

**ROCKLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
WORKSHOP  
THURSDAY, AUGUST 18, 2011**

A Workshop of the Rockland Community College Board of Trustees was held Thursday, August 18, 2011, at 145 College Road, Suffern, New York 10901.

**Trustees Present:** Mr. Richard E. Voigt, Board Chairman; Mr. Martin Wortendyke, Board Vice Chairman; Ms. Mary Lou Dillon, Board Secretary; Dr. Arlene W. Clinkscale, Mr. Richard Kohlhausen, Dr. Sonya Shapiro, Dr. D. Penny Jennings, Ms. Caroline Osinga, Mr. Angel Torres.

**Trustees Absent:** Ms. Susan Oelkers-Ramos (excused).

**Also Present:** Mr. Morton Meyers, Executive Vice President; Mr. Lawrence Ferrier, Associate Vice President Finance; Dr. Susan Deer, Vice President of Academic Affairs; Ms. Karen Gualtieri, Interim Vice President of Student Development; Ms. Dana Stilley, Interim Dean of Enrollment Management, Megan Hannigan, Assistant to the President / Secretary to the Board.

**Absent was:** Dr. Cliff L. Wood, President (excused); Hon. Gerold Bierker, Legislative Liaison (excused), Hon. Alden Wolfe, Legislative Liaison (excused).

The meeting was called to order at 5:10 pm by Chairman Voigt.

- The agenda items were discussed (see agenda attached).

**Presentation**

Prior to the presentation, Mort Meyers explained the importance of the enrollment management plan, with enrollment being down 3%. RCC will make a major effort to recruit more students.

Interim Vice President of Student Development, Dana Stilley gave a presentation on the enrollment management plan.

- Reviewed data collection, projections, strategies and strategy implementation, marketing, new directions, and moving forward.
- Questions from the board were answered.

**President's Agenda**

Executive Vice President Mort Meyers proposed a resolution on the behalf of President Wood in his absence for the Board Workshop. President Wood covered his agenda items at the Board meeting.

- A resolution for the following was proposed and reviewed:
  - Reappointment: Scholar in Residence – Dr. Edmund W. Gordon
- Discussion and questions from the Board were answered.

**Academic Affairs**

Dr. Susan Deer, Vice President of Academic Affairs, reviewed the Academic Affairs report.

- The Paralegal Program was re-approved at the August meeting of the American Bar Association House of Delegates. The re-approval is through the year 2017.

- Wendy Greenspan passed her CNE (Certified Nurse Educator) exam. This improves her credentials as well as those for RCC, congratulations to Wendy.
- Resolutions for the following were proposed and reviewed:
  - Instructional Design Consultant, Year II
  - Amend the Student Grade Change Policy
  - Faculty Appointment: Criminal Justice – Clifford M. Ader
  - Faculty Appointment: Criminal Justice – Lisa Whiteside
  - Faculty Appointment: English Skills – Ronald W. Grant
- EVP Meyers informed the Board that items such as the budget and faculty will be reviewed at the Board Planning Retreat.
- Discussion and questions from the Board were answered.

### **Student Development**

Ms. Karen Gualtieri, Interim Vice President of Student Development, reviewed the Student Development report.

- Reviewed recent orientations. The changes moving forward are to include a more hands on approach, motivational speakers, and the orientations will be longer. Title III suggested ways to improve and increase retention, and specifically mentioned to rework the orientation process.
- Discussion and questions from the Board were answered. The Board requested specific details on data in the Student Development report. These items are queried and will be followed up at next month's meeting.
- Ms. Gualtieri and Dr. Deer both emphasized our need for certified crisis intervention counselor(s) when the current counselor retires.

### **Finance & Administration**

Mr. Morton Meyers, Executive Vice President, reviewed the Finance and Administration report.

- Reviewed in detail the budget distribution to departments and staff. The process of cutting expenses to balance the budget is a limited solution. The revenues need to be reviewed as well. The current budget only reflects a steady state enrollment, and does not reflect an enrollment increase.
- Reviewed the decline in enrollment and possible reasons and trends.
- Discussion and questions from the Board were answered. The Board requested specific details on data in the Finance and Administration report. These items are queried and will be followed up at next month's meeting.

