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## GOVERNANCE AND ADMINISTRATION

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## **IN-STATE TUITION RATES FOR DISPLACED RESIDENTS OF PUERTO RICO AND THE U.S. VIRGIN ISLANDS**

WHEREAS, a substantial number of students from Puerto Rico and the U.S. Virgin Islands have been displaced as a consequence of Hurricanes Maria and Irma; and

WHEREAS, the Federal Emergency Management Agency (FEMA) has declared Puerto Rico and the U.S. Virgin Islands to be disaster areas in accordance with Major Disaster Declarations 4335, 4336, 4339 and 4340; and

WHEREAS, the infrastructures of these island communities have been substantially undermined by these hurricanes; and

WHEREAS, universities and higher education associations across the country are making efforts to assist students displaced by Hurricanes Maria and Irma in the most expeditious and humanitarian manner possible; and

WHEREAS, Governor Cuomo has called upon State University of New York (“SUNY”) Colleges and Universities to offer resident tuition rates to students displaced by these storms; and

WHEREAS, on October 6, 2017, the SUNY Board of Trustees duly passed a resolution authorizing the SUNY Chancellor to amend the SUNY guidelines governing residency for tuition purposes to make undergraduate and graduate students from Puerto Rico and the U.S. Virgin Islands who have been displaced by either Hurricane Maria or Irma eligible for resident tuition rates for the 2017/18 academic year at SUNY State-operated institutions; and,

WHEREAS, on October 6, 2017, the SUNY Board of Trustees duly passed a resolution encouraging the boards of trustees of the thirty (30) community colleges operating under the program of SUNY, to take similar action or to otherwise provide assistance and support to facilitate the ability of these students to continue their academic studies at SUNY; now, therefore, be it

BE IT RESOLVED, that the Board of Trustees of Westchester Community College hereby authorizes students from Puerto Rico and the U.S. Virgin Islands who have been displaced by either Hurricane Maria or Irma to be eligible for resident tuition rates for the 2017/18 academic year in accordance with the amended SUNY guidelines governing residency for tuition purposes.

## **PROCEDURE FOR FACULTY SENATE AND STAFF COUNCIL TO SHARE INFORMATION WITH BOARD COMMITTEES**

The Board of Trustees wants an open and inclusive process that provides the ability of all members of the college community to have voice and input to making college policy. The Trustees value the perspectives of students, faculty, staff, administrators, alumni, and members of the public. The Trustees take all comments seriously and intend to create and uphold shared governance practices that invite and respect the expertise of the people within the college community. While normal operating procedures address many needs as they arise, Trustees appreciate open dialogue with faculty and staff on college wide policy matters at their monthly committee meetings. Trustees

welcome the opportunity for discussion with Faculty Senate and Staff Council during committee meetings by the following procedure. All constituents may address the full board during public comment.

The Faculty Senate Presiding Officer and Staff Council President have a standing opportunity to address committees of the board following prior notification of the topic, at least 14 days in advance of the meeting, to the President.

Upon consultation with the President, the corresponding Committee Chair determines the committee meeting agenda. Day-to-day operational matters may be referred to an administrator first for investigation or action. Matters on the committee agenda are announced with the public notice of meeting.

The Chair of the Board may recognize the Faculty Senate Presiding Officer or Staff Council President to address the full board on a topic related to that day's committee presentation.

After the Faculty Senate adopts its meeting minutes, the Office of the President will distribute electronic copies to the Board of Trustees.

## **WESTCHESTER COMMUNITY COLLEGE BOARD MEETING** **PARTICIPATION VIA VIDEO CONFERENCE**

Any Board member wishing to participate remotely must follow these rules:

1. The option to participate remotely is only available to a Board member when she/he is not physically present in Westchester County at the time of the meeting or when she/he is not ambulatory.
2. In order to comply with public notice requirements, the Board member needs to notify the Board Chair and the Board Secretary of intent to participate remotely along with address information of the video conference location at least eight (8) days before the relevant Board or committee meeting, unless such advanced notice is impracticable.
3. The member must use video and audio of high quality on a broadband connection that has no obvious latency.
4. The Board member must use software for this purpose that is approved by Westchester Community College IT for its quality and to ensure that participation in closed sessions will be secure from outside observation.
5. The Board member must be willing to let members of the public join with her/him at the remote site as this address will be published in the official notice of the meeting and to ensure that the remote location is open and accessible to the public.

All Board members attending meetings by video conferencing shall be entitled to vote as if they were personally and physically present at the meeting site. In addition, sufficient security and identification procedures shall be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all members attending for discussion or voting purposes are in fact an authorized member with the right to speak and vote.

## **TOBACCO-FREE CAMPUS POLICY**

Westchester Community College is proud to be a tobacco-free, smoke-free, and vape-free campus. This policy was initiated primarily in response to the overwhelming scientific and medical evidence indicating the serious health risks of second hand smoke. On January 1, 2012, we began asking for voluntary compliance of the new policy; the policy began to be strictly enforced on September 1, 2012.

Please help us celebrate this decision to join the more than 360 U.S. colleges and universities who are proud to be tobacco-free. We hope to set an example that will encourage others to embrace the spirit of health and wellness in our community.

### **Purpose**

To ensure that all Westchester Community College facilities and properties are tobacco-free, smoke-free, and vape-free in an effort to provide the faculty, staff, students and visitors with a healthy, respectful working and learning environment. This policy applies to all students, employees (faculty, staff, and administrators), visitors, vendors and contractors.

