

MINUTES
OF
REGULAR MEETING
OF
BOARD OF TRUSTEES
CLINTON COMMUNITY COLLEGE
HELD WEDNESDAY, November 1, 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, John Redden, Elizabeth Vicencio and Rowen Dulka, Student Trustee

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

Devi Momot

ADMINISTRATORS PRESENT:

John Kowal, President; Steve Frederick, Vice President for Institutional Advancement; John Borner, Dean of Student Affairs; Sheri Brienza-Wypyski, Controller

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: Steve Frederick and Kelsey Hulbert presented on the college's marketing plan and shared information on social media involvement.

APPROVAL OF MINUTES

RESOLUTION NO. 29 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES MINUTES OF THE REGULAR BOARD MEETING HELD ON SEPTEMBER 26, 2023.

Motion by Ms. Vicencio, seconded by Mr. Redden, and carried by Members present that the Board of Trustees of Clinton Community College hereby approves the minutes, of the Regular Board Meeting held September 26, 2023.

RESOLUTION NO. 30 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES MINUTES OF THE SPECIAL BOARD MEETING HELD ON OCTOBER 10, 2023.

Motion by Mrs. Coolidge, seconded by Mr. Leta, and carried by Members present that the Board of Trustees of Clinton Community College hereby approves the minutes, of the Special Board Meeting held October 10, 2023.

PERSONNEL REPORT

RESOLUTION NO. 31 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE AMENDMENT TO THE RESIGNATION FOR PURPOSE OF RETIREMENT OF TAMMY VILLANUEVA, ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF TRUSTEES EFFECTIVE JANUARY 3, 2024. THE COLLEGE ACKNOWLEDGES THAT AS OF THIS DATE, 10 YEARS OF SERVICE WILL BE

RESOLUTION NO. 31 (2023-2024) - CONTINUED

COMPLETED FOR THE PURPOSE OF RETIREE HEALTH INSURANCE COVERAGE. THIS IS NON-PRECEDENT SETTING.

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

RESOLUTION NO. 32 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE AMENDMENT TO APPOINTMENT OF TAMMY VILLANUEVA, OFFICE OF THE PRESIDENT/BOARD OF TRUSTEES LIAISON, EFFECTIVE JANUARY 4, 2024 THROUGH MAY 31, 2024 FOR 10 HOURS PER WEEK AT A RATE OF PAY OF \$35 PER HOUR.

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

RESOLUTION NO. 33 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE APPOINTMENT OF MARY LAPIERRE, FINANCIAL AID OFFICE, EFFECTIVE OCTOBER 1, 2023 THROUGH MAY 17, 2024, WITH AN HOURLY RATE OF SIXTY DOLLARS (\$60.00) ON A TEMPORARY, AS NEEDED BASIS.

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

RESOLUTION NO. 34 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE APPOINTMENT OF TAYLOR MANABAT, TYPIST, EFFECTIVE OCTOBER 17, 2023 WITH AN HOURLY RATE OF \$18.3911 (\$33,472 annualized).

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

RESOLUTION NO. 35 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE APPOINTMENT OF CRAIG DANIELS, CUSTODIAL WORKER, EFFECTIVE OCTOBER 25, 2023 WITH AN HOURLY RATE OF \$16.0923 (\$33,472 annualized).

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

RESOLUTION NO. 36 (2023-2024)

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 OCTOBER 24, 2023, THAT SUPPORTS THE EXTENSION IN PORTFOLIO SUBMISSION AND PEER EVALUATIONS FOR GINA BRANDOLINO AND MARGARET BOLSTER.

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

RESOLUTION NO. 37 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE APPOINTMENT OF PAULA RIZK, DIRECTOR OF HUMAN RESOURCES, EFFECTIVE NOVEMBER 27, 2023, WITH A PRORATED ANNUALIZED SALARY OF SEVENTY-FIVE THOUSAND DOLLARS (\$75,000).

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

RESOLUTION NO. 38 (2023-2024)

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVE THE NEW PROFESSIONAL JOB TITLE AND JOB DESCRIPTION FOR ASAP PROGRAM DIRECTOR. A COPY OF THIS RESOLUTION WILL BE FORWARDED TO THE CHANCELLOR’S OFFICE FOR SUNY APPROVAL (job title/description attached).

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

RESOLUTION NO. 39 (2023-2024)

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVE THE NEW PROFESSIONAL JOB TITLE AND JOB DESCRIPTION FOR ASAP STUDENT SUPPORT SERVICES COUNSELOR. A COPY OF THIS RESOLUTION WILL BE FORWARDED TO THE CHANCELLOR’S OFFICE FOR SUNY APPROVAL (job title/description attached).

