MINUTES
OF
REGULAR MEETING
OF
BOARD OF TRUSTEES
CLINTON COMMUNITY COLLEGE
HELD TUESDAY, JULY 23, 2024 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, Devi Momot, Merritt Billiter, Rowen Dulka, Student Trustee

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

ADMINISTRATORS PRESENT:
Ken Knelly, Administrator In Charge; Steve Frederick, Vice President for Institutional Advancement; Sheri Brienza-Wypyski, Controller; Paula Rizk, Human Resources Director; David Tracy, Enrollment Management Specialist; Sharon Waldenmaier, Coalition Leader; Patti LaDuke, Faculty Association President, Joanna Jackson VP Faculty Association, Mary Lake

SECRETARY TO THE BOARD:
LeAnn Yelton

CALL TO ORDER:
Chairperson Favro called the meeting to order at 5:02pm. Chairman Favro asked for attendance to be taken. Quorum reached.

PUBLIC COMMENT:

PRESENTATION: David Tracy was introduced as the new Interim Specialist for Enrollment Management

PERSONNEL REPORT ……..... Ms. Rizk

There were no comments on the personnel report. To be voted on under new business.

ADMINISTRATION REPORTS

GENERAL REPORT & ADMINISTRATIVE REPORTS……Ken Knelly
Mr. Knelly shared the following information:

1) Success Measures
    a. Registrations and applications are trending above last year's. Ken is working with Eugene Ayotte to get a concise vision of the numbers of applicants vs. registrants. This data will allow us to understand where admissions can focus their efforts on getting more registrations. Kelsey Hulbert moved offices to work closely with the admissions team. David Tracy commented on more students applying and registering in August, since community colleges have a later push than others.
    b. Liaison Sean McKitrick from Middle States visited this past Monday, the 22nd. He met with different groups from the college, including the board. Mr. McKitrick went into detail about the timeline for documents to be submitted to the commission. Many documents are due within short periods of each other. The commission will visit in September. The summary will come to us in October with a chance to respond. In November, the Commission will give us a decision that we will either be removed from our probation status or move forward to show cause.
    c. The Chancellor's office is working on a MOU between PSU and CCC that will give us cost and a contract with the system's blessing. County will not be involved with the MOU with the institutions themselves.

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

REPORT OF THE FINANCE COMMITTEE……MR. LETA, CHAIR
The Finance Committee reviewed the FY24-25 report and discussed the future needs of presenting the budget to the county.

REPORT OF BUILDINGS & GROUNDS COMMITTEE……..….. MR. FAVRO, CHAIR
Mr. Favro shared that the roof for the police academy building was complete. There should be proposals coming to get the fireplaces removed to use the rest of the funding for that project. There was nothing else to report.

REPORT FROM STUDENT TRUSTEE/STUDENT SENATE……..…….MR. DULKA
Mr. Dulka had nothing to report.

REPORT ON NEGOTIATIONS…….MR. REDDEN, CHAIR
Mr. Redden shared that the negotiations previously met about with the Coalition is brought to vote on for today's meeting. Faculty Association will vote on their part of negotiations on opening day.

REPORT ON FOUNDATION…….…..…….Vacant, BOARD LIAISON
Mr. Frederick shared that the Foundation received 50 applications for scholarships.

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:

RESOLUTION NO 153 (2023-2024):
THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE CONSENT AGENDA FOR THE JULY 23, 2024 BOARD MEETING.
Motion by Ms. Momot, seconded by Mr. Redden, and carried unanimously by Members present as recommended by Ken Knelly.

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

Mrs. Coolidge – aye
Mr. Dulka - aye
Mr. Leta - aye
Ms. Momot – aye
Mr. Redden – aye
Mr. Favro – aye
Mr. Billiter – aye

The following appointments, reappointments, and retirements were approved by the consent agenda:

Appointment	Tanya Ondras	Custodial Worker	Effective July 8, 2024	Hourly Rate of $16.4544 ($34,225.00 Annualized) Grade 6, Step 1
Appointment	Christine Devins	On-call typist	Effective July 18, 2024	Hourly rate $18.8050 / max 17.5 hrs per week, 910 hrs per year (Grade 6, Step 1)
Reappointment	Chelsea Blackwell	Administrative Assistant to the VPAA	Effective Sept 1, 2024 – Aug 31, 2024	
Reappointment	Stanley Kissel	Student Enrollment Specialist	Effective Sept 1, 2024-Aug 31, 2025	
Reappointment	Eugene Ayotte	Systems Programmer/ Analyst	Effective Sept 1, 2024-Aug 31,2025	
Reappointment	Kevin Daugherty	Director of Athletics	Effective Sept 1, 2023-Aug 31, 2024	
Reappointment	Kevin Daugherty	Director of Athletics	Effective Sept 1, 2024-Aug 31, 2025	
Reappointment	Nancy Neubrand	Adv. Manufact. Student Support & Lab Coord.	Effective Sept 1, 2024-Aug 31, 2025	Part-time, grant funded position
Retirement	Catherine Figlioli	Librarian	Effective Sept. 6, 2024	

