

**Rockland Community College
Board of Trustees
7/23/2015
Workshop**

Meeting Date: July 23, 2015

Time: 5:00 pm

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

I. Presentations

1. Snap-On Tools – RCC Automotive Program
2. Overview of the New RCC Board of Trustees Portal

**Terence Maney, District Sales Manager,
Snap-On Tools
Jon-Jon Chua, Sr. Web & Computer Systems
Analyst; Ben Naylor, Asst. to Pres/Sec. to BOT**

II. President's Agenda

1. HR Update (*Attachment*)
2. Proposal for Automotive Facility Lease
3. Rockland County Career Center
4. CFA Applications
5. Start Up New York
6. Rockland Debate 2016

President, Dr. Cliff L. Wood

III. Academic Affairs

1. Academic Affairs Update (*Attachment*)

**Provost and Vice President, Dr. Susan Deer
Associate Vice President, Dr. Roger Davis
Associate Vice President, Mr. Thomas Della Torre**

IV. Student Services

1. Student Services Update (*Attachment*)

Associate Vice President , Ms. Dana Stilley

V. Finance & Administration

1. Finance and Administration Update (*Attachment*)
2. Sidewalk Repair (Resolution 32-2015)
3. Clery Act Corrective Action Plan (Resolution 33-2015)
4. Demolition of Amphitheater (Resolution 35-2015)

**Vice President, Dr. Nayyer Hussain
Associate Vice President, Mr. Joseph Marra**

VI. Board Secretary Report

1. Previous Meeting Minutes 6/25/15 (*corrections/additions/deletions*)
2. Approval of the 2015-16 Board of Trustees Meeting Dates (Resolution 34-2015)

Board Secretary, Ms. Mary Lou Dillon

VII. NYCCT Report

NYCCT Representative, Ms. Mary Lou Dillon

VIII. Foundation Report

Foundation Liaison, Mr. Joseph Rand

IX. Student Government Association Report

SGA Representative, Mr. Gabriel Lewis

X. Old/New Business

Board Chair, Mr. Martin Wortendyke

**ROCKLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORKSHOP MINUTES
Thursday July 23, 2015**

A Workshop of the Rockland Community College Board of Trustees was held Thursday July 23, 2015, at 145 College Road, Suffern, New York 10901.

Trustees Present: Mr. Martin Wortendyke, Board Chair; Mr. Joseph Rand, Board Vice Chair; Ms. Mary Lou Dillon, Board Secretary; Dr. Arlene Clinkscale, Ms. MariEllyn Dykstra Donnellan, Mr. Gabriel Lewis, Mr. Grant Valentine, Mr. Richard Voigt

Also Present: Dr. Cliff L. Wood, President; Dr. Nayyer Hussain, Vice President of Finance and Administration; Ms. Dana Stilley, Associate Vice President of Student Services; Mr. Joseph Marra, Associate Vice President of Finance/Controller; Mr. Roger Davis, Associate Vice President of Instruction and Academic Services; Ms. Theresa Morgan, Director of Human Resources; Mr. Ben Naylor, Assistant to the President/Secretary to the Board of Trustees; Mr. Jon Jon Chua, Sr. Web & Computer Systems Analyst; Ms. Catherine Roche, Division Chair, Business and Professional/Public Service; Mr. Terence Maney, Snap-On Tools; Ms. Mariellen Murphy-Holihan

Absent Was: Ms. Susan Oelkers-Ramos (excused)

- The meeting was called to order at 5:13 pm by Chair Wortendyke.
- Chair Wortendyke welcomed two new trustees to the Board; Richard Voigt who previously served on the Board until 2012 and was a previous Board Chair, and Gabriel Lewis who is the new student trustee.
- Roll Call was taken.

Presentations

- Dr. Wood introduced Terence Maney from Snap-On Tools.
- Mr. Maney spoke about the Snap-On Tools company and their upcoming potential partnership with Rockland Community College.
 - Dr. Wood noted that Snap-On will send members of staff here to advise us on how to set up laboratories, will help with recruiting students. They will also provide long-term leases on equipment so that revenue can be generated as the equipment is used.
- Ben Naylor and Jon Jon Chua gave a presentation on the new Board of Trustees web portal.
 - The goal of the portal is to make Board packets and other information pertinent to the Board easily attainable in a password-protected online environment.
 - Trustees will receive usernames and passwords and will be able to login and download the entire Board packet onto a tablet or laptop, or they can print the packets out if they wish to have a hard copy.
 - The portal will create an archive of all monthly materials so trustees can easily access information from prior meetings and workshops.
 - Current plan is to have the Board materials be solely electronic by January 2016.
- Ben Naylor read through a number of changes and additions that were made to documents in the Board packets following the previous week's Board delivery.

