CAPE COD COMMUNITY COLLEGE BOARD OF TRUSTEES
Minutes . . . . November 14, 2006

The two hundredth and forty-fourth regular meeting of the Board of Trustees of Cape Cod Community College was held in the Board Room on November 14, 2006, George Zografos, presiding.

**TRUSTEES PRESENT:**
- Angela Angelini
- Courtney Dickey
- Glenn Kelly
- Allen Larson
- Jeffrey Luce
- Rob Mills
- Christopher Oddleifson
- Cynthia Solarz
- George Zografos

**TRUSTEES ABSENT:**
- Elliott Carr
- Wendy Northcross

**FACULTY, STAFF, STUDENTS AND OTHER VISITORS:**
- Kathleen Schatzberg, President
- Dixie Norris, Vice President
- Robert Ross, Vice President
- Michael Gross, Director
- Linda Houle, Recording Secretary for the Board
- Lois Andre, Director
- Cindy Crossman, Assist. VP
- Nancy Dempsey, Faculty
- Gerry Desautels, Foundation
- Rosemary Dillon, Director
- Agustin Dorado, Dean
- Kathy Doucette, Admin. Assist.
- Natalie DuBois, Foundation
- Dan Gallagher, Exec. Director
- Frank Giaimo, Comptroller
- John Grant, Director
- David Hemenway, Director
- John Lebica, Director
- Phyllis Lee, Faculty
- Susan Maddigan, FPC
- Greg Masterson, Director
- Susan Miller, Dean
- Rose Pena-Warfield, Dean
- Maryanne Stacey, AFSCME
- Jim Riordan, Director
- Phillip Sisson, Dean
- Vic Smith, Faculty
- Marsha Sylvia, Staff Assist.
- Chet Yacek, Dean
- David Ziemba, Dean

**CALL TO ORDER:**
Chair Zografos called the meeting to order at 4:00 PM.

**MINUTES:**
On motion of Trustee Luce, seconded by Trustee Mills, the minutes of the October 17, 2006, meeting were approved as presented. (Attachment A)

**CHAIRMAN’S REPORT:**
**NEASC Self-Study Reports**
Prof. Phyllis Lee reported that she is working on the third draft of the description section of *Standard 10: Public Disclosures*. Other committee members are working on the appraisal section. Her committee surveyed students regarding the current college publications and have over 288 responses.

Prof. Vic Smith and Director Greg Masterson, co-chairs of *Standard 7: Library and Other Resources* reported that their committee has been meeting weekly and were working on a rough draft for December. In past years most resources were physically located in a building but with the advent of technology the walls have disappeared and now we have a virtual library.

**Sabbatical Report – Prof. Nancy Dempsey**
Prof. Dempsey thanked Trustees for her sabbatical opportunity. She reported that she used the time to pursue a Masters Degree in Criminal Justice through an online program with UMass Lowell. She noted that she is now halfway through the program. Even though Prof. Dempsey has a doctorate degree in Law, BHE would like criminal justice faculty to have a Masters Degree in the Criminal Justice field.

**CONNECT Trustee Meeting**
Trustee Zografos reported that he along with Trustees Solarz, Carr, Dickey, Larson, Angelini, and Northcross, and President Schatzberg, attended the first regional training session for trustees in the CONNECT institutions on October 26th. Dr. Judith McLaughlin had them work on a case study and they had an opportunity to interact with trustees from the other institutions. Those who attended agreed it was worthwhile and should be done regularly.
New Trustee Appointment
Trustee Zografos noted that he and President Schatzberg had lunch with new trustee appointee, Andrew Gottlieb. President Schatzberg added that Mr. Gottlieb, who owns property in Mashpee, is currently the Chief of the Office for Commonwealth Development and has a background in environmental issues. Trustee Zografos thanked Trustee Kelly all he has done as a Trustee and stated that he will be missed.

Trustee Zografos announced that the Evaluation Committee will meet next on December 19th at 2:45. He appointed Trustee Dickey as a member to represent the student perspective.

