



Ratified at March 15, 2017 meeting

**Board of Trustees Meeting
January 18, 2017**

Minutes of the meeting of the Board of Trustees of Westchester Community College held on Wednesday, January 18, 2017 at 3:00 PM in the Event room of the Student Center.

Trustees Present:

Hon. John Nonna, Chairperson, Hon. Andrew Spano, Vice-Chairperson, Robin Bikkal, Esq., Dr. Norman Jacknis, Jonathan Kimiadi, Dr. LeRoy Mitchell, David Swope, and Yolanda Howell, Secretary to the Board of Trustees.

Trustees Excused:

Toni Cox-Burns, Joseph P. McLaughlin, Betsy Stern.

Cabinet Members Present:

Dr. Belinda S. Miles, President, Dr. Peggy Bradford, Interim Vice President, Academic Affairs, Dr. Shawn Brown, Chief of Staff, Pat D'Imperio, Vice President and Dean Administrative Services, Eve Larner, Vice President and Dean, External Affairs, Executive Director, WCC Foundation, Anthony Scordino, Vice President, Information Technology, Sara Tweedy, Vice President and Dean of Student Access, Involvement, & Success, Tere Wisell, Vice President and Dean, Continuing Education and Workforce Development.

Call to Order

The Meeting was called to order by Chairperson John Nonna.

Ratification of Minutes

Trustees Mitchell and Spano made a motion to ratify the minutes of the December 21, 2016 board meeting. The motion passed.

INFORMATION AND DECISION

A. President's Report

Dr. Belinda S. Miles reported:

Happy New Year! Welcome back to all of our faculty and students who are starting the spring semester this week. We are not a college without you, and this campus and our extension sites are much more vibrant with you here. Also thanks to the Student Involvement Office for organizing a variety of welcome-back activities.

We begin the new year with extraordinary news. Last month we submitted to IPEDS—the national data clearinghouse to which all colleges report a variety of data—the graduation rate for our fall 2013 cohort. We achieved a 17 percent graduation rate, which is 5 percentage points higher than our fall 2011 cohort that we reported two years ago. This is substantial increase in a short amount of time. It reflects a lot of dedicated hard work by our faculty, counselors, and support staff. We thank those who are following through on all of the detail work and meeting face-to-face with our students daily in classrooms and offices. You are making a real difference, not only for the college, but more importantly, for the students we serve.

As spring gets underway, we will continue the great work we started in the fall...

- This year we are making a concerted effort to improve our shared governance practices. We have a new board policy and we are having more dialogue among board, administration, faculty, staff, and students about what it means and what processes we should have in place.
- The President's Communication Council, which started last year as a forum for faculty and administration, expanded this year to include staff and students. We reconvene later this month and will take on the topic of sanctuary campuses, which is timely and important, and look forward to tackling other relevant topics in the coming months.
- At our previous board meeting, several faculty members from the math department stepped forward to express their views, and the start of a new semester provides an opportunity to continue those discussions. Dr. Bradford is working with the math department and the Board's Program and Planning committee to arrange a presentation and discussion in March.
- Our newly formed core team on civic engagement plans to initiate a process for developing the college's shared values statement. Undoubtedly, everyone will be encouraged to participate in this process and we look forward to hearing more on this.

- Our hugely successful Student Success and Academic Excellence Summit last fall has given rise to a focus on first year experience, and members of the team have been working diligently to roll out the first iterations of this program starting fall 2017.
- The summit also focused our attention on enrollment procedures, and the Strategic Enrollment Management Committee continues to revise its plan based upon those aspects we have implemented to date and the results we are observing... For example, our teams are evaluating priority registration, or staggering the times when different segments of students may register for courses, as a way to concentrate counseling and advising on smaller cohorts of students at a time thereby improving student services.
- Our various committees on diversity, equity, and inclusion are coming together and hosting a summit during which the community can come together and contribute to our strategic plans in this area. Among our goals is to integrate the work of the committees and reduce duplication of effort.
- Stewardship is always top-of-mind, as our CFO can attest. We have begun work on updating our campus master plan, taking a careful look at all of our instructional spaces and forecasting where we will need to make investments to keep pace with student demand. The process should conclude by the summer.

I want to call attention to a one-page handout in your packets on the Money Smart Forum. You may recall that University Business Magazine recently recognized this program, and Trustee Stern asked for more information. We will be sure she gets a copy of this information.

Everyone is invited to the state of the college address, which is at 4 p.m. on Thursday, February 9 in the Academic Arts theatre. We have already sent a save-the-date. We will have a reception with light refreshments after the state of the college, and further details will be announced as we get closer to the date.

Finally, I ask Ed Tatton to come forward for a briefing on our TEDx conference coming up this spring.

