

MINUTES
OF
REGULAR MEETING
OF
BOARD OF TRUSTEES
CLINTON COMMUNITY COLLEGE
HELD WEDNESDAY, MAY 22 AT 7:30 AM
MOORE BUILDING, ROOM 228
CLINTON COMMUNITY COLLEGE
PLATTSBURGH, NEW YORK
AND VIA ZOOM

BOARD OF TRUSTEES MEMBERS PRESENT:

David Favro, Chairperson; Mark Leta, Treasurer, John Redden, Elizabeth Vicencio, Devi Momot and Rowen Dulka, Student Trustee

BOARD OF TRUSTEES MEMBERS PRESENT VIA ZOOM:

Nina Coolidge, Vice Chairperson

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

ADMINISTRATORS PRESENT:

John Kowal, President; Carey Goyette, Vice President for Academic Affairs; Steve Frederick, Vice President for Institutional Advancement; Sheri Brienza-Wypyski, Controller and Paula Rizk, Human Resources Director, Sharon Waldenmaier, Coalition Leader; Patricia LaDuke, Association Leader; Jacqueline Kelleher, Attorney

SECRETARY TO THE BOARD:

LeAnn Yelton

CALL TO ORDER:

Chairperson Favro called the meeting to order at 7:40 am. Chairman Favro asked for attendance to be taken. Quorum reached.

PUBLIC COMMENT: Patricia LaDuke introduced herself as the new Faculty Association leader.

PRESENTATION: None

RESOLUTION NO. 111 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES MINUTES OF THE REGULAR BOARD MEETING HELD ON APRIL 30, 2024.

Motion by Ms. Vicencio, seconded by Mr. Redden, and carried by Members present as recommended by President Kowal.

RESOLUTION NO. 112 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES MINUTES OF THE SPECIAL BOARD MEETING HELD ON MAY 17, 2024.

Motion by Mr. Leta, seconded by Ms. Momot, and carried by Members present as recommended by President Kowal.

A motion to enter Executive Session for the purpose of further discussion about contract terms was made by Mr. Favro and seconded by Ms. Vicencio.

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MINUTES
OF
EXECUTIVE SESSION
OF
BOARD OF TRUSTEES
CLINTON COMMUNITY COLLEGE
HELD WEDNESDAY MAY 22, AT 7:42 AM
MOORE BUILDING - BOARDROOM
CLINTON COMMUNITY COLLEGE
PLATTSBURGH, NEW YORK
AND VIA ZOOM

BOARD OF TRUSTEES MEMBERS PRESENT:

David Favro, Chairperson; Mark Leta, Treasurer, Devi Momot, John Redden, Elizabeth Vicencio and Rowen Dulka, Student Trustee

BOARD OF TRUSTEES MEMBERS PRESENT VIA ZOOM:

Nina Coolidge, Vice Chairperson

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

ADMINISTRATORS PRESENT:

John Kowal, President; Jacqueline Kelleher, Attorney

SECRETARY TO THE BOARD:

LeAnn Yelton (absent)

A motion to return to Regular Session was made by Ms. Vicencio, seconded by Ms. Momot at 8:25 a.m.

Mr. Leta excused himself for ten minutes to make a phone call.

RESOLUTION NO. 113 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES APPOINTMENT FOR LACEY LONSBURY, CUSTODIAL WORKER, EFFECTIVE MAY 29, 2024 WITH AN HOURLY RATE OF \$16.4544 (\$34,225.00 ANNUALIZED) (GRADE 6, STEP 1).

Motion by Ms. Vicencio, seconded by Ms. Momot, and carried by Members present as recommended by President Kowal.

RESOLUTION NO. 114 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES APPOINTMENT FOR ROBERT BLAIR, PART-TIME BUILDING MAINTENANCE WOKER WITH AN HOURLY RATE OF \$19.2630 (GRADE 11, STEP 1) FOR A MAXIMUM OF 20 HOURS PER WEEK.

Motion by Ms. Vicencio, seconded by Ms. Momot, and carried by Members present as recommended by President Kowal.

RESOLUTION NO. 115 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES REAPPOINTMENT FOR EUGENE AYOTTE, DATA ANALYST, EFFECTIVE SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2025.

Motion by Ms. Vicencio, seconded by Mr. Redden, and carried by Members present as recommended by President Kowal.

