



Ratified at February 21, 2024 meeting

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

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

Trustees Present:

Dr. LeRoy Mitchell, Chairperson, Robin Bikkal, Esq., (via videoconference), Clara Carnot, Susan Gerry, Esq., Dr. Gregory Robeson Smith, (via videoconference), Sergio Serratto, (via videoconference), Hon. Yolanda Howell, Secretary to the Board of Trustees.

Trustees Excused:

Dr. Norman Jacknis, Vice-Chairperson, Deborah Raizes Vice Chairperson, Hon. John Nonna, Lyndon Williams.

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, Tere Wisell, Vice President and Dean, Community Education and Workforce Development, Anthony Scordino, 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 Robeson Smith made a motion seconded by Trustee Gerry to ratify the minutes of the December 13, 2023, Board meeting. The motion passed.

INFORMATION AND DECISION

A. President's Report

Dr. Belinda S. Miles reported:

Happy New Year! I hope that everyone had a restful break and we're all excited to welcome students to the spring semester. It feels like it's been a while since we've had weather affect the start of the semester, but as always, we focus on the safety of our college community and so today our campus is buzzing as students find their way to classes while others continue to work through the registration. Our Strategic Enrollment team is working to get students where they need to be!

Kudos to our Physical Plant and Maintenance teams for clearing snow and ice along campus roads and pathways and for prepping our buildings and grounds for the start of the semester.

Enrollment

Spring enrollment has been extended due to the recent college closure – giving students time to get into the classes they need, especially students on target to complete in May or August. All updated information and dates are posted on our website – Academic Calendar.

Institutional Excellence

Our commitment to student and institutional excellence and to creating an environment of belongingness and respect improves the student experience and how they perceive the college. Dr. Liza Adams – Institutional Research, Planning, and Effectiveness reports a few highlights from recent student surveys:

Fall 2023 Continuing Student Survey:

- Students overwhelming either somewhat agree or strongly agree that the college is both accepting of individual differences (78.8%) and is welcoming of the opinions of others (69.8%)
- Students show similarly high levels of agreement that they are respected by both their peers (74.8%) and faculty (79.6%).
- Approximately three-quarters of continuing students (74.3%) either somewhat agree or strongly agree that the overall quality of instruction is excellent and is worth the cost (75.2%).

Fall 2023 First Year Student Survey:

- Students overwhelmingly (96.9%) said that SUNY WCC made them feel welcomed. This was an even higher percentage who responded affirmatively than the previous year (91.9%).

- The proportion of students who responded that their impression of SUNY WCC was above average or excellent before they enrolled to after increased from 31.2% to 67.6%.
- Most students (69.2%) had a good experience with the registration process.
- The SUNY WCC website was by far the most cited source of information about the college (68.3%).

It should be noted that our Creative Communications Team is working on a website redesign – thanks to all who participated in the brief survey – your feedback is important and will aid the redesign team in their work.

State of the State Address / State Budget

Some of you may have attended Governor Hochul’s virtual State of the State Address on Tuesday, January 9. The Governor released the 2024-2025 Fiscal Year budget yesterday and we look forward to working with SUNY, Chancellor King, and our Board members on funding opportunities for community colleges.

A few of the highlights:

- \$207 Million in New State Support for SUNY and CUNY Campuses.
- Maintaining the Community College Funding Floor. The Executive Budget will maintain a funding floor for community colleges at 100 percent of prior year funding. Without a funding floor, community colleges would face a \$143 million (23 percent) loss in formula aid due to enrollment declines.
- \$1.2 Billion for New Capital Projects at SUNY and CUNY Campuses. The Executive Budget provides \$1.2 billion in new funding for capital projects to help maintain SUNY and CUNY campus facilities in a state of good repair and make strategic investments in new facilities. This includes: \$154 million for community colleges (**\$138 million SUNY, \$16 million CUNY**).

In celebration of Dr. Martin Luther King Jr. Day, I had the pleasure of joining the Eastchester Community Action Partnership Council at their 36 annual breakfast on Monday. These are opportunities to introduce – or reintroduce SUNY Westchester Community College to our external community. Thank you to all who participated in a day of service or in other celebrations of Dr. King’s legacy.

B. Board Chair’s Report

Trustee Mitchell reported:

- The New York Community College Trustees are advocating for all our students regarding g funding for community colleges.
- In February several of us will be attending the ACCT National Legislative Summit in Washington, DC where we will advocate for community colleges on a national level.

- Anti-Bullying resolution – Thank you to Trustees Nonna, Gerry and Bikkal and Dr. Rinardo Reddick and Aurora Workman for all their assistance with bringing the policy to fruition.
- Congratulations to Trustee Susan Gerry on her recent appointment as Yonkers Deputy Mayor.

C. Committees

Governance Committee

Trustee Gerry reported:

The Governance Committee had discussion on the following:

- Anti- Bullying policy
- Posting Materials on Campus
- We are working behind the scenes regarding the Consensual Relationship and Nepotism policies
- BOT Orientation package

Program Committee

Trustee Gerry reported:

The Program Committee had discussion on the following:

- Enrollment Update
 - Enrollment process
 - New software for students
 - Enrollment on weekends – online
 - SUNY BOT – Prior learning policy – older adult job experience

Finance/Facilities

Trustee Robeson Smith reported:

The Finance committee had discussion on the following topics.

