



**Ratified at October 19, 2016 meeting**

**Board of Trustees Meeting  
September 21, 2016**

Minutes of the meeting of the Board of Trustees of Westchester Community College held on Wednesday, September 21, 2016 at 3:30 PM in the Event room of the Student Center.

**Trustees Present:**

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

**Trustees Excused:**

Robin Bikkal, Esq., Toni Cox-Burns

**Cabinet Members Present:**

Dr. Belinda S. Miles, President, Dr. Peggy Bradford, Interim Dean, Academic Affairs, 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.

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

Motion out of Executive Session

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

### **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 July 20, 2016 Board Meeting. The motion passed.

## **INFORMATION AND DECISION**

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

Dr. Belinda S. Miles reported:

We welcome all students, faculty, staff, and administrators. It is great to see all of you attending our first board meeting of 2016-2017. Your presence here reinforces our shared value of collective decision making. As our Faculty Senate presiding officer, Dr. Heather Ostman, said at last week's convocation, this is the year we move from theory to practice on the policy this board adopted last year.

Trustees, on behalf of all of us at the college, thanks for your dedication to Westchester Community College. Our expression of thanks seems woefully inadequate to recognize everything you do for us, especially because we see you involved in many ways beyond your service on this board. Still, at the very least we can take this moment to honor your service as we kick off the new academic year.

We come together today after concluding a series of "welcome back" events including our inaugural "Blue & Gold Day" celebrating the spirit of Westchester Community College.

Engaging students on campus has been a key goal for us. We have had a dedication of the 9/11 memorial waterfall garden located between the library and the classroom building. We have also kicked off Latin American Heritage Month with a variety of important ongoing campus activities.

We held Faculty Convocation last week featuring special guest Max Rodriguez who shared perspectives on the power of language to support or inhibit student learning and success. The Foundation awarded recognitions for Professors Collis, Goodyear, and Simpson. And we celebrated 25 years of service for Professors Courage, Hanna, Schlanger, Wedlick, and Widulski. Three new endowed chairs were named: Professors Cousins, O'Brien and Director of Student Involvement Adam Frank. We thank the Foundation for recognizing faculty excellence and congratulate our recipients.

We are on track to meet or surpass last year's record graduation rate. Thank you to our faculty and staff, our curriculum chairs, and our counselors who are focusing on helping students complete their degrees and move on to their next big goal. To date, efforts from our new enrollment management team, which is a cross-functional collaboration involving academic affairs, Faculty Senate, SAIS, business and finance, IT, marketing, and others, are yielding positive results. We welcomed 2,729 new first-time students this semester, which is just over 6% higher than a year ago. We still have two remaining fall dates ahead of us: September 26<sup>th</sup> and October 31<sup>st</sup>. Final results are still pending as we continue to process new and returning students for those sessions.

Nationally we are seeing community college enrollments as relatively flat. You will recall that several years ago we were at all-time highs across the nation due to the highest numbers of high school graduates available and a stagnating economy which led more adults to college and had many more families selecting community colleges when college and university tuitions became out of their reach.

We received a report last week showing that private sector employment in the Hudson Valley grew by 1.7% for the 12-month period ending August 2016, second only to New York City growing at 2.4%. This is good news for the economy, but it tends to take some peoples' minds off college.

We are also still strategizing with our Workforce and Community Education Division on how to recover from changes in SUNY guidelines regarding programs eligible for state aid which resulted in the loss of more than 800 FTE from our ESL and BOCES programs last year.

As we monitor these trends we are focused on positioning Westchester Community College for growth in new and existing markets such as those we learned about in our Middle Skill and EMSI reports. Another area for growth in the college is online education. The State Authorization Reciprocity Agreements (also known as SARA) was recently approved by New York State allowing for broader markets in online education.

Our enrollment has direct implications on our budget. Therefore, as we monitor and plan for growth, we are slowing our hiring processes on some of our current vacancies; in 2016-2017 we created no new positions. Until our enrollment data is finalized we will review hiring on a case-by-case basis. Our search for a new provost and vice president for academic affairs is on schedule and we encourage participation in the search process.

Last month, we held an open meeting with faculty and staff to explore a grant submission to replicate CUNY's ASAP program here at WCC. This is a competitive grant opportunity from the Arnold Foundation that would provide \$1 million over three years

to design a program that encourages timely associate degree completion by providing wrap-around services that students need. Dr. Laurie Miller McNeill, our institutional advancement director, is working with a team to meet the September 30<sup>th</sup> deadline.

Additionally, Our Educational Opportunity Center has received \$700,000 to expand High School Equivalency to Mount Vernon and support other educational and employment programming for those served through this program. Let's give the EOC team a round of applause.

