



Ratified at April 20, 2022 meeting

**Board of Trustees Meeting
March 16, 2022**

Minutes of the meeting of the Board of Trustees of Westchester Community College held on Wednesday, March 16, 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, Dr. Gregory Robeson Smith, and Yolanda Howell, Secretary to the Board of Trustees.

Trustees Excused:

Robin Bikkal Esq, 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, 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, Continuing 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 January 19, 2022, Board meeting. The motion passed.

INFORMATION AND DECISION

A. President's Report

Dr. Belinda S. Miles reported:

President Miles gave updates on the following:

Filming on campus:

This week we have welcomed a crew from CBS television production of FBI Most Wanted. This crew previously filmed on our campus in March 2020 and selected to return to our Valhalla campus to film another episode this week. It is one of several TV and film production studios that are selecting WCC as their site following our strategic focus on keeping our facilities active—and driving new revenue streams—when not in use for instruction. We appreciate the physical plant for ensuring the safety and security of our facilities this week and we are grateful for the patience of staff who have accommodated minor disruptions to their worksites in Hartford Hall and Gateway.

State Budget/Enrollment Update:

- The Assembly and Senate released their one-house budget proposals and our team has been crunching the numbers since then to determine the impact on our college
- The proposal from the Senate is most favorable to SUNY and to community colleges, which is welcome news at a time when we know that federal COVID relief stimulus funds are ending.
- State budget advocacy continues this month, and we are very grateful for the strong support we receive from our representatives in Albany and our allies like the Business Council of Westchester and the Westchester Community Association, and others who recognize the role of education and training to prepare individuals to contribute to our regional economy.
- We need to match their enthusiasm and support with our own ingenuity and dedication to improving and expanding the reach of our mission. Unprecedented opportunities lie ahead.
- As of this week, spring credit headcount enrollment is 10,244, a 10% decrease compared to spring 2021. As we are seeing a shift continue toward part-time enrollment, our FTE is down 13.6% versus this time last year.
- We have 4,500 fewer FTE than 10 years ago—which exceeds the undergraduate enrollments of Iona College and Sarah Lawrence College combined. COVID-19 has been the biggest driver of this change.
- But not the only driver: we are aware of the high school graduation trends, which are showing a continuing decline in this area.
 - Adults with some college and no degree represent a largely untapped market for us.

Trustee Engagement

Thank you to Trustees Mitchell, Jacknis, and Robeson Smith for joining me in SUNY ASPEN professional development over the past few months.

Academic Excellence

- Program Approval: The American Bar Association granted our Paralegal Studies program full program approval for the next seven years. We thank School of Business & Profession Careers Dean Dr. Carmen Martinez-Lopez and Prof. Cynthia Haycock for leading this initiative.
- New Transfer Articulation Agreement – WCC and Purchase College - to promote degree completion and facilitate the transfer process, enabling participating WCC students to matriculate into Purchase College with junior standing. WCC students will be eligible for a \$1,000 transfer scholarship good for up to two years.
- WCC will receive an investment of \$450,000 to continue its Money Smart Forum financial coaching program for another three years. This award is part of a \$2.5 million grant from JPMorgan Chase to the National Council for Workforce Education (NCWE) to develop and launch similar financial coaching programs at selected community colleges.
- We have a trio of women to celebrate during Women’s History Month. Congratulations to:
 - Dr. Sandra Ramsay (Enrollment Management) on being accepted into the SUNY SAIL (Strategic, Academic, and Innovative Leadership) Academy this June.
 - Dr. LaTasha Hamlett Carver (Workforce Development and Community Education) for her recognition as a New York State Workforce Trailblazer by the New York Association of Training & Employment Professionals (NYATEP).
 - Gabrielle Fox (Workforce Development and Community Education) has been named by 914Inc. as one of this year’s top female leaders in Westchester County. Ms. Fox was honored at the magazine’s 11th Annual Women in Business Awards.

Announcements:

Women’s History Month Celebrations ongoing this month. Check the college website event calendar for programming.

- Women in Science: Challenges and Victories of Female Scientists – Tuesday, March 22, 1 – 2 PM via Zoom. Thanks to Profs. Ekta Bhatia, Eryn Klosko, and Kim Walsh for this learning opportunity.

Very successful Black History Month Celebration concluded Feb. 28.

- Congratulations to the 2022 recipients of Dr. Julius Ford Outstanding Service Awards in recognition of dedicated service to our students and the college:

- Ms. Georgianna Anderson;
- Dr. Raymond Houston;
- Prof. Glenetta Phillips;
- Prof. Cynthia Robinson-Williams
- Helary Benedith (one of our outstanding students).

Commencement – Save the Date!

