The two hundredth and fifty-sixth regular meeting of the Board of Trustees of Cape Cod Community College was held in the Board Room on January 15, 2008, Rob Mills presiding.

TRUSTEES PRESENT: Angela Angelini, Ralph Cahoon, Stephen Haugh, Rob Mills, Cynthia Solarz, Sheila Vanderhoef (late), George Zografos

TRUSTEES ABSENT: Lissette Blondet, Andrew Gottlieb, Wendy Northcross, and Christopher Oddleifson

FACULTY, STAFF, STUDENTS AND OTHER VISITORS: Kathleen Schatzberg, President; Dixie Norris, Vice President; Philip Sisson, Vice President; Michael Gross, Director; Chet Yacek, Dean; Linda Houle, Recording Secretary for the Board; Lois Andre, Director; Kathy Andrews, Staff Assistant; Natalie DuBois, Foundation; Dan Gallagher, Exec. Director; John Lebica, Director; Greg Masterson, Director; Rose Pena-Warfield, Dean; and David Ziemba, Dean

CALL TO ORDER: Trustee Mills called the meeting to order at 4:02 PM

MINUTES: On motion of Trustee Cahoon, seconded by Trustee Solarz, the minutes of the December 18, 2007, meeting were approved as amended. (Attachment A-2)

CHAIRMAN’S REPORT: Trustee Mills reported that President Schatzberg had called him to discuss her desire to publicly support the proposed In-State Tuition Bill and that he felt it warranted Board discussion. President Schatzberg noted that although passage of the new legislation is not very promising, Governor Patrick has expressed support of it, fundamentally as a fairness issue. She reported that she sent Governor Patrick a letter of support over the weekend but would also like to write a letter to the editor or a “my view” column. She distributed a handout covering the basic issues and requested Board guidance. Trustee Zografos stated that sometimes we have to take a stand and that he would support the President’s position. Trustee Cahoon noted that he was very supportive as well. He stated that one of his roles as a Trustee is to advocate for education for everyone and that it is, indeed, a fairness issue. Trustee Solarz also expressed support. President Schatzberg noted that the legislation would not give these students a free ride, nor make them eligible for state or federal financial aid. Trustee Angelini stated that she was totally supportive of it. Trustee Haugh noted that what makes President Schatzberg a good president is the passion she has for these issues. Although the undocumented student tuition issue has not been discussed by the Student Senate, he felt they would be very supportive of the President.

On motion of Trustee Zografos, seconded by Trustee Angelini, it was unanimously voted to support President Schatzberg’s public support of the proposed Immigrant In-State Tuition legislation.

FINANCE & PERSONNEL COMMITTEE REPORT:
Trustee Solarz reported that Finance & Personnel met at 3:15 and all personnel items were passed.

PERSONNEL ITEMS
Reappointments – Non-Unit Administrators
Trustee Solarz noted that all of the reappointments are for two years with the exception of Coren Peacock’s which is a grant-funded position.
On motion of Trustee Solarz, seconded by Trustee Cahoon, it was unanimously voted to approve the reappointments of Kathleen Andrews, Lori Crawley, Rosemary Dillon, Kathleen Girelli, Michael Gross, Linda Houle, Susan Miller, Coren Peacock, and John-Paul San Giovanni as presented. (Attachment B-1)

Appointment – Faculty
Trustee Solarz noted that Mr. Riley was selected from a pool of 49 applicants.

On motion of Trustee Solarz, seconded by Trustee Zografos, it was unanimously voted to approve the appointment of Paul Riley to the position of Instructor in the Department of Languages and Literature as presented. (Attachment B-2)

Appointment – Faculty
Cynthia Trustee Solarz noted that Ms. Zombro was selected from a pool of 29 applicants.

On motion of Trustee Solarz, seconded by Trustee Zografos, it was unanimously voted to approve the appointment of Nancy Zombro to the position of Instructor in the Department of Social Sciences and Human Services as presented. (Attachment B-3)

FINANCIAl ITEMS
Trust Fund Report, FY 2008 (Attachment C)
Vice President Norris referred Trustees to the Trust Fund Report in the packets. She noted that the budget is built using projected revenues from the Trust Funds. All of the budgeted expenses are well within 50% of projections.

On motion of Trustee Solarz, seconded by Trustee Zografos, it was unanimously voted to approve the budgeted FY 2008 Trust Fund expenditures as presented.

