



**Ratified at January 17, 2024 meeting**

**Board of Trustees Meeting  
December 13, 2023**

Minutes of the meeting of the Board of Trustees of Westchester Community College held on Wednesday, December 13, 2023, at 3 PM in the Student Center Event Room.

**Trustees Present:**

Dr. LeRoy Mitchell, Chairperson, Dr. Norman Jacknis, Vice-Chairperson, Deborah Raizes Vice Chairperson, Susan Gerry, Esq., Hon. John Nonna, Dr. Gregory Robeson Smith, (via video conference), Sergio Serratto, Yolanda Howell, Secretary to the Board of Trustees.

**Trustees Excused:**

Robin Bikkal, Esq., Clara Carnot, Hon. Lyndon Williams.

**Cabinet Members Present:**

Dr. Belinda S. Miles, President, Dr. Vanessa Morest, Provost and Vice President, Academic Affairs, Brian Murphy, Vice President and Dean of Administrative Services, Dolores Swirin Yao, Vice President and Dean, External Affairs, Executive Director, WCC Foundation, Tere Wisell, Vice President and Dean, Community Education and Workforce Development, Anthony Scordino, Vice President, Information Technology, Dante Cantú, Vice President of Student Access, Involvement & Success.

**Call to Order**

Chairperson LeRoy Mitchell called the meeting to order.

**Ratification of Minutes**

Trustee Nonna made a motion seconded by Trustee Raizes to ratify the minutes of the November 15, 2023, Board meeting. The motion passed.

## **INFORMATION AND DECISION**

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

Dr. Belinda S. Miles reported:

We are at that point in the semester when students are completing semester projects, taking finals, and preparing to either continue here at SUNY WCC, transfer to continue their studies, or take their places in our workforce to further contribute to the college's economic impact on our region (total annual impact \$585.6M).

As a reminder, our completion ceremony is tomorrow at 4:00 PM tomorrow afternoon in the Physical Education Building. We invite our college community to celebrate this achievement of with our students and their guests. We thank Trustee Raizes in advance for extending greetings on behalf of the college's Board of Trustees.

### **Student Excellence**

As I travel across campus, I'm delighted to hear the plans our students have for their futures. In addition to applying to SUNY, CUNY, and local colleges and universities, students report they also plan to apply to NYU, Columbia University, Duke University, among others.

We hear from alumni as well. An alumnus recently reported to one of his former professors that he is set to take a position in corporate strategy following his graduation from Columbia School of General Studies (known primarily for its program for non-traditional students) in August 2024. As an HSI and MSI, we are proud of our students' achievements and the programs and services we have in place to help them succeed. This particular alumnus has been referred to our Alumni Office for additional contact and connection.

**Portfolio Day:** our Art and Design students recently presented their portfolios to representatives of top regional and national Art and Design programs. Professor Erika Mahr reports that they received glowing feedback on our students' work and how well prepared they were to discuss their portfolios. We congratulate the students who received waivers for admission to various schools, and especially Patrice Kemp who received a Merit Scholarship from the Art Institute of Chicago!

**Vet Tech:** Dr. George Contreras, Dean of the School of Health Careers, Technology and Applied Learning shares that two of our Vet Tech students – Mariana Gonzalez and Demi Marrall were awarded Merck Animal Health/AVMF Veterinary Technician Student Scholarships - \$2,000 scholarship awarded to veterinary technician students enrolled in their final year of school at an AVMA-accredited veterinary technician school.

This is just a sample of student recognition and achievement. Our students work very hard to achieve their goals and we are pleased to help them succeed. As I said recently to a professor and now wish to say to all our faculty and staff - thank you for pouring so mightily into our students.

### **Serving our community**

International Cybersecurity Academic Symposium (virtual) – part of a collaboration with University of Malaga (Spain), Metropolitan College of New York, and United Nations Institute for Training and Research. SUNY WCC welcomed more than 50 participants (including students) from the United Nations, Metropolitan Transportation Authority, New York Police Department, Spain, Ecuador, Colombia, Chile, and Mexico. This was an opportunity to showcase the Robert Wiener Center of Excellence in Cybersecurity.

