



**Ratified at September 19, 2019 meeting**

**Board of Trustees Meeting  
June 19, 2019**

Minutes of the meeting of the Board of Trustees of Westchester Community College held on Wednesday, June 19, 2019, at 3 PM in the Event Room of the Student Center on the Valhalla campus.

**Trustees Present:**

Hon. John Nonna, Chairperson, Dr. LeRoy Mitchell, Vice-Chairperson, Toni Cox-Burns, Dr. Norman Jacknis, Deborah Raizes, Betsy Stern, and Yolanda Howell, Secretary to the Board of Trustees.

**Trustees Excused:**

Hon. Andrew Spano, Vice-Chairperson, Robin Bikkal, Esq., Charles Greco, Dr. Gregory Robeson Smith.

**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, Eve Larner, Vice President and Dean, External Affairs, Executive Director, WCC Foundation, Anthony Scordino, Vice President, Information Technology, Tere Wisell, Vice President and Dean, Continuing Education and Workforce Development, Dr. Sara Thompson Tweedy, Vice President and Dean of Student Access, Involvement, & Success.

**Call to Order**

Chairperson John Nonna called the meeting to order.

**Ratification of Minutes**

Trustee Stern made a motion seconded by Trustee Mitchell to ratify the minutes of the May 15, 2019 Board meeting. The motion passed.

## **INFORMATION AND DECISION**

### **A. President's Report**

Dr. Belinda S. Miles reported:

President Miles gave updates on the following:

- We received notification that the JP Morgan Chase Foundation has awarded the college \$200,000 to support our efforts towards workforce development in White Plains
- We have signed an agreement with IBM regarding training for instructors in Blockchain technology
- Several of us spent time in Albany last week and we have considerable gratitude for the work that took place in the NYS Assembly and NYS Senate regarding advocacy for the funding floor
- Next week the college will be sending a team to participate in the Guided Pathways capstone event

### **B. Board Chair's Report**

Trustee Nonna reported:

- Last month we had graduation at the County Center. We graduated our first honors class and we conferred our first honorary degree to Dr. Joseph Hankin posthumously.
- On June 6 I attended two events in which the juxtaposition of which I felt is striking and meaningful. In the afternoon, we had the Volunteer luncheon where we celebrated approximately 200 volunteers. This brought together a group of people who are older, successful and who are helping the college achieve its mission. That same evening was the graduation ceremony of the Westchester Educational Opportunity Center, which the college runs together with SUNY. They have young people and not so young people who have not graduated from high school, who do not have college degrees or certificates; they have not gone through a workforce development program. It is always great to see these persons who have found a way forward. The student speaker (who is from Jamaica) said that she believed in the opportunities that America offered. The alumni speaker and the keynote speaker are also individuals who turned their lives in a positive direction. This graduation is always a tremendously rewarding event to experience people who are succeeding and taking advantage of what our country has to offer.

- Some of you may have read that the County is in a difficult financial condition as a result of property taxes not being raised over the last few years. Rather than raising property taxes, the administration has proposed an increase our sales tax to get parity with Rockland, Putnam, Yonkers and New York City. As a result of that parity 30% of the tax is shared with municipalities and school districts. So the high schools and the school districts that we depend on for students will benefit. This legislation was passed yesterday by the State Senate and the day before by the State Assembly and hopefully will be signed by the Governor this week.

### **C. Committees**

#### Program Committee Report

Trustee Jacknis reported:

The Program committee had discussion on the following topics.

- A June 2019 article from the Community College Research Center; Scaling Success; Lessons from the ASAP Expansion at Bronx Community College. We explored ideas about implementation at Westchester Community College
- Faculty professional development
  - What are we doing to help teachers teach better

#### Finance/Facilities

Trustee Mitchell reported:

The Finance committee had discussion on the following topics.

- The budget forecast
- Our budget has been submitted to the County
- RFQ for auditing
- Adjunct TRS update
- Capital Projects

Trustee Mitchell asked Vice President Brian Murphy to go over 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>
19946142 – AA	ATI NURSING EDUCATION	Consulting services to assist the Nursing Department with ACEN accreditation	7/1/19 – 12/31/19	\$12,000
199504423 – AA	NEW YORK UNIVERSITY	Provision of two (2) professional Development diversity, equity and inclusion workshops	7/1/19 – 8/31/19	\$6,000
198102569 – CE	START TO FINISH, PM, INC.	Provision of project management Training and certification courses	6/1/19 – 4/30/20	\$13,500 (expense) \$31,340 (revenue)
199476415 – CE	BUSINESS COUNCIL OF WESTCHESTER	Services consisting of the recruitment of 15 small businesses to participate In the College’s “Just Add One” program	9/1/18 – 8/31/19	\$11,500
198102421 –CE	PLUMBERS AND STEAMFITTERS LOCAL UNION 21	Instruction provided by Local Union 21 for the College’s Construction Gas Operator program	7/31/19 – 8/15/19	\$10,530 (expense) \$23,000 (revenue)
190240422 – FAC	OPTIMA ENVIRONMENTAL SERVICES	Replace lines for gas and diesel dispensers at the Physical Plant	7/1/19 – 11/1/19	\$8,095
190240414 – FAC	VEOLIA NORTH AMERICA INDUSTRIAL BUSINESS	Disposal of chemical hazardous waste on the main campus in accordance with EPA regulations	1/16/120 – 1/15/23	\$13,155
190240419 – FAC	UNITY MECHANICAL CORP.	EMERGENCY contract to replace one 40 HP motor, one 25 HP motor and one VFD in the Science Building in order to Repair HVAC system	5/22/19 – 9/1/19	\$14,575
190240195 – FAC	SRI FIRE SPRINKLER, LLC.	Repair of four (4) backflow prevention devices	7/1/19 – 5/31/20	\$3,250
199522564 – SPS	PHASE TWO ADVISORY, LLC	Consulting services in connection with Implementation of academic counseling And advising reforms as part of Title V Grant	8/15/19 – 8/14/21	\$39,980

