

**ROCKLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
BOARD MEETING
Thursday, February 23, 2012
7:30 pm
ROOM 6303, Brucker Hall
AGENDA**

***REVISED 2/23/12**

- I. **Roll Call**
- II. **Approval of Previous Meeting Minutes** 1/26/12
- III. **Public Comment**
- IV. **Board Chair Report – Chairman Richard E. Voigt**
- V. **President’s Report – Dr. Cliff L. Wood**
 1. 2012 Affirmative Action Plan Bid (Resolution 1-2012)
- VI. **Reports of Workshop:**
 - A. **Academic Affairs –Dr. Sue Deer**
 1. Academic Affairs Update
 - B. **Student Development – Karen Gualtieri**
 1. Student Development Update
 2. Revised Felony & Previous College Dismissal Policy (Resolution 7-2012)
 3. Revised Smoke-Free Environment Policy (Resolution 8-2012)
 - C. **Finance & Administration – Morton Meyers**
 1. Finance & Administration Update
 2. *Personnel Appointment-Director of Human Resources (Resolution 9-2012)
- VII. **Board Secretary Report – Secretary Mary Lou Dillon**
- VIII. **Foundation Report – Foundation Liaison Dr. Sonya Shapiro**
- IX. **NYCCT Report – NYCCT Delegate Caroline Osinga**
- X. **Student Government Association Report – Student Trustee Angel Torres**
- XI. **Old / New Business**

Upcoming Meetings:

March 14, 2012	Board Workshop
March 29, 2012	Board Meeting

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.

**ROCKLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING
THURSDAY, FEBRUARY 23, 2012**

The 694th board meeting of the Rockland Community College Board of Trustees was held on Thursday, February 23, 2012 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, Secretary; Mr. Richard Kohlhausen, Dr. D. Penny Jennings, Ms. Caroline Osinga, Dr. Sonya Shapiro, Ms. Susan Oelkers-Ramos, Dr. Arlene Clinkscale, Mr. Angel Torres.

Also Present: Dr. Cliff L. Wood, President; Megan Hannigan, Assistant to the President/Secretary to the Board; Mr. Morton Meyers, Executive Vice President; Ms. Karen Gualtieri, Vice President of Student Development; Dr. Susan Deer, Vice President of Academic Affairs; Tzipora Reitman, Director of Campus Communications; Orlando Hurtado, Videographer; David Merino, Videographer; Alberto Fuentes, Videographer; Scott Bookstein, Security.

Absent was: Hon. Alden Wolfe, Legislative Liaison (excused).

The meeting was called to order at 7:34 pm by Chairman Voigt.

MOTION

By Trustee Wortendyke, second by Trustee Torres, to accept the minutes of meeting held January 26, 2011.

ACTION

Yeas: Trustees: Voigt, Wortendyke, Dillon, Kohlhausen, Jennings, Osinga, Shapiro, Oelkers-Ramos, Clinkscale, and Torres.

Motion passed: 10 yeas; 0 nays; 0 abstentions.

President's Report - Dr. Cliff L. Wood

- Reviewed the February 2012 President's Report in detail.
- Announced the recipients of the Phi Theta Kappa New York All American Academic Team - First team RCC students, who are Alex Ojeda and Sean Rugys. They will be honored at the Phi Theta Kappa Luncheon in Albany on April 4, 2012.
- Reviewed the new edition of VOICES literary magazine, compilation of poetry done by members of the RCC Seniors Club. It includes a few poems by Anne Dwyer's mother.
- Reviewed the new Occupational Therapy marketing piece.
- Scholar in Resident, Dr. Edmund Gordon, formed *The Gordon Commission* which was established by ETS to investigate and advise on the nature and use of educational testing in the 21st century. Reviewed the brochure which describes the Commission as well as its very distinguished Commission members. The public is invited to share their thoughts with representatives of the Commission at hearings. The next hearing is on March 22, 2012, 7:00 – 9:00 pm, in the Technology Center, Ellipse.
- The following resolution was presented to the Board for action:
 - 2012 Affirmative Action Plan (Resolution 1-2012)

