EXHIBIT A-2

CAPE COD COMMUNITY COLLEGE BOARD OF TRUSTEES
Minutes . . . . October 16, 2007

The two hundredth and fifty-third regular meeting of the Board of Trustees of Cape Cod Community College was held in the Board Room on October 16, 2007, Robert F. Mills, presiding.

TRUSTEES PRESENT:  Angela Angelini  Wendy Northcross
              Lissette Blondet (late)  Christopher Oddleifson
              Ralph Cahoon  Cynthia Solarz
              Stephen Haugh  Sheila Vanderhoef
              Robert Mills  George Zografos

TRUSTEES ABSENT:  Andrew Gottlieb

FACULTY, STAFF, STUDENTS AND OTHER VISITORS:  Kathleen Schatzberg, President; Dixie Norris, Vice President; Philip Sisson, Vice President; Michael Gross, Director; David Hemenway, Director; Chet Yacek, Dean; Linda Houle, Recording Secretary for the Board; Lois Andre, Director; Cindy Crossman, Assist. Vice Pres.; Lore DeBower, Dean; Gerry Desautels, Foundation; David DIlulis, O’Connor & Drew; Natalie DuBois, Foundation; Dan Gallagher, Exec. Director; Frank Giaimo, Comptroller; John Lebica, Director; Rose Pena-Warfield, Dean; Sally Polito, Faculty; Jim Riordan, Director; Marsha Sylvia, HR Specialist.; and David Ziemba, Dean

CALL TO ORDER and CHAIRMAN’S REPORT:  Trustee Mills called the meeting to order at 4:06 PM and congratulated faculty members James Warren and Marcy Smith on behalf of the Trustees for their achievements. He welcomed new Trustee Sheila Vanderhoef and introduced the other Trustees.

MINUTES:  On motion of Trustee Zografos, seconded by Trustee Solarz, the minutes of the September 18, 2007, meeting were approved as presented.  (Vote 8 in favor, 1 abstention) (Attachment A-2)

FINANCE & PERSONNEL COMMITTEE REPORT:
Trustee Solarz reported that Finance & Personnel met at 3:00 PM and recommends for full approval for the personnel items.

PERSONNEL ITEMS
Reappointments– Unit Professionals

On motion of Trustee Solarz, seconded by Trustee Northcross, it was unanimously voted to approve the reappointment of Lisa Fedy as presented. (Attachment B-1)

On motion of Trustee Solarz, seconded by Trustee Zografos, it was unanimously voted to approve the reappointment of Diane Nash, as presented. (Attachment B-1)

Reappointments – Faculty

On motion of Trustee Solarz, seconded by Trustee Zografos, it was unanimously voted to approve the reappointment of Patricia Allen as presented. (Attachment B-2)

On motion of Trustee Solarz, seconded by Trustee Zografos, it was unanimously voted to approve the reappointment of Denise Friedel, as presented. (Attachment B-2)
Appointments – Non-Unit Administrator

On motion of Trustee Solarz, seconded by Trustee Zografos, it was unanimously voted to approve the appointment of Carol Canty, as presented. (Attachment B-3)

FINANCIAL ITEMS
Audit Committee Report – Draft FY2007 Audit
David DiIulis from O’Connor & Drew reported that he had thoroughly discussed the audit at both the Audit Committee and Finance & Personnel Committee meetings earlier. He thanked Trustees for the opportunity to do the audit and noted that it was a smooth transition from KPMG complimented that staff for their work. (Trustee Blondet arrived.) He stated the important thing to note was that it is an unqualified opinion no findings. This year, SAS 112 was also implemented that scrutinized the internal controls more stringently. Once Trustees approve the audit it will be overnighted to the state offices and the Board of Higher Educations.

On motion of Trustee Northcross, seconded by Trustee Zografos, it was unanimously vote to go into executive session to discuss the audit with the independent auditor at 4:14 PM. Returned to Open Meeting at 4:28 PM.

On motion of Trustee Northcross, seconded by Trustee Zografos, it was unanimously voted to accept the FY 2007 Audit dated June 30, 2007, as presented. (Attachment C)

Trustee Northcross commended the College staff for their hard work.

Unrestricted Net Assets Allocation
Vice President Norris reported that Trustees vote on this motion annually to provide some measure of protection for the reserves. This motion to designate the unrestricted net assets uses the same percentages as last year. Trustee may change these designations whenever they choose.

