

MINUTES
OF
REGULAR MEETING
OF
BOARD OF TRUSTEES
CLINTON COMMUNITY COLLEGE
HELD TUESDAY, DECEMBER 20, 2022 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 and Elizabeth Vicencio

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

Patricia Garrow; Vice Chairperson; Kristy Martin, Student Trustee

ADMINISTRATORS PRESENT:

John Kowal, President; Carey Goyette, Interim Vice President, Academic Affairs; Chris Chamars, Ex. Director for Institutional Advancement; Ronald Graham, College Controller; Jay LePage, HR Director

SECRETARY TO THE BOARD:

Tammy M. Villanueva

CALL TO ORDER:

Chairperson Favro called the meeting to order at 5:03 pm. Chairman Favro asked for attendance to be taken. Quorum reached.

PUBLIC COMMENT: None

PRESENTATION: None

APPROVAL OF MINUTES

RESOLUTION NO. 29 (2022-2023):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES MINUTES OF THE REGULAR BOARD MEETING WITH REVISION TO PUBLIC COMMENT, HELD ON NOVEMBER 15, 2022.

Motion by Ms. Vicencio, seconded by Mr. Parker, and carried by Members present that the Board of Trustees of Clinton Community College hereby approves the minutes, with revision, of the Regular Board Meeting held November 15, 2022.

PERSONNEL REPORT

RESOLUTION NO. 30 (2022-2023)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY ACCEPTS THE REAPPOINTMENT OF MARGARET BOLSTER, ASSISTANT PROFESSOR, NURSING, FOR THE 2023-2024 ACADEMIC YEAR

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

RESOLUTION NO. 31 (2022-2023)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY ACCEPTS THE REAPPOINTMENT OF GINA BRANDOLINO, ASSISTANT PROFESSOR, NURSING, FOR THE 2023-2024 ACADEMIC YEAR

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

RESOLUTION NO. 32 (2022-2023)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY ACCEPTS THE REAPPOINTMENT OF SARAH JENNETTE, LIBRARIAN: SYSTEMS AND ELECTRONIC SERVICES, EFFECTIVE SEPTEMBER 1, 2023 THROUGH AUGUST 31, 2028.

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

RESOLUTION NO. 33 (2022-2023)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY ACCEPTS THE DATE OF RESIGNATION FOR PURPOSE OF RETIREMENT OF DONNA DIXON, ADMISSIONS ADVISOR, EFFECTIVE JANUARY 2, 2023.

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

RESOLUTION NO. 34 (2022-2023)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY ACCEPTS THE RECOMMENDATION TO AMEND EXTRA SERVICE COMPENSATION END DATE FOR FAITH CARTER, SYSTEMS PROGRAMMER/ANALYST, A BI-WEEKLY STIPEND OF TWO-HUNDRED FORTY DOLLARS (\$240) EFFECTIVE FROM OCTOBER 25, 2022 THROUGH DECEMBER 15, 2022 (ORIGINAL END DATE WAS MAY 31, 2023).

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

RESOLUTION NO. 35 (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-TEACHING PROFESSIONALS COALITION OF CLINTON COMMUNITY COLLEGE, DATED DECEMBER 20, 2022, IN REGARD TO TEMPORARY ASSIGNMENT OF THE BOOKSTORE DUTIES, WHICH CAN PERIODICALLY INCLUDE BOOKKEEPING DUTIES, TO BE PLACED WITH THE ACCOUNTANT FROM DECEMBER 12, 2022 UNTIL JUNE 30, 2023, AT WHICH TIME, IT WILL BE REVIEWED.

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

RESOLUTION NO. 36 (2022-2023)

The BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVE THE NEW PROFESSIONAL JOB TITLE AND DESCRIPTION FOR CO-COORDINATOR, HIGHER EDUCATION FOR THE JUSTICE INVOLVED. A COPY OF THIS RESOLUTION WILL BE FORWARDED TO THE CHANCELLOR OF THE STATE UNIVERSITY OF NEW YORK FOR APPROVAL. (job description attached).

