

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 Thursday, December 19, 2019 on the college campus, 80 Vandenburg Avenue, Troy, New York.

PRESENT

Neil J. Kelleher, Chairman
Joseph A. Kapp, Vice Chairman
Omsalama Ayoub
Judith Breselor
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

J. Ashdown	B. Hazard	S. Romeo
J. Bourdeau	P. Hill	J. Schneider
J. Brennan	I. LaChance	D. Shoemaker
L. Coplin	D. Kennedy	A. Thomas
J. DiLorenzo	E. Kiel	F. Vega
S. Ely	P. Klimkewicz	L. Vendetti
K. Ferrer-Muniz	R. LaGatta	B. Vlieg
M. Geehan	M. Palmara	R. Whitaker
A. Geisendorfer	K. Paquette	R. Wilson
E. Hatter	K. Petley	

Chairman Kelleher called the monthly meeting to order at 5:28 p.m.

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

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

Upon a motion by Mr. Grant, seconded by Dr. Kapp, the following adopted. DEAN OF
HEALTH SCIENCES

Resolved, that the request to appoint Dr. Patricia Klimkewicz as Dean of Health Sciences, effective December 20, 2019, at an annual salary of \$120,000, be and hereby is, approved.

Upon a motion by Dr. Jennings, seconded by Dr. Kapp, the following adopted. DEAN OF
STEM

Resolved, that the request to appoint Dr. Jonathan Ashdown as Dean of STEM, effective December 20, 2019, at an annual salary of \$120,000, be and hereby is, approved.

Following the votes, the Deans thanked President Ramsammy and the Board for their support and confidence in them. Dean Ashdown added that it was a tremendous honor to accept the role at a very exciting time at the college, and that one day we'll look back at this era as one that was crucial to the long-term success of the college.

Upon a motion by Dr. Kapp, seconded by Mr. Fagan, 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 Degree Requirements:

A. Digital Media Certificate, Fall 2020

Current:	New:
Total Credits Required: 31	Total Credits Required: 25

When the Digital Media Certificate was created, the degree requirements were selected for all students interested in the area of digital media; recent high school graduates as well as experienced professions. Since implementation of the Digital Media A.S. program, the demographics of the students enrolled in the Digital Media Certificate program are primarily adult learners who already possess a college degree. Their interest and need for the DMC program is to learn or refine their artistic and technical skills to pursue a change or advancement in their career. They have little or no need for foundational studio courses or courses in art history and business. A majority of the students interested in the DMC program are employed and the high number of credit hours required to complete the Digital Media Certificate program either discourages them from enrolling in the program or prohibits them from completing the program.

Students will benefit from a reduced number of credits required for completion. They will be more likely to complete the program.

B. Radiologic Technology A.A.S. Degree - Fall 2020

Current:	New:
XRAY 226, <i>Clinical Education VI</i>	Remove XRAY 226, <i>Clinical Education VI.</i> Add 3 credits of restricted MATH elective

This change will allow students to graduate in the spring semester, putting them in a better position for employment opportunities. The addition of the mathematics course will position the program for programmatic accreditation.

2. New Track:

A. Computer Information Systems A.A.S. Degree - Fall 2020

The department proposes a Cloud Computing Track in coordination with AWS Educate. The Cloud Computing Track will be awarded to students who complete the following electives with a grade of 'C' or better:

CISS 150 Operating Systems

CISS 217 Cloud Computing

CISS 220 Introduction to Web Design and Development

CISS 225 Web Design-Server-Side Programming with PHP and MySQL.

Cloud Computing has been suffused throughout the CIS curriculum since the late 2000s and the department has used AWS resources when possible throughout this time period prior to the recent official launch of AWS educate. Students will have another viable track.

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

**POLICY:
METHODS OF
EARNING CREDIT**

Resolved, that the request for approval of the policy entitled, “Methods of Earning Credit,” as recommended by the Academic Senate and the President, be and hereby is, approved. The policy shall read as follows:

Earning Credit

A student, regardless of matriculation status, who enrolls in a regularly scheduled Hudson Valley Community College course and satisfactorily completes the course with a passing grade will be granted the number of credits for that course as set forth in the catalog active for the academic year during which the course was taken.