On motion of Trustee Solarz, seconded by Trustee Oddleifson, it was unanimously voted to approve the unrestricted net assets be designated for the following purposes:

- Applied Technology Building 15%
- Deferred Maintenance & Adaptation /Renewal 40%
- Information Technology 20%
- Academic Equipment and Materials 25%

Introduction. Trustee Chair Mills introduced and welcomed new trustee Lissette Blondet.

Facilities Master Plan
Vice President Norris stated that Trustees were sent the link to the Facilities Master Plan to review. The plan was done by Sasaki Associates of Watertown and was a collaborative effort between DCAM and BHE. Trustee Solarz requested that Trustees review the plan and funnel comments to her before the next Board meeting.

On motion of Trustee Solarz, seconded by Trustee Zografos, it was unanimously voted to postpone action on the Facilities Master Plan until the November meeting.

Capital Lease/Purchase Agreement
Dan Gallagher, Exec. Director of Information Technology reported that the SAN lease/purchase agreement will provide the College a rapid recovery system in the event of a disaster. The SAN would be moved to an off-Cape location in the event of a hurricane and would allow the College to resume work in a matter of days.
On motion of Trustee Zografos, seconded by Trustee Northercross, it was unanimously voted to approve a lease/purchase agreement with University Lease and its parent company, Cal First, for the financing of $202,474.75 over a five year period at an interest rate of 4.57% in annual payments of $45,013.12 for the purposes of implementing an Equallogic storage area network (SAN) solution, and authorize the Vice President of Administration and Finance or the Executive Director of Information Technology to sign all related contractual documents.

EVAULATION COMMITTEE REPORT:
Trustee Solarz reported that the Evaluation Committee met at 2:00 PM and discussed the Trustee Self-Evaluation from last year. Ms. Houle will forward the open-ended comments as soon as they are available. The Committee discussed the value of continuing with the same form and will look into other options for evaluations. President Schatzberg noted that the results are used in part to determine the focus of the Trustee Annual Retreat.

Trustee Solarz distributed copies of President Schatzberg’s self evaluation and FY2008 proposed goals. Trustee Solarz noted that she would email updated version to trustees and requested that they send their comments to her by November 1st. Trustee Mills noted that he would forward last year’s evaluation report letter to BHE to Trustee Solarz as well. President Schatzberg noted that the goals reflect ongoing operational ones and goals specific to the year, and she also distributed the Performance Measurement Report which is part of the data to be considered in the President’s evaluation process. Trustee Zografos questioned if this was the year for a more comprehensive evaluation.

Trustee Solarz noted that President Schatzberg is eligible for a 2.3% COLA and a 3% merit raise. The Evaluation Committee will present a motion on compensation next month.

Trustee Cahoon urged Trustees to provide meaningful feedback to the President on her report.

PRESIDENT’S REPORT

Action Item:
Hospital MOU
President Schatzberg noted the College’s limited access and ring road, the availability nursing faculty and students, and the College’s mid-Cape location right off Route 6 make it a prime location for an emergency medical treatment area in the event of a major pandemic. John Lebica has been working with Cape Cod Hospital on the plan and they would like approval to execute the agreement. The community college counsel, Ken Tashjy, has reviewed and approved the agreement.

On motion of Trustee Cahoon, seconded by Trustee Blondet, it was unanimously voted to approve the MOU as presented. (Attachment D)

Discussion Items:
President Schatzberg welcomed new Trustees Lissette Blondet and Sheila Vanderhoef. She also announced that the College has just been notified by the Executive Office of Energy and Environmental Affairs that we have been selected as a LBE (Leading By Example) Innovation Award winner in the Higher Education Category. President Schatzberg also distributed copies of an updated list acronyms and state contacts that were originally handed out at the CONNECT Trustee professional development session last October.

NEASC Self-Study and Strategic Planning Process
Ms. Polito reported that the NEASC Self-Study is proceeding quite well and is in the final editing phase. Trustees will have a chance to review the final product in November and vote on it at the December meeting. Ms. Polito urged Trustees to give any comments to President Schatzberg, Cindy Crossman or Sally Polito as soon as possible.
NEASC: Governance & Board Evaluation
President Schatzberg reported in reviewing the draft Self-Study, Louise Zak, Associate Director of the Commission on Institution of Higher Education of NEASC, requested comments on how the Trustees planned to address three of the following open-ended comments that were found in the 2006 Trustee Self-Evaluation: improving their understanding of the College Mission, monitoring the College along its stated strategic goals, and getting more involved in fundraising.

President Schatzberg noted that since that evaluation, the Trustees have approved a more concise mission statement and she distributed framed copies. Trustees also are given reports throughout the year and do evaluations as well. The Board of Trustees has also achieved a 100% giving rate and many Trustees frequently attend fundraisers and members of the College community notice and greatly appreciate trustee involvement.

