MINUTES

OF

REGULAR MEETING

OF

BOARD OF TRUSTEES

CLINTON COMMUNITY COLLEGE

HELD TUESDAY, OCTOBER 15, 2024 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; David Favro, Treasurer; Mark Leta, Merritt Billiter, Molly Ryan

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

Nina Coolidge, Secretary

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

SECRETARY TO THE BOARD:

LeAnn Yelton

CALL TO ORDER:

Chairperson Momot called the meeting to order at 5:03pm. Chairperson Momot asked for attendance to be taken. Quorum reached.

PUBLIC COMMENT:

Joana Jackson, Public Statement, Board of Trustees, October 2024

As you will have seen in the Personnel report, Mike Zerrahn has given notice that he will be resigning for the purpose of retirement in December. I want to take a moment to talk a little about Mike, someone who needs no introduction to you.

Mike has served the College beyond the classroom as well. At one point, when the College did not have a Controller, Ray DiPasquale asked Mike to step in temporarily and cover these duties. Mike agreed. It wasn’t that he didn’t already have a full-time job; it was just that he understood the importance of having someone in that position until it could be filled, and he was willing to step up.

Why did Ray ask Mike to take on that important role? Well, it might have been because Ray was familiar with Mike, his skills and work ethic. For example, Mike had volunteered to serve on the FSA Board during a time of real turmoil in that area, stepping in to oversee it when the staff unexpectedly quit with little notice. I have no clue what was needed, but I know Mike kept the books up to date, maintaining the financial records, ensuring vendors got paid, and providing expert advice as needed…a full-time job that often kept him here at the College until late at night. And of course, this was in addition to his full-time teaching job.

Mike didn’t stop taking courses once he earned his Master’s degree. In fact, he has audited a number of courses here because of his interest in subjects beyond his own. He took my ASL class and agreed to be a guinea pig for activities with the students that gave them confidence to try out their signing in public. Mike’s giving nature has also been evident at special events and activities around campus when he could be counted on to show up and help out.

I know I don’t need to introduce Mike to you – many of you have had the opportunity to work with him over the years. Nina, I remember when you expressed concern about Mike filling in for the Controller because you knew he was already working full out…that concern helped ensure reasonable limits on what Mike would do. Otherwise, you likely knew that Mike would work until he dropped.

So, on behalf of myself and the Faculty Association, I want to thank Mike Zerrahn for all he has done for CCC and to wish him well in his much-deserved retirement. Thank you.

PRESENTATION: none

ADMINISTRATION REPORTS

GENERAL REPORT & ADMINISTRATIVE REPORTS……………………………………Ken Knelly

Mr. Knelly shared the following information:

1. Success Measures
	1. Enrollment continues to hold at about 9% above last year. There is an Open House on October 26th that members of the board, faculty and staff are encouraged to attend. Academics and Admissions are working to advance steps with CAP numbers and the Prision Education Program.
	2. There is a new student trustee that is in the pipeline. Ten percent of the student body needs to complete voting for the trustee to be finalized. This is expected to happen by the end of the week.
	3. There is nothing to report on governor appointments. Ken met with Ali Webbinaro last week to talk more about those and will update as information becomes available.
	4. The Construction Fund continues to work with Plattsburgh on facilitating the move of offices and classes out of the Beekman and Court Street buildings so that construction can begin. A draft MOA has been sent out and has been reviewed with Jaci, Ken and is now sent to System for further review.

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

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

The Finance Committee met to discuss the committee members as well as future appointments for the Audit Committee. Sheri reviewed actuals versus budget through August 31, 2024, FY25 Chargeback rates, and the GASB Annual Report.

REPORT OF BUILDINGS & GROUNDS COMMITTEE….......................... MR. BILLITER, CHAIR
Mr. Billiter met with Ed to discuss the projects on campus. The focus is maintaining the spaces as they are and not starting new projects. There is emphasis on the move and cutting down unnecessary items prior to relocation.

REPORT FROM STUDENT TRUSTEE/STUDENT SENATE........................................VACANT
A student trustee was not present to report.

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 Foundation is headed into the Annual Fundraiser and they are looking for participants. The Education Champion Award Committee will be meeting to pick the recipient for the award. There was an establishment of the CAP scholarship for students.

