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POLICY:

AFFIRMATIVE ACTION PLAN

Approved the Affirmative Action Plan as presented (Appendix A).

BACKGROUND:

The Commonwealth of Massachusetts Community Colleges Affirmative Action/Equal Opportunity/Diversity Plan, presented by the Community College council of Presidents to the Higher Education Coordinating Council, was approved for implementation for the period July 1, 1993 to June 30, 1996. These dates are congruent with the effective dates of the system collective bargaining agreements. The document was thoroughly reviewed at HECC, and the Chancellor applauded the President's Council "for the development of a plan that is both comprehensive and pro-active." Each campus was then to adopt the overall plan supplemented by the required individual campus components. Our Affirmative Action Officer worked on the workforce and utilization analyses, goals and timetables, problem identification analysis, individual campus programmatic efforts, and any other relevant programs, policies or procedures. Campus components must be submitted to HECC for review and approval, following which they will be appended to the main document to constitute the complete Affirmative Action/Equal Opportunity/Diversity Plan for the College.

In accordance with the revised Sexual Harassment law, the College implemented a new policy on November 4, 1996 (Appendix K.)

RELATED INFORMATION:

The Law, I, Pages 75 and 84
Affirmative Action Plan, Appendix A
Sexual Harassment Policy, Appendix L
Diversity Statement, III-A, Page 7

Board Approval
February 17, 1994
POLICY:

COLLEGE FOUNDATION

Authorizes and sanctions the creation of a College Foundation for the purposes of raising funds to support the educational, literary and scientific activities, including courses, programs and goals of the College.

BACKGROUND:

Due to the lack of sufficient funding of the College by the State, federal and other sources, it was necessary and essential to support activities which can enhance the educational programs of the College. Fund-raising activities were determined as essential and the establishment of a foundation as a viable means of developing supportive friends and increasing private giving to the College was urgently needed.

The 1993 Budget Outside Section 211 established Section 37 of Chapter 15A; however, Foundations already in existence were "grandfathered" at that time; therefore, Section 37 did not apply to the Cape Cod Community College Educational Foundation; however, the revised Section 37 of Chapter 15A effective July 1996, does apply.

RELATED INFORMATION:

The Law, I, Pages 29 and 61
Cape Cod Community College Survival Trust Fund, III-D, Page 3
Public Higher Education Endowment Incentive Program, Procedures, III-A, Page 26
Public Higher Education Endowment Incentive Program, Procedures, Appendix K
State Matching Funds Program, III-A, Page 31
Strategic Use Policy, III-A, Page 32
Survival Fund Monies, III-A, Page 34

Board Approval

December 21, 1982
POLICY:

COLLEGE ORGANIZATION

Approved reorganization in the following stages:

1) November 19, 1998: Created the areas of Workforce Education and Community Outreach, Public Affairs and Marketing, and Information Technology; and a Vice President of Academic and Student Affairs

2) January 1, 1999: Created the position of Executive Vice President of Administration and Finance

3) October 21, 1999: Created the two positions of Assistant Deans of Academic and Student Affairs (Advising and Counseling Services, and Student Support Services)

4) September 28, 2000: Eliminated the position of Dean of Planning, Research and Development

BACKGROUND:

In 1987, during the Institutional Self-Study and through observations of the President, two very critical areas of need identified are planning/research and grants/fundraising. To be in a position to achieve all of the College’s future objectives in an excellent manner, the College needed better and more strategic planning, and needed to generate additional dollars (grants, foundations, fundraising, etc.) to support beyond what the state provides. In December 1987, the Office of Planning & Institutional Development was approved, directed by a Dean-level staff member, with a full-time Director of Institutional Research and Grants (formerly the position of Coordinator/Staff Associate for Institutional Research).

In 1991, the Board approved a restructured organization chart including five full Deans; in 1992, a part-time position of Affirmative Action Officer reporting directly to the President, removing the affirmative action function from the Director of Personnel position. On June 27, 1996, the Board approved downsizing the administration by four positions and reduced the number of full Deans to four. The area of Community Services was absorbed by Academic Affairs which was reorganized at that time.

In November 1998, President reorganized and restructured the top-level areas of the College as indicated above.

Board Approval
September 28, 2000
October 21, 1999
January 1, 1999
November 19, 1998
June 27, 1996
February 17, 1994
September 24, 1992
August 25, 1992
September 17, 1991
June 20, 1989
December 15, 1987
POLICY:

CONFLICT OF INTEREST DISCLOSURE POLICY

Approved the Conflict of Interest Disclosure Policy as presented (Appendix C.)

BACKGROUND:

The National Science Foundation requires that the College have a Conflict of Interest Disclosure Policy in order to process grants. The references to Conflict of Interest in our Trust Fund Management Policy, as of December, 1996, are not sufficient.

The Office of the Community College Counsel determined that an overall disclosure policy was needed for all of the community colleges and that office prepared the policy. The MCCC/MTA reviewed the policy so the Colleges may adopt it without further need for impact bargaining. The Policy was also reviewed by the development administrators at the colleges. A policy must be in place in order to apply for grants from the National Science Foundation or DHHS.

RELATED INFORMATION

The Law I, Page 43
Conflict of Interest Disclosure Policy, Appendix C

Board Approval
December 19, 1996
POLICY:

CONTINUING EDUCATION

General Policy

Establishment of fees, compensation levels and policies regarding Continuing Education activities are the responsibility of Board of Trustees.

BACKGROUND:

In accordance with the 1981 Reorganization of Higher Education, and again in July 1991, the responsibility of fees, compensation levels and policies for Continuing Education activities rests with the local Boards of Trustees. Summer and Evening Sessions are operated at no expense to the Commonwealth (Chapter 15A.) In 1989 collective bargaining determined the compensation levels for instructors.