Resolution 1-2012

Date: February 23, 2012
To: Board of Trustees
From: Dr. Cliff L. Wood, President
Subject: Approval of the 2012 Affirmative Action Plan

MOTION

A motion by Trustee Wortendyke, second by Trustee Osinga, and

WHEREAS, The College, in order to build and maintain the ideal, balanced workforce, requires an Affirmative Action Plan and has solicited proposals from vendors, analyzed the proposals, and selected the most comprehensive, experienced bidder meeting all specifications, and,

WHEREAS, Berkshire Associates, 8924 McGaw Court, Columbia, MD 21045 submitted a bid to provide Affirmative Action Services at the total cost of \$5,938.00 for all services provided as shown in the attached Affirmative Action Services Report, and,

WHEREAS, The President has reviewed and supports the recommendation; therefore be it

RESOLVED, That the Rockland Community College Board of Trustees approves Berkshire Associates as outlined in the Consulting Services for Affirmative Action Preparation Memorandum for a cost of \$5,938.00.

ACTION

Yeas: Trustees Voigt, Wortendyke, Dillon, Kohlhausen, Jennings, Osinga, Shapiro, Oelkers-Ramos, Clinkscale and Torres.

Nays: none

Abstention: none

Motion passed: 10 yeas; 0 nays; 0 abstentions.

February 23, 2012

- President Wood reminded the Board of the Annual RCC Foundation Luncheon on March 30, 2012 with the theme, *Men of Distinction*. An invitation was included in the Board folders. Advised all Board members to inform interested businesses of the sponsorship opportunity.

- For the record, all reports of the Vice President's were reviewed in detail at the workshop earlier in the evening, therefore the reports will not be reviewed in detail during the meeting.

Reports of Workshop:

Academic Affairs - Vice President Susan Deer

- Informed the Board of the goal to have a recommendation for the Dean of Academic Services by next month.
- Tim Domick, Director of the Library, has resigned and accepted a position at Centenary College in Hackensack, NJ. A search to fill this position is being done.
- Reviewed the External Evaluation Report for Title III, progress is being made.
- Discussion and questions from board.

Student Development - Vice President Karen Gaultieri

- Former NFL star, Joe Ehrman, will be at RCC to speak and present on tackling gender violence and macho sports culture. The free event will be held on Wednesday, March 7, 2012, 2:00-3:30 pm in the Cultural Arts Theater. Mentors and student government are highly encouraged to attend.
- Accolades given to The Black Achievement Awards. VP Gaultieri shared a story of a young male who was inspired by the speech of Jordan Zuber-Banks and the message of the event.
- Reviewed the details on Academic Restoration Program.
- A continued search for the Director of Disability Services is being done.
- Work is being done on the smoking ban draft. An updated draft will be provided in the near future.
- The following resolutions were presented to the Board for action:
 - Revised Felony & Previous College Dismissal Policy (Resolution 7-2012)
 - Revised Smoke-Free Environment Policy (Resolution 8-2012)

Resolution 7 – 2012

Date:

February 23, 2012

To: Board of Trustees
From: Dr. Cliff L. Wood, President
Subject: Approval of Revised Felony and Previous College Dismissal Policy

MOTION

A motion by Trustee Osinga, second by Trustee Shapiro, and

WHEREAS, Resolution No. 76-2004, approved by the Rockland Community College Board of Trustees on September 23, 2004, adopted a Felony and Previous College Dismissal Policy; and

WHEREAS, Rockland Community College is committed to offering educational opportunities to all members of its community, including those convicted of felonies and previously dismissed from other colleges; and

WHEREAS, The College recognizes its duty to ensure that offering those educational opportunities does not involve an unreasonable risk to property, or would pose a risk to the safety or welfare of specific individuals or the public; and

WHEREAS, The existing policy needs to be revised in order to accurately reflect organizational and operational changes at the College; and

WHEREAS, The President has reviewed and recommends this proposed policy revision; therefore be it

RESOLVED, That effective immediately, the Felony and Previous College Dismissal Policy be revised to read as follows:

