



Ratified at December 11, 2024 meeting

**Board of Trustees Meeting
November 20, 2024**

Minutes of the meeting of the Board of Trustees of Westchester Community College held on Wednesday, November 20, 2024, at 3 PM in the Student Center Event Room.

Trustees Present:

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

Trustees Excused:

Robin Bikkal, 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.

Ratification of Minutes

Trustee Nonna made a motion seconded by Trustee Raizes to ratify the minutes of the October 16, 2024, Board meeting. The motion passed.

INFORMATION AND DECISION

A. President's Report

Dr. Belinda S. Miles reported:

We have had an exciting few weeks here at Westchester Community College.

- **ASAP | ACE Expansion**
 - Late last month welcomed SUNY officials, state and local lawmakers, and members of the college community at a media event announcing the expansion of ASAP (Advancing Success in Associate Pathways) and ACE (Advancing Completion through Engagement) at 25 additional SUNY campuses statewide to improve student success, retention, and completion through wraparound support services and resources to ensure student academic success. Our program – Viking ROADS (Resources for Obtaining Associate Degrees and Success) – based on the CUNY ASAP model - has been proven to enable more students to persist and complete. Enrollment in Viking ROADS expanded to more than 550 this year, up from 101 students in its initial cohort in 2018.
- **Election Day - SUNY Chancellor and Trustee on campus**
 - We welcomed SUNY Chancellor John King Jr. and SUNY Trustee (and Student Assembly President) Giovanni “Gio” Harvey to campus to talk with our students about civic engagement. In his November 6 message to the SUNY Community, Chancellor King stated, “The students we met with are passionate about the importance of voting, and about community service, student government, and student journalism, too. Their optimism and belief in their campus community inspired me.”
- **Financial Aid Operations Assessment**
 - Student Affairs reports that College Aid Services, LLC consultants were on campus earlier this month to conduct a comprehensive assessment of the college's financial aid operations. The goal of this assessment is to provide an in-depth analysis of our operations. We expect a report with recommendations for improvement is forthcoming.
- **Fall Open House**
 - Our SEM and Admissions teams hosted a successful Open House last week with nearly 200 prospective students on campus to learn more about the college, our academic programs and services, and more.
 - I also note that our SEM steering committee is currently evaluating a new communication platform to enhance student recruitment efforts and

more (student communications, retention, etc.). We look forward to recommendations that will enhance the student experience.

- **Professional Development: Strengthening Advising**
 - A campus team consisting of teaching faculty, staff, and administrators continues to participate in Achieving the Dream's *Strengthening Advising* Seminar Series, which aims to deliver a series of professional development to help colleges strengthen this critical student support system.

- **Strategic Enrollment Management**
 - We have finalized our Fall 2024 enrollment data submission to SUNY. Our official numbers are 9,359, reflecting a 3.6% increase compared to Fall 2023.
 - The IPEDS Completions survey has been completed. We awarded a total of 1,285 degrees and certificates in 2023-2024, which is a 1.2% increase compared to 2022-2023.
 - Enrollment for Winter 2025 and Spring 2025 is well underway. Currently, 515 students are registered for Winter 2025, and 4,785 students are registered for Spring 2025.

- **Strategic Planning**
 - **Summit reminder** – This Friday, the Strategic Planning Committee is hosting a college-wide Summit to collect feedback from internal stakeholders on our current and future strategic plans. 10 AM to 12 noon in the GYM.

- **Middle States Update**
 - VPs are working with their unit managers to have all administrative units complete a common template listing mission statements, goals, objectives, and what data they will use to measure their progress. We'll have this info by mid-December.

- **Thanksgiving Dinner Giveaway**
 - A very special event focused on meeting the needs of our students in our annual Thanksgiving Dinner Giveaway sponsored by our Student Support Services team. This year's event is on Monday, November 24 and aims to combat food insecurity within our college community. Through generous support from ShopRite, DeCicco & Sons, Feeding Westchester, the WCC Foundation, the Department of Student Support Services and all of our wonderful volunteers – 275 students will receive a turkey with side dishes, a ShopRite gift card, and

information on SNAP, local food pantries and other resources available to them. This incredible event is just one occasion when we join forces with colleagues and community partners to offer a beacon of hope to our students.

I invite our Faculty Senate Presiding officer Kamil Hamoui to introduce President Candice Vacin, from the Faculty Council of Community Colleges.

- We welcome Faculty Council of Community Colleges President Candice Vacin to SUNY WCC. FCCC is the organization through which faculty at all 30 SUNY community colleges engage in governance at the "University" (SUNY) level, and today President Vacin was here to meet with members of our Faculty Senate. President Vacin is taking a tour of all 30 Community Colleges.

In closing, this is the time of year when we reflect on what we are most thankful for. For me, I am thankful for the dedication and commitment to serving students that is on display every day at SUNY WCC.