RELATED INFORMATION:

The Law, I, Pages 43, 46 and 49
Academic Technology Fee
General Fee, III-B
Tuition, III-B
General Operating Trust Fund, III-D

Board Approval

June 16, 1981
POLICY:

CONTRACT REVIEW

Any contract that exceeds $25,000 is to be brought before the Board for review before execution.

BACKGROUND:

This action, which tracts the State procurement laws, made the procedure more formal. The Standards for Expenditure of Trust Funds contains this language.

RELATED INFORMATION:

The Law, I, Pages 43, 45 and 46
Standards for the Expenditure of Trust Funds, III-D
Standards for the Expenditures of Trust Funds, Appendix N

Board Approval

November 30, 2000
POLICY:

DEBT POLICY

Approved the Debt Policy as presented: (Appendix D)

Background and Purpose

Cape Cod Community College is committed to delivering the educational programs and related services to meet the needs of Cape Cod, the islands, and neighboring communities of southeastern Massachusetts. The strategic planning process requires the college to look at all of its resources and to develop guidelines for how best to utilize them to meet future needs. Debt must be used strategically because of the long-term commitment of future financial resources. Therefore, this policy was developed to be consistent with the college’s strategic plan and to guide the decision making process.

Debt is a valuable institutional resource that must be managed to be cost effective, conserved to meet future needs, and used in a manner that promotes the core mission of the college. The capacity to finance projects provides flexibility and enables the college to acquire capital assets and to pay for them over a period of time, typically the asset’s useful life; to implement long-term cost savings projects; and to meet immediate needs resulting from emergencies by spreading the costs over multiple years.

Under the aegis of the Board of Higher Education the colleges receive funding for capital projects from the following sources: Commonwealth General Obligation Bonds, bonds issued by the Massachusetts Health and Educational Facilities Authority (HEFA) and in the case of state colleges, bonds issued by the Massachusetts State College Building Authority (MSCBA). The colleges cannot, on their own, issue debt, they can use debt financing from one of the above referenced sources to finance capital projects.

On June 15, 2006, The Massachusetts Board of Higher Education approved “Debt Policy Guidelines” that required the college to formally adopt a debt policy. This policy incorporates the provisions adopted in the “Guidelines” and will be used by Cape Cod Community College to develop cost effective approaches for securing and employing debt.

Approved by the Board of Trustees
March 13, 2007
POLICY:

DIVERSITY

Endorsed that the Cape Cod Community College community embraces respect for the dignity of all human beings; extending that respect with particular attention to gender issues beyond the traditionally dominant groups to the diversity which encompasses people of color, those with disabilities, those with alternative life styles, and those from all age groups, religious orientations, and socio-economic groups.

BACKGROUND:

In 1995, the Diversity Task Force was established as part of the on-going implementation of the strategic plan. The group worked informally during 1994, and formally in 1995, and prepared a Diversity plan. The Task Force requested that both the Board of Trustees and the President endorse an inclusive definition of diversity based on their work.

RELATED INFORMATION:

The Law, I, Pages 43 and 75
Affirmative Action Plan, III-A
Affirmative Action Plan, Appendix A
Sexual Harassment Policy, III-A
Sexual Harassment Policy, Appendix M

Board Approval

June 29, 1995
POLICY:

DRUG AND ALCOHOL POLICIES

In accordance with legal mandates and its philosophy of establishing and maintaining an environment of learning and a supportive environment in which to conduct the business and mission of the College, established the Drug and Alcohol Policies as shown as Appendix D pages 1-4; and in 1997, adopted and implemented the policy on alcoholic beverages voted by the Board of Higher Education on October 14, 1997, as shown in Appendix D, page 5.

BACKGROUND:

In June, 1989, the Board adopted a Drug-Free Workplace Policy. This policy was subsequently revised on September 19, 1989, to eliminate all mention of the Employee Assistance Program, which was not funded by the State in FY '90. On September 11, 1990, the Board of Trustees rescinded the earlier policy, as required by the federal government. In its place, the Board adopted the new Drug and Alcohol Policies which was a result of the amendment to Title XII of the Higher Education Act of 1965, adopted by Congress on December 12, 1989.

On October 14, 1997, the Board of Higher Education voted a policy on alcoholic beverages and called on the boards of trustees of each public institution of higher education to adopt by formal vote their policy as part of its campus code of conduct; the results of those votes reported to the BHE by December 15, 1997. Appendix D, page 5, reflects that policy.

RELATED INFORMATION:

The Law, I, Page 43
Drug and Alcohol Policies, Appendix E

Board Approval

November 20, 1997
September 11, 1990
September 19, 1989
June 20, 1989
POLICY:

E. CARLETON NICKERSON ADMINISTRATION BUILDING

Renamed the Administration Building the E. Carleton Nickerson Administration Building.

BACKGROUND:

Mr. Nickerson joined Cape Cod Community College in 1960 as Dean of Administration and faculty member in Business Administration. Upon the resignation of President Irving Bartlett in 1964, Mr. Nickerson became the second President in 1964. During his tenure, he was deeply involved with the early development of the College, especially the establishment of the West Barnstable campus. In 1972, Mr. Nickerson resigned the presidency and returned to the faculty until 1976, at which time he retired from the College. Mr. Nickerson passed away in the spring of 1999, and upon the recommendation of a committee planning a memorial event on campus, the Board of Trustees and the Chancellor of the Board of Higher Education approved the renaming of the Administration Building.