### **Policy**

The use of tobacco products, vaping devices, electronic cigarettes, and other nicotine delivery devices is prohibited in all Westchester Community College facilities and outdoor areas.

The preponderance of evidence and the trends reflected in that evidence all indicate that tobacco use, smoking and exposure to second hand tobacco smoke are significant health hazards. Under the Environmental Protection Agency (EPA) Guidelines, second hand smoke is a Group A carcinogen (cancer-causing agent), known to cause heart disease, cancer, respiratory issues and irritation of the eyes and nose.

Westchester Community College has been, and continues to be, committed to the health and well-being of its staff, faculty, administrators and students. The college not only has a vested interest in the vitality of its students and those who administer and operate programs here, but also a role to play in the promotion and advancement of the general health of our society as a whole.

Out of respect for the environment and in keeping with Westchester Community College's commitment to protect the health of its employees, students, visitors and all other constituencies, effective January 1, 2012, Westchester Community college became a Tobacco-Free institution. No consumption of tobacco, or tobacco products, is permitted on any college property or in any college facility; this includes but is not limited to all buildings, grounds, pathways and thoroughfares within the campus property. The sale or sample distribution of cigarettes or other tobacco products are also prohibited.

We eased into this policy during the spring 2012 semester during a transitional period of gradual compliance, education, and understanding.

As a community, we are all responsible for providing a healthy, tobacco-free environment at the college. This is not solely the responsibility of the security officers. We do not expect our security staff to be the only individuals who will be part of the informational campaign. We should all be part of the effort to educate individuals about this new policy.

Meanwhile, for now, we have some suggestions for faculty, staff and students.

- When discussing the policy with smokers, please be friendly and positive. Do not forget, you are talking to a fellow employee or student. Please be respectful at all times.
- Please do not be confrontational if you see someone smoking. Instead, simply and politely remind the individual of the new policy. You may also suggest they go to the college website for details including online resources for those who want to quit smoking.
- Do not request that a smoker put out his/her cigarette. Simply and politely remind smokers about the new policy and ask for their cooperation in observing it.
- Do not approach individuals smoking in their cars.
- The spring semester was an opportunity for smokers to begin adjusting their habits and was a good time to consider a smoking cessation program. The college offered a variety of educational events and workshops for those seeking to stop smoking. Although encouraging individuals to stop smoking is not our primary goal, we believe this new policy offers smokers an opportunity to quit.
- If you are a smoker interested in quitting, you can get assistance at the New York State Smokers Quitline, 1-866-NY-QUITS (1-866-697-8487) or you can find resources at [www.nysmokefree.com](http://www.nysmokefree.com).
- We all should realize that it is difficult to quit smoking. Some individuals have been smoking for years, or even decades. Quitting takes time and we all need to be aware of this. The policy was first publicized in the spring of 2011 and will not be strictly enforced until the fall of 2012. Ultimately, smokers will have had more than a year to adjust to the new policy.

## **Procedure**

Organizers of public events on campus are responsible for communicating this policy to attendees.

Responsibilities: Faculty, staff and administrators have a mutual responsibility to share in the enforcement of this policy. Individuals found in violation are to be reminded in a professional and courteous manner of the college policy.

Enforcement: As of September 1, 2012, the following tobacco policy will be strictly enforced:

All staff, faculty and administrators who notice someone smoking or using tobacco products, vaping devices, electronic cigarettes, or other nicotine delivery devices are encouraged to politely

communicate news of the policy to smokers. If the individual is confrontational, or is a repeat offender, Security or the administrator in charge of the nearest building should be notified.

### Employees

In the case of employees using tobacco, the individual's supervisor will be contacted by Security or the building administrator, and all violations will be handled by the employee's supervisor in conjunction with Human Resources on a case by case basis. If someone is smoking, all employees are encouraged to politely communicate news of the policy to that individual. If the individual is confrontational, or if that person is a repeat offender, Security or the administrator in charge of the nearest building should be contacted. Violations of the policy will be dealt with in the same manner as violations of other college policies. If a complainant makes a report or if a supervisor independently observes such behavior, the supervisor shall take the appropriate action. The severity of the action chosen will depend on the circumstances of each case. In such action, the full range of disciplinary sanctions will be available up to and including dismissal from the college.

### Students

Violations by students should be reported to Security or to the administrator in charge of the nearest building. Security or the administrator will refer the student to the Student Development Office where the student will be required to discuss this Code of Conduct violation and possible sanctions. These sanctions could range from community service to disciplinary probation or suspension.

### Visitors

Visitors who violate the Tobacco-Free Policy will be informed that Westchester Community College is a tobacco-free campus. Visitors who continue to violate the policy following a warning will be escorted off campus. Westchester Community College reserves the right to initiate a progressive disciplinary process against any individual found to be in violation of this policy.

### **Definitions**

Tobacco Use: The act of using any tobacco product in any college facility or outdoor area, including but not limited to the following products:

- Cigarettes (e.g. cloves, bidis, kreteks)
- Cigars
- Cigarillos
- Hookah smoked products
- Pipes and oral tobacco (e.g. spit, spitless, smokeless, chew, snus, and snuff)
- Nasal tobacco
- Electronic cigarettes

- Vapes
- Vaping devices and
- Any other product that contains tobacco flavoring or is intended to mimic tobacco products or deliver nicotine for any purpose other than that of cessation by nicotine patches or nicotine gum.

