



Ratified at March 18, 2020 meeting

**Board of Trustees Meeting
January 29, 2020**

Minutes of the meeting of the Board of Trustees of Westchester Community College held on Wednesday, January 29, 2020, at 3 PM in the Event Room of the Student Center on the Valhalla campus.

Trustees Present:

Dr. LeRoy Mitchell, Vice-Chairperson, Robin Bikkal, Esq., Toni Cox-Burns, Sue Gerry, Dr. Norman Jacknis, Dr. Gregory Robeson Smith, and Yolanda Howell, Secretary to the Board of Trustees.

Trustees Excused:

Hon. John Nonna, Chairperson, Andrew Spano, Vice Chair, Charles Greco, Deborah Raizes.

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.

Call to Order

Vice Chairperson Mitchell called the meeting to order.

Ratification of Minutes

Trustee Robeson Smith made a motion seconded by Trustee Gerry to ratify the minutes of the December 18, 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:

- Welcome to new faculty who attended orientation this month.
- Several search and screen committees are active, and we will be having new Vikings joining us this spring.
- Enrollment
 - Our senior management team, inclusive of academic deans and administrative directors, monitors enrollment numbers closely and constantly. We are familiar with the overall national trends that also are present in Westchester County.
 - The good news is our winter enrollment significantly outperformed our goals and expectations—demonstrating strong and growing market demand for online courses.
 - Our spring enrollment lags from last year as it has for several fall and spring terms.
 - Our strategies to reverse that trend include –
 - Extension Center scheduling/marketing – “All But One”.
 - Realignment of Extension Centers to local workforce needs – Ossining, Mt Vernon.
 - Customer Relationship Management system
 - Revamping our marketing and communications operation. Under the leadership of VP Eve Larner, we just completed an audit of this area. She is chairing search committee for a new director of marketing. We are working to retool several practices benchmarking them against leading higher education marketing operations.
 - Re-aligning our marketing activities and resources with our better program marketing. We are constantly evaluating our program mix to be sure that we are offering the workforce, career preparation, and general education programs that meet business and transfer demand. Our engagement with community organizations through memberships, advisory boards, program review teams, and other venues help us connect and gather intelligence to forge partnerships and bring new programs—and new students—to the college.
- Advocacy

- There are direct budget implications to enrollment, which the BOT monitors through the Finance Committee with VP Murphy and myself. We have already adjusted by freezing positions and making other necessary budget modifications throughout the year to adapt.
- This is the time of year when we are advocating for the college with our elected officials. The number one issue for community colleges this year is advocacy for the floor-funding model that was introduced last year. We are consulting with our SUNY counterparts and preparing our advocacy, which will emphasize the special needs that we have in Westchester County given our great diversity and proximity to employers in several prominent industry clusters.
- Thanks to other groups that advocate for the college and its students, student organizations, and faculty groups. This helps strengthen our communication at all levels of government.
- Student & Community Events
 - While there is no February meeting, trustees are welcome on campus at any time to attend the myriad lectures and special events. Additional information is posted on the college website.
- The Future
 - Very recently, we were approached by Carnegie Mellon University (CMU) to join on a National Science Foundation grant application on artificial intelligence (AI). Our computer science and cybersecurity faculty seized the opportunity, and we joined CMU in its proposal. It would infuse new resources to add AI to our undergraduate curriculum and provide opportunities for students and faculty to travel to CMU for hackathons and other educational programs.
 - Sometimes these opportunities are unknown until the due date is imminent, and this was one of those cases. The good news is that we have an ability to deploy a rapid response team to work out the details and complete the requirements—our students and faculty are better for it. Thanks to the contributors to the grant application.

Presentation

Serena Chamblee and Juan Carlos Pineiro will now give us a brief update on February's Black History month events.

C. Committees

Program Committee Report

Trustee Jacknis reported:

The Program committee had discussion on the following topics.

- First Year Experience
- Apprenticeship Programs

Finance/Facilities

Trustee Mitchell reported:

There has been a reduction in the deficit at the Virginia Marx Children’s Center. The Finance Committee met with the auditors today.

Trustee Mitchell asked Vice President Brian Murphy to go over the forecast for the month ending December 30, 2019 and 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>
200240584 – FAC	GOTHAM ELEVATOR INSPECTION	Annual & Semi-Annual elevator safety Inspection. Witness of elevator maintenance Contractor test. Main campus, Mt. Vernon, And Peekskill Extension Centers only.	2/1/20 – 8/31/20	\$12,600
200240472 – FAC	BSN SPORTS	Furnish and install Softball Backstop netting.	3/1/20 – 9/30/20	\$7,344
200130587 - ADM	UNITED STATES GOLF ASSOCIATION	USGA renting lots 1,2,3,8,11 & 4. USGA use/shuttle bus in lot 4.	6/8/20 – 6/21/20	\$56,000 (Revenue)
200240446 - FAC	ENERGY MANAGEMENT OF FACILITIES	Andover maintenance contract. All Andover systems, including HVAC, hardware and security cameras throughout campus.	3/1/20 – 2/28/22	\$20,000
200240582 - FAC	ENVIRONMENTAL COMPLIANCE MANAGEMENT CONCEPTS, LLC	Compliance program for under & above ground tanks & fuel island to meet NYDEC and WCDH requirements & preventive maintenance on fuel pumps.	2/1/20 – 1/31/21	\$11,627
200240583 - FAC	NORTHEAST GENERATOR OF CT, INC.	Preventive maintenance on all campus generators.	2/1/20 – 1/31/21	\$19,680

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200245585 - FAC	GLOBAL SYSTEMS INTEGRATOR	Keltron service and systems test Agreement Nicet level IV engineer, NY State certified fire alarm installer and computer network specialist.	9/1/20 – 8/31/23	\$48,300
209110202 – EOC	YONKERS PUBLIC SCHOOLS	Rental of Yonkers public school Saunders H. S. Auditorium for EOC graduation & rehearsal; Includes \$1000 refundable deposit.	6/1/20 – 6/30/20	\$2,500 (Grant Funds)
200240471 – FAC	WAVERLY PEST CONTROL, LLC	Extermination services for WCC and extension centers.	4/1/20 – 3/31/21	\$11,719.96

****Motion: Robeson Smith/Cox-Burns – all in favor**

Public Comment

Trustee Mitchell invited members of the community for public comment.

Sheldon Malev – addressed the Board regarding the conservation of energy, solar and wind power.

Paul Presendieu – addressed the Board regarding the March 11 Inaugural Youth Climate Action Summit at the County Center.

Adjournment

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

The next meeting of the Board of Trustees is scheduled for March 18, 2020.

Respectfully submitted,

Yolanda Howell

Yolanda Howell
Secretary, Board of Trustees