



**Ratified at July 19, 2017 meeting**

**Board of Trustees Meeting  
May 17, 2017**

Minutes of the meeting of the Board of Trustees of Westchester Community College held on Wednesday, May 17, 2017 at 3:00 PM in room 133 of the Gateway Center.

**Trustees Present:**

Hon. John Nonna, Chairperson, Hon. Andrew Spano, Vice-Chairperson, Betsy Stern, Vice-Chairperson, Robin Bikkal, Esq., Toni Cox-Burns, Dr. Norman Jacknis, Nicholas Singh, Dr. LeRoy Mitchell, David Swope, Esq., and Yolanda Howell, Secretary to the Board of Trustees.

**Trustees Excused:**

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 Spano made a motion to ratify the minutes of the April 19, 2017 board meeting. The motion passed.

**INFORMATION AND DECISION**

## A. President's Report

Dr. Belinda S. Miles reported:

- Welcome to our May board meeting! We also welcome new student trustee Nicholas Singh.
- Tomorrow is the 69<sup>th</sup> commencement ceremony. So many of us are looking forward to it, especially our graduates. Commencement is the time for our graduates to celebrate their hard-earned educational triumph. In many ways, it is a celebration for those of us who serve students. We delight in watching our students achieve new levels of success. Our commencement speaker this year is Mr. Lowell Hawthorne, President and CEO of Golden Krust Bakeries.
- We are especially appreciative of our academic counselors and curriculum chairs diligently checking records and working with students to make sure they could cross the finish line tomorrow. Thanks so much—we have nearly 2,000 reasons to be grateful for your excellent work.
- We had a spectacular Academic Recognition Ceremony last week that acknowledged our many high-achieving students. We also presented this year's Chancellor's Awards.
  - Receiving the Chancellor's Award for Excellence in Adjunct Teaching are Anthony Czarnecki, Judith Marano, and Douglas Plath.
  - Receiving the Chancellor's Award for Excellence in Teaching are Denise Sullivan and Shaun Rajan.
  - Receiving the Chancellor's Award for Excellence in Professional Service is Rachele Hall and Iskra Hernandez.
  - Receiving the Chancellor's Award for Excellence in Classified Service is John Sheridan.
- Two of the honorees are here today, and I would like to present them now.

First, Dr. Douglas Plath for Excellence in Adjunct Teaching.

- His nominators cited his 10-year record of accomplishment of going the extra mile for students at Westchester Community College and his career as a mental health professional, which brings clinical experience into a classroom setting. He has more than 25 years of college teaching

experience, including time with graduate students at the Albert Einstein College of Medicine.

Second, Rachele Hall for Excellence in Professional Service.

- Ms. Hall has been with the Student Involvement office for six years and has embarked on creating signature experiences for students, such as “Blue and Gold Day” as part of Welcome Week. She believes in community-building and is dedicated to creating experiences that enhance the student’s total college experience. She is best known for her openness, availability, and affirming nature.
- WCCFT Contract – We have reached an agreement with the Westchester Community College Federation of Teachers. We are currently working out the operational details.
- This will be the last Board Meeting for several individuals in our college community
  - Richard Cashman
  - Dr. Peggy Bradford
  - Pat D’Imperio
- Pat Hennessey and Heather Shank have an article in The Journal of Education Advancement & Marketing, Spring 2017 publication. The article is entitled “Presidents, Elephants, and Inaugurations: The Inauguration of Dr. Belinda S. Miles.”

## **B. Board Chair’s Report**

### Transitions

- I would like to thank Dr. Bradford, Pat D’Imperio and Richard Cashman for their service to Westchester Community College and the Board of Trustees.

### Celebrity Salons

- I have been attending some Celebrity Salons. They are excellent and it is wonderful that we have this program.

### WCCFT Contract

- I am very pleased to hear that we have made progress on the faculty contract.

### Shared Governance

- We have been working hard as a Board to improve shared governance with the faculty.

## Commencement

- I am looking forward to graduation tomorrow. This college is a model for society because it brings together a diverse group of students.

## **C. Committees**

### Governance

Trustee Spano reported:

### Election of Officers

Trustee Norman Jacknis made the following nominations:

Chairperson – Hon. John Nonna  
Vice Chairpersons – Hon. Andrew Spano, Betsy Stern  
Secretary – Yolanda Howell

### **\*\*Motion: Jacknis/Cox-Burns – all in favor**

- We had discussion on the following topics
  - County Clerk Tim Idoni came to Westchester Community College to swear in our new student trustee
  - Dr. Heather Ostman delivered her report
  - We also discussed the idea of shared governance
  - Presidential Evaluation Process
  - New policy for video participation for trustees at board meetings

The governance committee would like to make a motion to the full board regarding the tobacco-free campus policy

***WHEREAS**, Westchester Community College has a tobacco-free campus policy effective January 1, 2012, and*

***WHEREAS**, the policy was amended on November 16, 2016, to include vaping devices and electronic cigarettes, and*

***WHEREAS**, the President's Advisory Committee on a Tobacco Free Campus recommends further broadening the definition of tobacco products;*

