cox stated 2.6%. Secretary Savarese expressed her support of the GAP.

*On the motion of Secretary Savarese and seconded by Vice Chair Bushy it was unanimously voted to support the GAP Pilot.*

President Cox stated he will be meeting with some of our delegation next week.

Trustee Barrigas asked for an update with the Marketing program. President Cox stated we would have one for the May Board meeting.

**Adjournment into Executive Session**

At 5:28 PM, Chair Vanderhoef motioned to adjourn the open session and enter into the executive session to hear complaints and charges brought against an employee. She stated the meeting would not reconvene after the executive session. The motion was seconded by Secretary Savarese. Through a unanimous roll call vote, the meeting entered an executive session at 5:29 PM.

**APPROVED MAY 10, 2016 BY THE BOARD OF TRUSTEES**