

**ROCKLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
BOARD MEETING
Thursday, January 24, 2013
6:00 pm
ROOM 6303, Brucker Hall
AGENDA**

- I. Roll Call**
- II. Approval of Previous Meeting Minutes** **12/13/12**
- III. Public Comment**
- IV. Presentation**
Sabbatical Leave Report – Dr. Elaine M. Toia
- V. President’s Report – Dr. Cliff L. Wood**
 - 1. Personnel Appointment – Assistant Coordinator of New Media (Resolution 1-2013)
 - 2. Appreciation of Service – Dr. Laurie Miller-McNeill (Resolution 2-2013)
 - 3. Honoring John Patrick Murphy II (Resolution 3-2013)
 - 4. Personnel Appointment – Interim Director of Grants Development (Resolution 5-2013)
 - 5. President’s Goals & Objectives (Resolution 6-2013)
- VI. Reports of Workshop:**
 - A. Academic Affairs –Dr. Susan Deer**
 - 1. Academic Affairs Update
 - B. Student Services– Ms. Karen Gualtieri**
 - 1. Student Services Update
 - C. Finance & Administration – Mr. Rondell Walker**
 - 1. Finance & Administration Update
 - 2. Student Handbook/Datebook AY 2014-16 (Resolution 4-2013)
- VII. Board Secretary Report – Secretary**
- VIII. Foundation Report – Foundation Liaison Dr. Sonya Shapiro**
- IX. NYCCT Report – NYCCT Delegate Ms. Caroline Osinga**
- X. Old / New Business**

Upcoming Events/ Meetings:	
February 7, 2013	Board Workshop (6pm)
February 21, 2013	Board Meeting (6pm)

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, JANUARY 24, 2013**

The 706th board meeting of the Rockland Community College Board of Trustees was held Thursday, January 24, 2013 at 145 College Road, Suffern, New York 10901.

Trustees Present: Dr. Arlene Clinkscale, Board Chair; Mr. Martin Wortendyke, Board Vice Chairman; Ms. Mary Lou Dillon, Secretary; Mr. Gerold M. Bierker, Dr. D. Penny Jennings, Mr. Richard Kohlhausen, Ms. Susan Oelkers-Ramos, Ms. Caroline Osinga, Dr. Sonya Shapiro, Ms. Nina-Richie Nwosu.

Also Present: Dr. Cliff L. Wood, President; Megan Gillman, Assistant to the President/Secretary to the Board; Dr. Susan Deer, Vice President of Academic Affairs; Karen Gualtieri, Vice President of Student Services; Rondell Walker, Interim Vice President of Finance and Administration; Tzipora Reitman, Director of Campus Communications; Scott Bookstein, Security; Michael Garcia, Videographer; Martha Rottman, Chair, Humanities, Social & Behavioral Sciences; Dr. Elaine Toia, Professor, English.

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

The meeting was called to order at 6:08 pm by Chair Clinkscale.

Presentation

- Elaine Toia discussed the benefits of her sabbatical leave and thanked the Board for the opportunity of taking a sabbatical.

MOTION

By Trustee Wortendyke second by Trustee Bierker, to accept the minutes of the Board Meeting held December 13, 2012.

ACTION

Yeas: Trustees Clinkscale, Wortendyke, Dillon, Bierker, Jennings, Kohlhausen, Oelkers-Ramos, Osinga, Shapiro, Nwosu.

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

President's Report - Dr. Cliff L. Wood

- Along with Rondell Walker and Steve Ferres, Dr. Wood attended a meeting held by Dave Powalyk, Chief Transformation Officer, SUNY. The meeting was for the four community colleges who use Datatel; Erie, Finger Lakes, Onondaga and Rockland, to discuss University efforts to get all schools on one information system to help with seamless transfer. Interim VP Walker provided additional information to the Board. Discussion and questions from the Board were answered.
- By the end of this semester all part-time and full-time staff will undergo emergency response training and Dr. Wood reviewed the goals for emergency management.
- Working closely with Legislator Cornell to plan a Legislative Breakfast.

