November 11, 2007

To: The Board of Trustees  
   Cape Cod Community College

From: Cynthia Solarz  
   Chair of the Evaluation Committee

Re: Evaluation of President Kathleen Schatzberg  
    Academic Year 2006-2007

Dear Fellow Trustees:

The Evaluation committee has been meeting monthly and working with President Schatzberg on her evaluation as well as the Board’s self evaluation. Over this time, the President has developed a document that summarizes her present and future goals. Each member of the Board has received this self-evaluation document and has been given the opportunity to review this document and comment. We have also used the Board of Higher Education (BHE) Performance Measures as a guideline for the evaluation process.

As in past years, the Evaluation Committee has concluded that the President has met or exceeded goals established for the academic year 2006-2007. This is also the case for the BHE’s performance standards. Under the President’s guidance the College delivered a balanced budget and clean audit, unqualified with no findings. In fact, there was a surplus that added to our reserves, which now meet auditors’ standards. During this past year, the President also oversaw searches and appointments of several new senior administrative positions. Among them is a new Vice President of Academic and Student Affairs, Phil Sisson, a new Director of Institutional Research and a new Director of Grants. The various advisory boards, Curriculum, Diversity, Alumni, Senior and the newly implemented Creative Economy Advisory Committee continue to be active and flourishing. The six college Connect partnership also continues to grow with Mass Maritime Academy joining this year, and receives recognition on both local and national levels. This is also the case for the Cape Cod Technology Council (CCTC) partnership. It continues to grow and involve various partners through many sectors of the Cape. Collaboratively, through Connect, CCTC, CCCC & MMA received $275,058 from the STEM Pipeline Fund to advance science, technology, engineering and math initiatives.

The number of on-line courses has increased and other services such as on-line tutoring, advising and registering are also being implemented thanks in part to grants. CCCC continues to participate in Mass Colleges Online and while it is a great resource for CCCC students and other state college students, the enrollment of the latter in CCCC’s courses has been low. However, the new Vice President, Sisson, will be reviewing this in the coming year. Two new academic programs were also established this past year. A Medical Assisting Certificate was implemented and accredited while certificate and degree programs in Digital Graphic Arts are being developed.
Addressing issues of and increasing diversity has been a focus of the College. Throughout the year there are various campus events that celebrate, support and educate about race, religion, age and sexuality. A truly special event for the campus and local community was having newly elected Governor Deval Patrick join in this year’s Martin Luther King celebration. The College continues to work closely with the National Coalition Building Institute (NCBI) through various venues including workshops to address opportunities to enhance the College’s outreach.

President Schatzberg’s commitment to creating a “green” campus was recognized at the 2006 Community College Futures Assembly where the College received a Bellwether Award. The award recognizes “outstanding and innovative institutions and programs that are leading colleges in the 21st century.” Efforts to advance “green” initiatives continue on campus through plans for the wind turbine installation and joining the Steering Committee for the American College & University President’s Climate Commitment as well as the continued development of such courses as renewable energy sources and conservation methods.

Kathy continues to be a force on campus as well as off. Through her constant vigilance in identifying donors, fundraising this year increased from $1.4 M to $1.7 M and she continues efforts to endow a chair. She is a visual presence at most campus events, from plays to retirement parties. She meets with each academic department and attends committee meetings as well. She volunteers her time and talents in hosting and preparing gourmet Russian dinners as fundraisers. She speaks at local, regional, state and national forums. She attends MCCTA meetings. She stays abreast of legislative issues and makes others aware of their implications for the College. She works on developing relationships with the BHE and legislative delegations at both state and federal levels. She has shepherded the College through a NEASC study as well as a Facilities Master Plan. The NEASC Study, which is nearly complete, will be used as a basis for creating a new Strategic Plan. She has started to engage the gears for building a new student dorm by hiring a liaison consultant and discussing the project with various legislators. She is proactive in every sense of the word.

It is based on the above mentioned achievements and more that the Evaluation Committee voted unanimously to recommend for Board approval that President Schatzberg receive the allowed 2.3% cost of living raise along with the maximum 3% merit raise that is allowed every other year, retroactive to July 2007.