### **Other Business**

- Reviewed and took a poll of the trustees planning to attend the upcoming Board Planning Retreat. Trustees Shapiro, Wortendyke, and Jennings are unable to attend.
- Trustee Shapiro informed the group of her recent health diagnosis.

### **Board Secretary Report**

- There were not any corrections / additions / deletions from the Board for the previous meeting minutes of July 21, 2011.

- Received follow up on the July Board Retreat from Narcisa Polonio. Dr. Polonio recommended a follow up retreat. Secretary Dillon asked for feedback from the Board with regard to her suggestion . The Board requested a written follow up report from which was included in the contract.

The following resolutions were approved for action at the Board Meeting:

- 41-2011: Instructional Design Consultant, Year II
- 42-2011: Amend the Student Grade Change Policy
- 43-2011: Faculty Appointment: Criminal Justice – Clifford M. Ader
- 44-2011: Faculty Appointment: Criminal Justice – Lisa Whiteside
- 45-2011: Faculty Appointment: English Skills – Ronald W. Grant
- 46-2011: Reappointment Scholar in Residence – Dr. Edmund W. Gordon

Items for Query:

- The number of High School Program students from 2010-2011.
- The percentage of High School Program students that applied to RCC in 2010 and 2011
- The percentage of those students that actually enrolled.
- Comparing Dean of Con't Prof Ed: 96,296 increase to 141,198 and the reason for the increase.

### **MOTION & ACTION**

By Trustee Osinga, second by Trustee Wortendyke, and unanimously approved by trustees Voigt, Wortendyke, Dillon, Clinkscale, Kohlhausen, Shapiro, Jennings, Osinga, and Torres to adjourn at 6:48 pm.

**Rockland Community College**  
**Board of Trustees**  
**Workshop**  
**Agenda**

**REVISED 8/18**

**Meeting Date:** Wednesday, August 18, 2011  
**Time:** 5:00 pm  
**Place:** President's Conference Room, Room 6205, Brucker Hall

**I. Presentation**

1. Update Enrollment Management Plan **Interim Dean of Enrollment Management, Dana Stilley**

**II. President's Agenda**

**Dr. Cliff L. Wood**

1. President's Evaluation
2. Response to Chancellor Zimpher's Request
3. Executive Session Regarding the Employment Status of Particular Employees
4. Resolution 46-2011 – Reappointment Scholar in Residence – Dr. Edmund W. Gordon (*Attachment*)

**III. Academic Affairs**

**Vice President, Susan Deer**

1. Academic Affairs Update (*Attachment*)
2. Resolution 41-2011 – Instructional Design Consultant, Year II (*Attachment*)
3. Resolution 42-2011 – Amend the Student Grade Change Policy (*Attachment*)
4. Resolution 43-2011 – Faculty Appointment: Criminal Justice – Clifford M. Ader (*Attachment*)
5. Resolution 44-2011 – Faculty Appointment: Criminal Justice – Lisa Whiteside (*Attachment*)
6. Resolution 45-2011 – Faculty Appointment: English Skills – Ronald W. Grant (*Attachment*)

**IV. Student Development**

**Interim Vice President , Karen Gualtieri**

1. Student Development Update (*Attachment*)

**V. Finance & Administration**

**Executive Vice President, Morton Meyers**

1. Finance & Administration Update (*Attachment*)

**VI. Other Business**

**Board Chairman, Richard E. Voigt**

**VII. Board Secretary Report**

**Ms. Mary Lou Dillon**

2. Previous meeting minutes 7/21/11 (*corrections/additions/deletions*)

**VIII. Follow-Up of Previous Queries**

<sup>§</sup> **Please note:** Resolutions & Reports which require action by the Board of Trustees are fully discussed at the monthly Board Workshop. All meetings of the Board are open to the public.