



**Ratified at April 17, 2024 meeting**

**Board of Trustees Meeting  
March 20, 2024**

Minutes of the meeting of the Board of Trustees of Westchester Community College held on Wednesday, March 20, 2024, at 3 PM in the Student Center Event Room.

**Trustees Present:**

Dr. LeRoy Mitchell, Chairperson, Dr. Norman Jacknis, Vice-Chairperson, Deborah Raizes Vice Chairperson, Robin Bikkal, Esq., (via videoconference), Clara Carnot, Susan Gerry, Esq., (via videoconference), Hon. John Nonna, Dr. Gregory Robeson Smith, (via videoconference), Sergio Serratto, Hon. Lyndon Williams, (via videoconference), Yolanda Howell, Secretary to the Board of Trustees.

**Trustees Excused:**

None

**Cabinet Members Present:**

Dr. Belinda S. Miles, President, Dr. Vanessa Morest, Provost and Vice President, Academic Affairs, Brian Murphy, Vice President and Dean of Administrative Services, Dolores Swirin Yao, Vice President and Dean, External Affairs, Executive Director, WCC Foundation, Tere Wisell, Vice President and Dean, Community Education and Workforce Development, Garrett McAlister, Acting Vice President, Information Technology, Dante Cantú, Vice President of Student Access, Involvement & Success, Ben Naylor, Chief of Staff & Vice President of Strategic Affairs.

**Call to Order**

Chairperson LeRoy Mitchell called the meeting to order.

**Ratification of Minutes**

Trustee Nonna made a motion seconded by Trustee Serratto to ratify the minutes of the February 21, 2024, Board meeting. The motion passed.

## INFORMATION AND DECISION

### A. President's Report

Dr. Belinda S. Miles reported:

#### Greetings

Spring officially arrived last evening – and the college is in full spring ahead mode!

This week we welcomed students and faculty back to campus following spring break. While some may have used their time for rest and rejuvenation, several students opted to participate in Alternative Spring Break community service.

The Department of Student Involvement held two **Alternative Spring Break** trips – one to Florida where 12 students and 2 advisors focused service work on hurricane disaster relief and global warming – and the other in New York City where 9 students and 2 advisors focused their service work on unsheltered people and the impacts of community displacements for systemically marginalized communities. Each group worked with local community organizations, got to know people in the community, and experienced meaningful educational service learning.

Celebrating **Women's History Month** – and the theme: Women who Advocate for Equity, Diversity, and Inclusion. Be sure to check the event calendar on the website for remaining events and information on the closing reception on March 28.

#### Staff Excellence

Last week our stellar staff members participated in Professional Development Day – theme: Building Bridges, Not Walls: Communication Strategies for a Collaborative Workplace. Two members of our staff were recognized for their outstanding work and contributions to the college community – 2024 Staff Excellence Awardees: Rich Castillo (Campus Services Department) and Victoria McMullen (Peekskill Extension).

#### Enrollment

- Spring 2024 enrollment is 10,541, an increase of 3.5% over Spring 2023 during the same period. We also see a 6.2% increase in full-time enrollment, and a 5.1% increase in FTEs.
- We have finalized the Fall 2023 FTEs, and I am happy to report that our total final FTE for Fall 2023 which includes credit, non-credit, and tutorials is 3,341.80, a 4.4% increase compared to Fall 2022, which was 3,202.37.

### **Elevating the Student Experience:**

- We are currently administering the Community College Survey of Student Engagement (**CCSSE**), a national survey focused on teaching, learning, and retention in community colleges.
- In April we'll be administering SUNY's Student Satisfaction Survey (**SSS**), which is given across the State University of New York system to evaluate various programs, services, and facilities provided to undergraduate students. It replaces the Student Opinion Survey that was administered through American College Testing, Inc. (ACT).

