

# Hudson Valley Community College

80 Vandenburg Avenue, Troy, New York 12180

## MINUTES

The regular meeting of the Board of Trustees of Hudson Valley Community College was held on Tuesday, April 30, 2019 on the college campus, 80 Vandenburg Avenue, Troy, New York.

### PRESENT

Neil J. Kelleher, Chairman  
Joseph A. Kapp, Vice Chairman  
Judith Breselor  
Brendan James Caluneo  
William Fagan  
Thomas P. Grant  
William C. Jennings  
Wayne Pratt  
Brian Zweig

### EXCUSED

None

### ALSO PRESENT

Dr. Roger A. Ramsammy, President  
William Reuter, Vice President for Administration  
and Finance  
George J. Raneri, Secretary to the Board  
Suzanne Kalkbrenner, Assistant Secretary

R. Bennett	M. Geehan	C. Robinson
C. Bosco	P. Hill	G. Sausville
L. Coplin	D. Kennedy	J. Slavin
A. Courter	R. LaGatta	A. Thomas
J. DiLorenzo	W. Miller	F. Vega
S. Ely	M. Palmara	B. Vlieg
K. Ferrer-Muñiz	K. Paquette	R. Whitaker

Prior to the start of the Committee meetings, Louis Coplin, interim Vice President for Enrollment Management and Student Development, introduced the Programmatic Presentation, "Student Voices." Eight students from the college's 2019 graduating class related their campus experiences to the Board. The students were: Amanda Carknard, Ali Cheema, Ganiat Giwa, Jamison Jarosz, Sayem Matin, Tamia Perguso, Octavia Windham-Wiggins and student trustee Brendan Caluneo.

Chairman Kelleher called the monthly meeting to order at 6:13 p.m.

Upon a motion by Mr. Pratt, seconded by Dr. Kapp, the following resolution was adopted unanimously.

**MINUTES**

**Resolved**, that the minutes of the regular meeting of the Board of Trustees, held on March 26, 2019, be and hereby are, approved.

Upon a motion by Dr. Jennings, seconded by Mr. Caluneo, the following resolution was adopted unanimously.

**DEAN OF STEM**

**Resolved**, that the request to make an offer of appointment to John G. Van Hoesen, Ph.D., GISP, for the position of Dean of the School of Science, Technology, Engineering and Mathematics (STEM), with a salary and start date to be determined, be and hereby is, approved.

Upon a motion by Mr. Fagan, seconded by Dr. Kapp, the following resolution was adopted unanimously.

**POLICY ON  
GENERATING  
MICRO-CREDENTIALS**

**Resolved**, that the request for approval of the policy entitled, "Policy on Generating Micro-credentials," as recommended by the Academic Senate and the President, be, and hereby is, approved. The policy shall read as follows:

**POLICY ON GENERATING MICRO-CREDENTIALS FROM HUDSON VALLEY COMMUNITY COLLEGE**

**Context:**

With the rapid growth of technological change, employers struggle to hire qualified college graduates. The need for ongoing education and skill-based competencies has become critical. As a leader of job based education in the Capital Region, it is essential that Hudson Valley Community College respond to this need. Micro-credentials are one way to identify and document the attainment of these competencies. We, therefore, offer the following processes to generate micro-credentials from our campus. Please note that all micro-credentials at Hudson Valley are created and approved in accordance with guidelines and policies established by SUNY.

**Not for Credit Process:**

All not for credit micro-credentials shall originate and be controlled by the departments of the college to which the demand is identified and the ability to meet those demands are available. A micro-credential should meet a defined need as identified by the department head and have a clear description and criteria by which the achievement of said credential is met. This shall include performance levels when and if appropriate. Any micro-credential that relates to content taught within a current academic department shall have the approval from that Department Chair. The originating department head will have the authority to approve the micro-credential and will inform the Vice President for Academic Affairs about the micro-credential.

**For Credit Process:**

All for credit micro-credentials shall follow a similar procedural flow as outlined by the Academic Senate Curriculum Committee for a "New Program/Certificate" proposal. This includes origination within an academic department using the micro-credential form. In some cases, a micro-credential may be closely aligned with a professional certification. In such cases, coordination with the outside association may be appropriate.