- Distributed and discussed a memorandum sent to County Executive C. Scott Vanderhoef and Personnel Commissioner Joan Silvestri regarding the CSEA holiday schedule.
- Requested an executive session at the end of the meeting.

- The following resolutions were presented to the Board for action:
 - Personnel Appointment – Assistant Coordinator of New Media (Resolution 1-2013)
 - Appreciation of Service – Dr. Laurie Miller-McNeill (Resolution 2-2013)
 - Honoring John Patrick Murphy II (Resolution 3-2013)
 - Personnel Appointment – Interim Director of Grants Development (Resolution 5-2013)
 - President’s Goals & Objectives (Resolution 6-2013)

Resolution 1 – 2013

Date: January 24, 2013
To: Board of Trustees
From: Dr. Cliff L. Wood, President
Subject: Personnel Appointment – Assistant Coordinator of New Media

MOTION

A motion by Trustee Osinga second by Trustee Shapiro, and

WHEREAS, A vacancy currently exists in the position of Assistant Coordinator of New Media in Campus Communications; and

WHEREAS, This position is important to expand and improve the College’s social media and web presence for the purposes of marketing, recruitment and retention;

WHEREAS, The College has conducted a full and open search to identify the most qualified individual for the position; and

WHEREAS, Ms. Abigail Hunte is recommended for appointment to the position of Assistant Coordinator of New Media, reporting to the Director of Campus Communications; and

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

RESOLVED, That the Rockland Community College Board of Trustees approves the appointment of Ms. Abigail Hunte to the position of Assistant Coordinator of New Media, Rockland Community College Federation of Administrators, Position Group 2, at an annual salary of \$56,388, effective on or after January 24, 2013.

ACTION

Yeas: Trustees Clinkscale, Wortendyke, Dillon, Bierker, Jennings, Kohlhausen, Oelkers-Ramos, Osinga, Shapiro, Nwosu.

Nays: none

Abstentions: none

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

January 24, 2013

Resolution 2 -2013

Date: January 24, 2013
To: Board of Trustees
From: Dr. Cliff L. Wood, President
Subject: Appreciation of Service – Laurie Miller McNeill, PhD

MOTION

A motion by Trustee Wortendyke second by Trustee Jennings, and

- WHEREAS, Laurie Miller McNeill, PhD, joined RCC in July 2004 as Director of Grants Development; and
- WHEREAS, Dr. Miller McNeill has accepted the position of Director of Institutional Advancement at Westchester Community College, where she will be responsible for planning, organizing, and implementing fundraising efforts designed to secure major gifts/grants from government, corporate, and foundation sources at Westchester Community College; and
- WHEREAS, The Board of Trustees of Rockland Community College acknowledges her important and lasting contributions to RCC, especially the Title III Strengthening Institutions Grant; NSF Stakeholders Summit; funding for new science, nursing and EMT labs; preserving and securing funding for the Child Care center; and support of advanced manufacturing; and
- WHEREAS, The Board acknowledges Dr. Miller McNeill’s exemplary dedication to RCC and her energetic efforts to develop resources that help students achieve their educational goals; therefore be it
- RESOLVED, That the Board of Trustees of Rockland Community College congratulates Dr. McNeill on her new position and expresses deep appreciation for her work to strengthen RCC as a student-centered institution and to advance the mission of the College.

ACTION

Yeas: Trustees Clinkscale, Wortendyke, Dillon, Bierker, Jennings, Kohlhausen, Oelkers-Ramos, Osinga, Shapiro, Nwosu.
Nays: none
Abstentions: none
Motion passed: 10 yeas, 0 nays, 0 abstentions.
January 24, 2013

Resolution 3 – 2013

Date: January 24, 2013
To: Board of Trustees
From: Cliff Wood, President
Subject: Honoring John Patrick Murphy II

MOTION

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

WHEREAS, John Patrick Murphy II joined RCC in 1965 and retired in 1990, and served as Professor and Chair of Art; and

WHEREAS, John Patrick Murphy II passed away on January 5, 2013, at age 78; and

WHEREAS, The Board of Trustees of Rockland Community College acknowledges his important and lasting contributions to RCC; and

WHEREAS, The Board acknowledges Mr. John Murphy's exemplary dedication to RCC and his energetic efforts to help students achieve their educational goals; therefore be it

RESOLVED, That the Board of Trustees of Rockland Community College expresses their condolences to the family of John Patrick Murphy II and their appreciation for his years of dedicated service to Rockland Community College.

