Hudson Valley Community College

80 Vandenburgh Avenue, Troy, New York 12180

MINUTES

The monthly meeting of the Board of Trustees of Hudson Valley Community College was held on Tuesday, December 22, 2020 via remote meeting and live streamed for the public on the college's website at www.hvcc.edu.

PRESENT
Neil J. Kelleher, Chairman
Judith Breselor
William Fagan
Thomas P. Grant
Reese A. Harrison
William C. Jennings
Wayne Pratt
Brian Zweig

EXCUSED
none

ALSO PRESENT
Dr. Roger A. Ramsammy, President
George J. Raneri, Secretary to the Board
Suzanne Kalkbrenner, Assistant Secretary

J. Ashdown
G. Baez
J. Bourdeau
J. Brennan
L. Coplin
A. Courter
J. DiLorenzo
S. Ely
P. Hill
D. Kennedy
E. Kiel
P. Klimkewicz
R. LaGatta
I. LaChance
K. Loukes
L. Marion
K. Paquette
K. Petley
R. Pinke
G. Ricci
D. Shoemaker
A. Thomas
R. Wilson

Chairman Kelleher called the meeting to order at 5:30 p.m.

MINUTES

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

Resolved, that the minutes of the regular meeting of the Board of Trustees, held on November 24, 2020, be and hereby are, approved.

CURRICULUM CHANGES

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

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

1. APPLIED TECHNOLOGIES

A. New Programs:

a. Welding and Fabrication A.O.S.

The purpose of the new Welding and Fabrication A.O.S. program is to introduce students to a career in welding with a focus on metal fabrication. This HVCC welding and fabrication program will provide students with instruction in advanced topics not available in other welding programs to allow students to enter the workforce with skills needed in current industry.

b. Electric and Hybrid Vehicle A.O.S.

The proposed Electric and Hybrid Vehicle A.O.S. program was developed in response to New York State's commitment to increasing the number of electric vehicles to 850,000 by 2025 and two million by 2030 (NYSERDA, 2019). The New York State Department of Labor predicts a marked increase in the need for trained technicians. Hudson Valley Community College's mission continues to be providing comprehensive, accessible, and affordable opportunities to meet the needs of the community. Please note: the department has decided to update the program name to "Electric and Autonomous Vehicle," which is expected to be approved at the next Academic Senate meeting.

B. <u>New Course Proposals</u>:

a. WELD 103 – Intro to Welding Lab I

The reason for the new course, WELD 103 Intro to Welding Lab I, is to support the course work of introducing students to welding safety, theories and practices for the new Welding and Fabrication Program.

b. WELD 104 – Intro to Welding Lab II

The reason for the new course, *WELD 104 Intro to Welding Lab II*, is to support the course work of introducing students to welding symbology for the new Welding and Fabrication Program.

c. WELD 203 – Applied Welding Techniques Lab I

The reason for the new course, *WELD 203 Applied Welding Techniques Lab I*, is to introduce practice of inspecting welds and interpreting blueprints to support the new Welding and Fabrication Program.

d. WELD 204 – Applied Welding Techniques Lab II

The reason for the new course, *WELD 204 Applied Techniques Welding Lab II*, is to continue preparation for the AWS Certification and support the new Welding and Fabrication Program.

e. WELD 213 – Fixture Design for Sheet Metal

The reason for the new course, *WELD 213 Fixture Design for Sheet Metal*, is to introduce students to Fabrication techniques to support the new Welding and Fabrication Program.

f. WELD 223 – Repair Welding Techniques

The reason for the new course WELD 223 Repair Welding Techniques, is to introduce students to repair welding, brazing, soldering, and nonferrous welding to support the new Welding and Fabrication Program.

g. AUTO 281 – Motors and Controls

Motors and Controls is being introduced to support the new Electric and Hybrid Vehicle A.O.S. program for the Applied Technologies Department. This course will bring necessary instruction of the various electric motors, drives, controllers and electronic components to the students.

h. AUTO 282 – Advanced Hybrid and Electric Vehicles

The reason for the new course is to help support the Curriculum for the introduction of the proposed Electric and Hybrid Vehicle Program.

