

MINUTES  
OF  
REGULAR MEETING  
OF  
BOARD OF TRUSTEES  
CLINTON COMMUNITY COLLEGE  
HELD WEDNESDAY, MAY 22 AT

Rowen Dulka, Student Trustee

and

BOARD OF TRUSTEES MEMBERS PRESENT VIA ZOOM:

Nina Coolidge, Vice Chairperson

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

ADMINISTRATORS PRESENT:

John Kowal, President; Carey Goyette, Vice President for Academic Affairs; Steve Frederick, Vice President for Institutional Advancement; Sheri Brienza-Wypyski, Controller and Paula Rizk, Human Resources Director, Sharon Waldenmaier, Coalition Leader; Patricia LaDuke, Association Leader; Jacqueline Kelleher, Attorney

SECRETARY TO THE BOARD:

LeAnn Yelton

CALL TO ORDER:

Chairperson Favro called the meeting to order at 7:40 am. Chairman Favro asked for attendance to be taken. Quorum reached.

PUBLIC COMMENT: Patricia LaDuke introduced herself as the new Faculty Association leader.

PRESENTATION: None

**RESOLUTION NO. 111 (2023-2024):**

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES MINUTES OF THE REGULAR BOARD MEETING HELD ON APRIL 30, 2024.

Motion by Ms. Vicencio, seconded by Mr. Redden, and carried by Members present as recommended by President Kowal.

**RESOLUTION NO. 112 (2023-2024):**

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES MINUTES OF THE SPECIAL BOARD MEETING HELD ON MAY 17, 2024.

Motion by Mr. Leta, seconded by Ms. Momot, and carried by Members present as recommended by President Kowal.

A motion to enter Executive Session for the purpose of further discussion about contract terms was made by Mr. Favro and seconded by Ms. Vicencio.

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MINUTES  
OF  
EXECUTIVE SESSION

Motion by Ms. Vicencio, seconded by Ms. Momot, and carried by Members present as recommended by President Kowal.

**RESOLUTION NO. 115 (2023-2024):**

**RESOLUTION NO. 122 (2023-2024):**

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES REAPPOINTMENT FOR ANNE EL GORNATI, ACCOUNTANT, EFFECTIVE SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2025.

Motion by Ms. Vicencio, seconded by Mr. Redden, and carried by Members present as recommended by President Kowal.

**RESOLUTION NO. 123 (2023-2024):**

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES REAPPOINTMENT FOR ASHELY MORALES, HUMAN RESOURCES ASSOCIATE, EFFECTIVE SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2025.

Motion by Mr. Dulka, seconded by Mr. Redden, and carried by Members present as recommended by President Kowal.

**RESOLUTION NO. 124 (2023-2024):**

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES REAPPOINTMENT FOR ELAINE NOBLE, ADMINISTRATIVE ASSISTANT FOR INSITUATIONAL ADVANCEMENT, EFFECTIVE SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2025.

Motion by Ms. Vicencio, seconded by Mr. Dulka, and carried by Members present as recommended by President Kowal.

**RESOLUTION NO. 125 (2023-2024):**

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES REAPPOINTMENT FOR JONATHAN REID, REGISTRAR, EFFECTIVE SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2029.

Motion by Ms. Vicencio, seconded by Mr. Dulka, and carried by Members present as recommended by President Kowal.

**RESOLUTION NO. 126 (2023-2024):**

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES REAPPOINTMENT FOR COREEN PIERKARSKI, ASAP STUDENT SUPPORT SVCS COUNSELOR, EFFECTIVE SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2025.

**RESOLUTION NO. 129 (2023-**

**RESOLUTION NO. 136 (2023-2024):**

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES REAPPOINTMENT FOR CHRISTINA CANNON, PART-TIME STUDENT SUPPORT SERVICES COUNSELOR, EFFECTIVE SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2025, FOR A MAXIMUM OF 29 HOURS PER WEEK.

Motion by Ms. Vicencio, seconded by Mr. Dulka, and carried by Members present as recommended by President Kowal.

**RESOLUTION NO. 137 (2023-2024):**

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES MEMORANDUM OF AGREEMENT BY AND BETWEEN CLINTON COMMUNITY COLLEGE AND THE FACULTY ASSOCIATION FOR IAN BURCOFF FROM ASSISTANT PROFESSOR OF ART TO ASSOCIATE PROFESSOR OF ART WITH A SALARY INCREASE OF \$1,400.00, EFFECTIVE SEPTEMBER 1, 2024.

Motion by Ms. Vicencio, seconded by Mr. Redden, and carried by Members present as recommended by President Kowal.

