

MINUTES
OF
REGULAR MEETING
OF
BOARD OF TRUSTEES
CLINTON COMMUNITY COLLEGE
HELD TUESDAY, SEPTEMBER 26, 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, John Redden, and Elizabeth Vicencio

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

None

ADMINISTRATORS PRESENT:

John Kowal, President; Steve Frederick, Vice President for Institutional Advancement; Carey Goyette, Vice President for Academic Affairs; John Borner, Dean of Student Affairs; Sheri Brienza-Wypyski, Controller and Ashley Morales, Interim HR Director

SECRETARY TO THE BOARD:

Tammy M. Villanueva.

CALL TO ORDER:

Chairperson Favro called the meeting to order at 5:04 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 personnel matters of a particular person was called by Ms. Vicencio, second by Ms. Momot.

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MINUTES
OF
EXECUTIVE SESSION
OF
BOARD OF TRUSTEES
CLINTON COMMUNITY COLLEGE
HELD TUESDAY, September 26, 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, 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 Mrs. Coolidge. Second by Mr. Leta

MINUTES
OF
REGULAR SESSION
OF
BOARD OF TRUSTEES
CLINTON COMMUNITY COLLEGE
HELD TUESDAY, SEPTEMBER 26, 2023 AT 5:51 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, John Redden, and Elizabeth Vicencio

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

None

ADMINISTRATORS PRESENT:

John Kowal, President; Steve Frederick, Vice President for Institutional Advancement; Carey Goyette, Vice President for Academic Affairs; John Borner, Dean of Student Affairs; Sheri Brienza-Wypyski, Controller and Ashley Morales, Interim HR Director

SECRETARY TO THE BOARD:

Tammy M. Villanueva.

APPROVAL OF MINUTES

RESOLUTION NO. 1 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES MINUTES OF THE REGULAR BOARD MEETING HELD ON JULY 18, 2023.

Motion by Ms. Momot, seconded by Ms. Vicencio, 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 18, 2023.

RESOLUTION NO. 2 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES MINUTES OF THE SPECIAL BOARD MEETING HELD ON JULY 31, 2023.

Motion by Ms. Momot, seconded by Ms. Vicencio, and carried by Members present that the Board of Trustees of Clinton Community College hereby approves the minutes, of the Special Board Meeting held July 31, 2023.

PERSONNEL REPORT

RESOLUTION NO. 3 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE RESIGNATION FOR PURPOSE OF RETIREMENT OF TAMMY VILLANUEVA, ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF TRUSTEES EFFECTIVE OCTOBER 20, 2023. THE COLLEGE ACKNOWLEDGES THAT AS OF THIS DATE, 10 YEARS OF SERVICE WILL BE COMPLETED FOR THE PURPOSE OF RETIREE HEALTH INSURANCE COVERAGE. THIS IS NOT PRECEDENT SETTING.

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

RESOLUTION NO. 4 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE RESIGNATION OF ANGELA HOSLER, CUSTODIAL WORKER, EFFECTIVE JULY 24, 2023.

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

RESOLUTION NO. 5 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE RESIGNATION OF MICHELLE DROLLETTE, SENIOR ACCOUNTANT, EFFECTIVE SEPTEMBER 13, 2023.

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

RESOLUTION NO. 6 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE RESIGNATION OF NEIL EPSTEIN, ADMISSIONS ADVISOR, EFFECTIVE OCTOBER 31, 2023.

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

RESOLUTION NO. 7 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE AMENDMENT TO 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), PLUS 5% COMMISSIONS ON ALL NEW TRAINING CONTRACTS SECURED FOR THE IAM.

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

RESOLUTION NO. 8 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE APPOINTMENT OF ANGELA HOSLER, SR. CUSTODIAL WORKER, EFFECTIVE JULY 25, 2023 WITH AN HOURLY RATE OF \$19.6784 (\$40,931.00 ANNUALIZED).

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

RESOLUTION NO. 9 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE APPOINTMENT OF MICHELLE DROLLETTE, DIRECTOR OF FINANCIAL AID, EFFECTIVE SEPTEMBER 14, 2023 THROUGH AUGUST 31, 2024 WITH AN ANNUAL SALARY OF SIXTY-TWO THOUSAND DOLLARS (\$62,000).

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

RESOLUTION NO. 10 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE APPOINTMENT OF NICHOLAS AGONEY, STUDENT ENROLLMENT SPECIALIST, EFFECTIVE SEPTEMBER 5, 2023 THROUGH AUGUST 31, 2024 WITH A PRORATED ANNUALIZED SALARY OF FORTY-ONE THOUSAND DOLLARS (\$41,000.00).

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

RESOLUTION NO. 11 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE APPOINTMENT OF GABRIELLA SELF, TYPIST, EFFECTIVE SEPTEMBER 25, 2023 WITH AN HOURLY PAY RATE OF \$18.3911 (\$33,472.00 ANNUALIZED).

