



Ratified at December 20, 2017 meeting

**Board of Trustees Meeting
November 15, 2017**

Minutes of the meeting of the Board of Trustees of Westchester Community College held on Wednesday, November 15, 2017 at 3:00 PM in the Event Room of the Student Center on the Valhalla campus.

Trustees Present:

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

Trustees Excused:

Nicholas Singh

Cabinet Members Present:

Dr. Belinda S. Miles, President, Dr. Shawn Brown, Chief of Staff, Dr. Vanessa Morest, Vice President and Provost, Academic Affairs, Eve Larner, Vice President and Dean, External Affairs, Executive Director, WCC Foundation, 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.

Proclamation for former Trustee Joseph P. McLaughlin

Members of the Board thanked Trustee Joseph P. McLaughlin for his years of service to the Westchester Community College Board of Trustees and presented him with the following proclamation.

WHEREAS, the Board of Trustees wishes to express appreciation to Joseph P. McLaughlin for his distinguished 12-year tenure of dedicated service to Westchester Community College; and

WHEREAS, Mr. McLaughlin began his service as a member of the Westchester Community College Board of Trustees in 2005 by appointment by the County Board of Legislators; and

WHEREAS, Mr. McLaughlin's contributions to the Board of Trustees has included service on the Program and Planning Committee with contributions to the college's mission of access, student success, and academic excellence in certificate, degree, and workforce programs; and

WHEREAS, Mr. McLaughlin has served as an educator for more than 40 years as a high school teacher committed to helping students succeed; and

WHEREAS, Mr. McLaughlin promoted excellence in teaching as a longtime president of the Harrison Association of Teachers, member and president of the Teachers' Retirement System Board of Directors, and member of the NYSUT Board of Directors; and

WHEREAS, on behalf of the entire Board of Trustees, I want to express our sincere appreciation to Mr. McLaughlin for his committed service in education, his advocacy for students, and his advancement of the union movement upon his retirement from the Westchester Community College Board of Trustees.

NOW, THEREFORE, I, John Nonna, Chair of the Board of Trustees, do hereby proclaim Thursday, November 16, 2017, as

"JOSEPH P. MCLAUGHLIN DAY"

at Westchester Community College, and urge all students, faculty, staff, and administrators to join me and the Board of Trustees in congratulating Mr. McLaughlin on an exemplary career in education and devoted service to the community college.

PROCLAIMED this 15th day of November 2017.

Joseph McLaughlin thanked the members of the Board and the campus community for this recognition.

Ratification of Minutes

Trustees Bikkal and Jacknis made a motion to ratify the minutes of the October 18, 2017 board meeting with the necessary corrections. The motion passed.

INFORMATION AND DECISION

A. President's Report

Dr. Belinda S. Miles reported:

I am excited about several activates that have happened this week.

- The President’s Forum – “United or Divided One Year Later” (Sponsored by the Foundation) – Journalist and other professionals modeled for the public and our students about what it is like to have civil discourse.
- Social Justice Day – (Sponsored by the Faculty Senate Diversity Committee) A conference involving panels and individuals who engaged students in their civic awareness
- PTECH – we have agreed to partner with another Yonkers High School focusing on Health Information Technologies.
- Westchester Community College has been granted \$160,000 in funding from SUNY to start our Center for Applied Learning.

We have a guest today from JMZ Architects, Ms. Tenee Casaccio will give a us brief presentation regarding the Westchester Community College Space Utilization Study.

After the presentation Dr., Miles acknowledge the following new employees and current employees who have taken on other roles.

- Tiffany Hamilton – Associate Dean—Diversity, Equity & Inclusion, Chief Diversity Officer
- Tiago Machado – Interim Director of Student Involvement
- Mitchell Udoff – Technical Assistant, Media & Instructional Technologies
- Natalie Davis – Office Assistant – Online Education and Scheduling

B. Board Chair’s Report

There was an article in the New York Times on the topic of Revised Data showing that Community college graduation rates are better than otherwise thought. Many community college students are nontraditional, adults, parents, and people with full time jobs. Due to a change in the required criteria through the Department of Education such as counting transfers towards completion, graduation rates have increased.

