

MINUTES
OF
REGULAR MEETING
OF
BOARD OF TRUSTEES
CLINTON COMMUNITY COLLEGE
HELD TUESDAY, DECEMBER 17, 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; Nina Coolidge, Secretary, Mark Leta, Molly Ryan

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

Merritt Billiter

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) Success Measures

- a. Enrollment continues to move in a positive direction. Spring enrollment, compared to last year, including credit hours and FTEs increased about 10%.
- b. Our reaffirmation of accreditation is a triumph, contributed to the work of many of the staff members of cabinet and beyond. The next step is a monitoring report due in March.

- c. System holds the MOA for the new location, with Clinton and Plattsburgh suggestions. Based on the holidays coming up, it is anticipated to not hear back about the document until the new year.
- d. Donated items from our surplus equates about \$100,000 to 19 different non-profit organizations.
- e. The end of the semester celebration held yesterday, Dec. 16 and the holiday parade were successful, full of positivity and camaraderie.
- f. Ken participated in opportunities for publicity about the college with podcasts and interviews.

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 audit and actuals for the 2024 budget. The audit committee will meet at the next board meeting, instead of the finance meeting, for the presentation of the audit.

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

Mr. Billiter was not present to report.

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

Mr. Macalpine shared that the student senate has agreed to the donation of a few items that they had purchased for the college. The senate has shared the idea of wanting an event to end our time on the hill. Further discussions will be had with the president's office.

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 completing the education champion selection process. The Foundation is on track to meet the fundraising goal for the end of the year.

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 12 (2024-2025):

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

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

RESOLUTION NO.13 (2024-2025):

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

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

Consent Agenda

- i. **Personnel Appointments Recommended at the December 17, 2024, Board of Trustees meeting.**
- ii. **Personnel Reappointments Recommended at the December 17, 2024, Board of Trustees meeting.**
- iii. **Personnel Resignations Recommended at the December 17, 2024, Board of Trustees meeting.**

Appointment	Amine Bouayadi	Accountant	Effective November 8, 2024	Prorated, Annualized Salary of \$40,400
Appointment	Jessica Wyser	Purchasing Clerk	Effective November 26, 2024	Hourly rate of \$23.5143 (\$42,796 annualized)
Appointment	Stanley Kissel	Student Enrollment/CRM Specialist	Effective November 20, 2024 through August 31, 2025	Prorated, Annualized Salary of \$45,450
Appointment	Anne ElGornati	Senior Accountant	Effective January 1, 2025 through August 31, 2025	Prorated, Annualized Salary of \$46,000
Reappointment	Lindsay Fitzgerald	Learning Resource Specialist/ Accommodations Officer	Effective September 1, 2025 through August 31, 2026	
Resignation	Paula Rizk	Director of Human Resources	Effective January 21, 2025	

RESOLUTION NO.14 (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 NON-TEACHING/PROFESSIONALS COALITION OF CLINTON COMMUNITY COLLEGE DATED NOVEMBER 19TH, 2024, THAT PERMITS EUGENE AYOTTE TO CONTINUE TO ASSUME SOME DATA ANALYST RESPONSIBILITIES WHILE IN HIS NEW ROLE OF SYSTEMS PROGRAMMER/ANALYST FOR AN HOURLY RATE OF \$23.37 FOR UP TO 15 HOURS A WEEK UNTIL MARCH 3RD, 2025.

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

RESOLUTION NO. 15 (2024-2025)

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE REVISED JOB DESCRIPTION AND TITLE OF STUDENT ENROLLMENT SPECIALIST TO STUDENT ENROLLMENT/CRM SPECIALIST. A COPY OF THIS RESOLUTION WILL BE FORWARDED TO THE CHANCELLOR'S OFFICE FOR SUNY APPROVAL (job description attached).

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

RESOLUTION NO. 16 (2024-2025)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVE DECEMBER 23, 2024, TO BE A PAID HOLIDAY. THIS IS EFFECTIVE FOR 2024 ONLY.

Motion by Ms. Ryan, seconded by Mr. Leta, and after some discussion about the review of past practice voted unanimously by members present and recommended by Ken Knelly.

RESOLUTION NO. 17 (2024-2025)

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

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

RESOLUTION NO. 18 (2024-2025)

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE REVISED JOB DESCRIPTION OF ADMINISTRATIVE ASSISTANT TO FINANCIAL AID AND ADMISSIONS. A COPY OF THIS RESOLUTION WILL BE FORWARDED TO THE CHANCELLOR'S OFFICE FOR SUNY APPROVAL (job description attached)

Motion by Mr. Leta, seconded by Mrs. Coolidge, and carried unanimously by members present as recommended by Ken Knelly.

