



**Ratified at April 15, 2026 Meeting**

**Board of Trustees Meeting  
March 18, 2026**

Minutes of the meeting of the Board of Trustees of Westchester Community College held on Wednesday, March 18, 2026, at 3 PM in the Student Center Event Room.

**Trustees Present:**

Dr. LeRoy Mitchell, Chairperson, Dr. Norman Jacknis, Vice-Chairperson, Deborah Raizes, Vice Chairperson, Robin Bikkal, Esq., (via videoconference) Anabella Delduco, Hon. John Nonna, Dr. Gregory Robeson Smith, (via videoconference), Hon. Lyndon Williams, Yolanda Howell, Secretary to the Board of Trustees.

**Trustees Excused:**

Susan Gerry, Esq.

**Trustees Absent:**

Sergio Serratto

**Cabinet Members Present:**

Dr. Belinda S. Miles, President, Dr. Vanessa Morest, Provost and Vice President, Academic Affairs, Jacqueline-Ann Clark, Vice President and Dean of Administrative Services, Dolores Swirin-Yao, Vice President and Dean, External Affairs, Executive Director, WCC Foundation, Tere Wisell, Vice President and Dean, Community Education and Workforce Development, Garrett McAlister, Vice President, Information Technology, Dr. Rinardo Reddick, Acting 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.

**Public Hearing**

The floor was open for anyone who wanted to speak at the Public Hearing regarding two resolutions for the BOT Bylaws - Extraordinary Circumstances Videoconferencing

and Adopting Written Procedures Consistent with Extraordinary Circumstances Videoconferencing.

**\*\*Motion to close Public Hearing: Nonna/Mitchell – all in favor**

### **Ratification of Minutes**

Trustee Williams made a motion seconded by Trustee Nonna to ratify the minutes of the February 18, 2026, Board meeting. The motion passed.

## **INFORMATION AND DECISION**

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

Dr. Belinda S. Miles reported:

If the campus seems a bit more quiet than usual, it's because it's very chilly spring break at SUNY Westchester Community College. Rest assured, even though the students may not be on campus, we are buzzing with our spring semester activities.

For example,

- Commencement Planning
  - Students on target for May completion are registering for graduation, and our commencement committee has been hard at work planning for our three ceremonies on Thursday, May 14.
  - 10:00 AM: The School of Mathematics, Science and Engineering and the School of Health Sciences and Wellness.
  - 2:00 PM: The School of Arts, Humanities and Social Sciences. We will also honor our 50-year alumni during this graduation ceremony.
  - 6:00 PM: The School of Business and Professional Careers.
- Enrollment and Student Services teams are working to enroll students for our summer sessions. Once again, we will offer four sessions
  - 10-week and first 5-week – Classes start 5/22
  - Second 5-week – Classes start 6/30
  - 3-week online session – Classes start 8/4
- Human Capital Management
  - Search committees are continuing their work and the interview and hiring process for new faculty is well underway. We look forward to welcoming new colleagues to the college community in the fall.

As we prepare to end a semester, work is well underway for the seamless start of a new semester. Our Strategic Plan guides this work, and we are well prepared to uphold our commitment to student and institutional excellence.

### Student Excellence

We are proud to share that student Alfredo Contreras was selected by SUNY System Administration to receive a Norman R. McConney, Jr. Award for EOP Student Excellence, which recognizes Educational Opportunity Program (EOP) students who have shown positive academic trajectories and have demonstrated their ability to succeed despite challenges they have faced during their academic careers. Mr. Contreras (along with Dr. Gwen Roundtree-Evans) attended the recognition ceremony in Troy, NY earlier this month.

We have also received news from the SUNY Chancellor's office that five of our students have been selected to receive a 2026 Chancellor's Award for Student Excellence and will be honored during a ceremony in Albany on Monday, April 27. We look forward to sharing additional information (including student names) following the event.

Kudos to our Phi Theta Kappa chapter which has been named a REACH Chapter, which recognizes PTK chapters that excel in membership development. PTK chapter members will receive special graduation stoles that will be worn during our commencement ceremonies in May.

We'll soon welcome new members to our PTK chapter during the Spring Induction Ceremony on Thursday, April 16. Thank PTK advisors Professor Robin Graff, Director Tiago Machado, and Assistant VP Adam Frank for supporting student excellence through extra-curricular activities.

### AI Committee Update

The Ad-Hoc Committee on Artificial Intelligence and Learning & Operational Technologies continues its work focused on the responsible use of artificial intelligence at the college. Committee members are analyzing results of the recent college survey, and more information will be shared as the committee prepares recommendations that support teaching, learning, operations, and student services across the college.