Last week I was a panelist on a discussion of the movie 13th about the criminal justice system in country, mass incarceration and the barriers to reentry that formerly incarcerated people face. I was on the panel with three young men in their 20’s who were incarcerated for 6-7 years each. Two of the young men were going to community college. I am hopeful that we have some way here to outreach to young people like this who need a break in order to move ahead.

Finally, later on the agenda, I am pleased to see that we will be voting on the faculty contract.

C. Committees

Governance

Trustee Spano reported:

The Governance committee had discussion on the following topics.

- We discussed the proclamation for Joseph P. McLaughlin that was read at the beginning of this meeting.
- We discussed a retreat for the Board to take place on December 20, 2017

Program & Planning

Trustee Jacknis reported:

The Program and Planning committee discussed the following topics.

- Dr. Vanessa Morest reported on priorities in the department of Academic Affairs
 - First year experience
 - Academic Master Plan
- Sara Tweedy reported on a successful Transfer Fair in which more than 100 schools participated.

Finance/Facilities

Trustee Mitchell reported:

The Finance committee discussed the following topics.

- Revenue and expense projections
- Contracts
- 2018/19 Capital Program

Trustee Mitchell asked Dawn Gillins to give the finance report.

Dawn Gillins reported:

2018/19 Capital Program

Dawn Gillins gave the Board an overview of the 2018/19 Capital Program.

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

Westchester Community College Federation of Teachers Faculty Contract

Resolution

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

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

BE IT RESOLVED, that the Board of Trustees of Westchester Community College hereby ratifies and approves the provisions of the Agreement between the College and the Westchester Community College Federation of Teachers, a copy which is attached (the "Agreement"). The Agreement has a term of September 1, 2011 through August 31, 2018, and includes provisions for wage increases with retroactivity limited by the Agreement, a possible change of the health insurance coverage provider and health insurance coverage contributions.

****Motion: Stern/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>
180240148 – FAC	UNITY MECHANICAL CORP.	Remove control valve and actuator, replace defective float and thermostatic steam trap rebuild condensate pump in boiler room of Maintenance III	within 90 days of signed contract	\$4,250
189110149 – EOC	HONEST ILLUSIONS MULTIMEDIA, LLC	To provide video equipment, recording editing and production services to create 10 minute high definition informational video and 30 second "commercial" clip	11/1/17 – 6/30/18	\$4,999
180130150 – ADM	DIAMOND MARKETING SOLUTIONS	IRS 1095-C printing, mailing and IRS reporting services. \$400 is the estimated postage added to the quote.	1/1/18 – 12/31/18	\$4,041
189462531 – AA	YONKERS PUBLIC SCHOOLS	Collaboration between WCC and Roosevelt ECHS to provide an opportunity for ECHS students to enroll in college courses through the ECE program	9/1/17 – 8/31/18	\$42,065 (revenue)

<u>CONTRACT #</u>	<u>CONTRACTOR NAME</u>	<u>CONTRACT DESCRIPTION</u>	<u>TERM</u>	<u>AMOUNT</u>
180000534 – AA	PLEASANTVILLE UNION FREE SCHOOL DISTRICT	Partnership with Pleasantville School District to provide access for students with disabilities - AMENDMENT*	7/1/17 – 6/30/18	\$97,222 (revenue)

**Previously approved July 19, 2017 for the NTE amount of \$30,000. Adding additional services and increase NTE amount to \$97,222.*

188102151 – CE	JOSEPH MATERO	Delivery of specialized instruction in job skills for gas leak technicians. This intensive program runs four (4) consecutive days (7 hours per day)	12/11/17 – 12/14/17	\$5,400 (revenue)
180310152 - SPS	COLLEGE STEPS D/B/A/ STEPS PROGRAM, INC.	To provide a support program for certain students on the autism spectrum	1/1/18 – 7/31/22	\$0

****Motion: Spano/Stern – 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: Stern/Bikkal – all in favor.**

Motion out of Executive Session

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

Adjournment

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

The next meeting of the Board of Trustees is scheduled for December 20, 2017.

Respectfully submitted,

Yolanda Howell

Yolanda Howell
Secretary, Board of Trustees