

NASSAU COMMUNITY COLLEGE  
Garden City, New York

BOARD OF TRUSTEES' MINUTES

Meeting of January 10, 2017

The six hundred and third meeting of the Board of Trustees was held on Tuesday, January 10, 2017 on the eleventh floor of the Administrative Tower. The meeting was called to order by Chair Gardyn at 7:30 p.m. followed by a salute to the flag.

**Present:** Jorge L. Gardyn, Chair  
Kathy Weiss, Vice Chair  
Edward W. Powers, Secretary;  
Linda H. Green, Wanda H. Jackson, Michael Hilt, Student Trustee.

**Absent:** Anthony W. Cornachio, John A. DeGrace, Donna M. Tuman.

Also in attendance: President Keen

Chair Gardyn requested a motion that pursuant to Section 105 of the Open Meetings Law of the State of New York, the Board of Trustees shall enter Executive Session for the following purposes: 1) to discuss matters relating to negotiations involving the Ungraded Administrators of NCC; 2) to discuss matters relating to negotiations involving the CSEA regarding Peace Officers; and 3) for reviewing the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Trustee Green moved the motion; seconded by Trustee Jackson. Motion carried 6-0.

Chair Gardyn resumed the open meeting at 8:35p.m. followed by a salute to the flag.

**Present:** Jorge L. Gardyn, Chair  
Kathy Weiss, Vice Chair  
Edward W. Powers, Secretary;  
Linda H. Green, Wanda H. Jackson, Michael Hilt, Student Trustee.

**Absent:** Anthony W. Cornachio, John A. DeGrace, Donna M. Tuman.

Also in attendance: President Keen

The minutes of November 15, 2016 were not approved.

1. Trustee Powers introduced the following resolution:

**RESOLVED**, THAT THE PENDING COLLEGE PROCUREMENT AGREEMENT WITH COLLEGE SCHEDULER, LLC – CIVITAS LEARNING, INC. (ITEM A) IN THE AMOUNT OF \$45,000.00 PLUS ONE-TIME \$5,000 FEE AS REQUESTED BY VP CONZATTI OF ACADEMIC STUDENT SERVICES IS APPROVED BY THE NASSAU COMMUNITY COLLEGE BOARD OF TRUSTEES. FINANCE AND CAPITAL COMMITTEE AND WILL BE RECOMMENDED TO THE FULL BOARD OF TRUSTEES FOR APPROVAL. (FUNDING SOURCE: OPERATING BUDGET)

Chair Gardyn requested a motion to consider this item. Trustee Powers moved the motion; seconded by Trustee Jackson. Motion carried 6-0.

2. Trustee Jackson introduced the following resolution:

**RESOLVED**, THAT THE PENDING COLLEGE PROCUREMENT AGREEMENT WITH K BEARD & ASSOCIATES, LLC (ITEM B) IN THE AMOUNT OF \$30,000.00 AS REQUESTED BY INTERIM VP COLLINS OF ACADEMIC AFFAIRS IS APPROVED BY THE NASSAU COMMUNITY COLLEGE BOARD OF TRUSTEES FINANCE AND CAPITAL COMMITTEE AND WILL BE RECOMMENDED TO THE FULL BOARD OF TRUSTEES FOR APPROVAL. (FUNDING SOURCE: STAR GRANT)

Chair Gardyn requested a motion to consider this item. Trustee Hilt moved the motion; seconded by Trustee Weiss. Motion carried 6-0.

3. Trustee Green introduced the following resolution:

**RESOLVED**, THAT THE NASSAU COMMUNITY COLLEGE BOARD OF TRUSTEES ACCEPTS THE DONATION OF THE LINEAR ACCELERATOR FROM GOOD SAMARITAN HOSPITAL MEDICAL CENTER AND EXPRESSES THEIR APPRECIATION FOR THIS GIFT.

Chair Gardyn requested a motion to consider this item. Trustee Jackson moved the motion; seconded by Trustee Powers. Motion carried 6-0.

4. Trustee Weiss introduced the following resolution:

**RESOLVED**, THAT THE NASSAU COMMUNITY COLLEGE BOARD OF TRUSTEES ACCEPTS THE DONATION OF THE WEIGHT TRAINING EQUIPMENT FROM GYM SOURCE AND EXPRESSES THEIR APPRECIATION FOR THIS GIFT.

Chair Gardyn requested a motion to consider this item. Trustee Weiss moved the motion; seconded by Trustee Jackson. Motion carried 6-0.

5. Trustee Hilt introduced the following resolution:

**RESOLVED**, THAT THE NASSAU COMMUNITY COLLEGE BOARD OF TRUSTEES ACCEPTS THE DONATION OF THE WEIGHT TRAINING AND PHYSICAL FITNESS EQUIPMENT FROM SAMUEL THOMAS ENTERPRISES AND EXPRESSES THEIR APPRECIATION FOR THIS GIFT.

