

MINUTES  
OF  
REGULAR MEETING  
OF  
BOARD OF TRUSTEES  
CLINTON COMMUNITY COLLEGE  
HELD TUESDAY, JULY 18, 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, 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; Ashley Morales, Interim HR Director

SECRETARY TO THE BOARD:

Tammy M. Villanueva.

CALL TO ORDER:

Chairperson Favro called the meeting to order at 5:05 pm. Chairman Favro asked for attendance to be taken. Quorum reached.

PUBLIC COMMENT: None

PRESENTATION: None

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

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MINUTES  
OF  
EXECUTIVE SESSION  
OF  
BOARD OF TRUSTEES  
CLINTON COMMUNITY COLLEGE  
HELD TUESDAY, JULY 18, 2023 AT 5:08 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; Devi Momot, Rolla Parker, John Redden, and Elizabeth Vicencio

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

None

ADMINISTRATORS PRESENT:

John Kowal, President

SECRETARY TO THE BOARD:

Tammy Villanueva

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

MINUTES  
OF  
REGULAR SESSION  
OF  
BOARD OF TRUSTEES  
CLINTON COMMUNITY COLLEGE  
HELD TUESDAY, JULY 18, 2023 AT 5:49 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; 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 Students; Ashley Morales, Interim HR Director

SECRETARY TO THE BOARD:

Tammy M. Villanueva.

APPROVAL OF MINUTES

**RESOLUTION NO. 116 (2022-2023):**

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES MINUTES OF THE REGULAR BOARD MEETING HELD ON JULY 27, 2023.

Motion by Ms. Vicencio, seconded by Ms. Coolidge, and carried by Members present that the Board of Trustees of Clinton Community College hereby approves the minutes, of the Regular Board Meeting held July 27, 2023.

PERSONNEL REPORT

**RESOLUTION NO. 117 (2022-2023)**

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE APPOINTMENT OF TYANNE SCHAEFER BURKE, DIRECTOR OF ADMISSIONS, EFFECTIVE JULY 17, 2023 THROUGH AUGUST 31, 2023 WITH A PRORATED ANNUALIZED SALARY OF SIXTY THOUSAND DOLLARS (\$60,000).

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

**RESOLUTION NO. 118 (2022-2023)**

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE REAPPOINTMENT OF TYANNE SCHAEFER BURKE, DIRECTOR OF ADMISSIONS, EFFECTIVE SEPTEMBER 1, 2023 THROUGH AUGUST 31, 2024.

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

**RESOLUTION NO. 119 (2022-2023)**

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE REAPPOINTMENT OF NIKI RIVERS, NURSING SKILLS LAB LEARNING RESOURCES COORDINATOR, EFFECTIVE SEPTEMBER 1, 2023 THROUGH AUGUST 31, 2024 WITH AN HOURLY RATE OF TWENTY-SIX DOLLARS AND TWENTY-FIVE CENTS (\$26.25). HOURS WORKED ARE NOT TO EXCEED 225 HOURS PER SEMESTER OR 500 HOURS FOR THE FISCAL YEAR (NOT TO EXCEED 15 HOURS IN ANY GIVEN WEEK).

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

**RESOLUTION NO. 120 (2022-2023)**

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE MEMORANDUM OF AGREEMENT BY AND BETWEEN CLINTON COMMUNITY COLLEGE AND THE NON-TEACH/PROFESSIONALS COALITION, DATED JULY 18, 2023, THAT SUPPORTS THE OUTSOURCING OF SOME OF THE DIRECTOR OF FINANCIAL AID JOB DUTIES THROUGH SEPTEMBER 30, 2023.

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

**RESOLUTION NO. 121 (2022-2023)**

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE RESIGNATION OF JAMES GRAVES, SENIOR CUSTODIAL WORKER, EFFECTIVE JULY 18, 2023.

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

**RESOLUTION NO. 122 (2022-2023)**

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVE THE APPOINTMENT OF JAMES GRAVES, BUILDING MAINTENANCE WORKER, EFFECTIVE JULY 19 2023 WITH AN HOURLY RATE OF \$24.1413 (\$47,414 ANNUALIZED, PLUS \$2800 LONGEVITY).