RESOLUTION NO. 116 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES REAPPOINTMENT FOR HOLLY BARCOMB, BURSAR, EFFECTIVE SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2025.

Motion by Ms. Vicencio, seconded by Ms. Momot, and carried by Members present as recommended by President Kowal.

RESOLUTION NO. 117 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES REAPPOINTMENT FOR CONNOR DOUGLASS, COMMUNITY & WORKFORCE DEVELOPMENT SPECIALIST, EFFECTIVE SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2025.

Motion by Mr. Redden, seconded by Ms. Vicencio, and carried by Members present as recommended by President Kowal.

RESOLUTION NO. 118 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES REAPPOINTMENT FOR MICHELLE DROLLETTE, DIRECTOR OF FINANCIAL AID, EFFECTIVE SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2025.

Motion by Ms. Momot, seconded by Ms. Vicencio, and carried by Members present as recommended by President Kowal.

RESOLUTION NO. 119 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES REAPPOINTMENT FOR NEIL EPSTEIN, DIRECTOR OF CAMPUS LIFE, EFFECTIVE SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2025.

Motion by Mr. Redden, seconded by Mr. Dulka, and carried by Members present as recommended by President Kowal.

RESOLUTION NO. 120 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES REAPPOINTMENT FOR KELSEY HULBERT, ASSISTANT DIRECTOR OF COLLEGE RELATIONS, EFFECTIVE SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2025.

Motion by Ms. Vicencio, seconded by Mr. Redden, and carried by Members present as recommended by President Kowal.

RESOLUTION NO. 121 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES REAPPOINTMENT FOR DARLENE MCPHERSON-BURNHAM, SENIOR ACCOUNTANT, EFFECTIVE SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2025.

Motion by Ms. Vicencio, seconded by Mr. Redden, and carried by Members present as recommended by President Kowal.

RESOLUTION NO. 122 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES REAPPOINTMENT FOR ANNE EL GORNATI, ACCOUNTANT, EFFECTIVE SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2025.

Motion by Ms. Vicencio, seconded by Mr. Redden, and carried by Members present as recommended by President Kowal.

RESOLUTION NO. 123 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES REAPPOINTMENT FOR ASHELY MORALES, HUMAN RESOURCES ASSOCIATE, EFFECTIVE SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2025.

Motion by Mr. Dulka, seconded by Mr. Redden, and carried by Members present as recommended by President Kowal.

RESOLUTION NO. 124 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES REAPPOINTMENT FOR ELAINE NOBLE, ADMINISTRATIVE ASSISTANT FOR INSITUATIONAL ADVANCEMENT, EFFECTIVE SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2025.

Motion by Ms. Vicencio, seconded by Mr. Dulka, and carried by Members present as recommended by President Kowal.

RESOLUTION NO. 125 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES REAPPOINTMENT FOR JONATHAN REID, REGISTRAR, EFFECTIVE SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2029.

Motion by Ms. Vicencio, seconded by Mr. Dulka, and carried by Members present as recommended by President Kowal.

RESOLUTION NO. 126 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES REAPPOINTMENT FOR COREEN PIERKARSKI, ASAP STUDENT SUPPORT SVCS COUNSELOR, EFFECTIVE SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2025.

Motion by Mr. Redden, seconded by Mr. Dulka, and carried by Members present as recommended by President Kowal.

RESOLUTION NO. 127 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES REAPPOINTMENT FOR JESSIE POKORNY, DIRECTOR OF INFORMATION TECHNOLOGY SERVICES AND NETWORK ADMINISTRATION, EFFECTIVE SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2025.

Motion by Ms. Vicencio, seconded by Mr. Dulka, and carried by Members present as recommended by President Kowal.

RESOLUTION NO. 128 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES REAPPOINTMENT FOR EDWARD SZALKOWSKI, DIRECTOR OF BUILDING AND GROUNDS, EFFECTIVE SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2025.

Motion by Mr. Redden, seconded by Ms. Vicencio, and carried by Members present as recommended by President Kowal.

RESOLUTION NO. 129 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES REAPPOINTMENT FOR SHARON WALDENMEIR, ASSISTANT BURSAR, EFFECTIVE SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2025.

Motion by Ms. Vicencio, seconded by Mr. Dulka, and carried by Members present as recommended by President Kowal.