2. NURSING AND SURGICAL TECHNOLOGY

A. Change to Existing Program:

a. ***Nursing A.A.S.***

Change the current Humanities elective to proposed *CMHL115 Healthcare Ethics*. This course will provide an introduction to a variety of ethical principles as they apply to the healthcare environment. Topics will include medical terminology, confidentiality, professionalism, patient rights and medical ethics, which are pertinent to the Nursing program and curriculum.

Weekend Option: There has been a recent influx of students applying to the A.A.S. Nursing program. With the change of events and students working Monday through Friday, we would like to provide these students with an option to complete the program on the weekend. This will also positively impact the current nursing shortage by increasing the number of graduate nurses in the community. If accepted, students would be able to complete the Weekend Track Nursing A.A.S. program in the traditional 2 year period. The format would be a Fall, Spring, Fall, and Spring completion.

3. TEACHER PREPARATION

A. Change to Existing Course:

a. ***EDUC 225 – Children's Literature, Language, and Literacy Development: Birth to Age 8***

Change the course title from current *EDUC 225 Children's Literature, Language and Literacy Development* to proposed *Children's Literature, Language and Literacy Development: Birth to Age 8.*

This course does address language and literacy development beginning with infancy, yet the current name does not imply that. Additionally, in speaking with many agents within the State Education Department, the inclusion of the term "Birth to… " better supports teachers currently holding a MS degree in Childhood Ed. looking to get their Early Childhood certification (extensions) through additional coursework which we can and do provide.

TRANSFER CREDIT POLICY

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

Resolved, that the request for revisions to the Transfer Credit Policy, as recommended by the Academic Senate and the President, be, and hereby is, approved. The policy shall read as follows:

Credit Earned at Other Institutions

Course content, learning outcomes and length/time of instruction, inclusive of laboratory and clinical experience, will be the primary determining factors in considering a course's transferability.

Courses are accepted for transfer credit from an institution of higher education, at the discretion of the department chairperson in the course content area, provided that the individual course is parallel to and aligns with a course offered at Hudson Valley. Courses that share at least 75% content are deemed equivalent. Transfer courses that have no Hudson Valley equivalent may be transferred and used in appropriate elective areas or applied to program requirements as per the Course Substitution Policy. In some cases, a complete course syllabus may be required in order to determine transferability. Hudson Valley has the right to refuse credit which does not meet the primary determining factors.

A student will be allowed to transfer course credit only 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 earned.

College Credit Recommendation Services
Transfer credit may be granted for completion of experiences and non-traditional programs and courses as recommended by the American Council on Education (ACE), including credit for military training, 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.nationalccrs.org

PLACEMENT TESTING AND COURSE ADVISEMENT POLICY

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

Resolved, that the request for revisions to the Placement Testing and Course Advisement Policy, as recommended by the Academic Senate and the President, be, and hereby is, approved. The policy shall read as follows:

Placement Testing and Course Advisement

To ensure that every student has the greatest chance for academic success at Hudson Valley Community College, entering students are required to take basic skills placement tests in writing, reading, and mathematics. Test results will be used to aid academic advisors in helping students choose first term courses. Recommendations may include non-credit courses, which may not be applicable to a degree program.

Students who test below college level in any of the three basic skills areas (Reading, Writing, and Math) will work with an academic advisor to address the development of the appropriate learning skills during their first term of full-time study or earlier.

Students will receive specific information about the enrollment process, including placement testing, after they are accepted to the college. Placement testing will be offered in conjunction with the corresponding course registration period.

Some entering students may be eligible for waivers from testing based on: previous ACCUPLACER or COMPANION placement testing, college determined SAT/ACT cut-off scores (SAT: 500 critical reading/verbal, 500 math; ACT: 23 composite score, 22 English, 23 math); a minimum of an 80 high school GPA; a minimum of 6 college credits including 3 credits in an English course and 3 credits in a math course with grades of "C" or better in both courses. These students will be granted waivers automatically during the admission process and will be directly informed that they are exempt from the test. Upon review by an academic advisor, a student granted a waiver may be recommended to take the placement test.

