

MINUTES  
OF  
REGULAR MEETING  
OF  
BOARD OF TRUSTEES  
CLINTON COMMUNITY COLLEGE  
HELD TUESDAY, AUGUST 19, 2025, AT 5:00 PM  
133 COURT STREET CONFERENCE ROOM & TEAMS  
CLINTON COMMUNITY COLLEGE  
PLATTSBURGH, NEW YORK

BOARD OF TRUSTEES MEMBERS PRESENT:

Devi Momot, Chairperson; Nina Coolidge, Secretary; Mark Leta, Treasurer; Molly Ryan, Merritt Billiter, Jonathan Carmen, Eddie Webbinaro, Matthew Slattery

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

David Macalpine, Student Trustee(virtual), David Favro

ADMINISTRATORS/GUESTS PRESENT:

Ken Knelly, Acting President; Maggie Courson, Interim Vice President for Academic Affairs; Sheri Brienza-Wypyski, Controller; Patti LaDuke, Dean of Students; Tom Nesbitt, Vice President for Enrollment; Ryan Hamel, HR Director; Steven Frederick, Vice President for Institutional Advancement; Sharon Waldenmaier, Coalition President; Sarah Jennette, Faculty Association President, Billy Jones, Assemblyman

SECRETARY TO THE BOARD:

LeAnn Yelton

CALL TO ORDER:

Chairperson Momot called the meeting to order at 5:02pm. Chairperson Momot asked for attendance to be taken. Quorum reached.

PUBLIC COMMENT: Steven Frederick mentioned the auction for Hotel Champlain items on August 23, 2025 to benefit the CCC Foundation.

ADMINISTRATION REPORTS

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

- The monumental task of moving the majority of the college has been completed. There are residual items that are currently being worked through with the B&G team. They are heros.
- The Strategic Plan will be revisited this semester to continue to align the college with working towards tangible goals.
- Enrollment continues to grow for the fall. ASAP/Registrar/Admissions//Financial Aid is doing a lot of work to engage students.
- HR has begun creating opportunities for hiring and moving our hiring processes to be more efficient.

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

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

The Finance Committee discussed the FY26 budget and presentation for the county. The move and one-time income changed some trajectory of the budget. Two resolutions to come to the vote tonight.

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

Mr. Billiter met with Ed and he highlighted the tremendous work that his team has continued to accomplish and is appreciative the recognition by administration.

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

There was nothing to report.

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

There was nothing to report.

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

Ms. Ryan shared the auction for the Foundation will be this Saturday and the approval of the foundation budget will be in the upcoming meeting.

#### OLD BUSINESS:

Chairperson Momot brought forward that the by-laws will be revisited.

#### NEW BUSINESS:

##### RESOLUTION NO. 57 (2024-2025):

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE MINUTES FOR THE JUNE 17, 2025, BOARD MEETING.

Motion by Mr. Slattery, seconded by Mr. Leta, and carried unanimously by Members present as recommended by Ken Knelly.

##### RESOLUTION NO. 58 (2024-2025):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE CONSENT AGENDA FOR THE AUGUST 19, 2025 BOARD OF TRUSTEES MEETING.

Motion by Ms. Ryan, seconded by Mr. Webbinaro, and carried unanimously by members present as recommended by Ken Knelly.

#### **Consent Agenda**

- i. Personnel Appointments Recommended at the August 19, 2025, Board of Trustees meeting.**
- ii. Personnel Reappointments Recommended at the August 19, 2025, Board of Trustees meeting.**
- iii. Personnel Resignations for Retirement Recommended at the August 19, 2025, Board of Trustees meeting.**
- iv. Personnel Emeritus Status Appointments Recommended at the August 19, 2025, Board of Trustees Meeting.**
- v. Memorandum of Understanding with Faculty Association Recommendations at the August 19, 2025, Board of Trustees Meeting.**
  - a. Recommend that the Board of Trustees of Clinton Community College approve the memorandum of agreement by and between Clinton Community College and the Faculty Association of Clinton Community College that authorizes a two-year trial restructuring of Division Coordination. The terms of the agreement shall be for the 2025-2026 and 2026-2027 academic years.
  - b. Recommend that the Board of Trustees of Clinton Community College approve the memorandum of agreement by and between Clinton Community College and the Faculty

Association of Clinton Community College that authorizes Chrisa O'Connell to fulfill the EdSights Coordinator Role during the Fall 2025 and Spring 2026 semesters with a stipend of one thousand two hundred dollars (\$1,200.00) per semester.