B. Board Chair's Report

Trustee Mitchell reported:

NYCCT Award

- In October some of the Trustees attended the New York Community Colleges Trustees Annual Conference. Several awards were given out. One of the awards was awarded to Trustee Deborah Raizes. Trustee Raizes was not able to attend the conference so I would like to present this award to her today.
 - The Donald M. Mawhinney Jr. Trustee Leadership Award is presented to Deborah S. Raizes for her commitment and extraordinary service as Trustee of Westchester Community College. Congratulations Trustee Raizes on this well-deserved award.

ACCT Annual Conference

I attended the 2024 conference which was held in Seattle Washington from October 21-26, 2024. There were over 1800 attendees. They came from all parts of the US, and some came from the UK and India.

At the Trustees Advisory committee, we discussed items for the future benefit of trustees such as ACCT Connect, which is a membership platform open to all ACCT members. At present there are two modules, Advocacy 101, and Trusteeship 101. There is also a new addition of various college policies. This seems to be very valuable since it may assist the membership when searching for and formulating new policies. We were

informed that there are over one hundred policies on the platform. We also discussed the need to re-emphasize the attention to mental health on our campuses. Also of concern was the plight of the colleges in the states where the DEI initiative is forbidden, and colleges may face defunding if they do not comply. Some have resorted to the new acronym DIG which stands for Data Informed Governance.

The theme of this year's conference was "Cultivating Skills for the Future". Accordingly, there were many sessions devoted to the use and accumulation of data, and the expanding technology of AI. The use of data to drive budgets and decision making was very much emphasized. I also attended sessions which demonstrated how AI can be used to assist students in the various educational pathways. Ellucian gave a preview of an application which they will be launching in the beginning of the year. This application would show the students the salary ranges of various credentials, which courses are needed to attain the desired credential and show them the various courses in the catalogue among other areas of assistance. I also attended a workshop on "Why Hold a Retreat." This was very timely since we are about to hold our own retreat.

There was a very informative session on legal issues facing Community Colleges particularly as they pertain to Title 1X and the no DEI policies which are being fostered by several states. Other sessions which I attended: Board Assessment and Evaluation, and how community college baccalaureate degrees are meeting workforce needs. NYCCT hosted a breakfast meeting which was well attended. NYCCT's new chair, George Cushman indicated that he realized that there was a lack of communication between Faculty and Trustees and suggested that we should do a better job in this regard. I also participated in the Northeast Regional Caucus meeting where Tony Colon for Mohawk Valley Community College was elected as a Northeast representative on the Acct Board. After the Chair's Advisory Committee meeting, where a committee made up of past ACCT chairs meet with the incoming Chair on an advisory basis, I accompanied the incoming ACCT Chair, Rich Fukutaki and some of the past chairs to the meetings of the various constituency groups. The delegation was well received by the groups. At the senate meeting, I was again asked to assume the duties of Coordinator of Tellers for the election of at-large members to the ACCT board. The meeting was uneventful as there were three candidates running for three open slots, and there were no nominations from the floor. They were elected by acclamation.

I also attended the meeting of the ACCT/ATD Data Advisory Group. The meeting was to identify most relevant content, effective formats, and delivery options for professional learning, and additional resources that support awareness and use of new data metrics in order to inform the next phase ACCT/ATD collaboration. We reviewed what we had done in the past and recapped existing data tools, challenges to their application by institution leaders and trustees to inform decision making. We also discussed the development of a Data Metrics Resource Guide, and the key data-related topics for

professional learning for trustees. It was also suggested that we should solicit the input of some of ACCT's corporate sponsors to assist in this effort.

I attended the ACCT board meeting where the new executive was elected. There were also various celebratory moments honoring various components of ACCT such as the reception for the incoming chair, the Board dinner, the regional awards luncheon, various state receptions, and the grand finale, the Awards Gala where the national award winners were celebrated.

NYSID

In addition, I also attended a meeting of NYSID which dealt with Community College enrollment best practices educational model dealing with enrollment. They would like to get students with micro credentials and six-week sessions. They feel that this is a way to improve enrollment.

C. Committees

Governance Committee

Trustee Gerry reported:

The Governance Committee had discussion on the following:

- Revisions to Student Code of Conduct - Resolution for BOT approval as well
- College Events policy – Resolution for BOT approval as well)
- Discussion on data dashboard
- Presidential Evaluation/Board Evaluation discussion

Program Committee

Trustee Jacknis reported:

The Program Committee had discussion on the following:

- Discussion on data dashboard
- Career Education
 - Student Career Success. Thanks to the Foundation there is money to put into some analysis to improve what we do to assist students in becoming successful.
- Strategic Planning update
- Online Learning

Student Trustee Report

Trustee Carnot reported:

- I would like to let everyone know that I am officially an American Citizen, and I was able to vote in the last election.
- I have had a few meetings with the AHEAD Organization (Association on Higher Education and Disability). I would like to form a partnership with them to formulate a SUNY wide survey on campus accessibility.
- I also attended a meeting with representatives from the American Cancer Society regarding cessation of smoking and vaping.
- I also attended a meeting with representatives from the Anderson Center for Autism to re-explore a partnership and bring their program training to Westchester Community College.
- Partnership NY Birth Control Access Project (NYBCAP) an organization that is bring contraception to all colleges within New York state. CUNY John Jay, SUNY Binghamton and SUNY Buffalo are currently participating.
- This weekend I also attended the SUNY SA conference. We had a record attendance with over 350 attendees from fifty-five out of our sixty-four campuses. Some of the resolutions that were passed were:
 - To support the continued operation of SUNY Downstate in Brooklyn.
 - SUNY wide partnership and adoption of active minds for improved mental health support and advocacy.
 - Increase the cap on the SUNY activity fee.

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 October 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>
25-8221-301	Environmental Leaders of Color Inc. (ELOC)	2025 Technology and Environmental Education Saturday program introducing students to advanced computer science studies such as computer programming, AI, cybersecurity and robotics.	1/11/25 – 5/17/25	\$2,280 Revenue
25-0240-396	Empire Mechanical Services, Inc.	Replace 2 water back flow preventers in Children’s Center and in Knollwood Building	12/1/24 – 4/30/25	\$11,188
25-8301-300	GOOD FOR GIRLS, INC.	Provide STEAAM for programming for 7 th grade BIPOC girls through GOOD FOR GIRLS, INC.	7/28/25 – 8/1/25	\$5,000 Revenue
24-0105-656	AP Benefit Advisors, LLC Dba ENV Insurance	Healthcare consultant services. Evaluate College’s current providers, cost; prepare/distribute/ evaluate response to RFP	12/1/24 – 11/30/25 with 1 year option Original term 10/1/24 – 9/30/25 Previously approved at Sept. 18 BOT Name change only approved Oct. BOT	
25-8102-670	BDI Datalynk, LLC	Provider agreement for revenue sharing program with BDI Datalynk, LLC. For non-credit courses on fiber optics generating tuition in partnership for education and training.	12/1/24 – 11/30/25	\$75,000 (Est. Revenue) \$45,000 (Est. Expenses)

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

Resolution: Capital Budget

BE IT RESOLVED, that the Board of Trustees of SUNY Westchester Community College hereby approves the 2025-2026 Capital Program.

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

RESOLUTION: APPROVAL TO REVISE THE STUDENT CODE OF CONDUCT

WHEREAS, earlier this year, the U.S. Department of Education released its final rule to fully effectuate Title IX’s promise that no person experiences sex discrimination in federally funded education; and

WHEREAS, the final regulations will help to ensure that all persons, including students and employees, receive appropriate support if they experience sex discrimination in schools and that schools' procedures for investigating and resolving complaints of sex discrimination are accurate and fair to all involved; and

WHEREAS, to remain in compliance with Department of Education regulations, the College must enact policy changes which consider the language in the final rule; and

WHEREAS, based on the final rule, the College has removed references to Title IX in the Student Code of Conduct and instead will implement Title IX regulations using the Grievance Procedures for Complaints of Sex Discrimination Other Than Sex-Based Harassment; and the Grievance Procedures for Sex-Based Harassment Complaints for Students;

NOW, THEREFORE, BE IT RESOLVED that the WCC Board of Trustees hereby approves the revisions to the Student Code of Conduct, which is attached.

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

RESOLUTION: APPROVAL TO ADOPT THE COLLEGE EVENTS POLICY

WHEREAS, SUNY Westchester Community College is committed to fostering a vibrant, dynamic, and engaging campus environment for students, employees, and visitors, while maintaining the safety, security, and operational integrity of the College's facilities and activities; and

WHEREAS, the College recognizes the importance of providing clear, consistent, and comprehensive guidelines for the planning and execution of events on College campuses, which are applicable to students, employees, and third parties; and

WHEREAS, WHEREAS, the proposed College Events Policy outlines requirements and restrictions related to event registration, facility use, prohibited items and activities, free speech, amplified sound, operating hours, and safety measures to ensure compliance with applicable laws, regulations, and College policies; and

WHEREAS, the College Events Policy has been developed to align with existing College policies, including but not limited to the Student Club & Organization Policies & Procedures Manual, the Use of Facilities by Third Parties for Free Speech Rights Policy, and the SUNY WCC Rules for the Maintenance of Public Order Policy;

NOW, THEREFORE, BE IT RESOLVED that the SUNY WCC Board of Trustees hereby adopts the College Events Policy, as attached hereto, effective immediately.

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

Public Comment

Trustee Mitchell invited members of the community for public comment.

No public comment

Adjournment

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

The next meeting of the Board of Trustees is scheduled for December 11, 2024.

Respectfully submitted,

Yolanda Howell

Yolanda Howell

Secretary, Board of Trustees