



Ratified at October 20, 2021 meeting

**Board of Trustees Meeting
September 22, 2021**

Minutes of the meeting of the Board of Trustees of Westchester Community College held on Wednesday, September 22, 2021, at 3 PM via zoom video conference.

Trustees Present:

Dr. LeRoy Mitchell, Chairperson, Dr. Norman Jacknis, Vice-Chairperson, Robin Bikkal, Esq., Susan Gerry, Sebastian Loreti, Hon. John Nonna, Deborah Raizes, Dr. Gregory Robeson Smith, Hon. Lyndon Williams and Yolanda Howell, Secretary to the Board of Trustees.

Trustees Excused:

None

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, Dolores Swirin Yao, Vice President and Dean, External Affairs, Executive Director, WCC Foundation, Tere Wisell, Vice President and Dean, Continuing Education and Workforce Development.

Call to Order

Chairperson LeRoy Mitchell called the meeting to order.

Ratification of Minutes

Trustee Nonna made a motion seconded by Trustee Bikkal to ratify the minutes of the June 16, 2021 and July 17, 2021 Board meetings. The motion passed.

INFORMATION AND DECISION

A. President's Report

Dr. Belinda S. Miles reported:

President Miles gave updates on the following:

While this first meeting of our academic year is remote, we have more and more students and employees returning to campus. We expect our in-person presence to grow as the semester continues.

We continue to monitor the pandemic daily. Numbers look strong – decreasing rates of COVID infections and increasing rates of vaccinations. Our on-campus student population is quickly complying with vaccination/exemption requirements. Likewise, many employees are back on campus for at least part of the week and are either vaccinated or participating in weekly testing.

Student Experience

New & Transfer Student Orientation & Convocation (900 students participated)

Viking VIP (Valued...Informed...on a Pathway (to success))

- 2415 new students committed to the institution for Fall 2021
- 85% successfully completed placement to date (58% all freshmen)
- 78% successfully completed placement AND immunizations (50% all freshmen)
- 69% successfully registered (overall freshman yield 43%)

SUNY Stay Near Go Far campaign - WCC - of 497 inquiries, 18% applications, 11% registrations

Welcoming Cohort 5 - Honors College Scholars this Thursday

Co- & Extra-Curricular Programs & Opportunities

- Constitution Day and Latin American Heritage Month
- Involvement Fair - introduction to 60+ clubs

We are continuing to work Toward Optimal Organization for Student Success: SAIS

temporary re-organization

- Working to design an optimal organization for student success Reporting adjustments and temporary assignments will keep us on track for a successful evolution as a more agile organization.

Mental Health Initiatives - Caring Community

- Equity in Mental Health on Campus
 - The EMHC initiative has been formalized at the Steve Fund to continue the work in transforming campus climates, policies, and services to support the mental health of students of color.

Campus Pride Index – 2021 Best of the Best LGBTQ-friendly college

- Our welcoming environment is exemplified by WCC being named by Campus Pride as one of the [Top 8 Best of the Best LGBTQ-Friendly Community Colleges](#) in the United

States. This is wonderful evidence of how we have created inclusive, welcoming, and secure places for our LGBTQIA+ community members to thrive.

Academic Innovation & Excellence

Presiding Officer Chad Thompson convened Faculty Convocation

Welcomed new faculty and staff to WCC

Foundation named Faculty Excellence Award Recipients

- Professor Kamil Hamaoui (Excellence in Teaching);
- Professor Nicole Tschampel (Excellence in Service);
- Professors Megan Leight and Tina Margolis (Adjunct Awards).

We thank the WCC Foundation for supporting programs like the Excellence Awards that recognize the achievements and contributions of our faculty and staff.

SUNY ASPEN Leadership Institute (Professional development)

- Dr. LeRoy Mitchell & Trustee Norman Jacknis participating

Steward Resources

Welcome to Jeff Goldberg who is the new CFO for the Foundation

Currently at about 80% of our enrollment goal for the fall semester

Pandemic continues to have a direct impact on enrollment

Strong compliance with vaccine & safety protocols

12 week and 7.5-week sessions are still open for enrollment

Planning Enrollment Summit in November

We have made progress with our Yonkers Branch Campus

Stimulus Funding – management of funds + we collaborated with the Westchester Business

Council to present the higher education perspective of needs for Westchester County

Focusing on HEERF funds and ensuring timely distribution of resources to students who are

eligible and examining the ways to use institutional funds to further transform our teaching

and learning environments so that they are effective during a pandemic and offer greater

flexibility otherwise.

Dr. Miles introduced Professor Donnie Simmons for a presentation on the Black and Hispanic Male Initiative (BMHI).

