

**ROCKLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
WORKSHOP  
Wednesday, January 8, 2014**

**A Workshop of the Rockland Community College Board of Trustees was held Wednesday, January 8, 2014, at 145 College Road, Suffern, New York 10901.**

**Trustees Present:** Dr. Arlene W. Clinkscale, Board Chair; Mr. Martin Wortendyke, Board Vice Chair; Ms. Mary Lou Dillon, Board Secretary; Mr. Gerold M. Bierker, Ms. MariEllen Dykstra-Donnellan, Dr. D. Penny Jennings, Ms. Susan Oelkers-Ramos, Mr. Joseph W. Rand, Esq., and Dr. Sonya Shapiro.

**Also Present:** Dr. Cliff L. Wood, President; Dr. Susan Deer, Provost and Vice President of Academic Affairs and Student Services, Dr. Nayyer Hussain, Vice President of Finance & Administration; Mr. Joseph Marra, Associate Vice President of Finance/Controller; Ms. Dana Stilley, Associate Vice President of Enrollment Management; Mr. Bruno Casolari, Director of Resource Management; Ms. Elizabeth Kendall, Director of Grants Development; and Ms. Theresa Morgan, Director of Human Resources.

**Absent was:** Mr. Mendel Taub, Student Trustee (excused)

- The meeting was called to order at 6:03 pm by Chair Clinkscale.
- The agenda items were discussed (see attached agenda).

**Presentation**

- Elizabeth Kendall shared each of the grants that are pending, grants that have been received, and grants that will be submitted in January.
- Bruno Casolari gave a presentation on Resource Development and creating RCC's fundraising plan, including upcoming projects.
- Dr. Clinkscale read a written statement in Melissa Roy's absence from the Diversity Council. This included a forthcoming survey that is voluntary. All students, faculty, administrators, staff and trustees are encouraged to take it.

**President's Agenda**

- President Wood requested an Executive Session for the purpose of Labor Negotiations and the employment of a particular individual.
- Two items are listed on the agenda that will be postponed. A parent would like to honor Victor Beauvil, a teacher who was the first responder in a medical emergency on campus. She will do this at the board meeting. Also, the Board Administrations Relationships and Professional Development is listed, but this will be reviewed during dinner prior to the Board Meeting on January 23.
- The Human Resources Update was reviewed.
- Megan Gillman has resigned from the position of Assistant to the President and Secretary to the Board of Trustees. The job will be posted.
- The resolution for the following were proposed and reviewed:
  - Public Comment Policy (Resolution 1-2014)
- Recommended changes to the resolution will be made for the upcoming board meeting.

### **Academic Affairs Report**

- Dr. Deer discussed the three levels of remediation in writing. A pilot was done for students in ENG 095 to take ENG 101 with a support module. 34 out of the 38 (89%) students passed ENG 101. They are looking at revamping the remediation process.
- Start Up is January 15. The board is invited to come for the presentations at 10:15 and stay for lunch.
- Middle States has sent out for review a draft where the 14 standards of excellence have been revised to seven standards. Dr. Shapiro offered assistance in drafting suggestions.
- The resolution for the following were proposed and reviewed:
  - Approval of Academic Calendar (Resolution 2-2014)
- Discussion and questions from the Board were answered.

### **Student Services Report**

- Associate Vice President Stilley reviewed the Student Services Report.
- New Student Orientation and Parent Orientation is January 16. Weekend Enrollment will be held Saturday, January 18 from 10-2:00.
- Discussion and questions from the Board were answered.

### **Finance & Administration Report**

- Vice President Hussain reviewed the Academic Program Cost Analysis Data from 2009-2012
- The Audit Committee has noted that Haverstraw has been up and running. The contractors still need paid \$650,000. There is a grant to cover it. The grant has not yet been received. A letter from SUNY IT confirmed that the money has been allocated. The College will pay the bills from other sources of revenue in the meantime. It will be reconciled upon receipt.
- Discussion and questions from the Board were answered.

