



Ratified at September 18, 2024 meeting

**Board of Trustees Meeting
July 17, 2024**

Minutes of the meeting of the Board of Trustees of Westchester Community College held on Wednesday, July 17, 2024, at 3 PM in the Student Center Event Room.

Trustees Present:

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

Trustees Excused:

Robin Bikkal, Esq., Dr. Gregory Robeson Smith.

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, Garrett McAlister, Acting Vice President, Information Technology, Dante Cantú, Vice President of Student Access, Involvement & Success, Ben Naylor, Chief of Staff & Vice President of Strategic Affairs.

Call to Order

Chairperson LeRoy Mitchell called the meeting to order.

Ratification of Minutes

Trustee Nonna made a motion seconded by Trustee Carnot to ratify the minutes of the June 26, 2024, Board meeting. The motion passed.

INFORMATION AND DECISION

A. President's Report

Dr. Belinda S. Miles reported:

While summer may be a season for relaxation and recharging, our college community is buzzing with activity.

In addition to our continuing students, we also welcomed students from SUNY and CUNY campuses as well as other local colleges and universities for summer session classes.

Our Admissions team is busy leading campus tours for groups of high school students.

COAP

Last month, local high school students participated in our COAP (Career Opportunities in the Accounting Profession) event – a 3-day program highlighting myriad opportunities within the accounting profession. In addition to career information, sessions included business meal/meeting etiquette, an introduction to data analytics, a cybersecurity component, and résumé/interview tips.

In addition to SUNY WCC faculty and staff presenters, other participants included members of the New York State Society of Certified Public Accountants (NYSSCPA), professors from local colleges, as well as members of our regional accounting workforce.

Cambridge

Earlier this month the 2024 our WCC/ CAMBRIDGE SUMMER STUDY Abroad HONORS SCHOLARS (12 students) traveled to Cambridge University for their summer learning experience. We look forward to hearing of their success and how they will integrate their experience into their studies at SWCC.

P-Tech

We look forward to welcoming approximately 100 students to campus next week and in early August for the summer bridge program. In addition to being on our main campus, students will also spend time at the Ossining and Peekskill extensions as part of their learning experience.

Last week, the college hosted the annual WMC Health 2024 Trauma Symposium, a distinguished learning opportunity that brought approximately 200 EMTs, paramedics, nurses and physicians from the Hudson Valley region to our campus. Additionally, our paramedic students participated in a simulation demonstration for attendees. This

applied learning opportunity highlighted the critical work done by paramedics, nurses and physicians as a team.

In addition to community and educational organizations like Girls, Inc., and Good for Girls who host STEAM programs from middle and high school young women, we also welcomed groups like Corporate FunRun 5k, which brought approximately 450 attendees with teams from MasterCard, Regeneron, NY Power Authority, WMCHHealth, and more to our Valhalla campus. Corporate FunRun is a national event hosted by the American Runners Association and this is the fourth year we have hosted this growing event on our Valhalla campus.

Enrollment

We have finalized the Spring 2024 FTEs, and I am happy to report that our total final FTEs, which include credit, non-credit and tutorials are **3,353.1**. This marks a 6% increase compared to Spring 2023, which was **3,162.6**.

Summer 2024 enrollment stands at 3,822, reflecting a 7% increase over Summer 2023 during the same period. We also see an 8.8% increase in FTEs.

Summer sessions – Our final summer session begins on August 2. Our Strategic Enrollment Team is working to get students close to completion enrolled in this final session and also helping students to enroll in Fall classes.

Our Fall 2024 enrollment is currently underway, showing a 5.4% increase compared to Fall 2023 during the same period. Moreover, our FTEs are up by 9%.

Four fall sessions with classes starting 9/3, 9/24, and 10/28.

Updates

2024 SUNY Presidents Retreat

- Mainly focused on operations and enrollment.

Middle States Report

- We will have more accountability toward assessment moving forward.

Finally, it is with mixed emotions that I report the retirement of VP and CFO Brian Murphy and the resignation of Facilities Director Robert Cirillo. I bring these to your attention since both have worked directly with many – if not all of you – on several college projects. I'm sure you join me in congratulating VP Murphy on his retirement and wishing Director Cirillo all the best in his future endeavors.

