



Ratified at June 26, 2024 meeting

**Board of Trustees Meeting
May 15, 2024**

Minutes of the meeting of the Board of Trustees of Westchester Community College held on Wednesday, May 15, 2024, at 2:30 PM in the Student Center Event Room.

Trustees Present:

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

Trustees Excused:

Dr. Norman Jacknis, Vice-Chairperson, Deborah Raizes Vice Chairperson, Susan Gerry, Esq.

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.

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/Carnot – all in favor**

Motion out of Executive Session

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

Back in Session

Ratification of Minutes

Trustee Nonna made a motion seconded by Trustee Robeson Smith to ratify the minutes of the April 17, 2024, Board meeting. The motion passed.

INFORMATION AND DECISION

A. President's Report

Dr. Belinda S. Miles reported:

Commencement

More than one thousand students applied for May graduation and to date, 152 have applied for August completion.

I would like to thank the trustees for supporting students throughout the academic year and by attending our commencement ceremonies: Board Chair Dr. LeRoy Mitchell; Vice Chair Deborah Raizes; the Honorable John Nonna, Robin Bikkal, and Sergio Serratto. We appreciate your time, participation, and being present for our students.

Those who were at the 10 AM ceremony heard remarks from SUNY Chancellor Dr. John King. He shared very moving remarks about his own journey to achievement and reminded students that there are many people supporting them – family, friends, faculty, and staff. We live our motto, “building minds and building futures,” and from what we have heard so far, the Class of 2024 is on to greatness...

We had the honor of announcing a 2024 Jack Kent Cooke Undergraduate Transfer Scholar - Carolina Mendoza – one of 60 community college students selected from among 1,700 applications from over 380 community colleges (JKC press release). This prestigious award will provide as much as \$55,000 a year to these high-achieving students so that they can complete their students without the burden of financial barriers.

This year, the Class of 2024 follows a pathway to excellence forged by those who came before them. Among the colleges and universities our graduates plan to attend are:

- Yale University
- Columbia University
- Georgetown University
- University of North Carolina at Chapel Hill
- Temple University
- Morehouse College, as well as SUNY and CUNY campuses and local colleges and universities.

I am also pleased to report that students entering the workforce will be working in the fields of cybersecurity, nursing, fashion design, and digital filmmaking, among others.

Enrollment

As we celebrate the achievements of our completers, we welcome new and continuing students registering for:

- Four summer sessions – classes starting May 20, June 27, and August 2. Additionally, Workforce Development and Community Education offers in-person, remote, day, evening, and weekend offerings throughout the summer.
- To date, summer enrollment stands at 3,262, reflecting a notable increase of 12.8% over Summer 2023 during the same period. We also see a 14.2% increase in FTEs, and
- Four fall sessions – classes starting September 3 and 21 and October 21 and 28.
- Fall enrollment is currently underway, showing a 7.7% increase compared to Fall 2023 during the same period. Moreover, our FTEs are also up by 12.6%.
- Final Spring credit enrollment: I am pleased to report our total final headcount is 10,560, marking a 3.5% increase compared to Spring 2023, (10,198).
- Additionally, WCC ranks as the third highest in Spring 2024 credit enrollment among SUNY Community Colleges, following Suffolk County and Nassau County.

Updates

- Stewardship Response Team - SFP Resolutions Update
 - We have made significant progress in supporting students who had a delay in receiving their financial aid awards.
 - We are at 88% disbursement to our fall 2023 students.
 - We are at 48% disbursement with spring of 2024 students.
 - We are continuing to navigate through some of the technical issues that we have had with our vendor/supplier.

Save the Date

- May 22 - Chancellor King – State of the University – 11 AM, Albany
- May 30 – Workforce Development Job Fair – 11 AM- 2 PM, Gateway Center Atrium
- June 5 – Workforce Development & Community Education Completion Ceremony – 6 PM, Hankin Academic Arts Theatre
- June 13 – Westchester Educational Opportunity Center (EOC) Graduation & Completion Ceremony – 7 PM, Saunders High School, Yonkers

B. Board Chair’s Report

Trustee Mitchell reported:

- NYCCT is looking for nominations for awardees. The conference takes place on October 5, 2024. We may nominate new candidates as well as those who we have nominated in the past who did not win the award.
- At the NYCCT conference there is a session for new trustees.
- ACCT – will have their conference in Seattle, Washington on October 9, 2024.