### **Board Secretary Report**

- Trustee Dillon asked for corrections / additions / deletions to the minutes from the December 12, 2013 Board Meeting. There were none.

### **Old/New Business**

- The resolution for the following were proposed and reviewed:
  - Isidro Cancel Emeritus Status (Resolution 3-2014)
- Discussion and questions from the Board were answered.

- **MOTION & ACTION**

By Trustee Wortendyke, second by Trustee Rand, and unanimously approved by trustees: Clinkscale, Wortendyke, Dillon, Bierker, Dykstra-Donnellan, Jennings, Oelkers-Ramos, Rand, and Shapiro to enter into executive session at 8:40 pm to discuss labor negotiations and the employment of particular persons.

### **MOTION & ACTION**

By Trustee Shapiro second by Trustee Donnellan-Dykstra, and unanimously approved by trustees: Clinkscale, Wortendyke, Dillon, Bierker, Dykstra-Donnellan, Jennings, Oelkers-Ramos, Rand, and Shapiro to come out of executive session at 9:05 pm.

No action was taken.

**MOTION & ACTION**

By Trustee Rand, second by Trustee Wortendkye, and unanimously approved by trustees Clinkscale, Wortendyke, Dillon, Bierker, Dykstra-Donnellan, Jennings, Oelkers-Ramos, Rand, and Shapiro to adjourn at 9:06 pm.

**Rockland Community College**  
**Board of Trustees**  
**1/8/2014**  
**Workshop**  
**Agenda**

**Meeting Date:** January 8, 2014

**Time:** 6:00 pm

**Place:** President's Conference Room, Room 6205, Brucker Hall

**I. President's Agenda**

**Dr. Cliff L. Wood, President**

1. HR Update (*Attachment*)
2. Public Comment Policy (Resolution 1-2014)
3. Board Administrations Relationships & Professional Development

**Dr. Arlene W. Clinkscale, Chair**  
**Dr. Cliff L. Wood**

**II. Presentations**

1. Honoring Victor Beauvil
2. Diversity Council
3. Resource Development

**Julie Roussell**  
**Melissa Roy, Director of Organizational of Staff Development**  
**Bruno Casolari, Director of Resource Development**  
**Elizabeth Kendall, Director of Grants Development**

**III. Academic Affairs**

1. Academic Affairs Update (*Attachment*)
2. Approval of Academic Calendar (Resolution 2-2014)

**Dr. Susan Deer, Provost and Vice President**

**Dr. Roger Davis, Associate Vice President**

**Tom Della Torre, Associate Vice President**

**Dana Stilley, Associate Vice President**

**IV. Student Services**

1. Student Services Update (*Attachment*)

**Dr. James Siegel, Associate Vice President**

**IV. Finance & Administration**

**Dr. Nayyer Hussain, Vice President**

1. Finance & Administration Update (*Attachment*)

**V. Board Secretary Report**

**Mary Lou Dillon, Board Secretary**

1. Previous Meeting Minutes 12/12/13 (*corrections/additions/deletions*)

**VII. Old/New Business**

**Dr. Arlene W. Clinkscale**

1. Former Trustee Isidro Cancel Emeritus Status (Resolution 3-2014)

**Upcoming Meetings:**

January 7, 2014	Nurses Pinning Ceremony (6pm)
January 8, 2014	Board Workshop (6pm)
January 14, 2014	NYCCT Trustee Education & Information Workshop
January 23, 2014	Board Meeting (6pm)
February 4 & 5, 2014	Black Achievement Awards (7pm)
February 6, 2014	SGA Executive Board Dinner (5pm)
February 6, 2014	Board Workshop (6pm)
February 10 – 13, 2014	ACCT Legislative Summit (Washington, D.C.)
February 20, 2014	Board Meeting (6pm)
February 26, 2014	RCC Forum (3pm)

**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.