



**Ratified at November 20, 2024 meeting**

**Board of Trustees Meeting  
October 16, 2024**

Minutes of the meeting of the Board of Trustees of Westchester Community College held on Wednesday, October 16, 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, Robin Bikkal, Esq., (via videoconference), Susan Gerry, Esq., Hon. John Nonna, Yolanda Howell, Secretary to the Board of Trustees.

**Trustees Excused:**

Dr. Gregory Robeson Smith, Clara Carnot, Sergio Serratto, Hon. Lyndon Williams.

**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, 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.

**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 September 18, 2024, Board meeting with the necessary corrections. The motion passed.

## **INFORMATION AND DECISION**

### **A. President's Report**

Dr. Belinda S. Miles reported:

We are approaching midterm point in fall semester. Students are engaged and participating in co-extra-curricular and club activities. I would like to also acknowledge the work of our faculty and staff who are tireless in their commitment to students, their work, and the institution. We see you – we see your effort – and I share with our Trustees how committed you are to student success.

- Second 7.5-Week session starts October 28, 2024.
- Enrollment management team working to get students – especially those on target to complete in December.
- December completion ceremony: Thursday, December 12, 4 – 6 PM. Additional details will be shared as we get closer to this special event.

### **Enrollment**

- Enrollment at SUNY WCC has grown each semester since Fall 2023 when compared to their respective prior year terms, reversing the trend of decreasing enrollment since Fall 2014.
- Finalized Summer 2024 data. I am pleased to report that our undergraduate enrollment reached 3,815, reflecting a 6.9% increase compared to Summer 2023 (which had an enrollment of 3,569.)
- Additionally, Summer 2024 FTEs increased by 8.5% compared to Summer 2023.
- Current Fall 2024 enrollment stands at 9,263, representing a 3.5% increase over Fall 2023 during the same period, with a corresponding 3.7% increase in FTEs.
- We have also finalized our 2023-2024 IPEDS 12-month survey submission. This year, we saw a 1.2% increase in our annual undergraduate student unduplicated headcount enrollment, with 15,595 students in 2023-2024 compared to 15,411 in 2022-2023.

### **NYCCT (New York Community College Trustees)**

- I had the pleasure to attend the NY Community College Trustees conference with Trustees Mitchell and Carnot to celebrate our award winners (I know Trustee Mitchell will share additional details) but I would like to thank our trustees for their dedicated service and congratulate our awardees who were honored for their outstanding service.

### **Community Outreach & Partnership Development:**

- Dr. Vanessa Morest, Lisa Santalis and I met with Yonkers Schools Superintendent Aníbal Soler, Jr., and members of his team including Associate Superintendents

of Office of School Leadership and Engagement, Rose Collins-Judon and Dr. Erik Wright, and Associate Superintendent of Intergovernmental Relations, Professional Learning and Accountability Dr. Michelle Yazurlo. At Superintendent Soler's request to learn more about SWCC, our pipelines and programs.

- We welcomed members of Professor Carlo Sclafani's family and members – past and present – of our college community to honor Professor Sclafani's contributions to the college by dedicating a tree in his memory.
- I joined students as part of our Voter Friendly Campus work in a voter registration session speaking to students and sharing information on how to register to vote.
- Lester M. Crystal President's Forum featuring Moderator Judy Woodruff, Senior Correspondent, PBS News who led an engaging conversation with distinguished panelists
  - Angela Beatty, Chief Leadership and Human Resources Officer, Accenture
  - John B. King, Jr., Chancellor, State University of New York; Former U.S. Secretary of Education
  - Cory Turner, Correspondent/Senior Editor, NPR Ed.
- Special thanks to President's Forum co-chairs WCC Foundation Board members Betty Cotton and Evelyn Stock, Special Events Chair, Susan Yubas and all who planned this year's virtual event.
- This evening, we celebrate our PepsiCo Uplift Scholars and will welcome members of the PepsiCo Foundation, alumni, faculty, staff, and our student scholars who will receive medals in recognition of their exemplary academic achievements. Watch email for post-event details – especially the names of our honorees!