RESOLUTION NO. 130 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES REAPPOINTMENT FOR SEAN WRIGHT, PC SPECIALIST, EFFECTIVE SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2025.

Motion by Ms. Vicencio, seconded by Mr. Dulka, and carried by Members present as recommended by President Kowal.

RESOLUTION NO. 131 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES REAPPOINTMENT FOR KERI DENCHICK, FINANCIAL AID ADVISOR, EFFECTIVE SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2025.

Motion by Ms. Vicencio, seconded by Mr. Redden, and carried by Members present as recommended by President Kowal.

RESOLUTION NO. 132 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES REAPPOINTMENT FOR HANNAH DIXON, FINANCIAL AID/ADMISSIONS ADVISOR, EFFECTIVE SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2025.

Motion by Ms. Vicencio, seconded by Mr. Dulka, and carried by Members present as recommended by President Kowal.

RESOLUTION NO. 133 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES REAPPOINTMENT FOR DEVIN BRASSARD, DIRECTOR OF ADMISSIONS, EFFECTIVE SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2025.

Motion by Ms. Vicencio, seconded by Mr. Redden, and carried by Members present as recommended by President Kowal.

RESOLUTION NO. 134 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES REAPPOINTMENT FOR DANIEL PARKER, ADMISSIONS ADVISOR, EFFECTIVE SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2025.

Motion by Ms. Vicencio, seconded by Mr. Redden, and carried by Members present as recommended by President Kowal.

RESOLUTION NO. 135 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES REAPPOINTMENT FOR SANDRA MARLAND, PART-TIME COLLEGE NURSE, EFFECTIVE SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2025. THIS APPOINTMENT IS FOR A MAXIMUM OF 1150 HOURS FOR THE FISCAL YEAR AND IS NOT TO EXCEED 29.5 HOURS IN ANY GIVEN WORK WEEK.

Motion by Mr. Redden, seconded by Ms. Vicencio, and carried by Members present as recommended by President Kowal.

RESOLUTION NO. 136 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES REAPPOINTMENT FOR CHRISTINA CANNON, PART-TIME STUDENT SUPPORT SERVICES COUNSELOR, EFFECTIVE SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2025, FOR A MAXIMUM OF 29 HOURS PER WEEK.

Motion by Ms. Vicencio, seconded by Mr. Dulka, and carried by Members present as recommended by President Kowal.

RESOLUTION NO. 137 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES MEMORANDUM OF AGREEMENT BY AND BETWEEN CLINTON COMMUNITY COLLEGE AND THE FACULTY ASSOCIATION FOR IAN BURCOFF FROM ASSISTANT PROFESSOR OF ART TO ASSOCIATE PROFESSOR OF ART WITH A SALARY INCREASE OF \$1,400.00, EFFECTIVE SEPTEMBER 1, 2024.

Motion by Ms. Vicencio, seconded by Mr. Redden, and carried by Members present as recommended by President Kowal.

RESOLUTION NO. 138 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES MEMORADUM OF AGREEMENT BY AND BETWEEN CLINTON COMMUNITY COLLEGE AND THE FACULTY ASSOCIATION OF CLINTON COMMUNITY COLLEGE DATED MAY 22, 2024, THAT ALLOWS DENISE COUGHLIN TO CONTINUE HER DUTES AS DIVISION COORDINATOR OF BUSINESS/ACCOUNTING, CRIMINAL JUSTICE, AND SOCIAL BEHAVIORAL SCIENCES/HUMAN SERVICES FROM JUNE 1, 2024 TO AUGUST 16, 2024 FOR A STIPEND OF \$1000.00 AS PER THE CONTRACT.

Motion by Ms. Momot, seconded by Mr. Redden, and after some discussion of details of contract, was carried by Members present as recommended by President Kowal.

RESOLUTION NO. 139 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES MEMORADUM OF AGREEMENT BY AND BETWEEN CLINTON COMMUNITY COLLEGE AND THE FACULTY ASSOCIATION OF CLINTON COMMUNITY COLLEGE DATED MAY 22, 2024, THAT ALLOWS GINA LINDSAY TO TAKE ON DUTIES AS DIVISION COORDINATOR OF BUSINESS/ACCOUNTING, CRIMINAL JUSTICE, AND SOCIAL BEHAVIORAL SCIENCES/HUMAN SERVICES FROM AGUST 19, 2024, THROUGH MAY 31, 2025. GINA WILL RECEIVE THE FULL COURSE LOAD REDUCTION AND A STIPEND OF \$4000.00 PER SEMESTER AS PER THE CONTRACT.