Kudos to Dean Carmen Martínez-López and our Cybersecurity department, and Dr. George Contreras for convening thought leaders within the cybersecurity industry and academic community to address cyber-intelligence, security, threats to critical infrastructure, and pathways to cybersecurity jobs. Thanks also to Jose Chavez for his technical support during this international event.

As part of our annual Season of Giving community outreach, our Strategic Action Leadership Team is participating in Operation Blue Santa, which provides toys to less privileged youth and hospitalized children throughout Westchester County. Our donations will be delivered to Maria Fareri Children’s Hospital and Blythdale Children’s Hospital early next week.

### **Enrollment:**

Winter and Spring enrollments are underway.

Winter session – 3-week online – instruction starting 12/23 and ending 1/14.

During a time when two and four-year colleges and universities nationally – and including a few SUNY institutions – are experiencing substantial declines in enrollment, it is noteworthy that SUNY Westchester Community College continues to maintain its position as the fourth highest in terms of enrollment among SUNY Community Colleges. (Suffolk, Nassau, Hudson Valley, WCC).

## **B. Board Chair’s Report**

Trustee Mitchell reported:

### **Middle States Meeting**

- I as well as Trustees, Raizes, Nonna, Serratto, Bikkal and Carnot, met with our Middle States representative. It was a very informative discussion.

### Promotion

- Congratulations to Jose Chavez on his recent promotion.

### Advocacy

- It is important to seek to get the best from our community colleges

## **C. Committees**

### Governance Committee

Trustee Gerry reported:

The Governance Committee had discussion on the following:

- Revision to 2024 Board Meeting dates
  - The June 19 meeting date (Juneteenth Holiday) must be changed to June 26.
- Policies for review
  - Anti-Bullying policy
  - Nepotism policy
  - Amorous Relationship policy
- SUNY Initiatives – VP Cantu
  - SUNY Application Fee Waiver for AmeriCorps Alumni
  - SUNY Direct Admit Letter
- Advocacy

### Program Committee

Trustee Jacknis reported:

The Program Committee has discussion on the following:

- Academic Planning

### Student Trustee Report

Read into the record by Board Secretary Howell

Clubsgiving was a major success! We enjoyed meals, board games, and even karaoke.

A campus-wide email went out, calling on students, faculty, or staff to join the disability community, and we've had a great response from all three. We decided to postpone the spring semester survey to refine the questions based on data gathered from other SUNY colleges, also avoiding clashes with finals.

Exciting news – we approved six new clubs, bringing the total to forty active clubs right now. Student engagement is on the rise compared to last year. -SGA facilitated a connection between 914 Care and Student Support Services, offering support to parents of students.

In collaboration with Facilities, we're exploring the installation of solar-powered benches near bus stops. The Civic Engagement Action Plan is due on Friday for the All In Voter Action Challenge, aiming to boost student voter registration, education, and turnout. WCC has been a Voter Friendly Campus since 2019 and plans to continue the effort until 2024.

Finance/Facilities

Trustee Robeson Smith reported:

The Finance committee had discussion on the following topics.

- Operating Forecast
- Capital Projects Update
- Contracts

Trustee Robeson Smith asked Vice President Brian Murphy to go over the forecast for the month ending November 30, 2023 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>
24-0240-363	Thermo Dynamic Corp.	Remove and replace a Daikin VRF-AC Condenser for Hartford Hall	1/2/24 – 3/15/24	\$10,100
24-0240-365	Valhalla Contracting Corp.	Remove and replace failing concrete sections of	1/2/24 – 3/15/24	\$14,650

<u>CONTRACT #</u>	<u>CONTRACTOR NAME</u>	<u>CONTRACT DESCRIPTION</u>	<u>TERM</u>	<u>AMOUNT</u>
		Administration Building sidewalk and curbing in front of visitor parking spaces.		
24-0101-368	Ogletree, Deakins, Nash, Smoak and Stewart, PC	Preparation of an affirmative action plan for Westchester Community College	1/1/23 – 8/31/23	\$9,000

**\*\*Motion: Robeson-Smith/Nonna – all in favor**

**Resolution – Professional Service Titles - Dean of Student Personnel Services**

**WHEREAS**, it is the intention of the administration of SUNY Westchester Community College to add certain professional service titles to its unclassified title listing; and