Ed Tatton

TED is a nonprofit devoted to spreading ideas short, powerful talks (18 minutes or less). TED began in 1984 - Technology, Entertainment and Design converged, and today covers

almost all topics — from science to business to global issues — in more than 100 languages around the world.

Tickets to TED if you are accepted are \$8,500 - \$6,000 (tax deductible). I attended TEDxNY in September 2016 that gave me the idea to apply for the license to hold a TEDx conference on our campus.

What is TEDx? Independently organized TED event.

A TEDx event is organized by volunteers from the local community, and just like TED events, it lacks any commercial, religious or political agenda. Its goal is to spark conversation, connection and community. It's a day filled with brilliant speakers, thought-provoking video and mind-blowing conversation. By organizing a TEDxWCC, we create a unique gathering in our community that will unleash new ideas, inspire and inform. A TEDx event is a local gathering where live TED-like talks and videos previously recorded at TED conferences are shared with the community. TEDx events are fully planned and coordinated independently, on a community-by-community basis.

The content and design of each TEDx event is unique and developed independently, but all of them have features in common. This is not an industry or marketing conference, it is not limited to one topic or field, it's not for special interests, it cannot be used to raise money, it cannot be co-branded, it's not a platform for motivational speakers or life coaches, it's purpose is to give a platform to those who don't often have one. It is the stage for those who want to present ideas worth sharing. I am working with Henry the student government president as well as the Student Involvement Office and the Media department in making this event a success. Our website is TEDxWCC.

There is information on how to apply to present, an application to attend, we are limited to 100 students per the license rules. We will have a half-day conference on March 15 during spring break with a maximum of 10 speakers. We are trying to make tickets available to students at no cost if we can find funding for materials that will be used year after year including signage and lighting and possible sponsorship for food. We have presenters from Iona, CUNY, Manhattanville, WCC and outside Higher Education including the Westchester Philharmonic, Viacom, News 12 and others.

B. Chairperson's Report

Chairperson John Nonna:

- The Governor has a proposal to provide for tuition free education at SUNY community colleges.
- I enjoyed the department of academic affairs recent newsletter. I especially enjoyed the list of books that have been written by our faculty.

- The Middle Skills report has resulted in two-programs coming into being.

C. Committees

Governance

Trustee Spano reported:

- We had discussion on the following topics
 - Board of Trustees webpage
 - Board of Trustees evaluation process
 - Presidential Evaluation process
 - Board of Trustee Travel Policy

Resolution

Travel Policy for Board of Trustee members

***WHEREAS**, the Board of Trustees of Westchester Community College has established a travel and expense reimbursement policy for Trustees effective October 1, 2009 (the “Travel and Expense Policy”); and*

***WHEREAS**, the Travel and Expense Policy represents the established guidelines for travel and expense reimbursement for the Board of Trustees; and*

***WHEREAS**, reports for trustee travel and expense reimbursements are submitted to the President for budget monitoring and payment processing; and*

***WHEREAS**, the Board of Trustees of Westchester Community College has determined that it would be in the best interest of the College for Trustees to attend professional conferences related to board development priorities set by the Board during its annual self-evaluation.*

NOW THEREFORE

***BE IT RESOLVED**, that the Travel and Expense Policy be amended by adding the following at the end of Section IV.A:*

College Trustees shall conduct an annual review of agendas of conferences being offered by relevant organizations, including but not limited to those offered by the American Association of Community Colleges, the Association of Community College Trustees, and the Association of Governing Boards. In consultation with the President regarding the use of the then current travel budget, attendance at specific conferences shall be based on development priorities set by the Board during its annual self-evaluation.

****Motion: Bikkal/Mitchell – all in favor**

Resolution

Policy regarding resolutions for Board approval

Any resolution for Board of Trustees approval should first be presented to the appropriate committee at its regular meeting for review and discussion with trustees. The committee will determine when to recommend the resolution for consideration by the full board, not sooner than the full board meeting at least one month after the committee meeting. Upon recommendation and approval of the committee, the one-month period may be abbreviated in case of emergency or urgent deadline. Effective after this meeting today.

****Motion: Swope/Mitchell – all in favor**

Program & Planning

Trustee Jacknis reported:

The Program & Planning committee had an analytics presentation

We have a sabbatical request that we discussed and we would like to bring before the board today for a vote.

Sabbatical Request

Dr. Gwen Roundtree Evans, Spring 2017 sabbatical beginning February 1, 2017.

****Motion: Jacknis/Bikkal – all in favor**

Finance/Facilities

Trustee Mitchell reported:

The committee discussed the following

- The State controlled audit of Erie Community College as it relates to us.

Trustee Mitchell asked Pat D'Imperio to give the finance report.