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

RESOLUTION NO. 38 (2022-2023)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES RESIGNATION OF CAREY GOYETTE, PROFESSOR, ENGLISH, EFFECTIVE JANUARY 1, 2023, CONTINGENT UPON THE CLINTON COMMUNITY COLLEGE BOARD OF TRUSTEES APPROVAL OF APPOINTMENT AS VICE PRESIDENT FOR ACADEMIC AFFAIRS EFFECTIVE JANUARY 2, 2023. Motion by Mr. Parker, second by Mr. Bassett. The motion was carried by members present as recommended by President Kowal.

RESOLUTION NO. 39 (2022-2023)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES APPOINTMENT OF CAREY GOYETTE, VICE PRESIDENT FOR ACADEMIC AFFAIRS, EFFECTIVE JANUARY 2, 2023 WITH AN ANNUALIZED SALARY OF ONE HUNDRED AND FIVE THOUSAND DOLLARS (\$105,000.00).

Motion by Mrs. Coolidge, second by Mr. Leta, discussion ensued with congratulations to Ms. Goyette and a thanks for working so hard as interim. The motion was carried by members present as recommended by President Kowal.

A motion to go into Executive Session to discuss work history of a particular person and collective bargaining negotiations was called by Mr. Bassett, second by Mr. Leta.

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MINUTES

OF
EXECUTIVE SESSION
OF
BOARD OF TRUSTEES

CLINTON COMMUNITY COLLEGE
HELD TUESDAY, DECEMBER 20, 2022 AT 5:21 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 and Elizabeth Vicencio

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

Patricia Garrow; Vice Chairperson; Kristy Martin, Student Trustee

ADMINISTRATORS PRESENT:

John Kowal, President; Jay LePage, HR Director

SECRETARY TO THE BOARD:

Tammy M. Villanueva

A motion to return to Regular Session was made by Mr. Parker. Second by Mr. Bassett.

MINUTES
OF
REGULAR SESSION
OF
BOARD OF TRUSTEES
CLINTON COMMUNITY COLLEGE
HELD TUESDAY, DECEMBER 20, 2022 AT 6:28 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 and Elizabeth Vicencio

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

Patricia Garrow; Vice Chairperson; Kristy Martin, Student Trustee

ADMINISTRATORS PRESENT:

John Kowal, President; Carey Goyette, Interim Vice President, Academic Affairs; Chris Chamars, Ex. Director for Institutional Advancement; Ronald Graham, College Controller; Jay LePage, HR Director

SECRETARY TO THE BOARD:

Tammy M. Villanueva

Ms. Vicencio left the meeting at 6:19 pm.

ADMINISTRATION REPORTS

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

Dr. Kowal shared the following information:

1. Each area (Cabinet) has submitted reports; if any questions, please let them know.
2. Manufacturing Day was November 16; 500+ high school students were in attendance. This was a full-campus event in the IAM, gym and Stafford building. All students who attended were given Clinton backpacks with information on our programs. Instant admit letters were sent out to those students who provided their email addresses.
3. We hosted the West Point STEM Day on November 18. Funding for this was provided by Brilliant Pathways for grades 8-12. There were 40+ students on campus. We received a lot of positive feedback on these two events.
4. TC3 basketball team was here and they had an issue with their transportation; CCC staff Kevin Daugherty and John Borner were able to get the team safely to their hotel and ordered pizza for them. We received thank you notes from TC3 Athletic Director and President for their assistance. Thank you to both Kevin and John for taking care of the athletes.
5. Kevin Daugherty was inducted into the New York State Basketball Hall of Fame; congratulations.
6. \$535,000 has been received from SUNY as part of the \$60M initiative focusing on enrollment, etc.
7. Visited with three superintendents within the last few weeks (Chazy, Beekmantown and Northern Adirondack). Their biggest suggestion to us is to become more visible in their schools. They all suggested doing an information session at the school with parents and guidance counselors. They are extremely supportive of the CAP program as well as our Instant Admission concept.

- 8. Advocacy continues with the State on behalf of community colleges.
- 9. C6 shared that they had 100 students frequent the Learning Resources Area and presented students with small tokens of appreciation.
- 10. We continue to make progress with Plattsburgh State on the housing agreement. President Kowal and President Enyedi had a discussion on the merger of Binghamton and Broome; this looks like a one-time proposal that will be going to SUNY Board of Trustees for consideration.
- 11. Chris Chamars shared an update from the Foundation with the Board.