Westchester Community College Facilities: Any facility or property that is owned, leased, used or occupied by the college, including but not limited to: private offices, lounges, dining areas, recreational facilities, storage areas, service shops, garages, sidewalks, facilities operations areas, athletic facilities, all college vehicles (owned or leased), and personally owned and rented vehicles when used to transport college faculty, staff, students and administrators on any college-related business, academic or student life activities.

Outdoor Areas: Any Westchester Community College outdoor area that is open to access by the public or campus community, including but not limited to parking lots, sidewalks, athletic fields, lawn areas and any college facility entrance or egress.

## **TRAVEL POLICY FOR BOARD OF TRUSTEE MEMBERS**

WHEREAS, the Board of Trustees of Westchester Community College has established a travel and expense reimbursement policy for Trustees effective October 1, 2009 (the “Travel and Expense Policy”); and

WHEREAS, the Travel and Expense Policy represents the established guidelines for travel and expense reimbursement for the Board of Trustees; and

WHEREAS, reports for trustee travel and expense reimbursements are submitted to the President for budget monitoring and payment processing; and

WHEREAS, the Board of Trustees of Westchester Community College has determined that it would be in the best interest of the College for Trustees to attend professional conferences related to board development priorities set by the Board during its annual self-evaluation.

NOW THEREFORE

BE IT RESOLVED, that the Travel and Expense Policy be amended by adding the following at the end of Section IV.A:

College Trustees shall conduct an annual review of agendas of conferences being offered by relevant organizations, including but not limited to those offered by the American Association of Community Colleges, the Association of Community College Trustees, and the Association of Governing Boards. In consultation with the President regarding the use of the then current travel budget, attendance at specific conferences shall be based on development priorities set by the Board during its annual self-evaluation.

## ORIGINAL LANGUAGE: Board Travel & Expense Reimbursement Policy

Overview: Trustees shall serve without compensation, but shall be reimbursed for any reasonable expenses incurred in attending meetings of the Board and In performing duties on behalf of the College.

### **GENERAL POLICIES**

- College Trustees serve without compensation and/or financial gain.
- “Reimbursement” of reasonable expenses means we will pay back to the Trustee such expenses he or she incurs as a result of his or her activities as Board Member subject to dollar limits adopted by the Board.
- “Documented” means submission of factual or substantial support for expenses acceptable to the internal auditor. Receipts for all item are required.
- Typically, travel is limited to one day before and after the event scheduled dates. However, an exception is allowed to travel earlier or later when there is a savings to WCC in an amount which exceeds the cost of an additional night's stay plus meals and incidental expenses.
- Board members may request an advance not in excess of the estimated travel expenses, lodging, registration fee and \$100.00 per day. Any difference between the advance and the itemized expenses shall be either returned to the College or reimbursed to the Trustee as the case may be.
- If a Trustee flies to "other events," he or she may stop over at other cities as long as the airfare does not exceed the cost of coach fare obtained with a two week advance purchase or such other advance purchase standard recognized at that time by the airline industry. No expenses at such other cities are reimbursable.
- Trustees will be reimbursed for all College related business calls. Personal call reimbursements limits appear in "Incidental Expenses".
- Trustees are encouraged to submit requests for reimbursement of travel expenses periodically, but not later than 30 days after the end of the budget year. Requests for reimbursement submitted 30 days after the end of the budget year will be submitted to the Board for approval.
- Reimbursement documents should be submitted on a timely basis. Requests submitted more than 30 days after the close of a calendar year will be submitted to the Board for approval.



## **BOARD AND COMMITTEE MEETINGS**

### Transportation Expenses

Actual transportation expenses are reimbursable. For use of a personal automobile, reimbursement of mileage at the current amount permitted by the Internal Revenue Service.

### Lodging

Members residing within 50 miles of the meeting place will receive no reimbursement for lodging for a one-day meeting. For a two-day meeting, lodging for one night will be reimbursable.

For members residing more than 50 miles from the meeting place, normally one night's lodging is reimbursable. However, if travel arrangements necessitate two nights, lodging will be reimbursed. One additional night's lodging before or after the meeting may be reimbursed if there is a medical need.

### Meals

Actual meal expenses are reimbursable up to \$100.00 per day.

### Incidental Expenses

Reasonable tips, personal phone calls, and other incidentals not specified above shall be reimbursed up to a limit of \$25.00 per day for those days when overnight lodging is reimbursable.

## **OTHER EVENTS**

### Definition

Other events include conferences, seminars, and, in general any event other than WCC Board or Committee meeting attendance which is beneficial to WCC.

### Limitations

Trustees are permitted to attend 2 out-of-state and 2 in-state events per calendar year.

### Transportation Expenses

Actual transportation expenses shall be reimbursed, but the amount reimbursable shall not exceed ordinary airplane coach fare. For automobile travel, reimbursement of mileage at the current amount permitted by the Internal Revenue Service, but not more than the highest airfare incurred by a Trustee attending the event, or if no other Trustee attends, then to an amount equal to airfare charges based on a two week advance purchase or such other advance purchase standard recognized at that time by the airline industry, plus the normal and reasonable charges which would

have been incurred for transportation to and from the airport, parking, tolls, and cabs at the destination.

### Lodging

Reimbursement for lodging shall be limited to event hotels t rates for double rooms. For events, reimbursement shall be allowed for one-day prior through the one day after the event period.