Chair Gardyn requested a motion to consider this item. Trustee Green moved the motion; seconded by Trustee Jackson. Motion carried 6-0.

6. Trustee Powers introduced the following resolution:

**RESOLVED**, THAT THE RENTAL FEE BE WAIVED FOR USE OF NASSAU COMMUNITY COLLEGE FACILITIES IN JUNE 2017, IN SUPPORT OF THE FUND RAISING EVENT FOR EAC, A

NON-PROFIT ORGANIZATION THAT EMPOWERS, ASSISTS, AND CARES FOR PEOPLE IN NEED ACROSS LONG ISLAND AND NEW YORK CITY, AND BE IT

**FURTHER RESOLVED**, THAT ALL ASSOCIATED PERSONNEL AND MAINTENANCE COSTS WILL BE BORNE BY THE USER.

Chair Gardyn requested a motion to consider this item. Trustee Powers moved the motion; seconded by Trustee Hilt. Motion carried 6-0.

7. Trustee Powers introduced the following resolution:

**RESOLVED**, THAT THE NASSAU COMMUNITY COLLEGE BOARD OF TRUSTEES HEREBY APPROVES THE PROPOSAL BY THE DEPARTMENT OF HOSPITALITY BUSINESS FOR AN AOS DEGREE IN CULINARY ARTS AND RECOMMENDS THE APPROVAL OF THIS PROGRAM BY THE STATE UNIVERSITY OF NEW YORK.

Chair Gardyn requested a motion to consider this item. Trustee Weiss moved the motion; seconded by Trustee Jackson. Motion carried 6-0.

Additional Item

Chair Gardyn made a motion under Article VIII section C(6) of the Rules of Procedure to allow for the consideration of an item that does not appear on the Calendar.

Trustee Weiss seconded the motion. Motion carried 6-0.

8. Trustee Green introduced the following resolution:

**WHEREAS**, NEW YORK STATE EDUCATION LAW §6306 5-a(b) PERMITS COMMUNITY COLLEGES TO ESTABLISH QUALIFICATIONS THAT THE DESIGNATION OF A SECURITY OFFICER AS A PEACE OFFICER SHALL BE BASED ON, NOW THEREFORE BE IT

**RESOLVED**, THAT THE NASSAU COMMUNITY COLLEGE BOARD OF TRUSTEES HEREBY ESTABLISHES THE FOLLOWING QUALIFICATIONS FOR THE DESIGNATION OF A SECURITY OFFICER AS A PEACE OFFICER:

- Have no criminal conviction record (any felony and specific misdemeanor, domestic violence, DWI, etc.).
- Must have a clean disciplinary record while employed as a security officer for the College for the past 3 years.
- Ability to pass the Physical Agility Test to enter academy (similar to Civil Service Agility test).
- Ability to pass a Medical Exam stating that the candidate can enter into the rigors of police academy training (Doctor's note).

- Ability to pass a Psychological Test and automatically disqualified if failed most recent psychological test for employment. If passed a Civil Service Psychological test within last three years the test is still valid.
- Background check with no issues especially involving a lack of integrity.
- Existing member of Nassau Community College Public Safety Department with good performance record.
- Ability to successfully complete the mandated Nassau County Police Academy course, inclusive of firearms training.
- Ability to pass a random drug test.
- Must possess a valid N.Y.S. drivers' license.
- Must be a high school graduate, AND BE IT

**FURTHER RESOLVED**, THAT THE NASSAU COMMUNITY COLLEGE BOARD OF TRUSTEES HEREBY AUTHORIZES PRESIDENT W. HUBERT KEEN TO ENTER INTO ANY AND ALL AGREEMENTS NECESSARY TO IMPLEMENT THIS RESOLUTION.

Chair Gardyn requested a motion to consider this item. Trustee Weiss moved the motion; seconded by Trustee Jackson. Chair Gardyn made a request for discussion, being none: Motion carried 6-0.

9. Discussion of First Reading of the following policies:

Dr. Gardyn announced that this is the first reading of policies 3100, 3200 and 5600 of the Board of Trustees Policy Manual and the draft policies have been posted on the Board's webpage.

Trustee Weiss stated that the three policies being discussed have been reviewed and discussed at the December 13, 2016 Policy & Planning Committee meeting. She gave a summary of each policy: Policy 3100 News Media Relation is to ensure the efficient management of media relations by appropriate individuals on behalf of the College, as well as to set guidelines to follow for representatives of news media when covering College events; Policy 3200 Marketing, Advertising and Promotional Materials establishes the guidelines to be followed when utilizing advertising, marketing and promotional materials concerning Nassau Community College; and Policy 5600 Protection of Minors on Campus is to ensure that individuals conduct themselves appropriately with children who participate in College-related programs and know their obligation to immediately address and report instances or suspicion of physical or sexual abuse of children. She also explained that this policy is very closely modeled on SUNY's child Protection Policy which is binding upon State Operated Campuses, and while it is not binding Community colleges, SUNY strongly encouraged Community Colleges to enact similar policies. After summarizing each policy she asked the Board and Dr. Keen for comments.