B. Board Chair's Report

Trustee Mitchell reported:

- Attendance at board meetings
 - Thank you for everyone to assisting us with our quorum today. We should take a census at the end of every meeting to make sure who will attend the next meeting.
- NYCCT
 - There is a call for presentations for NYCCT. The deadline is in September. Perhaps we can have a presentation on workforce development.
- Title IX
 - I read an article this week that stated that nearly 700 more colleges do not have to deal with Title IX.
- VP Brian Murphy
 - Thank you for your invaluable help and efforts especially during budget time.
- Robert Cirillo
 - Thanks to Robert Cirillo for his years of service at Westchester Community College. Please convey our thanks to him and we wish him well in his future endeavors.

C. Committees

Governance Committee

Trustee Gerry reported:

- BOT Orientation Process
 - Refurbishing the trustee orientation process to enable a dynamic introduction to the college campus and roles and responsibilities of Trustees.
- Strategic Planning Update
 - How the Board of Trustees can be helpful during this process.
- Presidential Evaluation
 - We have selected the cohort of faculty, staff and union representatives for the Presidential evaluation.
- Board Evaluation
 - The Board will also have an evaluation sent out to members of the campus community in September.

Program Committee

Trustee Raizes reported:

- Update on Strategic Plan
 - Preliminary Discussion of Potential Dashboard Metrics.
 - Looking through the lens that have budgetary indications
- Middle States Commission Action
 - What needs to be done?
- Update on Summer and Fall Enrollment

Student Trustee Report

Trustee Carnot reported:

- Period Act
 - We have the dispensers and the products
 - We must update the contract so that when the dispensers are empty, they will be refilled.

Finance/Facilities

Trustee Nonna reported:

The Finance committee had discussion on the following topics.

- Operating Forecast
- Capital Projects Update
- Contracts

Trustee Nonna asked Vice President Brian Murphy to go over the forecast for the month ending June 30, 2024, 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>
24-0240-594	Technical Building Services, Inc.	Andover System maintenance for HVAC controls.	3/1/24 – 2/28/26	
	Energy Management of Facilities, Inc. was acquired and now Operating under name of acquiring Company as of 6-14-24		Approved January 15, 2024 at BOT meeting for \$26,498	
24-0240-388	Universal Electric Motor Services, Inc.	Furnish and install EC#1 Bearing and Motor in AAB/Science Buildings chillers to have proper cooling.	8/5/24 – 1/1/25	\$9,995
25-0110-651	Gabriel Palacio dba Gabe Palacio Photography	Primary Professional Photographer for marketing and promotions.	9/1/24 – 8/31/29	\$50,000
25-0110-652	Kenneth Gabrielsen dba Kenneth Gabrielsen Photography	Secondary Professional Photographer for marketing and promotions when Primary is not available.	9/1/24 – 8/31/29	\$50,000
24-310-391	Rose Russo	Provide sign-language Interpreting services for people with hearing loss dependent on non-verbal communication. \$80/hr.	9/1/24 – 8/31/26	\$12,400
24-310-392	Tracey Romanow	Provide sign-language Interpreting services for people with hearing loss dependent on non-verbal communication. \$80/hr.	9/1/24 – 8/31/26	\$19,600
24-310-635	Gabrielle Reyes	Provide sign-language Interpreting services for people with hearing loss dependent on non-verbal communication. \$80/hr.	9/1/24 – 8/31/26	\$23,600
24-310-389	Jody Prysock	Provide sign-language Interpreting services for people with hearing loss dependent on non-verbal communication. \$80/hr.	9/1/24 – 8/31/26	\$13,200
24-310-629	Keimi Malave	Provide sign-language Interpreting services for people with hearing loss dependent on non-verbal communication. \$80/hr.	9/1/24 – 8/31/26	\$21,200
24-310-390	Nancy Kaplan	Provide sign-language Interpreting services for people with hearing loss dependent on non-verbal communication. \$80/hr.	9/1/24 – 8/31/26	\$13,200
24-310-627	Deborah Kair	Provide sign-language Interpreting services for people with hearing loss dependent on non-verbal communication. \$80/hr.	9/1/24 – 8/31/26	\$23,200