- Operating Forecast
- Capital Projects Update
- Contracts
- MWBE

Trustee Robeson Smith asked Vice President Brian Murphy to go over the forecast for the month ending December 30, 2023 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>
24-0240-608	Empire Mechanical Services, Inc.	Remove 2 existing sump pumps, motors and controller and furnish and install 2 new sump pumps in the PE chlorine room	2/1/24 – 5/17/24	\$31,000
24-0240-594	Energy Management of Facilities, INC. DBA EMF	Andover system maintenance for our HVAC controls	3/1/24 – 2/28/26	\$26,498

****Motion: Robeson Smith/Carnot – all in favor**

Resolution

Resolution: Approval of Non-Represented Managers Pay Scales Effective September 1, 2022 and September 1, 2023

WHEREAS, Westchester Community College values the contributions made by its Non-Represented Managers and their continued leadership.

RESOLVED, that the Board of Trustees of Westchester Community College herewith approves the attached Pay Scales for Non-Represented Managers effective September 1, 2022 and September 1, 2023.

PAY SCALE III (Effective September 1, 2022)

WESTCHESTER COMMUNITY COLLEGE MANAGERS

Group	<u>Steps</u>									
	1	2	3	4	5	6	7	8	9	10
I	81,918	86,853	91,788	96,723	101,656	106,591	111,526	116,460	121,394	126,328
II	100,148	106,199	112,250	118,301	124,353	130,404	136,456	142,507	148,559	154,610
III	118,869	125,152	131,434	137,717	144,000	150,282	156,565	162,847	169,129	175,413
IV	137,559	144,985	152,412	159,839	167,267	174,691	182,118	189,546	196,970	204,397

Longevity Rates
 5 years = \$2,550
 10 years = \$2,756
 15 years = \$3,065
 20 years = \$4,096
 25 years = \$5,538

PAY SCALE III (Effective September 1, 2023)

WESTCHESTER COMMUNITY COLLEGE MANAGERS

Group	Steps									
	1	2	3	4	5	6	7	8	9	10
I	83,556	88,590	93,624	98,657	103,689	108,723	113,757	118,789	123,822	128,855
II	102,151	108,323	114,495	120,667	126,840	133,012	139,185	145,357	151,530	157,702
III	121,246	127,655	134,063	140,471	146,880	153,288	159,696	166,104	172,512	178,921
IV	140,310	147,885	155,460	163,036	170,612	178,185	185,760	193,337	200,909	208,485

Longevity Rates

- 5 years = \$2,550
- 10 years = \$2,756
- 15 years = \$3,065
- 20 years = \$4,096
- 25 years = \$5,538

****Motion: Robeson Smith/Gerry – all in favor**

RESOLUTION: APPROVAL TO ADOPT THE SUNY WCC ANTI-BULLYING POLICY

WHEREAS, it is recommended that SUNY Westchester Community College adopt an Anti-Bullying Policy, and
WHEREAS, the SUNY WCC administration recommends, and the President concurs;
NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby adopts the Anti-Bullying Policy, a copy of which Policy is attached hereto.

**WESTCHESTER COMMUNITY COLLEGE
BOARD OF TRUSTEES
ADOPTED:**

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

ANTI-BULLYING POLICY

PURPOSE

SUNY Westchester Community College is committed to maintaining the highest standard of behavior where every member of the College community conducts themselves in a manner that demonstrates proper regard for the rights and welfare of others. Therefore, this Anti-Bullying Policy seeks to promote civility and respect, educate the College community about bullying, and clarify disciplinary action that may result from inappropriate conduct.

SUNY Westchester Community College prohibits bullying and related behaviors. Bullying and related behaviors are demeaning and offensive, and can foster a climate of fear, intimidation and disrespect which seriously impairs the physical and psychological health of its victims. Moreover, these behaviors create conditions that negatively affect any learning and working environment. Thus, mental, physical and/or emotional intimidation and/or bullying will not be tolerated. All forms of bullying shall be investigated and addressed in a timely manner in

accordance with this policy in order to maintain a safe working and learning environment. SUNY Westchester Community College is committed to the principle of academic freedom and the right to freedom of speech, and this policy shall not be interpreted as interfering with this principle and this right.

POLICY

Bullying, including but not limited to the acts as defined below, is strictly prohibited on any College property; at any College function, event, or activity; and/or through the use of any electronic or digital technology, whether or not such act occurs on College property. As long as there is a nexus between the behavior and the involved individuals' College affiliation, attendance and/or employment, this policy prohibiting acts of bullying shall apply.

All forms of bullying shall be investigated and addressed in a timely manner in accordance with this policy to maintain a safe working and learning environment.

SCOPE

To advance the goal of establishing and maintaining a College environment that is free from bullying of all types, this policy shall apply to and be binding on every member of the College community, including all College employees, volunteers, and vendors, with the exception stated below. It shall be used to address complaints of bullying, as defined herein, perpetrated by members of the College community against other College employees, against students or against third parties (i.e., other vendors, visitors, etc.).

