

July 13, 2015
James H. McCormick
Senior Consultant
AGB Search

Dear members of the search committee,

It is with great anticipation that I submit to you for consideration my application to serve Northwestern Connecticut Community College as its next president. I am most grateful to Dr. Cathryn Addy for her nomination and support of my candidacy for this position. I have served in the Connecticut Community College system now the Connecticut State Colleges and University System for the past nine years, and I have witnessed a great deal of change over that time, and I am excited to see that with these considerable changes comes both opportunity and challenge.

I hope to demonstrate to you, the search committee, and the college community my experience, my strengths and my passion for community colleges and ask you to assess whether my background is suitable to be Northwestern Connecticut Community College's next president.

My entire career has led me to this point. After 19 years in higher education overall: seven years as a full time faculty member at the University of Hartford, three years as an I.T. director at Long Island University, three years as academic division director of business and technologies at Manchester Community College (MCC) and six years as dean of academic affairs at Tunxis Community College (TXCC), I am ready for the next major step in my career.

On a personal level, I am a first-generation college graduate, who grew up in a very working class background in the U.K., and attended colleges and universities not dissimilar to those in the CSCU system. I have come to appreciate the challenges that community college students face here in our state. I have chosen to commit myself and my career to strengthening the educational opportunities for Connecticut's community college students, both present and future and to do everything that I can to assure that those opportunities continue to exist.

As you will see, my background is well suited to the particular aspects that make Northwestern unique in Connecticut. I have lived in the northern part of the state for the past 9 years, and have a strong commitment to this part of Connecticut, and to continuing to provide a high quality education to the students of the northwest region. I am applying to Northwestern because of the close-knit, family-like community essential in a small college, the wide array of programs that you offer and the location in what is for me the most beautiful part of the state.

I will try to address as many of the posted expectations of this position as I can below.

Leadership

In my current role, I have been able to develop and provide leadership both within the campus and across the system in a number of ways. On campus at Tunxis I am responsible for playing a leading role in virtually all of the college's major initiatives, including our response to PA 12-40 and developmental education reform, transfer articulation, student success, program and faculty development and technology transformation at the college. As a former faculty member and professional staff member I understand the importance of cultivating a strong sense of shared governance, building buy-in and respecting the close ties that exist between the members of the campus community.

Relationship Building

I recognize that developing strong relationships, built on mutual respect and trust are critically important for any president to have. At my own campus I believe that I have earned that respect by always being fair and consistent, communicating clearly and by always being open-minded and having a willingness to listen. At the state level, I have actively sought to develop strong relationships with all of my colleagues within the CSCU system, including all of the 17 presidents, deans, vice-presidents and system office staff. In the community, it is essential for a president to be engaged with many different community groups, and I would be eager to serve on the local chamber and hospital boards and remain attentive to the needs of the local community.

Fundraising and Financial Experience

As you can see below, I have engaged in a number of focus areas that have generated resources for both the college and the system as a whole. I have been very successful in bringing in much needed resources and for advocating for our students. It would be essential for the president to make clear to all stakeholders the importance of having a community college in the northwestern region and how having that college can be used to improve both the educational and workforce outlook for the community, and thereby improve the economy of the region. In order for the college to succeed in that mission it will need support from the community in both time and money, to develop the kind of programs that the community needs. I see that as the most essential focus area for any president at this point in time.

Program Development

Like Northwestern, Tunxis CC has a mostly liberal arts focus but also provides much needed workforce development programs, especially in allied health. I oversee the allied health programs, specifically dental hygiene and dental assisting and our very important partnerships with UConn Health Center. I understand the complexities of running a clinical allied health program, which would serve me well supporting and advocating for the accelerated nursing program and veterinary programs at Northwestern. Recognizing the importance to the community of the dual nature of our mission in educational programs is critically important.