**Not for Credit to Credit Process:**

In the event that a group of credit-free courses or not for credit micro-credentials are "stacked" or combined to form an overarching for credit micro-credential, this new micro-credential would be evaluated and approved in the same manner as other for credit micro-credentials with the sponsoring department chair submitting the micro-credential through the Curriculum Committee and Academic Senate.

**Micro-credential Completion Requirements:**

A student who wishes to pursue a for-credit micro-credential is strongly encouraged to seek advisement from the Office of Continuing Education. To receive an established for-credit micro-credential, a student must meet all of the following requirements:

1. Earn a grade of "C" or higher in all required courses.
2. Complete all prescribed minimum credit requirements.
3. Complete a minimum of 50 percent of the required course credit in residence at Hudson Valley Community College.
4. Submit completed micro-credential completion application to Registrar's Office.

The student is ultimately responsible for ensuring that all micro-credential requirements have been fulfilled. A student may complete the micro-credential requirements at the end of the fall, spring or summer semesters. Hudson Valley Community College awards micro-credentials following the close of each of these terms. In order to be considered for micro-credential completion, applications must be submitted by the deadlines noted below. If any of the deadlines noted below fall on a weekend, the deadline will be the last business day prior to the noted deadline.

Fall: October 15

Spring: March 31

Summer: June 15

Micro-credential Completion Applications for all semesters can be accessed [here](#).

If a student does not file an application, the student's academic record will not be reviewed for micro-credential completion. Upon review, any student who has not met all micro-credential requirements will be notified of the deficiency and may reapply for a subsequent micro-credential completion period.

A student will not receive a micro-credential or be able to request a transcript until all outstanding obligations have been satisfied.

#### **Statute of Limitation on Micro-credential Completion**

No course may be applied to a micro-credential that was completed more than five years prior to the term in which a student submits a Micro-credential Completion Application. The academic department responsible for the micro-credential may be more restrictive with time requirements as outlined in the micro-credential requirements.

Upon a motion by Dr. Jennings, seconded by Ms. Breselor, the following resolution was adopted unanimously.

**CURRICULUM  
CHANGES**

**Resolved**, that the following curriculum changes, as recommended by the Academic Senate and the President, be, and hereby are, approved:

#### **1. Change in Program Title, Program Entrance Requirements, and Change in Degree Requirements:**

##### **A. *Business Administration A.S. Degree: Honors Track. Fall 2019***

#### **Title Change:**

The reason for the title change is consistency in the department. The department used to be listed as Business – Business Administration, etc. This is the only department left with the dash. The title would also be consistent with other institutions.

#### **Program Entrance Requirements:**

Consistent with other Honor Tracks at the college, the department will no longer require the SAT.

**Change in Degree Requirements:**

- Remove CISS 101, Business Computing Application and Analytics Development and replace with CMPT 115, Introduction of Business Analytics with Microsoft Excel as an option for the Computing and Information Sciences Elective Credits.
- General Education electives would no longer be restricted to specific courses, giving students greater flexibility in terms of the classes they choose. Elective choices would still satisfy SUNY General Education requirements.
- Change in course selection in Honors Track to provide students greater flexibility in course selection relevant to career and transfer goals in accordance with the college's current substitution policy. SUNY General Education requirements will still be met.

**2. Change in Degree Requirements**

**A. Computer Aided Drafting Certificate. Fall 2019**

**Change in credit and contact hours:**

Due to decrease in the course credit hours for MFTS 100, 3 credits to 2 credits, the total program credit hours for Computer Aided Drafting Certificate would change from 45 credits to 44 credits. Therefore, changing the course requirements from MFTS 100 to CADD 125, 3-0-3, maintains the program total course credits at 45.

**B. Advanced Manufacturing Technology A.O.S. Degree. Fall 2019**

Changing credit and contact hours for several courses and removing an old course and replacing it with a new course. These changes will enhance student preparation for the work place as well as better enhance the learning/behavioral objective for the courses and the program making the students more valuable to the industry.