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

RESOLUTION NO. 12 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE APPOINTMENT OF NEIL EPSTEIN, DIRECTOR OF CAMPUS LIFE, EFFECTIVE NOVEMBER 1, 2023 THROUGH MAY 31, 2024; AUGUST 1, 2024 THROUGH AUGUST 31, 2024 (10-MONTH POSITION) AT AN ANNUALIZED SALARY OF FORTY-FIVE THOUSAND DOLLARS (\$45,000.00) PRORATED.

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

RESOLUTION NO. 13 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE TEMPORARY APPOINTMENT OF MARY ANNE LAKE, ASSISTANT PROFESSOR OF SCIENCE, EFFECTIVE AUGUST 28, 2023 THROUGH DECEMBER 15, 2023 AT A PRORATED ANNUALIZED SALARY OF FIFTY ONE THOUSAND EIGHT HUNDRED FORTY SIX DOLLARS (\$51,846.00).

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

RESOLUTION NO. 14 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE TEMPORARY APPOINTMENT OF TAMMY VILLANUEVA, OFFICE OF THE PRESIDENT/BOARD OF TRUSTEES LIAISON, EFFECTIVE OCTOBER 23, 2023 THROUGH MAY 31, 2024 FOR 10 HOURS PER WEEK AT A RATE OF PAY OF \$35 PER HOUR.

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

RESOLUTION NO. 15 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE REAPPOINTMENT OF MICHELLE DROLLETTE, INTERIM DIRECTOR OF FINANCIAL AID, EFFECTIVE SEPTEMBER 1, 2023 THROUGH DECEMBER 31, 2023 OR UNTIL POSITION FILLED.

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

RESOLUTION NO. 16 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE REAPPOINTMENT OF ASHLEY MORALES, INTERIM DIRECTOR OF HUMAN RESOURCES, EFFECTIVE SEPTEMBER 1, 2023 THROUGH DECEMBER 31, 2023 OR UNTIL POSITION FILLED.

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

RESOLUTION NO. 17 (2023-2024)

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, DATED SEPTEMBER 26, 2023, THAT SUPPORTS THE OUTSOURCING OF SOME OF THE DIRECTOR OF FINANCIAL AID JOB DUTIES OCTOBER 1, 2023 THROUGH MAY 17, 2024.

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

RESOLUTION NO. 18 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVE THE MEMORANDUM OF AGREEMENT BY AND BETWEEN CLINTON COMMUNITY COLLEGE AND THE FACULTY ASSOCIATION OF CLINTON COMMUNITY COLLEGE DATED SEPTEMBER 26, 2023, THAT SUPPORTS THE APPOINTMENT OF LEIF SORGULE AS TECHNOLOGY SPECIALIST FOR THE FALL SEMESTER 2023.

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

RESOLUTION NO. 19 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE MEMORANDUM OF AGREEMENT BY AND BETWEEN CLINTON COMMUNITY COLLEGE AND THE FACULTY ASSOCIATION OF CLINTON COMMUNITY COLLEGE DATED SEPTEMBER 26, 2023, THAT SUPPORTS THE APPOINTMENT OF ANGELA BARNABY MATH, SCIENCE COORDINATOR AS WELL AS PROVIDING ADMINISTRATIVE LEADERSHIP IN MATH, SCIENCE AND FOUNDATIONS FOR COLLEGE SUCCESS FOR THE FALL SEMESTER 2023.

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

RESOLUTION NO. 20 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE MEMORANDUM OF AGREEMENT BY AND BETWEEN CLINTON COMMUNITY COLLEGE AND THE FACULTY ASSOCIATION OF CLINTON COMMUNITY COLLEGE DATED SEPTEMBER 26, 2023, THAT SUPPORTS THE COMPENSATION OF SUMMER 2023 WORK COMPLETED BY MAGGIE COURSON IN THE ROLE OF EARLY COLLEGE PATHWAYS COORDINATOR.

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

RESOLUTION NO. 21 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE EXTRA SERVICE COMPENSATION FOR DARLENE MCPHERSON-BURNHAM, SR. ACCOUNTANT, A WEEKLY STIPEND OF THREE-HUNDRED EIGHTY-FIVE DOLLARS (\$385) RETROACTIVE JUNE 2023 TO AUGUST 2023 (13 WEEKS).

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

RESOLUTION NO. 22 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE EXTRA SERVICE COMPENSATION FOR TAMMY VILLANUEVA, ASSISTANT TO THE PRESIDENT, A BI-WEEKLY STIPEND OF THREE-HUNDRED DOLLARS (\$300) RETROACTIVE JANUARY 3 2023 TO SEPTEMBER 15, 2023.

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

RESOLUTION NO. 23 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE APPOINTMENT OF EDWARD SZALKOWSKI, DIRECTOR OF BUILDINGS AND GROUNDS, EFFECTIVE OCTOBER 16, 2023 THROUGH AUGUST 31, 2024 WITH AN ANNUAL SALARY OF SIXTY-FOUR THOUSAND DOLLARS (\$64,000) PRORATED.