RESOLUTION NO. 19 (2024-2025)

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

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

RESOLUTION NO. 20 (2024-2025)

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

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

RESOLUTION NO. 21 (2024-2025)

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY ADOPTS THE TUITION AND FEE SCHEDULE FOR 2024-2025:

Motion by Mr. Favro, seconded by Ms. Ryan, and carried unanimously by the Members present, that the Board of Trustees of Clinton Community College hereby adopts the Tuition and Fee Schedule for 2024-2025, as follows:

**CLINTON COMMUNITY COLLEGE
TUITION AND FEE SCHEDULE 2024-2025
Prison Education Program ONLY**

TUITION

New York State residents who are residents of the sponsorship area or non-residents of the

sponsorship area who present a Certificate(s) of Residence; and Out-of-New York State Residents
PEP - Prison Education Program (part-time per credit hour)\$230

LAB FEES - NONE

FEES

Matriculation Fee (beginning SPRING 2025 semester)	\$35
Non-New York State Student Capital Annual Revenue Fee	
Per credit hour for PT Student (\$10/credit hour up to a max of \$150)	\$10

Off-site PEP students are excluded from all lab fees, alumni dues, student activity, and technology/portal fees.

RESOLUTION NO. 22 (2024-2025)

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE GRANTS AUTHORITY TO THE CHIEF ADMINISTRATIVE OFFICER TO NAME AN OFFICIAL DOG FOR CLINTON COMMUNITY COLLEGE, SUPPORTING THE WELL BEING AND SPIRIT OF THE CAMPUS COMMUNITY.

Motion by Mr. Favro, seconded by Mrs. Coolidge, and voted unanimously by members present and recommended by Ken Knelly.

A Proclamation Naming Enzo the Official Dog of Clinton Community College

WHEREAS, the benefits of emotional support dogs are wide-ranging to people, including increased effects of calming and contentment and reductions in stress and anxiety; and,

WHEREAS, such dogs have been found to alleviate loneliness, enhance social engagement, demonstrate positive medical effects such as normalized heart rate and blood pressure; and,

WHEREAS, the mental health and well being of our faculty, staff and students is paramount, and this has been an area of focus of both the college and the State University of New York system; and,

WHEREAS, according to the National Institutes of Health, mental health challenges can have a profound impact on college students, contributing to reducing or stopping classes and poor academic achievement; and,

WHEREAS, Enzo has demonstrated his value to faculty, staff and students through his attendance at various campus events and his periodic office hours and availability; and,

WHEREAS, Enzo has been registered on the U.S. Emotional Support Animal Registry and has further demonstrated his suitability for this task; and,

NOW THEREFORE BE IT RESOLVED, under the authority of the Board of Trustees of Clinton Community College, the Administrator in Charge hereby proclaims Enzo as the "Official Dog of Clinton Community College"; and,

FURTHER RESOLVED, that the administration expresses its appreciation to Enzo's caregivers and owners for their guidance and support of Enzo.

RESOLUTION NO. 23(2024-2025)

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

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

A motion was made by Ms. Ryan to move into executive session for purpose of discussing employment history and corporation matters. It was seconded by Mr. Redden.

MINUTES
OF
EXECUTIVE SESSION
OF
BOARD OF TRUSTEES
CLINTON COMMUNITY COLLEGE
HELD TUESDAY, DECEMBER 17, 2024 AT 5:43 PM
MOORE BUILDING, ROOM 228
CLINTON COMMUNITY COLLEGE
PLATTSBURGH, NEW YORK

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BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

Merritt Billiter

ADMINISTRATORS PRESENT:

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

SECRETARY TO THE BOARD:

LeAnn Yelton (excused)

A motion was made by Mr. Favro to return to regular session at 6:24pm. The motion was seconded by Mr. Redden.

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ADMINISTRATORS PRESENT:

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SECRETARY TO THE BOARD:

LeAnn Yelton

RESOLUTION NO. 24 (2024-2025)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY RETRENCH THE POSITION OF DIRECTOR OF ADMISSIONS.

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

RESOLUTION NO. 25 (2024-2025)

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE ADDITION OF A SECOND FULL-TIME ADMISSIONS ADVISOR POSITION DUE TO THE ELIMINATION OF THE DIRECTOR OF ADMISSIONS POSITION.

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

NEXT MEETING: January 21, 2025.

ADJOURNMENT:

Motion by Mr. Redden second by Mrs. Coolidge, that the meeting adjourns. The meeting adjourned at 6:27 pm.

RECORDED BY

RESPECTFULLY SUBMITTED BY

LeAnn Yelton

Devi Momot