Challenge Exam

By reason of occupational or educational experience, a student may request a challenge exam for any Hudson Valley Community College course in the student's degree program. A challenge exam cannot be administered once a student is registered for and is attending the course. Challenge exams are not offered for all courses.

The student must request this evaluation of learning by, and obtain approval of: the department chairperson of the course to be challenged. The student's department chairperson must also approve the course as part of the student's program.

Once the approvals have been obtained and prior to taking the challenge exam, the student must pay for the examination at the Cashier's Office. The current fee structure is available in the College Catalog, tuition and fees. The student must submit the form and receipt to the faculty member administering the examination. The completed form and receipt are submitted to the Registrar's Office by the faculty member. The grade earned on the exam is posted to the student's transcript as a course grade. Credit earned via the challenge process is considered institutional credit.

Residency Policy

In order to satisfy program requirements, a student must earn a minimum number of credits in residence at Hudson Valley. For degree programs, a student must earn a minimum of thirty percent of the number of required credits in residence. For certificate and micro-credential programs, a student must earn a minimum of thirty percent of the number of required credits for the program in residence.

Transfer Credit

In accordance with the following guidelines, credit is awarded in transfer through various methods. In order to receive credit through one of these methods, a student must be matriculated at the College and the transferred credit must apply toward a requirement in the student's program. A student seeking credit via one of the methods below should contact his/her academic department to discuss the process with an academic advisor. A student seeking credit must provide an official transcript, score report, or other appropriate documentation.

Transfer credit will appear on the Hudson Valley Community College transcript with a "T" entered in the grade column and the credit will not be factored into the student's GPA calculation. Refer to the Residency Policy to determine how many credits can be transferred toward program requirements. Courses from institutions within the SUNY System designated as General Education courses or identified as Transfer Path courses will transfer in accordance with the SUNY Seamless Transfer Policy provided the transferred credit applies toward a requirement of the student's program.

Credit Earned at Other Institutions

Credit earned from regionally accredited institutions* will be transferred to satisfy specific program requirements. Courses that share at least 75% content are deemed equivalent. Transfer courses that have no Hudson Valley equivalent will be transferred and used in appropriate elective areas or applied to program requirements as per the Course Substitution Policy. A student will be allowed to transfer only course credit for which a letter grade of "C" or better or a numerical grade of 2.0 (on a 4-point scale) or 70 (on a 100-point scale) or better or the equivalent has been received.

* Transfer credit is granted only if an institution is accredited by one of the following regional institutional accrediting agencies:

- Middle States Commission on Higher Education
- New England Association of Schools and Colleges, Commission on Institutions of Higher Education
- North Central Association of Colleges and Schools, the Higher Learning Commission
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools, Commission on Colleges
- Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges
- Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities

SUNY Transfer Appeal Process

Students who do not agree with the college's decision on the granting or placement of credit earned at another SUNY institution have the right to submit an appeal to the coordinator of the SUNY transfer credit appeal process, Hudson Valley Community College Registrar, or his/her designee. Appropriate forms are available from the Registrar's Office. The transfer credit appeal board will consist of the appropriate Dean and the Vice President of Academic Affairs.

Students requesting an appeal for SUNY transfer credit should be prepared to provide reasonable material to support their case, such as the course description or syllabus in question. The registrar will notify a student of the transfer credit appeal board decision within 15 business days of receipt of the completed appeal application. If the student does not agree with the Hudson Valley decision, he/she may appeal to the SUNY system provost. For more information, visit <http://system.suny.edu/provost/>.

Credit by Examination

Degree credit is awarded in transfer through the following examination programs:
 Advanced Placement Examination (AP) - This program is an instrument that relates college-level courses at secondary schools to appropriate placement and credit at collegiate institutions. A list indicating how transfer credit is awarded for each exam based on minimum scores can be viewed at <https://www.hvcc.edu/registrar/eaming-credit-apexam.pdf>.

