



Ratified at November 16, 2022 meeting

**Board of Trustees Meeting
October 19, 2022**

Minutes of the meeting of the Board of Trustees of Westchester Community College held on Wednesday, October 19, 2022, at 3 PM in the Student Center Event Room.

Trustees Present:

Dr. LeRoy Mitchell, Chairperson, Dr. Norman Jacknis, Vice-Chairperson, Deborah Raizes Vice Chairperson, Susan Gerry, Hon. John Nonna, Lucas Peixoto, Dr. Gregory Robeson Smith, Sergio Serratto, Hon. Lyndon Williams.

Trustees Excused:

Robin Bikkal Esq, Yolanda Howell, Secretary to the Board of Trustees

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, Anthony Scordino, Vice President, Information Technology, Tere Wisell, Vice President and Dean, Community Education and Workforce Development, Adam Frank, Interim Vice President of Student Access, Involvement & Success.

Call to Order

Chairperson LeRoy Mitchell called the meeting to order.

Ratification of Minutes

The minutes from the September 21, 2022 meeting are not available.

INFORMATION AND DECISION

A. President's Report

Dr. Belinda S. Miles reported:

We are delighted to have our trustees on campus today – retreat + this meeting. We appreciate their time and commitment to student and institutional success.

Enhancing the Student Experience

Last week, our Faculty Senate passed resolutions recommending the implementation of a Micro-Credential policy.

Another opportunity to provide additional workforce responsive pathways for new markets of enrollment populations.

Thank Faculty Senate and all who were involved in creating a policy that meets SUNY Westchester's rigorous academic standards and a student-focused pathway to employment.

Employee Excellence

- 25 Years of Service Recognition

I joined colleagues from almost all County Departments at a special event, hosted by Helen May, Acting Commissioner of Human Resources, acknowledging employees who have reached the milestone of 25 years of service. I congratulate and thank the following four SUNY WCC employees for their dedicated service to students and the college.

- **MARIA ELENA GAMA – ELI** – “amazing and dedicated to serving students”
- **RITA DUNNINGS & HELEN WALTERS** – both in VMCC Infant Rooms – both have earned the trust of many parents through their care for our youngest Vikings.
- **RAYMOND NALDINI** – Security department – described an exceptional worker who was so instrumental during the early days of our pandemic pause through our return to full on-campus operations – working with colleagues to ensure a safe return for students and staff.

Community Engagement

SUNY WCC once again served as co-sponsor for the 2022 Alzheimer's Association Walk to End Alzheimer's®, on October 2. We thank the WCC Team for their continued commitment to help in the fight to end Alzheimer's and our colleagues who supported the team either at the event or through a donation. Especially thank Professors Rich Gennaro and Sue Tural-Clarke for leading the effort and helping to make this annual

event a success. Opportunity to showcase the college to our community and we look forward to hosting this event in 2023!

Enrollment Update:

Instruction for our final fall 2022 session – 7.5 week – begins on Monday, October 24. To meet students where they are, we offered 5 sessions this fall: 15-week; 14-week, 12-week, and two 7.5-week sessions.

Registration for Winter 2023 and Spring 2023 begins on October 31.

- Fall 2022 Enrollment:
- As of October 18, 2022, fall 2022 enrollment is 8,803 which is a 2.9% decline compared to fall 2021 during the same time.

Our Strategic Enrollment Team remains focused on attracting new students to the college and retaining continuing students through targeted messaging and student engagement initiatives.

B. Board Chair's Report

Trustee Mitchell reported:

- This will be the 68th conference for NYSED
- I am headed to the ACCT conference in New York City
- Westchester Community College won the award for most innovative college at the NYCCT conference in September.
- The following items were discussed at the retreat on today on campus
 - Process for college
 - Where are we as an institution
 - Financial trajectory
 - Dispel the notion that Westchester Community College is underrepresented

Student Trustee Report

Trustee Peixoto reported:

- Thank you to everyone for the wonderful lunch meeting that we had today.
- The SGA is forming an ad hoc committee to work with financial aid to see if we can improve certain areas of the financial aid process. Our first meeting will be on October 21.
- The SGA will be having a town hall on this Thursday at 5 pm. everyone is welcome

Finance/Facilities

Trustee Robeson Smith reported:

The Finance committee had discussion on the following topics.

- Operating Forecast
- Capital Projects Update
- Contracts

Trustee Robeson Smith asked Vice President Brian Murphy to go over the forecast for the month ending September 30, 2022 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>
23-8102-549-PDC	ODGroup, Inc. d/b/a Orion Development Group	Vendor agreement with training provider. Partnership enables us to extend & build our capacity & capabilities for contract training.	9/1/22 – 8/31/23	\$60,000 (revenue) \$33,000 (expense) Estimated.
23-8102-550-PDC	Career Step LLC	Provide access to online Workforce courses by PDC, including healthcare, technology and other Non-Credit areas. Revenue sharing contract.	1/1/23 – 12/31/24	\$60,000 (revenue) \$47,400 (expense) Estimated.

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

RESOLUTION: SUNY Free Application

Whereas, the State University of New York (SUNY) is implementing SUNY Free Application Weeks from October 24, 2022 to November 6, 2022 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;

Now, therefore, 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 October 24, 2022 to November 6, 2022; 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: Robeson Smith/Jacknis – all in favor**

Public Comment

Trustee Mitchell invited members of the community for public comment

No public comment.

Adjournment

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

The next meeting of the Board of Trustees is scheduled for November 16, 2022.

Respectfully submitted,

Monique Rutledge for

Yolanda Howell
Secretary, Board of Trustees