### **Looking ahead...**

- Welcoming the Middle States (MSCHE) Team – Sunday, 3/24 through Wednesday, 3/27.
- State of the College (Thursday, 3/28 Common Hour).
- Eclipse Encounter 2024 – the college community is celebrating the April 8 solar eclipse– and while we're not in the Path of Totality, we will experience a significant partial eclipse. Watch your email for event details and join us for eclipse-viewing and an exhilarating, educational program!

## **B. Board Chair's Report**

Trustee Mitchell reported:

- Over the last few weeks, I have attended a few virtual meetings with New York Community College Trustees Organization. The last meeting was last week to discuss the upcoming budgetary cycle. They passed a resolution to be presented to the State legislature.
- On the national level the President has put forth his budget requesting funding for community colleges.
- April 13 New York Community College Trustees (NYCCT) will be having a Board of Directors meeting in Syracuse.
- Thank you to everyone for their work on Middle States.
- The Board should have received notice for mandatory ethics training from the County.

## **C. Committees**

### **Committee of the Whole**

Trustees Mitchell and Trustee Gerry reported:

The Committee of the Whole had discussion on the following:

- Middle States visit taking place next week

- Discussion on the following policies
  - Posting Material on Campus
  - Hate Crime/Bias Reporting Policy
  - Rules for the Maintenance of Public Order Policy

We will adopt some of these policies at our April 2024 meeting.

Student Trustee Report

Trustee Carnot reported:

- This morning, I attended a meeting with the Center for Teaching and Learning. Faculty has been leveraging A. I. modeling technology to improve student engagement on campus.
- We have gaps in tutoring services hours at Westchester Community College. Orange Community College has 24-hour tutoring services.

Finance/Facilities

Trustee Robeson Smith reported:

The Finance committee had discussion on the following topics.

- Operating Forecast
- Capital Projects Update
- Contracts

Trustee Robeson Smith asked Vice President Brian Murphy to go over the forecast for the month ending February 29, 2024, and the contracts.

Vice President Murphy presented the contracts to the Board.

Resolution: Contract Ratification

**WHEREAS**, Westchester Community College is required to enter into agreements for the continued operation of the College; and

**WHEREAS**, the attached schedule represents those agreements approved by the College since the last meeting of the Board of Trustees; therefore

**BE IT RESOLVED**, that the Board of Trustees of Westchester Community College hereby ratifies the aforementioned agreements.

<u>CONTRACT #</u>	<u>CONTRACTOR NAME</u>	<u>CONTRACT DESCRIPTION</u>	<u>TERM</u>	<u>AMOUNT</u>
24-0240-364	Medwaste – NY, LLC	5 year contract for monthly pickup and proper disposal of regulated medical waste servicing the main campus and the Ossining extension center.	9/1/24 – 8/31/29	\$9,640