Placement tests are administered by the Office of First Year Experience and Orientation Programming. At the end of each test session, students receive information about contacting their academic advising location and selecting courses for the upcoming term. Course placement will occur based upon a review of the noted and other available multiple measures during the advisement process.

Students that live at a significant distance from the college or are enrolled in a remote or online course may request to take the Placement Test online. In this case, the student would need to contact the Office of First Year Experience and Orientation Programming to discuss this option called Remote Testing. If you have questions about placement testing in general or want to inquire about Remote Testing, please contact the Office of First Year Experience and Orientation Programming at (518) 629-7255.

RECORDS AND ACTIVITIES FEE

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

Resolved, that the request for an increase to the Records and Activities Fee, from $165.00 to $171.00 annually for full-time students, and $13.75 per credit hour to $14.25 per credit hour annually for part-time students, as approved by the Student Senate on April 6, 2020 and the Faculty Student Association Board of Directors on May 4, 2020, be, and hereby is, approved. The increase shall be effective for the 2021-2022 academic year.

MODIFICATIONS TO ADMINISTRATIVE CODE FOR NON-TEACHING PROFESSIONALS

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

Resolved, that the request for modifications to the Administrative Code for Non-Teaching Professional Personnel as outlined in Exhibit A attached hereto and made a part hereof effective December 23, 2020, be, and hereby is, approved, subject to any future edits that may be deemed necessary.

INFORMATION ITEMS

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The following information items were noted:

A. DEPARTMENT CHAIRPERSONS

1. School of Business and Liberal Arts
   Elizabeth Yanoff, Department Chair
   Education and Social Sciences,
   f/t appt., eff. 12/30/20 — $55,000/yr. +$9,661 stipend

B. FULL-TIME FACULTY

1. School of Health Sciences
   Sarah Kownack, Instructor,
   Nursing,
   f/t temp. appt., eff. 1/25/20 — $48,981/yr.

C. PART-TIME FACULTY

1. School of Business and Liberal Arts
   De Levy, Instructor,
   Human Services,
   p/t appt., (shelf), eff. 1/25/20 or thereafter — $1,113/sch

   Kristen McDonald, Instructor,
   Human Services,
   p/t appt., (shelf), eff. 1/25/20 or thereafter — $1,113/sch

   Stephen Orby, Instructor,
   Human Services,
   p/t appt., (shelf), eff. 1/25/20 or thereafter — $1,113/sch

Markeia Robinson, Instructor,
Human Services,
p/t appt., eff. 1/25/20 $1,113/sch

D. PART-TIME NON-TEACHING PROFESSIONALS

1. Student Affairs
   Marissa Hamila, Assistant Women's Volleyball Coach,
   Intercollegiate Athletics,
   p/t appt., eff 11/18/20 $1,500/yr.

   Gregory Polis, Assistant Football Coach – Linebacker,
   Intercollegiate Athletics,
   p/t appt., eff. 11/20/20 $4,200/yr.

E. RESIGNATION

1. Diane Auerbach-Lerner, Instructional Designer, Distance Learning, eff. 12/4/20

F. HVCC MONTHLY FINANCIAL REPORTS

1. 2020-2021 Fiscal Year Operating Budget Summary as of 11/30/2020
2. Capital Expenditures, November 2020 and cumulative

G. FACULTY STUDENT ASSOCIATION FINANCIAL REPORTS

1. FSA Audited Financial Statement, FY 2019-2020
2. FSA Financial Reports, period ending 11/30/2020

JANUARY MEETING

The next monthly meeting of the Board of Trustees will be held on Tuesday, January 26, 2020.

ADJOURNMENT

Upon a motion by Mr. Fagan, seconded by Ms. Breselor, the meeting was adjourned at 5:38 p.m.

Suzanne Kalkbrenner
Assistant Secretary to the Board