ACTION

Yeas: Trustees Clinkscale, Wortendyke, Dillon, Bierker, Jennings, Kohlhausen, Oelkers-Ramos, Osinga, Shapiro, Nwosu.

Nays: none

Abstentions: none

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

January 24, 2013

Resolution 5 – 2013

Date: January 24, 2013
To: Board of Trustees
From: Dr. Cliff L. Wood, President
Subject: Approval to appoint an Interim Director of Grants Development

MOTION

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

WHEREAS, The position of Director of Grants Development is vacant; and
WHEREAS, This position is key to orderly management of all aspects relating to grant maintenance and development, reporting and fiscal monitoring at Rockland Community College and must be filled immediately to prevent any void in grant maintenance; and
WHEREAS, The College has identified an appropriately qualified individual for the position; and
WHEREAS, Ms. Stephanie Brady is recommended for appointment to the position of Interim Director of Grants Development; and
WHEREAS, The President has reviewed the process and supports the recommendation; therefore be it
RESOLVED, That the SUNY Rockland Community College Board of Trustees approves the appointment of Ms. Stephanie Brady to the position of Interim Director of Grants Development, Rockland Community College (update save, reporting to the President, at an annual salary of \$72,116 (pro-rated for the period of service, effective February 1, 2013), beginning on or after January 24, 2013 and ending when a permanent director is selected.

DISCUSSION

Trustee Shapiro shared her understanding of a need to fill this Interim position.

Trustee Wortendyke shared comments in support of Ms Stephanie Brady.

ACTION

Yeas: Trustees Clinkscale, Wortendyke, Dillon, Bierker, Jennings, Kohlhausen, Oelkers-Ramos, Osinga, Shapiro, Nwosu.

Nays: none

Abstentions: none

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

January 24, 2013

Resolution 6 – 2013

Date: January 24, 2013
To: Board of Trustees
From: Dr. Cliff L. Wood, President
Subject: President Goals and Objectives for Academic Year 2012-2013

MOTION

A motion by Trustee Osinga second by Trustee Wortendyke, and

WHEREAS, The Board of Trustees has evaluated the Presidential Goals and Objectives as prescribed in the President's Annual Review Process for Academic Year 2012-2013; and

WHEREAS, The Presidential Goals and Objectives have been reviewed by the Board of Trustees; therefore be it

RESOLVED, That the Board of Trustees approves the Presidential Goals and Objectives for Academic Year 2012-2013.

DISCUSSION

Trustee Shapiro shared her feedback and concern of the short timeline for some of the goals. President Wood shared when funding is received the goals will be fulfilled by the designated dates. Trustee Osinga shared her opinion that the goals can be fulfilled by the end of the year.

ACTION

Yeas: Trustees Clinkscale, Wortendyke, Dillon, Bierker, Jennings, Kohlhausen, Oelkers-Ramos, Osinga, Shapiro, Nwosu.

Nays: none

Abstentions: none

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

January 24, 2013

Reports of Workshop:

Student Services -Vice President Gualtieri

- Discussed arrangements for SUNY Day on February 11, 2013 and meetings scheduled with legislators. Vice President Gualtieri invited the Board to attend the trip along with staff and students.
- Updated on the enrollment data, currently at a 3.6% decline compared to last year.
- Reviewed the Student Services Report.
- Discussion and questions from the Board were answered.

Academic Affairs - Vice President Susan Deer

- Distributed a schedule for sabbatical presentations and program reviews for February and March.
- Discussed the Faculty Senate Retreat and the positivity of the event.
- Reviewed the Academic Affairs Report.
- Reviewed the State of the University Address by the Chancellor which highlighted the value of a college degree. The address was attended by President Wood and Vice President Deer.
- Shared a press release from last year on online courses offered at Hudson Valley to all New York residents, providing proof of increasing competitiveness amongst schools.
- Discussed the High School Program.
- Discussion and questions from the Board were answered.

