

MINUTES
OF
REGULAR MEETING
OF
BOARD OF TRUSTEES
CLINTON COMMUNITY COLLEGE
HELD TUESDAY, SEPTEMBER 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; 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; David Tracy, Interim Enrollment Management Specialist; Patti LaDuke, Interim Dean of Students; Sharon Waldenmaier, Coalition Leader; Joanna Jackson Faculty Association President

SECRETARY TO THE BOARD:

LeAnn Yelton

CALL TO ORDER:

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

PUBLIC COMMENT:

PRESENTATION: none

ADMINISTRATION REPORTS

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

Mr. Knelly shared the following information:

1) Success Measures

- a. The fall enrollment increase is holding about where it has been not including CAP. CAP student numbers are beginning to come in. Will monitor and review as this grows. Ken has met with five of the nine superintendents in Clinton County. The Prison Program has good steps towards starting the program and signing people up.
- b. Ken is pleased with the visit and read out from Middle States visit. November will determine the next step in the accreditation process. There are more plans, documents, and items to continue to work on for the process.

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 before the board meeting to discuss the financials for FY24 and the positive county legislature meeting on September 11th.

REPORT OF BUILDINGS & GROUNDS COMMITTEE..... MR. BILLITER, CHAIR
Mr. Billiter shared that there was nothing to report.

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 accepted the nomination for the liaison to the Foundation.

COMMUNICATIONS:

OLD BUSINESS:

The by-laws are being reviewed and will be worked on through the Ad Hoc Governance Committee.

NEW BUSINESS:

RESOLUTION NO 1 (2023-2024):

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE MINUTES FOR THE AUGUST 27, 2024, BOARD MEETING.

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

RESOLUTION NO.2 (2024-2025):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE REVISED JOB DESCRIPTION FOR ASSISTANT CONTROLLER. A COPY OF THIS RESOLUTION 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:	Assistant Controller	Reports to:	Controller
FLSA Status:	Salaried, non-exempt	CBU/MC:	Coalition
EEO Class:		Department:	Academic Affairs
Rate Range/Budget:	\$60,000-\$65,000 annually		

Job Summary: The responsibilities for this position include the efficient performance of professional accounting, and business tasks related to the fiscal management of the College. This includes direct support to the Controller and assistance with all general ledger activities, financial reporting (i.e. SUNY budget and end of year audit), financial analysis, fixed assets, inventory, implementation of internal controls and cash management treasury functions for the College. When appropriate, this may also include implementation of new financial systems. The Assistant Controller reports directly to the Controller and is the direct supervisor for the Finance staff, including purchasing. This is a 12-month Coalition position. Some evening and weekend work may be required.

Duties and Responsibilities:

1. Shall assist in the preparation of the annual College budget and periodic financial reports including monthly appropriations/expenditures reports, monthly bill schedules, and monthly/ annual financial reports.
2. Shall be responsible for the supervision of the day-to-day operations of the College's Finance functions.
3. Shall assist with internal financial and efficiency audits and prepare reports challenging audit disallowances.
4. Shall interpret financial reports and audits and make recommendations for changes in procedures and operations.
5. Shall assist with the preparation of the proposed annual budget and monitor compliance with the adopted budget (i.e. payroll, benefits, purchases and other expenditures).
6. Manages and directs the payroll accounting function.
 - a. Remains informed of current laws and regulations governing County, State, and Federal reporting requirements for withholding and income tax purposes.
 - b. Prepares Quarterly Federal (941) and State (NYS-45).
 - c. Prepares and files other tax forms as needed including 941x, W2c, 1099r and 945.
 - d. Reconciles the payroll system to the general ledger.
 - e. Coordinates bi-weekly, monthly, quarterly and year-end processes that impact accounting with the payroll area.
7. Assists with the accounting and reporting for all federal, state, local and private grants ensuring that all financial controls and reporting requirements are met.
8. Assists the Controller with College financial reporting, budget analysis, annual surveys, accreditation reporting, cost reporting, establishment of new procedures, administration of the

Finance Office, and implementation of internal controls. Also assists college departments with financial reporting.

9. Shall perform all appropriate accounting functions related to the financial operation of the College.
10. Shall prepare monthly, quarterly, and yearly reports including fund balance projections.
11. Shall assist in the preparation of financial and cost data reports.
12. Shall assist with establishing and implementing appropriate procedures as required to ensure the accuracy and timeliness of the College's financial information.
13. Serves as second-in-charge to the Controller and represents the Controller in his/her absence as assigned.
14. Shall perform other duties assigned by the Controller.

