

MINUTES
OF
REGULAR MEETING
OF
BOARD OF TRUSTEES
CLINTON COMMUNITY COLLEGE
HELD TUESDAY, MARCH 27, 2025, AT 5:00 PM
MOORE BUILDING, ROOM 228
CLINTON COMMUNITY COLLEGE
PLATTSBURGH, NEW YORK

BOARD OF TRUSTEES MEMBERS PRESENT:

Devi Momot, Chairperson; David Favro, Treasurer; Nina Coolidge, Secretary, Mark Leta, Merritt Billiter, Molly Ryan, Matthew Slattery, David Macalpine, Student Trustee

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

John Redden, Vice-Chairperson

ADMINISTRATORS PRESENT:

Ken Knelly, Administrator In Charge, Carey Goyette, Vice President for Academic Affairs; Sheri Brienza-Wypyski, Controller; Patti LaDuke, Dean of Students; Joanna Jackson, Faculty Association President, Ashley Morales, Human Resources Associate, Sharon Waldenmaier, Assistant Bursar; Stan Kissell, Interim Student Enrollment Specialist

SECRETARY TO THE BOARD:

LeAnn Yelton

CALL TO ORDER:

Chairperson Momot called the meeting to order at 5:12 p.m. Chairperson Momot asked for attendance to be taken. Quorum reached.

PUBLIC COMMENT: Angela Barnaby on behalf of Joanna Jackson and Faculty Association

I am speaking for Joanna Jackson, our FA President, who is not able to be here tonight because she is celebrating her granddaughter's birthday. She has asked that I share these thoughts that recognize the contributions of three faculty members who will be retiring at the end of this semester.

Chris Drennan

Chris has been an important part of our History department for the past twenty years, teaching and developing courses to expand what CCC offers. In his position, he took several trips to China to recruit students, and served as a liaison with the SUNY China 150 program, which saw CCC host 12 students from the affected earthquake area in Sichuan province.

With two colleagues, Chris helped to establish the Center for Governance at CCC, which has since held various events, including a series on Women in Politics and campaign debates for the mayor of Plattsburgh.

Beyond his department, Chris has served for more than 15 years as an advisor to PTK, giving him the opportunity to get to know students beyond the classroom.

I got to know Chris quite well after he accepted the role of Division One Coordinator in Fall 2023. He probably did not know how much he was taking on - the English department can be quite overwhelming – and Chris claims to have worn a path in the hallway carpet as he trekked back and forth between our offices. Despite the heavy workload associated with this position, Chris’ unfailing good humor, patience, and willingness to go above and beyond in service to his colleagues made him well-liked and respected. He will be sorely missed.

Cathy Mitchell

Cathy has been serving the college and the nursing program at CCC since 1992, first as a clinical adjunct in the Nursing department, then as a member of the teaching faculty. Throughout the years, her work educating hundreds of RNs has had a positive impact on our community and beyond.

Cathy’s contributions to the Nursing program are extensive. She has drawn on her critical care experience to teach senior nursing students in Medical -Surgical Nursing II and III as well as Pharmacology, coordinating two of the three courses. She helped transition Pharmacology from an elective to a required course in the nursing curriculum. Although she is a soft-hearted and caring person, students have said more than once that they know when she is not happy with them because she gives them “that look” – the “hairy eyeball.” One of her students clarified Cathy’s passion for student success saying, “when she walks in, I know I will learn!” In addition to serving on numerous committees for the college, Cathy has also served on the EXPLORE conference committee providing Continuing Education Units to local nurses and doctors.

During college breaks, she has worked as a Family Nurse Practitioner in our community pediatric offices, family practice, and in the Emergency Room. She also organized the Medical Brigade trip to Honduras.

Cathy infectious smile will be greatly missed by us all.

Joanna Jackson

I am very proud to have served here at CCC since 2011. I appreciate all the opportunities I have been given – teaching at Altona Correctional Facility, serving as Faculty Association President, teaching a variety of English courses, and also the American Sign Language class. It makes me so very proud to see these students perform the National Anthem at graduations and basketball games. One of my students even agreed to stand alone – in front of his peers and the spectators – to sign the anthem, and another signed a duet with me at graduation. Our students are truly amazing.

I will miss my students, my colleagues, and this college. But it’s time to move on and enjoy the delights of retirement. I wish you well as you move forward into the future in the new location.