College Level Examination Program (CLEP) - This program provides opportunities to earn college credits through subject and general examinations. A list indicating how transfer credit is awarded for each exam based on minimum scores can be viewed at <https://www.hvcc.edu/registrar/earning-credit-clepexam.pdf>.

UExcel Exams (formerly known as Excelsior College Exam Program)-Administered by Excelsior College, this program has been established whereby individuals who have developed college-level competencies outside the formal classroom can demonstrate those competencies via examination and receive credit. UExcel exams appear on an Excelsior College transcript with a grade and are considered for transfer credit in the same manner as courses taken at any other institution.

International Baccalaureate Credit (IB Credit) The International Baccalaureate Diploma Program is a comprehensive and challenging, pre-university course of studies leading to examinations in various subject areas. College credit will be granted based on the scores received on the subject exams and equivalencies identified by the appropriate academic department.

For further information concerning approved exams, contact the Registrar's Office.

Life Experience Program

The Life Experience Program offers returning adult students an alternative to traditional classroom study. Students may receive college credit for knowledge that is acquired through work experiences, both paid and volunteer. In order to receive college credit, the student must submit a portfolio documenting and describing her/his college-level knowledge as it relates to a specific program requirement. A departmental evaluator will review the portfolio and a fee will be charged for the evaluation. Credit received through the life experience program is considered transfer credit and the student must be matriculated in a degree program. Interested students should contact the Office of Continuing Education for information.

College Credit Recommendation Services

Transfer credit will be granted for completion of experiences and non-traditional programs and courses as recommended by the American Council on Education (ACE) or the National College Credit Recommendation Services of the University of the State of New York (NCCRS). Additional information, including a list of recommendations, is available on the web.

ACE: www.acenet.edu

NCCRS: <http://www.nationatccrs.org>

Credit for Micro-Credentials

An established micro-credential comprised of non-credit courses may be designed to yield credit for an established Hudson Valley course to a student who completes requirements. In such cases, the earned credit will be considered and processed as transfer credit.

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

**POLICY:
MULTIPLE DEGREES**

Resolved, that the request for approval of the policy entitled, “Multiple Degrees,” as recommended by the Academic Senate and the President, be and hereby is, approved. The policy shall read as follows:

Multiple Degrees

The eligibility of a student who has earned a previous degree, regardless of degree level or the awarding institution, must be reviewed for admission into a degree program. If the courses used for the previous degree, when applied to the program of admission, comprise 70 percent or less of the number of credits required for the program, the student may be admitted. If the courses comprise more than 70 percent of the credits required for the program, admission will be denied. An additional degree is awarded only when the degree requirements in a different field are completed (i.e. 30 percent of the program for which a degree is sought).

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

**POLICY:
MICRO-
CREDENTIAL
COMPLETION
REQUIREMENTS**

Resolved, that the request for approval of the policy entitled, "Micro-Credential Completion Requirements," as recommended by the Academic Senate and the President, be and hereby is, approved. The policy shall read as follows:

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. Satisfy the College's residency requirement.
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. Specific deadline dates can be found with micro-credential completion applications on the Registrar's Office webpage. Micro-credential Completion Applications for all semesters can be accessed [here](#).

Fall: First Monday in December

Spring: First Monday in May

Summer: First Monday in August

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.

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

**POLICY:
GRADUATION AND
CERTIFICATE
COMPLETION
REQUIREMENTS**

Resolved, that the request for approval of the policy entitled, “Graduation and Certificate Completion Requirements,” as recommended by the Academic Senate and the President, be and hereby is, approved. The policy shall read as follows:

Graduation and Certificate Completion Requirements

To receive an associate's degree or a certificate, a student must meet all of the following requirements:

1. Attain a 2.0 grade point index among courses required for program.
2. Complete all prescribed courses with a passing grade in accordance with minimum grade requirements.
3. Complete all prescribed minimum credit requirements.
4. Satisfy the College's Residency Policy.
5. Submit completed degree/certificate completion application to Registrar's Office.