Qualifications:

- Working knowledge of governmental accounting, fiscal and audit procedures and techniques including budgeting and appropriation practices. This includes knowledge of generally accepted accounting principles and procedures, including internal auditing, accounting and fiscal management.
- Knowledge of methods used in keeping financial accounts and records.
- Knowledge of personal computer methods used in keeping financial accounts, records and applications for generating reports.
- Knowledge of modern office terminology, practices and procedures.
- Ability to prepare complete and analyze complex financial reports and statements.
- Ability to plan, supervise and manage the work of others and ability to manage a department with a variety of functions.
- Ability to maintain strict confidentiality of information.
- Ability to communicate effectively both verbally and in writing.
- Ability to perform research and generate activity reports in response to internal and external requests.

Educational Background:

An Associate's degree in business, accounting or related field required from a regionally accredited college or university with two years of relevant experience OR a Bachelor's degree in business, accounting or related field required from a regionally accredited college or university.

Years of Experience:

A minimum of two (2) years' experience in a position of responsibility in business, accounting or government requiring interpersonal relations and with demonstrated success, preferably in an educational setting.

Supervisory experience preferred.

Creation Date: Revised September 2024

RESOLUTION NO.3 (2024-2025):

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

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

Consent Agenda

i. **Personnel Appointments Recommended at the August 27, 2024, Board of Trustees meeting.**

Appointment	Madison Cragle	Typist	Effective September 23, 2024	Hourly pay of \$18.8050 (\$34,225 Annualized) (Grade 6, Step 1).
Appointment	Bernie Bushey	Part-time Building Maintenance Mechanic	Effective September 16, 2024	Hourly rate of \$24.4706 (Grade 15, Step 5) for 20 hours/week (1040 Hrs/year)

RESOLUTION NO. 4 (2024-2025)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE CHANGES TO THE BY LAWS RECCOMENDED AT THE AUGUST BOARD MEETING.

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

1. The addition of Audit Committee. The Audit Committee shall have 3 members, including the Chair of the Board, and shall: (a) Recommend to the Board the selection and retention of the independent public accountants for the College; (b) Recommend to the Board that the independent public accountants engage in specific studies and reports regarding auditing matters, accounting procedures, and other matters; (c) Review the annual financial statements, including any adjustments recommended by the independent public accountants and any significant issues that arise in connection with the preparation of the inclusion of financial disclosures; (d) Review internal controls and procedures and management responses to comments relating to those policies and procedures and investigate potential improprieties in consultation with appropriate legal authorities; (e) Meet at least twice annually with the College's independent public accountants to discuss issues arising from its responsibilities, including significant findings and status of prior year management recommendations, difficulties encountered in the audit and restrictions on scope or access, significant revisions to the work plan, the auditors judgments about the appropriateness of the accounting principles and the clarity of financial disclosures, other matters relating to audit standards, including the changes in standards and procedures and the independence of the accountants. (f) The committee shall consider rotation of auditing firms and the rotation of the audit partner at intervals that it considers appropriate; (g) and In performing the above duties, the committee may call upon the services of the staff of the College. The Controller shall be an ex-officio member of this Committee and as such shall be available to this Committee for consultation and advice. They shall attend meetings of this Committee as requested by the Committee Chair.
2. The change to allow the Chair of the Finance Committee to be someone other than the Treasurer.

RESOLUTION NO. 5 (2024-2025)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE ESTABLISH AN AD HOC GOVERNANCE COMMITTEE EFFECTIVE SEPTEMBER 17, 2024 THROUGH DECEMBER 31, 2024.

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

RESOLUTION NO. 6 (2024-2025)

GOVERNANCE COMMITTEE MEMBERS:

Devi Momot – Chair

Molly Ryan

Merritt Billiter

John Redden

David Favro

Motion to approve the committee members by Ms. Ryan, seconded by Mr. Favro. Approved unanimously by members of the board as recommended by Ken Knelly.

NEXT MEETING: October 15, 2024.

ADJOURNMENT:

Motion by Mr. Redden, second by Mr. Billiter, that the meeting adjourns. The meeting adjourned at 5:40 pm.

RECORDED BY

RESPECTFULLY SUBMITTED BY

LeAnn Yelton

Devi Momot