



**Ratified at October 18, 2017 meeting**

**Board of Trustees Meeting  
September 20, 2017**

Minutes of the meeting of the Board of Trustees of Westchester Community College held on Wednesday, September 20, 2017 at 3:00 PM in the lecture hall of the Peekskill Extension Center.

**Trustees Present:**

Hon. John Nonna, Chairperson, Hon. Andrew Spano, Vice-Chairperson, Robin Bikkal, Esq., Toni Cox-Burns, Dr. Norman Jacknis, Dr. LeRoy Mitchell, Nicholas Singh, David Swope, Esq., and Yolanda Howell, Secretary to the Board of Trustees.

**Trustees Excused:**

Betsy Stern, Vice-Chairperson, Joseph P. McLaughlin.

**Cabinet Members Present:**

Dr. Belinda S. Miles, President, Dr. Shawn Brown, Chief of Staff, Barry Cohen, Interim Vice President and Dean of Administrative Services, Eve Larner, Vice President and Dean, External Affairs, Executive Director, WCC Foundation, Dr. Vanessa Morest, Vice President and Provost, Academic Affairs, Anthony Scordino, Vice President, Information Technology, Sara Tweedy, Vice President and Dean Student Access, Involvement and Success, Tere Wisell, Vice President and Dean, Continuing Education and Workforce Development.

**Call to Order**

The Meeting was called to order by Chairperson John Nonna.

**Ratification of Minutes**

Trustees Mitchell and Swope made a motion to ratify the minutes of the July 19, 2017 board meeting. The motion passed.

**INFORMATION AND DECISION**

## A. President's Report

Dr. Belinda S. Miles reported:

- Welcome to the Peekskill Center and welcome to our livestreaming viewers
- Community Engagement
  - First community conversation earlier today.
  - Getting the word out: press releases and media coverage in packets, including Honors College launch.
- Student Success
  - Revamp of academic master plan with new provost.
  - Enhance strategic enrollment management plan with new associate dean and cross-functional teams.
  - Fall enrollment continues with registrations ongoing for second 7 ½ week session.
- Stewardship
  - Space utilization report presentations will occur this fall. Implications for programming and campus master plan.
  - CampusWorks concluded its consulting engagement; now working with IT on implementation. Learning technology, classroom technology, administrative systems.
- Culture
  - Staff professional development planned, initial focus on technology systems that support student advising and success, e.g. PeopleSoft, DegreeWorks, Viking Success.
  - Senior Administrative Leadership Team (SALT) is underway with improvements for bringing senior leaders together for developing competencies.
  - Chief Financial Officer and Chief Diversity Officer searches continue... as do searches for a range of other positions.
  - Working with HR to evaluate openings as they occur. Reconfiguring or revamping positions where we can make best use of talent.
  - Since September 1, 2016—the start of FY16-17—until now, we have welcomed 53 new employees not including adjunct faculty. That includes 33 staff, 4 administrators, and 16 teaching and counseling faculty members.

Dr. Miles introduced Dr. Sherry Mayo who gave a presentation on Science, Technology Engineering, Arts and Mathematics (STEAM).

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

- The Board is pleased to be at the Peekskill Extension Center.
- Challenges that we face as a Community College (ACCT – Trustee Magazine)
  - Changed political landscape
  - Financial challenges and constraints
  - Declining enrollment
  - Financial aid to students
  - College completion and student success
  - Degrees of relevance
  - Employment and earnings
  - Business models
  - Technology

## **C. Committees**

### Governance

Trustee Spano reported:

### Procedure for Faculty Senate and Staff Council to Share Information with Board Committees

Rev. August 2017

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.

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

**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.

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

### Program & Planning

Trustee Jacknis reported:

Our committee discussed the following topics.

- Applied Learning
- Student Access Involvement and Success update
- Workforce update
- Academic Affairs update

Trustee Jacknis presented the following candidates to the Board for their approval.

### Candidates for promotion

#### **Promotion to Full Professor**

1. Craig Padawer
2. Doris Warmflash
3. Betty Jo Stokes

#### **Promotion to Associate Professor**

1. Mary Lou Sgro
2. Robert Collis
3. John Watkins

#### **Promotion to Assistant Professor**

1. Richard Gennaro
2. Philip McGrath

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

### Student Trustee

- Senate elections have begun
- The Student Government Association (SGA) has taken the initiative to assist in the prevention of sexual harassment.
- The SGA executive board will attend the SUNY Student Assembly.
- We have had 15 student events since the beginning of the semester
- We held our first student convocation

- We had our student involvement fair

Finance/Facilities

Trustee Mitchell asked Barry Cohen to give the finance report.

