

MINUTES
OF
REGULAR MEETING
OF
BOARD OF TRUSTEES
CLINTON COMMUNITY COLLEGE
HELD WEDNESDAY, JANUARY 22, 2025, AT 5:00 PM
MOORE BUILDING, ROOM 228
CLINTON COMMUNITY COLLEGE
PLATTSBURGH, NEW YORK

BOARD OF TRUSTEES MEMBERS PRESENT:

Devi Momot, Chairperson; John Redden, Vice-Chairperson; Nina Coolidge, Secretary, Mark Leta, Molly Ryan, Merritt Billiter, David Macalpine, Student Trustee

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

David Favro, Treasurer; Mark Leta,

ADMINISTRATORS PRESENT:

Ken Knelly, Administrator In Charge, Carey Goyette, Vice President for Academic Affairs; Sheri Brienza-Wypyski, Controller; Paula Rizk, Human Resources Director; Patti LaDuke, Interim Dean of Students; Joanna Jackson Faculty Association President, Ashley Morales, Human Resources Associate

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: none

PRESENTATION: none

ADMINISTRATION REPORTS

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

Mr. Knelly shared the following information:

1) Clinton Opening Day Presentation

- a. Ken created an update presentation for opening day that detailed the success of the Fall 24 semester and highlighted the start of a positive Spring 25 semester.

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

REPORT OF THE AUDIT COMMITTEE.....MS. MOMOT, CHAIR

The Audit Committee met for the presentation of the FY24 audit. The auditor gave a clean opinion on FY24's financials.

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

Mr. Billiter contacted the director of building’s and grounds and confirmed the department is functioning well, maintaining the grounds, and making progress on items related to the move.

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

Mr. Macalpine shared his meeting to discuss the end of semester party to celebrate the history of Clinton on the hill. He will cultivate interest in students for attending the event.

REPORT ON NEGOTIATIONS.....MR. REDDEN, CHAIR

Mr. Redden shared that there was nothing to report.

REPORT ON FOUNDATION.....Ms. Ryan, BOARD LIAISON

Ms. Ryan shared that the Education Champion has been chosen. Donations to the foundation are ahead of last year’s schedule and they are looking to get more alumni involved.

OLD BUSINESS:

The Governance Committee is continuing their effort to go through the by-laws. They expect to be completed in the new year.

NEW BUSINESS:

RESOLUTION NO 26 (2024-2025):

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE MINUTES FOR THE DECEMBER 17, 2024 BOARD MEETING.

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

RESOLUTION NO.27 (2024-2025):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE CONSENT AGENDA FOR THE JANUARY 22, 2025 BOARD OF TRUSTEES MEETING.

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

Consent Agenda

- i. **Personnel Appointments Recommended at the January 22, 2025, Board of Trustees meeting.**
- ii. **Personnel Reappointments Recommended at the January 22, 2025, Board of Trustees meeting.**
- iii. **Personnel Revised Resignations Recommended at the January 22, 2025, Board of Trustees meeting.**

Appointment	Devin Brassard	Admissions Advisor	Effective March 24, 2025	Annualized Salary of \$49,4000
Appointment	Denise Coughlin	Temporary Full-time Professor of Human Services	Effective for Spring 2025 semester, Jan. 24-May 31, 2025	Prorated annualized salary of \$72,082.39
Reappointment	Ben Greenlee	Assistant Professor of English	Effective for the 2025-2026 academic year	

Revised Resignation	Paula Rizk	Director of Human Resources	Effective January 31, 2025	
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RESOLUTION NO. 28 (2024-2025)

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY ACCEPTS AUDIT REPORT AS PREPARED BY BOULRICE & WOOD CPAS, P.C. FOR THE PERIOD ENDING AUGUST 31, 2024: Motion by Mr. Redden seconded by Mrs. Coolidge, and carried unanimously by Members present, that the Board of Trustees of Clinton Community College hereby accepts Audit Report as prepared by Boulrice & Wood CPAS, P.C. for the period ending August 31, 2024, as recommended by Ken Knelly.

RESOLUTION NO.29 (2024-2025)

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 JANUARY 22, 2025, THAT APPOINTS LYNN CHEESEMAN (FOWLER) AS DIVISION COORDINATOR OF THE MATH, SCIENCE, AND TECHNOLOGY DEPARTMENTS FOR SPRING 2025 AND ALLOWS HER TO EXCEED THE 18 CREDITS ALLOWED PER SEMESTER IN THIS ROLE.

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

RESOLUTION NO. 30 (2024-2025)

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE JOB DESCRIPTION OF ASSISTANT DIRECTOR OF HUMAN RESOURCES. A COPY OF THIS RESOLUTION WILL BE FORWARDED TO THE CHANCELLOR'S OFFICE FOR SUNY APPROVAL (job description attached)

Motion to approve by Mr. Billiter, seconded by Mr. Redden, and carried unanimously by members present as recommended by Ken Knelly.

