The two hundredth and fifty-first regular meeting of the Board of Trustees of Cape Cod Community College was held in the Board Room on June 19, 2007, George Zografos, presiding.

TRUSTEES PRESENT: Angela Angelini  
                     Ralph Cahoon  
                     Elliott Carr  
                     Andrew Gottlieb  
                     Allen Larson  
                     Rob Mills  
                     Wendy Northcross  
                     Christopher Oddleifson  
                     George Zografos

TRUSTEES ABSENT: Courtney Dickey and Cynthia Solarz

FACULTY, STAFF, STUDENTS AND OTHER VISITORS: Kathleen Schatzberg, President; Dixie Norris, Vice President; Philip Sisson, Vice President; Michael Gross, Director; David Hemenway, Director; Linda Houle, Recording Secretary for the Board; Kathy Andrews, Staff Assist; Kathy Doucette, Admin. Assist.; Natalie DuBois, Foundation; Dan Gallagher, Exec. Director; Frank Giaimo, Comptroller; Stephen Haugh, Student; Mary Moynihan, Faculty; Rose Pena-Warfield, Dean; Jim Riordan, Director; Marsha Sylvia, Staff Assist.; Chet Yacek, Assoc. Dean; and David Ziemba, Dean

CALL TO ORDER: Trustee Zografos called the meeting to order at 3:38 PM.

MINUTES: On motion of Trustee Larson, seconded by Trustee Angelini, the minutes of the May 15, 2007, meeting were approved as presented. (Attachment A-1)

CHAIRMAN’S REPORT:
Trustee Zografos commented that he thought Commencement was great, and he loved it at the Melody Tent. Trustee Zografos welcomed Stephen Haugh who will begin his tenure as the elected Student Trustee in September.

Nomination Committee Report and Election
Trustee Zografos reported that the Nomination Committee’s slate of proposed officers for next year was Trustee Mills, Chair; Trustee Solarz, Vice Chair; and Trustee Oddleifson, Secretary.

   On motion of Trustee Larson, seconded by Trustee Northcross, it was unanimously voted to approve the slate as presented.

Trustee Zografos noted that he particularly enjoyed his second year as chair because he understood the process better and he appreciated the positive input from President Schatzberg.

SABBATICAL REPORT
Prof. Moynihan reported on her sabbatical work to improve the statistics curriculum. She trained in using the GAISE college recommendations and gave several examples of how those recommendations improve student learning. (Attachment A-2)

FINANCE & PERSONNEL COMMITTEE REPORT:
Trustee Mills reported that Finance & Personnel met at 2:15 and recommends for full approval for the personnel items.
PERSONNEL ITEMS
Trustee Mills noted that the first seven personnel actions were taken as a group.

Appointments
On motion of Trustee Mills, seconded by Trustee Larson, it was unanimously voted to approve the appointments of William Berry to the position of Instructor in the Language & Literature Department, Catherine Casey-Lane to the position of Instructor in the Nursing Department, David Allen to the position of Senior Special Programs Coordinator of the Theater Program, Stephanie Brady to the position of Senior Special Programs Coordinator of the Environmental Technology Program, Sally Polito to the position of Department Chair, Lore DeBower to the position of Interim Academic Dean of Arts & Sciences, and David Ziemba to the position of Interim Dean of Learning Support Services & Advanced Studies as presented. (AttachmentsB1-B7)

Reappointment – Non-Unit Administrator
On motion of Trustee Mills, seconded by Trustee Angelini, it was unanimously voted to approve the reappointment of Sylvia Jimison as presented. (Attachment B-8)

Change of Status>Title Non-Unit Administrator
On motion of Trustee Mills, seconded by Trustee Angelini, it was unanimously voted to approve the change of status and title of Donna Vatousiou from Staff Assistant to Payroll to Payroll Specialist as presented. (Attachment B-9)

Change of Status>Title Non-Unit Administrator
On motion of Trustee Mills, seconded by Trustee Angelini, it was unanimously voted to approve the change of status and title of Marsha Sylvia from Staff Assistant to Human Resources Specialist as presented. (Attachment B-10)

FINANCIAL ITEMS
Delegation of Authority to Expend Funds in FY 2008
Vice President Norris stated that, in as much as the appropriation is not yet passed by the legislature, she was requesting the Trustee approval of the standard motion that is presented each year.

On motion of Trustee Mills, seconded by Trustee Larson, it was unanimously voted to delegate to the President and to the President’s designee, the Vice President of Administration and Finance, the authority to approve appropriate expenditures in FY 2008 (July-September) prior to Board approval of the final FY 2008 operating budget. Said expenditures are not to exceed 25% of the FY 2008 “Preliminary Budget” levels(same as FY 2007 operation budget, except in those areas that are time critical and are required to complete projects and meet mandates prior to the Fall 2007 semester—upgrades to academic labs, deferred maintenance, and capital adaptation and renewal..