<u>CONTRACT #</u>	<u>CONTRACTOR NAME</u>	<u>CONTRACT DESCRIPTION</u>	<u>TERM</u>	<u>AMOUNT</u>
24-310-630	Melanie Garten	Provide sign-language interpreting services for people with hearing loss dependent on non-verbal communication. \$80/hr.	9/1/24 – 8/31/26	\$23,600
24-310-393	Sign Language Resources, Inc.	Provide sign-language interpreting services for people with hearing loss dependent on non-verbal communication. \$95/hr.	9/1/24 – 8/31/25	\$10,000
24-9592-622	College Aid Services , LLC.	Comprehensive assessment of financial aid operations. External review with Recommendations for improvement	6/15/24 – 12/15/24	No cost extension. Previously approved for \$30K at May 15th BOT. SUNY Grant Funded. Original term 6/15/24 – 8/15/24.
25-8301-653	Huaxia Chinese School (NY), Inc.	Provide Chinese cultural and language educational programming for Chinese-American children and adults.	9/10/24 – 6/30/25	\$40,000 Revenue
25-8301-654	Greater Westchester Youth Orchestras Association	To partner and co-sponsor with GWYO to offer music practices and performances.	9/1/24 – 8/31/25	\$13,000 Revenue

****Motion: Nonna/Mitchell – all in favor**

Resolution: Free Application Weeks

Whereas, the State University of New York (SUNY) is implementing SUNY Free Application Weeks from Monday, October 21, 2024, to Sunday, November 3, 2024, where all new applicants will not have to pay an application fee to apply to a SUNY affiliated institution who uses the SUNY application;

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;

Be it resolved that Westchester Community College will waive its application fee for all new applicants, in recognition of SUNY’s Free Application Weeks, from Monday, October 21, 2024, to Sunday, November 3, 2024; and

Be it further resolved that this resolution will only apply to new applicants during this time and refunds will not be awarded to students who have already paid application fees.

****Motion: Nonna/Carnot – all in favor**

Public Comment

Trustee Mitchell invited members of the community for public comment.

1. Professor Sheldon Malev

I consulted with Eve Lerner regarding the appropriate procedure for naming the campus road leading to Knollwood Road, “Dr. Joseph N. Hankin Way.” Eve Lerner provided me with a Westchester Community College policy guide for proceeding with this request. We have complied with all the requirements within that document. To be reassured that this proposal is not something just significant to me, I decided to circulate a petition for the naming of “Hankin Way” to the college community as well as to the larger Westchester County community. I was surprised by the willingness of everyone I asked to sign the petition and their supportive comments. I have copies here with me today of the petition if anyone here would like to sign. Dr. Hankin’s family has been informed of this recommendation and they expressed their support in favor of the naming of the campus road in honor of Dr. Joseph N. Hankin. Several members of the Westchester County Board of Legislators have also signed the petition. We will continue to circulate the petition (hard copy and electronic) as long as necessary. We would like to ask the Westchester Community College Board of Trustees to proceed with the official naming of the campus road leading to Knollwood Road, Dr. Joseph N. Hankin Way at its earliest opportunity.

2. Dr. Erik Fortune - **Read into the record by Secretary Howell**

Good afternoon, ladies and gentlemen of the Board, President Miles, her cabinet, and to my esteem colleagues, here in person, and joining online. My name is Erik Fortune, and I am an administrator here at SUNY Westchester. Unfortunately, I could not be here to make these remarks in person, but I am asking Ms. Howell to act in my stead.

I know that Prof. Malev has been pushing to rename the Knollwood access road in honor of Dr. Hankin, who has done so much for SWCC and seems like a reasonable request. But I would like to make a counter request. Dr. Hankin is an icon, here in Valhalla and within SUNY as a whole. His name graces the theatre in the AAB building, and I fear naming a road after him will lead us down a path to being known as the Hankin Community College. I cannot speak for the man but from what I am told and read about his life’s work; I do not believe that was his intention. Let us continue building on Dr. Hankin’s legacy, to build SWCC into an ecologically diverse institution of higher learning. I recommend that the Board

look at honoring one of the many people or groups that have helped fortify this great institution. For ex., Dr. Julius Ford Way, in honor of Dr. Ford. Or maybe in honor of the Lenape People (the first nation people who inhabited these lands). In March, Women's history month, the women of the Lenape Nation visited our campus and shared much knowledge and insight into their culture. These are just of couple of ideas, but I believe they would go a long way towards creating the institution that Dr. Hankin envisioned.

No other Public Comments

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: Nonna/Serratto– all in favor**

Motion out of Executive Session

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

Adjournment

****Motion: Nonna/Carnot – all in favor**

The next meeting of the Board of Trustees is scheduled for September 18, 2024.

Respectfully submitted,

Yolanda Howell

Yolanda Howell
Secretary, Board of Trustees