***NOW, THEREFORE, BE IT RESOLVED THAT** the Trustees of Westchester Community College hereby ratify the attached amended Tobacco-Free Campus Policy.*

## **Tobacco-Free Campus Policy**

*Westchester Community College is proud to be a tobacco-free, smoke-free, and vape-free campus. This policy was initiated primarily in response to the overwhelming scientific and medical evidence indicating the serious health risks of second hand smoke. On January 1, 2012, we began asking for voluntary compliance of the new policy; the policy began to be strictly enforced on September 1, 2012.*

*Please help us celebrate this decision to join the more than 360 U.S. colleges and universities who are proud to be tobacco-free. We hope to set an example that will encourage others to embrace the spirit of health and wellness in our community.*

### **Purpose**

*To ensure that all Westchester Community College facilities and properties are tobacco-free, smoke-free, and vape-free in an effort to provide the faculty, staff, students and visitors with a healthy, respectful working and learning environment. This policy applies to all students, employees (faculty, staff, and administrators), visitors, vendors and contractors.*

### **Policy**

*The use of tobacco products, vaping devices, electronic cigarettes, and other nicotine delivery devices is prohibited in all Westchester Community College facilities and outdoor areas.*

*The preponderance of evidence and the trends reflected in that evidence all indicate that tobacco use, smoking and exposure to second hand tobacco smoke are significant health hazards. Under the Environmental Protection Agency (EPA) Guidelines, second hand smoke is a Group A carcinogen (cancer-causing agent), known to cause heart disease, cancer, respiratory issues and irritation of the eyes and nose.*

*Westchester Community College has been, and continues to be, committed to the health and well-being of its staff, faculty, administrators and students. The college not only has a vested interest in the vitality of its students and those who administer and operate programs here, but also a role to play in the promotion and advancement of the general health of our society as a whole.*

*Out of respect for the environment and in keeping with Westchester Community College's commitment to protect the health of its employees, students, visitors and all other constituencies, effective January 1, 2012, Westchester Community college became a Tobacco-Free institution. No consumption of tobacco, or tobacco products, is permitted on any college property or in any college facility; this includes but is not limited to all buildings, grounds, pathways and thoroughfares within the campus property. The sale or sample distribution of cigarettes or other tobacco products are also prohibited.*

*We eased into this policy during the spring 2012 semester during a transitional period of gradual compliance, education, and understanding.*

*As a community, we are all responsible for providing a healthy, tobacco-free environment at the college. This is not solely the responsibility of the security officers. We do not expect our security staff to be the only individuals who will be part of the informational campaign. We should all be part of the effort to educate individuals about this new policy.*

- Meanwhile, for now, we have some suggestions for faculty, staff and students.*
- *When discussing the policy with smokers, please be friendly and positive. Do not forget, you are talking to a fellow employee or student. Please be respectful at all times.*
  - *Please do not be confrontational if you see someone smoking. Instead, simply and politely remind the individual of the new policy. You may also suggest they go to the college website for details including online resources for those who want to quit smoking.*
  - *Do not request that a smoker put out his/her cigarette. Simply and politely remind smokers about the new policy and ask for their cooperation in observing it.*
  - *Do not approach individuals smoking in their cars.*

- *The spring semester was an opportunity for smokers to begin adjusting their habits and was a good time to consider a smoking cessation program. The college offered a variety of educational events and workshops for those seeking to stop smoking. Although encouraging individuals to stop smoking is not our primary goal, we believe this new policy offers smokers an opportunity to quit.*
- *If you are a smoker interested in quitting, you can get assistance at the New York State Smokers Quitline, 1-866-NY-QUITS (1-866-697-8487) or you can find resources at [www.nysmokefree.com](http://www.nysmokefree.com).*
- *We all should realize that it is difficult to quit smoking. Some individuals have been smoking for years, or even decades. Quitting takes time and we all need to be aware of this. The policy was first publicized in the spring of 2011 and will not be strictly enforced until the fall of 2012. Ultimately, smokers will have had more than a year to adjust to the new policy.*

### **Procedure**

*Organizers of public events on campus are responsible for communicating this policy to attendees.*

*Responsibilities: Faculty, staff and administrators have a mutual responsibility to share in the enforcement of this policy. Individuals found in violation are to be reminded in a professional and courteous manner of the college policy.*

*Enforcement: As of September 1, 2012, the following tobacco policy will be strictly enforced:*

*All staff, faculty and administrators who notice someone smoking or using tobacco products, vaping devices, electronic cigarettes, or other nicotine delivery devices are encouraged to politely communicate news of the policy to smokers. If the individual is confrontational, or is a repeat offender, Security or the administrator in charge of the nearest building should be notified.*

### **Employees**

*In the case of employees using tobacco, the individual's supervisor will be contacted by Security or the building administrator, and all violations will be handled by the employee's supervisor in conjunction with Human Resources on a case by case basis. If someone is smoking, all employees are encouraged to politely communicate news of the policy to that individual. If the individual is confrontational, or if that person is a repeat offender, Security or the administrator in charge of the nearest building should be contacted. Violations of the policy will be dealt with in the same manner as violations of other college policies. If a complainant makes a report or if a supervisor independently observes such behavior, the supervisor shall take the appropriate action. The severity of the action chosen will depend on the circumstances of each case. In such action, the full range of disciplinary sanctions will be available up to and including dismissal from the college.*