This policy shall not apply to acts of bullying committed by College students, as such actions and complaints are addressed through and shall be investigated and resolved pursuant to the College's Code of Conduct administered by the Dean of Students.

DEFINITIONS:

A. Bullying:

Bullying is defined as the aggressive and/or hostile act(s) of an individual or group of individuals which are intended to and/or do humiliate, mentally or physically injure, or intimidate, and/or operate to control another individual or group of individuals. To constitute bullying, as defined herein, the reported act(s) must create or intend to create a working and/or learning environment that a reasonable person would find intimidating, hostile or offensive. Acts of bullying can occur as a single incident or repeated incidents, and may manifest in one or more of the following forms, which include but are not limited to:

- a. Physical Bullying includes pushing, shoving, kicking, poking, and/or tripping another; assaulting or threatening a physical assault; damaging a person's work area or personal property; and/or damaging or destroying a person's work product. Such acts will be addressed under this policy, as well as in accordance with the SUNY WCC Workplace Violence Policy.
- b. Verbal/Written Bullying includes ridiculing, insulting, or maligning a person, either verbally or in writing; addressing abusive, threatening, derogatory or

offensive remarks to or about a person; writing communications that result in public humiliation and create a hostile work environment.

- c. Nonverbal Bullying includes pointing, staring, laughing, or making faces or directing threatening or intimidating gestures toward a person or invading an individual's personal safe space (intimate distance is established as 0-4 feet) after being asked to move or step away.
- d. Cyber-bullying includes acts of bullying which occur by and through the use of any electronic medium, including, but not limited to, the Internet, email, social media, interactive and digital technologies, and/or mobile phones. Cyber-bullying is strictly prohibited whether or not such action occurs on College property, provided there is a nexus between the cyber-bullying and the involved individuals' College attendance and/or employment.

3. Bullying shall not include circumstances wherein:

- a. A supervisor or any person with supervisory authority reports and/or documents an employee's unsatisfactory job performance and the potential consequences for such performance.
- b. A faculty member, administrator, or staff reasonably is advised of unsatisfactory academic work, or a faculty member is enforcing classroom / department management.
- c. A faculty member, administrator or staff advises, alerts, and warns in writing or verbally of inappropriate behavior that may result in disciplinary proceedings.

B. Complainant:

A Complainant is an Individual who makes a report of bullying or stalking behavior(s) committed against him/her.

C. Respondent:

A Respondent is an Individual accused of bullying or stalking in violation of this policy.

APPLICABILITY

This policy does not prohibit the Complainant from filing a complaint with the appropriate local, state, or federal authorities/agencies. It is further understood that:

- 1. Filing a complaint externally will not prohibit the College from conducting an internal investigation.
- 2. Complaints filed under this policy will not preclude the advancement of charges in accordance with other College policies, such as policies prohibiting discrimination and bias, sexual harassment.

REPORTING PROCEDURE

- a) Complaints alleging bullying by College employees perpetrated against other employees, students, or third parties (such as service providers) should be reported immediately to the Office of Human Resources and/or the Office of Public Safety.
- b) The Respondent shall be considered "not responsible" until a finding of responsibility is made pursuant to the provisions of this policy. However, in the event the Respondent presents a continuing threat to the health and safety of the College community, or if the complaint rises to the level of criminal behavior, they will be subject to interim measures in accordance with applicable collective bargaining agreements, employee handbooks, and College policies.
- c) The College will conduct an investigation that is fair, impartial, and conducted by individuals without a conflict of interest, and which provides both the Complainant and the Respondent a meaningful opportunity to be heard in accordance with the **SUNY Westchester Community College Employee Investigative Process**.

This document can be found on MyWCC, as follows: [Human Resources Information](#) > [Policies and Procedures](#) > "Employee Investigative Process"

CONFIDENTIALITY

Every possible effort will be made to maintain the confidentiality of the Complainant and Respondent.

RESPONSIBILITY & PROCESS

The Office of Human Resources and/or the Office of Public Safety will share the implementation and enforcement processes of this policy at the College. The Office of Human Resources and the Office of Public Safety shall actively collaborate in the investigation and resolution of all complaints made under this policy and shall also maintain a single unified database of all such complaints to ensure the synergy of review, investigation and record-keeping of all such complaints, particularly to ensure that any instance of multiple complaints against the same individuals or individuals is easily aggregated and/or identifiable. Department Heads, Chairs and Directors shall ensure that all personnel within their areas comply with all of these requirements. Any disciplinary action will be taken in accordance with the appropriate collective bargaining agreement and/or Code of Conduct.

Inquires/Requests:

Office of Human Resources
Westchester Community College

Public Comment

Trustee Mitchell invited members of the community for public comment.

No public comment

Adjournment

****Motion: Robeson Smith/Serratto – all in favor**

The next meeting of the Board of Trustees is scheduled for February 21, 2024.

Respectfully submitted,

Yolanda Howell

Yolanda Howell
Secretary, Board of Trustees