

MINUTES  
OF  
REGULAR MEETING  
OF  
BOARD OF TRUSTEES  
CLINTON COMMUNITY COLLEGE  
HELD TUESDAY, JANUARY 24, 2023 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; Bernie Bassett, Devi Momot, Rolla Parker and Elizabeth Vicencio

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

Kristy Martin, Student Trustee

ADMINISTRATORS PRESENT:

John Kowal, President; Carey Goyette, Vice President, Academic Affairs; Anna Miarka-Grzelak, Dean of Enrollment Management; John Borner, Dean of Student Affairs; Chris Chamars, Ex. Director for Institutional Advancement; Ronald Graham, College Controller; Jay LePage, HR Director

SECRETARY TO THE BOARD:

Tammy M. Villanueva

CALL TO ORDER:

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

PUBLIC COMMENT: Darcy Purick, President, Non-teaching Professionals Coalition, shared her gratitude to those involved for working on the contract and that it was a long time coming and hopes that the resolution passes. She also spoke, on behalf of the Coalition, about Dean Anna Miarka-Grzelak leaving and spoke of her innovation to foster and increase enrollment and how she always advocated for her staff in the Coalition unit.

PRESENTATION: None

APPROVAL OF MINUTES

**RESOLUTION NO. 43 (2022-2023):**

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES MINUTES OF THE REGULAR BOARD MEETING WITH REVISION TO PUBLIC COMMENT, HELD ON DECEMBER 20, 2022.

Motion by Mr. Bassett, seconded by Mr. Parker, and carried by Members present that the Board of Trustees of Clinton Community College hereby approves the minutes, with revision, of the Regular Board Meeting held December 20, 2022.

PERSONNEL REPORT

**RESOLUTION NO. 44 (2022-2023)**

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY ACCEPTS THE RESIGNATION OF ANNA MIARKA-GRZELAK, DEAN OF ENROLLMENT MANAGEMENT, EFFECTIVE JANUARY 26, 2023.

Motion by Mr. Parker, second by Mr. Bassett, and carried by members present as recommended by President Kowal. The members of the Board of Trustees thanked Ania for her years at Clinton and wished her good luck in the future.

**RESOLUTION NO. 45 (2022-2023)**

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE APPOINTMENT OF NEIL EPSTEIN, INTERIM ADMISSIONS ADVISOR, EFFECTIVE JANUARY 25, 2023 THROUGH AUGUST 31, 2023 WITH AN ANNUALIZED SALARY OF FORTY-SEVEN THOUSAND SEVEN HUNDRED AND EIGHTEEN DOLLARS (\$47,718.00), PRORATED.

Motion by Mrs. Coolidge, second by Mr. Leta, and carried by members present as recommended by President Kowal.

**RESOLUTION NO. 46 (2022-2023)**

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE APPOINTMENT OF MARY HEBERT, ON-CALL TYPIST, EFFECTIVE JANUARY 25, 2023. RATE OF PAY, PER CSEA CONTRACT WILL BE \$18.3911 PER HOUR FOR A MAXIMUM OF 17.5 HOURS PER WEEK/910 HOURS PER YEAR.

Motion by Mr. Leta, second by Ms. Vicencio, and carried by members present as recommended by President Kowal.

**RESOLUTION NO. 47 (2022-2023)**

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE APPOINTMENT OF BENJAMIN GREENLEE, TEMPORARY FULL-TIME ASSISTANT PROFESSOR OF ENGLISH, EFFECTIVE FOR THE SPRING 2023 SEMESTER (JANUARY 30-MAY 19, 2023) AT A PRORATED ANNUAL SALARY OF FORTY-SEVEN THOUSAND THREE HUNDRED NINETY-THREE DOLLARS (\$47,393.00).

Motion by Mr. Parker, second by Mr. Leta, and carried by members present as recommended by President Kowal.

**RESOLUTION NO. 48 (2022-2023)**

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 IN REGARD TO AN AGREEMENT THAT NON-TEACHING PROFESSIONALS COALITION WILL BE CLASSIFIED NON-EXEMPT WITH THE NORMAL WORK WEEK FOR FULL-TIME EMPLOYEES OF 35 HOURS. STRAIGHT PAY WILL BE PAID FOR WORKING OVER 35 HOURS UP TO 40 HOURS IN A WORK WEEK. TIME AND A HALF WILL BE PAID FOR ANY TIME OVER 40 HOURS. Note that only one position/person will remain at Exempt status due to computer legal terms.

Motion by Mr. Parker, second by Mr. Bassett, and carried by members present as recommended by President Kowal.