RESOLUTION NO. 154 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE PILOT HYBRID-REMOTE WORK POLICY EFFECTIVE SEPTEMEBER 1, 2024 WITH A ONE YEAR TRIAL PERIOD ENDING ON SEPTEMBER 1, 2025.
Motion by Mr. Redden, seconded by Ms. Momot, and carried unanimously by Members present as recommended by Ken Knelly.

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

Mrs. Coolidge - aye	Mr. Redden - aye
Mr. Dulka - aye	Mr. Favro - aye
Mr. Leta - aye	Mr. Billiter - aye
Ms. Momot - aye	

Pilot - Hybrid/Remote Work Policy Clinton Community College

1.Purpose and Scope **Effec﷽ve Date: September 1, 2024**

1.1 This Policy establishes guidelines for Hybrid/Remote Work for covered employees of Clinton Community College. The college recognizes that flexibility in determining where administrative work is performed can have a positive effect on employee retention and recruitment. The Hybrid/Remote Policy seeks to provide a clear framework to guide decision making at the College and unit level. There are several factors that influence the final classification of a job within the hybrid/remote framework, but job duties are the primary factor that should be considered. As detailed in the policy, Hybrid/Remote Work is first and foremost, subject to the college's operational needs, and as such is not a right or entitlement to employment. In keeping with the framework as outlined, Hybrid/Remote Work options can be modified or rescinded with appropriate notice (section 13.2). It should be noted that the employee's supervisor will continue to have the authority to require temporary changes to the work schedules of employees based on seasonal and other short- term operational needs. This policy cannot be grieved and there are no appeals process when Hybrid/Remote Work has been denied or rescinded. However, to ensure matters related to equity are considered, concerns may be raised to the Human Resources Director who, in consultation with the College, will review and respond to the employee. Hybrid or remote might not be appropriate for every position at the College. All remote work agreements will be made on a case-by-case basis and are heavily dependent on the design and nature of the position. Each position within our organization is governed by specific institutional norms that dictate the feasibility and extent of hybrid or remote work.

2. Types of Work Arrangements

2.1 The College recognizes four general types of remote work arrangements. An employee or a supervisor or a division coordinator can suggest remote work as a possible option.

- **Occasional Remote Work**

Not regularly scheduled and approved on a case-by-case basis, these requests are infrequent and not regularly scheduled. For example, an unplanned personal obligation or inclement weather could be reasons for making this ad hoc request.

- **Regular Hybrid Working Arrangement**

Regular hybrid working arrangements can be for a defined length of time. For example, in a regular hybrid arrangement, the employee will have access to a campus workspace which may be shared with others and/or may be in an open office environment. Employees working a hybrid schedule will routinely return to campus to conduct work related activities; hybrid working days should be no more than three (3) days per week. (A longer duration will be considered remote work). New hybrid arrangements must begin with a trial period

of at least three months, and then may be adjusted or discontinued at-will or at any time at the request of either the employee or the College.

- **Hybrid Work Arrangement during College Breaks**

Many of our positions require in-person work during times when students are on campus. Employees in these positions must be accessible to our students during the academic year. However, there may be an opportunity to allow for a hybrid work option during college breaks or during the summer months.

- **Remote Work**

Remote work consists of working from home an average of 4 or 5 days per week. For the purpose of this policy, remote employees will be required to be available during College Business hours. Remote workers will not maintain a designated campus office or workspace, instead, remote workers will have a shared workspace based on availability.

Regardless of the type of working arrangement, all employees are expected to be available during college business hours for their respective departments. Working hours and location must be agreed upon with the employee's supervisor, communicated to co-workers and key constituents, and maintained consistently.

3. Eligibility

3.1 When evaluating a remote or hybrid work request, supervisors should consider the specific position requirements, the impact on the office or department team, the employee's performance, and whether the employee can effectively perform the duties of the position while away from campus.

