

MINUTES
OF
REGULAR MEETING
OF
BOARD OF TRUSTEES
CLINTON COMMUNITY COLLEGE
HELD TUESDAY, MAY 20, 2025, AT 5:00 PM
MOORE BUILDING, ROOM 228
CLINTON COMMUNITY COLLEGE
PLATTSBURGH, NEW YORK

BOARD OF TRUSTEES MEMBERS PRESENT:

Devi Momot, Chairperson; David Favro, Treasurer; Nina Coolidge, Secretary, Mark Leta, Merritt Billiter, David Macalpine, Student Trustee

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

Molly Ryan (virtual), Matthew Slattery

ADMINISTRATORS PRESENT:

Ken Knelly, Administrator In Charge, Carey Goyette, Vice President for Academic Affairs; Sheri Brienza-Wypyski, Controller; Patti LaDuke, Dean of Students; Joanna Jackson, Faculty Association President, Ashley Morales, Human Resources Associate, Barbara Golden, Administrative Assistant to the VPAA/New Location Liaison, Tom Nesbitt; Vice President for Enrollment

SECRETARY TO THE BOARD:

LeAnn Yelton

CALL TO ORDER:

Chairperson Momot called the meeting to order at 5:00pm. Chairperson Momot asked for attendance to be taken. Quorum reached.

PUBLIC COMMENT: Joanna Jackson spoke words of thanks for her time at Clinton as this would be her last board meeting as a faculty member and Faculty Association President.

ADMINISTRATION REPORTS

GENERAL REPORT & ADMINISTRATIVE REPORTS.....Ken Knelly

Mr. Knelly shared the following information:

- Thursday, May 22nd, is Clinton Community College Day. Proclamations for the day at 3:30 p.m.
- A name to replace John Redden's governor appointment needs to be generated.
- Enrollment is trending higher for summer and fall.
- MOA is not completed with Plattsburgh. We are continuing to work with CVPH MOA.
- Thank you to Ashley for holding HR together between directors. There are many searches and related items that she has helped facilitate.

ADMINISTRATIVE REPORTS: If anyone has questions, please reach out to members of Cabinet.

REPORT OF THE FINANCE COMMITTEE.....MR. LETA, CHAIR

The Finance Committee met to discuss details of the NYS budgets, FY26 budgeting process, and actuals.

REPORT OF BUILDINGS & GROUNDS COMMITTEE..... MR. BILLITER, CHAIR

Mr. Billiter said that there was nothing to report.

REPORT FROM STUDENT TRUSTEE/STUDENT SENATE.....MR. MACALPINE

Mr. Macalpine detailed the senate has prepared the “history of CCC” display for the May 22nd celebration day. Additionally, they voted on budget items for clubs and are looking towards engaging more students in the future for the senate.

REPORT ON NEGOTIATIONS.....MS. MOMOT , CHAIR

Ms. Momot shared that the college is looking at different health insurance options and want to engage the unions for further conversations.

REPORT ON FOUNDATION.....MS. RYAN, BOARD LIAISON

Ms. Ryan shared that the Foundation Education Champion event went very well and engaged many members of the community.

OLD BUSINESS: None

NEW BUSINESS:

RESOLUTION NO 43 (2024-2025):

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE MINUTES FOR THE MARCH 27, 2025, BOARD MEETING.

Motion by Mr. Billiter, seconded by Mr. Favro, and carried unanimously by Members present as recommended by Ken Knelly.

RESOLUTION NO.44 (2024-2025):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE CONSENT AGENDA FOR THE MAY 20, 2025 BOARD OF TRUSTEES MEETING.

Motion by Mr. Favro, seconded by Mr. Leta, and carried unanimously by members present as recommended by Ken Knelly.

