



Ratified at November 16, 2016 meeting

**Board of Trustees Meeting
October 19, 2016**

Minutes of the meeting of the Board of Trustees of Westchester Community College held on Wednesday, October 19, 2016 at 3:00 PM in the Event room of the Student Center.

Trustees Present:

Hon. John Nonna, Chairperson, Hon. Andrew Spano, Vice-Chairperson, Betsy Stern, Vice-Chairperson, Robin Bikkal, Esq., Toni Cox-Burns, Jonathan Kimiadi, Joseph P. McLaughlin, Dr. LeRoy Mitchell, Dr. Noman Jacknis, David Swope, Esq. and Yolanda Howell, Secretary to the Board of Trustees.

Cabinet Members Present:

Dr. Belinda S. Miles, President, Dr. Shawn Brown, Chief of Staff, Pat D’Imperio, Vice President/Dean Administrative Services, Eve Lerner, Vice President and Dean, External Affairs, Executive Director, WCC Foundation, 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 Stern made a motion to ratify the minutes of the September 21, 2016 Board Meeting with the necessary amendments. The motion passed.

INFORMATION AND DECISION

A. President’s Report

Dr. Belinda S. Miles reported:

I have great news to kick off our meeting today. We are closely tracking student progress through the college, and we are excited about the results we're achieving through a more intentional, concentrated focus on each entering cohort. We estimate that our 2013 cohort, which we report to IPEDS later this fall, has hit 16 percent, exceeding last year's cohort graduation rate of 15 percent, which was already a high mark for the college. Those IPEDS numbers are rounded to the nearest whole percent. In reality, in one year, our graduation rate rose from 14.8 percent to 16.2 percent—a 1.4 percentage point increase. That's a big deal in a short amount of time. And we keep going. Our sights are not set on one-or-so percentage points per year.

The culminating effect of our continuous improvement processes should lead to greater increases in our three-year graduation rate. A two or three percentage point jump in one year is within our grasp.

We focus on three-year graduation rate because it is reported to the federal government and is how outside organizations compare colleges. With a focus on college access, we like to define success more broadly. Success for some students involves transferring to a four-year college or continuing enrollment to earn a degree taking longer than three years. The most recent calculation of our success rate, inclusive of these factors, is 53 percent.

We keep focus on continuous improvement through an inclusive participatory process. Less than a week ago we held an all-inclusive, college-wide Student Success and Academic Excellence Summit with well more than 100 college community members present and online. We reviewed reports from Achieving the Dream, Academic Master Plan, Foundations of Excellence, and Advisement Self Study and their alignment with the strategic plan. The steering committee did a remarkable job producing an event that would solicit an abundance of valuable input and our work into perspective. The post summit survey results are positive in the area of meeting the goals of the summit. Dr. Heather Ostman, Gelaine Williams, and Dr. Nicola Blake coordinated the steering committee and will communicate progress in a transparent and timely way. Our next step is to take all of the key findings collected from the summit and identify the top priorities across all areas. The committee plans to complete its work by the end of November.

I would like to yield the balance of my time to a student presentation highlighting some of the programs and initiatives on the college's celebration of Latin American Heritage

Month that concluded last week. Here to present is Assistant Director of Student Activities Tiago Machado and two students, Luis Arias and Ronald Montoya.

A PowerPoint presentation was discussed regarding Latin American Heritage Month.

B. Chairperson's Report

Chairperson John Nonna:

- The Board is following very closely the efforts that are being made for student success and student counseling.
- At the last board meeting the board approved a new contract for Dr. Miles. I have been forward a few emails regarding her contract. The Board evaluated Dr. Miles' performance and decided to give her a merit increase.
- Dr. LeRoy Mitchell has been given a lifetime membership award from ACCT.

C. Committees

Governance

Trustee Spano reported:

College Mission Statement

The governance committee has been reviewing the mission statement because a number of person suggested some adjustments. The governance committee has decided to add one additional word to the statement.

New Mission Statement

Westchester Community College provides accessible, **transferable**, high quality and affordable education to meet the needs of our diverse community. We are committed to student success, academic excellence, workforce development, economic development and lifelong learning.

Motion to accept the new mission statement

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

We also discussed at our committee meeting today

- A website for our trustees
- A handbook for trustees to be added to the website
- Trustee travel policy

Program & Planning

Trustee Jacknis reported:

The Program & Planning committee discussed the following

- Our student trustee discussed the “tobacco free policy”
- Vice President Sara Tweedy gave us a presentation on student counseling and student success.