4.1 A position's suitability for remote or hybrid work will be based on operational needs and the responsibilities and duties of the role. An eligible position is one in which most of the duties

can be completed away from campus or provide a significant advantage for the College in being completed away from campus. There should be minimal bearing on others in the office or department or students from not having this position on campus. Positions that perform essential campus services will generally not be eligible for remote or hybrid work during the academic year.

5.1 An employee's readiness for remote or hybrid work should be considered. Some employees may be better prepared to meet the requirements of these arrangements. When evaluating a request, supervisors should consider the employee's performance in the workplace. Strong performance in the following areas could indicate an employee's readiness for remote work: ability to prioritize work and meet deadlines, effective time management, ability to accomplish duties with minimal supervision, effective communication with internal and external parties, strong organization, self-motivated, and a solid understanding of their role and expectations.

6.1 Requests to work remotely as a reasonable accommodation are handled through the accommodation request process. Employees should discuss these requests with the Office of Human Resources.

4. Request & Approval

For all non-teaching faculty, administrative and operational staff:

7.1 Upon reasonable notice, occasional remote work will be approved by the employee's supervisor. These periodic requests will be approved at the time of each individual occurrence. Employees should not assume being permitted to work remotely on one day or for a specific reason makes each similar occurrence approved.

8.1 Hybrid working arrangements (Year-round or only during breaks) must be approved by the employee's direct supervisor.

9.1 Remote work arrangements must be approved and signed by the employee's direct supervisor. A formal Remote Work Agreement must be signed before beginning working from home.

10.1 This policy does not override the required meetings, office hours, or other contractual obligations for non-teaching faculty as established in the Faculty Association contract.

For Teaching Faculty Only

4.4 This policy does not override the required meetings, office hours, or other contractual obligations as established in the Faculty Association contract for its members.

5.4 Any request for remote delivery of classes should be submitted for approval to the Division Coordinator and to the VPAA and must receive approval prior to notifying students.

6.4 Remote teaching (off-campus) is permissible exclusively for approved classes. This includes existing DL, HL, and Remote courses.

7.4 The Course Preference Form (Appendix F of the Faculty Association contract – *attached*) must receive VPAA approval via signature before teaching remotely. This is normally only

submitted prior to the start of a term/session. A new form must be submitted and approved if circumstances change mid-term.

8.4 Faculty approved to teach remotely are still required to participate in the contractually required meetings and activities. If the remote employee cannot attend the in-person meeting and the meeting cannot be reasonably held via video to accommodate a remote employee, the employee will be required to submit an absence slip for the missed meeting per the requirements of the contract and past practice.

5. Employee Responsibilities

11.1 Hybrid or remote work does not change the terms or conditions of employment or required compliance with all college policies, procedures, and/or work rules. Employees must maintain the ability to communicate with parties both internal and external and attend meetings via conference call or video conference. The default setting for video meetings will be with camera on unless told otherwise. Incremental costs of working offsite are to be borne by the employee (i.e., home office set-up, internet access, telephone charges, technology, supplies, etc.).

12.1 Regular hybrid or remote work employees must take all precautions necessary to secure sensitive and confidential information, including student, volunteer, alumni, and donor records and information, etc., and prevent unauthorized access to college equipment and proprietary information.

13.1 Regular and hybrid remote workers must either arrange to forward their office phone to their cell phone or dedicated landline, set up the available technology to answer their phone via their computer (Webex) or respond to voicemails in a timely manner.

6. Technology Equipment & Support

14.1 Remote or hybrid work arrangements must not create additional costs for the College. The College will not supply the employee with computer equipment, telephone, or web access other than what the covered employee already has received for purposes of work. The college will not reimburse employees for the cost of technology and associated equipment (office supplies), phone equipment and/or other items, especially printers or monitors.

15.1 For IT Support, call the IT department and/or submit a helpdesk ticket. If the issue cannot be resolved by phone, then the employee must bring the device to Clinton Community College for repairs.

16.1 IT is not responsible for personal devices but may make discretionary best-effort attempts to assist campus members with their personal devices. IT is not responsible for applications that are outside of the standards that the department has set. IT staff may make discretionary, best-effort attempts to resolve issues outside of our scope of support, but the department does not guarantee problem resolution in these cases.