Administrative Department Reports

There were no questions on the Administrative Reports, however, Mr. Bassett noted that he appreciates the details of reports and activities being on campus. It is good to see people back on campus. He also noted that it is great to see that high schools want to continue to work with CCC. Mrs. Coolidge asked what we are missing. Trades? President Kowal indicated the need to look into other trades (carpentry, plumbing, etc.).

REPORT OF THE FINANCE COMMITTEE.....MR. LETA, CHAIR
The Finance Committee did not meet.

REPORT OF BUILDINGS & GROUNDS COMMITTEE.....MR. FAVRO, CHAIR
Mr. Favro indicated Mr. Trombley’s report was very informative. Mr. Favro also shared that CCC passed the fire inspection – good job.

REPORT FROM STUDENT TRUSTEE/STUDENT SENATE.....MS. MARTIN
Trustee Martin was absent.

REPORT FROM NEGOTIATIONS COMMITTEE.....MR. BASSETT, CHAIR
Mr. Bassett indicated updates were given during Executive Session.

REPORT ON FOUNDATION.....MS. VICENCIO, BOARD LIAISON
Ms. Vicencio was not in attendance however, it was noted that the team is doing well with the finances.

REPORT ON COMMUNICATION COUNCIL.....MRS. COOLIDGE, TEMP. BOARD LIAISON
Mrs. Coolidge indicated she didn’t make the last meeting but items discussed are confidential and being worked on.

COMMUNICATIONS: None

OLD BUSINESS: None

NEW BUSINESS:

RESOLUTION NO. 40 (2022-2023)

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY ADOPTS THE POLICY ON REMOTE WORK (see attached).

Motion by Mr. Parker, second by Ms. Momot, and carried by Members present, that the Board of Trustees of Clinton Community College hereby adopts the Policy on Remote Work (see attached).

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

Mr. Bassett - aye	Ms. Momot - aye
Mrs. Coolidge - aye	Mr. Parker - aye
Ms. Garrow – absent, not voting	Ms. Vicencio - absent, not voting
Mr. Leta - aye	Mr. Favro - aye
Ms. Martin – absent, not voting	

RESOLUTION NO. 41 (2022-2023)

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY AMEND COLLEGE POLICY AND PROCEDURE #0704 (HOURS OF OPERATION) TO INCLUDE LANGUAGE PROPOSED IN ATTACHED POLICY ON WORK HOURS:

Motion by Mr. Bassett, second by Mr. Parker, and carried by Members present, that the Board of Trustees of Clinton Community College hereby amends the Policy on Hours of Operation to include proposed language provided (see attached).

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

Mr. Bassett - aye	Ms. Momot - aye
Mrs. Coolidge - aye	Mr. Parker - aye
Ms. Garrow – absent, not voting	Ms. Vicencio - absent, not voting
Mr. Leta - aye	Mr. Favro - aye
Ms. Martin – absent, not voting	

RESOLUTION NO. 42 (2022-2023)

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY AWARDS BIDS OPENED NOVEMBER 30, 2022, BASED ON LOWEST COSTS, AS RECOMMENDED BY CONTROLLER, RONALD GRAHAM:

Motion by Ms. Momot. Second by Mrs. Coolidge and carried by Members present, that the Board of Trustees of Clinton Community College hereby awards bids opened November 30, 2022, as recommended by Controller, Ronald Graham.

PRINTING AWARDS:

Studley Printing and Publishing, Plattsburgh, NY

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	5,000 sheets	Letterhead Option 1	\$.153	\$794.83
2	2,000 sheets	Letterhead Option 2	\$.165	\$330.93
3	3,000 sheets	Letterhead Option 3	\$.153	\$764.83
4	2,000 sheets	Letterhead Option 4	\$.165	\$330.93
5	5,000	Letterhead Option 5	\$.138	\$688.33
6	2,000	Letterhead Option 6	\$.144	\$288.93
7	1,000	5"W x 8.5"H Notepads	\$.025	\$1245.42
8	1,000	Spring 2023 Commencement Programs	\$.851	\$850.90
9	5,000	#9 ½ Catalog Envelopes Option 1	\$.325	\$1622.50
10	2000	#9 ½ Catalog Envelopes Option 2	\$.336	\$672.50
11	5,000	#10 Envelopes	\$.142	\$710.71
12	1,000	4-1/4" x 5 1/2" Note Card	\$.13803	\$138.03
13	1,000	4-3/8" x 5-3/4" Envelopes	\$.22533	\$225.33
14	10,000	Academic Program Guide	\$.933	\$9325.11
15	10,000	Credit/Workshop Schedules Option 2	\$.476	\$4759.76
16	10,000	Credit/Workshop Schedules Option 3	\$.672	\$6723.68
17	1,000	Bookmark Option 1	\$.1851	\$185.10
18	500	Bookmark Option 2	\$.2692	\$134.87