- c. Recommend that the Board of Trustees of Clinton Community College approve the memorandum of agreement by and between Clinton Community College and the Faculty Association of Clinton Community College to recruit for and fill the Human Services Coordinator Role with an appointment period of June 23, 2025 through August 24, 2025 and a stipend of one thousand dollars (\$1,000.00).
- d. Recommend that the Board of Trustees of Clinton Community College approve the memorandum of agreement by and between Clinton Community College and the Faculty Association of Clinton Community College allowing Joanna Jackson to assume to role of new faculty mentor to the two new English faculty joining the college for the fall 2025 semester with a stipend of one thousand dollars (\$1,000.00)

**vi. Recommendation to Approve Faculty Association Division Coordinator Appointments:**

- a. Division of English and Humanities: **Lee Ann Thomas**
- b. Division of History and Social Science: **Donna (Gina) Lindsey**
- c. Division of Business and Mathematics: **Angela Barnaby**
- d. Division of Technology and Natural Sciences: **Christina Cone**
- e. The appointment for the Division of English and Humanities, History and Social Science, and Business and Mathematics shall be for a term of two (2) years, effective August 18, 2025 to May 31, 2027, and the appointment for the Division of Technology and natural Sciences shall be for a term of one (1) year, effective August 18, 2025-May 22, 2026, to align with the **temporary full-time** position dates.

**vii. Memorandum of Understanding with the Coalition Recommendations at the August 19, 2025 Board of Trustees Meeting.**

- a. Recommend that the Board of Trustees of Clinton Community College approve the memorandum of agreement by and between Clinton Community College and the Coalition of Clinton Community College that authorizes Eugene Ayotte to receive additional compensation of twenty-three dollars and thirty-seven cents (\$23.37) per hour, for up to fifteen (15) hours per week for additional duties as Data Analyst, Effective July 1, 2025 through July 31, 2025.
- b. Recommend that the Board of Trustees of Clinton Community College approve the memorandum of agreement by and between Clinton Community College and the Coalition of Clinton Community College that authorizes Stanley Kissel to receive additional compensation of twenty-four dollars and ninety-seven cents (\$24.97) per hour, for up to fifteen (15) hours per week for additional duties as Student Enrollment / CRM Specialist, Effective July 15, 2025 through July 31, 2025.

**viii. Approval of Job Descriptions**

Appointment / Reappointment	Vatsal Gohel	Data Analyst	Effective July 18, 2025 through August 31, 2026	Prorated annual salary of \$44,440
Appointment	Christina Cone	Temp. Full-Time Assistant Professor of Science	Effective August 25, 2025 through May 31, 2026	Prorated annual salary of \$52,363.99
Appointment	Fadi Helwanji	Assistant Professor of Business Administration and Accounting	Effective for the 2025-2026 academic year	Prorated annual salary of \$52,363.99

Appointment	Jennifer Waite	Human Services Coordinator	Effective June 23, 2025 through August 24, 2025	Stipend of \$1000
Appointment	Lori Robinson	Immunization Coordinator	Effective July 15, 2025 through August 31, 2025.	Stipend of \$3000
Appointment	Elaine Noble	Associate Director of Institutional Advancement	Effective September 1, 2025 through August 31, 2026	Prorated annual salary of \$52,000
Appointment	David "Billy" Jones	Vice President of Workforce Development and Strategic Initiatives	Effective September 6, 2025	Prorated annual salary of \$142,000
Appointment	Victoria Smith	Computer Science and Cybersecurity Instructor	Effective for the 2025-2026 academic year	Prorated annual salary of \$49,063.61
Appointment	Jessica Abel	Assistant Professor of Nursing	Effective for the 2025-2026 academic year	Prorated annual salary of \$49,063.61
Appointment	Sarah Jennette	Head of Library Services	Effective September 1, 2025 through August 31, 2028	Prorated annual salary of \$57,000
Appointment	LeAnn Yelton	Mental Health Coordinator	Effective August 18, 2025 through May 30, 2026	Stipend of \$10,000
Appointment / Reappointment	Christina Cannon	Full-time Student Support Service Counselor	Effective August 15, 2025 through August 31, 2026	Prorated annual salary of \$49,400.06
Reappointment	Ashley Page	Student Enrollment / CRM Specialist	Effective September 1, 2025 through August 31, 2026	Prorated salary of \$45,500
Reappointment	Edward Szalkowski	Director of Buildings and Grounds	Effective September 1, 2025 through December 31, 2025	Prorated annual salary of \$62,400
Reappointment	Lori Robinson	Immunization Coordinator	Effective September 1, 2025 through August 31, 2026	Stipend of \$10,000
Retirement	Thomas Mandeville	Professor of History and Political Science	Effective January 15, 2026	

Resignation	Eric Schwartz	Sr. Custodial Worker	Effective July 31, 2025	
Resignation	Kelsey Hulbert	Assistant Director of College Relations	Effective August 1, 2025	
Resignation	Grace Mayhew	Learning Resource Specialist	Effective August 29, 2025	
Emeritus	Lynn (Fowler) Cheeseman	Professor of Science		
Emeritus	Thomas Mandeville	Professor of History and Political Science		