**MSCHE Update:**

Yesterday, Campus Liaison Dr. Ryan Hartnett met with members of the college community. Thank you to the Trustees who attended sessions. We appreciate your participation in our accreditation processes.

- Dr. Hartnett strongly noted that building towards compliance is not enough, and that the assessment work must begin now. He made the metaphor of repairing the car while it is in motion. We are thankful to have strong leadership leading the assessment effort and are working now to come back into compliance with Middle States.
- We are planning a late Fall Town Hall to update the college community. Once details are finalized, details will be shared.

### **Strategic Planning:**

- The Strategic Planning team is wrapping up its information gathering phase, having received feedback from a wide range of stakeholders. It will meet tomorrow for a luncheon with members of our external community including government partners, and business leaders to hear their thoughts on how they view the College and where they would like to see its focus moving forward.
- There will be a college-wide Strategic Planning Summit held in the gym from 10am-12pm on Friday, November 22. More information is to come, and this will be an opportunity for the entire college community to provide feedback on what the areas of focus will be for the Strategic Plan.

### **Town Hall**

- The Senior leadership team held a Town Hall event earlier this month for the entire campus community to provide updates on major initiatives happening in their units. Much of the Town Hall focused on our assessment efforts and the strides we are making.

### **From the Board**

*A few of Trustees still have questions regarding the Middle States report and would like to meet with Dr. Morest and Dr. Miles for further information.*

## **B. Board Chair's Report**

Trustee Mitchell reported:

### **Middle States**

- I also attended the Middle States meeting with Ryan Harnett.

### **NYCCT 70<sup>th</sup> Annual Conference (New York Community College Trustees)**

- Upon arrival on Thursday afternoon, I walked into a very informative presentation on New York's Open Meetings Law. I have brought the handout for the board members. The presentation clarified a few areas: quorum when members are not physically present, and the importance of the requirement when the number of persons discussing public business constitutes a quorum.
- On the morning of Friday, October 4<sup>th</sup> I attended the business meeting of the NYCCT Board of Directors, where we approved the budget for the coming year, and ratified the slate of new officers.

- The theme of the conference was the “Status of Healthcare” both in New York State and the Nation as a whole. It was interesting to hear the New York State Commission on Health state that we do not have a healthcare system in the US, what we have, he said, is a healthcare marketplace where individuals and organizations purchase the services which they need and can afford. The panel of speakers included Maureen Kroning, Interim Dean of the school of nursing and allied Health, at Empire State University, Dr. James McDonald, NYS Commissioner of Health and some members of faculty and staff from various community colleges.
- One common theme in the healthcare arena is the acute shortage of healthcare professionals, particularly nurses and nursing school faculty. It was revealed that the nationwide shortage is about 14% while in New York it is about 13%. Among the reasons given for the shortage were: burnout after COVID, retirements, nurses leaving hospitals to do travel nursing, the lack of capacity among nursing schools, and the cost nursing and allied healthcare education. It was said that some colleges are partnering with community hospitals to help ease the situation. Faculty pay was another issue getting qualified nursing faculty.
- We also heard from SUNY Chancellor, John King. He indicated that there is little hope for increased funding from the state except in the area of workforce development. He also indicated that someone has been selected on an interim basis to succeed Johanna Duncan Poitier while he searches for a permanent replacement.
- There was a brief ceremony to honor Johanna for her dedication and years of service to NYCCT and the community colleges.
- Todd McLees, Founder of Human Skills AI, gave a detailed presentation of the impact of AI on the workforce of today. His presentation was hands-on with a demonstration of the technology.
- Of course, what would such a conference be without session on advocacy. Jee Hang Lee President of ACCT, spoke about the national efforts on behalf of community colleges in Congress and at the Federal level. He was joined by NYCCT’s own team on the advocacy committee. At the state level they reiterated what the Chancellor said earlier regarding funding for workforce.
- SUNY Schenectady gave insights into how they deal with campus hunger. Besides detailing how their food pantry operates, they indicated that they have refrigerated lockers which allow the students to store their perishable supplies until ready for consumption or to be taken home. They also had on display their

mobile training lab which they used as a recruiting tool when visiting high schools and middle schools. They have two such units, one for manufacturing and the other for healthcare training.