17.1 The employee must acknowledge that the performance of job duties at home may require the handling of confidential information, and that continued compliance with all applicable College policies is an essential requirement in this arrangement. The employee must agree to protect all College information from improper disclosure to, or access by, other persons, including other members of the employee's household. The employee must agree to take

appropriate steps to ensure the security of all work-related materials, data and equipment during times they are not working. The employee must not disclose any College information to any individual unless such disclosure is required for the performance of the employee's

job duties or permit any College information to be accessed by any individual who is not authorized to do so for the purpose of participating in the work being performed. As such, the employee must complete the Remote Work Agreement.

18.1 All proprietary information must be stored in a locked room, desk, or file cabinet when left unattended. Proprietary information must be disposed of following College guidelines or returned to a college facility for proper disposal or storage. All proprietary information must be returned to the College upon termination of employment.

19.1 Failure to comply with these requirements will be a basis for terminating the Remote/Hybrid Work Agreement as well as initiating corrective action, up to and including termination of employment.

7. Job Performance and Expectations

20.1 Expectations for timely completion of work to established standards, attendance and full participation at meetings, responsiveness to internal and external parties, and other performance criteria are the same for an on-campus and off-campus employee. Supervisors will apply the same performance standards to employees regardless of work location.

21.1 The College may, on occasion, require unplanned in-person attendance for meetings, training courses, or other events. These requests will override a regular remote work arrangement. Supervisors will discuss such instances with the employee and provide as much notice as possible.

22.1 Note: This policy does not override the required meetings, office hours, or other contractual obligations as established in the Faculty Association contract for its members.

23.1 The Alternate Work Site must be free from interruptions or distractions. Generally, remote or hybrid work is not permitted to be used as a substitute for any caregiving needs (e.g., care of a child or other family member or individual). The College recognizes that on rare occasions this may be necessary, for example, caring for a child too sick to go to school; however, this would be the exception and not the rule. Employees must agree to maintain arrangements for caregiving as appropriate during working hours spent in the Alternate Work Site.

8. Time Reporting

24.1 Non-exempt employees approved to work remotely or on a hybrid basis will be required to accurately record all hours worked. Non-exempt employees will be required to seek advanced approval for flex/comp time and hours worked in excess or outside of normal business hours.

9. Visitors to Alternate Work Site

25.1 Employees are not permitted to host colleagues, work visitors/associates or students at their Alternative Work Site.

10. Travel to Campus

26.1 Employees working a hybrid or remote schedule are not eligible for mileage reimbursement or compensation for travel time.

11. Return of Employer Property

27.1 The employee shall return the equipment, supplies and other property provided to the employee by the College within three days of the College's demand. Upon termination of employee's employment, the employee must deliver promptly to the College all equipment, supplies, documents, modems, telephones, facsimiles, office supplies, handbooks, reference materials, computerized information, hardware, and software on loan to the employee. If it is necessary for the College to resort to legal means to recover its property from employee, the employee must pay all legal costs and attorney's fees incurred by the College to do so.

12. Compensation and Benefits

28.1 Compensation and benefits are not affected by work-at-home arrangements.

13. Termination of a Remote or Hybrid Work Arrangement

29.1 All approved remote/hybrid work arrangements must be structured on a trial basis. Management is responsible for assessing the effectiveness of the remote work arrangement, through customer and staff/management feedback and performance monitoring, throughout the duration of the arrangement to determine if any adjustments are necessary, or if the arrangement should be terminated.

30.1 The continued availability of a remote/hybrid work arrangement should be reviewed every 3 months by management to determine if business needs are being met. If it is determined that the arrangement should be terminated, reasonable efforts may be made to provide 10 days of notice to accommodate commuting or other problems that may arise from such a change (unless terminating due to performance-related issues). The College reserves the right to terminate any remote/hybrid work arrangement at any time at its discretion.

14. Supervisor Responsibilities

- Monitor work performance, production, and deadline compliance on a regular basis.
- Establish expectations regarding availability, schedules, communication protocols, meeting attendance, and engagement with peers.
- Review the Remote Work Agreement every 3 months.

- Ensure the employee continues to adhere to all College expectations, policies, and procedures.
- Communicate any concerns about performance, availability, etc. and establish a specific plan of action for the employee.
- Contact Human Resources with questions and concerns.

15. Remote Work Agreement

31.1 All regular remote work arrangements require a Remote Work Agreement documented (see Appendix 1). The agreement sets expectations and should be reviewed every 3 months and updated as needed. This agreement does not imply a contract or guarantee employment for a specific period of time. Completed and approved agreements should be sent to the Human Resources Office, in person or by email to hr@clinton.edu.