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

RESOLUTION NO. 24 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE APPOINTMENT OF DANIEL PARKER, INTERIM ADMISSIONS ADVISOR, EFFECTIVE OCTOBER 1, 2023 THROUGH AUGUST 31, 2024 WITH AN ANNUAL SALARY OF FORTY-SEVEN THOUSAND SEVEN HUNDRED EIGHTEEN DOLLARS (\$47,718) PRORATED.

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

RESOLUTION NO. 25 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE NEW PROFESSIONAL JOB TITLE AND DESCRIPTION OF ASSISTANT TO THE PRESIDENT AND SECRETARY TO THE BOARD OF TRUSTEES. A COPY OF THIS RESOLUTION WILL BE FORWARDED TO THE CHANCELLOR’S OFFICE FOR SUNY APPROVAL.

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

RESOLUTION NO. 26 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES MEMORANDUM OF AGREEMENT BY AND BETWEEN CLINTON COMMUNITY COLLEGE AND THE FACULTY ASSOCIATION OF CLINTON COMMUNITY COLLEGE DATED SEPTEMBER 26, 2023, THAT SUPPORTS THE APPROVAL OF THE REVISED COURSE PREFERENCE FORM (APPENDIX F).

Motion by Ms. Vicencio, second by Mrs. Coolidge, 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. Notable Events/activities/projects:
 - a. Opening Day
 - b. New Student Orientation
 - c. Fall Fest
 - d. Happy Hour with faculty and staff
 - e. Dr. Paul Starkey – MSCHE Vice President – visited to identify all possible outcomes at our next stage; monitoring report due in January; visit from MSCHE in the spring
 - f. Clinton County Legislature approved the college’s 2024 budget
 - g. Campus beautification ongoing
 - h. Bid is out for Police Academy roof replacement
2. Vacancy progress:
 - a. Completed searches include – Controller, Director of Admissions, Director of Financial Aid, Director of Student Life, Director of Buildings and Grounds, Student Enrollment Specialist, Financial Aid/Admissions Typist, Women’s Basketball Coach

- b. Searches in progress – Technology Faculty, Director of Human Resources, Soccer Coaches, Co-coordinator for Higher Education for Justice Involved, Advanced Manufacturing Student Support and Lab Coordinator
 - c. Search on pause – Associate Director of Institutional Advancement
 - d. Search to be initiated – Admissions Advisor
 - e. President Kowal thanked all those who have served on search committees over the last few months as we worked to fill crucial vacancies
3. SUNY Transformational Fund – we have received \$990,000 allocation which will be used for the ASAP Program (Accelerated Study in Associate Programs. College has to provide a 10% match.
 4. MSCHE Monitoring Report – the Taskforce has been expanded and have made plans and identified key areas – focus on Recruitment/Retention/Revenue.
 - a. Meet capacity in Nursing
 - b. Add two athletic teams (women’s basketball and soccer)
 - c. Grow yield of CAP students matriculating to Clinton.
 - d. There is a sense of urgency with a tone of optimism.
 - e. The Strategic Enrollment Plan
 5. Vice President Goyette shared a detailed plan with the Board of Trustees on the campus-wide work being done for the MSCHE Monitoring Report. She indicated that any member of the Board is welcome to attend any of the meetings that are scheduled on the report. She did indicate that the Monitoring Report Taskforce meets bi-weekly on Fridays at 10:00 am and encourages Trustees to attend.

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

REPORT OF THE FINANCE COMMITTEE.....MR. LETA, CHAIR
The Finance Committee did not meet, but Mr. Leta will work with the Controller to tie things together for MSCHE.

REPORT OF BUILDINGS & GROUNDS COMMITTEE.....MR. FAVRO, CHAIR
Mr. Favro indicated there was no report however, there will be a need for a Special Meeting to award the bid for the Police Academy roof replacement (bids will be opened on October 5).

REPORT FROM STUDENT TRUSTEE/STUDENT SENATE.....VACANT
No student trustee.

REPORT ON NEGOTIATIONS.....MR. REDDEN, CHAIR
No report.

REPORT ON FOUNDATION.....MS. VICENCIO, BOARD LIAISON
Ms. Vicencio indicated that Steve Frederick was sharing information on the Strategic Marketing Plan that was emailed to the Trustees. VP Frederick also shared information on the Tax Credit.

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

COMMUNICATIONS: None

OLD BUSINESS:

RESOLUTION NO. 27 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY AMENDS MEETING MINUTES OF THE REGULAR BOARD MEETING HELD ON JUNE 27, 2023 TO REVISE END DATE IN RESOLUTION 113 FROM 2024 TO 2023.

Motion by Mr. Redden, seconded by Ms. Vicencio, and carried by Members present that the Board of Trustees of Clinton Community College hereby amends the minutes, of the Regular Board Meeting held June 27, 2023.

NEW BUSINESS: None

NEXT MEETING: October 24, 2023

ADJOURNMENT:

Motion by Mr. Redden, second by Mr. Leta, that the meeting adjourn. Meeting adjourned at 7:14 PM.

RECORDED BY

RESPECTFULLY SUBMITTED BY

Tammy M. Villanueva

David N. Favro