COMMUNICATIONS:

OLD BUSINESS:

The Governance Committee met on October 8th and began the initial review of the by-laws. They discussed additional parameters for the by-laws that will be brought up in the next Committee meeting on October 23rd.

NEW BUSINESS:

RESOLUTION NO 7 (2023-2024):

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

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

RESOLUTION NO.8 (2024-2025):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE CONSENT AGENDA FOR THE OCTOBER 15, 2024 BOARD OF TRUSTEES MEETING.

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

**Consent Agenda**

1. **Personnel Appointments Recommended at the September 17, 2024, Board of Trustees meeting.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Appointment | Darlene McPherson-Burnham  | Assistant Controller | Effective October 1, 2024. | Prorated, Annualized Salary of $60,000 |
| Appointment | Barbara Golden | Admin. Assistant to VPAA / New Location Liasion  | Effective September 23, 2024 through August 31, 2025. | Full-Time, Temp., $60,000 annualized |
| Appointment | Jessica Wyser | Temp. On-Call Purchasing Clerk | Effective October 11,2024 through January 11, 2025.  | Hourly of $22.5027, max of 17.5 hrs/week, 910 hrs/yr |
| Resignation for Retirment | Michael Zerrahn | Associate Professor of Business | Effective December 19, 2024 |  |
| Resignation | Jessica Wyser | Purchasing Clerk | Effective October 10, 2024 |  |
| Resignation | Barbara Golden | Temp. Part-Time Admin. Assistant to VPAA | Effective September 22, 2024.  |  |
| Resignation | Kaylee Besaw | Accountant | Effective October, 18, 2024 |  |

RESOLUTION NO. 9 (2024-2025)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE NEW JOB DESCRIPTION FOR THE ADMINISTRATIVE ASSISTANT TO THE VICE PRESIDENT FOR ACADEMIC AFFAIRS / NEW LOCATION LIASIONI ROLE. A COPY OF THIS RESOLUTION WILL BE FORWARDED TO THE CHANCELLOR’S OFFICE FOR SUNY APPROVAL.

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

**CLINTON COMMUNITY COLLEGE**

**PROPOSED JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | **Administrative Assistant to the Vice President for Academic Affairs / New Location Liaison**  | **Reports to:**  | **VP for Academic Affairs & Administrator in Charge** |
| **FLSA Status:** | **Exempt** | **CBU/MC:** | **MC** |
| **EEO Class:** |  | **Department:** | **VP AA /President’s Office** |
| **Rate Range/Budget:** | **$60,000 annually** |
| **Job Summary:** This full-time temporary Management Confidential (MC) position is a dual role consisting of responsibilities as both the Administrative Assistant to the Vice President for Academic Affairs and the New Location Liaison for Clinton Community College’s relocation to the SUNY Plattsburgh campus.* The Administrative Assistant coordinates project activities, information, reporting and complex administrative matters for Academic Affairs. The incumbent in this position has overall responsibility for the daily operation of the Academic Affairs office and handles confidential matters relating to personnel, collective bargaining agreement development, and contract administration. The individual acts as a liaison between the Vice President for Academic Affairs office and College staff to help facilitate successful flow of information, as well as ensure that all policies and procedures pertaining to the Academic Affairs division are adhered to and maintained. This role will report to the Vice President for Academic Affairs.
* The New Location Liaisonrole is specifically designed to coordinate and manage all aspects of Clinton Community College’s relocation to the SUNY Plattsburgh campus, scheduled for completion in fall 2025. This position will play a critical role in managing logistics, ensuring smooth transitions for faculty, staff, and students, and liaising with internal and external stakeholders throughout the relocation process. This position will report to the Administrator in Charge.
 |
| **Duties and Responsibilities of the Administrative Assistant to the Vice President for Academic Affairs:**1. Provides data, records and administrative support for certain aspects of various accreditation and review processes, such as those associated with Middle States accreditation and SUNY academic compliance.
2. Creates and maintains all master courses in College’s Customer Account Management System (CAMS).
3. Ensures proper administration of contractual obligations governed by the collective bargaining agreement (Faculty Association) as it relates to Faculty and Non-Teaching Faculty appointment and reappointment cycles.
4. Creates and maintains adjunct faculty contracts.
5. Assists students and college staff by answering inquiries regarding curriculum and Academic Affairs procedures and/or policies.
6. Generates faculty loads, overloads, prep overloads, lump sums, and Distance Learning stipend payments for payroll; calculates value of overload payments.
7. Analyzes current office procedures/processes and introduces improvements and efficiencies to assist with meeting the College’s overall mission and strategic goals.
8. Reviews the Vice President of Academic Affairs daily schedule of meetings and provides administrative support in the preparation of appropriate background information.
9. Provides professional support on an as-needed basis to other administrative offices.
10. Coordinates academic appeals process. Reviews academic appeals and determines if Appeals Committee needs to meet or whether student is eligible for re-instatement.
11. Prepares correspondence on behalf of Vice President for Academic Affairs.
12. Plans events for Academic Affairs Division.
13. Manages information posted on the Academic Affairs website and Adjunct website.
14. Identifies and incorporates needed changes/updates to Adjunct Handbook
15. Prepares and maintains confidential records relating to division staff and students