B. Board Chair's Report

Trustee Mitchell reported:

- Welcome to our new student trustee, Sebastian Loreti who is an equal member of the Board.
- Community of care
 - A letter has been submitted to Viking News for students welcoming them back and introducing them to the board. The board wants students to know that they are part of a community of care that provides the holistic support that help students succeed in their academic and career pathways. Our

pandemic response is one example of the thought and care we have put into creating a safe environment where students can learn and develop.

- To that end, many are still feeling the effects of Hurricane Ida, which devastated parts of the northeast including Westchester County. We understand how disruptive that has been for many and WCC is here for you.
- Board annual retreat reflections.
 - The Board had their annual retreat this summer. It was facilitated by Dr. Narcisa Polonio. We will discuss the report that was submitted by Dr. Polonio at a future board meeting.
- Afghanistan Evacuation
 - Thank you to Professor Sheldon Malev for assisting in the evacuation of the cousin of a former student from Afghanistan after the Taliban takeover.

C. Committees

Governance

Trustee Gerry reported:

The Governance committee had discussion on the following topics.

Election of Vice Chairperson

Resolution

ELECTION OF VICE CHAIRPERSON
WESTCHESTER COMMUNITY COLLEGE
BOARD OF TRUSTEES
September 22, 2021

WHEREAS, the annual meeting of the Board of Trustees for the election of Officers of the Board of Trustees took place in May 2021; and

WHEREAS, a nominating committee consisting of three members of the Board did not appoint two Vice Chairpersons in May 2021 therefore

BE IT RESOVLED, that the Governance committee of the Board of Trustees hereby presents the following person for the position of Vice Chairperson:

Deborah Raizes

BE IT FURTHER RESOLVED that this Officer will take office on immediately upon election and will hold office until her elected successors take office.

****Motion: Gerry/Bikkal – all in favor**

Westchester Community College
Proclamation for Hon. Andrew Spano
September 22, 2021

WHEREAS, the Board of Trustees wishes to express appreciation to the Honorable Andrew Spano for his distinguished service to the Westchester Community College Board of Trustees; and

WHEREAS, Mr. Spano served on the Westchester Community College Board of Trustees from 2013 until 2020 by appointment of the Governor of the State of New York;

WHEREAS, Mr. Spano served as the Board’s Vice Chair from 2015 until 2020; and

WHEREAS, Mr. Spano chaired the Board’s Governance Committee and served on the Program and Planning Committee with contributions to the college’s mission of access, student success, and academic excellence in certificate, degree, and workforce programs; and

WHEREAS, Mr. Spano championed collaborative decision making among students, faculty, staff, administration, and board and spurred next-generation ideation and innovation by challenging his board colleagues and community-at-large to consider the latest and best practices that foster student learning and development; and

WHEREAS, Mr. Spano has 25 years of distinguished service in public education serving children with special needs; and

WHEREAS, Mr. Spano supported Westchester Community College’s mission during three terms as Westchester’s County Executive; and

WHEREAS, on behalf of the entire Board of Trustees, I want to express our sincere appreciation to the Honorable Andrew Spano for his advocacy for student success and the college’s mission;

NOW, THEREFORE, I, LeRoy Mitchell, Chair of the Board of Trustees, do hereby proclaim **Wednesday, October 20, 2021**, as

“ANDREW SPANO DAY”

at Westchester Community College, and urge all students, faculty, staff, and administrators to join me and the Board of Trustees in congratulating the Honorable Andrew Spano on devoted service to the community college.

PROCLAIMED this 22nd day of September 2021.

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

Commendation for Hon. John Nonna

- The Governance Committee would like to enter into the record a commendation for the Honorable John Nonna on his five and a half years of service as chair of the Board of Trustees.
- Mr. Nonna was appointed to the board by the county Board of Legislators in 2013 and became chair of the board in January of 2016. His role as chair ended this year upon the election of Dr. Mitchell to that office.
- Mr. Nonna has provided extraordinary leadership on this board through a period of rapid advancements, and of course, a year and a half of uncertainty and change as the college has successfully navigated the pandemic.
- We honor Mr. Nonna's stewardship of the board and his commitment to democracy and democratic processes. He places high value on shared governance and always makes space for every voice to be heard.
- We appreciate Mr. Nonna's personal commitment to public service and thank him for his continued contributions to this board as a trustee following his recent re-appointment by the Board of Legislators.

Program Committee Report

Trustee Jacknis reported:

The Program committee had discussion on the following topics.

- The start of the academic year
- Enrollment numbers
- Presentation regarding the Center for Teaching and Learning

Student Trustee Report

Trustee Loreti reported:

- The Student Government Association (SGA) is getting started. I will have more information to share at our next meeting when the SGA is up and running.

Finance/Facilities

Trustee Robeson Smith reported:

The Finance committee had discussion on the following topics.