C. Committees

Governance Committee

Trustee Nonna reported:

The Governance Committee had discussion on the following topics:

- Use of Facilities by Third Parties for Free Speech Rights policy
- Posting Material on Campus Policy
 - *We have been working on these two policies since August 2023. The passing of these policies is not a reaction to current events. We will approve them later today.*
- Nepotism Policy

Recognition of Retirees

Dolores Swirin-Yao reported:

We have a new tradition of honoring retirees with two decades or more of service! We will now annually recognize retirees at the May meeting of the College Board of

Trustees who have been at SUNY WCC for more than twenty years and who have retired during the previous year.

The retirees that are present for today's meeting are:

Robert Nechols – 23 years of service

Meralee Silverman – 50 years of service

(Each retiree was given a plaque and a 75th anniversary booklet

Student Trustee Report

Trustee Carnot reported:

- I attend a meeting of the SUNY Student Assembly. They have passed two resolutions
 - 1. Calls for the SUNY Student Assembly to amend their dining plans to accommodate dietary restrictions.
 - 2. That SUNY New Delhi would like for SUNY to pledge support sustainability and amend their current practices on all campuses
- Lotus Taylor is the new Secretary for the SUNY Student Assembly.

Finance/Facilities

Trustee Robeson Smith reported:

The Finance committee had discussion on the following topics.

- Operating Forecast
- Capital Projects Update
- Contracts
- Fund Balance Analysis and Multi-year Financial Projection

Trustee Robeson Smith asked Vice President Brian Murphy to go over the forecast for the month ending April 30, 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>
24-0240-289	USDA-APHIS-Wildlife Services	Proper management of damage caused by Canadian Geese population on campus. Contractor to use methods without impacting persons or other wildlife with no pesticides. Reports on completed work will be provided by Contractor. BOT approved April 19, 2023 for term of 4/20/23 – 8/1/23. Correcting term. Sole Source.	8/2/23 – 5/14/28	\$0
24-8211-383	ABM Air Conditioning and Heating, Inc.	Service contract for HVAC at Ossining Center. Lease expires 8/31/24; renewal not yet signed. Approval contingent on 30 day withdrawal clause being included in the contract.	3/1/24 – 2/28/26	\$8,940
24-0240-377	Joseph F. Schneider & Associates, Inc.	3 year contract for annual and semi-annual elevator safety inspection for Main campus, Mt. Vernon and Peekskill extension centers only.	1/1/25 – 12/31/27	\$18,900
24-0245-620	SRI Fire Sprinkler, LLC	2 year contact for annual inspection and testing of fire sprinkler systems, fire pumps and fire hydrants for Main campus, and 2 extension centers - Mt. Vernon and Peekskill.	1/1/25 – 12/31/26	\$23,616
24-9572-622	College Aid Services, LLC	Comprehensive Assessment of Financial Aid Operations. External review with recommendations for improvement	6/15/24 – 8/15/24	\$30,000 SUNY Enrollment Grant Funded
24-8102-384	Red Hat, Inc.	Red Hat Training Partner Program for Workforce Development. Agreement for content access to offer The Red Hat Training Certification program (Certified System Administrator Program)	9/1/24 – 8/31/25	\$50,000 Revenue \$25,263.20 Expense
24-0101-623	Resolution Economics, LLC dba Biddle Consulting Group, Inc.	Preparation of Affirmative Action Plan. To meet compliance with Federal Contract Compliance programs requirements.	5/1/24 – 4/30/27	\$23,835

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

Resolution – MOA- CSEA

WHEREAS, the Board wishes to recognize the outstanding job performance by the CSEA staff of Westchester Community College; and

WHEREAS, in recognition of the outstanding contribution that the CSEA staff

makes to the efficient and effective functioning of Westchester Community College;

BE IT RESOLVED, that the Board of Trustees of Westchester Community College hereby ratifies and approves the attached Memorandum of Agreement between CSEA Local 860 Unit 9202 and Westchester Community College, having a term of September 1, 2023 through August 31, 2026, which includes, among others, provisions for increases to wages.

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

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement sets forth the agreements reached by and between the Westchester Community College (the "College") and Civil Service Employees Association, Local 1000, AFSCME, AFL-CIO, Westchester Local 860, Westchester Community College Unit 9202 (the "CSEA") dated 04/19/2024.