RELATED INFORMATION:

The Law, I, Page 43

Board Approval

October 21, 1999
POLICY:

"EMERITUS" STATUS - GUIDELINES FOR GRANTING TITLE

Revised the criteria and expanded the eligibility for awarding emeritus status as stated in Appendix E.

BACKGROUND:

The guidelines for the granting of the title of "Professor Emeritus" were issued by the Massachusetts Board of Regional Community College. With the reorganization of public higher education (1981), new guidelines were established and passed by the Board of Trustees on April 19, 1983. The policy was reviewed and expanded to define which administrators would qualify for emeritus status. An Award of Recognition was formally included in the guidelines. The policy adopted on December 18, 1997, superseded the policy adopted on April 19, 1983. The Board did an in-depth review of the emeritus policy and procedures, and on March 25, 1999, approved expanding the eligibility from full professors (faculty), presidents and full deans to include the individuals who have, during their careers at the College as stated in Appendix E.

RELATED INFORMATION:

The Law, I, Page 43
Emeritus Policy, Appendix F

Board Approval
March 25, 1999
December 18, 1997
April 19, 1983
POLICY:

FACILITY USE POLICY

Adopted the "Facility Use Policy" (see Appendix G.)

BACKGROUND:

The College had been following guidelines similar to the proposed "policy", which was reviewed by Community College Counsel. Once the Board passed this policy, procedures for carrying out the policy were established.

Special fees were adopted at various Board meetings and can be found in Section III-B.

RELATED INFORMATION:

The Law, I, Pages 43, 45 and 46
General Operating Trust Fund, III-D
Facility Use Policy, Appendix G
Facility Use Fees, III-B

Board Approval

September 23, 1993
March 26, 1992
POLICY:

FAIR INFORMATION PRACTICES ACT
(Confidentiality of Student Records)

Authorizes the College to establish rules and regulations regarding confidentiality of student records. These rules and regulations shall comply with federal and state laws governing confidential educational records. Procedures shall be distributed to all faculty and staff who deal with confidential student records.

BACKGROUND:

Cape Cod Community College must comply with the Family Educational Rights and Privacy Act of 1974 which governs access to and release of information contained in student educational records. (4 M.G.L.A. '7(26) Mass. Public Records Act; 66-A M.G.L.A. 'Z(k) also known as the "Fair Information Practices Act." FERPA/1974 - 20 USC 1232 (1974) and 45 C.F.R. ' 99 (1976) plus subsequent Laws and Amendments.) On May 12, 1978, the Massachusetts Board of Regional Community Colleges passed a policy on "Privacy and Confidentiality of Student Records and Personal Data systems." Once the Board has approved the above request, the President will release the attached "Statement on Confidentiality of Student Records," which has been reviewed and approved by General Counsel. The Department of Defense, pursuant to the Omnibus consolidated Appropriations Act of 1997, issued specific language regarding directory information which was included with our definition as shown in Appendix B.

RELATED INFORMATION:

The Law, I, Pages and 43
Statement on Confidentiality of Student Records, Appendix B

Board Approval
January 19, 1995
POLICY:

FEES DEFINITION

Revised the tuition and fees labeling policy to the following definition of fees:

General fees which are retained by the College in the General Operating Trust Fund for operational expenses (costs of the College).

BACKGROUND:

In June, 1996, the Board adopted a labeling policy to better reflect the actual uses of student charges (using the titles of Local Tuition A and Local Tuition B (which was actually fees).

On September 22, 1998, the Board reverted to the labeling policy of using the terminology of tuition and fees.

RELATED INFORMATION:

The Law, I, Pages 43
Tuition Definition, III-A
General Operating Trust Fund, III-D

Board Approval

September 22, 1998
September 19, 1996
June 27, 1996
POLICY:

GIFTS TO THE COLLEGE

Various gifts of materials, equipment and money are to be accepted by the Board of Trustees, and the President of the College is to acknowledge the receipt and appreciation of said gifts on behalf of the Board.

BACKGROUND:

Gifts given to the College must be formally accepted by the Board of Trustees. This was a policy of the Massachusetts Board of Regional Community Colleges (MBRCC), and when the Reorganization was enacted in 1981, the acceptance of gifts was part of the local Boards’ duties.

In 1996, the Board of Higher Education adopted the Public Higher Education Endowment Incentive Program. Under this program, all matching state funds received are to be invested in permanent endowment by the CCCC Educational Foundation in accordance with the general investment guidelines used by the Foundation for endowments.

RELATED INFORMATION:

The Law, I, Pages 43 and 61
Cape Cod Community College Educational Foundation, III-A
Public Higher Education Endowment Incentive Program, III-A
Public Higher Education Endowment Incentive Program, Procedures, Appendix K
State Matching Funds Program, III-A

Board Approval

June 16, 1981
POLICY:

GRACE S. & BERNARD D. GROSSMAN STUDENT COMMONS

Renamed the Student Commons building the Grace S. and Bernard D. Grossman Student Commons.

BACKGROUND:

Over time, different suggestions and discussions were held regarding the naming of ... the Library, Student Commons, the quad, etc. Due to the enormous work and generosity of former Trustee Grace S. Grossman, and the help she gave to students over a given time, the recommendation was made to name the Student Commons building the Grace S. and Bernard D. Grossman Student Commons a.k.a. The Grossman Commons.