Motion by Ms. Momot, seconded by Ms. Vicencio, and after some discussion of details of course load reduction, was carried by Members present as recommended by President Kowal.

RESOLUTION NO. 140 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES MEMORADUM OF AGREEMENT BY AND BETWEEN CLINTON COMMUNITY COLLEGE AND THE FACULTY ASSOCIATION OF CLINTON COMMUNITY COLLEGE DATED MAY 22, 2024, THAT ALLOWS NIKI RIVERS TO BE APPOINTED TO TEMPORARY FULL-TIME ASSISTANT PROFESSOR OF NURSING FOR THE FALL 2024 AND SPRING 2025 SEMESTERS WITH A PRO-RATED ANNUALIZED SALARY OF \$48,577.82. THIS AGREEMENT WILL SUNSET ON MAY 31, 2025.

Motion by Ms. Momot, seconded by Ms. Vicencio, and was carried by Members present as recommended by President Kowal.

ADMINISTRATION REPORTS

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

Dr. Kowal shared the following information:

- 1) President Kowal expressed gratitude for the commencement ceremony and capping and pinning ceremony.
- 2) The staff had an appreciation day on May 20th, that went well.

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

REPORT OF THE FINANCE COMMITTEE.....MR. LETA, CHAIR
There is no update from the finance committee though the board report goes into good detail about the financial circumstances of the college.

REPORT OF BUILDINGS & GROUNDS COMMITTEE.....MR. FAVRO, CHAIR
Mr. Favro shared that he met with Billy Jones about the Police Academy, though there is not a lot of clear communication from the county to commit to the academy staying in the building.

REPORT FROM STUDENT TRUSTEE/STUDENT SENATE.....MR. DULKA
Mr. Dulka shared that there was nothing to report.

REPORT ON NEGOTIATIONS.....MR. REDDEN, CHAIR
Mr. Redden indicated that there was nothing to report. The committee will be make plans to meet with the attorney.

REPORT ON FOUNDATION.....MS. VICENCIO, BOARD LIAISON
Ms. Vicencio share that there had not been a meeting. Steven Frederick shared that it was a proud moment for the Foundation to be able to hand checks to all the nurses for their tests.

REPORT ON COMMUNICATION COUNCIL.....MRS. COOLIDGE, TEMP. BOARD LIAISON
Mrs. Coolidge indicated that there had not been a meeting.

COMMUNICATIONS: None

OLD BUSINESS: None

NEW BUSINESS:

NEW BUSINESS

RESOLUTION NO. 141 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY MAKES THE RECOMMENDATION TO APPROVE THE DONATION POLICY FOR SURPLUS INVENTORY ON CCC CAMPUS.

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 donation policy for surplus inventory on CCC campus as recommended by President Kowal.

Donation of Surplus Inventory Policy

Items will be identified as surplus by consulting with the department that has ownership of the items. Once the number and value of the items have been determined and we have determined that the items are not useful to other departments in the College, the following procedure will be used to donate items:

- All items to be donated will first be offered to Clinton County.
- If the County does not want the items, they will be offered to Plattsburgh University.
- If Plattsburgh University does not want or need the items, they will be offered to Clinton County schools in the following manner:
 - Superintendents of all ten schools/districts* in Clinton County will be made aware of this new policy and asked for a contact person in their district that we should reach out to as items become available to donate.
 - The Director of Buildings and Grounds (“B&G”) at Clinton Community College will compile a list of items to be donated, and an email along with the deadline to respond, will be sent out to the contact person provided by the Superintendents. The districts will have 10 business days to respond if they wish to receive donated items. No response in the 10-business day window will be considered as not interested in receiving donated items. The distribution protocol will be determined by the quantity and value of the items being donated. Items with larger value, such as computers, may be divided up so that each district will be offered the same number of items. Lower-value items may be offered on a “first come first served” basis. The terms of each donation will be stated in the correspondence sent by the Director of B&G.
 - Once the 10 business days have passed, the districts who are interested in receiving donations will have 5 business days to pick up the items at the CCC campus unless arrangements for pick-ups beyond the 5 business days have been made. Items not picked up in the 5 business days will be offered to the other interested districts.
 - If no district is interested in the items being donated, they will be discarded. Recycling options will considered first and if none exist, the items will be thrown away.

