The two hundredth and fifty-fifth regular meeting of the Board of Trustees of Cape Cod Community College was held in the Board Room on December 18, 2007, Rob Mills presiding.

TRUSTEES PRESENT:  Lissette Blondet  Ralph Cahoon  Stephen Haugh  Rob Mills  Wendy Northcross  Christopher Oddleifson  Cynthia Solarz  Sheila Vanderhoef  George Zografos

TRUSTEES ABSENT:  Angela Angelini and Andrew Gottlieb

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; Cindy Crossman, Assist. Vice Pres.; Lore DeBower, Dean; Gerry Desautels, Foundation; Natalie DuBois, Foundation; John Lebica, Director; Greg Masterson, Director; Susan Miller, Dean; Ted Panitz, Faculty; Sally Polito, Faculty; Marsha Sylvia, HR Specialist; and David Ziemba, Dean

CALL TO ORDER and CHAIRMAN’S REPORT:  Trustee Mills called the meeting to order at 4:04 PM and congratulated the CCCC Educational Foundation for engaging the firm WolfBlock Public Strategies to assist the College with resource development through government relations and business development.

   On motion of Trustee Cahoon, seconded by Trustee Solarz, it was unanimously voted to hear Prof. Panitz’ sabbatical report out of order.

Sabbatical Report
Prof. Panitz distributed a written summary of his sabbatical report and noted that the full report is available at http://www.capecod.edu/faculty/panitz/sabbat.pdf.  Prof. Panitz investigated several innovative programs at other colleges that promote student retention and success in developmental math courses, including Mandatory Intense Individual Interventions, rolling modular programs and various supplemental instruction options.  Prof. Panitz’ work will provide the basis for departmental discussions and recommendations for ongoing improvement in the delivery of developmental math courses.  (Attachment A-1)

MINUTES:  On motion of Trustee Cahoon, seconded by Trustee Blondet, the minutes of the November 13, 2007, meeting were approved as presented.  (Attachment A-2)

FINANCE & PERSONNEL COMMITTEE REPORT:
Trustee Solarz noted that the Finance & Personnel Committee did not meet because there were no action items this month.

   On motion Trustee Northcross, seconded by Trustee Zografos, the minutes of the November 13, 2007, Finance & Personnel Committee were approved as presented.

FINANCIAL ITEMS
Financial Overview (Attachment B)
Vice President Norris noted that there were no major shifts in revenues sources or expenses. She also noted that the College compares favorably with our peers and Trustees were encouraged to contact her with any questions.
Wind Turbine Update
Vice President Norris reported that three companies have submitted bids to MTC and DCAM. One of the complicating issues is that the bids were submitted in Euros since none of the American manufacturers are building small turbines. Thus, the cost of the turbine is fluctuating based on the value of the dollar vs. the Euro. Upon signing the contract the cost will be stabilized. Three companies have submitted bids.—Jay Cashman, Inc., Methuen Construction, and Loomis.

Other Matters as May Arise
Vice President Norris reported that the IT audit which began in June and was completed in December went very well. The auditors noted that it was one of the best they have seen. The one issue was a six year-old laptop that most likely went into surplus without the appropriate paper trail. She noted she is looking into a new key system that will address security concerns that were noted. President Schatzberg congratulated Vice President Norris and Dan Gallagher for their work.

PRESIDENT’S REPORT
NEASC Self-Study

On motion of Trustee Zografos, seconded by Trustee Northcross, it was unanimously voted to approve the 2007 Self-Study Report as presented.

President Schatzberg gave kudos to Cindy Crossman and Sally Polito who co-chaired the Self-Study Steering Committee. Trustee Zografos noted that the financial chapter is a great tool for new trustee orientation. President Schatzberg noted that the projection sections of each of the chapters will be used in the strategic planning process. Trustee Cahoon stated that the Self-Study was a great learning tool for him and that he was impressed with the honesty and clarity. President Schatzberg stated that the next steps are a final edit and then it will be formatted and sent to NEASC and the visiting team. She noted that she is optimistic that the College will get a ten year accreditation and that it is a remarkable document when considering how many people worked on its development.

