



**Ratified at October 21, 2020 meeting**

**Board of Trustees Meeting  
September 16, 2020**

Minutes of the meeting of the Board of Trustees of Westchester Community College held on Wednesday, September 16, 2020, at 3 PM via zoom video conference.

**Trustees Present:**

Hon. John Nonna, Chairperson, Dr. LeRoy Mitchell, Vice-Chairperson, Hon. Andrew Spano, Vice-Chairperson, Robin Bikkal, Esq., Toni Cox-Burns, Sue Gerry, Dr. Norman Jacknis, Estefany Palencia, Deborah Raizes, Dr. Gregory Robeson Smith, 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, 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, & Student Access, Involvement, & Success.

**Call to Order**

Chairperson John Nonna called the meeting to order.

**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/Gerry – all in favor**

Motion out of Executive Session

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

**Ratification of Minutes**

Trustee Mitchell made a motion seconded by Trustee Gerry to ratify the minutes of the June 17, 2020 Board meeting. The motion passed.

**INFORMATION AND DECISION**

**A. President's Report**

Dr. Belinda S. Miles reported:

President Miles gave updates on the following:

- Thank you to the administrators, faculty, and staff for all that they have done during these difficult times.
- Over 1,650 degrees were conferred this spring
- More than 4,400 students enrolled for classes during the summer
- We are grateful for our donors for raising more than \$300,000 in donations for our students
- Students have been assisting other students with registering to vote

**B. Board Chair's Report**

Trustee Nonna reported:

**Faculty Convocation**

- I attended Faculty Convocation earlier today. I just want to thank the faculty for everything that they have done to adapt to this new way of learning and teaching.
- I was very pleased to see an expansion in diversity with our new hires

**NY Pause/NY Forward**

During NY Pause the college continued to operate remotely and now we are in NY Forward which allows for a limited number of students on campus.

### Environment for Students

The current environment is difficult for students. They must adapt to a new form of learning, issues of social justice, economic justice, and health concerns. Very often students just want to know that they are heard. I am pleased to learn that the college is encouraging students to register to vote. Voting is the way that students can have their concerns heard and enact change.

## **C. Committees**

### Governance

Trustee Spano reported:

The Governance committee had discussion on the following topics.

- Evaluation Criteria for Public-Private Partnerships
- Board Skills and Experiences Inventory and Nomination Process
- Engagement with NYCCT
- ACCT Voting Delegate (resolution)
- Trustee Emeritus Policy (draft)

### Program Committee Report

Trustee Jacknis reported:

The Program committee had discussion on the following topics.

- Transition to online learning
- Update from Student Access, Involvement and Success
- Presentation on the certification and teaching process for faculty
- Collegium is fully on zoom successfully

### Student Trustee Report

Trustee Palencia reported:

- We will be having a Senate meeting next week
- Students are participating in the involvement fair

### Finance/Facilities

Trustee Mitchell reported:

The Finance committee had discussion on the following topics.

- Campus-wide Operating Forecast for the period ending last month
- Facilities/Capital and other projects completed over the summer
- Contracts
- Scenario Planning
- Resolutions
  - Job Titles
  - Faculty MOA

Trustee Mitchell asked Vice President Brian Murphy to update the Board on the colleges Pandemic Response. (VP Murphy gave a PowerPoint presentation regarding the response by the college).

Trustee Mitchell asked Vice President Brian Murphy to go over the forecast for the month ending August 31, 2020 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.*

<b>CONTRACT #</b>	<b>CONTRACTOR NAME</b>	<b>CONTRACT DESCRIPTION</b>	<b>TERM</b>	<b>AMOUNT</b>
209110590 – EOC	John E. Cimino d/b/a New York State Backflow Testers Association	Onsite OSHA 30 hr. Training for general construction industry for students enrolled in EOC program.	6/2/20 – 6/1/22 <b>Term correction only</b>	<b>No additional cost</b> \$20,000 Grant funding
209110591 - EOC	Brenshirer Consultants & Contractors, LLC	Onsite OSHA 30 hr. Training for general construction industry for students enrolled in EOC program.	9/21/20 – 9/20/22 <b>Term correction only</b>	<b>No additional cost</b> \$20,000 Grant funding
200240584 – FAC	Gotham Elevator Inspection, Inc.	Conduct Annual and Semi-Annual elevator (originally approved in Jan.2020) safety inspections.	2/1/20 – 12/31/20 <b>extension of term to end 12/31/20, instead of 8/31/20</b>	<b>No additional cost</b> \$12,600
21-0240-478-FAC	Case Emergency Systems, Inc.	Blue phone maintenance and service.	10/1/20 – 9/30/21	\$13,050
200155592 – EA	Resource Development Services, LLC	Grants consulting & writing services. Funding opportunities exceed current grant staff.	8/30/20 – 8/29/21	\$30,000
21 8102 207- CE	International Union of Operating Engineers, Local 15D	Union will reimburse College for tuition for local 15D members.	9/1/20 – 8/31/21	\$1500 (Revenue)
21 8102 480 - CE	George Brown College (GBC)	Revenue share partnership agreement and is dependent upon actual enrollments in the Courses offered in conjunction with GBC and WCC. Partnership to deliver on-line/3 <sup>rd</sup> party content.	10/1/20 – 9/31/23	\$35,000 (Revenue)

