



**Ratified at April 19, 2017 meeting**

**Board of Trustees Meeting  
March 15, 2017**

Minutes of the meeting of the Board of Trustees of Westchester Community College held on Wednesday, March 15, 2017 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, Toni Cox-Burns, Dr. Norman Jacknis, Dr. LeRoy Mitchell, David Swope, Esq., and Yolanda Howell, Secretary to the Board of Trustees.

**Trustees Excused:**

Robin Bikkal, Esq., Jonathan Kimiadi, Joseph P. McLaughlin.

**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 Jacknis made a motion to ratify the minutes of the January 18, 2017 board meeting. The motion passed.

**INFORMATION AND DECISION**

**A. President's Report**

Dr. Belinda S. Miles reported:

- Glenetta Phillips, Adjunct Professor in Communications, provided the photo slide shown on behalf of the Black History Month Committee.
- Welcome trustees and guests. It's unusually quiet at the college this week because it is spring recess. And of course we had a disruption in operations this week with the inclement weather. We had an important Governance Committee meeting with Faculty Senate officers scheduled yesterday, and we will reschedule that as soon as possible.
- Last week we received a letter from Middle States that the commission formally accepted our monitoring report at its most recent meeting. This is a mission-critical accomplishment and a credit to our dedicated employees.
- Our accreditation status remains intact, as we expected, which is essential to our operations. Without accreditation, about \$30 million in federal Pell grants and TAP funding for our students would be in jeopardy, with catastrophic effects on the institution.
- As you know from our various discussions and my weekly newsletters, we faced many fundamental issues in January 2015 as we prepared for our self-study visit. And none of it was trivial.
  - Numerous course offerings with students not receiving syllabi or course outlines
  - Thousands of students unsuccessful in remedial courses and making insufficient progress in credit attainment
  - Sporadic academic quality program reviews
  - Unwritten and decentralized policies, inconsistent academic procedures, and general lack of standard operational policies and procedures college-wide
  - Men's basketball program ravaged by scandal
  - cursory use of evidence based practice in curricular and operational delivery of services
  - Faculty and staff contracts that were ignored with no real advocates
- Yet, we gather just two years later having achieved a successful self-study visit and monitoring report. We have achieved this together as a team—the most important members are the faculty, staff, and administrators. Some of them who you have met, many of whom you have not, but they are working collectively and very hard on our mission.

- Our focus and intention must only increase from this point forward. We have a follow up report due in 2018 on
  - Assessing the effectiveness of enrollment management activities,
  - Implementing program reviews in a timely manner,
  - Demonstrating that planning processes incorporate assessment results, and
  - Periodically assessing the effectiveness of administrative structures.
  
- Even if these reporting requirements did not exist, we owe our students our very best. We owe them a college that meets their needs. And happily, that is what we're all doing every day—not always in total agreement—but with a shared commitment to student success.
  
- We are pushing the boundaries on what is possible. Last week, we hosted a team from CUNY to kick off our pilot replication of the ASAP program: Accelerated Study in Associate Programs. It is widely known for doubling graduation rates within CUNY and has been replicated in only a few other places so far. We have the right conditions to put new practices in place that will improve the college-going experience for our students.
  
- And we're setting our sights even higher. We are seeking federal Title V funds to scale up our ASAP implementation. We are excited about the proposal we are putting together, which is due next month. A core team of contributors has been meeting regularly to prepare our proposal.
  
- In my last weekly message, I referenced that our PTK chapter had received special recognition as a 2017 REACH Chapter. Well, in addition to that, our PTK advisor, Robin Graff, has been named a distinguished advisor for the New York Region, and Ashleigh Riley has been named a distinguished chapter officer.
  
- Our spring 2017 commencement is still two months away, but it is always graduation season in workforce. Last week—Project Transitions graduated a class of about a dozen displaced workers who are brushing up their skills to re-enter the workforce. The students are deeply and personally grateful for the program that is entirely grant funded and is offered at no cost to participants. This week—16 students complete a new program developed in cooperation with the County's Department of Senior Programs and Services. Upon completion, these Senior Services Navigators will be considered for jobs at public libraries and other locations in the county to connect seniors to resources.
  