- Thursday, May 12 – Info will be provided once committee has finalized all details.
- 3 ceremonies – 10 AM; 2 PM; 6 PM – Phys Ed Building

PRT Update:

- Effective Monday, March 28, mask/face covering on WCC property is optional (not including the Virginia Marx Children’s Center).
- Fully support choices of individuals to wear a mask on college property at their own discretion or based upon their own circumstances.
- Based upon current COVID-19 conditions at the College, in our county and state and with the most recent guidance from the CDC, NYS Dept of Health, SUNY, and WC Department of Health.
- Any change in status at any time, the College may, among other things, reinstitute the mask/face covering requirement for all indoor spaces.
- Surveillance testing continues - free, on-campus COVID-19 PCR saliva-based testing to all currently registered WCC students and all employees. No appointment necessary, but registration is required. Information is on homepage of website.

Dr. Miles then introduced Acting Director Kristy Robinson who gave a presentation on services offered by the Department of Mental Health & Counseling Services.

B. Board Chair’s Report

Trustee Mitchell reported:

- Congratulations to Dr. Miles on receiving the African American Advisory Board Trailblazer award as well as a special award from PTK.
- SUNY ASPEN - brought to focus the need for the Board to be an equal participant for student success.
- ACCT NLS – I attended the Association for Community College Trustees National Legislative Summit in February. Dr. Miles was also in attendance. We met with the New York delegation. Senators Gillibrand and Schumer were present We heard about plans on the national level. I also attend the President’s Advisory Board session which focused on what are we doing for the students and their

mental state due to the pandemic. ACCT –will be having their annual conference in New York in October.

- NYCCT – New York Community College Trustees had a student forum in February. Students told us about their college experience.

C. Committees

Governance Committee

Trustee Gerry reported:

The Governance committee had discussion on the following topics:

- Proposal: Policy on Ethical Governance
- Updating the 2022 Presidential Evaluation
- SUNY Aspen Institute Report

Program Committee

Trustee Jacknis reported:

The Governance committee had discussion on the following topics:

- Yonkers Branch Campus
 - will be opening in their new location this fall.
- Middle States Accreditation Self-Study

Finance/Facilities

Trustee Robeson Smith reported:

The Finance committee had discussion on the following topics:

- Operating Forecast
- Capital Projects Update
- Contracts
- Preliminary WCC 2022/2023 Operating Budget Presentation including various options to balance the budget
- Non-Represented Managers Pay Scale Effective 9/1/21

Trustee Robeson Smith asked Vice President Brian Murphy to go over the forecast for the month ending February 28, 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>
22-0240-515-FAC	National Standby Repair, Inc.	Preventive Maintenance on all Campus generators.	4/1/22 – 3/31/23	\$21,800
22-0240-312-FAC	Empire Mechanical Services, Inc.	Replace air conditioning unit in the East gate guardhouse.	4/1/22 – 8/31/22	\$14,150
22-0240-513-FAC	W & M Fire Protection Services, LLC Updated from January 2022 BOT: legal name adding LLC.	Emergency repair to maintenance 3 sprinkler system.		
22-0130-516	UNISA, Inc.	Vendor to provide monthly maintenance of the Perkins loan program and to close out Perkins loans.	2/1/21 – 1/31/24	\$50,000
22-0240-514-FAC	Energy Management of Facilities, Inc. dba EMF	Andover maintenance 2 yr contract. Maintenance and preventative maintenance of all Andover systems including HVAC throughout campus.	4/1/22 – 3/31/24	\$27,000
22-9110-315-EOC	Professional Protection Security Training 2 Corp.	Provide on-site NYS DCJS Security & Fire Guard training course consisting of 8 hr. pre-assignment training and 16 hr. on-the-job training.	4/17/22 – 4/16/24	\$15,400
22-9110-313-EOC	Top of the Line Security Training, Inc.	Provide on-site NYS DCJS Security & Fire Guard training course consisting of 8 hr. pre-assignment training and 16 hr. on-the-job training.	4/17/22 – 4/16/24	\$17,220
22-910-314-EOC	Perry Onah Enterprises, Inc. dba Sec-urity Safety Center	Provide on-site NYS DCJS Security & Fire Guard training course consisting of 8 hr. pre-assignment training and 16 hr. on-the-job training.	4/17/22 – 4/16/24	\$17,500

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

Resolution: Approval of Non-Represented Managers Pay Scale Effective September 1, 2021

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 Scale for Non-Represented Managers effective September 1, 2021.

PAY SCALE III (Effective September 1, 2021)

WESTCHESTER COMMUNITY COLLEGE MANAGERS

Group	STEPS									
	1	2	3	4	5	6	7	8	9	10
I	80,312	85,150	89,988	94,826	99,663	104,501	109,339	114,176	119,014	123,851
II	98,184	104,117	110,049	115,981	121,915	127,847	133,780	139,713	145,646	151,578
III	116,538	122,698	128,857	135,017	141,176	147,335	153,495	159,654	165,813	171,974
IV	134,862	142,142	149,424	156,705	163,987	171,266	178,547	185,829	193,108	200,389

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/Nonna – all in favor**

Public Comment

Trustee Mitchell invited members of the community for public comment

No public comment.

Adjournment

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

The next meeting of the Board of Trustees is scheduled for April 20, 2022.

Respectfully submitted,

Yolanda Howell

Yolanda Howell
Secretary, Board of Trustees