CLINTON COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Assistant Director of Human Resources	Reports to:	Director of Human Resources
FLSA Status:	Salaried, Exempt	CBU/MC:	Management Confidential
EEO Class:	Professional	Department:	Human Resources
Rate Range/Budget:	\$60, 405.80 annually		
Job Summary: The Assistant Director of Human Resources is responsible for overseeing critical HR functions at Clinton Community College, including managing the HRIS, administering employee benefits, and coordinating recruitment and onboarding processes. This role ensures the accuracy of employee records, supports compliance with Civil Service regulations, and manages benefit plans such as health insurance, retirement, and flexible spending accounts. Additionally, the Assistant Director is tasked with managing professional development training programs, addressing employee relations issues, and ensuring compliance with union agreements. The position also involves policy development, strategic planning, and representing the HR department in the absence of the HR Director. This role contributes to the College's HR objectives by managing budgets, attending Board meetings, and liaising with external agencies as necessary. This is a twelve-month Management confidential position.			
Responsibilities:			

1. Manage and maintain the College's Human Resources Information System (HRIS).
2. Update employee records and input data into the payroll system, produce reports and ensure data accuracy.
3. Assist in testing and implementing system upgrades.
4. Maintain the official College personnel files and conduct appropriate personnel studies and audits.
5. Oversee day-to-day administration and process changes and terminations of employee benefit plans, including health insurance, retirement, life insurance, long-term disability, sick leave banks, and flexible spending accounts.
6. Review and prepare insurance premium billings, COBRA notices, and annual benefit statements.
7. Coordinate the full cycle of recruitment and selection process up to onboarding new hires.
8. Maintain benefit time accrual and expenditure records.
9. Track staff and faculty appointments and generate appointment letters as needed.
10. Keep HR webpages and intranet sites current.
11. Ensure compliance with Civil Service regulations.
12. Manage Workers' Compensation and Employee Assistance Programs.
13. Oversee unemployment benefits and monitor costs.
14. Handle employment verification requests.
15. Work with payroll and communicate and calculate salary increases.
16. Assist with the creation and maintenance of job descriptions for all College positions.
17. Interpret union contracts and ensure compliance with negotiated agreements as needed.
18. Act as a key resource and decision-maker in the HR Director's absence:
 - Resolve employee relations matters by addressing conflicts, grievances, and workplace issues.
 - Develops, administers, and manages the HR goals and budget.
 - Draft personnel reports for presentation to the Board of Trustees, ensuring accurate and timely information.
 - Participates in short- and long-range strategic planning as it affects personnel and recommends organization designs to facilitate achievement of objectives.
 - Develops, implements, updates, manages, and communicates HR policies, procedures, and directives; maintains knowledge of current trends in the HR field.
 - Manage and maintain professional development training programs.
 - Attend Board of Trustees meetings when needed, providing HR-related insights and updates.
19. Acts as College liaison with County, SUNY, and State on personnel matters.
20. Assists with the Investigation and works to resolve Title IX, ADA, discrimination, and harassment complaints involving staff and faculty.
21. Chairs/participates in assigned and ad hoc committees.
22. Perform other duties as assigned to support the overall HR strategy and objectives.

Qualifications:

The Assistant Director of Human Resources must hold a bachelor's degree in human resources or a related field, or possess four years of administrative experience, preferably in a human resources or payroll setting. Course work and experience in personnel administration, contract administration and employee benefits required. He/She must possess strong interpersonal, organizational, and communication skills, both written and oral, to effectively interact with employees at all levels. Proficiency in Human Resources Information Systems (HRIS), such as Microsoft Dynamics' Great Plains, is essential for managing and maintaining HR data. The role also requires the ability to interpret and apply union contracts, policies, and procedures, ensuring compliance with all relevant regulations. The Assistant Director must manage sensitive employee relations issues with discretion and professionalism, maintaining confidentiality in all situations. Additionally, proficiency in Microsoft Excel and Word is required, along with strong problem-solving abilities. This position requires the ability to work both independently and collaboratively with others to achieve department goals.

Creation Date: 1/8/2025

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. Billiter.

MINUTES
OF
EXECUTIVE SESSION
OF
BOARD OF TRUSTEES
CLINTON COMMUNITY COLLEGE
HELD WEDNESDAY, JANUARY 22, 2025 AT 5:39 PM
MOORE BUILDING, ROOM 228
CLINTON COMMUNITY COLLEGE
PLATTSBURGH, NEW YORK

BOARD OF TRUSTEES MEMBERS PRESENT:

Devi Momot, Chairperson; John Redden, Vice-Chairperson; Nina Coolidge, Secretary, Mark Leta, Molly Ryan, Merritt Billiter, David Macalpine, Student Trustee

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

David Favro, Treasurer; Mark Leta,

ADMINISTRATORS PRESENT:

Ken Knelly, Administrator In Charge, Paula Rizk, Ashley Morales, Human Resources Associate

SECRETARY TO THE BOARD:

LeAnn Yelton (excused)

A motion was made by Mr. Billiter to return to regular session at 6:48 p.m. The motion was seconded by Mr. Macalpine.

MINUTES
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HELD WEDNESDAY, JANUARY 22, 2025, AT 6:48 PM
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BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

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ADMINISTRATORS PRESENT:

Ken Knelly, Administrator In Charge, Paula Rizk, Human Resources Director; Patti LaDuke, Interim Dean of Students; Joanna Jackson Faculty Association President, Ashley Morales, Human Resources Associate

SECRETARY TO THE BOARD:

LeAnn Yelton

NEXT MEETING: February 18, 2025.

ADJOURNMENT:

Motion by Mr. Redden second by Mr. Billiter, that the meeting adjourns. The meeting adjourned at 6:49 pm.

RECORDED BY

RESPECTFULLY SUBMITTED BY

LeAnn Yelton

Devi Momot