16. Approval and Adoption

32.1 This Pilot Hybrid/Remote Work Policy is approved by Clinton Community College Board of Trustees and is effective as of September 1, 2024.

Appendix 1

Remote Work Agreement

The Remote Work Agreement is to be completed for employees in the following three categories: regular hybrid work during the entire year, hybrid work during college breaks, or fully remote workers. The agreement must be completed upon the approval of one of these arrangements and annually thereafter.

Employee Information

Name:_____

Office/Dept:_____

Job Title: _____

Supervisor:_____

Work Arrangement: _____ Regular Hybrid Work _____ Hybrid Work During College Breaks _____Remote

Address of Alternative Work Location:

_____

Agreement Start Date:_____

3 Month Review Date: _____

Review Date:_____

Work Schedule

A work schedule is to be discussed and agreed upon between the supervisor and employee. The schedule should be set to support the College's needs and reflect the department's and employee's workflow. Employees will be available during the listed work hours via phone, email, and/or video conference on and off campus. The schedule can be adjusted at any time

to better support the campus. A new agreement must be signed by the approving supervisor/administrator and returned to HR if the employee's schedule is altered.

Please list the agreed upon work schedule and enter hours as a range, i.e. 8:00 am – 4:00 pm.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
On Campus						
Off Campus						
Additional Notes:						

Acknowledgements

Technology & Security Acknowledgement

I will comply with the College's Network Use and Information Management Policies. I will ensure strict confidentiality and control of any and all confidential and sensitive information; I will ensure that confidential and sensitive information in paper form is stored in a locked desk or file cabinet. I will not transfer proprietary or sensitive College information to a personal device. I agree

I understand that if I utilize my office phone off campus (ex: via WebEx Teams), I should NOT use it to make emergency 911 calls. I understand that the 911 dispatch center will not know my current location if I access my off-campus office phone to make an emergency call.

I agree

I will ensure proper care and storage of all college-issued property and equipment if provided. Any property and/or equipment that is issued to me will be returned upon my separation or the discontinuation of my remote or hybrid work arrangement, as applicable.

I agree

I will be available for contact during the established work hours and will respond in a timely fashion. If I am not available, I will notify my supervisor.

_____ I agree

Remote or hybrid work does not alter my position, duties and responsibilities. I will be accountable for working the number of hours agreed upon and providing evidence of work produced or objectives met as requested.

_____ I agree

I understand there may be occasions or contractual requirements that will require me to attend work on campus during normal remote time.

_____ I agree

Policy Acknowledgment

I have read the College's Remote Work Policy. I agree to abide by the policy and all terms outlined in this agreement. Alterations cannot be made to this agreement without the prior approval of my supervisor.

_____ I agree

I understand that I am responsible for complying with all College policies and procedures, including without limitation those policies and procedures concerning the use of college equipment and resources (including electronic equipment and resources), employee conduct, and proprietary and confidential information (including but not limited to the protection of student, volunteer, alumni and donor records and information).

_____ I agree

I understand that I will not be reimbursed for expenses as noted in the policy.

_____ I agree

I will not use my remote or hybrid work arrangement for the purposes of having another job during my established working hours.

_____ I agree

I will not use my remote or hybrid work arrangement to provide child or other dependent care.

_____ I agree

I will alert Human Resources in the event the address of my alternative work location changes.

_____ I agree

I understand that remote work arrangements can be changed or terminated at any time.

_____ I agree

I understand that this Remote Work Agreement and my work-at-home arrangement do not constitute a contract of employment between the College and me; should not be construed as creating a contract between the College and me; and that this arrangement does not alter my status as an at-will employee of the College. I also understand that the College reserves the right to terminate, change or modify this arrangement, or its guidelines and polices at any time.

I agree

Employee Acknowledgement

Name: _____

Date: _____

Signature: _____

Supervisor (Administrator-level) Acknowledgement & Approval

Name: _____

Date: _____

Signature: _____

Supervisor (Executive-level) Acknowledgement & Approval (if applicable)

Name: _____

Date: _____

Signature: _____

Human Resources Acknowledgement

Name: _____

Date: _____

Signature: _____

** Once forms are signed by the employee and supervisor, the signing Administrator must forward a copy to HR for the employee file.

APPENDIX F

Clinton Community College Course
Preference Form

This form is to be completed by each full-time Faculty Member and returned to the respective Division Coordinator(s). Division Coordinators will forward a copy to the Vice President for Academic Affairs office with the first draft of the schedule.