President's Agenda

- Dr. Wood thanked Trustee Dykstra-Donnellan for the wreath she sent for the Korean War Veteran ceremony.
- Dr. Wood discussed:
 - An HR Update
 - Since the last Board meeting, RCC has hired a Director of the Library, a Director of the Liberty Partnership, a Coordinator of International Students, six new faculty (two Nursing instructors, an Accounting instructor, a Science instructor, an Automotive Technology instructor and an English professor), as well as three employees from Tomorrow's Workplace to work at the Rockland County Career Center in grant-funded positions.

- Automotive Facility
 - RCC should soon have a lease to review for the automotive facility that will house the automotive program for the next several years.
 - Rockland County Career Center: A photo op is scheduled with the County Executive and Dr. Marsico from BOCES on Monday for the signing of the contract for the Rockland County Career Center.
- Amphitheatre
 - Removing the Amphitheatre has been a long-term project as it is not usable and a blight on the campus.
 - A proposal has been put together to take down the Amphitheatre and fill in the space. Half of the cost of the total project will come from the SUNY Construction Fund and the other half will come from private donations.
- Rockland County Career Center
 - Will be fully operational by September. Furniture is being donated by Pfizer.
 - Across the three locations, there will be roughly eight employees working for the Rockland County Career Center.
 - RCC is obligated to provide space to the Department of Labor of which there are five employees.
- CFA Applications
 - A document was provided to the Board which summarizes the three Consolidated Funding Application projects that RCC is a part of.
 - The three projects are the “New York Technology Incubator,” “Piloting A Regional Model for Data Driven Workforce Development and Education” and the “Cornell Cooperative Extension.”
- Debate 2016
 - Fundraising for the debate continues. Trustee Donnellan gave an update on the committee’s progress in fundraising.

Academic Affairs Report

- Dr. Davis
 - Provided the Academic Affairs Report to the Board.
 - Dr. Christie Cruse is leaving the College as the Title III Coordinator. The Title III grant is ending in September and an interim employee is stepping in to close the grant for RCC.
 - Working on Start Up and informing the campus on Title IX requirements
 - Middle States work continues with consultants coming in August to help with two of the standards.

Student Services Report

- Ms. Stillely
 - Provided the Student Services Report to the Board
 - SOAR (Student, Orientation, Advisement, Registration) process has gone very well.
 - Very pleased with the early workings of the Director of the Liberty Partnership.
 - Summer program begins the second week in August; Director is collaborating with summer camp staff so some will roll over from the camp into the Liberty Partnership program.
 - The Director has developed his staffing requirements.

Finance and Administration Report

- Dr. Hussain
 - Provided the Finance and Administration Report to the Board
 - Presented the following resolutions:
 - Sidewalk Repair (Resolution 32-2015)
 - Clergy Act Corrective Action Plan (Resolution 33-2015)
 - Demolition of Amphitheater (Resolution 35-2015)
 - Discussed the monthly financials
 - Provided a handout regarding the rising cost of college tuition

Board Secretary Report

- Secretary Dillon
 - Asked the Trustees for edits/additions/deletions to the minutes of the 6/25/2015 meeting.

NYCCT Report

- Secretary Dillon
 - Will be on an Education Committee conference call on Tuesday and will provide information to the Trustees.

Foundation Report

- Vice Chair Rand
 - Tuesday August 11 is the Foundation Golf Outing at Spook Rock Golf Course.
 - The MOU revisions will be happening in the very near future.
- Dr. Clinkscale asked Mr. Wortendyke about the resolution regarding the 2015-16 meeting dates for the trustees. She noted that the Board has never previously passed a resolution to set these dates.
- By unanimous agreement, the trustees agreed to table the resolution for the 2015-16 meeting dates and not pass them by resolution.

Student Government Association Report

- The SGA is planning a blood drive on August 14.
- The SGA will be meeting as an E-board within the next ten days. They are going to plan several student outreach events this year. They will visit area schools in an attempt to market RCC to boost the College's enrollment.

Old/New Business

- The Board Chair is required to write a letter of presidential evaluation. Chair Wortendyke asked for feedback from the Board to assist him in writing his evaluation. Trustees were requested to get their comments to him before the next meeting which is on August 27th.

MOTION & ACTION

By Trustee Dykstra Donnellan, second by Trustee Lewis, and unanimously approved by trustees: Wortendyke, Rand, Dillon, Clinkscale, Dykstra Donnellan, Lewis, Valentine and Voigt to go into executive session to discuss the employment of a particular person at 6:35 pm.

MOTION & ACTION

By Trustee Voigt, second by Trustee Dykstra Donnellan, and unanimously approved by trustees: Wortendyke, Rand, Dillon, Clinkscale, Dykstra Donnellan, Lewis, Valentine and Voigt to come out of executive session at 6:58 pm.

MOTION & ACTION

By Trustee Voigt, second by Trustee Dykstra Donnellan, and unanimously approved by trustees: Wortendyke, Rand, Dillon, Clinkscale, Dykstra Donnellan, Lewis, Valentine and Voigt to adjourn at 6:59 pm.