Consent Agenda

- i. Personnel Resignations for Retirement Recommended at the May 20, 2025, Board of Trustees meeting.**
- ii. Personnel Revised Resignations Recommended at the May 20, 2025, Board of Trustees meeting.**
- iii. Personnel Appointments Recommended at the May 20, 2025, Board of Trustees meeting.**
- iv. Personnel Revised Appointments Recommended at the May 20 ,2025, Board of Trustees meeting.**
- v. Personnel Reappointments Recommended at the May 20, 2025, Board of Trustees meeting.**
- vi. Recommendation to Approve Creation of New Professional Title**
 - a. BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE CREATION OF THE NEW PROFESSIONL TITLE OF HEAD OF LIBRARY SERVICES. A COPY OF THIS RESOLUTION WILL BE FORWARDED TO THE CHANCELLOR'S OFFICE FOR SUNY APPROVAL (JOB DESCRIPTION ATTACHED).
- vii. Recommendation To Approve MOU with Faculty Association**

- a. RECOMMEND 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 MAY 20, 2025, THAT ALLOWS GINA LINDSAY TO TAKE ON DUTIES AS DIVISION COORDINATOR OF BUSINESS/ACCOUNTING, CRIMINAL JUSTICE, AND SOCIAL BEHAVIORAL SCIENCES/HUMAN SERVICES FROM JUNE 1, 2025, THROUGH AUGUST 15, 2025. THE COMPENSATION FOR THIS WORK WILL BE A STIPEND OF \$1,000.00 PER THE CONTRACT.

viii. Recommendation To Approve MOU with Faculty Association

- a. RECOMMEND 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 MAY 20, 2025, THAT ALLOWS LYNN CHEESEMAN (FOWLER) TO TAKE ON DUTIES AS DIVISION COORDINATOR OF MATH, SCIENCE AND TECHNOLOGY FROM JUNE 1, 2025, THROUGH AUGUST 15, 2025. THE COMPENSATION FOR THIS WORK WILL BE A STIPEND OF \$1,000.00 PER THE CONTRACT.

ix. Recommendation To Approve MOU with Faculty Association

- a. RECOMMEND 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 MAY 20, 2025, THAT ALLOWS CHRISTOPHER DRENNAN TO TAKE ON DUTIES AS DIVISION COORDINATOR OF ENGLISH/LIBRARY, HISTORY/POLITICAL SCIENCE, AND HUMANITIES FROM JUNE 2, 2025, THROUGH AUGUST 15, 2025. THE COMPENSATION FOR THIS WORK WILL BE A STIPEND OF \$1,000.00 PER THE CONTRACT.

x. Recommendation To Approve MOU with Faculty Association

- a. RECOMMEND 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 MAY 20, 2025, THAT APPROVES THE EXPECTATIONS, SCHEDULE(S) AND COMPENSATION OUTLINED IN THE ACADEMIC PROGRAM REVIEW AGREEMENT

Appointment	Jennifer Waite	Temporary Full-time professor of Human Services	Effective for the 2025-2026 Academic Year	Prorated annual salary of \$62,972.19
Appointment	Ryan Hamel	Director of Human Resources	Effective May 27, 2025	Prorated annual salary of \$90,000
Appointment	Grace Mayhew	Learning Resource Specialist	Effective May 5, 2025 through August 31, 2025	Prorated annual salary of \$49,400.06
Appointment	John Church	Admissions Advisor	Effective May 12, 2025 through August 31, 2025	Prorated annual salary of \$44,041.61
Appointment	Katia Simone Freire da Rocha	Admin. Assist. To the VPAA	Effective June 2, 2025	Prorated annual salary of \$44,400
Appointment	Margaret Courson	Interim VPAA	Effective May 19, 2025 to August 31, 2025 & Sept. 2, 2025 to May 31, 2026	Prorated annual salary of \$106,050