### Meals

Actual meal expenses are reimbursable up to \$100.00 per day.

### Incidental Expenses

Reasonable tips, personal phone calls, and other incidentals not specified above shall be reimbursed up to a limit of \$25.00 per day for those days when overnight lodging is reimbursed.

### Reports

Upon returning from Board meetings, committee meetings or other events the Trustee shall submit a written report, summarizing noted issues of interest to the board. This report must be submitted no later than the Board meeting following the event

## **POLICY REGARDING RESOLUTIONS FOR BOARD APPROVAL**

Any resolution for Board of Trustees approval should first be presented to the appropriate committee at its regular meeting for review and discussion with trustees. The committee will determine when to recommend the resolution for consideration by the full board, not sooner than the full board meeting at least one month after the committee meeting. Upon recommendation and approval of the committee, the one-month period may be abbreviated in case of emergency or urgent deadline. Effective after this meeting today.

## **BOARD OF TRUSTEES SELF-EVALUATION PROCESS**

At least 10 days before the annual retreat the members of the board and the president will receive a self-evaluation tool from the governance committee.

The president may share the tool with up to 5 members of the staff at Westchester Community College and invite them to the retreat evaluation discussion based on the items in the tool.

The board, the president and the president's invitees will meet at the retreat and discuss the items.

At the end of the discussion the board will meet in executive session and formulate goals and strategies for the coming year.

## **PRESIDENTIAL EVALUATION PROCESS**

The Board of Trustees determines the policies that govern the College. The evaluation process reviews the President's performance in implementing the policies of the Board

1. (September) The President meets with the Trustees and presents the Performance Objectives for the Year. When approved by the Board they become the basis for the evaluation. Questionnaires are developed based on the objectives approved. The President may request to review actual questionnaires, which will be allowed.
2. (January) The President makes a mid-year verbal report to the Board accompanied by a short written statement.
3. (May) The President may present a list of up to 10 individuals to receive questionnaires. All Trustees and up to 10 designees of the Trustees, along with those designated by the President, receive questionnaires.
4. (June) The Governance Committee receives the questionnaire responses. The committee will prepare a report compiling the results of the questionnaire responses and the narrative comments for submission to the Board of Trustees prior to an Executive Session of the June Board meeting. The Committee's report will be submitted to the President at least one week before the June Board meeting. At the June Board meeting the President will present a self/evaluation in any format the President chooses. After the President's self-evaluation, the Board and President will confer on the self-evaluation and Governance Committee report. The Board will deliberate and agree by majority vote on its evaluation of the President and on the President's compensation pursuant to paragraph 4 of the President's employment contract.

## **AMENDMENT TO THE PRESIDENT EVALUATION PROCESS**

4. (June) The Governance Committee receives the questionnaire responses. The committee will prepare a report compiling the results of the questionnaire responses and the narrative comments for submission to the Board of Trustees prior to an Executive Session of the June Board meeting at the summer retreat. The Committee's report will be submitted to the President at least one week before the June Board meeting annual summer retreat. At the June Board meeting retreat the President will present a self/evaluation in any format the President chooses. After the President's self-evaluation, the Board and President will confer on the self-evaluation and Governance Committee report. The Board will deliberate and agree by majority vote on its evaluation of the President and on the President's compensation pursuant to paragraph 4 of the President's employment contract.

## **POLICY ON COLLABORATIVE DECISION MAKING/SHARED GOVERNANCE**

The mission of Westchester Community College is to provide accessible, high quality and affordable education to meet the needs of our diverse community. We are committed to student success, academic excellence, workforce development, economic development and lifelong learning. In achieving our institutional objectives, we value shared governance through collaborative decision making.

Higher education institutions throughout the United States broadly accept shared governance as an appropriate way to govern a college. Although we understand that the trustees and administration bear the legal and fiduciary responsibility for ultimate decision making, we recognize that each segment of the college community has valued expertise that can improve decision making.

Collaborative Decision Making is the shared governance model of Westchester Community College. Collaborative decision making recognizes the institutional commitment to actively involve all college and community stakeholders in the decision making process.

Collaborative Decision Making involves intentional interaction among the board of trustees, the president, administrators, staff, faculty, students, and the community at large. These groups work together to achieve the mission of the college. While roles may vary depending on the subject matter, the college actively values, seeks, hears, and considers various perspectives in a process of inclusive engagement.

As members of a continuously dynamic and evolving institution, we recognize that we are a community of learners respectful of the expertise and knowledge that all stakeholders contribute by experimenting, analyzing, and implementing what works best for student learning.

#### Board of Trustees

The Board of Trustees has the ultimate fiduciary responsibility for business and financial decisions, the care, custody, and control of the institution's facilities and for the safeguard of the academic progress of the college and its students. Here at Westchester Community College, a community college of the State of New York, these responsibilities fall to the board of trustees and are codified in the New York State Education Law and its corresponding regulations. Decisions and policies are not formulated in a vacuum, as input from faculty, administrators, staff, and students is considered.

#### Administration

The president's role is defined by tradition and law. As the chief executive officer of the college, the president is responsible for the proper administration of the institution and is charged with carrying out the policies of the board. Once again, collaborative decision making calls for input from the college community in formulating and carrying out these administrative functions, but ultimately, the president determines the execution of these policies and decisions. The president engages an executive leadership team with expertise to assist in the effective administration of the college.