RELATED INFORMATION:

The Law, I, Page 43

Board Approval

January 25, 1996
POLICY:

HANDLING CHARGE FOR CHECKS RETURNED
(for insufficient funds)

Adopted, effective immediately, the Commonwealth's handling charge of $15.00 for checks returned for insufficient funds. Such charge shall apply against the payer of any check or other negotiable instrument made payable to the Commonwealth of Massachusetts or any agency thereof which is dishonored for insufficient funds, uncollected funds or for any other reason. Funds collected from this charge will be deposited in the College's General Operating Trust Fund.

BACKGROUND:

The Commonwealth of Massachusetts adopted a returned check charge of $15.00 (for the purposes stated in the above policy) which became effective on June 30, 1992. Due to the time spent by the Business Office to process and collect on checks which have been returned by the bank for insufficient funds, account closed and uncollected funds, the Board adopted the Commonwealth's policy. (From January to mid October 1992, 141 checks were returned.) It is understood that the charge will not deter someone from issuing a bad check; however, the charge will help reimburse the College for the time spent.

RELATED INFORMATION:

The Law, I, Page 43
General Operating Trust Fund, III-D

Board Approval

October 15, 1992
POLICY:

HOME SCHOOLING POLICY

All home schooled students, without a high school diploma or GED, are eligible to apply for admission to a degree or certificate program provided they have successfully completed an approved home school program in accordance with Massachusetts General Laws or the laws of their home state. If a home schooled student has not completed an approved home school program, then the student will not be eligible to enroll in a degree or certificate program until he/she has taken and passed a federally-approved Ability-to-Benefit Test.

To determine whether a student has participated in an approved home school program, the student shall submit, with the application for admission, evidence that the home school program was approved by the student’s school district’s superintendent or school committee. Additionally, if the home schooled student is under the age of compulsory attendance, which is sixteen (16) years old in Massachusetts, a letter from the student’s school district’s superintendent or school committee is required stating that the student is not considered truant and would not be required to attend further schooling or continue to be home-schooled if the student has completed his/her home school program before the age of sixteen (16).

The College reserves the right to limit or deny enrollment of any student under the age of sixteen (16) in a course or program based on a case-by-case consideration of a variety of factors, including but not limited to: the student’s maturity, life experience, placement test scores, prior education, course content, instructional methodology, and potential risks associate with participation in a particular course or program.

BACKGROUND

Pursuant to Section 22(g) of Chapter 15A, the Board of Trustees must approve the implementation of policies.

RELATED INFORMATION:

The Law, I, Pages 12 and 43

Board Approval

June 24, 2005
POLICY:

HONORARY DEGREES

Established an honorary degree as recognition for a member of the community who has provided outstanding support to Cape Cod Community College. The honorary degree recognizes a member of the community who has provided outstanding support to Cape Cod Community College, or outstanding service to the community in ways that exemplify the community college mission. Students, alumni, faculty, staff, retirees, and trustees are not eligible since the College uses other mechanisms to honor members of these groups.

BACKGROUND:

This honorary degree was established as a way of honoring members of the community who have provided extraordinary support to the College. This degree is to be presented at Commencement.

RELATED INFORMATION:

The Law, I, Pages 12 and 43

Board Approval

April 27, 2000
POLICY:

IMMIGRATION AND NATURALIZATION SERVICE NOTIFICATION

(Board of Higher Education Policy)

It is the policy of the Board of Higher Education that public institution of higher education in the Commonwealth of Massachusetts notify the Immigration and Naturalization Service (INS) immediately of the name and last known address of any international student requiring a student visa whenever such student does not enroll, enrolls for less than full-time, withdraws or graduates from the institution. The public institutions shall forward copies of any such INS notifications to the Board of Higher Education. In accordance with this policy, it is requested that the public institutions of higher education commence the INS notification process effective October 2, 2002.

BACKGROUND:

Media reports identified problems in the oversight of the international student visa programs in light of the September 11, 2001, attack on the World Trade Center and Pentagon. The lack of reliable information about non-citizens living in the United States on a temporary basis has impeded the investigation into the attacks. The new BHE policy to enhance the reporting requirements supports both existing law and good practice. By establishing the above policy, it was the BHE’s intent to be proactive in responding to this threat.

RELATED INFORMATION:

The Law, I, (Massachusetts General Laws, Chapter 15A, Section 9), Page 12

BHE Approval

October 2, 2001
POLICY:

INVESTMENT POLICY

Approved the Investment Policy Statement as shown in Appendix H.

BACKGROUND:

In the FY 97 management letter, KPMG Peat Marwick recommended that the College develop an investment policy approved by the Board of Trustees. In order to comply with this recommendation, it was important for the College to formalize its investment policy. As fund balances increase, this policy is to be reviewed by the administration and by the Personnel and Finance Committee.

RELATED INFORMATION:

The Law, I, Page 43
Investment Policy, Appendix H
Standards for the Expenditure of Trust Funds, III-D
Standards for the Expenditure of Trust Funds, Appendix N
Trust Fund Management Policy, III-D
Trust Fund Management Policy, Appendix R
Cape Cod Community College Survival Trust Fund, III-D
General Operating Trust Fund, III-D
Restricted and Designated Trust Fund, III-D
Special Programs Trust Fund, III-D
Student Activity Trust Fund, III-D

Board Approval

November 19, 1998
POLICY:  

MEFA - U Plan

The Board approved and authorized the execution by Cape Cod Community College of a tuition agreement with MEFA and the Higher Education Coordinating Council entitling any beneficiary of any individual savings program participant, if such beneficiary is admitted to Cape Cod Community College, to obtain a credit against tuition and mandatory fees payable in the year and attendance at Cape Cod Community College of a percentage of such tuition and mandatory fees equivalent to the percentage of tuition and mandatory fees that would have been credited at Cape Cod Community College in the academic year beginning in the year which the fractional interest of the applicable bond was purchased had the amount initially invested by such individual participant been paid to Cape Cod Community College, provided that such beneficiary shall be entitled to such credit only upon payment of the amount of such initial investment plus interest compounded annually during the period of investment at an interest rate equal to the increase in the consumer price index plus 200 basis points, such tuition agreement to be substantially in the form presented to the Board on the date of this resolution, with such changes, omissions, insertions and revisions as are deemed advisable by the President of Cape Cod Community College (the "President"). Authorized the President of Cape Cod Community College to do such things, enter into such contracts or agreements, and take such other action as the President shall deem necessary or desirable to effectuate the matters authorized hereby, including without limitation, to execute on behalf of Cape Cod Community College any tuition agreement pertaining to the crediting of tuition and mandatory fees in future years at Cape Cod Community College.