Appointment	Niki Rivers	Assistant Professor of Nursing	Effective for the 2025-2026 Academic Year	Prorated annual salary of \$49,063.61
Appointment	Eric Schwartz	Senior Custodial Worker	Effective May 23, 2025	Hourly rate of \$19.9789 (\$41,556 annual)
Reappointment	Eugene Ayotte	System/ Programmer Analyst	Effective Sept. 1, 2025 to August 31, 2026	
Reappointment	Holly Barcomb	Bursar	Effective Sept. 1, 2025 to August 31, 2026	
Reappointment	Amine Bouayadi	Accountant	Effective Sept. 1, 2025 to August 31, 2026	
Reappointment	Michelle Roseberry	Director of Financial Aid	Effective Sept. 1, 2025 to August 31, 2026	
Reappointment	Neil Epstein	Director of Campus Life	Effective Sept. 1, 2025 to August 31, 2026	
Reappointment	Kesley Hulbert	Assistant Director of College Relations	Effective Sept. 1, 2025 to August 31, 2026	
Reappointment	Darlene Mcpherson-Burnham	Assistant Controller	Effective Sept. 1, 2025 to August 31, 2026	
Reappointment	Anne El Gornati	Senior Accountant	Effective Sept. 1, 2025 to August 31, 2026	
Reappointment	Elaine Noble	Admin. Assist. For Institutional Advancement	Effective Sept. 1, 2025 to August 31, 2026	
Reappointment	Coreen Piekarski	ASAP Student Support Services Counselor	Effective Sept. 1, 2025 to August 31, 2026	
Reappointment	Jessie Pokorny	Director of Information Technology	Effective Sept. 1, 2025 to August 31, 2026	
Reappointment	Gabriella Self	Admin. Assist. to Admissions / Financial Aid	Effective Sept. 1, 2025 to August 31, 2026	

Reappointment	Sharon Waldenmaier	Assistant Bursar	Effective Sept. 1, 2025 to August 31, 2026	
Reappointment	Sean Wright	PC Specialist	Effective Sept. 1, 2025 to August 31, 2026	
Reappointment	Kevin Daugherty	Director of Athletics	Effective Sept. 1, 2025 to August 31, 2026	Max of 29 hours per week
Reappointment	Keri Denchick	Financial Aid Advisor	Effective Sept. 1, 2025 to August 31, 2026	
Reappointment	Hannah Dixon	Financial Aid/Admissions Advisor	Effective Sept. 1, 2025 to August 31, 2026	
Reappointment	Daniel Parker	Admissions Advisor	Effective Sept. 1, 2025 to August 31, 2026	
Reappointment	Christina Cannon	Part-time Student Support Services Counselor	Effective Sept. 1, 2025 to August 31, 2026	Max of 29 hours per week
Reappointment	Mary Anne Lake	Learning Skills Coordinator	Effective August 1, 2025 to August 31, 2025 & Sept. 1, 2025 to May 31, 2026	Prorated annual salary of \$45,450. 10 month appt.
Reappointment	Chrisa O'Connell	ASAP Program Director	Effective Sept. 1, 2025 to August 31, 2026	
Reappointment	Chrisa O'Connell	Advisement Coordinator	Effective Sept. 1, 2025 to August 31, 2026	Annual stipend of \$3000
Revised Resignation	Joanna Jackson	Associate Professor of English	New end date: June 30, 2025	
Retirement	Sandra Marland	Part-time Student Support Services Nurse	Effective May 22, 2025	
Retirement	Carey Goyette	VPAA	Effective May 30, 2025	

CLINTON COMMUNITY COLLEGE

PROPOSED NEW TITLE AND JOB DESCRIPTION

Job Title:	Head of Library Services	Reports to:	VPAA
FLSA Status:	Non-Exempt	CBU/MC:	NTF
Grade:		Department:	Library
Rate Range/Budget:	\$57,000 annually		

Job Summary: The Head of Library Services reports directly to the Vice President for Academic Affairs. This position manages all aspects of library service and instruction while maintaining a strong connection with students and the college community. The Head of Library Services works with CCC's Tutoring Center, Accommodative Services, and faculty to support the information needs of students. The Head of Library Services will also closely collaborate with library faculty and staff at the Benjamin F. Feinberg Library at Plattsburgh State University to manage CCC's role in a shared library environment.

Responsibilities:

1. Provides leadership and overall management for library services to meet the college's mission and goals.
2. Maintain a close working relationship with students, faculty, administration, committees, and others in the college community to support the curricular and information needs of the college.
3. Manages CCC's role in the shared library system environment in conjunction with Feinberg Library faculty and staff, including management of electronic resources and other shared service areas.
4. Supervises, develops, and participates in all college library services, some in conjunction with Feinberg Library faculty and staff, including reference, library instruction, programming and events, circulation, collection development, systems, and acquisitions.
5. Work closely with students to address technological and resource access concerns that impact their success.
6. Manages and updates library's web presence, including web pages and LibGuides.
7. Advises on the annual budget for the library with the VPAA's office.
8. Coordinates library planning, policy-making, goal setting, and development of new initiatives in service of the college's mission and in conjunction with Feinberg Library staff when needed.
9. Represents the college at appropriate professional meetings and organizations.
10. Participates in staff meetings, college committees, and professional development.
11. Other duties as assigned.