Finance & Administration - Interim Vice President of Finance & Administration Rondell Walker

- Reviewed the Finance and Administration Report.
- Discussion and questions from the Board were answered.
- The following resolution was presented to the Board for action:
 - Student Handbook/Datebook AY 2014-16 (Resolution 4-2013)

Resolution 4 – 2013

Date: January 24, 2013
To: Board of Trustees
From: Cliff Wood, President
Subject: Approval of Lowest Responsible Bidder - Student Handbook/Datebook
Academic Years 2014, 2015, 2016 Contract Bid Number: RFP-SI-04-13

MOTION

A motion by Trustee Osinga second by Trustee Shapiro, and

WHEREAS, The College plans to provide students with RCC Student handbooks/planners on a yearly basis and has solicited bids from vendors, analyzed the bids, and selected the lowest responsible bidder meeting all specifications; and

WHEREAS, School Datebooks Inc, 2880 US Hwy 231 South, Lafayette IN 47909, has submitted a proposal to provide student handbooks/datebooks at the cost of \$11,198.00 per year, and are the lowest responsible bidders; therefore be it

RESOLVED, That the Rockland Community College Board of Trustees approves School Date Books to provide student handbooks/datebooks as outlined in the Bid Analysis (filed in the Purchasing Department).

DISCUSSION

Trustee Bierker questioned providing students with a handbook/datebook.

ACTION

Yeas: Trustees Clinkscale, Wortendyke, Dillon, Bierker, Jennings, Kohlhausen, Oelkers-Ramos, Osinga, Shapiro, Nwosu.

Nays: none

Abstentions: none

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

January 24, 2013

Board Secretary Report - Trustee Mary Lou Dillon

- Informed the group of the RCC Foundation Leadership Luncheon Committee meeting held the morning of January 25. Trustee Dillon will keep the group updated on luncheon details.

RCC Foundation Report - Trustee Sonya Shapiro

- Reviewed the RCC Foundation Report.
- Auto Show tickets for the coming weekend will be provided to the Board.

NYCCT REPORT - Trustee Caroline Osinga

- Reviewed the conference call with the NYCCT Executive Committee, Dr. Wood and two other presidents. Discussed topics reviewed.
- Reminded the group of the Trustees Only Forum hosted by RCC January 31, 2013. Discussed the topic and importance of the conference. All were encouraged to attend.
- Provided the community college chargeback report from SUNY and encouraged the group to review the report.

Old / New Business

- Chair Clinkscale informed the group that she resigned from the Board of the Campus Fun & Learn Center as she feels it is a possible conflict of interest to serve on both boards.
- Chair Clinkscale reminded the group of the open forum from 2:00-3:00pm on campus January 25, 2013 for a candidate for the Vice President of Finance and Administration search. Trustee Bierker questioned the process of recommending a candidate.
- Chair Wortendyke informed the group that the audit committee, consisting of himself, Trustee Osinga Trustee Bierker, met with the auditor Andrew Gioseffi. Discussed up to date and purchasing guidelines. Mr. Gioseffi plans to attend a future workshop to review items.

MOTION

By Trustee Bierker, second by Trustee Osinga, to enter into executive session at 7:47 pm to discuss labor negotiations and the employment of particular person(s) .

ACTION

Yeas: Trustees Clinkscale, Wortendyke, Dillon, Bierker, Jennings, Kohlhausen, Oelkers-Ramos, Osinga, Shapiro, Nwosu.

Nays: none

Abstentions: none

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

January 24, 2013

MOTION & ACTION

By Trustee Wortendyke, second by Trustee Bierker, and unanimously approved by trustees: Clinkscale, Wortendyke, Dillon, Bierker, Jennings, Kohlhausen, Oelkers-Ramos, Osinga, Shapiro and Nwosu to come out of executive session at 8:40 pm.

No action was taken.

MOTION

By Trustee Osinga, second by Trustee Bierker to adjourn at 8:41 pm.

ACTION

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

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

Respectfully submitted,

Ms. Mary Lou, Secretary
Date: _____