As required by the State University of New York (SUNY), all prospective students at Rockland Community College will be required to report whether they have been convicted of a felony or previously dismissed from an institution of higher education for disciplinary reasons. An affirmative answer to either of these questions will require that the prospective student's admission to a program or course be temporarily suspended and that the prospective student be referred to the Admissions Office. Upon referral, the prospective student will be asked to submit documentation and appropriate release of information waivers, as detailed in the SUNY Policy, to the Chair of the College's Felony/Disciplinary Dismissal Committee. Information provided will be reviewed by the Felony/Disciplinary Dismissal Committee, comprised of the Deans of Enrollment Management and Student Development, the Director of Public Safety, a member of the Criminal Justice faculty, the Vice President of Academic Affairs or designee, and any other person deemed necessary by the President. The Committee may also request a personal interview with the prospective student. The Committee will determine whether the applicant poses a risk to the safety or welfare of specific individuals or the public and notify prospective students of the decision to deny, approve, or approve with conditions, their admission to a program or course. The Chair of the Committee will also serve as the liaison with the Division of Parole of the Department of Correctional Services and the local parole office.

ACTION

Yeas: Trustees Voigt, Wortendyke, Dillon, Kohlhausen, Jennings, Osinga, Shapiro, Oelkers-

Ramos, Clinkscale and Torres.

Nays: none

Abstention: none

Motion passed: 10 yeas; 0 nays; 0 abstentions.

February 23, 2012

Resolution 8 - 2012

Date: February 23, 2012

To: Board of Trustees
From: Dr. Cliff L. Wood, President
Subject: Approval of Revised Smoke-Free Campus Policy

MOTION

A motion by Trustee Oelkers-Ramos, second by Trustee Torres, and

WHEREAS, Resolution No. 7-2009, approved by the Rockland Community College Board of Trustees on March 19, 2009, designated Rockland Community College's buildings and grounds as a Smoke-Free Campus effective September 1, 2009; and

WHEREAS, Enforcement of this policy has been hampered by the lack of clarity in the definition of buildings and grounds, the growing use of e-cigarettes, and the increasing number of repeat violations that have occurred among the student body; and

WHEREAS, The President has reviewed and recommends these proposed policy revisions; therefore be it

RESOLVED, That effective June 1, 2012, the Smoke-Free Campus policy of Rockland Community College be revised to define College premises as all buildings, facilities, and grounds owned, used leased, operated, controlled, or supervised by the College. This includes but is not limited to parking lots and adjacent areas such as the cemeteries; define a smoke free campus as one in which the inhaling, exhaling, burning or carrying of any lighted or heated cigar, pipe, or cigarette including but not limited to traditional or electronic cigarettes or similar device; and that monetary fines are authorized as one of the sanctions for students who violate this policy.

ACTION

Yeas: Trustees Voigt, Wortendyke, Dillon, Kohlhausen, Jennings, Osinga, Shapiro, Oelkers-Ramos, Clinkscale and Torres.

Nays: none

Abstention: none

Motion passed: 10 yeas; 0 nays; 0 abstentions.

February 23, 2012

Finance & Administration- Executive Vice President Morton Meyers

- Asked for questions from the Board regarding the Finance and Administration report as reviewed during the workshop earlier.

- Gave thanks to Larry Ferrier and the accounting staff for their work with auditors. The work done by this team is always on time and in order.
- A candidate for the Human Resources Director position will be presented at the March Board meeting.

Board Secretary Report – Trustee Mary Lou Dillon

- None.

RCC Foundation Report – Trustee Sonya Shapiro

- The Foundation’s 2012 Continuing Scholarship Booklet will be ready for distribution shortly and will contain 18 new scholarships with a value of \$12,000. Six of the new scholarships are for military veterans at RCC. The total number of scholarships in the booklet will now be 132. A special thanks to Elissa Silverstein, Chair of the Scholarship Committee, and Committee members for their efforts on behalf of the students.
- The 26th Annual Tri-State Auto Show, held in cooperation with the RCC foundation was extremely successful this year with a 10% increase in attendance and almost doubling the profit for the Foundation from last year’s Auto Show. Foundation Board members volunteered to sell “Tricky Tray Raffle Baskets” at the Show which helped to increase the profit by nearly \$1,300, along with “raising the flag” on behalf of the Foundation and the College.
- Just a reminder that the Foundation Leadership Awards Luncheon is set for Friday, March 30, from 12:00 – 2:00 pm at the Pearl River Hilton. The Foundation hopes that all of the Trustees will be in attendance to honor Professors David Beisel, Francisco Garcia-Quezada, Alumnus Lawrence Saint-Victor, and Orange and Rockland Utilities, the business honoree.