Pat D'Imperio reported:

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>
178211116 – CE	KECK HEATING AND AIR CONDITIONING	One-time emergency repair at Ossining Extension site to relocate master thermostat to better regulate room temperature in various rooms	completed 12/2016	\$1,450
178102318 – CE	PLEASANTVILLE UNION FREE SCHOOL DISTRICT	Job readiness training for participants of the Pleasantville Laboratory School for 2017 Spring semester Vocational Exploration course	1/17/17 – 5/12/17	\$9,187 (revenue)
17015512 – EA	PTB & ASSOCIATES	AMENDMENT – Primary consultant to Assist in research and writing grants over a one year period with option to renew (Original contract approved on 4/20/16 for \$28,000. Amended contract will be for \$35,000	7/1/16 – 6/30/17	\$7,000*
160240020 – FAC	WILBERCO LLC	Maintenance, fertilizing and seeding of West and Barrett Fields, including baseball, softball and soccer fields	8/1/16 – 7/31/ 18	\$21,000*
*Previously approved September 21, 2016 for the NTEE amount of \$19,000. Amount should have been \$21,000				
170240311 – FAC	JC EHRLICH CO., INC.	Extermination services for WCC and Extension Centers	4/1/17 – 3/31/18	\$12,148
170240317 – FAC	NATIONAL STANDBY REPAIR, INC.	Preventative maintenance, inspection testing, battery changes and other services for all campus generators	1/1/17 – 12/31/17	\$18,200
170305117 – SPS	MT. VERNON PUBLIC LIBRARY	America Reads program – Federal Work Study to allow WCC students to work at MV Public Library	10/17/16 – 6/30/19	\$0
170310605 – SPS	JESSICA ROSEN	Provide sign language interpreting	1/1/17- 12/30/19	\$55 per hour
170310606 – SPS	BARBARA PFINGST	Provide sign language interpreting	1/1/17- 12/30/19	\$55 per hour
170310607 – SPS	CATIE PICA	Provide sign language interpreting	1/1/17- 12/30/19	\$55 per hour
170310608 – SPS	DEBORAH KAIR	Provide sign language interpreting	1/1/17- 12/30/19	\$55 per hour
170310609 – SPS	DANA V. SPICER	Provide sign language interpreting	1/1/17- 12/30/19	\$55 per hour
170310610 – SPS	BARBARA RUSS SMITH	Provide sign language interpreting	1/1/17- 12/30/19	\$55 per hour

170310611 –SPS	JODY PRY SOCK	Provide sign language interpreting	1/1/17- 12/30/19	\$55 per hour
170310612 – SPS	MICHELLE GREEN	Provide sign language interpreting	1/1/17- 12/30/19	\$55 per hour
170310613 – SPS	SHARON NOVIELLI	Provide sign language interpreting	1/1/17- 12/30/19	\$55 per hour
170310614 – SPS	ANGELIKI NAKOS-PARASHIS	Provide sign language interpreting	1/1/17- 12/30/19	\$55 per hour
170310615 – SPS	LYNNE MARTIRANO	Provide sign language interpreting	1/1/17- 12/30/19	\$55 per hour
170310616 – SPS	DEBBIE GRANDINETTI	Provide sign language interpreting	1/1/17- 12/30/19	\$55 per hour
170310617 – SPS	NINA STURMER	Provide sign language interpreting	1/1/17- 12/30/19	\$55 per hour
170310618 – SPS	CHRITINE FICO	Provide sign language interpreting	1/1/17- 12/30/19	\$55 per hour
170310619 – SPS	LENORE CILMI	Provide sign language interpreting	1/1/17- 12/30/19	\$55 per hour
170310620 – SPS	CATHERINE (KIT) ROY	Provide sign language interpreting	1/1/17- 12/30/19	\$55 per hour
170310622 – SPS	NANCY E. KAPLAN	Provide sign language interpreting	1/1/17- 12/30/19	\$55 per hour

The above contracts are to provide sign language interpreting services for people with hearing impairments dependent on non-verbal communication.

****Motion: Spano/Mitchell – all in favor**

Step increase for Non-Represented Mangers

Pat D’Imperio presented the board with a salary step plan for non-represented managers. Prior to this action, non-represented managers were the only group of employees at the college who were not part of a step plan program.

****Motion: Mitchell/Swope – all in favor**

Motion to make step increase program retroactive to January 1, 2017

****Motion: Spano/Bikkal – all in favor**

D. New Business

Chairperson Nonna invited attendees to address the Board

Donald Shernoff

Presented the Board with a hand out titled "Attempting to Understand the 15% WCC Three-year Graduation Rates."

The Vice-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: Spano/Bikkal tern – all in favor.**

Motion out of Executive Session

****Motion: Swope/Mitchell – all in favor.**

Adjournment

****Motion: Mitchell/Spano – all in favor.**

The next meeting of the Board of Trustees is scheduled for March 15, 2017 at 3 pm.

Respectfully submitted,

Yolanda Howell

Yolanda Howell
Secretary, Board of Trustees