**RESOLUTION NO. 138 (2023-2024):**

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES MEMORADUM OF AGREEMENT BY AND BETWEEN CLINTON COMMUNITY COLLEGE AND THE FACULTY ASSOCIATION OF CLINTON COMMUNITY COLLEGE DATED MAY 22, 2024, THAT ALLOWS DENISE COUGHLIN TO CONTINUE HER DUTES AS DIVISION COORDINATOR OF BUSINESS/ACCOUNTING, CRIMINAL JUSTICE, AND SOCIAL BEHAVIORAL SCIENCES/HUMAN SERVICES FROM JUNE 1, 2024 TO AUGUST 16, 2024 FOR A STIPEND OF \$1000.00 AS PER THE CONTRACT.

Motion by Ms. Momot, seconded by Mr. Redden, and after some discussion of details of contract, was carried by Members present as recommended by President Kowal.

**RESOLUTION NO. 139 (2023-2024):**

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES MEMORADUM OF AGREEMENT BY AND BETWEEN CLINTON COMMUNITY COLLEGE AND THE FACULTY ASSOCIATION OF CLINTON COMMUNITY COLLEGE DATED MAY 22, 2024, THAT ALLOWS GINA LINDSAY TO TAKE ON DUTIES AS DIVISION COORDINATOR OF BUSINESS/ACCOUNTING, CRIMINAL JUSTICE, AND SOCIAL BEHAVIORAL SCIENCES/HUMAN SERVICES FROM AGUST 19, 2024, THROUGH MAY 31, 2025. GINA WILL RECEIVE THE FULL COURSE LOAD REDUCTION AND A STIPEND OF \$4000.00 PER SEMESTER AS PER THE CONTRACT.

Motion by Ms. Momot, seconded by Ms. Vicencio, and after some discussion of details of course load reduction, was carried by Members present as recommended by President Kowal.

**RESOLUTION NO. 140 (2023-2024):**

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES MEMORADUM OF AGREEMENT BY AND BETWEEN CLINTON COMMUNITY COLLEGE AND THE FACULTY ASSOCIATION OF CLINTON COMMUNITY COLLEGE DATED MAY 22, 2024, THAT ALLOWS NIKI RIVERS TO BE APPOINTED TO TEMPORARY FULL-TIME ASSISTANT PROFESSOR OF NURSING FOR THE FALL 2024 AND SPRING 2025 SEMESTERS WITH A PRO-RATED ANNUALIZED SALARY OF \$48,577.82. THIS AGREEMENT WILL SUNSET ON MAY 31, 2025.

Motion by Ms. Momot, seconded by Ms. Vicencio, and was carried by Members present as recommended by President Kowal.

**ADMINISTRATION REPORTS**

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

Dr. Kowal shared the following information:

- 1) President Kowal expressed gratitude for the commencement ceremony and capping and pinning ceremony.
- 2) The staff had an appreciation day on May 20<sup>th</sup>, that went well.

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

REPORT OF THE FINANCE COMMITTEE.....MR. LETA, CHAIR  
There is no update from the finance committee though the board report goes into good detail about the financial circumstances of the college.

REPORT OF BUILDINGS & GROUNDS COMMITTEE.....MR. FAVRO, CHAIR  
Mr. Favro shared that he met with Billy Jones about the Police Academy, though there is not a lot of clear communication from the county to commit to the academy staying in the building.

REPORT FROM STUDENT TRUSTEE/STUDENT SENATE.....MR. DULKA  
Mr. Dulka shared that there was nothing to report.

REPORT ON NEGOTIATIONS.....MR. REDDEN, CHAIR  
Mr. Redden indicated that there was nothing to report. The committee will be make plans to meet with the attorney.

REPORT ON FOUNDATION.....MS. VICENCIO, BOARD LIAISON  
Ms. Vicencio share that there had not been a meeting. Steven Frederick shared that it was a proud moment for the Foundation to be able to hand checks to all the nurses for their tests.

REPORT ON COMMUNICATION COUNCIL.....MRS. COOLIDGE, TEMP. BOARD LIAISON  
Mrs. Coolidge indicated that there had not been a meeting.

COMMUNICATIONS: None

OLD BUSINESS: None

NEW BUSINESS:

**NEW BUSINESS**

**RESOLUTION NO. 141 (2023-2024)**

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY MAKES THE RECOMMENDATION TO APPROVE THE DONATION POLICY FOR SURPLUS INVENTORY ON CCC CAMPUS.

Motion by Ms. Momot, seconded by Ms. Vicencio, and carried by Members present, that the Board of Trustees of Clinton Community College hereby approves the donation policy for surplus inventory on CCC campus as recommended by President Kowal.