**Change in Credit and Contact Hours:**

- MFTS 100, Print Reading for Manufacturing - 1-2-2
- MFTS 115, Introduction to Computer Applications in Manufacturing - 1-2-2
- MFTS 211, Manufacturing Processes - 1-2-2

**Change in Course Title and Change in Credit and Contact hours:**

- MFTS 214, Quality Assurance and Control changes to: MFTS 214, Advanced Dimensional Metrology- 1-4-3
- New Course replacing MFTS 231 Controls: MFTS 232 Industrial Maintenance - 2-4-4  
Industrial Maintenance is a subject area requested by advisory board members and companies our graduates work for. This course will focus on the diagnosis, repair and maintenance of the equipment and machines used in a modern manufacturing facility. This ability is sorely needed by the industry and will make our students even more valuable.

Upon a motion by Mr. Grant, seconded by Mr. Pratt, the following resolution was adopted unanimously.

**HVCC FOUNDATION--  
2019-2020 OPERATING  
BUDGET**

**Resolved**, that the request for approval of the Hudson Valley Community College Foundation, Inc.'s operating budget for the fiscal year 2019-2020, totaling \$1,954,086 in revenues and \$1,681,325 in expenditures, as recommended by the Foundation Board of Directors on March 27, 2019, be and hereby is, approved.

Upon a motion by Mr. Caluneo, seconded by Mr. Fagan, the following resolution was adopted unanimously.

**HVCC FOUNDATION--  
IRS FORM 990 FILING**

**Resolved**, that the request for approval to accept the Hudson Valley Community College Foundation, Inc.'s IRS Form 990 for the fiscal year ended June 30, 2018, as prepared by UHY, LLP, and as recommended by the Foundation Board of Directors on March 27, 2019; be, and hereby is, approved.

Upon a motion by Mr. Grant, seconded by Dr. Jennings, the following resolution was adopted unanimously.

**FACULTY STUDENT  
ASSOCIATION  
2019-2020 OPERATING  
BUDGET**

**Resolved**, that the request for approval of the Faculty Student Association budget for the fiscal year 2019-2020, totaling \$7,504,602 in revenues and \$7,436,015 in expenditures, as recommended by the Faculty Student Association Board of Directors on April 8, 2019, be and hereby is, approved.

Upon a motion by Dr. Jennings, seconded by Dr. Kapp, the following resolution was adopted unanimously.

**CAPITAL  
CONSTRUCTION--  
SCIENCE CENTER &  
RELATED  
RENOVATIONS:  
GENERAL  
CONSTRUCTION**

**Resolved**, that the request for approval of the award of contract for General Construction in the amount of \$345,550 to M.A. Schafer Construction, Inc. for the capital project entitled "Science Center & Related Building Renovations," be, and hereby is, approved.

Upon a motion by Mr. Fagan, seconded by Mr. Caluneo, the following resolution was adopted unanimously.

**CAPITAL  
CONSTRUCTION--  
SCIENCE CENTER &  
RELATED  
RENOVATIONS:  
PLUMBING**

**Resolved**, that the request for approval of the award of contract for Plumbing in the amount of \$89,400 to P & J (Postler & Jaeckle, Corp.) for the capital project entitled "Science Center & Related Building Renovations," be, and hereby is, approved.

Upon a motion by Dr. Kapp, seconded by Mr. Caluneo, the following resolution was adopted unanimously.

**CAPITAL  
CONSTRUCTION--  
SCIENCE CENTER &  
RELATED  
RENOVATIONS:  
MECHANICAL**

**Resolved**, that the request for approval of the award of contract for Mechanical in the amount of \$144,400 to E. W. Tompkins Company, Inc. for the capital project entitled "Science Center & Related Building Renovations," be, and hereby is, approved.

Upon a motion by Mr. Fagan, seconded by Dr. Jennings, the following resolution was adopted unanimously.

**CAPITAL  
CONSTRUCTION--  
SCIENCE CENTER &  
RELATED  
RENOVATIONS:  
ELECTRICAL &  
CABLING**

**Resolved**, that the request for approval of the award of contract for Electrical & Communications Cabling in the amount of \$198,300 to ARCON Construction & management Services, Inc., for the capital project entitled "Science Center & Related Building Renovations," be, and hereby is, approved.

Upon a motion by Ms. Breselor, seconded by Dr. Kapp, the following resolution was adopted unanimously.