<u>CONTRACT #</u>	<u>CONTRACTOR NAME</u>	<u>CONTRACT DESCRIPTION</u>	<u>TERM</u>	<u>AMOUNT</u>
21-8211-209	Keck Heating & Air Conditioning Corp.	To cover the cost of installing upgraded air handling filters to meet Covid requirements. (Ossining Extension Center)	3/1/20 -2/28/22	Increase contract By \$1,030 from \$5,760 to \$6,790
21 0305 2081 - PS	American Foundation for Suicide Prevention	Renew license allowing WCC to use an interactive screening program that accesses Students for stress and depression	<b>Extend agreement for 2 additional years</b> 8/8/20 – 8/7/22	<b>No cost</b>
219478613 - AA	Teacher’s College, Columbia University	Amend SubAward Agreement with Columbia Teacher’s College from the U.S. Department for the Analysis of Post Secondary Readiness	<b>Extend completion date</b> from 6/30/19 to 2/20/20	<b>No cost</b> extension 20,000

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

**Resolution – Job Titles**

**WHEREAS**, it is the intention of the administration of Westchester Community College to add a professional service title to its unclassified title listing.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Trustees of Westchester Community College hereby authorizes the State University of New York to add the professional title of Assistant Director of Human Resources (Benefits Administrator) (WO1) to the unclassified title listing for Westchester Community College.

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

**WHEREAS**, it is the intention of the administration of Westchester Community College to add a professional service title to its unclassified title listing.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Trustees of Westchester Community College hereby authorizes the State University of New York to add the professional title of Chief of Strategic Partnerships and Networks (WO3) to the unclassified title listing for Westchester Community College.

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

**Resolution: Memorandum of Agreement between the College and the Federation of Teachers**

**WHEREAS**, the Board wishes to recognize the exemplary commitment by the faculty of Westchester Community College; and

**WHEREAS**, in recognition of the exemplary contribution that the faculty makes to Westchester Community College and to its students;

**BE IT RESOLVED**, that the Board of Trustees of Westchester Community College hereby ratifies and approves the provisions of the Memorandum of Agreement between the County of Westchester, Westchester Community College and the Westchester Community College Federation of Teachers. The Agreement provides for an increase of one (1%) percent in salary schedules (including longevity) effective September 1, 2019 and an additional increase of one (1%) percent in salary schedules (including longevity) effective September 1, 2020 in accordance with the terms of the Memorandum of Agreement attached hereto; and

**BE IT FURTHER RESOLVED**, the Board of Trustees acknowledges the obligations and rights of the parties to continue negotiating all new or modified terms and conditions of employment, including compensation, previously proposed during the current negotiations to be effective on or after September 1, 2019.

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

**Resolution for ACCT Delegate**

**WHEREAS**, Dr. LeRoy Mitchell has been a member of the Westchester Community College Board of Trustees since 2002 and has represented the college at numerous ACCT Leadership Congress events; and

**WHEREAS**, he is currently serving as Co-Vice Chairman of the Board providing outstanding leadership and a true vision of higher education; and

**WHEREAS**, ACCT is holding their Leadership Congress, October 5-8, 2020 requiring membership participation; and

**WHEREAS**, Westchester Community College is entitled to one vote at the Leadership Congress be it therefore;

**RESOLVED**, that the Westchester Community College Board of Trustees, designates Dr. LeRoy Mitchell as the delegate for Westchester Community College for the October 5-8, 2020 Leadership Congress.

**\*\*Motion: Spano/Bikkal – all in favor**

**Public Comment**

Trustee Nonna invited members of the community for public comment

No public comment

**Adjournment**

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

The next meeting of the Board of Trustees is scheduled for October 21, 2020.

Respectfully submitted,

*Yolanda Howell*

Yolanda Howell  
Secretary, Board of Trustees