



Ratified at May 15, 2024 meeting

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

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

Trustees Present:

Dr. LeRoy Mitchell, Chairperson, Dr. Norman Jacknis, Vice-Chairperson, (via videoconference), Deborah Raizes Vice Chairperson, Robin Bikkal, Esq., (via videoconference), Clara Carnot, Susan Gerry, Esq., Hon. John Nonna, Dr. Gregory Robeson Smith, (via videoconference), Hon. Lyndon Williams, (via videoconference), Yolanda Howell, Secretary to the Board of Trustees.

Trustees Excused:

Sergio Serratto.

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, Garrett McAlister, Acting 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 Nonna made a motion seconded by Trustee Gerry to ratify the minutes of the March 20, 2024, Board meeting with the necessary corrections. The motion passed.

INFORMATION AND DECISION

A. President's Report

Dr. Belinda S. Miles reported:

Commencement

We are 22 days to our 2024 Commencement ceremonies!

This is the time of year our Student Support Services personnel focus even more attention on getting students to the finish line. Faculty are preparing students for final projects and exams. Students – especially those on target to complete next month or in August – are meeting their academic goals –and the college community is preparing for commencement and celebrating the achievements of our students at myriad events through May 9.

As a reminder, there are three ceremonies on Thursday, May 9, 2024

- I. 10 AM – Schools of Mathematics, Science and Engineering and Health Careers, Technology and Applied Learning where SUNY Chancellor Dr. John King Jr. will serve as commencement speaker.
- II. 2 PM – School of Arts, Humanities and Social Sciences – commencement speaker Feeding Westchester President & CEO Karen Erren.
- III. 6 PM – School of Business and Professional Careers with Michelle Nicholas, Strategist, DEI professional, and CEO of NICO Consulting as commencement speaker.

Following tradition, our Alumni Relations office will host our Golden Graduates – members of the Class of 1974 for lunch in advance of the 2 PM ceremony where they will lead the Class of 2024 in the procession.

II. STEM Fest 2024

This morning, faculty from our School of Mathematics, Science and Engineering hosted STEM Fest 2024 – where we welcomed over 100 high school students and our STEM students for a day of learning and peer collaboration. Kudos to Dean Jain and our faculty for creating an innovative program highlighting the many STEM opportunities at SUNY WCC.

- Chancellor Awards for Student Excellence

Four of our students – all on target to complete in May – received SUNY Chancellor Awards for Student Excellence during a ceremony in Albany on April 11. Congratulations to:

- **Luis Granados** - a member of the Honors College, recognized as a Katherine Davis Global Community Scholar, and PTK member. He is an outstanding student leader and currently serves as the Secretary of the Student Government Association and Chair of the Civic Engagement Committee. In addition, he founded our STEM Research Club. Luis is passionate about the sciences and after graduation he plans to continue his education in biomedical engineering and pursue a career in research.
 - **Alicia Greco** - member of the Honors College - She is an active and engaged student leader, currently serving as the Vice President of Honors in Action for the campus' chapter of the Phi Theta Kappa Honors Society. Upon graduation, Alicia plans pursue a career in diplomacy, specifically, in international security and disarmament, and human rights.
 - **Jessica Sabau** – member of the Honors College – she is an active student leader, notably serving as President of the campus chapter of Phi Theta Kappa, Vice President of the Christian Club and a voting member of the Student Government's Finance Committee. Additionally, Jessica completed the college's Commit to Change Leadership Development Program where she coordinated a program to provide free clothing to students. Jessica intends to pursue a career in law.
 - **Lotus Taylor** –member of the Honors College and has developed a passion for research in the field of psychology. She has participated in the STEM Research Program with Mercy University and the Bridges to Baccalaureate Program with Purchase College. Lotus serves as the President of the Student Government Association and is actively involved in other aspects of the college community. After graduating from SUNY WCC, she plans to pursue a career in psychology.
- **Enrollment**
 - Summer 2024 enrollment is 2,056, an increase of 23.0% over Summer 2023 during the same period. We also see a 16.1% increase in full-time enrollment, and a 24.5% increase in FTEs.
 - Fall 2024 enrollment is 806, a decrease of 15.1% over Fall 2023 during the same period. We also see a decrease of 2.1% in full-time enrollment, and a decrease of 9.4% FTEs.
- **Updates**
- III. MSCHE Team College Site Visit - Self Study Report Update
 - Stewardship Response Team - SFP Resolutions Update
 - FAFSA Federal Student Aid - *We continue to bear witness to the federal administration's efforts to simplify the student aid application process (FAFSA).*
 - IV. In a letter dated April 9, Secretary of Education, Miguel A. Cardona, Ed.D., acknowledged the number of "setbacks, frustrations, and challenges" that this process has engendered, but added, "I know that when we get this right, we'll open countless doors of opportunity and transform our student financial aid system for generations to come."

