



Ratified at November 18, 2020 meeting

**Board of Trustees Meeting
October 21, 2020**

Minutes of the meeting of the Board of Trustees of Westchester Community College held on Wednesday, October 21, 2020, at 3 PM via zoom video conference.

Trustees Present:

Hon. John Nonna, Chairperson, Dr. LeRoy Mitchell, Vice-Chairperson, Hon. Andrew Spano, Vice-Chairperson, Robin Bikkal, Esq., Toni Cox-Burns, Sue Gerry, Dr. Norman Jacknis, Estefany Palencia, Deborah Raizes, Dr. Gregory Robeson Smith, and Yolanda Howell, Secretary to the Board of Trustees.

Cabinet Members Present:

Dr. Belinda S. Miles, President, Dr. Vanessa Morest, Provost and Vice President, Academic Affairs, Dr. Shawn Brown, Chief of Staff and Vice President of Strategic Operations, Brian Murphy, Vice President and Dean of Administrative Services, Anthony Scordino, Vice President, Information Technology, Tere Wisell, Vice President and Dean, Continuing Education and Workforce Development, & Student Access, Involvement, & Success.

Call to Order

Chairperson John Nonna called the meeting to order.

Ratification of Minutes

Trustee Mitchell made a motion seconded by Trustee Robeson Smith to ratify the minutes of the September 16, 2020 Board meeting. The motion passed.

INFORMATION AND DECISION

A. President's Report

Dr. Belinda S. Miles reported:

President Miles gave updates on the following:

- College is active, vibrant. Strong sense of community and place.
- Save the date for SOTC on October 29 at 4 p.m.
- Election Day is Nov. 3. Remember to vote.
 - Constitution day event.
 - PTK voter engagement event.
- PRT update / guest presenters.
 - PRT meeting 2-3 times per week.
 - Constant improvements since March – 100% of faculty trained for remote learning; positive responses from students and faculty about quality and excellence; student services available online with abundant opportunities for student involvement. Program Committee may explore teaching, learning, and student engagement at a future meeting with Provost Morest and VP Wisell.
 - We are in constant contact with employee groups as conditions evolve and there are new practices that impact employees who are coming to work at Valhalla or an extension location. We are monitoring/following guidance from SUNY and health departments and submitting to SUNY an updated surveillance plan.
 - The next three speakers will elaborate: Rob Cirillo, Scott Sullivan, Janice Gilroy.
 - Three members of the Pandemic Response team updated the Board regarding Westchester Community College’s current pandemic plan.

B. Board Chair’s Report

Trustee Nonna reported:

- He is impressed with the plans from the Pandemic Response team and appreciates the efforts of the faculty and staff.
- It’s good to hear that the college is having programs on social justice. The way to have a voice is to get out and vote.

C. Committees

Governance

Trustee Spano reported:

The Governance committee had discussion on the following topics.

- Trustee Emeritus policy

Westchester Community College
Policy on Awarding of Trustee Emeritus Status

FINAL DRAFT

Purpose

The purpose of Trustee Emeritus status is to recognize former trustees for their extraordinary and significant service to the Westchester Community College Board of Trustees. Trustee Emeritus is an honorary title and is reserved for those who have departed from that service.

Policy

To be eligible for Emeritus status, former Board of Trustees members must meet these criteria:

- *The Trustee has ended service on the Board of Westchester Community College and has served on the Board for at least seven (7) years.*
- *The Trustee has established a record of extraordinary and significant service to the Board and the students and employees of Westchester Community College.*
- *The recommendation for Trustee Emeritus status may be submitted by a member of the Board of Trustees or by the President of the College. Final approval of Trustee Emeritus status is granted by action of the current Board of Trustees.*
- *The Board of Trustees reserves the right to revoke honorary titles at its sole discretion.*

Recognition

Trustee Emeritus status is without financial compensation and has no voting privileges on the Board of Trustees. Trustee Emeritus status is for life and may include privileges normally offered Trustees within the resources of the college, such as the following:

- *An invitation to walk in the college commencement procession and to be seated in a place of honor at commencement.*
- *Invitations to all major college events, including an open invitation to all Board public meetings.*
- *The Trustee Emeritus shall have no other responsibilities or entitlements by virtue of Emeritus status, except as may be prescribed by the Board in the future.*

Waive thirty-day rule on adopting policy

Trustee Nonna made a motion to wave the thirty-day rule regarding adopting policies, seconded by Trustee Robeson Smith. All in favor. Motion passed.

Adoption of Trustee Emeritus Policy

Trustee Spano made a motion to adopt the Trustee Emeritus policy seconded by Trustee Cox-Burns. All in favor. Motion passes. Policy adopted.