### Community Outreach

Late last month I had the honor of representing SUNY Westchester Community College as an honoree at the 18<sup>th</sup> Annual Salute to African Americans in Medicine: The Art of Healing Celebration hosted by the Harlem Fine Arts Show. We were recognized for our leadership in preparing healthcare professionals for our regional workforce. As a community college, we equip aspiring professionals with the skills and experience

needed to enter and advance in these critical roles. This special evening features a curated exhibition showcasing art inspired by health, healing, and history, alongside engaging panel discussions with distinguished medical professionals.

### Enrollment Management

Institutional Research reports:

- Enrollment trends:
  - Enrollment for the **Summer 2026** semester is well underway, with 1,369 students currently enrolled, reflecting a **10.9% increase** compared to Summer 2025.
  - Enrollment for **Spring 2026 is nearing finalization** for SUNY submission, with 11,945 students registered, representing a **1.6% increase compared** to Spring 2025 at the same point in time.
  - **Fall 2025 FTEs** have been finalized, and our final Fall 2025 AAFTE (Annual Average Full-time Equivalent), which includes credit, non-credit, and tutorial FTEs, is 3,565.72, a **2% increase** compared to Fall 2024.
- IPEDS
  - We have also finalized our two IPEDS reports, the 150% Graduation Rate Survey and the 200% Graduation Rate Survey:
  - According to IPEDS – for the **Fall 2022 IPEDS 150% Graduation Rate**, which examines full-time, first-time, degree/certificate-seeking undergraduate students, our graduation rate is 25% which is similar to last year.
    - The **transfer-out rate for this cohort is 16%** (students who transferred without graduating within the same time frame).
    - Additionally, 16% of the Fall 2022 cohort remain enrolled at SUNY WCC.
    - The **total success rate for this cohort is 56.1%**, which is higher than most previous years, with the exception of last year when we reached 60%.
    - The **200% graduation rate** for the Fall 2021 IPEDS cohort is **30.2%**, representing a **2.2% increase** compared to the Fall 2020 cohort.

Finally, as we continue to celebrate Women’s History Month, be sure to check our web Events Calendar for information on WHM and other events – including our Spring Job Fair & Career Readiness Expo for students and alumni on Wednesday, April 1 and our Spring Open House on Saturday, April 25.

## **B. Chair's Report**

Trustee Mitchell reported:

- Friends of SUNY
  - The Chancellor, SUNY colleagues, Senators, Assemblymembers, and other legislators were in attendance.
  - There were not many Presidents or Trustees present.
  - The Chancellor spoke but did not mention trustees.
- Legislator Luncheon at Westchester Community College
  - I attended the luncheon on campus; it was very informative.
  - We presented our case to the legislators.
  - We are hopeful they will support our advocacy efforts.
- NYCCT Communication
  - NYCCT has distributed a pro forma letter for us to send to our legislators.
  - This should be sent promptly, as the state is finalizing its budget.
  - The letter respectfully requests funding support, including operating assistance and continuation of the community college funding floor as proposed in the executive budget.
- NYCCT Annual Conference
  - Award nominations are now open and will close on June 17, 2026.
- NYCCT Budget Meeting
  - I attended as a member of the budget committee.
  - The budget for the upcoming year has been set and is pending approval by the full NYCCT board.
- ACCT
  - We are encouraged to contact our college's members of Congress and urge them to sign group letters supporting Pell Grants, strengthening community colleges, workforce training grants, and childcare access (CCAMPIS).

## **C. Committees**

### Student Trustee Report

Trustee Delduco reported:

#### Second Chance Foods

We have successfully solidified our partnership with Second Chance Foods. Through this collaboration, they will be providing frozen meals along with a dedicated freezer to store them on campus. This initiative will directly support students experiencing food

insecurity and help ensure more consistent, reliable access to meals. We are really excited about the impact this will have on our campus community. This is expected to be carried out in the summer and be in full swing by the Fall 2026 semester.

#### Federal Holiday Resolution

The Student Government Association passed a resolution addressing campus operations on federal holidays. This resolution proposes that the college close in observance of federal holidays, in recognition of the real challenges many of our students face with transportation and childcare.

Several evening classes currently run past adjusted bus schedules on federal holidays, leaving some students without a way to get home. At the same time, students who are parents or caregivers often struggle to find childcare these days. These are not small inconveniences. They are real barriers that affect students' ability to safely and successfully participate in their education.

This resolution has also received support from the FSA and has been shared with the Faculty Senate for review and will be brought forward at the next Board meeting for consideration.

#### Student Support Services

One of our committees is currently working on a resolution to advocate for the addition of a full-time case manager within Student Support Services.

This office is incredibly important to our students. For many, it is one of the first places they turn when they are struggling, whether that is with housing, food insecurity, mental health, or other personal challenges. The team does an amazing job supporting students, and it is clear how much they care.

At the same time, there is an increase in the volume of students seeking initial support when something has gone wrong. The staff does an amazing job referring students appropriately but wait times to meet with a case manager continue to increase. As student leaders, we want to support them in every way we can. However, we also recognize that there are limits to what we are able to provide without additional professional resources in place.