#### Faculty

Faculty have an inseparable role in the development of curriculum, methods of instruction, academic standards, academic student affairs, program development, degree requirements and faculty status. Faculty contribute input through the governance process in all other areas affecting the academic processes and procedures of the college.

## Staff

Equally essential to the governance process, staff provide critical feedback and expertise amid a wide range of academic, technical, facilities management, and student-based services.

## Students

The Student Government Association (SGA) significantly represents the student body by effectively communicating and collaborating with college stakeholders to enhance the campus community through the governance process.

## Summary

Collaborative Decision Making promotes open, honest, and effective communication among all stakeholders with an understanding that collaboration, transparency, and respect form the foundation for authentic shared governance and highly effective decision making. Further, collaborative decision making manifests the values shared among the college's constituents and codifies their common commitment to the college and to student success.

## Related Information

NYS Educ Law §6306; 8 NYCRR 604.

Faculty Council of Community Colleges Statement on Shared Governance

SUNY and CUNY Joint Statements on Shared Governance

Governance bylaws of NYS Community Colleges at Faculty Council

(<http://www.fccc.suny.edu/ccgovernance.html>)

American Association of University Professors, Statement on Government of Colleges and Universities (<http://www.aaup.org/AAUP/pubsres/policydocs/governancestatement.htm>)

## **RULES FOR PUBLIC SUBMISSION OF NEW BUSINESS AT WESTCHESTER COMMUNITY COLLEGE BOARD OF TRUSTEE MEETINGS**

The Board Secretary read the proposal:

1. The Board may allot up to 15 minutes at each Board meeting for the purpose of hearing from members of the College community regarding potential new business for the Board's consideration.

2. The Secretary to the Board shall record the names of those persons wishing to make an oral statement regarding such new business. Participants shall be invited to sign in as they enter the room. The Board may restrict the number of participants to the allotted meeting time.
3. In addition to accepting oral statements, the Board may also accept written comments. (If written comments will be accepted, the Board should state how many copies will be needed)
4. Oral statements shall be limited to 3 minutes. Only the named participant may speak during this 3 minute period. More lengthy comments shall be accepted in written form.
5. The Chair shall call the participants in the order in which their names have been recorded by the Secretary. It is the Chair's responsibility to prevent the participant from straying too far from the subject, and to remind the participant to speak clearly. The Secretary will serve as timekeeper for the speakers.
6. When the list of participants is exhausted, the chair shall ask if anyone remaining wishes to be heard. As time permits, these persons shall be invited to speak.
7. All items of new business which are deemed by the Board to require further action, shall be referred to an appropriate committee (e.g. Program and Planning, Finance and Facilities, etc.). The Chair, at a future meeting, shall update the Board on any actions taken or recommended by the committee to which the new business has been referred.

### **NEW TRUSTEE ORIENTATION**

When a new Trustee is appointed to the Board, each new Trustee shall be apprised of the orientation policy by the Board Chair.

Within 6 months of the appointment, each new Trustee is expected to participate in a Trustee orientation and training workshop/activity offered by any of the following: AMERICAN ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES, NEW YORK ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES or any other organization approved by the Westchester County Community College Board of Trustees.

The President will coordinate a campus orientation for each new Trustee, including the Student Trustee, within two months of appointment to the Board. This orientation should include a tour of the main campus and satellite locations as appropriate.

An orientation packet will be prepared and distributed to the New Trustee by the President of the College within 30 days of appointment and will consist of:

- A MAP OF THE CAMPUS
- CATALOGUE, SCHEDULE OF COURSES AND BROCHURES LISTING ALL CLASSES OFFERED
- PLANNING DOCUMENTS, SUCH AS THE STRATEGIC PLAN

- DESCRIPTION OF THE WCC FOUNDATION, AUXILIARY ORGANIZATIONS AND CAMPUS GOVERNANCE ORGANIZATIONS AND GROUPS
- DEMOGRAPHIC SUMMARIES OF STUDENTS AND STAFF
- ORGANIZATIONAL CHART
- MOST RECENT ACCREDITATION REPORT
- MOST RECENT APPROVED BUDGET AND APPROPRIATE MONTHLY UPDATES
- MOST RECENT AUDITS
- CONTRACTS WITH ALL BARGAINING UNITS
- ANNUAL REPORT
- MINUTES OF THE LAST THREE MONTHS OF BOARD MEETING
- BYLAWS OF THE BOARD OF TRUSTEES
- COLLEGE PROCEDURES MANUAL
- CAMPUS TELEPHONE DIRECTORY
- COMMUNITY COLLEGE REGULATIONS
- TRUSTEE DIRECTORY
- BRIEF SUMMARY OF PARLIAMENTARY PROCEDURE

The Orientation shall include sessions with the President, the Board Chair and other representatives of the college selected by the President and the Board Chair. The following topics should be addressed during those sessions:

- TRUSTEE ROLES AND RESPONSIBILITIES
- POLICY MAKING AND ADMINISTRATION
- CEO, BOARD AND STAFF RELATIONS
- COMMUNICATION PROCEDURES
- RESOURCES FOR TRUSTEE EDUCATION
- PERSONNEL AND COLLECTIVE BARGAINING
- SUNY, LEGISLATIVE AND GOVERNMENT RELATIONS
- OPEN MEETING LAWS
- BOARD STRUCTURE AND ORGANIZATION
- TRUSTEE BENEFITS AND EXPENSES