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

Honorary Degree Policy

Trustee Nonna presented the following policy to the Board for their approval

**Board of Trustees Honorary Degree Policy & Procedure**

**Purpose of Honorary Degrees**

1. *To recognize excellence in academia, business, philanthropy, and public service, which exemplify the mission and purposes of the college.*
2. *To honor meritorious and outstanding service to the college or the community at large.*
3. *To recognize men and women whose lives and significant achievements serve as examples of the college's aspirations for its diverse student body.*
4. *To elevate the college's reputation by honoring individuals who are widely known and highly regarded for achievements in their respective fields of endeavor.*

### **Nature of Honorary Degrees**

*As authorized by New York State Education Law and in accordance with the Westchester Community College Board of Trustees By-Laws, the Trustees have selected to offer the following honorary degrees:*

- *Associate of Arts (A.A.)*
- *Associate of Science (A.S.)*
- *Associate of Applied Science (A.A.S.)*

### **Criteria for Selection of Honorary Degree Recipients**

1. *The basis for the selection of a degree recipient shall be consistent with the Purposes of Honorary Degrees stated above.*
2. *The nominee must be distinguished, and the person's achievements must be both relevant and appropriate to the college.*
3. *The nominee may have a connection with the college. He/she may be an alumna/us. The nominee could have participated in campus programs, partnered in scholarly or creative activity with its faculty or students, or assisted with programmatic development.*
4. *The nominee may have achieved prominence in his or her field or achieved prominent state, national, or international stature.*
5. *Substantive service to the college or community is not sufficient justification for an honorary degree if the individual does not meet the other criteria for honorary degrees.*

### **Awarding of Honorary Degrees**

1. *Honorary degrees shall be conferred at college commencement exercises. The presentation of honorary degrees may also be permitted outside the normal procedures in unusual circumstances, such as to recognize visiting dignitaries and in other special cases as recommended to the Board of Trustees by the President.*
2. *Honorary degrees may be awarded in absentia or posthumously, but only upon recommendation to the Board of Trustees by the President in the case of extraordinary and compelling circumstances. In the event of an unexpected inability to appear at the scheduled time, the conferral may be postponed to the next appropriate ceremony.*

3. *Honorary degrees shall be bestowed by the Chairperson of the Board of Trustees, by a Trustee designated by the Chairperson, or by the President on behalf of the Board of Trustees.*

### ***Number of Honorary Degrees to be Awarded***

*The Board of Trustees shall determine the number of honorary degrees to be awarded in any academic year. Subject to this authority, the President may issue additional guidelines on number of degrees to be awarded.*

### ***Limitations on Eligibility***

*Except under unique and unusual circumstances, honorary degrees shall not be awarded to the following:*

- *Members of the Board of Trustees of the State University of New York, Board of Trustees of Westchester Community College, or Board of Directors of Westchester Community College Foundation during their terms of service to their respective boards.*
- *Members of the faculty, staff, or administration or any other employee of the college while employed by the college and for a duration of five (5) years after separation from the college.*
- *Current holders of New York elective public office or active candidates for elective public office.*

### ***Revocation of Honorary Degrees***

*At any time and at its sole discretion, the Board of Trustees may revoke a previously awarded honorary degree for good cause.*

### ***Procedure for Selection of Honorary Degree Recipients***

1. *Nominations for honorary degree recipients shall be encouraged from any member of the college community, including students, faculty, staff, administration, alumni, Trustees, and friends of the college.*
2. *Nominations should be submitted to the President. The nomination submission should include a clear and convincing statement regarding the relevance and/or appropriateness of the nominee. Additional elements of the nominating portfolio may include a detailed curriculum vitae, reviews or articles about the nominee's work, list of major awards, and any other resource material that supports the selection criteria.*
3. *The President shall empanel an advisory committee to recommend nominees to the President. The President shall review the campus committee's recommendations, ensure that a rigorous review of the qualifications of nominees has been conducted, and recommend nominees to the Board of Trustees, which shall make the final selection of honorary degree recipients. In certain circumstances, the President may forward nominations or make recommendations on candidates directly to the Board of Trustees.*

4. *Upon receipt of the Board of Trustees' approval to proceed, the President shall issue invitations to nominees directly on behalf of the Board of Trustees.*
5. *Nominees' responses to the President must then be forwarded to the Board of Trustees in a timely manner, so that a vote by the Board of Trustees on those who accept the invitation can be recorded no later than thirty (30) days prior to the date on which the honorary degree will be conferred.*
6. *The expectation is that confidentiality be maintained throughout the procedure as a matter of professional courtesy to candidates.*

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

Public Comment

Chairman Nonna invited members of the community for public comment

No public comment

**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/Cox-Burns – all in favor.**

Motion out of Executive Session

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

Adjournment

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

The next meeting of the Board of Trustees is scheduled for September 18, 2019.

Respectfully submitted,

*Yolanda Howell*

Yolanda Howell  
Secretary, Board of Trustees