



Westchester Community College

State University of New York

36799

November 1, 2013

To: Board of Acquisition and Contract

From: Joseph N. Hankin
President

Re: **Authority to enter into a license agreement with the Westchester Library System for the use of classroom space at the White Plains and New Rochelle Public Libraries to provide English as a Second Language instruction for the period September 1, 2013 through August 31, 2014 in an amount not to exceed \$265,426**

Authority is requested for the County of Westchester, acting by and through Westchester Community College (the "College") to enter into a license agreement with the Westchester Library System ("WLS") pursuant to which WLS will provide the College with classroom space at the White Plains and New Rochelle Public Libraries (the "Libraries") to provide on-site English as a Second Language ("ESL") instruction with integrated civics and citizenship content for patrons of the Libraries (the Agreement").

The Agreement will be for the period commencing September 1, 2013 and continuing through August 31, 2014. In consideration for the use of classroom space at the Libraries, the College will reimburse WLS an amount not-to-exceed \$265,426. It should be noted that all tuition and state aid revenues from these classes will accrue to the College. WLS has been granted authority from the White Plains and New Rochelle Public Libraries to negotiate with the College to place beginning ESL classes into those libraries.

The goals and objectives of this Agreement will be to provide ESL instruction and integrated civics and citizenship content to the immigrant community in Westchester. The goals and objectives are in the County's best interests because this program will allow the College's ESL Institute to reach out into the respective communities and serve greater numbers of immigrants, especially those unable to travel to the College's main campus. The goals and objectives will be tracked and monitored through College Institutional Research which tracks enrollment and is monitored internally. Data is then reported to the State.

This Agreement is exempt from the Westchester County Procurement Policy pursuant to Section 3 (b) thereof. An appropriate resolution is herewith attached for your Honorable Board's consideration.

JNH:lz

Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 11/21/2013 - JOMARY VIEIRA, SECRETARY

RESOLUTION

Upon a communication from Joseph N. Hankin, President, Westchester Community College; be it hereby

RESOLVED, that the County of Westchester, acting through Westchester Community College (the “College”) is hereby authorized to enter into a license agreement with the Westchester Library System (“WLS”) pursuant to which WLS will provide the College with classroom space at the White Plains and New Rochelle Public Libraries (the “Libraries”) to provide on-site English as a Second Language (“ESL”) instruction with integrated civics and citizenship content for patrons of the libraries for a term commencing September 1, 2013 and continuing through August 31, 2014; and be it further

RESOLVED, that in consideration for the use of classroom space at the Libraries, the College will reimburse WLS an amount not-to-exceed \$265,426 to be paid quarterly pursuant to an approved budget, and be it further

RESOLVED, that the County Executive or his authorized designee is authorized to execute any and all documents and to take such other action necessary to effectuate the purposes hereof.

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
701	8226, 27		4408		\$265,426

Budget Funding Year(s) 2013/14 Start Date 9/1/13 End Date 8/31/14

(must match resolution)

Funding Source Tax Dollars _____
 State Aid \$ 212,340
\$265,426 Federal Aid _____
 (must match resolution)
 Other \$ 53,086