

MINUTES
OF
REGULAR MEETING
OF
BOARD OF TRUSTEES
CLINTON COMMUNITY COLLEGE
HELD TUESDAY, JUNE 27, 2023 AT 5:00 PM
MOORE BUILDING, ROOM 228
CLINTON COMMUNITY COLLEGE
PLATTSBURGH, NEW YORK

BOARD OF TRUSTEES MEMBERS PRESENT:

David Favro, Chairperson; Nina Coolidge, Vice Chairperson; Mark Leta, Treasurer; Bernie Bassett, Devi Momot, Rolla Parker, John Redden, and Elizabeth Vicencio

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

None

ADMINISTRATORS PRESENT:

John Kowal, President; Carey Goyette, Vice President for Academic Affairs; John Borner, Dean of Student Affairs; Jay LePage, HR Director

SECRETARY TO THE BOARD:

Tammy M. Villanueva.

CALL TO ORDER:

Chairperson Favro called the meeting to order at 5:12 pm. Chairman Favro asked for attendance to be taken. Quorum reached.

PUBLIC COMMENT: None

PRESENTATION: None

APPROVAL OF MINUTES

RESOLUTION NO. 104 (2022-2023):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES MINUTES OF THE REGULAR BOARD MEETING HELD ON June 6, 2023.

Motion by Ms. Vicencio, seconded by Mr. Leta, and carried by Members present that the Board of Trustees of Clinton Community College hereby approves the minutes, of the Regular Board Meeting held June 6, 2023.

PERSONNEL REPORT

RESOLUTION NO. 105 (2022-2023)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE RESIGNATION FOR PURPOSE OF RETIREMENT OF BERNIE BUSHEY, BUILDING MAINTENANCE MECHANIC, EFFECTIVE JUNE 1, 2023 (date corrected).

Motion by Ms. Vicencio, second by Mr. Leta, and carried by members present as recommended by President Kowal.

RESOLUTION NO. 106 (2022-2023)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY ACCEPT THE RESIGNATION OF ROBERT TROMBLEY, DIRECTOR OF BUILDINGS AND GROUNDS, EFFECTIVE AUGUST 4, 2023.

Motion by Mr. Redden, second by Mr. Parker, and carried by members present as recommended by President Kowal.

RESOLUTION NO. 107 (2022-2023)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE REAPPOINTMENT OF CHRISA O'CONNELL, ADVISEMENT COORDINATOR, EFFECTIVE SEPTEMBER 1, 2023 THROUGH AUGUST 31, 2024 WITH AN ANNUALIZED STIPEND OF THREE THOUSAND DOLLARS (\$3,000).

Motion by Ms. Vicencio, second by Mr. Parker, and carried by members present as recommended by President Kowal.

RESOLUTION NO. 108 (2022-2023)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVE THE REAPPOINTMENT OF EUGENE AYOTTE, DATA ANALYST, EFFECTIVE SEPTEMBER 1, 2023 THROUGH AUGUST 31, 2024.

Motion by Mr. Bassett, second by Mr. Leta, and carried by members present as recommended by President Kowal.

RESOLUTION NO. 109 (2022-2023)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVE THE REAPPOINTMENT OF DEVIN BRASSARD, ADMISSIONS ADVISOR, EFFECTIVE SEPTEMBER 1, 2023 THROUGH AUGUST 31, 2024.

Motion by Ms. Vicencio, second by Mr. Parker, and carried by members present as recommended by President Kowal.

RESOLUTION NO. 110 (2022-2023)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVE THE REAPPOINTMENT OF KELSEY HULBERT, ASSISTANT DIRECTOR OF COLLEGE RELATIONS, EFFECTIVE SEPTEMBER 1, 2023 THROUGH AUGUST 31, 2024.

Motion by Mr. Bassett, second by Mrs. Coolidge, and carried by members present as recommended by President Kowal.

RESOLUTION NO. 111 (2022-2023)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVE THE REAPPOINTMENT OF COREEN PIEKARSKI, ADMINISTRATIVE ASSISTANT TO INSTITUTIONAL ADVANCEMENT, EFFECTIVE SEPTEMBER 1, 2023 THROUGH AUGUST 31, 2024. THIS IS A PART-TIME POSITION FOR AN AVERAGE OF 20 HOURS A WEEK (NOT TO EXCEED 29.5 HOURS PER WEEK).