And by means of an update, we successfully submitted our Middle States Monitoring Report and scheduled the site visit for October 31 to November 1. (They left us on April Fool's Day and are returning on Halloween!) We are ready and eager to share our progress. Thanks to the many people who devoted many, many hours to this process during the summer.

Staff and faculty collective bargaining agreements remain top-of-mind; in fact, it was the only top priority I set in my first year that was not complete. We have taken a differing position from the county on the staff contract, which will soon be reviewed by PERB. And regarding the faculty contract, given the mediator's involvement as well as affirmative developments that occurred this summer, the process is making progress toward conclusion.

We are excited about other opportunities ahead. On October 14, we will hold a college-wide, all-inclusive student success summit. We will take time together to understand the range of ideas we've developed through a variety of initiatives from the past, and determine where they fit into the larger strategic plan, how best to prioritize that work, and most importantly, identify specific ways that each of us can get involved in the areas that excite each and every member of the community the most. I am also joining the faculty in meetings this semester regarding unique aspects of serving students in each of the four schools.

I have submitted to the Board my goals for this academic year. They are tied to the college's strategic plan as well as our five major themes and they inform the work of our various division's and units. I have a summary of the goals to share today.

In keeping with the Board's request for information and updates from across the college, Mr. Chairman, we have scheduled a few minutes for a brief student presentation. Joining us today are three orientation coordinators: Blair Galente, Jordan Grey, and Liz Reichelt. They are orientation coordinators work with Student Involvement throughout the summer to manage the 30-member orientation leader team and plan and execute training and events for new student orientation.

*The students presented a presentation on Westchester Community College Orientation Leader/Peer Advising Program. The presentation covered the following*

- *How orientation leaders are selected*
- *Who we are*
- *How we are trained*
- *What we do*
- *What we took away*

Thank you Blair, Jordan, and Liz. We had three outstanding new student orientation sessions in August, each attended by hundreds of up-and-coming Vikings, and it was a pleasure to watch these orientation leaders in action. They displayed much enthusiasm and facilitated successful transitions for the newest members of the community. We should also recognize Adam Frank, Rachele Hall, and Tiago Machado who lead our Student Involvement office so ably.

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

Chairperson John Nonna:

- We look forward to a mutually acceptable resolution for the faculty contract
- During the summer the BOT conducted a self-evaluation of its own work, but we also want to be involved in more campus activities.
- We were very pleased to have the Mexican students here this summer.
- A few weeks ago in the New York Times op-ed section there was a piece on the "unreliability of college rankings"
- SUNY BOT voted to "ban the box" with regard to felony convictions on college admission applications with certain conditions once the individual is admitted.
- The Connecticut High School education system ruled that the system is unfair to poorer school districts.
- Please encourage faculty and students to vote.

## **C. Committees**

### Governance

Trustee Spano reported:

Report on Board Evaluation

The Westchester Community College met at the retreat on July9, 2016 for a self-evaluation of the work of the Board over the previous year. The areas on a pre-

approved Board Evaluation Tool formed the basis for the discussion of its' work for the year and the appropriateness of the areas on the tool.

In attendance were all of the members of the Board except the Student Trustee, who could not make the meeting, and the President of Westchester Community College along with members of the college staff chosen by the President. The discussion was moderated by the Chairman of the Governance Committee.

There was a discussion for almost two hours of all of the areas on the tool and it was found that the Board had carried out its' responsibilities in a satisfactory manner in most of the areas with the exception of a few. Those areas were discussed and goals were established for the coming year in order to improve the functioning of the Board. The Board also redefined the wording in item 9 of the tool to better reflect is' responsibilities.

Item 9 previously read "visionary governance leadership" and was changed to "visionary leadership and strategic long range planning"

The Board established the following goals for the coming year:

- Establish a new policy for Transportation and the Board's Education in order to constantly keep abreast of new trends and programs at the college and in the field of education.
- Evaluate and adjust all policies, procedures and processes of the Board
- Establish, with the President, formal procedures to specifically involve greater Board interaction with all members of the college community on an on-going basis.
- Develop, with the President, a more robust system for Board participation in all aspects of the Shared Governance of the college.

Motion to accept the Board Evaluation

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

We also discussed at the meeting today

- A Web page for the BOT will be created in the future
- Discussion of the professional code of employee conduct
- Procedure for collaborative decision making
- The President has submitted her goals for this year

Program & Planning

Trustee Jacknis reported:

The Program & Planning committee discussed the following

- Start Up New York program
- Discussion about ESL success
- Enrollment
- SARA

## Resolution

### Health & Human Performance A.S. Degree Program (Summary)

*The Associate in Science (A.S.) degree program in Health & Human Performance is an innovative program designed for students who are interested in the fields of health, wellness & fitness. Coursework is focused in the essential areas of: Exercise Physiology, Kinesiology, Human Performance, Nutrition and Fitness, which provide both a strong foundation, and great flexibility to students interested in transferring to a four-year college with health, fitness, and wellness-related degree programs including: Pre-Professional Programs, Exercise Science, Exercise Physiology, Sports Medicine, Athletic Training, Sports Team Coaching, Physical Education Instruction, Personal Training, Sports Studies, Kinesiology, and Movement Science (to name a few). The Health & Human Performance program also provides students the opportunity to pursue entry-level careers in the rapidly growing, and dynamic fields of: Health, Fitness and Wellness.*