Whereas, the College and the CSEA are parties to a Collective Bargaining Agreement which expired on August 31, 2022; and

Whereas, authorized representatives of the College and the CSEA met in good faith to negotiate a successor agreement; and

Whereas, the parties have reached a tentative settlement which is subject to ratification by the membership of the Westchester Community College CSEA Unit, the Board of the Westchester Community College, and the Westchester County Board of Legislators it is stipulated and agreed as follows:

1. *Article XVII (Terms of Agreement): The successor agreement will expire August 31, 2026.*
2. *Article IV (Compensation): Employees base wage rates shall increase as follows:*

<i>Ratification</i>	<i>4.0%</i>
<i>September 1, 2024</i>	<i>3.0%</i>
<i>September 1, 2025</i>	<i>3.0%</i>

Ratification Bonus - Within forty-five (45) days following ratification:

- i) *all individuals who were hired before September 1, 2022, and actively employed through the date of ratification, or who were hired prior to September 1, 2022, but retired between September 1, 2022, and the date of ratification, shall be eligible for a*

one-time ratification bonus (that does not go to base rate) of One Thousand (\$1,000.00) Dollars; or

ii) all individuals who were hired after September 1, 2022, and actively employed through the date of ratification, or who were hired after September 1, 2022, but retired between September 1, 2022, and the date of ratification, shall be eligible for a one-time ratification bonus (that does not go to base rate) of Five Hundred (\$500.00) Dollars; or

iii) all individuals who were hired and actively employed between September 1, 2023, through the date of ratification, or were hired between September 1, 2023, and ratification but retired prior ratification, shall be eligible for a one-time ratification bonus (that does not go to base rate) of Two Hundred and Fifty (\$250.00) Dollars;

These bonuses are non-cumulative (you can only receive one of the three Ratification Bonuses (i.e., (i), (ii), or (iii))).

3. Article IV (Compensation), new (COVID Additional Compensation): To the extent additional funding for compensation purposes (i.e., bonus money) becomes available for staff for their services during the COVID-19 or any other state or federally recognized public health emergency, such compensation shall be provided to eligible staff consistent with the allocation terms of the funding.

4. Article VI (Holidays with Pay): Effective 2023, the College shall recognize December 24 as an additional day off. If Christmas is being recognized on this day (December 24) by the College, there will not be an additional day off added. This is not a floating holiday. Any employee required to work on December 24 shall be paid straight time for all hours worked. The employee shall also be given an equal amount of time off, hour for hour, as paid leave time. This time must be used by January 30 the following year and scheduled with supervisor's approval.

5. Article III (Work, Workweek, Workday): Effective 2024, bargaining unit staff assigned either to the College or EOC shall have a modified summer schedule consistent with the College; only if the College provides a modified summer schedule for its staff (i.e., the EOC and College staff shall have the same amount of time under the Summer Schedule (summer flex time) as other eligible non-CSEA represented staff, but at the College's discretion it may run on different dates). At the employee's assigned location (College or EOC), employees shall be assigned one (1) additional work hour per day from Monday through Thursday during the summer schedule. On Friday, the employee shall be assigned a three (3) hour shift. The start and end times of summer schedules shall be determined by the College.

6. Article VIII (Leaves): Employees may make requests for bereavement leave, consistent with the terms of the existing bereavement article, for other family relations

(e.g., fiancé/fiancée) with proof of relationship. Such requests shall be reviewed at the discretion of Human Resources on a case-by-case basis.

7. *Article VIII (Leaves): In the event of a full day closure of the College (e.g., weather emergency), employees that had approved leave time for the day of the closure shall be credited back the leave time previously approved.*

8. *Article XIII (Union Status and Rights): Union representative release time shall be as follows: President 18 hours per week; VP, Secretary, Treasurer shall have a cumulative amount of 10 hours per week for all three titles. If the Union seeks additional time for the purposes of contract negotiations, the parties shall meet to discuss such temporary amendment to this provision.*

9. *Article IV (Compensation): When an employee's annual increment is going to be denied, the employee shall be notified at least 30 days in advance per the current CBA. Employees shall be informed by the College of their option to have a union representative attend a meeting regarding their annual increment denial.*