**RESOLUTION NO. 49 (2022-2023)**

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVE THE MEMORANDUM OF AGREEMENT BY AND BETWEEN CLINTON COMMUNITY COLLEGE AND THE CLINTON COMMUNITY COLLEGE FACULTY ASSOCIATION IN REGARD TO THE APPOINTMENT OF MAGGIE COURSON AS EARLY COLLEGE PATHWAYS COORDINATOR EFFECTIVE SPRING 2023 THROUGH FALL 2024. THE COMPENSATION FOR THIS APPOINTMENT WILL BE 6 CREDITS PER SEMESTER.

Motion by Ms. Vicencio, second by Mr. Parker, and carried by members present as recommended by President Kowal.

ADMINISTRATION REPORTS

GENERAL REPORT & ADMINISTRATIVE REPORTS.....President Kowal

Dr. Kowal shared the following information:

1. Each area (Cabinet) has submitted reports; if any questions, please let them know.
2. Opening Day will be held on Friday and will include an Open Forum/Town Hall to discuss the Climate Survey.
3. Housing Agreement with SUNY Plattsburgh is finally done and will be piloted with the nursing program pathway). This has taken three years to finalize and will be assessed after one year. If the plan goes well, we will look to expand it out (international students, etc.).
4. More visits with area superintendents have been planned for the next few weeks.
5. MSCHE Taskforce met yesterday and are working on Standard 6 along with staffing and enrollment. We will be sharing vacancies that have been filled and accomplishments thus far and will continue to build our presence in the area, in athletics, CAP and other programs.
6. Looking to do a radio ad for recruitment (the ad was played for the BOT). We will use funding from the SUNY Enrollment grant similar to how other schools are doing for recruitment and retention.
7. Visit with Lebanese principals was done via Zoom last week; great meeting and will be working on getting some of their students to come to Clinton.
8. MSCHE Visit is in March (16 & 17<sup>th</sup>). Our monitoring report is due March 1.
9. Chancellor King visit is tentatively scheduled for February 16.
10. There are several upcoming Presidents meetings.

Questions regarding Administrative Reports:

Finance Report – noticed shift toward CAP and revenue down \$160,000. Controller indicated unfortunately with less tuition it trickles down to fees. He noted that some positions budgeted have not been filled.

Executive Director for Institutional Advancement noted that the IRS fee of \$24,000 has been waived.

REPORT OF THE FINANCE COMMITTEE.....MR. LETA, CHAIR  
The Finance Committee did not meet. He noted that the report from the Controller was attached in the meeting packet.

REPORT OF BUILDINGS & GROUNDS COMMITTEE.....MR. FAVRO, CHAIR  
Mr. Favro indicated he met with Mr. Trombley about renovations on the cottage. He also noted that B&G were working on adding additional welding booths in the IAM.

REPORT FROM STUDENT TRUSTEE/STUDENT SENATE.....MS. MARTIN  
Trustee Martin was absent however, she emailed her report. Student Senate is working on sending out a student survey the first few weeks of school. There will be a push for a track and field program. On January 30, Senate will meet to go over budget and goals for next year.

**A motion to go into Executive Session to discuss collective bargaining negotiations was called by Mr. Bassett, second by Mr. Leta.**



MINUTES  
OF  
EXECUTIVE SESSION  
OF  
BOARD OF TRUSTEES  
CLINTON COMMUNITY COLLEGE  
HELD TUESDAY, JANUARY 24, 2023 AT 5:50 PM  
MOORE BUILDING - BOARDROOM  
CLINTON COMMUNITY COLLEGE  
PLATTSBURGH, NEW YORK

BOARD OF TRUSTEES MEMBERS PRESENT:

David Favro, Chairperson; Nina Coolidge, Vice Chairperson; Mark Leta, Treasurer; Bernie Bassett, Devi Momot, Rolla Parker and Elizabeth Vicencio

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

Kristy Martin, Student Trustee

ADMINISTRATORS PRESENT:

John Kowal, President; and Jay LePage, HR Director

SECRETARY TO THE BOARD:

Tammy M. Villanueva

**A motion to return to Regular Session was made by Mr. Bassett. Second by Mr. Leta. No action taken in Executive Session.**

MINUTES  
OF  
REGULAR SESSION  
OF  
BOARD OF TRUSTEES  
CLINTON COMMUNITY COLLEGE  
HELD TUESDAY, JANUARY 24, 2023 AT 6:25 PM  
MOORE BUILDING - BOARDROOM  
CLINTON COMMUNITY COLLEGE  
PLATTSBURGH, NEW YORK

BOARD OF TRUSTEES MEMBERS PRESENT:

David Favro, Chairperson; Nina Coolidge, Vice Chairperson; Mark Leta, Treasurer; Bernie Bassett, Devi Momot, Rolla Parker and Elizabeth Vicencio

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

Kristy Martin, Student Trustee

ADMINISTRATORS PRESENT:

John Kowal, President; Carey Goyette, Vice President, Academic Affairs; Anna Miarka-Grzelak, Dean of Enrollment Management; John Borner, Dean of Student Affairs; Chris Chamars, Ex. Director for Institutional Advancement; Ronald Graham, College Controller; Jay LePage, HR Director

SECRETARY TO THE BOARD:

Tammy M. Villanueva

REPORT ON FOUNDATION.....MS. VICENCIO, BOARD LIAISON  
Ms. Vicencio was not in attendance at the last meeting, however, it was noted that the Jim Jock is doing a great job of staying in touch and the report is good and the Foundation is making progress.

REPORT ON COMMUNICATION COUNCIL.....MRS. COOLIDGE, TEMP. BOARD LIAISON  
Mrs. Coolidge indicated their will be a meeting in early February.

COMMUNICATIONS: Mr. Favro read a letter from Patricia Garrow who indicated her resignation from the Board of Trustees. The Board will work on a formal recognition of her service to the college.

OLD BUSINESS: None

NEW BUSINESS:

**RESOLUTION NO. 50 (2022-2023)**

UPON RECOMMENDATION OF THE COLLEGE ATTORNEY, JACQUELINE KELLEHER; THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY ACCEPTS THE REVISIONS TO CONTRACT LANGUAGE, ARTICLE 13 – SALARIES, IN THE AGREEMENT SET FORTH BETWEEN THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE (“COLLEGE”) AND THE NON-TEACHING/PROFESSIONALS COALITION OF CLINTON COMMUNITY COLLEGE (“COALITION”) RELATING TO THEIR SUCCESSOR AGREEMENT EFFECTIVE SEPTEMBER 1, 2014 THROUGH AUGUST 31, 2016.

Motion by Ms. Vicencio, seconded by Mr. Bassett, and carried by Members present, that upon recommendation of the College Attorney, Jacqueline Kelleher, the Board Trustees of Clinton Community College hereby approves revisions to contract language pertaining to Article 13 – Salaries, in the Agreement between the College and Coalition.

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

Mr. Bassett - aye	Ms. Momot - aye
Mrs. Coolidge - aye	Mr. Parker - aye
Mr. Leta - aye	Ms. Vicencio - aye
Ms. Martin – absent, not voting	Mr. Favro - aye

**RESOLUTION NO. 51 (2022-2023)**

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE FOLLOWING ANNUAL SALARY INCREASES, RETROACTIVE BACK TO SEPTEMBER 1, 2022, FOR MANAGEMENT CONFIDENTIAL EMPLOYEE:

*TAMMY VILLANUEVA \$ 5,000*

Motion by Mr. Bassett, seconded by Mr. Parker, that the Board of Trustees of Clinton Community College hereby resolves to approve the annual salary increase, retroactive back to September 1, 2022 for the above named employee.

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

Mr. Bassett - aye	Ms. Momot - aye
Mrs. Coolidge - aye	Mr. Parker - aye
Mr. Leta - aye	Ms. Vicencio - aye
Ms. Martin – absent, not voting	Mr. Favro - aye

**RESOLUTION NO. 52 (2022-2023)**

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY AUTHORIZES CHANGES TO EXISTING PETTY CASH FUNDS.

Motion by Mr. Parker, second by Mr. Leta, and carried by Members present, that the following resolution be adopted:

**WHEREAS** it has been determined that the Center for Community & Workforce Development (CCWD) be absolved of existing petty cash funds in the amount of \$100 and fund be deposited into operating account

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Clinton Community College authorizes that CCWD **absolve** having petty cash funds of \$100, to be deposited into operating account, and acknowledge that as of this resolution, petty cash funds of \$700 are as follows:

*Bursar's Office Petty Cash:*        \$475 Change  
    \$ 25 Petty Cash

*Post Office Petty Cash:*                \$200 Business Reply

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

Mr. Bassett - aye	Ms. Momot - aye
Mrs. Coolidge - aye	Mr. Parker - aye
Mr. Leta - aye	Ms. Vicencio - aye
Ms. Martin – absent, not voting	Mr. Favro - aye

**NEXT MEETING:**    February 28, 2023

**ADJOURNMENT:**

Motion by Mr. Parker, second by Mr. Bassett, that the meeting adjourn. Meeting adjourned at 6:37 PM.

RECORDED BY

Tammy M. Villanueva

RESPECTFULLY SUBMITTED BY

David N. Favro