BACKGROUND:

Pursuant to Section 5 (f1/2) of Chapter 15C of the General Laws, the Massachusetts Educational Financing Authority ("MEFA") was authorized to develop and administer one or more savings programs and, in connection therewith, to enter into tuition agreements with public as well as private institutions of higher education fixing all or a portion of the cost of attendance at such institutions in one or more future years at a specified amount subject to adjustment in accordance with one or more financial indices. MEFA developed and proposed to implement a college savings program pursuant to which individual participants may apply savings for tuition and mandatory fees payable in future years to investments in bonds to be issued by the Commonwealth of Massachusetts bearing interest at a variable rate pegged to increases in the consumer price index. MEFA proposed to enter into tuition agreements with institutions of higher education in the Commonwealth, including Cape Cod Community College, to ensure that the amounts invested by individual participants in such bonds, when augmented by the interest paid on such bonds, will entitle beneficiaries designated by such individual participants to obtain a credit of a percentage of tuition and mandatory fees in future years at any participating institution to which such beneficiaries are admitted equivalent to the percentage of tuition and mandatory fees that would be credited for the amount initially invested in such bonds in the academic year beginning in the year in which such bonds are purchased.

RELATED INFORMATION:

The Law, I, Page 43

Board Approval
POLICY:

MISSION STATEMENT

Approved the revised "Mission Statement".

Note: The Mission Statement is Appendix I

BACKGROUND:

A statement of Philosophy and Mission was originally written, in March, 1982, as part of the 5-Year Plan submitted to the Board of Regents March, 1983. Subsequently, the "Mission and Institutional Goals" statement was reviewed at a Strategic Planning Seminar held in January, 1988. The recommendations from the Seminar were reviewed and revised by the Institutional Research and Planning Committee, and endorsed by College Meeting on April 28, 1988. The Board of Trustees approved the revised statement on May 17, 1988. The statement was reaffirmed/revised on October 16, 1990.

In accordance with Chapter 15A, Section 7, of the General Laws (1991), each board of trustees shall develop and submit to HECC a mission statement; HECC having the authority to approve said statements. The new mission statement was the result of input from the Board of Trustees, a draft document by the 5-year accreditation update subcommittee, input from the President's Staff and faculty, and vote of College Meeting. That Mission Statement was forwarded to HECC by the January 1, 1993 deadline. On February 9, 1993, the College was requested to consider some additions which were done, approved locally, and submitted to HECC by the March 1, 1993 deadline, and subsequently approved by HECC at their June 8, 1993 meeting.

In March 1998, the Board approved a revised mission statement based on the new requirements issued by the BHE. Following a meeting with the Chancellor, the Mission Statement was revised April 30, 1998. At the request of the BHE, the Mission Statement was again revised to reflect the unique characteristics of the College on December 17, 1998.

In Spring 2006 a committee was assembled by the President to review the current college mission and propose revision. The wording of the new mission statement was approved by the Board in October 2006.

RELATED INFORMATION:
The Law, Section I, Pages 4, 5,11, 43
The Mission Statement, Appendix I

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March 16, 1982
POLICY:

NAMING POLICY

The Board established and approved guidelines for the naming of facilities and programs as donor recognition.

BACKGROUND:

Cape Cod Community College (hereafter referred to as “the College”) Trustees and President, as well as the Directors of the Cape Cod Community College Educational Foundation, seek private funds to enhance the College’s ability to meet the higher education needs of its community, particularly toward a level of excellence that would otherwise not be possible given state funding levels and restraints on student tuition and fees. To that end, the College seeks to provide appropriate recognition to donors for their generosity.

RELATED INFORMATION:

The Law, Section I, Page 343
Naming Policy, Appendix J

Board Approved

May 15, 2003
POLICY:

PRESIDENTIAL AUTOMOBILE

Authorizes the President of Cape Cod Community College to use a college automobile on a full-time basis and to authorize the College to make provision for the associated operation and maintenance of said automobile.

BACKGROUND:

The Chancellor of the Board of Regents, John B. Duff, in his memorandum dated November 10, 1982, advised that part of the Community College Presidential Compensation/Benefits (1980-1983) is the provision for a college automobile including associated operation and maintenance costs for the president.

On August 25, 1992, the Board voted to enter into a lease agreement for two new College motor pool vehicles due to the age/condition/mileage of the existing cars. On September 19, 1996, the Board voted to enter into a new lease agreement for one new College vehicle due to the age/condition/mileage of the car assigned to the President. On March 22, 2001, the Board of Trustees authorized the purchase of a 2001 Buick Royal for use by the President.