10. *Article III (Work, Workweek, Workday): If the College is closed or opening is delayed due to inclement weather as determined by the College, Grounds Crew employees are still required to work their regular schedule, unless otherwise directed. For every hour worked during this time (during regularly scheduled work hours), the employee shall receive an hour of quiet time. Quiet time shall be used within thirty (30) days of being earned or it shall be forfeited. Quiet time is paid as a regular workday. If there is a need for additional assistance during a day the College is closed, Buildings and Physical Plant employees may be canvassed to work. If there are insufficient volunteers, as determined by the College, employees may be mandated based on skill set, and shall be provide advance notice by the College as feasible. If an employee is unable to work a weather event day, the employee will have to use accrued time off consistent with the terms of this Agreement and College policy.*

11. *Article IV (Compensation): Effective ratification, the 35-hour Supplemental Time benefit shall terminate except for those specifically eligible under the current collective bargaining agreement (i.e., Grades XIII and above). Grade XII employees who were actively receiving the Supplemental Time benefit at the time of ratification shall have the option to: i) terminate the use of the benefit at ratification (notice must be provided to HR within 21 calendar days of ratification of this agreement); or ii) else t to be grandfathered into the Supplemental Time benefit consistent with the terms of their offer letter and the collective bargaining agreement. Grade XII employees electing to terminate participation in the Supplemental Time benefit under sub-section (i) shall have their 35 hours pro-rated for the current calendar year.*

12. *Article X (Insurances and Retirement): Effective ratification, spouses shall be eligible for participation in any existing medical insurance plan offered by the College.*

13. *Article X (Insurances and Retirement): Personnel changes shall be provided by the College to the Union on a quarterly basis related to any active employees and shall identify employees that have separated.*

14. *Article VIII (Leaves): Modify sub-sections 1 and 2 (and add l(a)) to provide:*

1. *Any Employee who is temporarily physically or mentally unable to perform employment duties, or who desires to engage in a course of study intended to increase the Employees usefulness to County service, or who for any reason considered satisfactory by the Department Head, desires to secure a leave of absence from employment duties may, upon the recommendation of the Department Head, approved by the Commissioner of Human Resources, be granted a leave of absence without pay for a period not to exceed one (1) year. The approval of such leave of absence without pay shall be in written form, signed by the appointing officer and the Employee affected. An employee may be off payroll without losing benefits for a period not to exceed one year.*

(a) *If the Commissioner of Human Resources approves a temporary leave without pay lasting three (3) months or more, the employer shall make reasonable efforts to promptly fill the vacant position on a temporary basis for the duration of the initial employee's leave.*

2. *When a leave of absence without pay for a period of one (1) year has been granted, a further leave of absence without pay shall not be granted unless the Employee returns to this position and*

serves continuously therein for a period of one (1) year immediately preceding the subsequent leave of absence without pay.

**RESOLUTION: APPROVAL TO ADOPT THE USE OF FACILITIES
FOR FREE SPEECH RIGHTS POLICY**

WHEREAS, there exists a need to create a policy which establishes time, place, and manner rules for the use of SUNY WCC's designated public forums by third parties outside of the campus community to exercise their free speech rights; and

WHEREAS, in drafting this policy, the College weighed its competing obligations and responsibilities: to meet its education mission, to meet its legal obligation as a

public entity to provide a designated public forum for free speech by third parties; and to meet obligations for the orderly and safe operation of its campus; and

WHEREAS, the Board of Trustees Governance Committee has reviewed the policy and concurs with the attached policy language;

NOW, THEREFORE, BE IT RESOLVED that the SUNY WCC Board of Trustees hereby adopts the Use of Facilities for Free Speech Rights Policy, a copy of which is attached hereto.

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

Policy

Consistent with the [SUNY WCC Freedom of Expression Statement](#), as endorsed by the SUNY WCC Board of Trustees, the core principles of Westchester Community College are rooted in the ability to create avenues for intellectual pursuits which require open, free, and thoughtful debate. In support of this, SUNY WCC has established time, place, and manner rules for the use of its designated public forums by third parties outside of the campus community to exercise their free speech rights. In drafting and adopting this policy, the College weighed its competing obligations and responsibilities: to meet its education mission, to meet its legal obligations as a public entity to provide a designated public forum for free speech by third parties and to meet obligations for the orderly and safe operation of its campus, while responsibly managing and allocating its scarce resources in pursuit of its education mission for its students.

All requests for use of the Designated Public Forum require prior approval, which can be obtained via the process detailed in the procedures of this policy. A review is required to evaluate the time, place and manner of the request to use a designated public forum to ensure that it does not interfere with either the academic or administrative endeavors of the College.