Dr. Keen commended Donna Haugen for her work on these policies. He stated that he's been very involved in the development and implementation of each policy submitted for consideration and adoption.

Dr. Gardyn explained that the second read discussion of policies 3100, 3200, and 5600 will be held at the next scheduled Board meeting before adoption as well as the first reading of Finance Section 6000.

10. Election of Officers

The Board of Trustees of Nassau Community College conducted a vote for election of Secretary during the public session. Trustee Powers was elected as Secretary by a vote of 6-0.

Dr. Keen reported on the following items:

1. Update on Middle States Accreditation Compliance: following the January 3, 2017 receipt of the report of the November 28-30, 2016 visit by the Middle States evaluation team, NCC was given six days to submit a response, which was submitted on Monday, January 9. Both the report and our extensive response have been posted to the Middle States link on the NCC portal. This response will be taken into consideration by the Middle States Commission at its March meeting. Although we have achieved compliance on only Standard #6 – Integrity of the seven Standards in which we had been deemed deficient, we are very pleased by the progress with this particular Standard. He also mentioned developing a structure for planning has been cited as an overlapping basis for achieving compliance with Standards: #2 – Planning, Resource Allocation and Institutional Renewal, #3 – Institutional Resources, #4 – Leadership and Governance, #5 – Administration, #7 – Institutional Assessment, and #14 – Assessment of Student Learning. There is significant work ahead of us, but is very encouraged by the outpouring of support from the Board, faculty, staff, and administration in confronting this challenge. He is confident that we will attain our goal of reaffirming our accreditation.
2. He commended the NCC Public Safety Department and the various faculty and staff who provided information to help apprehend the student who had been posting hate graffiti around campus. The efforts of Sargent Derck were especially key in identifying the student responsible. He is pleased that we are also scaling up the professional level of some individual Public Safety Officers to improve the campus environment. A vigorous community policing operation is key to safety and relations on any campus. He also mentioned that two professors are working on a program with Public Safety to train campus personnel in the event of an active shooter. He anticipates training sessions in the Spring, and will provide relevant information at upcoming meetings. Campus Environment and Safety remain a primary concern of Dr. Keen's.
3. NCC Veterans Services Office not only has been designated as a "Veteran Friendly Campus", but was additionally awarded "Gold" status, the highest level of four categories. He thanked all those who provide such wonderful service to our veterans.

### **Speakers**

Frank Frisenda, NCCFT President, wished all a Happy New Year, congratulated Trustee Powers (on his election to Board Secretary) and thanked Dr. Keen for his transparency in posting communications of his thoughts and plans, as well as Dr. Collins, both with whom faculty leaders continue to meet for constructive, if occasionally contentious, discussion. Dr. Keen has been refreshingly forthcoming with providing more intimate open forums on policies, and he has appreciated opportunities to meet with various administrators to achieve mutual understanding, all of which has fostered a more positive campus environment. He also spoke about (former Nassau County Legislator) John Ciotti and extended his condolences to his wife, Mary Jane, and their sons.

Christopher Merlo, Academic Senate Secretary, thanked Drs. Keen and Gardyn and the Board on behalf of the Academic Senate and faculty for responding to David Stern's request at last month's meeting by posting the new policies for review by the faculty prior to Board discussion in the spirit of openness and transparency. He brought to their attention, however, that he did not find Policy 5600 posted on the website when he had checked a half hour prior, but perhaps it was an oversight. The announcement that open forums will be scheduled to discuss the new policies is greatly appreciated. He expressed his concerns with Policy 3200 Marketing, Advertising, & Promotional Materials, which applies to all College faculty and all officially recognized student organizations, and covers any materials uploaded to internet and social media sites that publicize or promote the College in any way.

Chair Gardyn advised Professor Merlo that his concerns should be brought up in the open forums. Professor Merlo and Chair Gardyn had a discussion on the process of policy development. Chris expressed appreciation that the Board considers faculty suggestions for policy revision. Chair Gardyn clarified that the Board keeps its distance from the process, relying on Dr. Keen's judgment in incorporating faculty concerns into recommendations on how best to proceed. Chair Gardyn noted that there is a reason why "The Buck Stops Here" (with Dr. Keen).

Chair Gardyn announced the next Capital and Finance BOT Committee meeting is scheduled for Tuesday, February 14, 2017 at 5:00 p.m. followed by the Full Board meeting. The Board will open the public session between 6:15 and 6:30 p.m. and resume the public session approximately 7:30 p.m.

Chair Gardyn requested a motion to adjourn the meeting. Trustee Weiss moved the motion; seconded by Trustee Hilt. Motion carried 6-0.

Meeting adjourned at 9:08 p.m.

Respectfully submitted,

Edward W. Powers  
Secretary

DRAFT