### **Students**

*Violations by students should be reported to Security or to the administrator in charge of the nearest building. Security or the administrator will refer the student to the Student Development Office where the student will be required to discuss this Code of Conduct violation and possible sanctions. These sanctions could range from community service to disciplinary probation or suspension.*

### **Visitors**

*Visitors who violate the Tobacco-Free Policy will be informed that Westchester Community College is a tobacco-free campus. Visitors who continue to violate the policy following a warning will be escorted off campus. Westchester Community College reserves the right to initiate a progressive disciplinary process against any individual found to be in violation of this policy.*

### **Definitions**

*Tobacco Use: The act of using any tobacco product in any college facility or outdoor area, including but not limited to the following products:*

- *cigarettes (e.g. cloves, bidis, kreteks),*
- *cigars,*
- *cigarillos,*

- hookah smoked products,
- pipes and oral tobacco (e.g. spit, spitless, smokeless, chew, snus, and snuff),
- nasal tobacco,
- electronic cigarettes,
- vapes,
- vaping devices, and
- any other product that contains tobacco flavoring or is intended to mimic tobacco products or deliver nicotine for any purpose other than that of cessation by nicotine patches or nicotine gum..

*Westchester Community College Facilities: Any facility or property that is owned, leased, used or occupied by the college, including but not limited to: private offices, lounges, dining areas, recreational facilities, storage areas, service shops, garages, sidewalks, facilities operations areas, athletic facilities, all college vehicles (owned or leased), and personally owned and rented vehicles when used to transport college faculty, staff, students and administrators on any college-related business, academic or student life activities.*

*Outdoor Areas: Any Westchester Community College outdoor area that is open to access by the public or campus community, including but not limited to parking lots, sidewalks, athletic fields, lawn areas and any college facility entrance or egress.*

**\*\*Motion: Mitchell/Swope – Stern/opposed – all in favor**

### Program & Planning

Trustee Jacknis reported:

- We had discussion on the following topics
  - Textbooks
  - Math Program presentation
  - Student Success presentation
  - Transportation Committee Update

The Program and Planning Committee would like to recommend a vote for Tenure for the following faculty member:

- Lisa Augustine

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

The Program and Planning Committee would like to recommend a vote to accept the 2018/2019 Academic Calendar.

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

The Program and Planning Committee would like to recommend a vote for Sabbaticals for the following faculty members:

- Anne D’Orazio – Spring 2018 and Spring 2019
- Gary Klein – Spring 2018

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

Student Trustee

Nicholas Singh reported:

- The Student Government Association has approved three new clubs.
- The Viking baseball team recently completed a successful series.

Finance/Facilities

Trustee Mitchell reported:

The committee discussed the following

- Virginia Marx Children’s Center
- Budget Review
- Excelsior Program

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>
170655664 – AA	VETERINARY EMERGENCY GROUP	Contract for use of veterinary hospital for clinical classes for Vet Tech students	9/1/16 – 5/20/19	\$45,000 (previously approved \$42,000)
178211326 – CE	ALVAREZ CLEANING SERVICE	Janitorial cleaning of the Ossining Extension Center facility 7 days per week	4/1/17 – 5/31/17 Revised contract	\$6,530
179110133 – EOC	CASTLE BRANCH	Conduct criminal background checks and/or urine drug screening required for placement in Externship Program with potential employers in Allied Health field	5/15/17 – 6/30/17	\$1,260
170335123 – SPS	WESTCHESTER JEWISH COMMUNITY SERVICES	America Reads program – Federal Work Study. The Off Streets Program is serviced by WJCS. This after-school educational support and enrichment program is held at the Hamilton Elementary School	10/1/16 – 6/30/19	\$0



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170305132 – SPS	MT. VERNON PARKS & RECREATION	America Reads program – Federal Work Study. Our America Reads/Counts student workers are assigned to assist with homework help in after school programs held in all Mt. Vernon Elementary Schools.	2/2/16 – 6/30/19	\$0

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

**D. New Business**

Chairperson Nonna invited attendees to address the Board

Carol Ann Zavarella-Vasta

Addressed the Board regarding comments made at the last board meeting regarding persons making demands of the previous President of Westchester Community College.

Don Shernoff

Addressed the Board regarding reduction in class size to help increase student success.

Alexander Kaidi

Addressed the Board regarding the Alumni Club Association not planning any further events.

Sheldon Malev

Expressed his gratitude for passing the amendments to the tobacco free policy.

**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: Mitchell/Spano – all in favor.**

Motion out of Executive Session

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

Adjournment

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

The next meeting of the Board of Trustees is scheduled for June 21, 2017 at 3 pm.

Respectfully submitted,

*Yolanda Howell*

Yolanda Howell  
Secretary, Board of Trustees