**Duties and Responsibilities for the New Location Liaison:**1. Collaborate closely with Rickes Associates and the SUNY Construction Fund to align on communications, planning, and mapping related to the move.
2. Ensure that all communications between the parties are clear and timely, facilitating smooth operations during the relocation process.
3. Oversee the transfer of resources, materials, and equipment from Clinton Community College to the new location at Plattsburgh State University.
4. Develop detailed moving schedules and timelines to minimize disruption to academic and administrative functions.
5. Serve as the main point of contact between Clinton Community College staff, Plattsburgh State University, and any third-party service providers involved in the move.
6. Communicate regularly with faculty, staff, and administrators to keep them informed about the move's progress, timelines, and any potential disruptions.
7. Coordinate with Plattsburgh State University administration to ensure that facilities and spaces are ready for Clinton Community College's operations to transition smoothly.
8. Assist with the setup of classrooms, offices, and other facilities at the new location.
9. Work with moving companies, IT specialists, and other service providers to ensure that all equipment and technology are relocated safely and reinstalled correctly at the new campus.
10. Develop and implement detailed moving plans that account for packing, transportation, and unpacking of furniture, office supplies, educational materials, and any special equipment (e.g., lab gear).
11. Ensure that sensitive materials such as student records, financial documents, or IT servers are handled with appropriate security measures.
12. Collaborate with both Clinton and Plattsburgh leadership to allocate spaces for faculty, administrative departments, and student services within the Plattsburgh State University campus.
13. Coordinate any necessary adjustments to facilities, furniture, or layout at the new site.
14. Work closely with academic departments to align the move with the academic calendar, ensuring minimal disruption to classes, faculty work, and student services.
15. Monitor moving expenses and ensure that the project stays within the allocated budget.
16. Track all resources and materials being relocated, ensuring nothing is lost or damaged during the move.
17. Handle any unexpected issues that arise during the transition, such as delays, equipment failures, or other logistical complications, ensuring minimal impact on operations.
18. Perform other duties as assigned by the Administrator in Charge.
 |
| **Qualifications:** * Successful track record of demonstrating excellent organizational and problem-solving skills.
* Proven ability to effectively manage multiple priorities and deadlines while maintaining a high level of professionalism and accuracy.
* Proven ability to handle administrative responsibilities which require a high level of confidentiality.
* Excellent interpersonal, written/oral communication skills, and the ability to use these skills for effective interactions with all members of the college community.
* Excellent critical thinking skills with the ability to appropriately address all inquiries and make referrals, as necessary.
* Skilled proficiency (intermediate to advanced level) with MS Office Suite (MS Word, MS Excel) and with electronic communication.
* Must have the ability to learn and utilize proprietary software or campus software (e.g., database programs). Demonstrated ability to work with minimal supervision and use sound professional judgment.
* Proven ability to manage/coordinate complex administrative details, as well as necessary follow up.