- Operating Forecast
- Capital Projects updated
- Facilities/Capital and other projects completed over the summer

Trustee Robeson Smith asked Vice President Brian Murphy to go over the forecast for the month ending August 31, 2021 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>
21-0240-624-FAC	Nieves and Tatis Enterprise, LLC <i>NAME CHANGE ONLY</i> (From Jet-Black of Westchester)	Crack filling repair in lots 4, 8 and 11 From June BOT.	8/1/21 – 11/1/21	
22-0245-300-FAC	Interstate Fire & Safety Equipment Company, Inc.	5-year contract for annual fire extinguisher inspection and annual & semi-annual fire suppression system inspection & service.	1/1/22 – 12/31/26	\$13,825.29
22-0245-500-FAC	SRI Fire Sprinkler, LLC	3-year contract for annual inspection and testing of fire sprinkler systems, fire pumps and fire hydrants for main campus and 2 extensions of Mt. Vernon and Peekskill.	1/1/22 – 12/31/24	\$30,000
22-0245-504-FAC	Veolia Environmental Services, Technical Solutions, LLC	5-year contract for annual removal and refilling of all waste limestone and fluid from acid neutralization tank in basement of Science building.	1/1/22 – 12/31/26	\$31,700
22-0240-301-FAC	Gotham Elevator Inspection, Inc.	3-year contract for annual and semi-annual safety inspection of Main campus, Mt. Vernon and Peekskill Extension Centers The annual qualified elevator inspector is required to witness the elevator maintenance contractor's inspection by the end of every calendar year.	1/1/22 – 12/31/24	\$17,760
22-2040-506-FAC	CASE System, Inc.	3-year contract. Blue phone maintenance and service. Sole Source provider.	10/1/21 – 9/30/24	\$34,800
WCC-22-928	OLA Consulting Engineers, PC	Generate design drawings and specifications for upgrade of APC silicon 80KVA UPS in the Technology building.	9/6/21 – 9/5/22	\$11,500

<u>CONTRACT #</u>	<u>CONTRACTOR NAME</u>	<u>CONTRACT DESCRIPTION</u>	<u>TERM</u>	<u>AMOUNT</u>
22-9548-501	Escala Educational Services, Inc.	Developing and delivering professional development modules for culturally relevant instruction in stem related technician programs for NSF grant. (Advanced Technological Education Prgm) Total award \$238,123. Sole source provider.	9/1/21 – 7/31/24	\$51,000 Grant funded.
21-0240-499-FAC	GRR Cooling Experts, Inc.	Replace air conditioning unit in the East gate Guardhouse	8/31/21 – 12/31/21	\$12,200
22-9522-507-AA	Corporate Technology Inc.	Data automation, technical services and Tableau dashboard development. Title V grant.	10/1/21 – 9/30/22	\$45,000 Grant funded.
21-9543-217-AA	Professional Health Services Inc.	Fit Mask Testing for clinical students Inst. CRRSAA grant	8/1/21-1/31/22	NTE\$ 5,984 Grant funded.
21-8102-480 - CE	George Brown College (GBC)	Revenue share partnership agreement and revenue is dependent upon actual enrollments in the courses offered in conjunction with GBC and WCC. Partnership to deliver on-line/3rd party content. Amending original TERM 10/1/20 to 9/30/23. Approved September 2020.	7/1/21 – 6/30/24	
22-8301-502-WDCE	Huaxia Chinese School, NY, Inc.	Provide Chinese cultural and language educational programming for Chinese American children and adults	/9/12/21 – 6/26/22	\$35,000 (revenue)
21-9522-497-LI	EAB Global, Inc.	Consulting services for Starfish. Additional hours needed to complete configs to system Title V grant.	3/1/21 - 2/28/22	\$7,500 Grant funded.
22-0410-302-LIB	SUNY Library Services	Service Level Agreement. Provides training and support, access to content from other libraries.	9/1/21-8/31/22	\$15,000
22-9543-304-CRSSA	Therapy Assistance Online (TAO) Connect, Inc.	Psychoeducation Web based platform containing educational modules and assessments that students seeking mental health support can take. Sole source provider. Inst. CRRSAA grant.	10/15/21 – 10/14/22	\$17,520 Grant funded.
22-8102-303-DC	International Business Machines Corporation	Agreement to access IBM's Cloud platform for curriculum and work files.	9/1/21 – 5/31/22	NTE \$6,000 Tuition revenue estimate \$98,000

****Motion: Robeson Smith/Raizes – all in favor**

Public Comment

Trustee Mitchell invited members of the community for public comment

Dr. Rinardo Reddick addressed the Board regarding the election of Dr. LeRoy Mitchell as the first Board Chairperson of color at Westchester Community College.

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: Mitchell/Nonna – all in favor**

Motion out of Executive Session

****Motion: Robeson Smith/Jacknis – all in favor**

Adjournment

****Motion: Jacknis/Raizes – all in favor.**

The next meeting of the Board of Trustees is scheduled for October 20, 2021.

Respectfully submitted,

Yolanda Howell

Yolanda Howell
Secretary, Board of Trustees