All persons on College-controlled premises are bound by the Rules for the Maintenance of Public Order, which deal in part with freedom of expression. Members of the College community should familiarize themselves with those rules and regulations. The College reserves the right to terminate any use of the Designated Public Forum in the event either the speaker or a member(s) of an audience engages in conduct that violates SUNY WCC's Rules for the Maintenance of Public Order to secure the orderly operation of the Campus for the safety of the entire Campus Community.

Any third-party individual who elects to utilize a designated public forum to exercise their free speech rights and has not received pre-approval will be asked to leave the College immediately. Failure to obey the lawful or purposeful direction of any College official or law enforcement agency could lead to disciplinary action under College policy and/or arrest.

No student, either singly or in concert with others, shall engage in disruptive behavior as defined in the [Student Code of Conduct](#), or which is in violation of any Federal, State, County or local law. Students who engage in behavior which meets the College definition of disruptive behavior could be required to participate in the Student Conduct Process.

The College designates specific days as Black-out Days as detailed in the procedures of this policy where the College facilities and grounds are utilized for key events at the core of its educational mission.

SUNY WCC & Third-Party Obligations

SUNY WCC is prohibited from:

- A. making inquiries as the nature or content of the free speech
- B. charging the Third Party an application fee to reserve the Designated Public Forum
- C. charging the Third Party for the use of the Designated Public Forum for free speech purposes
- D. imposing insurance requirements on the Third Party for use of the Designated Public Forum for free speech purposes
- E. charging the Third Party for any additional costs to the College that the College may incur due to the use of the Designated Public Forum, such as security.

An Approved Third-Party user of a Designated Public Forum:

- A. is responsible for picking up from the Designated Public Forum any brochures, pamphlets, leaflets or other handouts or goods that the Third Party speaker brought with them to disseminate during their speech, and properly disposing of the same in public garbage receptacles or taking them with them. All hand-to-hand distributed materials must clearly state the name of the organization or individual responsible for the publicity and/or event. Failure to comply with all or part of this provision may result in future denial of use of the Designated Public Forum.
- B. is prohibited from use of megaphones or other equipment for the amplification of speech.

Definitions

- **Black-out Days:** certain days on the College's calendar wherein the use of the campus and its facilities, including outdoor spaces are reserved exclusively for Campus related activities that are at the very core of its primary educational mission. During these Blackout Days, no Third Party shall be allowed to use the Designated Public Forum for free speech purposes.

- **Campus or Campuses:** any College owned, leased, licensed or operated space, facility, property, grounds or building.
- **Designated Public Forums:** are the areas listed below in this policy.
- **Third Party or Parties:** any person, organization, group or entity not legally affiliated with the College including, but not limited to the general public, contractors, vendors, guests and visitors to the College, those using College facilities or property under a College revocable permit, and volunteers not enrolled as such on College systems.
- **College:** is SUNY Westchester Community College.
- **Club & Organizations** includes but is not limited to, student organizations recognized by the Department of Student Involvement, student clubs recognized by the Student Government Association, or intercollegiate athletic teams recognized by the Athletic Department.

Procedures

Third Parties who seek to use the Designated Public Forum must:

- A. *Complete a Designated Public Forum application and file the application with the Office of College & Community Partnerships at least five (5) business days before the date the Third-Party user wants to use the Designated Public Forum. Applications received after 3pm on a given business day shall be considered as having been received on the morning of the next business day.*
- B. *The application must be received by the College at least five (5) business days before the requested use date and the Third-Party user assumes responsibility for proper delivery to the Office of College & Community Partnerships in a timely manner.*
- C. *Completed applications to use the Designated Public Forum should be sent to the College & Community Partnership Developer.*
- D. *The College shall review the application and respond to the applicant no later than the close of business on the third business day prior to the date the applicant wants to use the Designated Public Forum.*
- E. *If the application is completed fully and signed by the applicant and the date and time are available for use, the College shall inform the applicant of its approval to use the Designated Public Forum on the date and time so requested.*
- F. *If the application is not complete and/or it is not signed, the College shall return the application to the Third-Party user for completion.*
- G. *If the space is already reserved to its capacity for the date and time requested, or if the date and time requested is during a Blackout Period as defined in this policy, the College shall inform the Third Party of the same and offer the next available date and time for the use of the Designated Public Forum.*

Designated Public Forums

The College has designated the Student Center Patio as the location on our campus where permitted public statements can take place.