*Ausable Valley, Beekmantown, CV-Tec, Chazy, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh City Schools, Saranac, and Seton Catholic

Revised: 5.16.2024

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 – aye	

NEW BUSINESS

RESOLUTION NO. 142 (2023-2024)

The BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY MAKES THE RECOMMENDATION TO APPROVE THE UPDATES TO THE MASS DIGITAL COMMUNICATIONS POLICY AND PROCEDURE.

Motion by Ms. Momot, seconded by Mr. Redden, and carried by Members present, that the Board of Trustees of Clinton Community College hereby approves the updates to the Mass Digital Communications Policy as recommended by President 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 – aye	

Clinton Community College Policy and Procedure

Subject	Date	Number
Mass Digital Communications Policy	01-MAR-2024	

1.0 – Policy Statement

Defines when and how the use of mass digital communications may be used to broadcast messages to large segments of the campus members. This policy also sets the guidelines and procedures for appropriate use of mass digital communications.

Mass digital communications should be used sparingly and sent to only the targeted audience. The appropriate college staff are responsible for determining when a mass digital communication is warranted and to what audience. It is important to use multiple mediums of communication to broadcast emergency, time-critical, or urgent information since there is no guarantee that members of the community will receive the intended message in the medium used.

2.0 – Applicability

All students, faculty, and staff are subject to this policy, as well all college data, regardless of its medium or form.

3.0 – Policy

3.1 – Mass Email Groups

The college currently utilizes two distribution groups for mass email: "Everybody" and "All Students." The "Everybody" group contains all college employees and excludes any students. The "All Students" group contains all students currently active within the college. Both distribution groups are moderated by college administrative staff via an approval system. Any communications sent to these distribution groups will be reviewed by the relevant moderators and will be either approved or denied based on the contents and nature of the communication. Moderators reserve the right to deny a message on the grounds of being out-of-scope for the intended audience and/or find the message needs revision.

When sending mass communications to the "Everybody" or "All Students" distribution groups, messages should adhere to all mass email guidelines (Section 3.2). Below is an example of common use cases:

Everybody	All Students
College Alerts - College closings and all other significant, unplanned events.	
Security Alerts - Health, safety, and all security (physical or computer) alerts.	
Official College Communications - Messages from the President's Office, campus newsletters, etc...	
College Announcements - College events, workshops, and all work-related items for all faculty and staff	College Announcements - College events, deadlines, and workshops for students.
Reminders about college announcements.	Reminders about Student College announcements.
Schedule Changes that impact students and faculty/staff.	Schedule changes that impact students.
IT Notices - Any alert about system maintenance, disruption to services, or relevant information that all faculty/staff should be aware of.	IT Notices - Any alert about system maintenance, disruption to services, or relevant information that all students should be aware of.
Professional Development - Announcements for any upcoming professional development opportunities available to all faculty and staff.	

The college utilizes a number of work-related and targeted distribution groups that are not actively moderated and should be utilized more regularly. Please check the Outlook Address book for a complete listing of distribution groups. Below are the most commonly used groups:

Distribution Group	Included Members
Faculty Council	Administration, Directors, Non-Teaching Faculty, Institutional Research, Administrative Assistants, and Adjuncts
Adjuncts	All part-time instructors
Full-Time Faculty	Full-time faculty and Non-Teaching Faculty with teaching responsibilities

The college also utilizes two distribution groups for non-work-related communications:

Distribution Group	Included Members	Purpose
Buzz On The Bluff	All members who opt-in via emailing the Communication Council Chair	Morale boosters, shout-outs, thanks, celebrations (e.g. - weddings, anniversary, birthdays)
Non-BusinessRelated	All members who opt-in via emailing IT@clinton.edu .	Children fundraisers, selling home items, in search of items, etc...

3.2 – Mass Email Groups

Guidelines for Mass Email

Campus email systems and distribution groups are provided and intended to be used primarily for college purposes. CCC strives to send only unsolicited messages that provide important, useful, urgent, and/or time-sensitive content to college members.

