MINUTES
OF
REGULAR MEETING
OF
BOARD OF TRUSTEES
CLINTON COMMUNITY COLLEGE
HELD TUESDAY, JULY 23, 2024 AT 5:00 PM

1) Success Measures
    a. Registrations and applications are trending above last year's. Ken is working with

NEW BUSINESS:

RESOLUTION NO 153 (2023-2024):
THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE CONSENT AGENDA FOR THE JULY 23, 2024 BOARD MEETING.
Motion by Ms. Momot, seconded by Mr. Redden, and carried unanimously by Members present as recommended by Ken Knelly.

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

Mrs. Coolidge – aye
Mr. Dulka - aye
Mr. Leta - aye
Ms. Momot – aye
Mr. Redden – aye
Mr. Favro – aye
Mr. Billiter – aye

The following appointments, reappointments, and retirements were approved by the consent agenda:

Appointment	Tanya Ondras	Custodial Worker	Effective July 8, 2024	Hourly Rate of $16.4544 ($34,225.00 Annualized) Grade 6, Step 1
Appointment	Christine Devins	On-call typist	Effective July 18, 2024	Hourly rate $18.8050 / max 17.5 hrs per week, 910 hrs per year (Grade 6, Step 1)
Reappointment	Chelsea Blackwell	Administrative Assistant to the VPAA	Effective Sept 1, 2024 – Aug 31, 2024	
Reappointment	Stanley Kissel	Student Enrollment Specialist	Effective Sept 1, 2024-Aug 31, 2025	
Reappointment	Eugene Ayotte	SystISystrogecialS		

RESOLUTION NO. 154 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE PILOT HYBRID-

can be completed away from campus or provide a significant advantage for the College in being completed away from campus. There should be minimal bearing on others in the office or department or students from not having this position on campus. Positions that perform essential campus services will generally not be eligible for remote or hybrid work during the academic year.

5.1 An employee’s readiness for remote or hybrid work should be considered. Some employees may be better prepared to meet the requirements of these arrangements. When evaluating a request, supervisors should consider the employee’s performance in the workplace. Strong performance in the following areas could indicate an employee's readiness for remote work: ability to prioritize work and meet deadlines, effective time management, ability to accomplishe fololanabih

submitted prior to the start of a term/session. A new form must be submitted and approved if circumstances change mid-term.

8.4 Faculty approved to teach remotely are still required to participate in the contractually required meetings and activities. If the remote employee cannot attend the in-person meeting and the meeting cannot be reasonably held via video to accommodate a remote employee, the employee will be required to submit an absence slip for the missed meeting per the requirements of the contract and past practice.

5. Employee Responsibilities

11.1

appropriate steps to ensure the security of all work-related materials, data and equipment during times they are not working. The employee must not disclose any College information to any individual unless such disclosure is required for the performance of the employee's

job duties or permit any College information to be accessed by any individual who is not authorized to do so for the purpose of participating in the work being performed. As such, the employee must complete the Remote Work Agreement.

18.1 All proprietary information must be stored in a locked room, desk, or file cabinet when left unattended. Proprietary information must be disposed of following College guidelines or returned to a college facility for proper disposal or storage. All propriet

10. Travel to Campus

26.1 Employees working a hybrid or remote schedule are not eligible for mileage reimbursement or compensation for travel time.

11. Return of Employer Property

27.1 The employee shall return the equipment, supplies and other property provided to the employee by the College within three days of the College's demand. Upon termination of employee's employment, the employee must deliver promptly to the College all equipment, supplies, documents, modems, telephones, facsimiles, office supplies, handbooks, reference materials, computerized information, hardware, and software on loan to the employee. If it is necessary for the College to resort to legal means to recover its property from employee, the employee must pay all legal costs and attorney's fees incurred by the College to do so.

12. Compensation and Benefits

28.1 Compensation and benefits are not affected by work-at-home arrangements.

13. Termination of a Remote or Hybrid Work Arrangement

29.1 All approved remote/hybrid work arrangements must be structured on a trial basis. Management is responsible for assessing the effectiveness of the remote work arrangement, through customer and staff/management feedback and performance monitoring, throughout the duration of the arrangement to determine if any adjustments are necessary, or if the arrangement should be terminated.