**CAPITAL  
CONSTRUCTION--  
FACILITY MASTER  
PLAN**

**Resolved**, that the request for approval for the award of contract for a Facility Master Plan in the amount of \$182,600 to JMZ Architects and Planners, P.C. for the capital project entitled "Facility Master Plan," be and hereby is, approved.

Upon a motion by Mr. Caluneo, seconded by Dr. Jennings, the following resolution was adopted unanimously.

**CAPITAL  
CONSTRUCTION--  
GUENTHER REPAIR  
& RENOVATION:  
DESIGN SERVICES**

**Resolved**, that the request for approval of the award of contract for Design Services in the amount of \$70,400 to Envision Architects, D.P.C. for the capital project entitled “Guenther Enrollment Services Center – Repair & Renovation,” be and hereby is, approved.

### **INFORMATION ITEMS**

The following information items were noted:

**INFORMATION  
ITEMS**

#### **A. 2019/2020 College Faculty Promotions**

Faculty recommended for promotion effective September 1, 2019 are outlined below and written recommendations of the Interim Vice President for Academic Affairs, Deans and Department Chairpersons at the College are enclosed on the portal.

#### **Assistant Professor to Associate Professor - \$2,000 Adjustment**

Nicole Arduini-VanHoose	History, Philosophy and Social Sciences
Donna Barron	Biology, Chemistry and Physics
Patricia Blacklock	Individual Studies
Martha Desmond	Nursing
Jennifer Eaton	Individual Studies
Erica Puentes	Business Administration
Matthew Zembo	History, Philosophy and Social Sciences

#### **Associate Professor to Full Professor - \$2,500 Adjustment**

Mary Evans	English, Foreign Languages, and English as a Second Language
Jacob Silvestri	Health, Physical Education and Exercise Studies

#### **B. 2018/2019 College Faculty Merit recommendations**

In accord with Article XII-C of the Collective Bargaining Agreement between the College and the Hudson Valley Community College Faculty Association, Faculty merit recommendations effective September 1, 2019 are outlined below and written recommendations of the Vice President for Academic Affairs, Deans and Department Chairpersons at the College are enclosed on the portal.

#### **Department Chair (\$2,000)**

Judith DiLorenzo	Dental Hygiene
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#### **Faculty (\$1,000 each)**

Shawna Addison	Criminal Justice, Forensic Science and Public Administration
Jodi Dorrough	Nursing
Kyra Garrigue	Fine Arts, Theatre Arts and Digital Media
Johanna Mather	Accounting, Entrepreneurship and Marketing

**C. DEPARTMENT CHAIRPERSON**1. School of Engineering and Industrial Technologies

George P. Raneri, Interim Department Chairperson  
 Automotive, Manufacturing and Electrical Engineering Technologies,  
 f/t temp. appt., eff. 5/1/19 or thereafter \$68,242/yr  
 +\$9,472 stipend (pro-rated)

**D. FULL-TIME FACULTY**1. School of Liberal Arts & Sciences

Melissa Kate Adams-Silva, Instructor,  
 English, Foreign Languages and English as a Second Language,  
 f/t appt., eff. 9/3/19 \$48,981/yr

2. E.O.C.

Heather Dare, Counselor,  
 E.O.C.,  
 f/t appt., eff. 4/29/19 \$45,000/yr

**E. FULL-TIME NON-TEACHING PROFESSIONALS**1. Academic Affairs

Jason Degnan, Scheduling Coordinator,  
 Academic Affairs, f/t appt., eff. 4/15/19 \$41,132/yr

Rebecca Maroncelli, Technical Assistant,  
 Civil, Construction, Industrial & Mechanical Technologies,  
 f/t appt., eff. 4/15/19 \$43,831/yr

**F. FULL-TIME CLASSIFIED/NON-INSTRUCTIONAL STAFF**1. Academic Affairs

Timothy Howe, Laboratory Technician,  
 Automotive, Manufacturing and Mechanical Engineering Technologies,  
 f/t appt., eff. 4/29/19 \$22.263/hr

2. Administration and Finance

Kevin Keefer, Custodial Worker,  
 Physical Plant,  
 f/t appt., eff. 3/28/19 or thereafter \$13.4995/hr

Lamont Knight, Custodial Worker,  
 Physical Plant,  
 f/t appt., eff. 3/28/19 or thereafter \$13.4995/hr