Motion by Ms. Momot, second by Ms. Coolidge, and carried by members present as recommended by President Kowal.

**RESOLUTION NO. 123 (2022-2023)**

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVE THE APPOINTMENT OF LUKE BLAIR, BUILDING MAINTENANCE MECHANIC, EFFECTIVE JULY 31 2023 WITH AN HOURLY RATE OF \$21.5828 (\$44,892 ANNUALIZED).

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

**RESOLUTION NO. 124 (2022-2023)**

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVE THE TEMPORARY APPOINTMENT OF NANCY SIMPSON, SENIOR CLERK, EFFECTIVE SEPTEMBER 1, 2023 THROUGH NOVEMBER 30, 2023.

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

**RESOLUTION NO. 125 (2022-2023)**

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVE THE TEMPORARY APPOINTMENT OF MARY LAPIERRE, FINANCIAL AID OFFICER, EFFECTIVE JUNE 29, 2023 THROUGH SEPTEMBER 30, 2023.

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

**RESOLUTION NO. 126 (2022-2023)**

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE TWO-YEAR APPOINTMENT OF CHRISTOPHER DRENNAN, DEPARTMENT DIVISION COORDINATOR FOR ENGLISH/LIBRARY, HISTORY/POLITICAL SCIENCE, HUMANITIES. THE APPOINTMENT IS EFFECTIVE ONE WEEK PRIOR TO THE FALL 2023 SEMESTER THROUGH JUNE 1, 2025 WITH AN ANNUAL STIPEND OF \$8,000 (\$4,000 PER SEMESTER). IN ACCORDANCE WITH THE COLLECTIVE BARGAINING AGREEMENT, DIVISION COORDINATORS MAY ONLY BE COMPENSATED FOR NO MORE THAN 18 CREDIT HOURS PER SEMESTER, AN ANNUAL STIPEND OF \$8,000, AND \$1,000 STIPEND FOR THE SUMMER. THE SUMMER 2023 STIPEND WILL BE PRORATED TO REFLECT A START DATE OF JULY 24, 2023.

Motion by Ms. Vicencio, second by Mr. Redden. Call for vote, (7 aye, 0 nay). Carried by members present as recommended by President Kowal.

**RESOLUTION NO. 127 (2022-2023)**

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE TWO-YEAR APPOINTMENT OF DENISE COUGHLIN, DEPARTMENT DIVISION COORDINATOR FOR BUSINESS/ACCOUNTING, CRIMINAL JUSTICE, SOCIAL & BEHAVIORAL SCIENCES/HUMAN SERVICES. THE APPOINTMENT IS EFFECTIVE ONE WEEK PRIOR TO THE FALL 2023 SEMESTER THROUGH JUNE 1, 2025 WITH AN ANNUAL STIPEND OF \$8,000 (\$4,000 PER SEMESTER). IN ACCORDANCE WITH THE COLLECTIVE BARGAINING AGREEMENT, DIVISION COORDINATORS MAY ONLY BE COMPENSATED FOR NO MORE THAN 18 CREDIT HOURS PER SEMESTER, AN ANNUAL STIPEND OF \$8,000, AND \$1,000 STIPEND FOR THE SUMMER. THE SUMMER 2023 STIPEND WILL BE PRORATED TO REFLECT A START DATE OF JULY 24, 2023.

Motion by Ms. Momot, second by Mr. Parker. Call for vote, (6 aye, 1 nay). Carried by members present as recommended by President Kowal.

**RESOLUTION NO. 128 (2022-2023)**

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE TWO-YEAR APPOINTMENT OF LYNN FOWLER, MATH, SCIENCE AND TECHNOLOGY. THE APPOINTMENT IS EFFECTIVE ONE WEEK PRIOR TO THE FALL 2023 SEMESTER THROUGH JUNE 1, 2025 WITH AN ANNUAL STIPEND OF \$8,000 (\$4,000 PER SEMESTER). IN ACCORDANCE WITH THE COLLECTIVE BARGAINING AGREEMENT, DIVISION COORDINATORS MAY ONLY BE COMPENSATED FOR NO MORE THAN 18 CREDIT HOURS PER SEMESTER, AN ANNUAL STIPEND OF \$8,000, AND \$1,000 STIPEND FOR THE SUMMER. THE SUMMER 2023 STIPEND WILL BE PRORATED TO REFLECT A START DATE OF JULY 24, 2023.