FINANCE & PERSONNEL COMMITTEE REPORT:
PERSONNEL ITEMS
Trustee Mills reported that Finance & Personnel were recommending approval of all personnel items.
Retirement – Non-Unit Administrator
On motion of Trustee Luce, seconded by Trustee Solarz, it was unanimously voted to accept with regret the retirement of Frank Giaimo, effective October 5, 2007, after 25 years of service. (Attachment B-1)

Resignation – Faculty
On motion of Trustee Luce, seconded by Trustee Solarz, it was unanimously voted to accept the resignation of Michael Tritto effective August 31, 2007 after 10 years of service. (Attachment B-2)

Appointment – Unit Professional
Vice Pres. Ross noted that Ms. Medeiros has been a longstanding member of the college community. This position is a full time, 10-month professional position and Ms. Medeiros will be both coordinating and teaching Allied Health courses.
On motion of Trustee Mills, seconded by Trustee Kelly, it was unanimously voted to approve the appointment of Geraldine Medeiros as presented. (Attachment B-3)

FINANCIAL ITEMS
Audit – Final (Attachment C)
Vice President Norris reported that there are virtually no changes from the draft audit discussed at last month’s meeting.
On motion of Trustee Mills, seconded by Trustee Luce, it was unanimously voted to accept the audit as presented. (Attachment C)

President Schatzberg stated that the College has had eight years of unqualified audits with no findings.

EVALUATION COMMITTEE
Trustee Mills reported that he and Vice President Norris attended the MCCTA Meeting which focused on trustee responsibilities and presidential evaluation on October 25th. He distributed the rubric of measurement areas used at Mass Bay CC as an example. He reported that Jan Motta coordinating efforts to have a uniform framework for presidential evaluations.

PRESIDENT’S REPORT
President Schatzberg introduced David Hemenway, Director of Institutional Research. She noted that John Grant’s new title is Director of Resource Development.

9C Budget Cuts
President Schatzberg reported that the 9C cuts came as a total surprise and she noted that she would forward the BHE’s official statement to Trustees. The preliminary impact to the budget is $118,000 of the base appropriation, plus some additional cut in the environmental technology line item, and cuts to the retroactive pay due to the unions since 2002. Vice President Norris is still evaluating the full impact. President Schatzberg urged Trustees to contact legislators to urge them to restore the funds.
President Schatzberg invited Trustees to a reception following the meeting today sponsored by the Diversity Advisory Committee and the NCBI team for new faculty.

The President also gave kudos to Agustin Dorado and John Lebica for their outstanding efforts in getting the College ready for the civil rights audit. Of particular concern were some issues with facility accessibility and bilingual materials such as brochures and signage. The exit interview for the audit was quite positive, although there will be some recommendations for improvement.

**Fulbright Sabbatical Opportunity**
President Schatzberg informed Trustees that she was interested in applying for a Fulbright opportunity for college administrators. She is particularly interested in applying to the programs in Estonia, Czechoslovakia, Bulgaria or Finland. She noted that if she were accepted, she would be asking for 6 weeks paid leave and would plan the trip for January – February in 2008, during which time she would job shadow a counterpart in the other country, and then that person would spend six weeks job shadowing her on Cape Cod. The benefit for the College would be to find out how similar institutions in other countries work. Trustee Zografos noted that his one concern was that the new vice president must be in place. President Schatzberg noted that the Fulbright opportunities are very competitive and she would not pursue it without the full support of the Board.

*On motion of Trustee Luce, seconded by Trustee Oddleifson, it was unanimously voted to support President Schatzberg Fulbright sabbatical application with the caveat that the Vice President of Academic and Student Affairs position is in place.*

**Wind Turbine Update**
President Schatzberg reported that there was a public meeting on the wind turbine on November 9th. Many of the abutters were present as well as representatives from the West Barnstable Civic Association, the Alliance to Save Nantucket Sound, and Clean Power Now. There were no objections or major concerns raised. Trustee Solarz will be convening another meeting of the wind turbine subcommittee to review the agreement between the College and MTC and the proposal should be presented at the December Board meeting. President Schatzberg noted that the turbine will be about the same size as the one at Mass Maritime. Trustee Solarz passed around the visualizations of what the turbine would look like from various angles.