Security Plans
Vice President Norris reported that the State has provided some funding for an emergency notification system as a result of last year’s Virginia Tech incident. CCCC has contracted with Dialogic to provide emergency notifications to students, faculty and staff via voicemail, text messaging and/or email which will be implemented during the spring. This will be used along with current hotline, website, and television/radio announcements. There are also plans to install a public address system in each building and a new electronic sign board by the ring road. Vice President Norris reported that she is also working on a key and lock system that will provide better control over physical security and an update to the phone system for E911. Training for the new systems is ongoing, and practice evacuation and emergency response drills are being planned. Trustee Cahoon noted that the Barnstable Police Department has been working with the local public schools on manual lockdown procedures and he would be happy to discuss these with Vice President Norris. (Trustee Vanderhoef arrived.)

PRESIDENT’S REPORT
Strategic Planning Process and Board Retreat.
President Schatzberg reported that with the departure of David Hemenway, Dick Rand, a former CCCC Dean and current Chair of the CCCC Educational Foundation has agreed to chair the Strategic Planning Committee. Anita Lichman and Christine Staub have been engaged to work with this group because of their expertise in strategic planning. President Schatzberg also reported she is hosting a group of CEO’s and community leaders as part of the community strategic planning event on January 18th. She noted that five Trustees will be there as well and can share their observations at the next Board meeting. She noted that the afternoon session of the annual Board retreat will be devoted to strategic planning. Ken Tashjy and Jeanne-Marie Boylan will discuss various aspects of trusteeship during the morning sessions.

Capital Bond for Higher Education Status Report and Reorganization of Public Education
President Schatzberg noted Gov. Patrick’s education reorganization proposal calls for a secretary of education position in the Governor’s cabinet who will coordinate the work of existing boards to create a comprehensive
pre-K through college system and approve budget and capital outlay requests at the departmental and institutional levels. President Schatzberg noted that Presidents Council has agreed to focus their efforts on passage of the higher education bond legislation, and she urged Trustees to support this and the need for a new health and sciences building whenever they speak with legislators. She also noted that Senator Murray supports the bond bills as a way to get people to work and improve the State’s economy. Trustee Cahoon stated that he supported the Governor’s idea of expanding the state Boards’ membership. President Schatzberg noted that although the Governor would like to spend more money on higher education, it is unlikely that there will be increase beyond collective bargaining increases. She noted that health care costs are a huge drain on the state.

Trustee Giving
President Schatzberg asked Trustees to send in their annual gift of any amount to the Foundation so that we can say 100% of Trustees have donated.

Upcoming Events
President Schatzberg encouraged Trustees to attend the annual Martin Luther King event.

ACADEMIC & STUDENT AFFAIRS
Spring 2008 Enrollment Update
Vice President Sisson reported that the Intersession enrollment had increased in both headcount (65%) and credit hours (25%) from 2007. The preliminary spring enrollments appear to be flat at this point but he will present a more comprehensive report at the February meeting. He also reported that there is a Late Start course option beginning on February 4th which should increase enrollments.

Spring 2008 Initiatives
Vice President Sisson noted that retention from fall to spring is a concern and his team is working on several initiatives to improve retention and student success including Learning Communities (paired courses where faculty work as a team); intensive math and writing developmental coursework designed to move students through developmental requirements quickly, and a Student Success 3-credit Course designed to acclimate students to college, improve their study skills and provide more intrusive advising.

He also noted that other major initiatives include developing a 3-year enrollment management plan, developing a master course schedule so that students can better plan their schedules, and instituting a Student Success Task Force that will explore various options to improve retention efforts.

Other Matters As May Arise
Vice President Sisson noted that although he had hoped to have five new faculty onboard for the spring semester, some of the searches did not have a robust or diverse enough pool of candidates and these searches will reopen.

FOUNDATION ACTIVITIES
Trustee Angelini reported that the Foundation is awaiting word from the National Endowment for the Humanities for a pending grant application for almost $200,000 for the Nickerson Historical Room renovation and expansion. The annual Phonathon began last week and volunteers are welcome for the next three Thursdays in the Library Conference Room. The Foundation has added a student representative to the Board, Rob Kelley. The year 2008 represents the 25th anniversary of the Foundation.
STUDENT ACTIVITIES REPORT
Trustee Haugh reported that the students are on break and he was looking forward to the spring semester.

ADJOURNMENT
On motion of Trustee Zografos, seconded by Trustee Cahoon, the meeting adjourned at 5:04 PM.

Respectfully submitted,

Linda Houle  
Recording Secretary for the Board

Christopher Oddleifson  
Secretary to the Board