<b>Job Description Title</b>	<b>New / Revision</b>	<b>Attachment</b>
Administrative Assistant for Workforce Development and Community Education	New	<a href="#"><u>JD - Administrative Assistant Workforce Development and Community Education.docx</u></a>
Director of Community Education	Revision	<a href="#"><u>JD - Director of Community Education.docx</u></a>
Director of Workforce Development	New	<a href="#"><u>JD - Director of Workforce Development.docx</u></a>
Nursing Skills Lab Assistant	Revision	<a href="#"><u>JD - Nursing Skills Lab Assistant.docx</u></a>
VP of Strategic Initiatives and Workforce Development	New	<a href="#"><u>JD - VP of Strategic Initiatives and Workforce Development.docx</u></a>
Director of Nursing	Revision	<a href="#"><u>JD - Director of Nursing.docx</u></a>
Director of Budgeting and Finance	New	<a href="#"><u>JD - Director of Budgeting and Finance.docx</u></a>

# RESOLUTION NO. 59 (2024-2025)

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE ADOPTS AN UNRESTRICTED COLLEGE BUDGET FOR FISCAL YEAR 2025-2026 IN THE AMOUNT OF \$11,020,827.

Motion by Mr. Slattery, seconded by, Mr. Billiter, and carried unanimously by members present that the Board of Trustees of Clinton Community College hereby adopts/approves the College Budget as presented, recommended by Ken Knelly.

## **WHEREAS,**

Acting President Knelly recommended to the Board of Trustees of Clinton Community College, adoption of an Unrestricted College Budget for Fiscal 2025-2026 in the amount of \$11,020,827;

**WHEREAS,** Clinton Community College has developed its Fiscal Year 2025-2026 Unrestricted Operating Budget in the amount of \$11,020,827.

**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 2025-2026 in the amount of \$11,020,827 with a Sponsor Share of \$3,426,527.

RESOLUTION NO. 60 (2024-2025)

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES A PROJECT FOR NEEDED FOR CAPITAL CONSTRUCTION IMPROVEMENTS AND CRITICAL IT INFRASTRUCTURE IN THE NURSING / EMS LOCATION AT 206 CORNELIA STREET, SUITE 301, AND AN ADDITIONAL AMOUNT FOR CAPITAL IT INFRASTRUCTURE AT THE 46 BEEKMAN STREET LOCATION. THE PROJECTS ARE TO BE FUNDED 50% (\$129,256.01) BY THE SUNY COMMUNITY COLLEGE CAPITAL PROGRAM AND 50% (\$129,256.01) BY LOCAL MATCHING DOLLARS. THE LOCAL MATCHING DOLLARS ARE APPORTIONED \$70,773.50 TO THE CLINTON COUNTY IDA AND \$58,482.51 TO CLINTON COUNTY LEGISLATURE FROM THE CLINTON COMMUNITY COLLEGE CAPITAL CHARGEBACK ACCOUNT. THE BOARD FURTHER REQUESTS THAT THE CLINTON COUNTY LEGISLATURE ALSO APPROVE THE RESOLUTION.

Motion by Mr. Carmen, seconded by Mr. Slattery, with Ms. Ryan abstaining, carried by the Members present, that the following resolution be adopted:

WHEREAS, the vendor CB20 is estimating a cost of \$16,048.72 for work to be done related to critical IT infrastructure at CVPH location;

WHEREAS, additional IT infrastructure of \$497.99 is also required at CVPH location to complete the capital project;

WHEREAS, additional capital infrastructure of \$5,965.31 is further required at the 46 Beekman Street location to complete the vendor CB20's work at that location, the balance of the work being previously approved in Resolution 52;

WHEREAS, the above IT investments are required in order to outfit the new classrooms and spaces at the locations with proper capital technology and equipment;

FURTHER, WHEREAS, the college's capital contribution to construction and building renovations at the 206 Cornelia Street, Suite 301 location totals \$236,000;

WHEREAS, the total of capital construction and IT costs included here are estimated to be \$258,512.02;

WHEREAS, the SUNY Office for Capital Facilities could fund 50% of the total costs for the critical infrastructure projects.

**BE IT THEREFORE RESOLVED,** that the Board of Trustees of Clinton Community College hereby approves a capital project for construction and critical IT infrastructure in order to outfit the new locations with proper classroom technology at an estimated cost of \$258,512.02 to be funded 50% by the SUNY Community College

Capital Program and 50% by the Clinton County IDA and the Clinton County Legislature, as described, and requests that the Clinton County Legislature also approve the resolution.

NEXT MEETING: September 16, 2025 at the IAM Conference Room at 136 Clinton Point Drive.

ADJOURNMENT:

Motion by Ms. Ryan, second by Mr. Carman, that the meeting adjourns. The meeting adjourned at 6:12 pm.

RECORDED BY

RESPECTFULLY SUBMITTED BY

LeAnn Yelton

Devi Momot