RELATED INFORMATION:

The Law, I, Page 43

Board Approval

March 22, 2001
September 19, 1996
August 25, 1992
September 17, 1985
POLICY:

PRESIDENTIAL HOUSING ALLOWANCE

Authorizes a housing allowance of $750.00 per month, effective October 1, 1992, for President Richard A. Kraus as authorized by the Higher Education Coordinating Council in the new Executive Compensation Guidelines of October 13, 1992. Payment to be made at the same time as when non-unit administrators receive the December 21, 1992, 6% salary increase.

On April 25, 1996, the housing allowance was increased by $250 effective July 1, 1995, and by another $250 effective July 1, 1996. On May 16, 1996, the Board voted to rescind the increase which was to be effective July 1, 1996. Therefore, the housing allowance effective July 1, 1995, is $1,000 per month.

On September 28, 2000, the Board voted to increase the housing allowance from $1,000 per month to $1,250 per month effective July 1, 2000.

On September 26, 2002, the Board voted to increase the housing allowance from $1,250 per month to $1,500 per month effective July 1, 2002.

BACKGROUND:

In 1992, the Higher Education Coordinating Council (now the Board of Higher Education) authorized guidelines approving a housing allowance for the community and state college presidents. The implementation of this allowance was on or after October 1, 1992, and subject to the availability of sufficient funds from existing campus resources. (At the time, this benefit was not tied to the Chancellor's hold on equity/salary adjustments. The faculty, confidentials and support staff had all received their raises in the January 1993 pay check; the non-unit administrators had been approved to be paid in the February 1993 pay check, subject to availability of funds within the College budgets.)

In accordance with the most recent Presidential Compensation Guidelines the housing allowance could increase by $250 effective July 1, 1995 and another $250 effective July 1, 1996. The Board voted on April 25, 1996 to vote both increases; however, on May 16, 1996, the Board rescinded the increase which was to be effective July 1, 1996. On September 28, 2000 the Board voted to increase the allowance to $1,250 per month effective July 1, 2000.

RELATED INFORMATION:

The Law I, Page 43

Board Approval
September 26, 2002
September 28, 2000
May 16, 1996
April 25, 1996
January 28, 1993
April 19, 1983
POLICY

PUBLIC HIGHER EDUCATION ENDOWMENT INCENTIVE PROGRAM

Procedures for Implementation

Approved the Procedures for Implementing the Public Higher Education Endowment Incentive Program as presented (Appendix I.)

BACKGROUND:

The State Matching Fund Program procedures were drawn up through discussions of the community colleges and state colleges, and were blessed by appropriate State bodies. Local Boards of Trustees were then to take appropriate action.

RELATED INFORMATION:

The Law, I, Pages 29 and 43
College Educational Foundation, III-A, Page 2
Gifts to the College, III-A, Page 14
Public Higher Education Endowment Incentive Program (Procedures), Appendix K
State Matching Fund Program, III-A, Page 31

Board Approval

November 21, 1996
POLICY:

SCHOLARSHIPS TO AREA HIGH SCHOOLS

1. Two scholarships of $500.00 each will be made available to area high schools whose June graduating class exceeds 150 persons. One $500.00 scholarship will be made available to area high schools whose June graduating class is less than 150 students.

2. Recipients must attend Cape Cod Community College at least half-time within one year of receipt of scholarship.

3. Awards will be disbursed in increments of $250.00 per semester and the student must be in attendance at least half-time each semester to be eligible to receive the award.

4. Scholarships are to be announced during the Commencement exercises of the high school and are to be awarded to students who have distinguished themselves in an academic area of the high school as determined by the awarding authority of the high school.

5. The superintendent of schools or high school guidance officer must forward the names and addresses of the students who will be awarded a scholarship, along with the reasons for the award in sufficient time to enable the recipient(s) to attend "An Evening of Excellence", which is held prior to the College's commencement exercises. This information is to be forwarded to the Executive Vice President of Administration & Finance at Cape Cod Community College.

6. Funds for these scholarships will be included in the College's annual budget submission.

Note: "Area" is defined as our primary service area

BACKGROUND:

The initial policy was passed by the Board January 19, 1982, and scholarships given to the high schools for the College 1982/83 academic year. This program has been highly successful with the area high schools and has been renewed each year. Funds for the scholarships are taken from the Parking Trust Fund (at one time the Mass. Regents Scholarship Trust Fund) and the College Foundation. Effective in 1989, the known high school scholarship recipients were also honored at "An Evening of Excellence". In 1992, the Board voted that the policy be open-ended, and for the funds to be included in the College's annual budget submission.

RELATED INFORMATION:

General Operating Trust Fund, III-D, Page 4
Traffic, III-C, Pages 1-5

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POLICY:

SEXUAL ASSAULT

Established a Sexual Assault Policy & Procedures as outlined in Appendix L.

BACKGROUND:

The Higher Education Amendments of 1992 require that each institution develop and distribute policy and procedures on sexual assault as part of the annual security report that is mandated by the Crime Awareness and Campus Security Act of 1990. A special committee established by the Community College Presidents' Council developed a policy which the local colleges had the option to modify as needed. Our Director of Health Services, Esther Landry, was a member of this committee as was Community College Counsel. Modifications suggested by our college were reviewed by Community College Counsel prior to presenting the document to the Board.

RELATED INFORMATION:

The Law, I, Pages 43 and 78
Sexual Assault Policy, Appendix L

Board Approval

November 18, 1993
POLICY:

SEXUAL HARASSMENT - POLICY AND PROCEDURE

Implemented on November 4, 1996, a revised Sexual Harassment Policy (Appendix M) in accordance with the change in the Law.