Finance/Facilities

Trustee Mitchell reported:

ACCT

Trustee Mitchell informed the board about the 47th Annual Leadership Congress of the Association of Community College Trustees which took place in New Orleans during the first week of October.

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>
170655504-AA	NEW YORK MEDICAL COLLEGE	Provides courses on laboratory animal care as courses not available on campus	9/1/16-8/31/19	\$26,400
170545100-AA	DANIEL GROMULAT	Hire pianist to assist in instruction of chorus classes; services will include playing piano and assisting in evaluation of performances	9/1/16-12/31/16	\$1,600
179110310-EOC	JEFFREY SHIERER	Revise term period and amount for previously approved onsite OSHA general industry training to EOC students enrolled in OSHA 10 hr./30 hr. program	original term 5/23/16-12/31/16 revised term: 10/15/16-7/31/17	\$13,500 \$9,000
179110309 –EOC	TEKTOLS COMPUTER	Write curriculum proposals for new program offering of Help Desk Support Certificate EOC	10/15/16-6/30/17	\$2,000

<u>CONTRACT #</u>	<u>CONTRACTOR NAME</u>	<u>CONTRACT DESCRIPTION</u>	<u>TERM</u>	<u>AMOUNT</u>
179110308-EOC	SEC-CURITY SAFETY CENTER	Provide onsite NYS DCJS Security Guard Training Course for EOC students consisting of 8-hour pre-assignment training and 16-hour on-the-job training	10/15/16-7/31/17	\$9,000
170240307-FAC	AUTHENTIC ELEVATOR SERVICE	Remove elevator doors on each floor of the Academic Arts Building to repair rollers for doors to operate smoothly	11/1/16-1/31/17	\$18,975
170240109-FAC	FIRE GUARD OF LONG ISLAND, INC.	Repair damage to fire suppression system at the fuel station. Insurance Proceeds will reimburse this expense	11/1/16-2/1/17	\$3,930
16WCC20977-FAC	DCAK-MSA ARCHITECTRUE AND ENGINEERING	Design phase of Student Center breezeway Ceiling replacement	11/15/16-9/30/17	\$14,700

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

Student Trustee Report

Jonathan Kimiadi reported:

Tobacco Free Policy

Since the start of the semester the Student Government Association has been approached by a number of students in regards to the current tobacco policy. I am proud to announce that on October 2, 2016 the SGA senate has approved the Senate Resolution F16-1 in which it states that we the SGA of Westchester Community College do hereby support the amendment regarding the ban for e-cigarettes and vaping devices let it be further that we encourage administration to adopt this policy immediately.

****Motion: Mitchell/McLaughlin**

A discussion followed regarding the new policy.

Trustee Spano made a motion to table the policy seconded by Trustee Bikkal. Five (5) votes in favor of tabling the policy and five (5) votes against tabling the policy.

*****The motion to table does not pass.**

******Motion by Trustee Mitchell to approve the changes to the policy.**

Seven (7) in favor of the amendment

Three (3) against the amendment

******Motion passes to amend the policy.**

Trustee Nonna

The administration will report back at the next meeting to see it would be feasible to have a smoking zone on the campus.

D. New Business

Chairperson Nonna invited attendees to address the Board

Carol Ann Zavarella –Vasta

Addressed the Board regarding the CSEA contract.

Mel Bienenfeld

Addressed the Board regarding faculty contracts.

Amed Abdula (Viking News)

Addressed the Board regarding the passing of the vaping ban.

Heather Ostman

- Addressed the Board regarding the governance committee passage of the college mission statement and that they should reconsider and speak with other governing boards of the college.
- The passing of the contract for Dr. Belinda Miles

After a brief conversation the trustees decided that a group will look at the mission statement as a whole.

Kellie Higgs

Addressed the Board regarding the vaping proposal

Suzanne Paribello

Addressed the Board regarding the vaping proposal

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: Stern/McLaughlin – all in favor.**

Motion out of Executive Session

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

Adjournment

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

The next meeting of the Board of Trustees is scheduled for November 16, 2016 at 3 pm.

Respectfully submitted,

Yolanda Howell

Yolanda Howell
Secretary, Board of Trustees