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

RESOLUTION NO. 40 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE RESIGNATION OF TYANNE SCHAEFER, DIRECTOR OF ADMISSIONS, EFFECTIVE OCTOBER 25, 2023.

Motion by Mr. Leta, second by Mr. Redden, 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
 - i. Police academy – roof repair commencing.
 - ii. Hosted Autism Alliance of Northeastern NY for “Redefining Neurodiversity”
 - iii. College night at Plattsburgh University – six faculty members, admissions team, athletics director and coach, VPAA and assistant director of college relations participated in a very successful recruiting event
 - iv. Faculty joining admissions counselors on high school visits; example: Northeastern Clinton – 3 admissions counselors and 1 faculty member visited with 10 instant admissions!
 - v. Naturalization Ceremony held on campus last Friday – wonderful event
 - vi. President attended CV-TEC Advisory Council at which he heard several very complimentary comments on CAP and its management by Professor Courson
 - vii. Open House on Saturday, Nov. 3 from 1-4; an exciting program is planned
 - viii. North Country Manufacturing Day, Nov. 8 from 9 to 2; over 700 high school students registered; campus-wide event with great recruitment opportunities.

2. Progress on vacancies:
 - i. Recent searches completed: HR Director, typist for Buildings and Grounds and Student Affairs
 - ii. Searches in progress for: Accountant, Technology Faculty, Assistant to the President and Secretary for the BOT, Soccer Coaches, Co-coordinator for Higher Education for Justice Involved, Advanced Manufacturing Student Support and Lab Coordinator
 - iii. Search on pause: Associate Director of Institutional Advancement
 - iv. Search to be initiated: Admissions Advisor, Director of Admissions

3. Enrollment

- i. Compared to last year – slight increase in headcount, slight decrease in FTE, so overall, about level with last year; increase due primarily to increase in CAP

A request for additional information from the Data Analyst as well as the IT Director was made by Trustee Vicencio. President Kowal will look at a presenter for next meeting.

ADMINISTRATIVE REPORTS: Vice President Frederick gave an update on the \$50,000 gift received from Stewarts. He also shared information on the upcoming Manufacturing Day.

REPORT OF THE FINANCE COMMITTEE.....MR. LETA, CHAIR
The Finance Committee did not meet. A meeting will be set up prior to the next Board meeting.

REPORT OF BUILDINGS & GROUNDS COMMITTEE.....MR. FAVRO, CHAIR
Mr. Favro indicated the B&G department is fully staffed. He provided an update on the roof of the McKinley Cottage. He also thanked Luke Blair and the team for the beautification efforts on campus.

REPORT FROM STUDENT TRUSTEE/STUDENT SENATE.....MR. DULKA
Mr. Dulka introduced himself to the Board and shared some information about himself (he loves to ski; he is a business major). He indicated that he will be attending the SUNY conference for Senators with Advisor Mike Lawliss and two other students. He shared that students really want to play sports – especially soccer. The Halloween event was very successful and the shuttle bus has been busy and a great addition for the students. He mentioned a pothole in the road by Forrence.

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

REPORT ON FOUNDATION.....MS. VICENCIO, BOARD LIAISON
No report.

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: 41 (2023-2024)

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY RECOMMENDS ENGAGING BOULRICE & WOOD CPAs, P.C. FOR THE FY 2022-2023 FINANCIAL AND A-133 AUDIT.

WHEREAS, President Kowal recommends that Boulrice & Wood CPAs, P.C. perform audits for the fiscal year 2022-2023;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Clinton Community College hereby appoints Boulrice & Wood CPAs, P.C. to perform audits for the fiscal year 2022-2023 as follows:

	FY 2023 Fees
College Operations	\$21,400

RESOLUTION NO: 41 (2023-2024) - CONTINUED

Motion by Ms. Vicencio, second by Mrs. Coolidge and carried by Members present that the Board of Trustees of Clinton Community College hereby approve Financial and Audit Services as recommended by President John Kowal.

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

Mrs. Coolidge- aye	Mr. Redden - aye
Mr. Dulka – aye	Ms. Vicencio - aye
Mr. Leta – aye	Mr. Favro - aye
Ms. Momot – absent, not voting	

NEXT MEETING: After discussion, the November and December Board of Trustees Meetings will be combined and held on December 5, 2023. The BOT Finance Committee will meet prior to this meeting.

ADJOURNMENT:

Motion by Mr. Dulka, second by Mr. Redden, that the meeting adjourn. Meeting adjourned at 6:30 PM.

RECORDED BY

RESPECTFULLY SUBMITTED BY

Steven Frederick

David N. Favro