<u>CONTRACT #</u>	<u>CONTRACTOR NAME</u>	<u>CONTRACT DESCRIPTION</u>	<u>TERM</u>	<u>AMOUNT</u>
24-8102-613	S.F. and Wellness, Inc.	Partnership Agreement for revenue share program for personal fitness trainer non-credit program.	4/1/24 – 8/31/27	\$141,750 (Revenue) \$97,200 (Expense)
24-0240—595	Knightscope, Inc.	Blue phone maintenance and service.	10/1/24 – 9/30/26	\$34,800
24-0240-359	Elite Action Fire Extinguishing Service, Inc.	Replacement of 3 Pyro Chem ATD-75 System Cylinder tanks and 1 PSC-10 tank.	4/1/24 – 12/1/24	\$8,450
23-0240-344	National Standby Repair, Inc.	Amendment to May 2023 BOT. Additional head leak gasket repairs for Library generator. Best interest of County.	3/1/24 – 9/30/24	\$18,470 additional to \$15,925.50 original \$34,395.50 Total
24-9110-614	Perry Onah Enterprises, Inc.	Provide onsite/virtual OSHA-30 for construction Safety and Health and/or 10 hr. site safety training to EOC students enrolled in the OSHA program.	4/8/24 – 6/30/26	NTE \$37,050 Grant Funded.
24-9110-616	CPR & Safety Consulting & Training, LLC	Provide onsite/virtual OSHA-30 for construction Safety and Health and/or 10 hr. site safety training to EOC students enrolled in the OSHA program.	4/8/24 – 6/30/26	NTE \$40,375 Grant Funded.
24-9110-612	Online Training Providers, LLC Dba Online Cannabis Education <b>Name Change only</b> From Feb 2024 BOT	Provide at least 30 hours of asynchronous instruction for WEOC students enrolled in Cannabis Business Basic Training Program.	3/15/24 – 6/30/26	NTE \$56,250 Grant Funded.
24-0703-619	College Aid Services, LLC	Comprehensive Assessment of financial aid operations External review with recommendations for improvement.	4/1/24 – 5/31/24	\$\$30,000
24-9100-617	Professional Protection Security Services Corp.	Provide onsite/virtual security guard training to EOC students enrolled in the security guard training program.	5/15/24 – 6/30/26	NTE \$28,350 Grant Funded.
24-9100-618	Perry Onah Enterprises, Inc.	Provide onsite/virtual security guard training to EOC students enrolled in the security guard training program.	5/15/24 – 6/30/26	NTE \$31,050 Grant Funded.
24-9110-374	Metro Travel Services, Inc. Silver Star Limo.com, LLC., Charter Everything, Inc.	Provide bus transportation for WEOC students and students and staff from other institutions to visit HBCUs in the Washington, D.C. area (one of these vendors will be chosen; listed lowest to the highest bidder)	4/2/24 – 4/5/24	NTE \$16,000 Grant Funded

**\*\*Motion: Robeson Smith/Nonna – all in favor**

**Report on MWBE’S**

Stewart Glass reported:

MWBE’S Participation Rates for first half of 2023/2024

Total payments for Equipment, Supplies and Contractual Services after adjustments:  
\$9,664,532.94

Minority Owned Businesses:	\$559,694.00	5.8%
Women Owned Businesses:	\$367,901.32	3.8%
Service-Disabled Veteran Owned Businesses:	\$164,906.22	1.7%
Total MBE/WBE/SDV Owned Businesses for 1 <sup>st</sup> Half:	\$1,092,501.94	11.3%

**RESOLUTION: APPROVAL TO ADOPT THE CONSENSUAL RELATIONSHIP POLICY**

WHEREAS, the State University of New York Board of Trustees has enacted policy which requires that all SUNY campuses (State-operated campuses, community colleges, and statutory colleges) adopt a policy regarding sexual and romantic relationships; and WHEREAS, the SUNY WCC administration recommends, and the President concurs with the attached policy language.

NOW, THEREFORE, BE IT RESOLVED that the WCC Board of Trustees hereby adopts the Consensual Relationship Policy, a copy of which is attached hereto.

**WESTCHESTER COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
ADOPTED:**

**\*\*Motion: Gerry/Nonna – all in favor**

***Consensual Relationship Policy***

***A. Purpose***

*This Consensual Relationship Policy outlines the requirements and expectations of employees of SUNY/WCC who are participating in Consensual Relationships (a consensual romantic, sexual, or dating relationship) with other employees or students.*

## **B. Scope**

*This Policy applies to relationships between employees and other employees or students. The term “employee” includes all staff and faculty of SUNY/WCC within the meaning of the College’s by-laws.*

*This Policy does not apply to relationships between and among students.*

## **C. Policy**

*SUNY/WCC strongly discourages any dating, romantic, or sexual relationship between and among employees, and/or between employees and students, particularly involving those employees who have, or are reasonably likely to have, direct supervisory, advisory or evaluative responsibility over the party with whom the consensual relationship exists.*