Black Out Periods

The College defines the black-out periods to include the following:

- A. During New Student Orientation Sessions, both in summer and winter.*
- B. During major recruitment events, including, but not limited to: Accepted Students Day and Open Houses.*
- C. During reading periods and examination periods as set forth on the then current academic calendar.*
- D. During graduation-related activities and events, including the fall completion ceremony and spring commencement.*
- E. During periods when the college is officially closed.*

RESOLUTION: APPROVAL TO ADOPT THE POSTING MATERIAL ON CAMPUS POLICY

WHEREAS, there exists a need to create a policy which sets forth procedures for the orderly posting and distribution of print materials; and

WHEREAS, the college policy on print materials on campus is intended to uphold the College's values related to the freedom of expression while also reflecting the college's right to place, and manner of speech on campus; and

WHEREAS, the Board of Trustees Governance Committee has reviewed the policy and concurs with the attached policy language;

NOW, THEREFORE, BE IT RESOLVED that the WCC Board of Trustees hereby adopts the Posting Material on Campus Policy, a copy of which is attached hereto.

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

Policy

The college policy on print materials on campus is intended to uphold the College's values related to the freedom of expression. The policy also reflects the college's right to place reasonable restrictions on the time, place, and manner of speech on campus. The limited restrictions were designed to reduce clutter on the boards, to assist sponsors in more effectively promoting their events, and to make event information more readily accessible to the campus community at large.

This policy sets forth procedures for the orderly posting and distribution of print materials (e.g. posters, notices, flyers, announcements). Individuals, organizations, and groups may display signs, posters, or other displays in designated areas provided that they adhere to the posting policy. Posted material shall not promote or condone behavior that violates college policies or local, state,

or federal law. The form and content of the publicity will not be restricted unless it is libelous, obscene, and/or incites riot or other unlawful action.

DEFINITIONS

College Community Members: Individuals that are directly affiliated with the college such as students, faculty, staff, and administrators as well as groups, including registered student clubs and organizations, campus governance units, academic departments, campus departments/offices, and college committees.

Unaffiliated Individuals and Organizations: All other individuals or organizations. This group may only post on Public Bulletin Boards (as defined below).

BULLETIN BOARDS AND POSTINGS

The College recognizes the right of the College community to post materials expressing opinions or information about upcoming events in designated areas. SUNY WCC has four types of Bulletin boards:

1. **Public Bulletin Boards:** Open to College Community Members and Unaffiliated Individuals and Organizations. There are three public boards in total, one in each of the following locations:
 - a. Student Center, outside the Viking Cafeteria.
 - b. College Library, outside the lounge by the upper-level entrance
 - c. Gateway Center, near Siegel Cafeteria.
2. **College Bulletin Boards:** College bulletin boards are for posting of official College documents and announcements, including those of recognized student clubs and organizations. These boards are open only to College Community Members. Boards not clearly identified are considered College bulletin boards.
3. **Department Bulletin Boards:** Department bulletin boards are identified, controlled and maintained by specific College departments or student clubs and organizations. Student clubs and organizations need approval from the Department of Student Involvement to identify and control a bulletin board. Only materials approved by that Department or student group can be posted.
4. **Union Bulletin Boards:** Union bulletin boards are for posting of official union documents and announcements.

Postings are only permitted on designated bulletin boards per the above guidelines and must be in accordance with all the following posting rules:

1. Sponsorship on publicity materials must be explicit. For example, "Sponsored by (name of department, committee, organization, or individual)."
2. Anonymous postings are only permitted on Public Bulletin Boards.

3. *All organizations not affiliated with the college community shall only be permitted to post promotional materials on Public Bulletin Boards. The promotional materials must clearly state the name of the sponsoring organization as well as contact information for further information.*
4. *Access to posting space on bulletin boards is available on a first-come, first-served basis. Newer postings should not cover other current postings.*
5. *All postings announcing events, meetings, workshops, etc., must include the name and contact information for the organization and shall be removed by the College organization, College group, or member of the College community within 24 hours after the activity.*
6. *Posted materials shall be made of paper or similar medium as appropriate for posting on a bulletin board. The preferred size is 8.5" by 11" or smaller and at no time can exceed legal size (8.5"x14").*
7. *No more than one copy of any given posted material shall be affixed to any bulletin board.*
8. *All posting materials will be removed and discarded from Public Bulletin Boards by college personnel on a regular basis.*
9. *Posted material shall not include references to the sale or consumption of alcohol or other illegal drugs.*
10. *Materials that illegally infringe on the copyrighted or trademarked works of others that do not fall within the definition of "fair use" are prohibited.*
11. *No materials shall be affixed on any other surface, including but not limited to buildings, doors, windows, bathroom structures, interior walls, elevators, classroom boards (chalkboards, whiteboards, smartboards, etc.), glass surfaces, vehicles, trash receptacles, or building signs.*
 - a. *The exception to this is private office doors of faculty, staff, administrators, and student organizations which shall be controlled by the individual to whom the office door is assigned.*
 - b. *Items posted outside of the designated areas may be removed by an authorized College representative.*
 - c. *The College organization, College group, and/or member of the College community posting items outside of designated areas or defacing College property will be subject to disciplinary or administrative action by the College, including costs for removal and restoration of the area.*