Part I **COURSE PREFERENCE{S)**

A. ***Listed below are the courses that I prefer to teach during the upcoming semester. I have indicated below those courses that I wish to teach on a voluntary basis if such assignments are available.***

Fall0 Spring0 Summer☐ Winter☐ **Year**

Course Number or Credit Coordinator Position	Season	Credits	Scheduled Day(s)	Time	Classroom/ Remote Request	Note(s)
Total Credits for Semester						

Request to Exceed 18 Credits in a Semester						
Course Number or Credit Coordinator Position	Season	Credits	Scheduled Day(s)	Time	Classroom/ Remote Request	Rationale

Division Coordinator Signature:	Date:
Vice President for Academic Affairs Signature:	Date: Approved D Denied 0 More Information Required D

Meeting with Division Coordinator

If ***for any reason any of the courses listed above are unavailable for me to teach, I request a meeting to establish a new*** *schedule. I am qualified and willing* to *teach any of the following:*

_____

_____

Part II

I prefer the meeting time and days for the courses will be assigned for the following reasons(optional):

_____

_____

—

Faculty Member Name (print)	Faculty Member Signature	Date
_____	_____	_____

RESOLUTION NO. 155 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE 1% COST OF LIVING INCREASE TO MANAGEMENT CONFIDENTIAL EMPLOYEES FOR THE FISCAL YEAR 2024-2025.

Motion by Ms. Momot, seconded by Mrs. Coolidge, and carried by Members present as recommended by Ken Knelly.

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

Mrs. Coolidge - aye Mr. Redden - aye

Mr. Dulka - aye
Mr. Leta - aye
Ms. Momot -aye
Mr. Favro - aye
Mr. Billiter - aye

WHEREAS, the Board of Trustees recognizes the contributions and hard work of Employees in the Management Confidential positions throughout the year; and

WHEREAS, the Negotiations Committee has offered members of the Faculty Association and the Coalition a 1-year contract rollover, with a salary increase of 1%, effective September 1, 2024, and the CSEA Employees have also received a salary increase effective January 1, 2024; and

WHEREAS, the Board of Trustees recognized the importance of all Employees contributions in the upcoming school year, as the College prepares for it's move to the SUNY Plattsburgh Campus; and

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Clinton Community College hereby approves a 1% cost of living increase to Management Confidential Employees for the fiscal year 2024-2025.

RESOLUTION NO. 156 (2023-2024)
THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE TENTATIVE AGREEMENT BY AND BETWEEN CLINTON COMMUNITY COLLEGE AND THE COALITION OF CLINTON COMMUNITY COLLEGE FOR CONTRACT CHANGES FOR SEPTEMBER 1, 2024 TO AUGUST 31, 2024.
Motion by Mr. Redden, seconded by Ms. Momot , and carried by Members present as recommended by Ken Knelly.

Upon roll call vote the Ayes and Nays were as follows:
Mrs. Coolidge - aye
Mr. Dulka - aye
Mr. Leta - aye
Ms. Momot -aye
Mr. Redden - aye
Mr. Favro -aye
Mr. Billiter - aye

Tentative Agreement by and between Clinton Community College and Coalition of Clinton Community College

WHEREAS, Clinton Community College (the "College"), the Board of Trustees of the College ("Board") and the Non-Teaching/Professional Coalition of Clinton Community College ("Coalition") are parties to a Collective Bargaining Agreement dated September 1, 2017, through August 31, 2024 (the "Agreement"); and
WHEREAS, the Coalition is the recognized bargaining unit for the College's teaching and certain non-teaching faculty members; and
WHEREAS, the parties have reached a tentative agreement to extend the terms of the Agreement for 1 year with the following changes to the Contract:

1. Roll-Over of Current CBA: extend all terms and conditions of the current CBA for an additional period of 1 year, through August 31, 2025.
2. Increase: wages/salaries will be increased by 1% to base salary following ratification, but not earlier than September 1, 2024. The 1% salary increase will be processed within 30-days following ratification, but not earlier than September 1, 2024.
3. Eligibility: the increase will apply to all active Coalition collective bargaining unit members, including full-time, part-time and temporary employees.

This proposal is subject to ratification by the Members of the Coalition and the approval of the Board of Trustees of Clinton Community College.