ADMINISTRATION REPORTS

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

- a. The March issue of Strictly Business includes an article on “Why Clinton Community College Matters?” and is a great way to get our name and mission out.
- b. Enzo, Official Dog stickers, are for sale for \$5 in the president’s office and various businesses around town. All proceeds go towards Elmore SPCA. This is good collaboration for the community as well as getting Clinton’s name out to the public in a different way.
- c. Spring enrollment remains up by about 11% up compared to last year.

- d. There is movement for the positions in the enrollment area of admissions. Tom Nesbitt will be in the position of VP for Enrollment Management and is a great addition to our staff. Stan will be in the CCWD area and fills a position that was not filled by the searches. This will allow for growth in both areas that are vital to us.
- e. A potential May 3rd event for accepted students at the new location is tentatively scheduled. More details to come.
- f. Middle states will be visiting April 17-18. When they send a schedule, we will get it out to board members.
- g. Finances – Our deficit is less than budgeted, thus far. Unidentified transitional costs are yet to be completely identified.
- h. Move – Ken met on the IAM and Plattsburgh MOAs, there is progress but more details to iron out. The Chancellor's visit will be on April 15th. More details will be shared when available.

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

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

The Finance Committee did not meet before the board meeting so there is nothing to report.

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

Mr. Billiter contacted the director of buildings and grounds and reviewed the donated items and what still needs to be decided upon for items that are not moving with us.

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

Mr. Macalpine detailed the moving forward with the student senate sale of DVDs in the library and continued progress on the history of Clinton for the May 22nd celebration.

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

Mr. Redden was not present and there was no report shared.

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

Ms. Ryan shared that the Education Champion fundraising has raised a little over \$13,000. The champion will be able to direct the funds to a scholarship of her preference. There is 100% support to the Foundation from the board, prior to Matt Slattery joining.

OLD BUSINESS: None

NEW BUSINESS:

RESOLUTION NO 36 (2024-2025):

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE MINUTES FOR THE FEBRUARY 18, 2025, BOARD MEETING.

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

RESOLUTION NO.37 (2024-2025):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE CONSENT AGENDA FOR THE MARCH 27, 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 March 27, 2025, Board of Trustees meeting.**
- ii. **Personnel Revised Appointments Recommended at the March 27, 2025, Board of Trustees meeting.**
- iii. **Personnel Reappointments Recommended at the March 27, 2025, Board of Trustees meeting.**
- iv. **Personnel Resignations Recommended at the March 27, 2025, Board of Trustees meeting.**
- v. **Personnel Resignations for Retirement Recommended at the March 27, 2025, Board of Trustees meeting.**
- vi. **MOU with Coalition member Eugene Ayotte for extra service compensation.**
 - a. **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 MARCH 27, 2025, 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 JUNE 30, 2025**
- vii. **MOU with Coalition member Stanley Kissel for extra service compensation.**
 - a. **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 MARCH 27, 2025, THAT PERMITS STANLEY KISSEL TO CONTINUE TO ASSUME SOME STUDENT ENROLLMENT/CRM SPECIALIST RESPONSIBILITIES WHILE IN HIS NEW ROLE OF INTERIM DIRECTOR OF COMMUNITY EDUCATION FOR AN HOURLY RATE OF \$24.97 FOR UP TO 15 HOURS A WEEK UNTIL JUNE 30, 2025.**
- viii. **The Board of Trustees of Clinton Community College hereby approves an additional teaching location at Plattsburgh High School in Plattsburgh, NY for purposes of approval of MSCHE.**
- ix. **The Board of Trustees of Clinton Community College hereby approves an additional teaching location at Altona Correctional Facility in Altona, NY for purposes of approval of MSCHE.**

Appointment	Stanley Kissel	Interim Dean of Enrollment Management	Effective February 19, 2025 (Resigned March 30, 2025)	Prorated annualized salary of \$75,000
Appointment	Stanley Kissel	Interim Director of Community Education	Effective March 31, 2025 through September 30, 2025	Prorated annualized salary of \$62,000
Appointment	Thomas Nesbitt	Vice President of Enrollment Management	Effective March 31, 2025	Prorated annualized salary of \$105,000
Revised Appointment	Neil Epstein	Director of Campus Life	Effective September 1, 2024 though August 31, 2025	Prorated annualized salary of \$54,540
Reappointment	Karen Case	Online Educational Services Coordinator	Effective September 1, 2025 through August 31, 2030.	
Resignation	Angela Hosler	Senior Custodial Worker	Effective March 21, 2025	
Resignation	Devin Brassard	Director of Admissions	Effective March 23, 2025	
Resignation	Lindsay Fitzgerald	Learning Resource Specialist	Effective April 25, 2025	
Retirement	Joanna Jackson	Associate Professor of English	Effective May 21, 2025	
Retirement	Christopher Drennan	Professor of History/Political Science	Effective June 2, 2025	
Retirement	Catherine Mitchell	Associate Professor of Nursing/Allied Health	Effective June 30, 2025	