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
19	2,500	6" W x 4"H Post Cards Option 1	\$.147	\$366.41
20	500	6" W x 4"H Post Cards Option 2	\$.2732	\$136.63
21	1,000	6" W x 4"H Post Cards Option 3	\$.19175	\$191.75
22	100	6" W x 4"H Post Cards Option 4	\$.8101	\$81.01
23	3,000	7"w x 5"H Postcards Option 1	\$.2768	\$830.64
24	2,000	7"w x 5"H Postcards Option 2	\$.3006	\$601.33
25	1,000	7"w x 5"H Postcards Option 3	\$.35056	\$350.56
26	500	7"w x 5"H Postcards Option 4	\$.40806	\$204.03
27	250	7"w x 5"H Postcards Option 5	\$.5727	\$143.18
28	100	7"w x 5"H Postcards Option 6	\$.9627	\$96.27
29	500	Business Cards Option 1	\$.15386	\$76.93
30	250	Business Cards Option 2	\$.2688	\$67.22
31	500	Business Cards Option 3	\$.18242	\$91.21
32	250	Business Cards Option 4	\$.2988	\$74.70
33	5,000	#10 Window Envelopes	\$.146	\$730.00
34	200	Large Poster Option 1	\$4.384	\$876.89
35	200	Large Poster Option 2	\$4.204	\$840.89
36	500	Rack Card Option 1	\$.0346	\$173.21
37	250	Rack Card Option 2	\$.4822	\$120.57
38	5,000	10" x 13" Catalog Envelopes Option 1	\$.3568	\$1784.00
39	2,000	10" x 13" Catalog Envelopes Option 2	\$.36955	\$739.10
40	50	Generic Color Poster Option 1	\$3.344	\$167.22
41	100	Generic Color Poster Option 2	\$.19018	\$190.18
42	500	Generic Color Poster Option 3	\$.77176	\$385.88
43	1,000	Generic Color Poster Option 4	\$.63150	\$631.50
44	1,000	Certificates Option 1	\$.32826	\$328.26
45	500	Certificates Option 2	\$.39718	\$198.59
46	100	Summer Program Mailer	\$.9660	\$96.60
49	500	Admissions Applications Option 1	\$.6958	\$347.90
50	1,000	Admissions Applications Option 2	\$.6326	\$632.60
51	250	Nursing Applications	\$1.936	\$484.11
52	2,500	#9 Standard Window Envelopes Option 1	\$.15212	\$380.83
53	5,000	#9 Standard Window Envelopes Option 2	\$.1466	\$733.33
56	500	Admissions 2 -Pocket Folders Option 1	\$1.5686	\$784.33
57	1,000	Admissions 2-Pocket Folders Option 2	\$1.1343	\$1134.33
58	2,000	Admissions 2-Pocket Folders Option 3	\$.95216	\$1904.33
59	5,000	Admissions 2-Pocket Folders Option 4	\$.74766	\$3738.33
61	100	8.5" x 11" Flyer – Single Sided Option 1	\$.9980	\$99.80
62	250	8.5" x 11" Flyer – Single Sided Option 2	\$.432	\$108.00
63	500	8.5" x 11" Flyer – Single Sided	\$.3228	\$161.40
64	100	8.5" x 11" Flyer – Double Sided Option 1	\$.6980	\$69.80
65	250	8.5" x 11" Flyer – Double Sided Option 2	\$.5272	\$131.80
66	500	8.5" x 11" Flyer – Double Sided Option 3	\$.45	\$225.00
71	1,000	Three Panel Folder Viewbook – 3 Panel Option 2	\$1.2176	\$1217.65
74	500	Large Rack Card Option 1	\$.58036	\$290.18
75	250	Large Rack Card Option 2	\$.72836	\$182.09
76	1,000	Large Rack Card Option 3	\$.51044	510.44