30.1 The continued availability of a remote/hybrid work arrangement should be reviewed every 3 months by management to determine if bu456 Tm2.6 Tm[2 (e))4 ( )MCID 33 BDC 010 (m)-3 (6 (4l)1

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15.

to better support the campus. A new agreement must be signed by the approving supervisor/administrator and returned to HR if the employee's schedule is altered.

Please list the agreed upon work schedule and enter hours as a range, i.e. 8:00 am – 4:00 pm.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
On Campus						

I understand there may be occasions or contractual requirements that will require me to attend work on campus during normal remote time.

I understand that this Remote Work Agreement and my work-at-home arrangement do not constitute a contract of employment between the College and me; should not be construed as creating a contract between the College and me; and that this arrangement does not alter my status as an at-will employee of the College. I also understand that the College reserves the right to terminate, change or modify this arrangement, or its guidelines and polices at any time.

I agree

Mr. Dulka - aye
Mr. Leta - aye
Ms. Momot -aye
Mr. Favro - aye
Mr. Billiter - aye

WHEREAS, the Board of Trustees recognizes the contributions and hard work of Employees in the Management Confidential positions throughout the year; and

WHEREAS, the Negotiations Committee has offered members of the Faculty Association and the Coalition a 1-year contract rollover, with a salary increase of 1%, effective September 1, 2024, and the CSEA Employees have also received a salary increase effective January 1, 2024; and

WHEREAS, the Board of Trustees recognized the importance of all Employees contributions in the upcoming school year, as the College prepares for it's move to the SUNY Plattsburgh Campus; and

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Clinton Community College hereby approves a 1% cost of living increase to Management Confidential Employees for the fiscal year 2024-2025.

RESOLUTION NO. 156 (2023-2024)
THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE TENTATIVE AGREEMENT BY AND BETWEEN CLINTON COMMUNITY COLLEGE AND THE COALITION OF CLINTON COMMUNITY COLLEGE FOR CONTRACT CHANGES FOR SEPTEMBER 1, 2024 TO AUGUST 31, 2024.
Motion by Mr. Redden, seconded by Ms. Momot , and carried by Members present as recommended by Ken Knelly.

Upon roll call vote the Ayes and Nays were as follows:
Mrs. Coolidge - aye
Mr. Dulka - aye
Mr. Leta - aye
Ms. Momot -aye
Mr. Redden - aye
Mr. Favro -aye
Mr. Billiter - aye

Tentative Agreement by and between Clinton Community College and Coalition of Clinton Community College

WHEREAS, Clinton Community College (the "College"), the Board of Trustees of the College ("Board") and the Non-Teaching/Professional Coalition of Clinton Community College ("Coalition") are parties to a Collective Bargaining Agreement dated September 1, 2017, through August 31, 2024 (the "Agreement"); and
WHEREAS, the Coalition is the recognized bargaining unit for the College's teaching and certain non-teaching faculty members; and
WHEREAS, the parties have reached a tentative agreement to extend the terms of the Agreement for 1 year with the following changes to the Contract:

1. Roll-Over of Current CBA: extend all terms and conditions of the current CBA for an additional period of 1 year, through August 31, 2025.
2. Increase: wages/salaries will be increased by 1% to base salary following ratification, but not earlier than September 1, 2024. The 1% salary increase will be processed within 30-days following ratification, but not earlier than September 1, 2024.
3. Eligibility: the increase will apply to all active Coalition collective bargaining unit members, including full-time, part-time and temporary employees.

This proposal is subject to ratification by the Members of the Coalition and the approval of the Board of Trustees of Clinton Community College.