Adding a full-time case manager would not only support the staff, but would also ensure that students receive timely, consistent, and individualized care when they need it most. This resolution will also be brought forward at the upcoming Board meeting.

Finance/Facilities

Trustee Williams reported:

The Finance committee had discussion on the following topics.

- Operating Forecast
- Capital Projects Update
- Contracts

Trustee Williams asked Vice President Jacqueline-Ann Clark to go over the forecast for the month ending February 28, 2026, and the contracts.

Vice President Clark 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>
26-9606-433	Ashworth Creative	Professional video services for 3 video covering transfer Content for students.	4/1/26 – 5/1/26	\$9,000 Grant funded.
26-0130-724	GardaWorld Cash Services Inc.	Contractor pick up cash & coin deposits from WCC sites and Provide armored transport services to the Money processing Center.	4/1/26 – 30/30/31	\$45,679.70
26-0240-723	Empire Mechanical Services, Inc.	Variable Frequency Drive replacements needed in Academic Arts, Library and Science buildings	4/1/26 – 8/31/26	\$35,000
26-9110-434	Socialite Images, LLC	Photography and Photo Edits for WEOC Graduation	6/11/26 – 6/30/26	\$6,050
26-9615-725	National Glazing Solutions, LLC	Gateway: Installation of Feather Friendly Film on windows	4/1/26 – 8/31/26	\$24,548.80
26-0240-435	Richmar Controls and Service, Co., Inc.	The Buildings HVAC Controls system is outdated and beginning to age. Necessary repairs needed to program current VAV Dampeners, VFDs and other control items.	3/1/26 – 8/31/26	\$17,600

<u>CONTRACT #</u>	<u>CONTRACTOR NAME</u>	<u>CONTRACT DESCRIPTION</u>	<u>TERM</u>	<u>AMOUNT</u>
26-0240-702	Blaze Fire Protection Inc. <b>Name Change</b>	Operations 2025 sprinkler and fire repairs campus wide to keep in compliance.	1/1/26 – 7/29/26	
				<b>Previously approved at the Feb 18, 2026 BOT</b>
				<b>Includes proper documentation with 3 quotes needed for Bid submission per County Purchasing Policy.</b>
				<b>Lowest bidder.</b>
26-8102-436	NYS & CSEA Partnership for Education and Training	Provider agreement for tuition voucher program	4/1/26 – 3/31/27	\$17,270 Revenue.
26-9607-421	Peekskill School District	Payment for Peekskill dual enrollment tuition and administrative services	7/14/25 – 6/20/26	\$14,100 Revenue Grant funded. SMART Scholar Grant

**Amount of Grant increased due to the additional money needed to pay for textbooks. New amount \$15,684**

26-9605-420	Peekskill School District	Payment for tuition and administration of PTECH grant activities	7/14/25 – 6/30/26	\$12,500 Revenue Grant funded. PTECH Grant
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**Amount of Grant increased due to the additional money needed to pay for textbooks. New amount \$18,160**

**\*\*Motion: Williams/Raizes – all in favor**

Bylaw Revisions

Trustee Nonna reported:

Resolution # 2026-03: Authorization for Extraordinary Circumstances Videoconferencing

WHEREAS, on April 9, 2022, Governor Kathy Hochul signed into law Chapter 56 of the Laws of 2022, which added Section 103-a to the Open Meetings Law (“OML”), authorizing public bodies, until July 1, 2024, to permit their members to attend and participate in meetings by videoconferencing from a private, unnoticed location under “extraordinary circumstances”—including “disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting”—as long as a quorum of members is otherwise physically present at one or more noticed locations where the public can attend; and

WHEREAS, on May 3, 2023, Governor Hochul signed into law Chapter 58 of the Laws of 2023, which amended OML § 103-a(2)(c) to allow public bodies, through written procedures and notwithstanding the quorum requirements otherwise applicable, to allow for any member with a disability (as defined in New York Executive Law § 292),

where such disability renders the member unable to participate in-person at a meeting location where the public can attend, to be considered present for the purposes of fulfilling the quorum requirements for such public body, provided, however, that the remaining criteria set forth in OML § 103-a are otherwise met, and provided, further, that the public body maintains at least one physical location where the public can attend the meeting; and

WHEREAS, on April 20, 2024, Governor Hochul signed into law Chapter 58 of the Laws of 2024, part of which provided for a two-year extension of the OML's extraordinary circumstances videoconferencing amendment, until July 1, 2026; and

WHEREAS, Section 103-a(2)(a) requires public bodies, including the Board of Trustees of Westchester Community College, to adopt a resolution following a public hearing authorizing the use of videoconferencing under such extraordinary circumstances; and