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
77	500	Large Rack Card – Perforated Option 1	\$.54928	\$274.64
78	250	Large Rack Card – Perforated Option 2	\$.73228	\$183.07
79	1,000	Large Rack Card – Perforated Option 3	\$.46482	\$464.82
80	200	Large Poster 16 x 20 Option 2	\$4.384	\$876.89
81	200	Large Poster 16x20 Option 2	\$4.204	\$840.89
84	250	8.5" x 11" Four-Color Matte Brochure Option 1	\$.7776	\$194.40
85	500	8.5" x 11" Four Color Matte Brochure Option 2	\$.65952	\$329.76
86	1,000	8.5" x 11" Four-Color Matte Brochure Option 3	\$.52889	\$528.89

Proforma Infinity, Clay, NY

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
68	2,000	Folder Viewbook with Pocket – 4 Panel Option 1	\$3.578	\$7156.78
69	1,000	Folder Viewbook with Pocket – 4 Panel Option 2	\$4.393	\$4393.33
70	2,000	Folder Viewbook – 3 Panel Option 1	\$.696	\$1391.39
72	2,000	Folder Viewbook with Pocket – 3 Panel Option 1	\$3.34	\$6679.33
73	1,000	Folder Viewbook with Pocket – 3 Panel Option 2	\$4.093	\$4093.33

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

Mr. Bassett - aye	Ms. Momot - aye
Mrs. Coolidge - aye	Mr. Parker - aye
Ms. Garrow – absent, not voting	Ms. Vicencio - absent, not voting
Mr. Leta - aye	Mr. Favro - aye
Ms. Martin – absent, not voting	

NEXT MEETING: January 24, 2023

ADJOURNMENT:

Motion by Mr. Parker, second by Mr. Bassett, that the meeting adjourn. Meeting adjourned at 7:04 PM.

RECORDED BY

RESPECTFULLY SUBMITTED BY

Tammy M. Villanueva

David N. Favro

Clinton Community College Policy on Remote Work

Introduction: The onset of the COVID-19 pandemic in March 2020 resulted in the need to move nearly all instruction and some administrative operations to remote work as required by New York State and SUNY. After being nearly fully remote for the 2020-2021 academic year, a return to in-person teaching and operations began during the 2021-2022 academic year. With guidance from SUNY and the Clinton County Health Department, plans for the 2022-2023 academic year were established to be fully in-person for all operations and for all teaching and learning except for online courses and online portions of hybrid courses for which students are not present on campus.

Remote Work Policy: The College establishes the following policy on remote work, effective January 1, 2023:

1. Instruction for all courses not defined as fully online/DL or the online portion of hybrid/HL shall be done on campus.
2. Any requests for remote delivery of classes must be approved by the Vice President for Academic Affairs and must be based on student-based rationale provided in writing to the VPAA.
3. If approved, all remote instruction shall be done from campus (classes with room locations identified as R-Remote will be taught on campus at the designated times using videoconferencing, video recordings, and various online tools).
4. All administrative, operational and student support work shall be done on campus except under extenuating circumstances and as approved, in advance, by the President with rationale provided in writing to the supervisor and President.

Clinton Community College Policy on Work Hours

Introduction: Regular business hours for the College are 8:00 a.m. to 4:30 p.m., Monday through Thursday, and 8:00 a.m. to 4:00 p.m. on Friday, except when adjustments are made for summer hours. All College offices that provide direct student services are required to be staffed during these business hours. However, there may be extenuating circumstances or operational needs for which adjustments may be made to a staff member's work hours. There may also be contractual specifications that depart from these hours. This policy on work hours does not apply to the faculty. It also does not apply to those with management confidential appointments who are expected to be available for work beyond regular business hours.

Work Hours Policy: The College establishes the following policy on work hours, effective January 1, 2023:

1. All College offices that provide direct services to the students shall be staffed during regular business hours.
2. Adjustments to the established work hours for staff may be made under extenuating circumstances and must be approved by the supervisor and President with rationale provided in writing.
3. Documentation of approved requests for adjusted work hours shall be provided to the Human Resources office.
4. Such requests for individual adjustments to work hours are non-precedent setting.
5. Existing adjustments to work hours shall be honored but will be reviewed on an annual basis within the criteria of this policy.