**Donation of Surplus Inventory Policy**







Everybody

All Students



### **3.5 - Mass Text Messaging Services**

CCC currently utilizes the Rave Wireless Emergency Text Alerts service to reach students, faculty, and staff in case of emergencies or other urgent matters. This system is an opt-in system and will only send text messages to participants who register their mobile phone number with the service. Participants are allowed to opt-out at any time with no interaction required by any college staff to facilitate the change.

CCC currently utilizes Slate and EdSights for admissions and student outreach initiatives that are sent via text message. Staff will utilize student/prospect provided mobile phone numbers and automatically enter them into the Slate and EdSights systems at the time of application and/or admission. This system is an opt-in system and will begin sending relevant messages to the participants after staff have entered the numbers in the application. Participants are allowed to "opt-out" at any time with no interaction required by any college staff to facilitate the change.

### **3.6 - Mass Text Messaging Opt-Out Statement**

Participants have the option to opt-out of these communications at any time by texting "STOP" to the number that messaged them.

### **3.7 - Compliance**

Violations of this policy will result in appropriate disciplinary measures in accordance with colleges, applicable collective bargaining agreements, and state and federal laws. This policy also serves to fulfill compliance requirements under the Telephone Consumer Protection Act (TCPA) that was published by the Federal Communication Commission (FCC).

## **4.0 – Responsibilities**

- **Chief Information Officer**  
The Chief Information Officer (CIO) is responsible for developing, implementing, and maintaining all provisions within this policy. The CIO is responsible for staying informed of all laws and regulations that may apply to how mass communications are handled at the college. The CIO is also responsible for periodically reviewing and updating this policy as required.
- **Distribution Group Moderators**  
All distribution group moderators will need to assess all mass communication requests and apply the policy guidelines to all message approval decisions.
- **Offices Utilizing Mass Communications**  
All CCC offices and personnel must abide by the policy and guidelines.

## **5.0 – Definitions**

- **Mass Digital Communications** - Unsolicited messages sent to large segments of the college population using email, text messaging, or voice telephony.
- **Distribution Group Moderator** - Members selected by the President's office that have the authority to approve/deny any email messages sent to a moderated distribution group.

## **6.0 – References & Related Policies**

- FCC Telephone Consumer Protection Act (TCPA)  
<https://www.fcc.gov/sites/default/files/tcparules.pdf>

## 7.0 – Ownership & Review

This document is owned by the Chief Information Officer. This document shall be reviewed on a periodic basis.  
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Executive Responsible for Procedure	Date		

**NEW BUSINESS**

**RESOLUTION NO. 143 (2023-2024):**

**BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY ACCEPTS THE RESIGNATION OF DR. JOHN KOWAL DATED MAY 22, 2024, EFFECTIVE IMMEDIATELY.**

Motion by Ms. Vicencio, seconded by Mr. Redden, and carried by Members present that the Board of Trustees of Clinton Community College hereby accepts the resignation of Dr. John Kowal, effective immediately, as recommended by President Kowal.

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

Mrs. Coolidge - Aye	Mr. Redden - Aye
Mr. Dulka - Aye	Ms. Vicencio - Aye
Mr. Leta - Aye	Mr. Favro - Aye
Ms. Momot - Aye	

**RESOLUTION NO. 144 (2023-2024):**

**BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES OFFER TO DR. JOHN KOWAL OF SALARY CONTINUATION. AGREEMENT ON THE TERMS AND CONDITIONS SET FORTH IN SECTION 5(G) AND SECTION 6 OF DR. KOWAL'S EMPLOYMENT AGREEMENT DATED JUNE 28, 2022.**

Motion by Ms. Vicencio, seconded by Mr. Redden, and carried by Members present that the Board of Trustees of Clinton Community College hereby accepts the salary continuation as set by Dr. Kowal's Employment Agreement, as r3 Tc -(c)21 (o)2.6 (m)845 (m)8.3 en(d)6.9 (ed)6.9 ( b)6.9 (y)14 (PN)5.2 eresidentKoa26

**RESOLUTION NO. 146 (2023-2024):**

**BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES APPOINTING KENNETH KNELLY AS ADMINISTRATOR IN CHARGE EFFECTIVE MAY 23, 2024..**

Motion by Ms. Vicencio, seconded by Mr. Redden, and carried by Members present that the Board of Trustees of Clinton Community College hereby accepts Kenneth Knelly as Administrator in Charge effective May 23, 2024.

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

Mrs. Coolidge - Aye

Mr. Redden - Aye

Mr. Dalka - Aye

Ms. Vicencio - Aye

MA Leta -4-2.2 (r)-97 (e)-1(Tj0.DLS.2 ( p)5.1 (r)-2.9 (9h-11.2 p)5.1 ec -0E01ec -0ETw