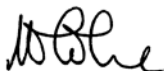
Some examples of my leadership that has fostered relationships with the community and generated funds for college initiatives include:

- Developed strong partnerships with five area high schools around Tunxis, in which we are aligning our curriculum in English and math with 12th grade curriculum, such that students can by-pass placement testing in many cases. Bridges B Grant provided \$40,000 each year of funding in 2013, 2014 and 2015 to support our work with New Britain High School.
- Led the acquisition of a \$217,000 College Access Challenge Grant for all 12 CT community colleges to develop and implement developmental education reform in 2012-2013
- Co-chaired the development of a 17 institution common academic calendar that will begin in the fall 2015 semester
- Led the effort to create a reverse transfer agreement for the CSCU system whereby students who transfer from a community college to a CSCU university can still earn their associates degree
- Served on the Greater Manchester Chamber of Commerce and regional economic development forum to promote business development
- Partnered with the U.S. small business administration to offer workshops to local businesses and entrepreneurs in the Eastern Connecticut region
- Partnered with the U.S. Transportation Security Administration from 2012-2014 to develop a certificate in Homeland Security specifically for TSA agents at Bradley Airport and for students on campus
- Guided the alignment of the learning outcomes assessment process at the college with the CSCU Transfer Articulation competencies and articulation of programs being developed across the system
- Actively leading the promotion of a student success agenda within the 12 community colleges in partnership with the Kresge Foundation funded Student Success Center, looking at guided pathways models for student completion

As you can see from the examples shared above, I have a very energetic and collaborative style that works well within the CSCU system and I know how to get things done. It is essential to develop strong relationships with many stakeholders and be engaged at all levels of the system, but also to be accessible on campus and within the community. Above all, I value the importance of being a good listener and a strong communicator.

I hope that I have been able to share with you the many accomplishments in my career and my preparation for this position, and I would be delighted to expand on any of these areas should I be fortunate enough to be invited for an interview.

Sincerely,



Michael A. Rooke

Michael A. Rooke

EDUCATION:

Kansas State University, Manhattan, KS
Ph.D. Degree: Chemistry, May 1996

Long Island University - C.W.Post Campus, Brookville, NY
M.S. in Educational Technology, June 2006

Nottingham Trent University, Nottingham, United Kingdom
B.Sc (with Honors) Degree: Applied Chemistry, June 1991

PROFESSIONAL EMPLOYMENT

Tunxis Community College, Farmington, CT

June 2009-present

Dean of Academic Affairs

Serving as chief academic officer of the college, overseeing all credit-bearing academic programs, 63 fulltime and over 260 part-time faculty, library services, counseling/academic advising and media instructional technology.

Areas of note:

- Ability-Based Education initiative – guided the learning outcomes assessment process across all course sections, adapted to the CSCU transfer articulation process. Use of Digication for assessment and student ePortfolios
- Hired 18 new fulltime faculty
- Oversight over new degree and certificate approvals by the Board of Regents
- Led a number of academic grant initiatives bringing in much needed resources
- Handling of many complex personnel matters

Selected Accomplishments and areas of emphasis while at Tunxis Community College

System Leadership examples

- Led the development of a brand-new reverse transfer policy for the Community College system, being considered by the Board of Regents in June 2015
- Co-chair the CSCU committee to develop a common academic calendar across all 17 institutions
- Led the Community College system in the writing and implementation of the College Access Challenge Grant receiving \$217,000 for all 12 community colleges, which funded the design and piloting of new developmental English and mathematics courses
- Played an active role as a member of the Transfer Articulation Policy oversight committee in shaping the system approach to transfer articulation between all 12 community colleges and the 4 CSUs and Charter Oak State College.