Isaac Okyere-Addo, Custodial Worker,  
 Physical Plant,  
 f/t appt., eff. 3/28/19 or thereafter \$13.4995/hr

3. School of Liberal Arts and Sciences

Kathleen Zilch, Program Assistant Academics I,  
 Individual Studies,  
 f/t appt., eff. 4/10/19 or thereafter \$14.7506/hr

**G. PART-TIME NON-TEACHING PROFESSIONALS**1. Academic Affairs

Lauren MacPhearson, Technical Assistant,  
TEC-SMART,  
p/t appt., eff. 5/1/19 \$19.00/hr

2. Enrollment Management and Student Development

Catherine Bell, Head Bowling Coach,  
Intercollegiate Athletics,  
p/t appt., eff. 4/2/2019 or thereafter \$5,000/yr

Joseph Dana, Assistant Football Coach,  
Intercollegiate Athletics,  
p/t temp appt., eff. 4/10/19 \$1,263.12/yr

Sean Jennings, Assistant Football Coach,  
Intercollegiate Athletics,  
p/t temp appt., eff. 4/10/19 \$1,263.12/yr

Devon Tomson, Head Men's Soccer Coach,  
Intercollegiate Athletics,  
p/t appt., eff. 4/15/19 \$1,736.82/yr

**H. RESIGNATIONS**

1. Stacey Kennedy, Records Clerk/Keyboard Specialist, E.O.C., eff. 3/15/19
2. James Slavin, Assistant to the Vice President for Academic Affairs, eff. 5/15/19
3. Lindsey St. Clair, Advising Specialist, Technology Advisement Center, eff. 4/24/19
4. Bradley Sullivan, Assistant Football Coach, Intercollegiate Athletics, eff. 3/7/19
5. Jacqueline Welch, Assistant Women's Basketball Coach, Intercollegiate Athletics, eff. 3/4/19

**I. RETIREMENT**

1. Donald Heckelman, Professor, Mathematics and Engineering Science, eff. 8/30/19

**J. ADVISORY COMMITTEE APPOINTMENTS**1. Dental Hygiene

Johanna Root, Dental Hygienist

**K. ALCOHOLIC BEVERAGE REQUESTS**

1. Advisory Committee Reception, BTC Meeting Rooms, 4/17/19
2. Faculty/Staff Honors Convocation, Guenther Enrollment Center Lobby, 5/9/19

**L. HVCC MONTHLY FINANCIAL REPORTS**

1. 2018-2019 Fiscal Year Operating Budget Summary as of 3/31/19
2. 2018-2019 Enrollment Summary – Spring 2019
3. Capital Expenditures, March 2019 and cumulative

**M. FSA MONTHLY FINANCIAL REPORTS**

1. FSA Financial Reports, periods ending 2/28/19 and 3/31/19



Upon a motion by Dr. Kapp, seconded by Mr. Zweig, an executive session was called at 6:20 p.m. for the purposes of discussing personnel and collective bargaining matters.

**EXECUTIVE  
SESSION**

Upon a motion by Mr. Zweig, seconded by Dr. Kapp, the executive session was ended at 7:01 p.m. and Chairman Kelleher opened the meeting.

Upon a motion by Dr. Jennings, seconded by Mr. Fagan, the Board voted unanimously to accept the agenda as amended to include a request for appointment of an interim Vice President for Academic Affairs.

**AMENDED AGENDA**

Upon a motion by Dr. Jennings, seconded by Mr. Fagan, the following resolution was adopted unanimously.

**APPOINTMENT OF  
INTERIM VPAA**

**Resolved**, that the request for the appointment of Judith DiLorenzo as Interim Vice President for Academic Affairs, effective May 1, 2019, at a salary to be determined, be and hereby is, approved.


President Ramsammy and Chairman Kelleher led the group in congratulating Ms. DiLorenzo, who thanked the President and the Board for the opportunity.

#### **MAY MONTHLY MEETING**

The next regular monthly meeting of the Board of Trustees will be held on Tuesday, May 28, 2019.

Upon motion by Ms. Breselor, seconded by Mr. Zweig, the meeting was adjourned at 7:05 p.m.

**ADJOURNMENT**

  
Suzanne Kalkbrenner  
Assistant Secretary to the Board of Trustees