WHEREAS, the Board held a public hearing regarding the consideration of this Resolution on March 18, 2026; and

WHEREAS, in accordance with Section 103-a(2)(d), any members attending by videoconference must, except during executive session, be "heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon;" and

WHEREAS, Section 103-a(2)(g) requires that any meeting where a member attends by videoconference be recorded, posted to the Board of Trustees' webpage within five business days, and transcribed upon request; and

WHEREAS, Section 103-a(2)(h) requires that members of the public be permitted to attend and participate, if authorized, in any meeting by videoconference when a member attends by videoconference;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Westchester Community College authorizes its members who experience an extraordinary circumstance, as described in the Open Meetings Law and above, and as further defined by any rules and/or written procedures later adopted, to attend meetings by videoconference: (i) as long as a quorum of the members attends in-person at one or more locations open to the public, provided that a member with a disability may be considered present for purposes of fulfilling quorum requirements, pursuant to Open Meetings Law § 103-a(2)(c); (ii) as long as the member can be seen, heard, and identified while the open portion of the meeting is being conducted; and (iii) as otherwise permitted under Open Meetings Law § 103-a; and

BE IT FURTHER RESOLVED that the Board of Trustees shall create written procedures further governing its use of videoconferencing by its members in compliance with Open Meetings Law § 103-a.

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

Resolution: Adopting Written Procedures Consistent with Extraordinary Circumstances Videoconferencing; Amending Board Bylaws

WHEREAS, on March 18, 2026, the Board adopted Resolution # 2026-03, entitled “Authorization for Extraordinary Circumstances Videoconferencing;” and

WHEREAS, Board Resolution # 2026-03 and Open Meetings Law § 103-a(2)(b) each require that the Board establish written procedures governing member and public attendance at meetings consistent with Open Meetings Law § 103-a, and that such written procedures be conspicuously posted on the public website of the public body; and

WHEREAS, Resolution # 2026-03 describes the Board’s quorum requirements in detail, such that the Board of Trustees’ Bylaws Section on quorums (i.e., Article III, Section 3) should be amended; and

WHEREAS, given that Article III, Section 3 the Bylaws shall be amended following the adoption of this resolution, it is efficient to simultaneously dispense with a requirement that no longer stands in Article III, Section 5 of the Board’s Bylaws;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Westchester Community College adopts the written procedures entitled “The Use of Videoconferencing to Conduct Meetings of the Board of Trustees of Westchester Community College;” and

BE IT FURTHER RESOLVED that the written procedures now being adopted shall be appended to the Board’s Bylaws as “Appendix A;” and

BE IT FURTHER RESOLVED that the current text of Article III, Section 3 of the Board’s Bylaws, entitled “Quorum of the Board,” shall be replaced entirely with the following text:

Section 3. QUORUM OF THE BOARD

- A. A majority of Trustees of the full Board constitutes a quorum of the Board. Consistent with the Open Meetings Law, if there is a quorum of Trustees

participating in a meeting at a physical location or locations open to the public, then the Board may properly conduct business. A smaller number of Trustees may call the roll, record the names of the absentees, and adjourn.

- B. A Trustee who is participating by videoconferencing, due to extraordinary circumstances, from a remote location that is not open to in-person physical attendance by the public under Open Meetings Law § 103-a, shall not count towards a quorum, but may participate and vote if there is a quorum of Trustees otherwise present at a physical location or locations open to the public.
  
- C. Notwithstanding the foregoing in Section 3.B above, any Trustee who has a disability as defined in New York Executive Law § 292, where such disability renders such Trustee unable to participate in-person at any such meeting location where the public can attend, may be considered present for purposes of fulfilling the quorum requirements for the Board at any meetings conducted through videoconferencing pursuant to Open Meetings Law §103-a; provided, however, that the remaining criteria set forth in Open Meetings Law §103-a(2) are otherwise met; and provided, further, that the Board maintains at least one physical location where the public can attend such a meeting.
  
- D. Appendix A of these Bylaws contains written procedures for the use of videoconferencing to conduct Board meetings, including further explication on quorum requirements.

and

BE IT FURTHER RESOLVED that the last sentence of Article III, Section 5 of the Board's Bylaws, entitled "Parliamentary Procedure," shall be stricken, such that the text "The Board shall designate a Parliamentarian" will be deleted from the Bylaws.

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

Public Comment

Trustee Mitchell invited members of the community for public comment.

No public comment.

**The Chairperson convened an Executive Session under provisions of Section 105 of Article 7 of the Public Officers Law to discuss contractual matters.**

Motion to go into Executive Session to discuss contract issues.

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

Motion out of Executive Session

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

Adjournment

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

The next meeting of the Board of Trustees is scheduled for April 15, 2026.

Respectfully submitted,

*Yolanda Howell*

Yolanda Howell

Secretary, Board of Trustees