Student General Fee
Trustee Mills reported that the Finance & Personnel Committee discussed the fee increase at length and recommends that the general student fee be increased by $9.50 of which $4.50 would be earmarked for and Access Fund for students with financial need. If cost of living increases had been imposed since 2004, fees would have increased by $9.50. Trustee Mills also noted that the Finance & Personnel Committee also discussed increasing fees annually based on the cost of living rather than waiting every 3-4 years and doing a larger increase. Under this proposal, application, assessment, and transcript fees would be eliminated to improve access and simplify the fees.

Stephen Haugh (Student Trustee FY2008) commented that any fee increase is difficult for students but smaller, incremental increases would be easier to handle, and a cost of living increase is something that can be planned for. He also noted that the hidden fees are really difficult because prospective students do not budget for them.
After some discussion on wording, Trustees agreed to break the motion into three parts.

*On motion of Trustee Mills, seconded by Trustee Carr, it was unanimously voted to increase the Student General Fee by $9.50/credit (to $107.50/credit) and to eliminate the assessment, application and transcript fees effective for the Fall 2007 semester.*

*On motion of Trustee Mills, seconded by Trustee Carr, it was unanimously voted to allocate $4.50/credit of the Student General Fee to establish a fund to promote greater access that would be used by the Financial Aid Office in the upcoming year for students with need.*

*On motion of Trustee Gottlieb, seconded by Trustee Zografos, it was voted (8 in favor, 1 opposed) to institute an annual Student General Fee increase on July 1, based on the December 31st cost of living index, to be voted annually by the Board of Trustees.*

**Facility Use Fees**
Trustee Mills noted that user fee revenues have increased due to diligent efforts of Mr. Riordan and the quality services the College provides, and these fees have not been increased since 2000. Trustee Zografos noted that Finance & Personnel has requested some feedback after a year to see what the effect of the increase is on facility use. Trustee Angelini noted that the for-profit fees seemed low and might be increased.

*On motion of Trustee Carr, seconded by Trustee Northcross, it was unanimously voted to increase the Facility Use Fees per the attached schedule, effective July 1, 2007. (Attachment C)*

Trustee Larson commended Mr. Riordan for increasing revenues and noted that the Evaluation Committee should consider setting a goal to keep fees down.

**PRESIDENT’S REPORT**
President Schatzberg noted that it was great working with Trustee Zografos over his tenure as Board Chair. She noted that she will email her year-end report to the Evaluation Committee by early July and include a goal on fees.

**Action Item:**
*Conducting Business over the Summer*
President Schatzberg noted that this is a standard motion that made every June.

*On motion of Trustee Gottlieb, seconded by Trustee Carr, it was unanimously voted to provide for personnel appointments or other business between the June and September Board meetings, the President or one of the President’s designees, the Vice President of Administration & Finance or the Vice President of Academic & Student Affairs, will convene a meeting (formally posted, per Open Meeting Law) of the Finance & Personnel Committee to take the necessary vote, which would then be confirmed by the full Board of Trustees at the September meeting.*

**Discussion Items:**
*Trustee Meeting Schedule*
President Schatzberg noted that with new Trustees coming on, this schedule might have to be adjusted. She also noted that the April meeting might need to be rescheduled due to the NEASC team’s visit.

*Climate Commitment*
President Schatzberg reported that it was exciting to be at the National Press Center for the signing of Presidents’ Climate Commitment. She stated that there is a great deal of interest on campus in a Sustainability Committee since Tony Cortese spoke at the Professional Day in June. She advised Trustees that she plans to get involved in the public transportation issue since that will likely be the greatest hurdle for reducing the carbon footprint. Trustee Northcross recommended that she investigate goloco.com as a ride sharing resource in addition to MassRides and improving bus routes.
ACADEMIC & STUDENT AFFAIRS
Vice President Sisson welcomed Mr. Haugh as the Student Trustee and stated that he looked forward to hearing Mr. Haugh’s thoughts over the course of next year. Vice President Sisson commented that he was very heartened to hear the Trustees concerns and comments regarding student access and success.

For the upcoming year, he is preparing for the NEASC accreditation visit, a new strategic planning initiative and a discussion on the reorganization of Academic and Student Affairs. Vice President Sisson noted his two themes will be: 1) improving the teaching and learning process – assessment and documentation; and 2) creating a culture of student success – learning communities, developing a student success course, improve our advising system.

FOUNDATION ACTIVITIES – Trustee Angelini
Board Updates: Frank Fantasia is stepping down after four years as Chair. Dick Rand will be the new Chair and the new Vice Chairs are Laura Flanders and John Miller. New Foundation members include Robert Anderson, Jr. of Sandwich with Stop & Shop Corporate, Andrea Harris with Zion Union Church; and Harvey Irlen of Centerville with the Academy for Lifelong Learning.

Trustees were urged to stop by the annual Tennis Tournament, beginning July 11, and raffle tickets are available for purchase.

The Foundation reached its $1.5 million goal with a final gift of equipment for the nursing lab from the Board of Higher Education’s Nursing Initiative.

ADJOURNMENT
On motion of Trustee Larson, seconded by Trustee Cahoon, the meeting adjourned at 4:54 PM.

Respectfully submitted

Linda Houle
Recording Secretary for the Board

Cynthia Solarz
Secretary to the Board