- Last week, members of my cabinet and I hosted a breakfast meeting with our elected representatives in the State Assembly and Senate. It was well attended

and reinforced our great community impact... and our representatives were very complimentary of our work.

Dr. Miles then asked Dr. Bradford introduced Superintendent Mary Fox who will give a presentation to the Board regarding the Pleasantville Lab School partnership.

## **B. Chairperson's Report**

Chairperson John Nonna:

- Middle States has approved our Monitoring report
- The College received a \$199, 926 grant today from the National Science Foundation
- The members of the Board are concerned about the recent no-confidence vote
- I and other members of the Board have received anonymous letters. For the record anonymous letters are entitled to absolutely no weight.
- The student affairs department is providing immigration students with lawyers that are willing to give them pro bono assistance

## **C. Committees**

### Governance

Trustee Spano reported:

- We had discussion on the following topics
  - The tobacco free policy
  - The presidential evaluation process
  - A draft MOU with the Foundation

### Program & Planning

Trustee Jacknis reported:

- We had discussion on the following topics
  - The transportation and sustainability committee
  - Textbook policy

The Program and Planning Committee would like to make a resolution that the board accept the Health Information Technology Proposal.

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

Finance/Facilities

Trustee Mitchell reported:

The committee discussed the following

- The upcoming budget

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>
178102506 – CE	PLEASANTVILLE LABORATORY SCHOOL	Job readiness training for participants of the Pleasantville Laboratory School to meet job readiness training needs	11/7/16 – 1/31/17	\$10,400 (revenue)
179476322 – CE	NATIONAL ASSOCIATION FOR COMMUNITY COLLEGE ENTREPRENEURSHIP (NACCE)	Establishing an industry recognized certification in entrepreneurship which will lead to more WIOA eligible participants	11/12/16 – 12/30/16	\$3,515 (no cost to WCC to be reimbursed by DSS grant)
179476321 – CE	COMMUNITY CAPITAL NEW YORK	A continuation of last year based on successful financial planning workshops delivered. CCNY will provide two(2) workshop, succession planning and financial counseling	1/17/17 – 3/31/17	\$4000 (no cost to WCC to be reimbursed by DSS grant)
178211120- CE	ALVAREZ CLEANING SERVICE	Janitorial cleaning of the Ossining Extension Center facility 7 days per week	3/1/17 – 4/30/17	\$3,265
170110509 – EA	WESTCHESTER PHOTOGRAPHIC SOCIETY	Professional event photographer for marketing and promotions	9/1/16 – 8/31/21	\$25,000
170240320 – FAC	AMERICAN PETROLEUM EQUIPMENT & CONSTRUCTION CO., INC.	Compliance program for under and above ground tank as well as fuel station to meet NYDEC and WCDH requirements	2/11/17 – 1/31/18	\$17,004
170240323 – FAC	GLASS DOCTOR	Remove and replace cracked and shattered window in front of Gateway building with new window and lettering; work includes removing and reinstalling part of the canopy	4/1/17 – 6/30/17	\$19,900 (insurance to cover)
170115119 – IT	FALCON DATA NETWORKS, LLC.	Test and repair broken fiber and identify bad fiber between Science and Technology buildings. Fix up to 24 fiber connectors. Hardware needed for repair to be provided by vendor.	1/25/17 – 2/3/17	\$4,373

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

**D. New Business**

Chairperson Nonna invited attendees to address the Board

Professor Donald Shernoff

Presented the Board with a hand out titled “Addressing the 15% WCC Three-year Graduation Rates.” Also spoke about the WCCFT contract and adjunct office hours

Dr. Kwesi Amoa

Expressed his concerns regarding developmental education.

Professor Mel Bienenfeld

Addressed the Board regarding the step increases for administrators at Westchester Community College. He would like to request/suggest that a similar recognition be made for our adjuncts.

**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: Jacknis/Swope – all in favor.**

Motion out of Executive Session

**\*\*Motion: Mitchell/Cox-Burns – all in favor.**

Adjournment

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

The next meeting of the Board of Trustees is scheduled for April 19, 2017 at 3 pm.

Respectfully submitted,

*Yolanda Howell*

Yolanda Howell  
Secretary, Board of Trustees