## **D. Reporting Requirements and Disciplinary Actions for Violations of this Policy**

- i. Employees who are involved or were formerly involved in consensual relationships under Section C, above, must bring those relationships to the timely attention of the Office of Human Resources. Involvement in consensual relationships under Section C. will likely result in the removal of the individual from supervisory, advisory, or evaluative responsibilities; removal of the other party from being supervised, advised or evaluated by the individual with whom they have established a consensual relationship; and/or disciplinary action up to and including termination.*
- ii. Failure of an employee to self-report relationships to the Office of Human Resources as required under this section D. may result in disciplinary action up to and including termination.*
- iii. In accordance with the SUNY/WCC Nondiscrimination, Sexual Misconduct, and Retaliation Policy as well as the SUNY/WCC Nepotism Policy, employees are prohibited from making, participating in, or otherwise influencing decisions affecting the progress or standing of the person with whom they are in a relationship, to the extent that the relationship is covered by this policy, or which may reward or penalize any employee or student with whom the individual has or has had a current or former dating, sexual or romantic relationship.*

## **E. Exceptions & Disclaimers.**

*Relationships that exist prior to employment or enrollment at SUNY/WCC will generally be exempted from this policy, subject to timely disclosure of same, though every effort will be made to limit or prevent the any employee in a consensual relationship from having any supervisory, advisory or evaluative role with the person with whom the employee is having the consensual relationship.*

*Relationships that exist prior to employment or enrollment at SUNY/WCC should be reported by the employee when employment or enrollment begins. When consensual relationship partners of SUNY/WCC employees enroll in classes, reporting of the relationship should also be made at the time of enrollment.*

*If an employee begins or is in a relationship that they believe to be exempt from the above policy, said relationship should be reported to their supervisor and the Office of Human Resources to ensure that any conflicts in reporting, advising and/or supervision can be addressed. These relationships, barring any unusual conflicts, will be exempted from this policy.*

*When existing or developing and allowable relationships are reported, a central purpose of the reporting is to ensure that no immediate conflicts exist or come to exist in teaching or other supervisory roles.*

*Employees should be aware for their own protection that what appears at the time to be consensual behavior may later be perceived by one of the parties to be sexual harassment. Thus, those disclosing pre-existing or allowable consensual relationships should be aware that disclosing a relationship does not change the power differential or protect from future accusations of sexual harassment or misconduct. In the event of a charge of sexual harassment arising from such circumstances, SUNY/WCC will in general be unsympathetic to a defense based upon consent when the facts establish that a faculty-student or staff-student power differential existed within the relationship.*

### **RESPONSIBILITY & PROCESS**

*The Office of Human Resources will share the oversight of the implementation and enforcement processes of this policy at the College. The Office of Human Resources shall actively collaborate in the investigation and resolution of all complaints made under this policy and shall also maintain a single unified database of all such complaints to ensure the synergy of review, investigation and record-keeping of all such complaints, particularly to ensure that any instance of multiple complaints against the same individuals or individuals is easily aggregated and/or identifiable. Department Heads, Chairs and Directors shall ensure that all personnel within their areas comply with all of these requirements. Any disciplinary action will be taken in accordance with the appropriate collective bargaining agreement and/or College Policies.*

### **Public Comment**

Trustee Mitchell invited members of the community for public comment.

No public comment.



**The Chairperson convened an Executive Session under provisions of Section 105 of Article 7 of the Public Officers Law to discuss personnel matters.**

Motion to go into Executive Session to discuss personnel issues.

**\*\*Motion: Nonna /Jacknis – all in favor**

Motion out of Executive Session

**\*\*Motion: Jacknis/Robeson – all in favor**

Adjournment

**\*\*Motion: Nonna/Jacknis – all in favor**

The next meeting of the Board of Trustees is scheduled for April 17, 2024.

Respectfully submitted,

*Yolanda Howell*

Yolanda Howell

Secretary, Board of Trustees