- V. Here at the college, we are providing new and continuing students with timely communication about the new FAFSA and the support they need to complete their applications. We have enhanced the financial aid website with information about the new FAFSA. Students can also RSVP on the website to attend a FAFSA completion workshop, available to students on weekdays and weekends, to support the timely completion of their applications for federal student aid.
- **Save the Date...**
 - Thursday, April 18: PTK Spring Induction Ceremony – 4 PM, Classroom Building – Room 200.
 - Friday, April 25: Academic Recognition Ceremony – 4 PM, Theatre, Hankin AAB
 - Saturday, April 27 – Spring Open House – 12 noon, Theatre, Hankin AAB
 - Sunday, April 28 – Spring Fashion Show – Yonkers Cross County – 3 PM

B. Board Chair's Report

Trustee Mitchell reported:

- NYCCT held a virtual meeting. At the meeting they set dues and approved their budget. Westchester Community College has dropped to the first tier so our annual dues will be lower.
- Middle States – Several of the trustees met with the representatives of Middle States during their visit to our campus.
- Updates from Washington DC – They are still discussing student debt forgiveness
- NYCCT awards – There is a call for nominations for annual awards. The deadline is June 19.
- ACCT – Is accepting applications for the SNAP employment and training project open to rural and rural serving communities.

C. Committees

Governance Committee

Trustee Gerry reported:

The Governance Committee has discussion on the following:

- Hate Crime/Bias Incident Response Policy
 - We will adopt this policy later in the meeting
- Rules for the Maintenance of Public Order
 - We will adopt this policy later in the meeting
- Designated Public Forum Use by Third Parties
- Posting Material on Campus

- Retreat planning process for the semester

Program Committee

Trustee Jacknis reported:

The Program Committee had discussion on the following:

- Middle States visit
 - Mistakes that were made.
 - Observations by Middle States that were incorrect.
 - Issues brought up that we should deal with.
 - Learning outcomes.
- The Strategic Plan
 - Emphasis on student outcomes.

Student Trustee Report

Trustee Carnot reported:

- This weekend the members of the Student Government Association will be attending the SUNY Student Assembly.
- I will be following up on tutoring as it relates to disability services.
- We have preliminary results from the survey that was sent out to students.
- Disabilities Committee
 - We would like to enter into communication with Marketing and Facilities. Students are reporting that they are having problems finding restrooms. We need clearer signage.
 - Training for faculty – CTL to update their curriculum to tailor it for students with neurodiversity. We would like to have this training in person.