College Leadership examples

- Guided the college's response to Public Act 12-40, an act concerning student college readiness
- Guided faculty adaptation of Ability-Based Education to align with Competency-Based General Education mandated by CSCU
- Lead the development of a three institution collaboration, and renewed Bridges B Grant awards aligning New Britain High School courses in English/mathematics with CCSU and Tunxis CC
- Completed 18 new faculty and staff searches within the academic division since 2009, approx. 30% of the faculty.
- Active member of Crisis Management Team, Behavioral Intervention Team, Academic Affairs Committee, Institutional Effectiveness Committee

Michael A. Rooke

Manchester Community College, Manchester, CT

February 2006 - June 2009

Academic Division Director – Center for Business & Technologies

Directed an academic division. Reporting to the dean of academic affairs, and working very closely with multiple constituencies, particularly student affairs, administrative affairs, and continuing education divisions.

Provided direction and oversight of over 22 A.S. degree programs/options and 13 certificates. Supervise 22 fulltime faculty and staff and over 50 part-time faculty, within three departments:

Accounting & Business Department,
Information Systems & Office Technology Department
Engineering & Technology

College Service

- President's advisory council member (2007 – 2009)
- Academic Affairs council (2006 – 2009)
- Elected member of Academic Standards committee (2003-2005)
- Co-Chair, Academic Technology Advisory committee
- Elected member of Academic Senate Executive Committee (2006-2007)
- Elected member of MCC's presidential search committee (Oct 2007 - Mar 2008)
- Liaison to Community college system office on multiple U.S. Dept Labor grants & NSF grants
- Oversaw the Liberal Arts & General Studies curriculum review committee (2008 – 2009)
- Appointed to serve on General Education oversight committee (2008 – 2009)

Selected Accomplishments

- Led the effort to revise 5 transfer degrees and articulations with CCSU, UConn, Fairfield University, University of New Haven and the University of Hartford
- Successfully presented these new programs to the Board of Trustees, and the Connecticut Board of Governors of Higher Education for approval.
- Co-coordinated MCC's 2008 manufacturers' forum, bringing together legislators, trustees, the chancellor, CBIA, CCAT and local manufacturing company owners
- Elected by college-CCP professional staff to Presidential search committee to select successor to President Daube. Served October 2007 to March 2008, resulting in the selection of President Glickman.

Adjunct instructor (online) teaching one section every semester in CSC* 101 introduction to computers
Aug 2006 – Dec 2009

Long Island University – C.W. Post Campus, Brookville, NY

Sept 2003-February 2006

Director of Information Technology – responsible for campus-wide IT operations, supervising staff of 25 technicians and IT professionals, covering three LIU campuses: Brookville, Southampton & Rockland campuses

Other positions held at Long Island University

Associate Director of Information Technology, Technology Centers – June '04 – June '05
Faculty Liaison for Instructional Technology – Sept '03 - June '04

Long Island University – C.W. Post Campus, Brookville, NY

Mar 2004-Mar 2006

Adjunct Professor of Educational Technology, teaching online graduate technology courses

Michael A. Rooke

University of Hartford, W. Hartford, CT

1996 – 2003

Associate Professor of Chemistry (2003)

Assistant Professor of Chemistry (1996-2003)

Fulltime faculty member, served on faculty senate as representative of College of Arts & Sciences (2 years); served on academic standards and appeals committee (5 years)

PROFESSIONAL AFFILIATIONS – CT STATE COLLEGES & UNIVERSITY SYSTEM

Elected member – Standing Advisory Committee (elected state-wide administrative rep.)

Connecticut Board of Governors' for Higher education

May 2008 – 2010

MCC COT coordinator – Connecticut College of Technology

March 2006 – 2009

Academic Deans' Council/CSCU Academic Council

2009-present

Developmental Education Taskforce, CT Comm. Colleges

2010-2011

Chair, CSCU Academic Council

2012-2013

I.T. Policy Committee

2012-2013

Co-chair, ConnSCU Common Calendar Committee

2014

Search committee, CSCU President

2012

Search committee, CSCU Provost & Vice-President

2013

Search committee, CSCU Assoc. Vice-President

2014

Member, PA12-40 advisory council

2012-present

Member, CSCU Student Success Center advisory board

2014-present

OTHER PROFESSIONAL AFFILIATIONS

Board Member – Greater Manchester Chamber of Commerce

May 2008 – June 2009

Represent MCC at the chamber generally, attend monthly board meetings and frequent events, develop MCC's relationships with community members, businesses, etc

