

NASSAU COMMUNITY COLLEGE  
Garden City, New York 11530

**Board of Trustees Policy & Planning Committee Meeting Minutes**

January 9, 2018

The meeting of the Policy & Planning Committee of the Board of Trustees was held on the eleventh floor of the Administrative Tower. The meeting was called to order by Chair Weiss at 6:01 p.m.

Committee Members Present: Kathy Weiss, Chair  
John DeGrace  
Thérèse Russell  
Jorge Gardyn (ex-officio)

Committee Members Absent: Donna Tuman

Also in Attendance: Linda Green  
President Keen  
Donna Haugen, General Counsel  
Craig Wright, AVP Affirmative Action

Chair Weiss requested a motion to approve the minutes of September 12, 2017. Trustee DeGrace moved the motion. Trustee Russell seconded the motion. Motion carried 4-0.

1. Chair Weiss introduced Policy 2400: Civility

Dr. Keen provided background on why the College is adopting Policy 2400. There are disciplinary procedures through collective bargaining and affirmative action, but this Policy focuses on certain conduct not necessarily covered by our other policies and which are largely summarized under the terms “stalking” and “bullying”. The title “Civility” refers to the expectation that civil behavior should prevail in the College community. He thanked Donna Haugen and Craig Wright for devising Policy 2400 by reviewing those from other colleges. “Stalking” and “bullying” occurrences have not been commonplace on campus, so there is no crisis compelling this initiative, but there have been periodic incidents, and when they have arisen the College has struggled with how to properly address them. This Policy represents a well-developed blueprint moving forward.

Chair Weiss praised the Policy’s detail and stated that the Policy contains clear definitions of bullying, whether physical, verbal, written, non-verbal and cyber-, and of stalking, and of whom is the complainant and respondent.

General Counsel Donna Haugen explained that Policy 2400 is for employees, who are identified as respondents, or for a student who is complaining about an employee. There are distinct policies within the Student Code of Conduct, or for sexual harassment, which govern students. Students would not be charged through this Policy. In the process of responding to Middle States issues, the College has clarified who falls under what policy.

Chair Weiss proffered that Policy 2400 delineates the issues of reporting and investigating of allegations, confidentiality, time limitations, and education and prevention activities on campus.

Trustee DeGrace asked what would be the mechanism for filing a claim.

Dr. Wright replied that anyone may contact Public Safety and/or his office of Equity, Inclusion and Affirmative Action.

General Counsel Donna Haugen elaborated that it is important to include Public Safety as a contact to allow 24/7 access for reporting.

Dr. Keen added that should a complaint rise to the level of discipline, the College would follow existing procedures already articulated for disciplinary actions.

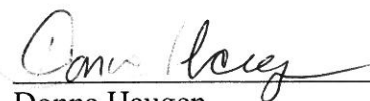
Chair Weiss read the following resolution:

**RESOLVED,** THAT THE POLICY & PLANNING COMMITTEE HERewith AFFIRMATIVELY RECOMMENDS AND REFERS POLICY 2400: CIVILITY TO THE BOARD FOR A FIRST READING AND DISCUSSION AT ITS NEXT SCHEDULED BOARD MEETING, AND THAT THE SAME BE SUBSEQUENTLY INCORPORATED INTO THE POLICY MANUAL OF THE BOARD OF TRUSTEES OF NASSAU COMMUNITY COLLEGE AFTER THE SECOND READING BY THE BOARD OF TRUSTEES AND THE PASSING OF THE POLICY BY THE BOARD OF TRUSTEES.

Chair Weiss requested a motion to recommend Policy 2400: Civility for a first reading at the next scheduled Board of Trustees meeting. Trustee DeGrace made the motion; seconded by Trustee Russell. Chair Weiss asked if there were any other questions, there being none: Motion carried 4-0.

Chair Weiss asked if there were any other items for the Committee to consider. There being none, the meeting adjourned at 6:11 p.m.

Respectfully submitted,



Donna Haugen  
General Counsel