Please note: Mortuary Science students accepted prior to Fall 2017 must take and pass the National Board Examination as a requirement for graduation from the program. Students are required to take the National Board Examination within one semester (including summer) of completion of all courses required for the Mortuary Science program. In order to receive approval to take the NBE exam beyond the one semester limit, students are required to retake and pass the MTSC 250 Pre-Professional Mortuary Seminar course.

The student is ultimately responsible for ensuring that all degree or certificate requirements have been fulfilled. Course requirements for each program are specified in the catalog. A student may complete the degree or certificate requirements at the end of the fall, spring or summer semesters. Hudson Valley Community College confers degrees and awards certificates following the close of each of these terms; however, there is only one commencement ceremony each year in May. In order to be considered for graduation or certificate completion, degree and certificate applications must be submitted by the deadlines noted below. If any of the noted deadlines fall on a day classes are not in session, the deadline will be the business day following to the noted deadline.

Specific deadline dates can be found with degree applications on the Registrar's Office webpage. Degree/Certificate Applications for all semesters can be accessed here.

Application Deadlines

Fall: First Monday in December

Spring: *First Monday in April- Deadline for name inclusion in the Commencement program

First Monday in May- Final deadline (name will not be listed in Commencement program)

Summer: *First Monday in April- Deadline for name inclusion in the Commencement program

First Monday in August -Final deadline (name will not be listed in Commencement program)

**In order to be listed in the Commencement program, spring and summer candidates must submit an application by the first Monday in April. Applications will continue to be accepted through the final deadline, but the student's name will not be listed in the Commencement program. All applicants may participate in the Commencement Ceremony provided an application has been submitted prior to the date of the event.*

If a student does not file an application, the student's academic record will not be reviewed for graduation or certificate completion. Upon review, any student who has not met all degree or certificate requirements, as outlined in the College Catalog, will be notified of the deficiency and may reapply for a subsequent graduation or certificate completion period.

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

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

Resolved, that the request for approval of the resolution entitled, "Supporting a Permanent Funding Floor for Community College Base State Aid Formula for Fiscal Year 2020, be and hereby is, approved. The resolution shall read as follows:

**SUPPORTING A
PERMANENT
FUNDING FLOOR
FOR COMMUNITY
COLLEGE BASE
STATE AID FORMULA
FOR FY 2020**

**SUPPORTING A PERMANENT FUNDING FLOOR FOR
COMMUNITY COLLEGE BASE STATE AID FORMULA
FOR FISCAL YEAR 2020**

WHEREAS, community colleges serve as economic engines that provide a trained workforce and educated citizenry for the State of New York and the local communities in which they're located;

AND WHEREAS, community colleges are anchor institutions that help keep their communities strong and vibrant by serving as major employers, community hubs, and social centers;

AND WHEREAS, community colleges are the primary catalyst to the middle class by serving more low-income students than any other sector of higher education;

AND WHEREAS, community colleges anticipate and respond to the emerging needs of their local communities and remain the most adaptable sector of higher education;

AND WHEREAS, community colleges serve nearly half of all undergraduates enrolled in the SUNY System along with nearly as many life-long learners through non-credit classes;

AND WHEREAS, a level of predictability in State funding is essential to provide community colleges the ability to plan and budget accordingly and recognizes each college's annual fixed costs;

AND WHEREAS, the 98% of the previous year or \$100 increase per FTE, whichever is greater, language added to the community college funding model for fiscal year 2019 was a step in the right direction and appreciated;

AND WHEREAS, the funding floor should be set in State statute at 100% of the previous year or \$100 increase per FTE, whichever is greater;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Hudson Valley Community College fully supports the proposal that New York State change the base state aid formula allocation for each community college to be permanently set at 100% of the previous year or \$100 increase per FTE, whichever is more.

