The two hundredth and fifty-fourth regular meeting of the Board of Trustees of Cape Cod Community College was held in the Board Room on November 13, 2007, Cynthia Solarz, presiding in the absence of Rob Mills.

**TRUSTEES PRESENT:** Angela Angelini
Lissette Blondet
Ralph Cahoon
Andrew Gottlieb
Stephen Haugh
Wendy Northcross (late)
Christopher Oddleifson
Cynthia Solarz
Sheila Vanderhoef

**TRUSTEES ABSENT:** Robert Mills and George Zografos

**FACULTY, STAFF, STUDENTS AND OTHER VISITORS:** Kathleen Schatzberg, President; Philip Sisson, Vice President; Michael Gross, Director; David Hemenway, Director; Chet Yacek, Dean; Linda Houle, Recording Secretary for the Board; Cindy Crossman, Assist. Vice Pres.; Lore DeBower, Dean; Natalie DuBois, Foundation; John Lebica, Director; Greg Masterson, Director; Susan Miller, Dean; Rose Pena-Warfield, Dean; Sally Polito, Faculty; Dick Rand, Foundation; Margaret Rich, FPC; Marsha Sylvia, HR Specialist; and David Ziemba, Dean

**CALL TO ORDER and CHAIRMAN’S REPORT:** Trustee Solarz called the meeting to order at 4:02 PM and noted that she was filling in for Trustee Mills.

**MINUTES:** On motion of Trustee Gottlieb, seconded by Trustee Angelini, the minutes of the October 16, 2007, meeting were approved as presented. (Attachment A-2)

**FINANCE & PERSONNEL COMMITTEE REPORT:** Trustee Solarz reported that Finance & Personnel met at 3:15 PM and recommends for full approval for the personnel items.

**PERSONNEL ITEMS**

- **Reappointment – Non-Unit Professional**
  
  On motion of Trustee Gottlieb, seconded by Trustee Oddleifson, it was unanimously voted to approve the reappointment of Richard Crowe as presented. (Attachment B-1)

- **Retirement – Non-Unit Professional**
  
  On motion of Trustee Gottlieb, seconded by Trustee Vanderhoef, it was unanimously voted to accept the retirement of Marilyn Cummings, effective October 15, 2008, as presented. (Attachment B-2)

- **Request to Rescind Retirement – Faculty**
  
  On motion of Trustee Gottlieb, seconded by Trustee Oddleifson, it was unanimously voted to accept the request to rescind retirement of Nancy Dempsey, as presented. (Attachment B-3)

- **Appointment – Unit Professional**
  
  On motion of Trustee Gottlieb, seconded by Trustee Vanderhoef, it was unanimously voted to approve the appointment of David Biggs as Coordinator of Student Life & Co-Curricular Activities, effective December 10, 2007, as presented. (Attachment B-4)
FINANCIAL ITEMS

College Endowment Fund
Assistant Vice President noted that the $20,000 Hazel Young Endowment was established many years ago and is a nonexpendable restricted asset that has been invested in CD’s. Looking at the rate of return for CD’s (3%) versus the rate of return of the Foundation’s pooled funds (9+ %) make it prudent to have the Foundation manage the funds in this endowment. The fund will remain on the College’s books.

On motion of Trustee Gottlieb, seconded by Trustee Oddleifson, it was unanimously voted to approve that the Cape Cod Community College Educational Foundation serve as the money manager for the Hazel Young Endowment.

Facilities Master Plan
President Schatzberg noted that this plan was a collaborative effort with DCAM, BHE and the public college in the southeast region that has flexibility if circumstances change. Trustee Solarz noted that it was well done and provides good information.

On motion of Trustee Gottlieb, seconded by Trustee Oddleifson, it was unanimously voted to approve the Facilities Master Plan prepared by Sasaki Associates, DCAM and the College.

In response to Trustee Oddleifson question regarding the next steps, President Schatzberg noted that the Governor’s proposed capital bonding bill is based on this plan. Trustee Gottlieb noted that if projects are ready to go, there is a better chance for them to move to the top of the list as funds become available.

EVAULATION COMMITTEE REPORT:

Trustee 2007 Self-Evaluation, Open-ended Comment
Trustee Solarz reported that the Evaluation Committee noted two areas in the open-ended comments that could be used for Trustee Retreat topics: understanding of fiscal operations and strategic planning.

President’s Evaluation and Goals
Trustee Solarz reported that the Evaluation Committee met on November 6, 2007 and reviewed the proposed goals and Trustee feedback on the President’s self-evaluation. (Trustee Northcross arrived.) She noted that there are a total of 14 goals and three were added a result of discussions with Board members.

On motion of Trustee Gottlieb, seconded by Trustee Northcross, it was unanimously voted to approve the President’s Report and Proposed Goals for FY 2008 as presented.

President’s Compensation Recommendation to BHE
On motion of Trustee Solarz, seconded by Trustee Northcross, it was unanimously voted to go into executive session at 4:24 PM. On motion of Trustee Northcross, seconded by Trustee Gottlieb, it was unanimously voted to return to open session at 4:35 PM.

On motion of Trustee Gottlieb, seconded by Trustee Northcross, it was unanimously voted to approve a cost of living adjustment of 2.3% and a merit increase of 3% effective July 1, 2008 for President Schatzberg in recognition of her outstanding leadership and to forward this recommendation to the Board of Higher Education for approval.