2+2 Agreement
President Schatzberg noted that the College uses an RFP process to solicit education partners. Northeastern University and Curry College submitted proposals, but tuition costs at these institutions were significantly higher than UMASS Dartmouth’s proposal. She also noted that UMASS Dartmouth is a CONNECT partner.

On motion of Trustee Zografos, seconded by Trustee Northcross, it was unanimously voted to approve a 2+2 program with the University of Massachusetts Dartmouth for a Bachelor of Science Degree in General Business. Students in this program will graduate with a degree from Cape Cod Community College.

Trustee Retreat
Trustees discussed possible topics for the February 25th retreat. Suggestions included: strategic planning and vision; appropriate role of a board in a public institution and how they contribute to our nation’s competitiveness; open meeting and conflict of interest issues; the role community colleges play in our economy; organization of board agendas to allow more time for discussion of issues; the role of Board in assisting the administration and the community college in general; Board’s weaknesses and areas that need improvement; and understanding fiscal operations.

President Schatzberg noted that Judy McLaughlin of the Harvard Graduate School of Education would be a good facilitator for a discussion on the Board’s role. Ken Tashjy, the MCCC Counsel, could discuss legal issues over the lunch. Trustees should email Rob Mills or President Schatzberg with any additional topics.
Government Relations
President Schatzberg reported that Trustee Mills covered the WolfBlock engagement. WolfBlock will shepherd federal grants and earmarks and also assist in the development of partnerships with industries and other businesses.

Performance Benchmarks
President Schatzberg reviewed the BHE 2006 Performance Measurement report, the 2005 Graduate Report and the 2007 IPEDS Data Feedback Report. She encouraged Trustees to forward any questions to her and she will discuss them at the next meeting.

What We Do for the Community
President Schatzberg presented a shortened version of the PowerPoint talk she uses for community groups as an overview of the College and an orientation on community colleges for new Trustees.

ACADEMIC & STUDENT AFFAIRS

Vice President Sisson assured Trustees that the Developmental Education Committee and the Developmental Math Coordinator Robin Dengler are already working on all the areas that Prof. Panitz identified in his sabbatical report. Reports like that do not sit on a shelf. He also noted that he is forming a Student Success Task Force to review procedures, policies and interventions to help students be more successful.

Noel Levitz Data
Vice President Sisson reported that the Noel Levitz Survey focuses on the student services area. He noted that the Dashboard on first page reflects some areas of real gains. He also noted that these surveys provide important data that the College uses internally to improve services and inform the strategic planning process.

Academic Calendar
Vice President Sisson stated that the changes to the 08-09 and 09-10 Academic Calendars include adding a Professional Day in the middle of each semester. This will allow the College to close down so that everyone can participate in professional development activities.

Other Matters as May Arise
Vice President Sisson distributed the Commonwealth Honors Program brochures and congratulated Prof. Bird for her work as the Honors Program Coordinator.

FOUNDATION ACTIVITIES

The Foundation has qualified for the full $200,000 allocation from the Board of Higher Education Endowment Incentive matching funds. Trustee Zografos reminded Trustees that the Foundation needs to be able to tell donors that 100% of the Trustees have contributed. To date, five Trustees have made donations. The Foundation will be going out to be for a new auditor. The Spectacle of Trees project raised $500 for student scholarships.

STUDENT ACTIVITIES REPORT

Trustee Haugh reported that the semester has come quickly to an end. President Schatzberg noted that Rotoract raised close to $1000 for the Shelter Box project and she has pledge to match that with the Wilkins Discretionary Fund that the Wilkens family provided for the President’s use in their 2006 gift to the College.
ADJOURNMENT
On motion of Trustee Zografos, seconded by Trustee Northcross, the meeting adjourned at 6:02 PM.

Respectfully submitted,

Linda Houle
Recording Secretary for the Board

Christopher Oddleifson
Secretary to the Board