Minimum Qualifications:

- Graduate degree from ALA-accredited library and information science program.
- Three to five years of progressive professional and/or supervisory experience in an academic library setting.
- Demonstrated experience in managing library services and systems.
- Knowledge of and experience with current and emerging library and instructional technologies.
- Knowledge of bibliographic and metadata tools.
- Experience working with diverse populations of students.
- Fluent in MS Office.

Preferred Qualifications:

- Experience with Ex Libris management systems, specifically Alma and Primo.
- Experience working in a community college setting.
- Experience with design and implementation of web pages.

Creation: April 24, 2025; BOT Approved May 20, 2025

RESOLUTION NO. 45 (2024-2025)

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES PROFESSOR EMERITUS STATUS FOR PROFESSOR DR. DENISE COUGHLIN.

Motion by Mr. Favro, seconded by Mr. Macalpine, and carried unanimously by members present as recommended by Ken Knelly.

RESOLUTION NO. 46 (2024-2025)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVE A REQUEST TO HAVE ALCOHOLIC BEVERAGES ON CAMPUS FOR THE MAY 22, 2025 CLINTON COMMUNITY COLLEGE DAY CELEBRATION.

Motion by Mr. Billiter, seconded by Mrs. Coolidge, and carried by members present with abstention from Mr. Favro, as recommended by Ken Knelly.

RESOLUTION NO. 47 (2024-2025)

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES PROFESSOR EMERITUS STATUS FOR PROFESSOR DR. CHRISTOPHER DRENNAN.

Motion by Mrs. Coolidge, seconded by Mr. Favro, and carried unanimously by members present as recommended by Ken Knelly.

RESOLUTION NO. 48 (2024-2025)

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES CANDIDATES FOR GRADUATION, MAY 16, 2025.

Motion by Mr. Leta, seconded by Mr. Macalpine, and carried unanimously by members present as recommended by Ken Knelly.

A motion was made by Ms. Momot to move into executive session for the purpose of discussing the proposed acquisition, sale, or lease of real property. It was seconded by Mr. Favro.

MINUTES
OF
EXECUTIVE SESSION
OF
BOARD OF TRUSTEES
CLINTON COMMUNITY COLLEGE
HELD TUESDAY, MAY 20, 2025 AT 5:32 PM
MOORE BUILDING, ROOM 228
CLINTON COMMUNITY COLLEGE
PLATTSBURGH, NEW YORK

BOARD OF TRUSTEES MEMBERS PRESENT:

Devi Momot, Chairperson; David Favro, Treasurer; Nina Coolidge, Secretary, Mark Leta, Merritt Billiter, David Macalpine, Student Trustee

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

Molly Ryan (virtual), Matthew Slattery

ADMINISTRATORS PRESENT:

Ken Knelly, Administrator In Charge,

SECRETARY TO THE BOARD:

LeAnn Yelton (excused)

A motion was made by Mr. Favro to return to the regular session at 6:12 p.m. The motion was seconded by Mr. Macalpine.

MINUTES
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CLINTON COMMUNITY COLLEGE
HELD TUESDAY MAY 20, 2025, AT 6:12 PM
MOORE BUILDING, ROOM 228
CLINTON COMMUNITY COLLEGE
PLATTSBURGH, NEW YORK

BOARD OF TRUSTEES MEMBERS PRESENT:

Devi Momot, Chairperson; David Favro, Treasurer; Nina Coolidge, Secretary, Mark Leta, Merritt Billiter, David Macalpine, Student Trustee

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

Molly Ryan (virtual), Matthew Slattery

ADMINISTRATORS PRESENT:

Ken Knelly, Administrator In Charge

SECRETARY TO THE BOARD:

LeAnn Yelton

NEXT MEETING: June 17, 2025.

ADJOURNMENT:

Motion by Mr. Macalpine second by Mr. Favro, that the meeting adjourns. The meeting adjourned at 6:13 pm.

RECORDED BY

LeAnn Yelton

RESPECTFULLY SUBMITTED BY

Devi Momot