Trustee Solarz reported that another topic for the Trustee Retreat might be restructuring the agenda to allow for more in depth discussions.
PRESIDENT’S REPORT
NEASC Self-Study Chapter Reports from Trustees
President Schatzberg reported that the Self-Study is virtually completed and she invited Trustees to review their chapters and share their comments. The final draft will be brought for Trustee approval in December. Trustee Northcross noted that she read the finance chapter recommended it to everyone as an orientation on the College’s finances. A link to the revised version will be sent to Trustees for review.

Strategic Planning Plans
President Schatzberg noted that Trustees will be part of the College’s strategic planning process this year. The External Scan Committee, chaired by Susan Miller, is planning the January Professional Day to focus on the strategic plan. Community stakeholders, healthcare professionals, Chambers of Commerce, superintendents, guidance counselors, Trustees, program advisory committees, and various community leaders, etc. will be invited to participate in roundtable discussions with College faculty and staff. Peter Francese has agreed to be the keynote speaker and will provide key data and demographic trends and focus for discussions in breakout groups.

Trustee Northcross noted the Peter Francese’s presentation at the Economic Summit can be accessed at the Cape Cod Chamber of Commerce website. The data presented at that summit indicates that the Cape’s economy is not sustainable given the out-migration of young people. Mr. Francese recommended regionalizing services in the 15 towns and noted that the community college has a great regional role to play in attracting young people and providing workforce training.

BHE Update and Update on Capital Bill
President Schatzberg reported that capital bond bill identified the top two or three projects in each institution’s facilities master plan. She was hopeful that it could be passed with earmarks and urged to trustees to contact their legislators to support the bill.

CONNECT Update
President Schatzberg reported that CONNECT has submitted a proposal to AACC showcasing three of its more successful projects including the middle manager training project, and the CONNECT Presidents Transfer Program.

Trustee Retreat
As part of the feedback from the evaluation process, President Schatzberg recommended that the retreat might include a session with Ken Tashjy on Open Meeting Laws, Conflict of Interest, and Board operations. The other part of the day might focus on strategic planning and understanding the fiscal operations. Ms. Houle will find a date that everyone can attend.

Mission
Trustees reviewed the College’s mission statement and the Board of Higher Education’s (BHE) overall mission and the BHE’s mission statement for the community college sector.

Awards
President Schatzberg reported that the College received the Leading by Example Award last month at the State House for being pioneers in green facilities management. She also noted that the College’s Transition Program from GED to College has been invited to submit a proposal for a Bellwether program.

Other Matters as May Arise
President Schatzberg invited Trustees to attend the Lowell Lecture on Wednesday evening. Frank Moss, director of the MIT Media Lab, will speak on the interface between biology and technology.
ACADEMIC & STUDENT AFFAIRS
Student Engagement Data & Steps for Improvement
Vice President Sisson distributed the Benchmark Summary Table of the Community College Survey of Student Engagement (CCSSE) results that help the College evaluate and identify areas of strengths and weaknesses. He noted that he will bring this data back again along with Noel Levitz report at the December meeting. He reported that the CCSSE is administered in-class to a sample of 600-800 students every two years, and the Noel Levitz is administered in the off years. CCSSE surveys classroom issues and Noel Levitz looks at outside of the classroom satisfaction. CCSSE was administered in 2005 and 2007. After it’s administered three times, then there will be trend data but there are certainly areas for the entire College to focus on improvement, and it sets an agenda for what we should work on in the future.

Follow Up on Enrollment Report – Ethnicity
Vice President Sisson noted that the Brazilian population was not fully reflected in last month’s report since they were included under Hispanic heading as required for the IPEDS reports. Trustees reviewed the internal data that the College collects that breaks out ethnic populations so that the College can provide services to these groups. Vice President Sisson noted that 14% of students do not self-identify their ethnicity.

FOUNDATION ACTIVITIES
Trustee Angelini welcomed Dick Rand as the new Foundation chair. She stated that Trustees were mailed a personal copy of the giving guide, and she hoped that there would be 100% participation from Trustees this year. She also encouraged Trustee to attend the Spectacle of Trees with a private viewing on December 6. Proceeds from the sale of the College’s tree will benefit scholarships.

STUDENT ACTIVITIES REPORT
Trustee Haugh reported that WKKL is celebrating its 30th anniversary with an alumni event. The Student Senate blood drive on October 31 had 78 donors and netted 64 pints. The Senate tollbooth on November 7th, netted over $1116 towards scholarships. The Rotoract Club is sponsoring seasonal food baskets, filled with everything a family of five needs for a Thanksgiving meal. The Oral Communications classes are sponsoring a hat, coat, and mitten drive.

ADJOURNMENT
Trustee Northcross gave kudos to the Facilities Management and the IT Departments for all their work as a result of the storm. President Schatzberg also thanked former Trustee Jeff Luce for helping get the power back up on Monday.

On motion of Trustee Northcross, seconded by Trustee Angelini, the meeting adjourned at 5:39 PM.
Respectfully submitted,

Linda Houle
Recording Secretary for the Board

Christopher Oddleifson
Secretary to the Board