Motion to accept Health and Human Performance  
**\*\*Motion: Jacknis/McLaughlin – all in favor**

## Faculty Promotions

### Full Professor

1. Dr. Jody Reifenberg
2. Paul Robinson
3. Sheela Whelan

### Associate Professor

1. Robert Barnes
2. Iskra Hernandez
3. Beth Seelick
4. Laurel Senft

Motion to accept Faculty Promotions  
**\*\*Motion: Jacknis/McLaughlin – all in favor**

Finance/Facilities

Trustee Mitchell reported:

We met and went over the expense report. We also took a look at the progress at the children's center.

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>
169463167-AA	ELLUCIAN-SUPPLEMENTAL	Amendment to Contract #169463009 to provide travel reimbursement for on-site consulting work for DegreeWorks	4/15/16 – 8/31/16	\$2,454
160655668-AA	NEW YORK MEDICAL COLLEGE	Provided a course on laboratory animal care as course not available on campus	1/1/16-5/31/16	\$8,800
160130667-ADM	FOCUS MEDIA	Provide consulting services for the President's strategic messaging	7/1/16-6/30/17	\$30,000
178211502-CE	ALVAREZ CLEANING SERVICE	Janitorial cleaning of the Ossining Extension Center facility seven (7) days per week	9/1/16-2/28/17	\$19,590
168121027-CE	AGAPE CONSULTING GROUP	Summer camp for children focused on public speaking and debate	8/1/16-8/5/16	\$1,375
15WCC65959-FAC	ODEA LYNCH ABBATISTA CONSULTING ENGINEERS	Amendment to include design phase for the installation of carbon monoxide detectors at Cross County Yonkers Extension site to meet new NYS code for commercial buildings	7/1/15-6/30/16	\$5,000
160240026-FAC	UNITY MECHANICAL	EMERGENCY- replace the Technology Building gas regulator and extend vent to roof line. This line provides gas service for the hot water and boiler operation	8/10/16-9/30/16	\$15,000
160240020-FAC	WILBERCO LLC	Maintenance, fertilizing and seeding Of West and Barrett Fields, Including Baseball, softball and soccer fields	8/1/16-7/31/18	\$19,000

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

SUNY 2016/17 Budget and Sponsor Services

*WHEREAS, pursuant to Subchapter D, section 602.3 of the "Code of Standards and Procedures for Administration and Operation of Community Colleges under the Program of State University of New York", Westchester Community College is required to file annually a college operating budget request with State University for the fiscal year commencing on September 1<sup>st</sup>, therefore*

*BE IT RESOLVED, that the Trustees of Westchester Community College herewith approve the 2016/17 New York State Operating Budget-Unrestricted Funds in the amount of \$118,777,150 and the 2016/17 New York State Operating Budget-Restricted Funds in the amount of \$39,770,210; and*

*BE IT FURTHER RESOLVED, that included in this budget are sponsor services in the amount of \$1,035,278; and*

*BE IT FURTHER RESOLVED, that by copy of this resolution, the Trustees of State University be respectively requested to approve same.*

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

Chairperson Nonna

The Board met in executive session prior to this meeting to discuss entering into a new contract with President Belinda S. Miles.

Dr. Miles has been given a new contract effective 7/1/2016 – 6/30/2021. The contract has to be sent to the Board of Acquisition and Contract at the County for approval.

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

**D. New Business**

Chairperson Nonna invited attendees to address the Board

Joyce Cassidy

Addressed the board regarding concerns that some of the trustees believe that the study of mathematics is really important and if it should remain part of general education requirement.

Sean Simpson

Spoke on behalf of his colleagues in the math department concerning whether or not the Board may opt to vote mathematics out of the general education requirement. The possibility of removing mathematics from the general education requirements would hurt our students in achieving their ultimate goals, which is counter to our mission.

Mel Bienenfeld

Expressed his concerns as a member of the math department and the SUNY general education guidelines.

Iris Cook

Informed the Board that Professor Robert Collis received a from the “Rate my professor” website informing him that he is one of the top 25 teachers in community colleges in the united states of America. Professor Collis ranks number 17.

Adjournment

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

The next meeting of the Board of Trustees is scheduled for October 19, 2016 at 3 pm.

Respectfully submitted,

*Yolanda Howell*

Yolanda Howell  
Secretary, Board of Trustees