DISTRIBUTION

1. *The hand-to-hand distribution of materials (i.e. brochures, pamphlets, leaflets or other handouts) is restricted to College Community Members and third-party individuals who have received approval to use a designated public forum to*

exercise their free speech rights per the Use of Facilities by Third Parties For Free Speech Rights policy. The hand-to-hand distribution of materials is only permitted when such activity does not disrupt or interfere with the educational, administrative, or operational activities of the college, the maintenance of campus property, or the free flow of traffic and persons. Reasonable efforts must be made by the parties distributing the materials to prevent and pick up litter because of the distribution.

2. *As with posted materials, hand-to-hand distributed materials must clearly state the name of the organization or individual responsible for the publicity and/or event.*
3. *The following actions are prohibited:*
 - *door-to-door distribution of materials on College property (including at any classrooms or private offices of faculty, staff, and administrators, or student organizations)*
 - *placement of materials on vehicles*
 - *leaving materials on tables or other surfaces/counters/floors/etc. (not including an appropriate bulletin board)*

The exception is student clubs and organization who may get advanced approval by the Department of Student Involvement or other College departments who may get advanced approval from another designee of the College President. Any such approvals shall be announced to the College Community in advance of the distribution.

STUDENT CLUB & ORGANIZATION POSTING POLICY

The Department of Student Involvement and Student Government Association require clubs, organizations, services, general programming, major events, and all other student activity fee funded operations (excluding those funded by the Athletic Department) to submit posters and campus-wide marketing materials for approval before distribution and posting to the campus. Individuals should refer to the Club & Organization Policy & Procedure Manual for complete and accurate information, which can be found at www.sunywcc.edu/clubs.

OUTDOOR POSTING & CHALKING

Outdoor posting and chalking, including any materials on any type of surface, are strictly prohibited. The exception to this policy is that recognized student clubs and organizations can engage in chalking on paved horizontal surfaces that are exposed to the elements and not covered by buildings or awnings. Recognized student clubs and organizations are prohibited from chalking on walls and are further prohibited from using spray chalk of any kind.

VIOLATIONS

Postings found to violate this policy will be taken down and discarded immediately without notification.

Repeated violations may result in a loss of posting privileges.

Anyone posting materials in violation of this policy may be subject to disciplinary, legal action, and/or Persona Non-Grata status with the college, as appropriate.

Public Comment

Trustee Mitchell invited members of the community for public comment.

No Public Comment

Trustee Serratto

Informed the board members of the passing of Professor Carlo Scalfani.

(brief bio from Creative Communications)

He was responsible for the development of the Italian Language and Culture Program at SUNY Westchester Community College. He was assistant Professor of Italian and Spanish at Westchester Community College, Sept. 1971 – Aug. 1976, and Full Professor of Italian and Chairperson of the Modern Language Department, 1985 – 2012. In addition, Professor Scalfani was President of the Società Onoraria Italica-AATI (SOI-AATI) from 1975 to 2012, and President of the Westchester Coalition of Italian American Organization (WCIAO) from 1990 to 2022.

He authored several books and articles on the Italian culture and language, and he received many awards and honors, including being knighted by the Holy Sepulcher of Jerusalem, numerous teaching awards, and recognitions for his ongoing contributions to the Italian American community. He was bestowed with the prestigious title of COMMENDATORE by the Italian Government in 1999.

Adjournment

****Motion: Carnot/Serratto – all in favor**

The next meeting of the Board of Trustees is scheduled for June 26, 2024.

Respectfully submitted,

Yolanda Howell

Yolanda Howell
Secretary, Board of Trustees