**Student Housing Update**
President Schatzberg reported that Vice President Norris and John Lebica are attending West Barnstable Civic Association meetings and are keeping them informed. Vice President Norris reported that she and Trustee Solarz met with Amy Anthony are drafting a document that outlines the scope of work in her proposed contract which will be presented at next month’s Board meeting. Trustee Solarz stated that Ms. Anthony is a good person to have on our team. She has extensive experience and unique perspectives and she is easy to work with.

**Suffolk Programs**
President Schatzberg reported that the Graduate Board -- a separate 501(c)3 which determines which graduate degrees are needed, issues RFP’s for them, and selects the partner institutions -- was concerned that the MPA program might be pulled as well and felt that the issuing an RFP for both the MBA and MPA might attract more interest. Suffolk has asked them to reconsider this decision since they currently have a robust MPA program in place. President Schatzberg stated that the Graduate Board will meet with Suffolk representatives in a few weeks and will issue the RFP following that meeting. She also stated that the RFP’s would be issued in concert with Dean College.

**Upcoming Events**
President Schatzberg invited Trustees to the annual Holiday Party following the Board meeting on December 19th. She requested that Trustees contact Ms. Houle if they plan to attend and bring a guest.

**Mission Statement**
President Schatzberg noted that College Meeting had unanimously approved the new statement and that the next step was Trustee approval before sending it to BHE for their approval.
On motion of Trustee Luce, seconded by Trustee Mills, it was unanimously voted to approve the Mission Statement as presented in Attachment D.

AASHE Presidents’ Commitment
President Schatzberg stated that she included this document in the Board packet to keep Trustees informed. She added that she has been surprised by the almost unanimous enthusiastic support that she has received for this project. She noted that she expected to have the commitment letter in final form for Trustees to consider at next month’s meeting.

ACADEMIC & STUDENT AFFAIRS
Enrollment Report
Vice President Ross passed out corrected age distribution and Academic for Lifelong Learning enrollment pages and noted that the new Director of Institutional Research will increase our effectiveness in reporting figures accurately. He also noted that significant change is the 30-39 year old age bracket is being offset by other groups but his staff is studying the trend.

Vice President Ross reported that the Coaches & Mentors Program is celebrating its 20\textsuperscript{th} anniversary and he commended Carol Dubay for her outstanding work in leading the program. He also reported that Student Services staff members are piloting a new schema for student orientation.

FOUNDATION ACTIVITIES
Trustee Angelini thanked those who attended the Glass Town Gala and the Ultimate Gift Movie Premiere. She also introduced Gerry Desautels, the recently hired Development Associate. Trustee Angelini informed Trustees that only gifts for endowment or capital construction or maintenance qualify for the match in the Public Higher Education Endowment Incentive Program. To date, there are pledges and donations for $116,000 towards the $400,000 needed in qualified funds for the match. In order to reach the match, she asked each Trustee to consider making two gifts: one directed towards unrestricted funds and one directed towards the matching program with a gift towards an endowment or capital improvement project. She asked President Schatzberg to elaborate, who then said we are asking Trustees to increase the size of their gift over last year, to continue to designate some for unrestricted needs, which is important to fund the operations of the Foundation, and to designate the rest for one of the endowments or capital projects. She noted that the Foundation would provide them with a list of the endowed scholarships and other endowed funds, and a list of the capital projects that still require funds to complete.

STUDENT ACTIVITIES REPORT
Trustee Dickey reported that the Student Senate is collecting non-perishables for the Thanksgiving food drive with the proceeds going to the Housing Assistance Corporation. She also reported that Senate members attended a workshop for Student Leaders in the Berkshires. The Student Senate also worked on a project to raise money for housing in Haiti.

ADJOURNMENT
On motion of Trustee Luce, seconded by Trustee Mills, the meeting adjourned at 5:08 PM.

Respectfully submitted

Linda Houle
Recording Secretary for the Board

George Zografos
Chair and Acting Secretary to the Board