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 March 31, 2024, 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>
24-0240-364	MedXWaste – NY, LLC Name Change only From March 2024 BOT	5 year contract for monthly pickup and proper disposal of regulated medical waste servicing the main campus and the Ossining extension center (\$9,640)	9/1/24-8/31/29	
24-0240-359	Elite Action Fire Extinguishing Service, Inc. Name Change Only From March 2024 BOT	Replacement of 3 Pyro Chem ATD-75 System Cylinder tanks and 1 PSC-10 tank. (\$8,450)	4/1/24 – 12/1/24	
23-0240-378	ChargePoint, Inc.	Maintenance bid (3,265.33) and Cloud plan (\$4,372.02) sole source service for charging stations.	5/1/24 – 4/30/29	\$7,637.35
24-0735-379	Fox Sewing Machine Corp. dba Sewmark Sewing Machine	Maintenance services for sewing machines and related equipment for fashion programs.	5/1/24 – 4/30/27	\$15,573
29-9572/0305-621	Symplicity Corporation	Symplicity Accommodate Software allows for input & tracking of student accommodations for accessibility services. Software needed to maintain compliance w/ADA. Sole Source.	4/1/24 -3/31/27	\$45,802 (\$13,930 grant funded for 1 st yr. by SUNY Enrollment Grant)
24-0110-380	D’Anthony Photography, LLC.	Photography for WEOC	6/13/24 – 6/30/24	\$5,500 Grant funded.
24-0240-362	New England Property Maintenance, Inc.	Amendment to contract approved at Nov 23 BOT. Emergency removal of a tree leaning over a neighboring property. Added to scope of work due to safety concerns. Original contract \$14,500.	12/1/23 – 7/1/24	\$2,100

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

Resolution: Approval of the 2024-25 College Operating Budget

WHEREAS, Westchester Community College seeks to provide accessible, high quality and affordable education and related services to meet the needs of its diverse community; and

WHEREAS, Westchester Community College must balance financial stability with affordability to ensure the continued success of its mission; therefore, be it RESOLVED, that the Board of Trustees of Westchester Community College herewith approves the College's 2024/25 Total Operating Budget Request in the amount of \$122,488,647 inclusive of the Unrestricted Operating Budget (\$102,915,000), Special Programs and Satellites (\$16,871,187) and Island Accounts (\$2,702,460); and be it further

RESOLVED, that the Board of Trustees of Westchester Community College authorizes a tuition increase of One Hundred Twenty-Five Dollars (\$125.00) per semester from Two Thousand Four Hundred Ninety Dollars (\$2,490.00) to Two Thousand Six Hundred Fifteen Dollars (\$2,615.00) for full-time credit courses and an equivalent increase of 5% for part-time credit courses; be it further

RESOLVED, that the Board authorizes the following fee increases effective Fall 2024: 3% increase in Children's Center fees for infants and toddlers and 5% increase for preschoolers; an increase in the Continuing Education Student Services Fee from \$4.75 per semester to \$5.50 per semester

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

RESOLUTION: APPROVAL TO ADOPT THE HATE CRIME/BIAS INCIDENT RESPONSE POLICY

WHEREAS, the State University of New York Board of Trustees requires that each campus develop a Hate Crime/Bias Incident Response policy (State-operated campuses, community colleges, and statutory colleges); and

WHEREAS, the SUNY WCC administration recommends, and the President concurs with the attached policy language.

NOW, THEREFORE, BE IT RESOLVED that the WCC Board of Trustees hereby adopts the Hate Crime/Bias Incident Response Policy, a copy of which is attached hereto.

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

RESOLUTION: APPROVAL TO ADOPT THE RULES FOR MAINTENANCE OF PUBLIC ORDER POLICY

WHEREAS, the State University of New York Board of Trustees requires that each campus develop a policy on the Rules for the Maintenance of Public Order (State-operated campuses, community colleges, and statutory colleges); and

WHEREAS, the SUNY WCC administration recommends, and the President concurs with the attached policy language.

NOW, THEREFORE, BE IT RESOLVED that the WCC Board of Trustees hereby adopts the Rules for the Maintenance of Public Order Policy, a copy of which is attached hereto.

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

Public Comment

Trustee Mitchell invited members of the community for public comment.

- Sheldon Malev – addressed the Board regarding a proposal for “Hankin Way.”
- Emille Cordell - addressed the Board regarding consideration of Professor Ernest A. Joerg for Professor Emeritus recognition. Professor Joerg has received the Chancellor’s award, and he has had a positive impact on many Westchester Community College students.

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 and legal issues.

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

Motion out of Executive Session

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

Adjournment

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

The next meeting of the Board of Trustees is scheduled for May 15, 2024.

Respectfully submitted,

Yolanda Howell

Yolanda Howell
Secretary, Board of Trustees