Motion by Ms. Vicencio, second by Mr. Parker, and carried by members present as recommended by President Kowal.

RESOLUTION NO. 112 (2022-2023)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE APPOINTMENT OF STEVEN FREDERICK, VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT, EFFECTIVE JULY 24, 2023, WITH A PRORATED ANNUALIZED SALARY OF ONE HUNDRED AND FIVE THOUSAND DOLLARS (\$105,000).

Motion by Ms. Vicencio, second by Mr. Redden, and carried by members present as recommended by President Kowal.

RESOLUTION NO. 113 (2022-2023)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE APPOINTMENT OF ASHLEY MORALES, INTERIM DIRECTOR OF HUMAN RESOURCES, EFFECTIVE JULY 3, 2023 THROUGH AUGUST 31, 2023.

Motion by Mr. Parker, second by Mr. Leta, and carried by members present as recommended by President Kowal.

ADMINISTRATION REPORTS

GENERAL REPORT & ADMINISTRATIVE REPORTS.....President Kowal

Dr. Kowal shared the following information:

1. Update on searches:
 - a. Interviewing Director of Admissions finalists
 - b. Several searches are being initiated: Director of HR and Financial Aid
 - c. Searches in progress: typists, Controller, Technology faculty, enrollment specialist
 - d. Pending search: Director of Buildings and Grounds
2. SUNY Transformational Fund
 - a. Clinton allocated \$990,000 with providing at least a 10% match. He shared some of the information received from SUNY of which includes 50% must be used to enhance economic stability, high tech, renewable energy and increase retention in ASAP program. VP Goyette will be attending a meeting regarding this. The plan will be due at the end of July.
 - b. Clinton may get the SUNY Enrollment Funds again.
3. Enrollment information for summer and fall were shared; staff are working hard to get applications processed. We are down 20% in headcount. Priority is the Admissions Office.

ADMINISTRATIVE REPORTS: Cabinet Members shared they were available for questions.

REPORT OF THE FINANCE COMMITTEE.....MR. LETA, CHAIR
The Finance Committee met at 4:00 pm today and the FY24 budget was presented to the committee by President Kowal. He thanked the staff that helped with the preparation of the budget. The budget will be voted on later in the meeting.

REPORT OF BUILDINGS & GROUNDS COMMITTEE.....MR. FAVRO, CHAIR
Mr. Favro shared the gym floor layout that will begin shortly. Members of the board shared that Robert Trombley will be missed. Construction projects will be closed out prior to him leaving. The cottage is being cleared out and project will be getting ready for fall occupancy.

REPORT FROM STUDENT TRUSTEE/STUDENT SENATE.....MS. MARTIN
Trustee Martin was not in attendance.

REPORT ON NEGOTIATIONS.....MR. BASSETT, CHAIR
Mr. Bassett indicated that their was nothing to report.

REPORT ON FOUNDATION.....MS. VICENCIO, BOARD LIAISON
Ms. Vicencio indicated that Coreen has started abd us diubg a fabulous job. She thanked Jim Jock for helping hold the office together. She indicated that their was a lot of concern regarding the golf tournament not happening. A donation of \$1,000 has been given for advertising to the college.

REPORT ON COMMUNICATION COUNCIL.....MRS. COOLIDGE, TEMP. BOARD LIAISON
Mrs. Coolidge indicated the council has not met.

COMMUNICATIONS: Chairman Favro shared that the College received a letter of appointment for John Redden to the Board of Trustees from the County. Mr. Favro shared his thanks and appreciation to Mr. Redden.

OLD BUSINESS: Ms. Vicencio asked if the remote learning students were satisfied. President Kowal indicated that reasonable accommodations have been made for this year.