RESOLUTION NO. 38 (2024-2025):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY ADOPTS THE TUITION AND FEE SCHEDULE FOR 2025-2026:

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

CLINTON COMMUNITY COLLEGE

TUITION AND FEE SCHEDULE 2025-2026

TUITION			
<u>DESCRIPTION</u>	<u>FY26</u>	<u>FY25</u>	<u>Change</u>
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:			
· Full-Time (per academic year):	\$5,656	\$5,518	2.5%
· Part-Time (per credit hour):	\$236	\$230	2.5%
Non-New York State Residents (out of state) AND New York State residents who are residents of a sponsorship area or non-residents of sponsorship area who fail to present a Certificate(s) of Residence:			
· Full-Time (per academic year):	\$6,678	\$5,518	21.0%
· Part-Time (per credit hour):	\$278	\$230	21.0%
College Advancement Program (part-time per credit hour)	\$78	\$76	2.5%
PEP - Prison Education Program (part-time per credit hour)	\$236	\$230	2.5%
EMT (per credit hour)	\$138	\$135	2.5%
AEMT (per credit hour)	\$128	\$125	2.5%

LAB FEES			
NOTE: Lab fees are charged only to those students who receive the service rendered. CAP classes taught at High Schools and PEP students are excluded from all lab fees. CAP students taking classes at CCC (regardless of in person, online and/or remote) are subject to any course-related lab fees.			
<u>DISCIPLINE</u>	<u>FY26</u>	<u>FY25</u>	<u>Change</u>
Art	\$36	\$35	2.5%
Biology	\$26	\$25	2.5%
Chemistry	\$26	\$25	2.5%
Computer Science	\$26	\$25	2.5%
Electronics	\$31	\$30	2.5%
EMT/AEMT	\$26 - \$50	\$25	2.5% - 100%
Environmental Science	\$26	\$25	2.5%
Geology	\$26	\$25	2.5%
Industrial/Commercial Electrician	\$31	\$30	2.5%
Mechanical Technology	\$31 - \$46	\$30 - \$45	2.5%
Meteorology	\$26	\$25	2.5%
Nursing	\$26 - \$237	\$25 - \$226	2.5% - 5%
Physics	\$26	\$25	2.5%
Science	\$26	\$25	2.5%

FEES and OTHER CHARGES			
DESCRIPTION	FY26	FY25	Change
* Mandatory for all non-CAP and non-PEP students:			
*Student Activity Fee per credit hour (13 credit maximum)	\$10	\$10	2.5%
*Technology/Portal Fee - per credit hour (15 credit maximum)	\$26	\$25	2.5%
*Athletic Fee - per credit hour (13 credit maximum)	\$8	\$8	2.5%
✕ All online or remote students (including CAP) are subject to these fees:			
✕ Distance Learning Fee - per credit hour	\$21	\$20	2.5%
✓ All students (including CAP) subject to these fees if they are applicable:			
✓ Proficiency Exam/Portfolio Review - per credit hour	\$92	\$90	2.5%
✓ Insurance: (Nursing malpractice) per academic year	\$10	\$10	2.5%
✓ Payment Plan Fee	\$40	\$40	0.0%
✓ Late Payment Fee	\$25	\$25	0.0%
✓ Matriculation Fee	\$35	\$35	0.0%
✓ Non-New York State Student Capital Annual Revenue Fee			
· FT Student (\$300/annual)	\$300	\$300	0.0%
· Per credit hour for PT Student (\$10/credit hr)	\$10	\$10	0.0%
✓ Parking Fines			
· Handicapped or fire zone violations	NA - handled by Plattsburgh State	\$125	#VALUE!
· All other parking violations			
✓ Library Fees			
· Cataloging fee for lost items	replacement cost	replacement cost	no change
· Lost Book/Media exact replacement	actual cost	actual cost	no change
· Lost Book/Media replacement processing fee	\$10	\$10	0.0%
✓ Diploma replacement	\$12	\$12	0.0%
✓ Student ID replacement	\$10	\$10	0.0%
@@ CAP and PEP students are excluded from these fees:			
@@ CCC Alumni Association Dues (\$10 fall and spring semesters) per academic year; Students may request a refund of the fee; Students pay maximum of \$40 to reach lifetime membership	\$20	\$20	0.0%

NOTE: CAP tuition must be 1/3 the part-time, NYS in-state rate, which in FY26 will be \$78 per credit hour. The amount charged to students, however, will remain the same as FY25 and will be \$70 per credit hour. The differential of \$8 per credit hour will be in the form of an institutional scholarship. It is expected that in FY26, the Foundation will again cover the differential.