Motion by Ms. Momot, second by Mr. Leta. Call for vote, (7 aye, 0 nay). 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:
2. Several searches are in progress: Typists, Controller, Technology Faculty, HR Director, Director of Financial Aid, Director of Student Life and Director of Buildings and Grounds. A pause has been put on the position of Associate Director of Institutional Advancement.
3. SUNY Transformational Fund – we have been allocated \$990,000 and must provide a 10% match. We will reinvest in positions we had previously and advertise as grant funded. The application for this fund is due at the end of July (VP Goyette is working on this).
4. The college will change operating hours to 8:00 AM to 4:00 PM beginning this fall. The Harvest Day has been changed to reflect Indigenous Peoples’ Day.
5. Applications are up 20%; registration days are fully booked.
6. President Kowal indicated that the Opening Day meeting will include a message on being positive, friendly, welcoming and respectful to both our students and to each other.
7. Accreditation status – we continue on warning with a monitoring report due in January 2024.

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

REPORT OF THE FINANCE COMMITTEE.....MR. LETA, CHAIR  
The Finance Committee did not meet; the budget will be presented to the County Finance Committee on August 2 at 5:15.

REPORT OF BUILDINGS & GROUNDS COMMITTEE.....MR. FAVRO, CHAIR  
Mr. Favro indicated the team has been keeping up with grounds even with all the rain. He and the President met with AES today to review plans for the Police Academy (hoping to have all bid documents done by end of August to begin roof).

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 Steve Frederick has been welcomed back to the noon Rotary. Also, there hasn’t been a Foundation meeting since the last BOT meeting.

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

COMMUNICATIONS: None

OLD BUSINESS: None

NEW BUSINESS:

**RESOLUTION NO. 129 (2022-2023)**

**BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES COLLEGE HOLIDAY SCHEDULE FOR 2023-2024 and 2024-2025:**

Motion by Ms. Momot, seconded by Mr. Parker, and carried by Members present, that the Board of Trustees of Clinton Community College hereby approves the College Holiday Schedule for 2023-2024 and 2024-2025, as recommended by President John Kowal.

Voice Vote: Aye -7  
Nay -0  
Motion passed.

**SCHEDULE OF HOLIDAY CLOSINGS FOR 2023/2024:**

Monday	September 4, 2023	Labor Day
Monday	October 9, 2023	Indigenous Peoples Day
Thursday & Friday	November 23 & 24, 2023	Thanksgiving Recess
Monday & Tuesday	December 25 & 26, 2023	Holiday Recess
Monday & Tuesday	January 1 & 2, 2024	New Year's Recess
Monday	January 15, 2024	Martin Luther King, Jr. Day
Monday	May 27, 2024	Memorial Day Observance
Thursday	July 4, 2024	Independence Day Observance
Floating Holiday		

**SCHEDULE OF HOLIDAY CLOSINGS FOR 2024/2025:**

Monday	September 2, 2024	Labor Day
Monday	October 14, 2024	Indigenous Peoples Day
Thursday & Friday	November 28 & 29, 2024	Thanksgiving Recess
Tuesday & Wednesday	December 24 & 25, 2024	Holiday Recess
Tuesday & Wednesday	December 31, 2024 & January 1, 2025	New Year's Recess
Monday	January 20, 2025	Martin Luther King, Jr. Day
Monday	May 26, 2025	Memorial Day Observance
Friday	July 4, 2025	Independence Day Observance
Floating Holiday		

**NEXT MEETING:** No August meeting; September 26, 2023

**ADJOURNMENT:**

Motion by Mr. Parker, second by Mr. Redden, that the meeting adjourn. Meeting adjourned at 6:40 PM.

RECORDED BY

Tammy M. Villanueva

RESPECTFULLY SUBMITTED BY

David N. Favro