Designation of Trustee Emeritus

Trustee Spano made a motion that former Trustee Betsy Stern be designated as Trustee Emeritus, seconded by Trustee Bikkal.

Westchester Community College
Trustee Emeritus for Elizabeth M. Stern
October 21, 2020

WHEREAS, Elizabeth M. Stern served on the Westchester Community College Board of Trustees from 2009 until 2019 and served as its vice chair from 2013 to 2018; and

WHEREAS, Westchester Community College has expanded or improved a wide range of programs and services improving the quality of education for community college students for which Mrs. Stern had been a volunteer and advocate; and

WHEREAS, Examples of those programs include Gateway Center and its innovative immigrant education programs, Volunteer Center providing student mentoring and support, the establishment of an Honors College, and the development of the Native Plant Center; and

WHEREAS, Mrs. Stern's leadership brought people together and stewarded public and private resources to maximize the impact of the community college mission to provide access to opportunity.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby confers the title of Trustee Emeritus upon Elizabeth M. Stern for her extraordinary and significant service to Westchester Community College as a member of the Board of Trustees.

Program Committee Report

Trustee Jacknis reported:

The Program committee had discussion on the following topics.

- Transfer of credits
- Update on challenges regarding COVID
- Impact on Spring Semester
- 48 Hybrid classes
- SUNY would like no spring break
- Lifelong learning

Trustee Gerry informed the Board members of the college’s partnership with Westchester Medical Center.

Student Trustee Report

Trustee Palencia reported:

- The Student Government Association is doing great things. Twenty clubs are up and running.

Finance/Facilities

Trustee Mitchell reported:

- I attended the ACCT conference. I will submit a report to the Board. All sessions may be made available for a nominal fee.

The Finance committee had discussion on the following topics.

- Enrollment update
- Update on CARES Act

Trustee Mitchell asked Vice President Brian Murphy to go over the forecast for the month ending September 30, 2020 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>
21-0240-482 - FAC	White Plains Glass and Mirror, Inc.	Replace glass in windows at Student Center and Gateway Building.	11/15/20 – 10/14/21	\$9,525

<u>CONTRACT #</u>	<u>CONTRACTOR NAME</u>	<u>CONTRACT DESCRIPTION</u>	<u>TERM</u>	<u>AMOUNT</u>
21-9531-481 - EA	The Institute for Democratic Education and Culture d/b/a SPEAKOUT	Speaker Honorarium for Dr. Laura Rendon.	11/18/20	\$7,500 (Grand funded)
20-0110-596 - EA	Ashworth Design, Inc. d/b/a Ashworth Creative	Graphic Design Services.	7/15/20 - 7/14/22	\$75,000
21-0110-611 - EA	Kenneth Gabrielsen d/b/a Gabrielsen Photography	Primary professional photographer for marketing and promotions.	11/15/20 - 11/14/24	\$22,500
21-0110-597 - EA	Gabriel Palacio d/b/a Gabe Palacio Photography	Secondary professional photographer for marketing and promotions when primary not available.	7/15/20 - 7/14/24	\$22,500
21-9110-484 - EOC	Perry Onah Enterprises, Inc. d/b/a Sec-urity Safety Center	Provide on-site NYS DCJS Security 11/1/20 – 10/31/21 and fire guard training course.		\$10,000 Grant funded
20-155-598 -EA	Paul T. Bucci, PhD, LLC	Agreement for the provision of grants consulting and writing services.	8/1/20 – 7/31/21	\$27,500
21-8102-663 – CE	Putnam/Westchester County Workforce DE. Board	Inter-dept agreement w/Wforce Dev Board & Dept of Social Services utilizing CARES act funding to support entrepreneurship and unemployed, underemployed, and displaced homemakers and students impacted by COVID-19 Expenses in budgets 8201 & 8110.	10/1/20 - 12/30/20	\$369,056 (Revenue)
21-8102-662-PDC	Orion Development Group, Inc.	Vendor agreement with training provider.	10/1/20 – 12/31/21	\$210,000 (Revenue)
21-240-48 - FAC	Mengler Mechanical, Inc.	Replace and commission the gas regulator to Hartford Hall boiler. Emergency contract.	10/19/20 – 12/31/20	\$7,500

****Motion: Mitchell/Robeson Smith – all in favor**

Public Comment

Trustee Nonna invited members of the community for public comment

No public comment

Adjournment

****Motion: Robeson Smith/Jacknis – all in favor.**

The next meeting of the Board of Trustees is scheduled for November 18, 2020.

Respectfully submitted,

Yolanda Howell

Yolanda Howell
Secretary, Board of Trustees