- BOARD PROTOCOL. NORMS AND ETHICS AND STANDARDS OF CONDUCT
- LEGAL AND FISCAL RESPONSIBILITIES
- SHARED GOVERNANCE POLICY OF WESTCHESTER COMMUNITY COLLEGE
- ETHICS AND CONFLICT OF INTEREST

## **POLICY PROPOSAL FOR STUDENT SUCCESS & COMPLETION**

### Policy Justification

Westchester Community College is committed to providing open access to students seeking higher education. The commitment to access has been a hallmark of WCC and helped frame many of the programs, policies and practices of the institution. Additionally the college is committed to developing a culture of student success and completion. Given our obligations to our students as an institution of higher education, the potential for performance based funding initiatives from governing agencies, as well as the federal requirement to report rates of student degree completion, student success and completion becomes of paramount importance.

### Policy Statement

As Westchester Community College reaffirms its commitment to providing open access to higher education for the greater Westchester community, the college also recognizes the need to significantly increase the rate of completion of our admitted students as an institutional imperative.

The Board of Trustees of Westchester Community College will remain actively engaged in developing policy and directing resources necessary for supporting innovation and evidence-based programs that will help our students achieve success and completion of their studies.

The Trustees empower the President to develop a comprehensive plan, for their approval, to include specific goals, benchmarks, strategies, and/or timelines. The President shall provide an update at least once a semester to the Board detailing progress toward achieving a success and completion plan.

This plan will require bold, innovative, and aggressive action by the Trustees, the President, administration, faculty, and staff and will include the support and participation of every department and division of the college. The success and completion challenge requires that all members of the college community embrace the complexities associated with this pursuit. Cross-divisional collaborations will be essential to ensure student success and completion principles are embedded in all institutional policies, procedures, and initiatives from admittance through timely degree completion.

Key institutional leaders and/or constituency groups including members of the faculty, staff, administration, student body, and external community partners will be consulted so as to develop a plan that is both comprehensive and inclusive of community feedback.



## **POLICY ON REVERSE TRANSFER**

### **Policy Justification**

Westchester Community College is continuing efforts to improve not only the rates of student degree completion, but the opportunities and means by which we encourage our diverse student body to achieve this milestone. As such, the college has identified students who have transferred from WCC prior to earning their degrees as a potential population for timely degree completion. By developing a policy to allow students to complete their degrees at the college through a reverse transfer process, the institution will create an additional opportunity for WCC degree completion. This will not only benefit students, by awarding them an additional academic credential, but will also support the institution, by improving the college's measured rates of student degree completion, as required in the federal reports to the Integrated Postsecondary Education Data System (IPEDS).

### **Policy Statement**

In order to improve opportunities for completion, students transferring from the college prior to earning a degree will be eligible to submit official transcripts from their new institution, subject to a credit evaluation, that can be used to satisfy remaining degree requirements for Westchester Community College. This process, referred to as reverse transfer, will apply only to students who have earned the necessary residency credit requirements at the college.

### **Policy Implementation**

A group of college administrators, staff and counselors from Student Affairs, Academic Affairs and Institutional Research have met to discuss the implementation of a reverse transfer process. This team is currently working to finalize a pilot process with Mercy College that targets students in the 2012 IPEDS cohort. This group will also discuss and recommend a process for the larger population of WCC transfer students attending Mercy (estimated at 600). Reverse transfer agreements are also being built into the college's transfer articulation agreements and will be strongly encouraged for all partner institutions. Until further partnerships can be established, this group will also work to recommend a process for students who have transferred to other institutions and are eligible for a reverse transfer method of degree completion.

## **POLICY ON AUTOMATIC GRADUATION OF STUDENTS**

To endorse the concept of automatically graduating students who have met all of the requirements for the certificate or degree.

## **BOARD OF TRUSTEES REVISED MISSION STATEMENT**

Westchester Community College provides accessible, high quality and affordable education to meet the needs of our diverse community. We are committed to student success, academic excellence, workforce development, economic development and lifelong learning.

## **POLICY ON A TOBACCO-FREE CAMPUS**

Chairman Tim Carey made a motion to approve the Tobacco-Free Campus Policy with the following amendment: “Westchester Community College will support “smoking cessation” programs such as the patch, electronic cigarettes, gum, hypnosis, and any other acceptable programs.”

## **FACILITY USE AND RENTALS**

Westchester Community College has well-maintained buildings and grounds in Mount Vernon, Ossining, Peekskill, White Plains, and Yonkers and a bucolic 218-acre main campus centrally located in Valhalla, New York. The College’s facilities are available for individual and group use on a space-available basis. All requests are granted at the discretion of the President of the College. Submit requests using the website. These policy guidelines apply only to short-term use of College facilities and not to long-term rentals, leases or partnerships involving College facilities.

### **Policy Guidelines**

- The following policy makes Westchester Community College facilities available for use on a fair and equitable basis and provides safety and security for people and equipment while maintaining the facilities in excellent condition.
- No College facility use shall violate any local, state, or federal laws.
- The order of priority of use of College facilities shall be as follows:
  1. College instructional purposes as regularly scheduled.
  2. Non-regularly scheduled College instructional activities.
  3. Activities sponsored by the College, the Westchester Community College Foundation, and the Faculty Student Association.
  4. Activities sponsored by county and state government agencies within New York.
  5. Activities sponsored by non-profit or community service organizations.
  6. Activities sponsored by for-profit community organizations.
  7. Other activities.
- The President of the College has final approval authority on facility use requests.
- Applicable ancillary fees will be charged to organizations in categories 4 through 7 and only for the duration of the event during regular business hours (7 a.m. to 3 p.m.) on weekdays. If reserved outside of regular business hours on weekdays, ancillary fees will include an hour before and an hour after with a four-hour minimum.
- Organizations in categories 4 and 5 shall receive a room rental fee waiver for the first space reserved and be charged room rental fees for any additional facility use.