NYCCT Report – Trustee Caroline Osinga

- Reported that the NYCCT Executive Board met with the NYCCAP Executive Board, it was a very profitable meeting.
- NYCCT is heavily involved in SUNY Day on March 6 in Albany. Work with elected officials is being done in order to help them understand budget issues. There are plans to meet with Chairs of various committees. Accolades given to VP Gualtieri for her assistance and help planning the trip for students on this day.

ACCT National Legislative Summit Trip Report – Trustees: Dillon, Osinga, & Torres

- Trustee Torres provided a detailed summary to the Board. Reviewed the conference in detail and expressed his enjoyment and thanks to the Board. Shared his honor to have been the only student representative from New York.
- Trustee Osinga shared her overview of the trip and the importance of attendance to these types of events.
- Trustee Dillon shared her enjoyment of the trip and a direct quote from one of the last speakers General Eric Shinseki.

Old / New Business

- Trustee Jennings informed the Board of the success of the February 18 breakfast event held by A.C.T, Inc. Comprehensive Educational Resources Center did a program at the Spring Valley Housing Authority. She reviewed the details of the event and the amazing speech given by the keynote speaker. Accolades given to Karina Joseph from the Financial Aid office who went above and beyond to inform the group, encourage them to explore their option of attending RCC. The A.C.T, Inc. Board Chair will be submitting a letter to share her

satisfaction with the event and with Ms. Joseph's performance. Trustee Shapiro recommended putting Trustee Jennings event review in the next SCENE Magazine.

- Discussion.
- Chair Voigt gave accolades to CHANGEMAKERS and to Wylene Wood for a fantastic show. It was a great month of events to honor Black History Month.
- VP Gualtieri informed the Board that Dean Dana Stilley will be singing with the gospel group performance tomorrow night at 7:00 pm.
- Trustee Osinga expressed her sorrow of two old friends that passed away recently. She read about their deaths in the SCENE Magazine. She discussed fond memories of both Ms. Emily Feldman and Mr. Jack North.
- President Wood gave accolades to Tzipora Reitman for her continued dedicated work on the SCENE Magazine.

Student Government Association (SGA) Report - Trustee Angel Torres

- Informed the Board that Debra Bouabidi will be speaking to the SGA soon about the Pell Grant.
- Trustee Shapiro gave accolades and thanks to Angel for his positive actions.
- Trustee Jennings also congratulated Angel on taking positive strides in his life.

MOTION & ACTION

By Trustee Jennings, second by Trustee Wortendyke, and unanimously approved by trustees: Voigt, Wortendyke, Dillon, Kohlhausen, Jennings, Osinga, Shapiro, Oelkers-Ramos, Clinkscale and Torres to enter into executive session at 8:10 pm to discuss a pending litigation.

MOTION & ACTION

By Trustee Torres, second by Trustee Wortendyke, and unanimously approved by trustees: Voigt, Wortendyke, Dillon, Kohlhausen, Jennings, Osinga, Shapiro, Oelkers-Ramos, Clinkscale and Torres to come out of executive session at 8:26 pm.

No action was taken.

MOTION

By Trustee Torres, second by Trustee Oelkers Ramos, to adjourn at 8:27 pm.

ACTION

Yeas: Trustees Voigt, Wortendyke, Dillon, Kohlhausen, Jennings, Osinga, Shapiro, Oelkers-Ramos, Clinkscale and Torres.

Motion passed: 10 yeas; 0 nays; 0 abstentions.

Respectfully submitted,

Ms. Mary Lou Dillon
Secretary