Barry Cohen reported:

SUNY 2017/2018 Budget & Sponsor Services

**WHEREAS**, pursuant to Subchapter D, section 602.3 of the “Code of Standards and Procedures for Administration and Operation of Community Colleges under the Program of State University of New York”, Westchester Community College is required to file annually a college operating budget request with State University for the fiscal year commencing on September 1<sup>st</sup>, therefore

**BE IT RESOLVED**, that the Trustees of Westchester Community College herewith approve the 2017/18 New York State Operating Budget-Unrestricted Funds in the amount of \$118,311,018 and the 2017/18 New York State Operating Budget-Restricted Funds in the amount of \$40,210,960; and

**BE IT FURTHER RESOLVED**, that included in this budget are sponsor services in the amount of \$1,043,865; and

**BE IT FURTHER RESOLVED**, that by copy of this resolution, the Trustees of State University be respectively requested to approve same.

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

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>
179463328 – AA	ELLUCIAN	This project will input pre-requisites to assist counselors for purposes of improving advising, enrollment management, time to degree completion and graduation rates	5/17/17 – 5/16/18*	\$14,618

\*Approval for new contract termination date. Original contract termination date of 10/31/17 was approved at July 19, 2017 BOT meeting

<u>CONTRACT #</u>	<u>CONTRACTOR NAME</u>	<u>CONTRACT DESCRIPTION</u>	<u>TERM</u>	<u>AMOUNT</u>
180505146 – AA	PROCTOR U	Online exam proctoring service to be Used for online and hybrid courses	9/2017 – 8/2020	\$0
180130525 – ADM	FOCUS MEDIA	Public relations consulting services, to be provided on an as needed basis – media planning and placement, reputation management, providing guidance to the College’s senior leadership in formulating strategies for emergent situations	7/20/17 – 7/19/18	\$20,000
178221337 – CE	CITY OF MT. VERNON	Mt. Vernon will pay WCC for services: ESA Instructor, SAT & ACT Prep tutoring, student mentoring, space for parent meetings and girls’ STEM brunch	7/17/17 – 8/31/18	\$13,200 (revenue)
179476334 – CE	BUSINESS COUNCIL OF WESTCHESTER	To recruit businesses for the Just Add One Program	9/1/16 – 1/15/17	\$18,000
178226331 – CE	WHITE PLAINS CITY SCHOOL DISTRICT	Classroom rental at Eastview Middle School for temporary use by WCC’s ESL Program normally held at White Plains Library during library renovations	9/13/16 – 4/27/17	\$8,018
178211145 – CE	KECK HEATING AND AIR CONDITINING	Emergency repair – Water leak in Room 7 – Biology Lab. Installed new Motor, pulley and belt	8/18/17	\$1,138
170110526 – EA	GABE PALACIO	Primary professional photographer for marketing and promotions	9/1/17 – 8/31/20	\$22,500
170110527 – EA	KEN GABRIELSEN PHOTOGRAPHY	Secondary professional photographer for marketing and promotions, when primary is unavailable	9/1/17 – 8/31/20	\$22,500
180240340 – FAC	PETER J. LANDI, INC.	Remove all broken blacktop sidewalk and Replace new asphalt sidewalk	within 90 days of signed contract	\$8,800
170240336 – FAC	EMPIRE MECHANICAL SERVICES	Repiping of hot water heaters in the Physical Education Building	8/1/17 – 12/31/17	\$5,630
170115339 – IT	ADVANCED COMMUNICATIONS	Test and repair single mode and multi mode fiber at Valhalla campus – repair connectors	8/25/17 – 12/17/17	\$10,416

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

**The Vice-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: Jacknis/Mitchell – all in favor.**

Motion out of Executive Session

**\*\*Motion: Spano/Cox-Burns – all in favor.**

Adjournment

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

The next meeting of the Board of Trustees is scheduled for October 18, 2017 at 3 pm.

Respectfully submitted,

*Yolanda Howell*

Yolanda Howell  
Secretary, Board of Trustees