Appropriate broadcast topics include, but are not limited to:

- Urgent security (physical or computer) matters, such as bomb or terrorist threats, computer system threats, and facilities issues.
- Campus-wide policy changes that are time critical.
- Financial or administrative deadlines that are deemed time-critical.
- Natural disaster alerts.
- Administrative announcements that are time critical.
- Service impacting notices that affect large groups or the campus.
- Major campus events, including sporting events.
- Messages from the President that are directed towards a large group or the campus.
- Admissions, registration, and student outreach communications.

Inappropriate broadcast topics include, but are not limited to:

- Any message whose content is not relevant to the college's mission.
- Any commercial content.
- Any solicitation except as approved by the President's Office for college purposes.
- Personal messages.
- Any message containing inappropriate language, slang, negative wording, or defamatory statements.

3.3 - Criteria for Mass Email Messages

CCC highly encourages all messages sent to our mass email distribution groups to follow the guidelines listed:

- Email Audience: All recipient email addresses should be in the blind carbon copy (BCC) field.
- Email Subject: The subject must be descriptive.
- Email Body:
 - The initial text should (but is not required to) indicate that the message is a broadcast message and the office sending the message.
 - The message body should indicate why the message is being sent.
 - The name, email address, and phone number of a person to contact in relation to the message should be made available.
 - The broadcast message should contain only plain text where possible.
 - Attachments should be avoided where possible.
 - Messages should be brief and point to additional information if required.
 - Any hyperlinks should include the fully qualified protocol where possible.

3.4 - Mass Text Messaging

Mass text messaging services are utilized by the campus for multiple reasons, including emergency communications, student engagement initiatives, and admissions. These systems are operated by designated college personnel that have been selected by the President's Office. College employees are not allowed to send mass text message communications if they have not been specifically selected for this role. All requests to send mass communications through one of our services should be directed to the system's designated personnel. Communications sent to participants in these services are to adhere to all underlying policies for mass digital communication, including message guidelines and criteria.

3.5 - Mass Text Messaging Services

CCC currently utilizes the Rave Wireless Emergency Text Alerts service to reach students, faculty, and staff in cases of emergencies or other urgent matters. This system is an "opt-in" system and will only send text messages to participants who register their mobile phone number with the service. Participants are allowed to "opt-out" at any time with no interaction required by any college staff to facilitate the change.

CCC currently utilizes Slate and EdSights for admissions and student outreach initiatives that are sent via text message. Staff will utilize student/prospect provided mobile phone numbers and automatically enter them into the Slate and EdSights systems at the time of application and/or admission. This system is an "opt-out" system and will begin sending relevant messages to the participants after staff have entered the numbers in the applications. Participants are allowed to "opt-out" at any time with no interaction required by any college staff to facilitate the change.

3.6 - Mass Text Messaging Opt-Out Statement

Participants have the option to opt-out of these communications at any time by texting "STOP" to the number that messaged them.

3.7 - Compliance

Violations of this policy will result in appropriate disciplinary measures in accordance with college policies, applicable collective bargaining agreements, and state and federal laws. This policy also serves to fulfill compliance requirements under the Telephone Consumer Protection Act (TCPA) that was published by the Federal Communication Commission (FCC).

4.0 – Responsibilities

- **Chief Information Officer**
The Chief Information Officer (CIO) is responsible for developing, implementing, and maintaining all provisions within this policy. The CIO is responsible for staying informed of all laws and regulations that may apply to how mass communications are handled at the college. The CIO is also responsible for periodically reviewing and updating this policy as required.
- **Distribution Group Moderators**
All distribution group moderators will need to assess all mass communication requests and apply the policy guidelines to all message approval decisions.
- **Offices Utilizing Mass Communications**
All CCC offices and personnel must abide by the policy and guidelines.

5.0 – Definitions

- **Mass Digital Communications** - Unsolicited messages sent to large segments of the college population using email, text messaging, or voice telephony.
- **Distribution Group Moderator** - Members selected by the President's office that have the authority to approve/deny any email messages sent to a moderated distribution group.

6.0 – References & Related Policies

- FCC Telephone Consumer Protection Act (TCPA)
<https://www.fcc.gov/sites/default/files/tcpa-rules.pdf>

7.0 – Ownership & Review

This document is owned by the Chief Information Officer. This document shall be reviewed on a periodic basis. Changes to this document shall be in accordance with the Document and Records Control Standard.