For the Coalition Bargaining Committee

_____
Sharon Waldenmaier

For the College Bargaining Team

_____
John Redden

RESOLUTION NO. 157 (2023-2024)

RECCOMENDATION FOR THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY TO APPROVE THE CONTRACT BY AND BETWEEN CLINTON COMMUNITY COLLEGE AND THE REGISTRY DATED JULY 16, 2024. WHEREAS THE COLLEGE DESIRES TO RETAIN A PROFESSIONALLY EDUCATED PERSON TO PERFORM THE DUTIES OF SPECIAL ASSISTANT FOR ENROLLMENT MANAGEMENT ON AN INTERIM BASIS, THE REGISTRY WILL PERFORM THE SERVICES TRHOUGH DAVID TRACY, INDEPENDENT CONTRACTOR, FOR THE PERIOD OF JULY 18, 2024, THROUGH JUNE 30, 2025, OR UNTIL TERMINATED BY EITHER PARTY GIVING THIRTY (30) DAYS WRITTEN NOTICE.
Motion by Mr. Leta, seconded by Mr. Redden, and carried by Members present as recommended by Ken Knelly.

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

Mrs. Coolidge - aye	Mr. Redden -aye
Mr. Dulka - aye	Mr. Favro - aye
Mr. Leta - aye	Mr. Billiter - aye
Ms. Momot -aye	

RESOLUTION NO. 158 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE APPROVES THE REVISION TO CLINTON COMMUNITY COLLEGE POLICY 0412 OF THE POLICY AND PROCEDURE MANUAL, REGARDING THE LEROY M. DOUGLAS LIBRARY – ATTACHED FOR REVIEW.
Motion by Mr. Billiter, seconded by Mr. Leta, and carried by Members present as recommended by Ken Knelly.

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

Mrs. Coolidge - aye
Mr. Dulka - aye
Mr. Leta - aye
Ms. Momot -aye
Mr. Redden - aye
Mr. Favro -aye
Mr. Billiter - aye

Clinton Community College Policy and Procedure

Subject	Date	Number
LeRoy M. Douglas, Sr., Library	**7/18/2024**	**0412**

The LeRoy M. Douglas, Sr. Library is located in room 213M of the Learning Commons on the second floor of the George Moore Academic and Administrative Building. Named for the first chair of the Board of Trustees of Clinton Community College, the library provides an array of information services to meet the academic mission of the college. It houses approximately 14,000 volumes provides access to thousands of books and periodical titles online. The Library has computers with printing capabilities and a walk-up scanner for students to use. Reference services are available in-person or by email and online chat through *Ask Us 24/7*. The library's Media Services department has an outstanding collection of videotapes, audiocassettes, compact discs, and DVDs as well as media equipment. Reference services are available during library hours to assist patrons in selection and locating materials.

History:
Policy Adopted: unknown
Revised: July 2024

RESOLUTION NO. 159 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE APPROVES THE ELIMINATION OF POLICY 0515 OF THE POLICY AND PROCEDURE MANUAL, REGARDING THE PROCESSING CENTER, DUE TO FACT CLINTON COMMUNITY COLLEGE NO LONGER HAS THIS DEPARTMENT.
Motion by Ms. Momot, seconded by Mrs. Coolidge, and carried by Members present as recommended by Ken Knelly.

Upon roll call vote the Ayes and Nays were as follows:
Mrs. Coolidge - aye
Mr. Dulka - aye
Mr. Leta - aye
Ms. Momot -aye
Mr. Redden - aye
Mr. Favro - aye
Mr. Billiter - aye

Clinton Community College Policy and Procedure

Subject	Date	Number
Processing Center	**01/17/06**	**0510**

Policy:

Procedure:

The Processing Center, located in Room 136, will be open from 8:00 a.m. to 4:00 p.m., Monday through Friday, when the College is open. Work-orders are necessary in order to process the request and to charge the appropriate cost center. The work-order forms are available in the Processing Center, Switchboard, and the Continuing Education Office. Completed work-orders **must be submitted at least 48 hours in advance of time required.**

At examination time, Faculty should submit exams well in advance of administration date to allow the processing center staff adequate time to complete the work.

Processing Center **staff are not permitted to do work of a personal nature.**

The processing center staff are responsible for the "confidentiality" of tests and other data given to them.

History:
Policy Adopted: 1/17/2006
Revised: July 2024 (removed from Policy/Procedures)

RESOLUTION NO. 160 (2023-2024)

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE ADOPTS AN UNRESTRICTED COLLEGE BUDGET FOR FISCAL YEAR 2024-2025 IN THE AMOUNT OF $10,378,930.