President Schatzberg also noted that the current Strategic Plan has run its course and the Self-Study findings will drive the next strategic planning process which is starting now. Board development could be part of that plan. Trustee Oddleifson recommended that Trustees spend some time throughout the year to read the entire Self-Study document. He noted that it would provide some thoughtful reflection. (Trustee Solarz departed.) Trustee Cahoon noted that he reviewed the Academic Programs chapter and he was impressed with serious and thoughtful work being done.

BHE Update
President Schatzberg commented that she was delighted the Chancellor and the Chair of BHE came to her open house on Sunday for trustees and foundation board members. She reported that the Governor has proposed a $2 billion bonding bill for the capital needs of the state’s higher education organizations. Of that, the 15 community colleges will get approximately 25%, to use for the top priorities identified in the Facilities Master Plan. She noted that she will call on the College’s network of supporters to urge legislators to approve the bond bill without new earmarks that could diminish funding for the projects identified by the Facilities Master Planning Process and the Governor.

Trustee Meeting Schedule
President Schatzberg noted that the November meeting will be on November 13th as previously agreed.

CONNECT Update
President Schatzberg reported that the Good News Holding Company is planning a large project in Plymouth, five miles from the Bourne Bridge. The project will feature 14 sound stages, and a landscaped family entertainment center. David Kirkpatrick, formerly president of Paramount Picture and a well-know movie industry executive, is leading the project which is expected to employ 2000 people. Plymouth Chamber of Commerce is working on securing this enormous economic development asset, and called in the Connect institutions in response to Mr. Kirkpatrick’s stated goal of offering student internships and college programs on the site. Additionally, Mr. Kirkpatrick has agreed to be our 2008 Commencement speaker.

ACADEMIC & STUDENT AFFAIRS
Enrollment Report
Vice President Sisson reported that the increased enrollment reflects on the commitment of the Enrollment Management staff and he congratulated them on their efforts. He noted that David Hemenway and Rick Crowe collaborated on the report. The total number of students has increased 4.3% and the total number of credits has increased 5%. This may be due, at least in part, to the increased publicity about on-time registration. The Enrollment Management staff is committed to developing new enrollment projects.

The drop in ACCCESS enrollment reflects reverse immigration and possibly fears in the immigrant communities about INS raids such as occurred in New Bedford. Project Forward continues to grow, and ALL (Academy for Lifelong Learning) is also growing enormously, which reflects the aging population on the Cape, the newly renovated and expanded facility here on campus, and the establishment of ALL branch chapters in Falmouth, Mashpee and Wellfleet. In response to Trustee Blondet’s question regarding if enrollment reports were reviewed
weekly to note changes in the demographics, Vice President responded that enrollments are semester-based. However, as registration proceeds, enrollment for the next semester is reviewed weekly and then daily.

New Faculty Hires
Vice President Sisson noted that the proposed five new faculty positions were determined by an open process that was well-documented and data driven. Positions have been posted for Developmental Reading, Developmental Writing, Developmental Math, Psychology and Biology and he expected bringing the appointments to the January Trustees meeting.

College Connection Program
Vice President Sisson reported that the Enrollment Management staff is working with Falmouth High School to bring the entire college intake process to the school. It has been amazingly successful and only about 25 out of 200 Falmouth High School students have opted out of the program. Falmouth is the pilot for this program and the plan is to replicate this across the service area.

FOUNDATION ACTIVITIES
Trustee Angelini reported that the Trustees were given a copy of the Foundation’s 2007 Annual Report. The year-end appeal will be mailed the end of November. The Foundation is also participating in the Spectacle of Trees held at the JFK Museum in Hyannis. Student clubs are decorating a tree with the theme “Education is Key” that will include gift certificates to area businesses and restaurants. Trustees were encouraged to place a bid for it.

STUDENT ACTIVITIES REPORT
Trustee Haugh reported that the Student Senate now has 17 senators and 2 senators at-large. He worked with the Student Senate President, Rob Kelley, to encourage more night students to vote. The Senate has also assigned students to the College Meeting standing committees. Trustee Haugh also reported that he attended a Student Leadership Conference with nine other CCCC students 90 other students from across the state at the Sea Crest in Falmouth. Upcoming events include a blood drive on Halloween and a Halloween dance.

ADJOURNMENT
On motion of Trustee Northcross, seconded by Trustee Zografos, the meeting adjourned at 6:10 PM.

Respectfully submitted,

Linda Houle
Recording Secretary for the Board

Christopher Oddleifson
Secretary to the Board