**Educational Background/Qualifications:**Anassociate’s degree in business administration or related academic discipline from a regionally accredited college or university plus five years of related administrative or office management experience which requires handling complex duties is required. A bachelor’s degree in business administration or related academic discipline, is preferred. Experience in an academic setting and working for a middle management or senior level management leader is preferred. |
| **Creation Date:** September 20, 2024 |

RESOLUTION NO. 10 (2024-2025)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE REVISED JOB DESCRIPTION AND TITLE OF DIRECTOR OF CENTER FOR COMMUNITY AND WORKFORCE DEVELOPMENT TO DIRECTOR OF COMMUNITY EDUCATION. A COPY OF THIS RESOLUTTION WILL BE FORWARDED TO THE CHANCELLOR’S OFFICE FOR SUNY APPROVAL.

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

**CLINTON COMMUNITY COLLEGE**

**PROPOSED JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title:  | Director of Community Education | Reports to:  | Vice President for Academic Affairs  |
| FLSA Status:  | Non-Exempt  | CBU/MC:  | Coalition  |
| EEO Class:  | Professional  | Department:  | Continuing Education  |
| Rate Range/Budget:  | $60,000-$65,000 **annually** |
| Job Summary: The Director of Community Education reports to the Vice President for Academic Affairs (VPAA). The Director is responsible for the oversight of the Center for Community and Workforce Development (CCWD), CCWD staff, and Prison Education Program (PEP). This is a temporary full-time professional position. Evening and weekend work may be required. **Due to the emerging nature of this position, the position will be evaluated on August 1, 2025.** |
| Responsibilities:1. Evaluate the existing CCWD courses, trainings, and programs and recommend an action plan, with supporting information, data, and potential costs, to the VPAA.
2. Ensure that all courses, trainings, and programs adhere to the established policies, procedures, and standards in accordance with College, federal, state, and local regulations and guidelines.
3. Determine the need, interest, and support for the development of new CCWD courses, trainings, and programs, and present information to the VPAA with recommendations for action to be taken, required staffing, and anticipated budget.
4. Assist with CCWD Instructor recruitment (with feedback from appropriate departments/faculty), make recommendations to VPAA, and schedule courses and trainings.
5. Coordinate with College Relations and Admissions to highlight CCWD courses, trainings, and programs.
6. Coordinate and be responsible for the preparation of the CCWD class and training schedules as approved by the VPAA.
7. Be responsible for the daily supervision of the Specialist(s) in CCWD.
8. Promote CCWD courses, trainings, and programs, as well as apprenticeships and pre-apprenticeships to regional businesses.
9. Serve as the PEP facility (prison) main point of contact.
10. Coordinate with the academic department/division leadership and be responsible for the preparation of the semesterly PEP course offerings.
11. Develop CCWD and PEP annual budget and goals, for VPAA approval, and evaluate throughout the year.
12. Assist the CCWD Specialist and PEP faculty in acquiring supplies, materials, and equipment needs for CCWD and PEP courses, trainings, and programs.
13. Coordinate with academic department/division leadership to hire and schedule PEP program faculty.
14. Be responsible for all reports, data, statistics and other CCWD and PEP information required by the College, federal, state and local offices.
15. Present any grant opportunities and alternative funding to VPAA for approval and serve as the coordinator of grant applications for the department.
16. Serve on appropriate College committees and community committees as designated by VPAA.
17. Other duties as assigned.
 |
| Qualifications: An earned Bachelor’s degree; Master’s degree preferred. The Director will possess excellent interpersonal skills, project management skills, the ability to handle multiple projects and tasks, and flexibility and creativity in working with a diverse set of constituents. Experience in teaching, and administration or leadership are required. Experience in technology fields or workforce development and prison education or training programs is preferred.   |
| Approved by Board of Trustees: October 15, 2024 |

RESOLUTION NO. 11 (2024-2025)

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 OCTOBER 15, 2024, THAT SUPPORTS LINDSAY FITZGERALD AS THE MENTAL HEALTH COORDINATOR EFFECTIVE OCTOBER 15, 2024, THROUGH MAY 15, 2025, WITH A GRANT FUNDED STIPEND OF TEN THOUSAND DOLLARS ($10,000).

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

NEXT MEETING: November 19, 2024.

ADJOURNMENT:

Motion by Mr. Leta second by Mr. Billiter, that the meeting adjourns. The meeting adjourned at 5:29 pm.

RECORDED BY RESPECTFULLY SUBMITTED BY

LeAnn Yelton Devi Momot