WHEREAS, Administrator-in-Charge Knelly recommended to the Board of Trustees of Clinton Community College, adoption of an Unrestricted College Budget for Fiscal 2024-2025 in the amount of $10,378,930;

WHEREAS, Clinton Community College has developed its Fiscal Year 2024-2025 Unrestricted Operating Budget in the amount of $10,378,930.

WHEREAS The FY 2024-2025 operating budget requires an appropriation of $634,194 of the fund balance to support operations;

WHEREAS, The Sponsor Share of $3,426,527 is included in the Budget and the College will be asking the County to continue its strong support of the College;

AND WHEREAS, The Operating Budget must be adopted by the Board of Trustees and forwarded to the County of Clinton and the State of New York;

BE IT THEREFORE RESOLVED, that the Board of Trustees of Clinton Community College hereby adopts/approves an Unrestricted College Budget for the Fiscal Year 2024-2025 in the amount of $10,378,930 with a Sponsor Share of $3,426,527.

Motion by Ms. Momot, seconded by, Mrs. Coolidge, that the Board of Trustees of Clinton Community College hereby adopts/approves the College Budget as presented, recommended by Ken Knelly.

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

Mrs. Coolidge - aye	Mr. Redden - aye
Mr. Dulka - aye	Mr. Favro - aye
Mr. Leta - aye	Mr. Billiter - aye
Ms. Momot –aye	

A motion to go into Executive Session for the purpose of discussing personnel employment history was made by Mr. Leta, seconded by Ms. Momot at 6:00 p.m.

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MINUTES
OF
EXECUTIVE SESSION
OF
BOARD OF TRUSTEES
CLINTON COMMUNITY COLLEGE
HELD WEDNESDAY JULY 23, 2024 AT 6:00 P.M.
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, Merritt Billiter, and Rowen Dulka, Student Trustee

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

ADMINISTRATORS PRESENT:
Ken Knelly, Administrator in Charge; Paula Rizk, HR Director

SECRETARY TO THE BOARD:
LeAnn Yelton (absent)

A motion to return to Regular Session was made by Ms. Momot, seconded by Mr. Leta at 6:50 p.m.

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MINUTES

OF
REGULAR MEETING
OF
BOARD OF TRUSTEES
CLINTON COMMUNITY COLLEGE
HELD TUESDAY, July 23, 2024 AT 6:50 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, Devi Momot, Merritt Billiter, Rowen Dulka, Student Trustee

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

ADMINISTRATORS PRESENT:
Ken Knelly, Administrator In Charge; Steve Frederick, Vice President for Institutional Advancement; Sheri Brienza-Wypyski, Controller; Paula Rizk, Human Resources Director; David Tracy, Enrollment Management Specialist; Sharon Waldenmaier, Coalition Leader; Patti LaDuke, Faculty Association President, Joanna Jackson VP Faculty Association, Mary Lake

SECRETARY TO THE BOARD:
LeAnn Yelton

NEW BUSINESS:

RESOLUTION NO. 161 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE SEPARATION AGREEMENT AND RELEASE FOR JOHN BORNER, DEAN OF STUDENTS AFFAIRS, EFFECTIVE JULY 23, 2024.

Motion by Ms. Momot, seconded by Mr. Redden, and carried by Members present as recommended by Administrator in Charge Ken Knelly.

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

Mrs. Coolidge - aye	Mr. Redden - aye
Mr. Dulka - aye	Mr. Favro - aye
Mr. Leta - aye	Mr. Billiter - aye
Ms. Momot -aye	

RESOLUTION NO. 162 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES A ONE-YEAR INTERIM APPOINTMENT FOR PATRICIA LADUKE AS DEAN OF STUDENTS AFFAIRS EFFECTIVE JULY 24, 2024, WITH A PRO-RATED ANNUALIZED SALARY OF $80,000.

Motion by Mr. Redden, seconded by Ms. Momot, and carried by Members present as recommended by Administrator in Charge Ken Knelly.

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

Mrs. Coolidge - aye	Mr. Redden - aye
Mr. Dulka - aye	Mr. Favro - aye
Mr. Leta - aye	Mr. Billiter - aye
Ms. Momot -aye	

NEXT MEETING: August 27, 2024.

ADJOURNMENT:
Motion by Mr. Redden, second by Mr. Billiter, that the meeting adjourns. Meeting adjourned at 7:15 pm.

RECORDED BY

LeAnn Yelton

RESPECTFULLY SUBMITTED BY

David N. Favro