BACKGROUND:

The College's Board of Trustees passed a "Policy on Sexual Harassment" on May 21, 1985. Subsequent to that, a system-wide Step One Complaint was filed by the MCCC/MTA charging the policy was in violation of the MCCC contract. In accordance with the decision of the Contract Administrator/Hearing Officer, the Board of Trustees rescinded the "Policy on Sexual Harassment" as approved by them on May 21, 1985, and endorsed a "Sexual Harassment Policy and Procedure" as approved by the Board of Regents in May 1984.

In November 1996, a revised law on sexual harassment was enacted. In accordance with the change, a revised policy was implemented.

RELATED INFORMATION:

The Law, I, Pages 11, 43, 75 and 78
Affirmative Action Plan, III-A, Page 1
Affirmative Action Plan, Appendix A
Sexual Harassment Policy, Appendix M
Diversity Statement, III-A, Page 7

Board Approval

November 4, 1996 (Implementation)
April 15, 1986
POLICY:

SIGNATURE AUTHORITY

In accordance with the provisions of Section 22 of Chapter 15A of the General Laws, the Board of Trustees delegate to the President as Chief Executive Officer of Cape Cod Community College the following enumerated powers and responsibilities:

- approval and signature of all official correspondence and documents related to the operation of the college; such documents to include but not be limited to the following: payrolls, warrants, personnel actions, temporary personnel appointments, invoices, batch transmittals, purchase orders, out-of-state travel requests, requests and returns of advances, transfers among subsidiary accounts, allotments, contracts, leases, trust funds, payments to and agreements with legal counsel, certifications, bank authorizations, employee annuity agreements and any and all forms or other legal documents required by any federal, state or local governmental agency.

The powers and responsibilities enumerated above shall be exercised in accordance with the policies, rules and regulations promulgated from time to time by the Massachusetts Board of Higher Education (formerly Higher Education Coordinating Council) and the Cape Cod Community College Board of Trustees.

BACKGROUND:

In 1981, in accordance with Section 10 of Chapter 15A, and with the policies, rules and regulations promulgated from time to time by the Massachusetts Board of Regents of Higher Education, the Board of Trustees of Cape Cod Community College authorized and delegated the day-to-day management of the college to the president and granted approval for the president to enter into various agreements and contracts. With the revised Chapter 15A in 1991, the Board again granted approval and authorized the president day-to-day management of the college.

RELATED INFORMATION:

The Law, I, Pages 43-46

Board Approval

September 17, 1991
May 19, 1981
POLICY:

STATE MATCHING FUNDS PROGRAM

All matching state funds received under the matching program begun in FY '97 are to be invested in permanent endowment by the CCCC Educational Foundation in accordance with the general investment guidelines used by the Foundation for endowments;

The earnings from said endowment are to be made available annually to the Trustees of the College to be used in any or all of three ways: 1) for reinvestment in the endowment, 2) as part of the College operating budget, or 3) as part of a College capital budget as voted annually by the Trustees;

In order to ensure possibilities of future growth, this endowment, to be known as the CCCC General Endowment, is to be set up in such a way that it may receive future additions from either the public or the private sector.

Annual reports are to be publicly available showing the use to which these earnings have been put.

BACKGROUND:

The Board of Higher Education adopted a "Public Higher Education Endowment Incentive Program" effective FY '97. The initial distribution of funds are based upon the program objectives identified in section 15E of Chapter 15A of the M.G.L. The matching support provides one state dollar from this program for every two dollars raised by the campuses. The matching schedule provides a special incentive for campuses to increase the base of funds raised from alumni. One dollar from the program will be matched for each dollar raised from alumni. In accordance with the BHE guidelines, local Boards of Trustees are required to develop program procedures which are to be filed with the House and Senate Committees on Ways and Means by January 1, 1997.

The above program adopted by the Board of Trustees ensures a stream of unrestricted funding for the future, while closely following the legislative intent.

RELATED INFORMATION:

The Law, I, Pages 12, 43 and 61
Cape Cod Community College Educational Foundation, III-A, Page 2
Gifts to the College, III-A, Page 14
Public Higher Education Endowment Incentive Program, III-A, Page 26
Public Higher Education Endowment Incentive Program, Appendix K

Board Approval
September 19, 1996
POLICY:

STRATEGIC USE POLICY

Approved a Strategic Use policy for endowed scholarship funds from the earnings of the Whitehouse Trust. These funds will be used to achieve strategic enrollment and financial aid goals and objectives and will be reviewed with the Trustees on an annual basis.

BACKGROUND:

On October 16, 1997, the Board established a Special Programs Scholarship Endowment using earnings from the Whitehouse Trust as supplementary financial aid for students enrolled in the Physical Therapist Assistant, Evening Nursing, and LPN to RN programs which are self-supporting.

On October 21, 1999, the Board rescinded the Special Programs Scholarship Endowment and established the Strategic Use policy, which was a flexible policy. The significant earnings from the Whitehouse Trust, which are restricted to student scholarships, will provide an opportunity to address changing strategic enrollment and financial aid goals and objectives.

RELATED INFORMATION:

The Law, I, Pages 43-46
College Foundation, III-A, Page 2
Continuing Education Special Tuition NU 130, III-B
Tri-Level Certified Nurse Aide Program, III-B
Culinary Arts Certificate Program, III-B
Evening Nursing Program, III-B,
Phlebotomy Course TH 123, III-B
Physical Therapist Assistant, III-B

Board Approval

October 21, 1999
October 16, 1997
POLICY:

STUDENT GRIEVANCE PROCEDURE

Approved the revised Student Grievance Procedure (Appendix O) to be effective September 1, 2001.

BACKGROUND:

Prior to this date, a system-wide Student Grievance Procedure had been adopted by the Presidents’ Council which did not require approval by the local Boards of Trustees.