- The conference ended with an awards banquet at which Trustees, friends and benefactors were recognized. Westchester Community College Trustees Debbie Raizes and John Nonna together with WCC alumna Lisa Denig received awards.

## **C. Committees**

### Governance Committee

Trustee Gerry reported:

The Governance Committee had discussion on the following:

- Revisions to the Student Code of Conduct
  - We will have a vote at our next meeting in November
- College Events policy
  - We will have a vote at our next meeting in November
- 2025 Board Meeting Dates
- Presidential Evaluation & Board Evaluation
  - There was a preliminary discussion. We will discuss at length at November meeting.

### Program Committee

Trustee Jacknis reported:

The Program Committee had discussion on the following:

- Career Education
  - Perkins and emphasis on matrix
  - Local needs assessment
- On-line learning

### Finance/Facilities

Trustee Nonna reported:

The Finance committee had discussion on the following topics.

- Operating Forecast
- Capital Projects Update

- Contracts

Trustee Nonna asked Vice President Brian Murphy to go over the forecast for the month ending September 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.

<b><u>CONTRACT #</u></b>	<b><u>CONTRACTOR NAME</u></b>	<b><u>CONTRACT DESCRIPTION</u></b>	<b><u>TERM</u></b>	<b><u>AMOUNT</u></b>
25-9997-659	Achieving the Dream, Inc.	This strengthening advising seminar series offers a suite of interactive virtual sessions designed to improve student supports.	9/11/24 – 6/30/25	\$25,000 Grant Funded.
25-0240-394	Thermo Dynamic Corp.	Remove and replace one bad compressor and one inverter board at Hartford Hall AC#2	10/17/24 – 3/31/25	\$15,235
25-0240-392	M&G Tile & Paint Center Inc. Dba Handy Andy & Blinds360	Cordless window shades in all the Classrooms and Multipurpose room in the Children’s Center.	10/17/24 – 3/31/25	\$13,050
25-0240-393	A & C/Furia Electric Motor, LLC	Health Science Building evacuation pump failed and an immediate temporary pump had to be installed. Temp pump is a rental until a permanent pump can be bid out for full replacement (approx. 12 mths).	9/18/24 – 8/31/25	NTE \$17,560.40
25-0105-656	Assured Partners Change name to AP Benefit Advisors, LLC. Dba ENV Insurance Agency	Healthcare consultant services. Evaluate College’s current providers, cost; prepare/distribute/evaluate response to RFP.	10/1/24 – 9/30/25 with 1 year option Approved at Sept. 18 BOT	

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

**Update on MWBE’s Participation Rates FY 2023/2024**

Stewart Glass reported:

Total Payments for Equipment, Supplies and Contractual Services after adjustments:  
\$17,001,887.65

Minority Owned Businesses:	\$929,579.63	5.47%
Women Owned Businesses:	\$783,159.29	4.60%
Service-Disabled Veteran Owned Businesses:	\$164,906.22	0.97%
Total MBE/WBE/SDV Owned Businesses for FY23/24:	\$1,877,645.14	11.04%

**RESOLUTION ON 2025 BOARD 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 its 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 2025 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 15, 2025,
- February 19, 2025,
- March 19, 2025
- April 16, 2025,
- May 21, 2025 (Annual Meeting),
- June 18, 2025,
- July 16, 2025,
- September 17, 2025
- October 15, 2025,
- November 19, 2025, and
- December 10, 2025.

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



**Resolution – MOA- CSEA (Revised to correct term start date)**

**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, 2022 through August 31, 2026, which includes, among others, provisions for increases to wages.

**\*\*Motion: Nonna/Raizes – 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/Nonna – all in favor**

Motion out of Executive Session

**\*\*Motion: Gerry/Raizes – all in favor**

Adjournment

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

The next meeting of the Board of Trustees is scheduled for November 20, 2024.

Respectfully submitted,

*Yolanda Howell*

Yolanda Howell  
Secretary, Board of Trustees