INFORMATION ITEMS

The following information items were noted:

**INFORMATION
ITEMS****A. FULL-TIME FACULTY**1. Academic Affairs

Amy Hathaway, Faculty Librarian/Instructor,
Instructional Support Services and Retention,
f/t appt., eff. 1/21/20

\$48,981/yr

2. School of Health Sciences

Brian Barboza, Instructor,
Surgical Technology,
f/t appt., eff. 1/21/20

\$48,981/yr

B. FULL-TIME NON-TEACHING PROFESSIONALS1. Academic Affairs

Deborah Shoemaker, Associate Dean,
Community and Educational Partnerships,
f/t appt., eff. 12/20/19

\$93,000/yr

2. Administration and Finance

Richard Davis, Assistant Director,
Financial Aid,
f/t appt., eff. 12/9/19

\$46,000/yr

Vijay Kumar, Assistant for Financial Analysis,
Purchasing,
f/t appt., eff. 12/16/19

\$39,000/yr

Heather Muller, Technical Assistant,
Financial Aid,
f/t appt., eff. 11/26/19 or thereafter

\$37,000/yr

C. FULL-TIME CLASSIFIED STAFF1. Administration and Finance

Yu-Gene Chen, Data Analysis Coordinator II,
Human Resources,
f/t appt., eff. 11/22/19

\$19.8044/hr

D. PART-TIME FACULTY1. School of Business and Liberal Arts

Erin Bokor, Instructor,
English, Foreign Languages and English as a Second Language (HS Model),
p/t appt., eff. 11/11/19 or thereafter

\$0

E. PART-TIME NON-TEACHING PROFESSIONALS1. School of Science, Technology, Engineering and Math

Laura Kinson-Curtin, Project Coordinator,
Biology, Chemistry and Physics,
p/t appt., eff. 1/21/20

\$19.00/hr

2. Student Affairs

Bruce Perry, Assistant Women's Basketball Coach,
Intercollegiate Athletics,
p/t appt. (emergency hire), eff. 12/10/19

\$2,500/yr

F. RESIGNATIONS

1. Kathryn Davis, State Certifying Officer, Financial Aid, eff. 1/8/20
2. Kiera Davis, Program Assistant II, Liberal Arts, eff. 12/6/19
3. Donald Durand, Custodial Worker, Physical Plant, eff. 12/2/19
4. Don Hogan, Assistant Football Coach, Intercollegiate Athletics, eff. 11/8/19

G. RETIREMENTS

1. Christine LaPlante, Department Chairperson, Civil, Construction, Industrial & Mechanical Technologies, eff. 1/10/20
2. Eileen Maloney, Technical Assistant, Vice President of Student Affairs, eff. 12/30/19
3. Peter Tolcser, Associate Professor, Civil, Construction, Industrial & Mechanical Technologies, eff. 1/6/20

H. HVCC MONTHLY FINANCIAL REPORTS

1. 2019-2020 Fiscal Year Operating Budget Summary as of 11/30/19
2. Capital Expenditures, November 2019 and cumulative

I. ALCOHOLIC BEVERAGE REQUEST

1. BOT Holiday Reception, Guenther Executive Suite, 12/19/19

JANUARY MEETING

The next monthly meeting of the Board of Trustees will be held on Tuesday, January 28, 2020.

Secretary Raneri distributed the December 2019 newsletter from the New York Community College Trustees (NYCCT) for the Board's information.

Regina LaGatta, Executive Director of External Affairs and Government Relations/College Foundation, informed the Board that she and President Ramsammy earlier in the day had attended the Regional Economic Development Council awards, where Lt. Governor Hochul announced \$84 million in funding for the Capital Region. Ms. LaGatta noted that the Gene F. Haas Center for Advanced Manufacturing Skills was featured prominently throughout the video presentation and that President Ramsammy was the only college president interviewed in the video. Ms. LaGatta also informed the Board that the Foundation raised \$22,000 on Giving Tuesday, surpassing their goal of \$18,000.

Upon motion by Dr. Jennings, seconded by Ms. Breselor, the meeting was adjourned at 5:37 p.m.

ADJOURNMENT


 Suzanne Kalkbrenner
 Assistant Secretary to the Board of Trustees