



Ratified at January 18, 2023, meeting

**Board of Trustees Meeting
December 14, 2022**

Minutes of the meeting of the Board of Trustees of Westchester Community College held on Wednesday, December 14, 2022, at 3 PM in the Student Center Event Room.

Trustees Present:

Dr. LeRoy Mitchell, Chairperson, Deborah Raizes Vice Chairperson, Dr. Norman Jacknis, Vice-Chairperson, Robin Bikkal Esq., Susan Gerry, Hon. John Nonna, Dr. Gregory Robeson Smith, Sergio Serratto, Yolanda Howell, Secretary to the Board of Trustees.

Trustees Excused:

Lucas Peixoto, Hon. Lyndon Williams.

Cabinet Members Present:

Dr. Belinda S. Miles, President, Dr. Vanessa Morest, Provost and Vice President, Academic Affairs, Dr. Shawn Brown, Chief of Staff and Vice President of Strategic Operations, Brian Murphy, Vice President and Dean of Administrative Services, Anthony Scordino, Vice President, Information Technology, Dolores Swirin Yao, Vice President and Dean, External Affairs, Executive Director, WCC Foundation, Tere Wisell, Vice President and Dean, Community Education and Workforce Development.

Call to Order

Chairperson LeRoy Mitchell called the meeting to order.

Ratification of Minutes

Trustee Mitchell made a motion seconded by Trustee Nonna to ratify the minutes of the November 16, 2022, Board meeting. The motion passed.

INFORMATION AND DECISION

A. President's Report

Dr. Belinda S. Miles reported:

As the fall semester ends, we look forward to celebrating students at the following events:

Completion Ceremony: Thursday, December 15 at 4 PM in the Physical Education Building – gym. We will have 150 students and their guests in attendance.

We look forward to learning where students will transfer or join our regional workforce. In addition to SUNY/CUNY and local colleges, our students have also transferred to these notable institutions: Brown University, Clemson University, Columbia University, Cornell University, Dartmouth University, Duke University, George Washington University, Georgia Institute of Technology, Harvard University, Howard University, Northwestern University, Pace University, Pepperdine University, Princeton University, Rensselaer Polytechnic Institute, Rice University, Skidmore College, Syracuse University, Temple University, The Catholic University of America, Tufts University, Tulane University, University of North Carolina-Chapel Hill, Vassar College, Villanova University, Wesleyan University, Williams College, University of California-Los Angeles, University of Michigan, University of Southern California, Wesleyan University, and Yale University.

We also look forward to celebrating our nursing students during their pinning ceremony - a symbolic welcoming into the nursing profession. The ceremony will be held on Wednesday, December 21, at 1:00 PM in the Davis Auditorium, Gateway Center.

The college has accepted an invitation to participate in **Credential As You Go**, a national initiative that has been led by SUNY to redesign and integrate credentialing systems across states and educational providers. The initiative recognizes that there are a range of different types of credentials like degrees, certificates, industry certifications, and badges that employers use to assess skills and knowledge. Our participation in Credential As You Go will augment our existing initiatives to create new micro credentials and certificate program in areas like game design, web design and development, and digital marketing. Thanks to Dr. Sandra Ramsay, Mr. Mark Stollar, and our SEM team for seeking innovative ways to adapt to emerging realities in education and the workforce.

Congrats to Dr. Ray Houston on his appointment as VP of Instruction at Dutchess Community College.

B. Board Chair's Report

Trustee Mitchell reported:

ACCT Legislative Conference

The Association of Community College Trustees (ACCT), 2023 National Legislative Summit will take place in Washington, DC, February 5-8.

C. Committees

Governance Committee

Trustee Gerry reported:

The Governance Committee had discussion on the following topics:

- Update from the MSCHE Self Study by Professors Chad Thompson and Jo Stokes
- Trustee Committee Assignments
- Amendment to By-Laws: Officer Terms and Elections
- Amendment to By-Laws: Notice of Special Meetings

The amendments to the By-Laws regarding officer terms and elections and notice of special meetings will be presented at the January 2023 Board meeting for approval.

Program Committee

Trustee Jacknis reported:

The Program Committee had discussion on the following topics:

- Marketing – presentation given by Mark Stollar
- Micro credentials

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 November 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-	National Fit Testing Services	To establish an agreement with a vendor to perform mask fit test for clinical students.	1/12/23 – 1/31/23	\$2,370 HEERF Grant funded.
22-952-2558-AA	Corporate Technologies, Inc.	No cost extension. Change end date to 5-31-23. Consultant for data Automation technical services and tableau dashboard development	10/1/22 – 5/31/23 (original term 10/1/21 -9/30/22) (Approved at BOT Sept 2021 for \$45,000 and name correction at BOT Oct. 2021)	\$0
23-0310-556	VZP Digital Inc.	CART/C-Print. Captioning Speech to text services. Federal Mandate for accommodation under ADA.	12/1/22 – 8/31/25	NTE \$56,000
23-0240-333	Chief Fire Prevention and Mechanical Corp.	Children’s Center and Student Center Culinary Kitchen stove exhaust ducts and hood Cleanings – 5-year contract.	7/1/23 -6/30/28	\$18,946
23-0245-334	M&W Backflow Service, Inc. Dba DLB Backflow Prevention Services	5-year contract for annual backflow device inspection on the main campus.	5/1/23 – 4/30/28	\$13,700

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

RESOLUTION ON 2023 MEETING DATES

WHEREAS, the SUNY Westchester Community College bylaws require regular meetings of the Board of Trustees to be held at a date, time, and place to be announced by the Chairperson or Vice Chairperson; and

WHEREAS, the Board determines is regular meeting schedule annually prior to the start of the new year;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby approves the 2023 meeting schedule for Board of Trustees meetings to be held at 3 p.m. at the Student Center Event Room at the Valhalla Campus, unless otherwise determined by the Board and announced in accordance with Open Meetings Law:

January 18, 2023,
February 15, 2023,
March 15, 2023 (Semiannual Retreat),
April 19, 2023,
May 17, 2023 (Annual Meeting),
June 21, 2023,
July 19, 2023,
September 20, 2023 (Semiannual Retreat),
October 18, 2023,
November 15, 2023, and
December 13, 2023.

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

RESOLUTION TO AMEND THE POLICY FOR BOARD MEETING PARTICIPATION VIA VIDEOCONFERENCE

WHEREAS, the New York State Legislature amended the Open Meetings Law (Public Officers Law § 100, et seq.), as part of the 2022 adopted State Budget, to authorize public bodies to conduct meetings using videoconference technology through June 30, 2024; and

WHEREAS, public bodies wishing to conduct meetings by videoconference must comply with the new requirements set forth in Public Officers Law § 103-a.; and

WHEREAS, the Board of Trustees had previously established a policy for board meeting participation via videoconference; and

WHEREAS, the Board of Trustees reviewed the new state requirements and updated its policy to allow board members to participate remotely in extenuating circumstances in accordance with the law;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby approves the amendment to the policy for Board Meeting Participation via Videoconference.

****Motion: Gerry/Nonna – 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 personnel matters.

Motion to go into Executive Session to discuss personnel issues.

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

Motion out of Executive Session

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

Adjournment

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

The next meeting of the Board of Trustees is scheduled for January 18, 2023.

Respectfully submitted,

Yolanda Howell

Yolanda Howell
Secretary, Board of Trustees