**WHEREAS**, these title changes are revenue and expense neutral.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Trustees of Westchester Community College hereby authorizes the State University of New York to change the professional title of Vice President and Dean of Student Personnel Services to Vice President and Dean of Student Affairs in the unclassified title listing for SUNY Westchester Community College; and

**BE IT FURTHER RESOLVED** that the Board of Trustees of Westchester Community College hereby authorizes the State University of New York to change the professional title of Assistant Vice President & Dean (Student Personnel Services) to Assistant Vice President and Dean (Student Life) in the unclassified title listing for SUNY Westchester Community College.

**\*\*Motion: Robeson Smith/Serratto – all in favor**

**Waive thirty-day rule on adopting policy (for the following two resolutions)**

Trustee Nonna made a motion to wave the thirty-day rule regarding adopting policies, seconded by Trustee Jacknis. All in favor. Motion passed.

**SUNY AmeriCorps Alumni Fee Waiver**

*Whereas*, the State University of New York (SUNY) is implementing the AmeriCorps Alumni fee Waiver beginning on October 27, 2023, which grants eligibility for application fee waivers to AmeriCorps alumni to incorporate strategic outreach and recruiting, to students with AmeriCorps alumni status;

*Whereas*, Westchester Community College does not use the SUNY application and instead elects to use its own application;

*Whereas*, Westchester Community College seeks to be part of the system-wide efforts to bolster enrollments and provide opportunities for AmeriCorps Alumni to both apply to the college who may be otherwise unable to finance the application fee;  
*Now, therefore, be it resolved* that Westchester Community College will waive its application fee for all AmeriCorps Alumni, using a similar the process already in place to waive the application fee for Veterans; and

*Be it further resolved* that this resolution will only apply to new applicants beginning October 27, 2023, and refunds will not be awarded to students who have already paid application fees.

**\*\*Motion: Gerry/Nonna – all in favor**

SUNY Community College Direct Admission

*Whereas*, the State University of New York (SUNY) is implementing SUNY Community College Direct Admission beginning April 1, 2024, which provides guaranteed admission to 2024 New York State high school graduates to their local community college(s) based on the county where they live, where all colleges are asked to waive application fees for students who apply through this initiative and only graduating high school students who are contacted by SUNY will receive this offer, providing the student with an offer code (“ADMIT”), which is nontransferable;

*Whereas*, Westchester Community College does not use the SUNY application and instead elects to use its own application;

*Whereas*, Westchester Community College seeks to be part of the system-wide efforts to bolster enrollments and provide opportunities for students to both apply to the college who may be otherwise unable to finance the application fee;

*Now, therefore, be it resolved* that Westchester Community College will waive its application fee for all 2024 New York State high school graduates applying for admission through the SUNY Community College Direct Admission initiative who are contacted by SUNY to receive this offer, with an offer code (“ADMIT”), which is nontransferable; and

*Be it further resolved* that this resolution will only apply to new applicants beginning April 1, 2024, and refunds will not be awarded to students who have already paid application fees.

**\*\*Motion: Gerry/Robeson Smith – all in favor**

**RESOLUTION ON JUNE 2024 MEETING DATE**

WHEREAS, the SUNY Westchester Community College bylaws require regular meetings of the Board of Trustees to be held at a date, time, and place to be announced by the Chairperson or Vice Chairperson; and

WHEREAS, the Board determines their regular meeting schedule annually prior to the start of the new year;

WHEREAS, the Board at their October 18, 2023, Board Meeting approved the meeting dates for 2024 and;

WHEREAS, the Board previously approved the date of June 19, 2024, for their June meeting and:

WHEREAS, the previously approved date of June 19 is the Juneteenth Holiday;  
NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby approves the date of June 26, 2024, for their June 2024 Board Meeting

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

Public Comment

Trustee Mitchell invited members of the community for public comment.

No public comment

From Trustee Serratto

- He will be giving the alumni pledge at the Completion Ceremony.

Adjournment

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

The next meeting of the Board of Trustees is scheduled for January 17, 2024.

Respectfully submitted,

*Yolanda Howell*

Yolanda Howell  
Secretary, Board of Trustees