COMMUNITY SERVICE

Big Brothers Big Sisters, mentor/volunteer

1993-1995

Town of Manchester Regional Economic Development forums

2007-2009

Clover St. School, School Governance Council,

Parent member, Windsor CT

2014 – present

PUBLICATIONS

- Y. Xie, T. Wang, M.A. Rooke and P.M.A. Sherwood, *Surface Science Spectroscopy*, **Vol. 1**, 210 (1992)
- M.A. Rooke and P.M.A. Sherwood, *Surface and Interface Analysis*, **Vol. 21**, 681-690 (1994)
- M.A. Rooke and P.M.A. Sherwood, *Carbon*, **Vol. 33**, No. 4, 375-380, (1995)
- M.A. Rooke, J.A. Rotole, P.M.A. Sherwood, *J. Vac. Sci. Technol. A*, **Vol. 13**, No. 3, (1995)
- M.A. Rooke and P.M.A. Sherwood, *Chemistry of Materials*, **Vol. 9**, 285-296, (1997)
- H. Viswanathan, M.A. Rooke and P.M.A. Sherwood, *Surface and Interface Analysis*, **Vol. 25**, 409-417 (1997).
- Media Activities Guide, Michael A. Rooke for *General, Organic and Biochemistry*, Blei & Odian, W.H. Freeman, 2000

Michael A. Rooke

- "A look-before-you-leap into digital course management systems", *Vanguard AAUP Newsletter*, Vol. 22 Aug-Sep (2001)
- Science of Spectroscopy, Web site selected for inclusion in MERLOT multimedia educational site, Nov 2001
- NMR Tutor, Web site selected for inclusion in MERLOT multimedia educational site, Nov 2001
- Science of Spectroscopy, Web site selected for inclusion in the Royal Society of Chemistry's Learnet digital library, Sept 2002
- Science of Spectroscopy, Web site selected for feature in Netwatch section of *Science Magazine*, Sept 13 2002

FUNDING & GRANTS AWARDED

May 1998	University of Hartford Coffin Grant (\$2,500)
May 1998	NASA /CT Spacegrant Travel Grant (\$1,000)
May 1999	NASA /CT Spacegrant curriculum dev. Grant (\$4,600)
May 2000	NASA /CT Spacegrant Travel Grant (\$700)
Dec 2000	NASA /CT Spacegrant NASA Collaboration Grant (\$5,000)
May 2001	NASA /CT Spacegrant curriculum dev. grant (\$4,500)
July 2001	University of Hartford Summer Stipend (\$2,500)
May 2002	NASA /CT Spacegrant Faculty Collaboration Grant (\$10,000)
May 2002	CT Distance Learning Consortium Faculty Dev Grant (\$12,500)
May 2003	University of Hartford Summer Stipend (\$2,500)
May 2007	NSF ATE Grant Co-PI Regional Center for Next Generation MFG (\$8,000)
May 2008	NSF ATE Grant Co-PI Regional Center for Next Generation MFG (\$8,000)
Aug. 2008	U.S. Dept Labor grant scholarship money for MCC students (\$8,000)
Jul 2010	Student Success funding, CT Comm. Colleges (\$87,000)
Dec 2012	College Access Challenge Grant for all 12 Comm. Colleges (\$217,027)
Jan 2013	Bridges B System Grant for High School-College alignment (\$40,000)
Jan 2014	Bridges B System Grant for High School-College alignment (\$40,000)
Jan 2015	Bridges B System Grant for High School-College alignment (\$40,000)