NEW BUSINESS:

RESOLUTION NO. 114 (2022-2023)

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE ADOPTS TOTAL COLLEGE BUDGET FOR FISCAL YEAR 2023-2024 IN THE AMOUNT OF \$10,522,900, WITH AN UNRESTRICTED OPERATING BUDGET OF \$9,083,838 AND A RESTRICTED SPONSORED PROGRAM BUDGET OF \$1,439,062;

WHEREAS, President Kowal recommended to the Board of Trustees of Clinton Community College, adoption of a Total College Budget for Fiscal 2023-2024 in the amount of \$10,522,900;

WHEREAS, Clinton Community College has developed its Fiscal Year 2023-2024 total Operating Budget in the amount of \$10,522,900, with an unrestricted Budget of \$9,083,838 and a restricted program Budget of \$1,439,062;

WHEREAS, The Sponsor Share of \$3,426,527 is included in the Budget and the College will be asking the County to continue its strong support of the College;

AND WHEREAS, The Operating Budget must be adopted by the Board of Trustees and forwarded to the County of Clinton and the State of New York;

BE IT THEREFORE RESOLVED, that the Board of Trustees of Clinton Community College hereby adopts/approves a Total College Budget for the Fiscal Year 2023-2024 in the amount of \$10,522,900 with an Unrestricted College Operating Budget of \$9,083,838 and a Restricted Sponsored Program Budget of \$1,439,062 and Sponsor Share of \$3,426,527.

Motion by Mr. Redden, seconded by Mr. Parker, that the Board of Trustees of Clinton Community College hereby adopts/approves the College Budget as presented.

Upon roll call vote the Ayes and Nays were as follows:

Mr. Bassett- aye	Mr. Parker – aye
Mrs. Coolidge- aye	Mr. Redden – aye
Mr. Leta - aye	Ms. Vicencio –aye
Ms. Momot - aye	Mr. Favro - aye

RESOLUTION NO. 115 (2022-2023)

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVE THE MODIFICATION TO THE EMAIL DISTRIBUTION LIST PROCEDURE TO CHANGE DISTRIBUTION OF “EVERYBODY” AND “ALL STUDENT” EMAILS EFFECTIVE JUNE 28, 2023, TO BE APPROVED PRIOR TO DISTRIBUTION BY MEMBER(S) OF CABINET.

A motion was made by Mr. Bassett, seconded by Mr. Parker and approved by members present that the Board of Trustees hereby approve changes to the Email Distribution List Procedure to have prior approval by Cabinet member(s) before distribution.

Upon roll call vote the Ayes and Nays were as follows:

Mr. Bassett- aye	Mr. Parker – aye
Mrs. Coolidge- aye	Mr. Redden – aye
Mr. Leta - aye	Ms. Vicencio –aye
Ms. Momot - aye	Mr. Favro - aye

A motion to go into Executive Session to discuss employment history of a particular person was called by Mr. Leta, second by Mr. Parker.

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MINUTES
OF
EXECUTIVE SESSION
OF
BOARD OF TRUSTEES
CLINTON COMMUNITY COLLEGE
HELD TUESDAY, JUNE 27, 2023 AT 5:57 PM
MOORE BUILDING - BOARDROOM
CLINTON COMMUNITY COLLEGE
PLATTSBURGH, NEW YORK

BOARD OF TRUSTEES MEMBERS PRESENT:

David Favro, Chairperson; Nina Coolidge, Vice Chairperson; Mark Leta, Treasurer; Bernie Bassett, Devi Momot, Rolla Parker, John Redden, and Elizabeth Vicencio

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

None

ADMINISTRATORS PRESENT:

None

SECRETARY TO THE BOARD:

Not present

A motion to return to Regular Session was made by Ms. Vicencio. Second by Mr. Redden.

MINUTES
OF
REGULAR SESSION
OF
BOARD OF TRUSTEES
CLINTON COMMUNITY COLLEGE
HELD TUESDAY, JUNE 27, 2023 AT 6:56 PM
MOORE BUILDING - BOARDROOM
CLINTON COMMUNITY COLLEGE
PLATTSBURGH, NEW YORK

BOARD OF TRUSTEES MEMBERS PRESENT:

David Favro, Chairperson; Nina Coolidge, Vice Chairperson; Mark Leta, Treasurer; Bernie Bassett, Devi Momot, Rolla Parker, John Redden, and Elizabeth Vicencio

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

None

ADMINISTRATORS PRESENT:

Carey Goyette, Vice President for Academic Affairs; John Borner, Dean of Students; Jay LePage, HR Director

SECRETARY TO THE BOARD:

Tammy M. Villanueva.

NEXT MEETING: August 22, 2023

ADJOURNMENT:

Motion by Mr. Parker, second by Ms. Momot, that the meeting adjourn. Meeting adjourned at 7:08 PM.

RECORDED BY

Tammy M. Villanueva

RESPECTFULLY SUBMITTED BY

David N. Favro