- Full facility rental fees apply to organizations in categories 6 and 7.
- All facility use requests from news media outlets or others to film, photograph, and/or record any material shall be reviewed and approved by the Office of Marketing and Communications on a space available basis.
- Notification to the Office of Marketing and Communications shall be made if any news media outlets are involved with an event.
- Guests shall be held liable for any damages arising from facility use.
- If requested by the College, guests shall name Westchester Community College in all advertising and promotional notices for the activity.
- All guests must comply with the College's policies and procedures, including but not limited to the following:
  - Facility use requests shall not be granted for activities that could lead to riot, civil disorder, divisiveness, or undue controversy in the community.
  - No beverages or food are to be consumed in theaters, classrooms, or lecture halls.
  - Possession, use, or distribution of illegal drugs is prohibited.
  - Use of tobacco products and vaping devices is prohibited.
  - Alcohol is prohibited on campus. Exceptions for special events may be made by the President prior to the event.
  - The College assumes no liability for theft, loss, or damage to vehicles.
  - Guests are responsible for using technology in an ethical and lawful manner. Guests may connect personal devices through wireless access points at their own risk.
  - Guests shall comply with the State University of New York Child Protection Policy. Responsible adults shall accompany children under 18 years old at all times.
- Due to unforeseen circumstances, such as inclement weather, the College may close. The College website ([www.sunywcc.edu](http://www.sunywcc.edu)) announces all delays or closures.
- Guests shall ensure that activities do not interfere with instructional purposes, learning activities, and other regular activities of the College.
- No activities shall exceed the maximum capacity for rooms, as determined by the College.
- Westchester Community College's Faculty Student Association has the right of first refusal for all catering needs at College locations.
- A deposit of 50% of the rental fee shall be submitted at least two (2) weeks prior to the event. The deposit shall be applied to the final invoice for rental fees.
- Remit remainder of rental fees upon first day of facility use. Failure to remit fees timely shall result in denial of future requests for facility use.

- Inform the College immediately of any program change or event cancellation. Any changes in attendance or the cancellation of an event shall be made to the facility use and rental coordinator at least five (5) business days in advance. Failure to do so will result in a forfeiture of the rental deposit.
- No facilities use or event will be permitted until the Facility Use and Rental Conditions and Indemnification form, proof of insurance, approval by the College President, and 50% deposit are received.
- If refreshments will be served in rooms with occupancy of 50 or more, maintenance staff will be assigned for one hour.

#### Hankin Academic Arts Theatre

- All fire and safety regulations shall be strictly enforced.
- Only qualified personnel shall operate stage lighting and sound reinforcement systems. Requests for a sound, light, or spotlight technician should be made through the Technology Request Form.
- All props, scenery, costumes, etc. brought into the theater shall be removed from the building immediately after the last show. Guests are responsible for supervising children attending auditions, set construction, rehearsals, etc.
- The use of candles or other open flames while using the facility is prohibited.

#### Equipment Usage

- All equipment and tools shall be turned off and locked when not in use.
- Only College trained personnel shall operate special equipment.
- No unauthorized person shall handle lights, lift, batten, sound, or set construction equipment.
- Any alteration of the basic theater setup shall be conducted by College personnel only.
- If the audio set-up in the theater must be altered, a College audio/visual technician must review and approve the alterations.
- The control booth must be kept locked when not in use, and only authorized personnel will occupy the control booth.
- Facility reservations for evenings or weekends of the Davis Auditorium, Hankin Academic Arts Theater, Computer Labs, Culinary Arts Teaching Kitchen or any other space with specialized equipment, will include fees for a College technician to operate specialized equipment and to ensure items are restored to original settings preventing interruption of any classroom instruction.

## Insurance Requirements

- I. Insurance - Westchester Community College requires a Certificate of Insurance from any external organization using College facilities. This original certificate (a copy is not acceptable) must be received by the Facilities Coordinator at least 21 days prior to the event. The insurance coverage required is as follows:

General Liability Insurance: with a limit of \$1,000,000 liability per occurrence for bodily injury; and \$100,000 per occurrence for property damage or a combined single limit of \$1,000,000 (c.s.1), naming the Westchester Community College and the County of Westchester as additional insureds. This insurance shall include the following coverages:

1. Premises and Operations
2. Broad Form Contractual Liability
3. Products and Completed Operations Liability

Workers' Compensation: Certificate form C-105.2 (9/07) or State Fund Insurance Company Form U-26.3 is required for proof of compliance with the New York State Workers' Compensation Law. State Workers' Compensation Board form DB-120.1 is required for proof of compliance with the New York State Disability Benefits Law. Location of operation shall be "All locations in Westchester County, New York."

Where an applicant claims to not be required to carry either a Workers' Compensation Policy or Disability Benefits Policy, or both, the employer must complete NYS form CE-200, available to download at: [www.wcb.ny.gov](http://www.wcb.ny.gov) (bottom left of website click on "WC/DB exemptions FORM CE-200" for instructions and form).