Five years ago, in an attempt to address recurring difficulties encountered by students, faculty, staff, and others in interpreting the current Student Grievance Procedure, the Council of Deans of Student Services edited the Procedure to address a number of confusing aspects of the procedure. Because of legal and union issues, however, the proposed changes were not moved forward to implementation. In the fall of 2000, the Council of Senior Student Affairs Officers, working closely with Legal Counsel, revisited the earlier draft, made additional changes and agreement was reached producing a more responsive procedure to student and administrative concerns, and legal ramifications. These changes were reviewed with MCCC, additional changes made in response to their concern. AFSCME was invited to comment but raised no concerns. This new document has been endorsed by the Council of Senior Student Affairs Officers, Legal Counsel, collective bargaining entities, Presidents’ Council, and was approved by the Board of Trustees on April 26, 2001, for implementation on September 1, 2001.

On December 20, 2001, the MCCC asked if management would be willing to consider any revisions, specifically the complaint filing timeline. General Counsel suggested to the Presidents, who agreed, to replace the current informal procedure with the language proposed by the MCCC in its 1997 proposal. The proposed change will permit all student grievances to be brought at any time within thirty (30) days following the end of an instructional period. No longer will students be required to “lock in” their complaints with the Student Grievance Office within 30 days from when the student knew or should have known of the grievable act. The language is better for students and management and alleviates the MCCC’s concern that a complaint would be known to the Student Grievance Officer and withheld from the faculty member until the end of the semester.

RELATED INFORMATION:

The Law, I, Page 43
Student Grievance Procedure, Appendix O

Board Approval
December 20, 2001
April 26, 2001
POLICY:

SURVIVAL FUND MONIES

During the next three to four years, use none of the interest or principal of the unrestricted Survival Fund monies (which will total nearly $1 million) while investing them in a good growth vehicle which will allow the College to get at the funds at least once a year in case any cutback below the FY'91 levels occurs and the College needs to utilize the funds for any of the three prime purposes indicated in the Statement of Policy. In fact, these monies would be insurance held by the College staff and students against threats like those which caused the creation of the Fund in the first place.

At the end of this period, if there no longer seem to be threats of cutbacks below the FY '91 levels, the recommendation would be made that the Survival Fund unrestricted funds (which by then might total $1.3 million) become an endowment within the Foundation, 5% of which (possibly $65,000) would be available each year to fund improvements in existing College programs (any income in excess of 5% would be reinvested in the principal of the endowment).

BACKGROUND:

As the Chairman of the Board of Trustees is one of three people determining usage of the Survival Fund monies, the Board voted the above policy as advice to the Chairman of the Board. (The other two people are the Chairman of the Foundation Board and the President of the College.)

RELATED INFORMATION:

The Law, I, Pages 43 and 61
College Foundation, III-A, Page 2
Cape Cod Community College Survival Trust Fund, III-D, Page 3

Board Approval
September 24, 1992
POLICY:

THE TRUSTEE DIVERSITY SCHOLARSHIP

Approved The Trustee Diversity Scholarship and its criteria (Appendix P).

BACKGROUND:

This scholarship was established to be awarded to a student who has helped promote diversity on the College campus. The criteria is in accordance with the standard practice of the Educational Foundation or State law and where possible, the Board voted parts of the criteria. The Scholarship criteria is a contract between the donor and the Foundation. The name of the scholarship if The Trustee Diversity Scholarship to be awarded annually to a student of Cape Cod Community College. The scholarship was not defined to apply to a particular person. The Scholarship is to be presented at Evening of Excellence.

RELATED INFORMATION:

The Law, I, Page 43
College Foundation, III-A, Page 2
The Trustee Diversity Scholarship, Appendix P

Board Approval

September 28, 2000
POLICY:

TUITION DEFINITION

Revised the tuition and fees labeling policy and defined tuition as follows:

Tuition:
1. Tuition charged on State courses (sections 1-39) which is transferred to the General Fund of the Commonwealth. Faculty pay for teaching these courses is paid from the State Account, and
2. Tuition for Continuing Education courses (sections 40-99) which is retained by the College in the General Operating Trust Fund for operational expenses (costs) of the College.

BACKGROUND:

In June, 1996, the Board adopted a labeling policy to better reflect the actual uses of student charges (using the titles of Local Tuition A and Local Tuition B (which was actually fees).

On September 22, 1998, the Board reverted to the labeling policy of using the terminology of Tuition and fees.

RELATED INFORMATION:

The Law, I, Pages 43  
Continuing Education General Policy, III-A, Page 5  
Tuition, III-B,  
General Operating Trust Fund, III-D

Board Approval
September 22, 1998  
September 19, 1996  
June 27, 1996
POLICY:

TWO-PLUS-TWO AGREEMENT(S)

Approved the establishment of a Two-Plus-Two Agreement with Suffolk University.

BACKGROUND:

The Board established an academic agreement which was designed to facilitate the cooperation between Cape Cod Community College and Suffolk University in the delivery of Bachelor’s degree programs on Cape Cod. The actual agreement with Suffolk University is Appendix P and was approved except for Sections 20B and 23 which were approved substantially as presented and further recognizing and approve inclusion of a provision for indemnification reference (paragraph 18 of the previous draft agreement.) A special fee was also established (see Two-Plus-Two Fees.) This program is in Business Administration and was reviewed by a 2+2 Oversight Committee, 2+2 Task Force and College Meeting prior to being approved by the Board.

RELATED INFORMATION:

The Law, I, Pages 43
Two-Plus-Two Fees, III-B

Board Approval
February 26, 1998