Contact Information

Jessie Pokorny
Director of IT/Network Administration
(518) 562-4106
Jessie.Pokorny@clinton.edu

Policy History		
Date Published	Date Adopted	Policy Number
03/01/2024		

Policy Distribution	
Circulation	Public Use
Distribution	All holders of CCC Procedures Manual
Next Scheduled Review	03/31/2025

Revision History			
Version	Date	Description of Change	Revised By
0.1	03/01/2024	Initial Draft	Jessie Pokorny
0.2	03/01/2024	Wording revision (Section 3.5)	Jessie Pokorny
0.3	04/10/2024	Added item for inappropriate broadcast topics (Section 3.2)	Jessie Pokorny
0.3.1	05/21/2024	Minor grammatical updates	Jessie Pokorny

Executive Responsible for Procedure	Date	President’s Staff Member’s Approval	Date
President’s Approval			Date

A motion to enter Executive Session for purpose of further discussion about contract details and was motioned by Mr. Favro and Seconded by Ms. Vicencio.

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MINUTES
OF
EXECUTIVE SESSION
OF
BOARD OF TRUSTEES
CLINTON COMMUNITY COLLEGE
HELD WEDNESDAY MAY 22, AT 8:59 AM
MOORE BUILDING - BOARDROOM
CLINTON COMMUNITY COLLEGE
PLATTSBURGH, NEW YORK

BOARD OF TRUSTEES MEMBERS PRESENT:
David Favro, Chairperson; Mark Leta, Treasurer, Devi Momot, John Redden, Elizabeth Vicencio and Rowen Dulka, Student Trustee

BOARD OF TRUSTEES MEMBERS PRESENT VIA ZOOM:
Nina Coolidge, Vice Chairperson

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

ADMINISTRATORS PRESENT:
John Kowal, President; Jacqueline Kelleher, Attorney

SECRETARY TO THE BOARD:
LeAnn Yelton (absent)

A motion to return to Regular Session was made by Ms. Vicencio and seconded by Mr. Leta at 9:23 am.

NEW BUSINESS

RESOLUTION NO. 143 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY ACCEPTS THE RESIGNATION OF DR. JOHN KOWAL DATED MAY 22, 2024, EFFECTIVE IMMEDIATELY.

Motion by Ms. Vicencio, seconded by Mr. Redden, and carried by Members present that the Board of Trustees of Clinton Community College hereby accepts the resignation of Dr. John Kowal, effective immediately, as recommended by President Kowal.

Upon roll call cote 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 – Aye	

RESOLUTION NO. 144 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES OFFER TO DR. JOHN KOWAL OF SALARY CONTINUATION. AGREEMENT ON THE TERMS AND CONDITIONS SET FORTH IN SECTION 5(G) AND SECTION 6 OF DR. KOWAL’S EMPLOYMENT AGREEMENT DATED JUNE 28, 2022.

Motion by Ms. Vicencio, seconded by Mr. Redden, and carried by Members present that the Board of Trustees of Clinton Community College hereby accepts the salary continuation as set by Dr. Kowal’s Employment Agreement, as recommended by President Kowal.

Upon roll call cote 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 – Aye	

RESOLUTION NO. 145 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES MEMORANDUM OF UNDERSTANDING BETWEEN CLINTON COMMUNITY COLLEGE AND STATE UNIVERSITY OF NEW YORK AT PLATTSBURGH, MOU NUMBER [001] FOR THE PERIOD MAY 23, 2024 TO DECEMEBER 31, 2025.

Motion by Ms. Vicencio, seconded by Mr. Redden, and carried by Members present that the Board of Trustees of Clinton Community College hereby accepts the Memorandum of Understanding between Clinton Community College and SUNY Plattsburgh.

Upon roll call cote 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 – Aye	

RESOLUTION NO. 146 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES APPOINTING KENNETH KNELLY AS ADMINISTRATOR IN CHARGE EFFECTIVE MAY 23, 2024..

Motion by Ms. Vicencio, seconded by Mr. Redden, and carried by Members present that the Board of Trustees of Clinton Community College hereby accepts Kenneth Knelly as Administrator in Charge effective May 23, 2024.

Upon roll call cote 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 – Aye	

NEXT MEETING: JUNE 25, 2024.

ADJOURNMENT:

Motion by Mr. Redden, second by Mr. Dulka, that the meeting adjourns. Meeting adjourned at 9:33 am.

RECORDED BY

RESPECTFULLY SUBMITTED BY

LeAnn Yelton

David N. Favro