RESOLUTION NO. 39 (2024-2025)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE CONSENTS TO ENTER INTO A COMMON INTEREST AGREEMENT WITH THE STATE UNIVERSITY OF NEW YORK FOR PURPOSES OF COUNSEL ON MATTERS OF FEDERAL EDUCATION POLICIES AT THE MARCH 27, 2025, BOARD OF TRUSTEES MEETING.

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

RESOLUTION NO. 40 (2024-2025)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY REVISES THE ACADEMIC AFFAIRS GRADING POLICY.

The changes highlighted in red are to be removed. The changes highlighted in blue are changes. Motion by Mr. Leta, seconded by Mr. Favro, and carried unanimously by board members present as recommended by Ken Knelly.

Clinton Community College Policy and Procedure

Subject	Date	Number
Grades	3/24/25	0411

Policy for Grades

A record of attendance and performance (grade) must be maintained for each course section taught at Clinton Community College. Both mid-term and final grade reporting are required by the College. Class attendance records, mid-term grades and final grades are to be submitted via the faculty portal. Mid-term grades and final grades must be submitted by the established due dates. ~~The "P" grade is not permissible for a mid-term grade.~~

A complete record of student enrollment in a course, dates of class meetings, attendance, and a record of each student's performance on all course assessments must be submitted ~~to the Vice President for Academic Affairs' office at the end of each semester.~~ in the learning management systems(s) by the end of each semester. (rather than to the VPAA's office).

History:

Policy Adopted:

Revised: 3/24/25

RESOLUTION NO. 41 (2024-2025)

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE CHANGE OF PROFESSIONAL TITLE FROM DEAN OF ENROLLMENT MANGEMENT TO VICE PRESIDENT 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. Billiter, seconded by Mr. Favro, and carried unanimously by board members present as recommended by Ken Knelly.

RESOLUTION NO. 42 (2024-2025)

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE REVISED JOB DESCRIPTION FOR THE TITLE OF LEARNING SKILLS COORDINATOR. 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 Mrs. Coolidge, and carried unanimously by board members present as recommended by Ken Knelly.

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 Ms. Ryan.

MINUTES
OF
EXECUTIVE SESSION
OF
BOARD OF TRUSTEES
CLINTON COMMUNITY COLLEGE
HELD TUESDAY, MARCH 27, 2025 AT 6:02 PM
MOORE BUILDING, ROOM 228
CLINTON COMMUNITY COLLEGE
PLATTSBURGH, NEW YORK

BOARD OF TRUSTEES MEMBERS PRESENT:

Devi Momot, Chairperson; David Favro, Treasurer; Nina Coolidge, Secretary, Mark Leta, Merritt Billiter, Molly Ryan, David Macalpine, Student Trustee

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

John Redden, Vice-Chairperson, Matthew Slattery

ADMINISTRATORS PRESENT:

Ken Knelly, Administrator In Charge

SECRETARY TO THE BOARD:

LeAnn Yelton (excused)

A motion was made by Mr. Favro to return to the regular session at 6:54 p.m. The motion was seconded by Mr. Billiter.

MINUTES
OF
REGULAR MEETING
OF
BOARD OF TRUSTEES
CLINTON COMMUNITY COLLEGE
HELD TUESDAY MARCH 27, 2025, AT 6:54 PM
MOORE BUILDING, ROOM 228
CLINTON COMMUNITY COLLEGE
PLATTSBURGH, NEW YORK

BOARD OF TRUSTEES MEMBERS PRESENT:

Devi Momot, Chairperson; David Favro, Treasurer; Nina Coolidge, Secretary, Mark Leta, Merritt Billiter, Molly Ryan, David Macalpine, Student Trustee

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

John Redden, Vice-Chairperson, Matthew Slattery

ADMINISTRATORS PRESENT:

Ken Knelly, Administrator In Charge

SECRETARY TO THE BOARD:

LeAnn Yelton

NEXT MEETING: April 15, 2025.

ADJOURNMENT:

Motion by Mr. Favro second by Mr. Billiter, that the meeting adjourns. The meeting adjourned at 6:56 pm.

RECORDED BY

RESPECTFULLY SUBMITTED BY

LeAnn Yelton

Devi Momot