If the employer is self-insured for Worker's Compensation, he/she should present a certificate from the New York State Worker's Compensation Board evidencing that fact (Either SI-12, Certificate of Workers' Compensation Self-Insurance, or GSI-105.2, Certificate of Participation in Workers' Compensation Group Self-Insurance).

Professional Liability Insurance: If required by the Westchester County Office of Risk Management, the applicant shall provide proof of such insurance (Limits of \$1,000,000 per occurrence/\$3,000,000 aggregate).

Cancellation Notice: Insurance Company (Carrier) must notify Westchester Community College of any insurance cancellation within 10 days of such cancellation.

NOTE: Westchester Community College and the County of Westchester must be named as additional insureds on the Certificate of Insurance. Also, for any sports activity the Certificate must state "coverage includes opposing team players."

### Indemnification Requirements

Completion of the Facility Use Rental Conditions and Indemnification form is required. The form must be signed, notarized, and received by the facilities use and rental coordinator at least 14 days prior to facility use.

## **HONORARY DEGREE**

### Purpose of Honorary Degrees

1. To recognize excellence in academia, business, philanthropy, and public service, which exemplify the mission and purposes of the college.
2. To honor meritorious and outstanding service to the college or the community at large.
3. To recognize men and women whose lives and significant achievements serve as examples of the college's aspirations for its diverse student body.
4. To elevate the college's reputation by honoring individuals who are widely known and highly regarded for achievements in their respective fields of endeavor.

### Nature of Honorary Degrees

As authorized by New York State Education Law and in accordance with the Westchester Community College Board of Trustees By-Laws, the Trustees have selected to offer the following honorary degrees:

- Associate of Arts (A.A.)
- Associate of Science (A.S.)
- Associate of Applied Science (A.A.S.)

### Criteria for Selection of Honorary Degree Recipients

1. The basis for the selection of a degree recipient shall be consistent with the Purposes of Honorary Degrees stated above.
2. The nominee must be distinguished, and the person's achievements must be both relevant and appropriate to the college.
3. The nominee may have a connection with the college. He/she may be an alumna/us. The nominee could have participated in campus programs, partnered in scholarly or creative activity with its faculty or students, or assisted with programmatic development.
4. The nominee may have achieved prominence in his or her field or achieved prominent state, national, or international stature.
5. Substantive service to the college or community is not sufficient justification for an honorary degree if the individual does not meet the other criteria for honorary degrees.

### Awarding of Honorary Degrees

1. Honorary degrees shall be conferred at college commencement exercises. The presentation of honorary degrees may also be permitted outside the normal procedures in unusual

circumstances, such as to recognize visiting dignitaries and in other special cases as recommended to the Board of Trustees by the President.

2. Honorary degrees may be awarded in absentia or posthumously, but only upon recommendation to the Board of Trustees by the President in the case of extraordinary and compelling circumstances. In the event of an unexpected inability to appear at the scheduled time, the conferral may be postponed to the next appropriate ceremony.
3. Honorary degrees shall be bestowed by the Chairperson of the Board of Trustees, by a Trustee designated by the Chairperson, or by the President on behalf of the Board of Trustees.

#### Number of Honorary Degrees to be Awarded

The Board of Trustees shall determine the number of honorary degrees to be awarded in any academic year. Subject to this authority, the President may issue additional guidelines on number of degrees to be awarded.

#### Limitations on Eligibility

Except under unique and unusual circumstances, honorary degrees shall not be awarded to the following:

- Members of the Board of Trustees of the State University of New York, Board of Trustees of Westchester Community College, or Board of Directors of Westchester Community College Foundation during their terms of service to their respective boards.
- Members of the faculty, staff, or administration or any other employee of the college while employed by the college and for a duration of five (5) years after separation from the college.
- Current holders of New York elective public office or active candidates for elective public office.

#### Revocation of Honorary Degrees

At any time and at its sole discretion, the Board of Trustees may revoke a previously awarded honorary degree for good cause.

#### Procedure for Selection of Honorary Degree Recipients

1. Nominations for honorary degree recipients shall be encouraged from any member of the college community, including students, faculty, staff, administration, alumni, Trustees, and friends of the college.
2. Nominations should be submitted to the President. The nomination submission should include a clear and convincing statement regarding the relevance and/or appropriateness of the nominee. Additional elements of the nominating portfolio may include a detailed curriculum vitae, reviews or articles about the nominee's work, list of major awards, and any other resource material that supports the selection criteria.

3. The President shall empanel an advisory committee to recommend nominees to the President. The President shall review the campus committee's recommendations, ensure that a rigorous review of the qualifications of nominees has been conducted, and recommend nominees to the Board of Trustees, which shall make the final selection of honorary degree recipients. In certain circumstances, the President may forward nominations or make recommendations on candidates directly to the Board of Trustees.
4. Upon receipt of the Board of Trustees' approval to proceed, the President shall issue invitations to nominees directly on behalf of the Board of Trustees.
5. Nominees' responses to the President must then be forwarded to the Board of Trustees in a timely manner, so that a vote by the Board of Trustees on those who accept the invitation can be recorded no later than thirty (30) days prior to the date on which the honorary degree will be conferred.
6. The expectation is that confidentiality be maintained throughout the procedure as a matter of professional courtesy to candidates.