For the Coalition Bargaining Committee

_____
Sharon Waldenmaier

For the College Bargaining Team

_____
John Redden

RESOLUTION NO. 157 (2023-2024)

RECCOMENDATION FOR THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY TO APPROVE THE CONTRACT BY AND BETWEEN CLINTON COMMUNITY COLLEGE AND THE REGISTRY DATED JULY 16, 2024. WHEREAS THE COLLEGE DESIRES TO RETAIN A PROFESSIONALLY EDUCATED PERSON TO PERFORM THE DUTIES OF SPECIAL ASSISTANT FOR ENROLLMENT MANAGEMENT ON AN INTERIM BASIS, THE REGISTRY WILL PERFORM THE SERVICES TRHOUGH DAVID TRACY, INDEPENDENT CONTRACTOR, FOR THE PERIOD OF JULY 18, 2024, THROUGH JUNE 30, 2025, OR UNTIL TERMINATED BY EITHER PARTY GIVING THIRTY (30) DAYS WRITTEN NOTICE.
Motion by Mr. Leta, seconded by Mr. Redden, and carried by Members present as recommended by Ken Knelly.

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

Mrs. Coolidge - aye	Mr. Redden -aye
Mr. Dulka - aye	Mr. Favro - aye
Mr. Leta - aye	Mr. Billiter - aye
Ms. Momot -aye	

RESOLUTION NO. 158 (2023-2024)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE APPROVES THE REVISION TO CLINTON COMMUNITY COLLEGE POLICY 0412 OF THE POLICY AND PROCEDURE MANUAL, REGARDING THE LEROY M. DOUGLAS LIBRARY – ATTACHED FOR REVIEW.
Motion by Mr. Billiter, seconded by Mr. Leta, and carried by Members present as recommended by Ken Knelly.

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

Mrs. Coolidge - aye
Mr. Dulka - aye
Mr. Leta - aye
Ms. Momot -aye
Mr. Redden - aye
Mr. Favro -aye
Mr. Billiter - aye

Clinton Community College Policy and Procedure

Subject **Date**

Subject	Date	Number
Processing Center	**01/17/06**	**0510**

Policy:

Procedure:

The Processing Center, Room 136, will be open from 8:00 a.m. to 5:00 p.m., Monday through Friday, when the College is open. Work-orders are necessary in order to process the request and to charge the appropriate cost center. The work-order forms are available in the Processing Center, Switchboard, and the Continuing Education Office. Completed work-orders **must be submitted at least 48 ho(t5 (ho(t)TjEMCboa)10.6N**

OF
REGULAR MEETING
OF
BOARD OF TRUSTEES
CLINTON COMMUNITY COLLEGE
HELD TUESDAY, July 23, 2024 AT 6:50 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; John Redden, Devi Momot, Merritt Billiter, Rowen Dulka, Student Trustee

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

ADMINISTRATORS PRESENT:
Ken Knelly, Administrator In Charge; Steve Frederick, Vice President for Institutional Advancement; Sheri Brienza-Wypyski, Controller; Paula Rizk, Human Resources Director; David Tracy, Enrollment Management Specialist; Sharon Waldenmaier, Coalition Leader; Patti LaDuke, Faculty Association President, Joanna Jackson VP Faculty Association, Mary Lake

SECRETARY TO THE BOARD:
LeAnn Yelton

NEW BUSINESS:

RESOLUTION NO. 161 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE SEPARATION AGREEMENT AND RELEASE FOR JOHN BORNER, DEAN OF STUDENTS AFFAIRS, EFFECTIVE JULY 23, 2024.

Motion by Ms. Momot, seconded by Mr. Redden, and carried by Members present as recommended by Administrator in Charge Ken Knelly.

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

Mrs. Coolidge - aye	Mr. Redden - aye
Mr. Dulka - aye	Mr. Favro - aye
Mr. Leta - aye	Mr. Billiter - aye
Ms. Momot -aye	

RESOLUTION NO. 162 (2023-2024):

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES A ONE-YEAR INTERIM APPOINTMENT FOR PATRICIA LADUKE AS DEAN OF STUDENTS AFFAIRS EFFECTIVE JULY 24, 2024, WITH A PRO-RATED ANNUALIZED SALARY OF $80,000.

Motion by Mr. Redden, seconded by Ms. Momot