

Hudson Valley Community College

80 Vandenberg Avenue, Troy, New York 12180

MINUTES

The monthly meeting of the Board of Trustees of Hudson Valley Community College was held on Tuesday, October 24, 2023, on the college campus, 80 Vandenberg Avenue, Troy, New York; via remote meeting and live streamed for the public on the college's website at www.hvcc.edu.

PRESENT

Neil J. Kelleher, Chairman
Ameera Aftab
Judith Breselor
Philip J. Danaher
William Fagan
Flora Fasoldt
Thomas P. Grant
William C. Jennings
Wayne Pratt
Brian Zweig

ABSENT

none

ALSO PRESENT

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

L. Asaulenko	T. Glave	C. Lane
J. Ashdown	M. Gorsage	D. Martocci
K. Better	C. Grocki	A. Peterson
T. Bocketti	L. Hassib	K. Petley
J. Bourdeau (remote)	G. Healy (remote)	A. Posner
K. Bunkley	C. Hepburn	D. Richey
C. Campana	R. Holland	H. Rodriguez
D. Christian	M. Howe	G. Sausville
A. Collins-Schroeder	D. Kennedy	D. Shoemaker
L. Coplin	J. Kennedy	A. Thomas
L. Donaghue	T. Kessel	R. Whitaker
E. Dwyer	P. Klimkewicz	R. Wilson
S. Ely	I. LaChance	

Chairman Kelleher called the meeting to order at 5:29 pm. On behalf of the Board, he expressed his condolences to Vice President of Academic Affairs Judith DiLorenzo and her family on the death of her father, Thomas Burke.

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

MINUTES

Resolved, that the minutes of the annual meeting and regular meeting of the Board of Trustees held on September 26, 2023, be and hereby are, approved.

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

**2024 RETIREMENT
INCENTIVE FOR
STAFF MEMBERS OF
HVCC**

Resolved, that the request for approval of a 2024 retirement incentive for Staff members of Hudson Valley Community College be and hereby is, approved. The Resolution shall read as follows:

**2024 RETIREMENT INCENTIVE PROGRAM FOR STAFF MEMBERS OF
HUDSON VALLEY COMMUNITY COLLEGE**

WHEREAS, the College wishes to offer a Retirement Incentive Program for all eligible staff members; and

WHEREAS, eligible employees must be a minimum of fifty-five (55) years of age with the number of years of consecutive full-time service at Hudson Valley Community College for a total of age and service totaling at least eight (80) years; and

WHEREAS, eligible employees must notify the President of Hudson Valley Community College in writing of their irreversible intent to retire no less than twenty (20) days before the effective date of retirement; and

WHEREAS, eligible employees who retire under this incentive will follow the terms and conditions for retirement in accord with their respective Collective Bargaining Agreements or Management Confidential Contract; and

WHEREAS, the 2024 Retirement Incentive program provides for a one-time payout of one half (1/2) of the employee's 2023/2024 regular annual salary (no overtime, overload, stipends, or additional earnings) up to a maximum of forty thousand dollars (\$40,000.00), which may be paid by separate check OR added to an account (sick bank) for the purpose of payment of insurance premiums during retirement; and

WHEREAS, eligible employees may retire under the Retirement Incentive Program only during the open period, from January 1, 2024 through February 29, 2024, with the last date of employment no later than February 29, 2024; and

WHEREAS, the College has allocated one million dollars for this incentive and will distribute based on a first-come first-served basis on date of written notification to the President of irrevocable intent to retire; now, therefore be it

RESOLVED, that the request for approval of the Retirement Incentive Program commencing on January 1, 2024 and ending on February 29, 2024 and detailed above, be, and hereby is, approved.

Upon a motion by Ms. Fasoldt, seconded by Dr. Jennings, 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:

A. SCHOOL OF BUSINESS AND LIBERAL ARTS

1. Business and Criminal Justice Department

Change to Existing Courses:

- **ACTG-201 – Principles of Quickbooks**

Change in Prerequisites: Accounting faculty noted that the content covered in Financial Accounting is not required for success in the Principles of Quickbooks course.

- **ACTG-210 – Federal Income Tax**
Change in Prerequisites: Accounting faculty noted that the content covered in Financial Accounting is not required for success in the Federal Income Tax course.
- **ACTG-216 – Advanced Bookkeeping Applications**
Change in Prerequisites: Accounting faculty noted that the content covered in Financial Accounting is not required for success in the Advanced Bookkeeping Applications course.

2. Education & Social Sciences Department

Change in Existing Program/Certificate:

- **Teaching Assistant Certificate**
Change in Degree Requirements: The department is proposing a change in degree requirements to allow students more flexibility in meeting the Math General Education requirement.
We seek a change in degree requirements in the Teaching Assistant Certificate program. The wording for the current math requirement allows for only one Math course: Math 125. We would like to make a change to the current wording to read
 - Recommend wording:
 - Restricted Mathematics Elective - 3 credits
 - MATH 125 Mathematics for Teaching and Learning or course designated as both “SUNY General Education Mathematics” and “HVCC Liberal Arts and Science Mathematics” course
 We believe that by doing this, it will allow students flexibility in meeting the math requirements without losing the academic rigor. We do occasionally have students who bring in math credit and this would allow for those students to use that credit towards their degree, but most students will likely continue to take Math 125. This change also makes the certificate consistent with our AAS programs.

Change to Existing Courses:

- **INDS-100 – Career Planning & Decision Making**
Change in Course Number: Align the course prefix to the content of course.
- **INDS-101 – Career Development: Self-Assessment**
Change in Course Number: Align the course prefix to the content of course.
- **INDS-105 – Intro to Academic & Personal Effectiveness**
Change in Course Number: Align the course prefix to the content of course.
- **INDS-106 – College Mindset for the Successful Learner**
Change in Course Title: Align the course prefix to the content of the course.
Change in Course in Course Number: Align the course prefix to the content of course.
- **INDS-107 – College Skills for the Successful Student**
Change in Course in Course Number: Align the course prefix to the content of course.

B. SCHOOL OF HEALTH SCIENCES

1. Medical Imaging

Change to Existing Program/Certificate:

- **Diagnostic Medical Sonography Certificate**

Change in Degree Requirements: This change will allow the student to choose between two different racks; vascular or OB/GYN.

New Course Proposals:

- **SONO-259 – Sonography OB/GYN Clinic I**

Course was developed to separate out abdomen clinic from OB/GYN to create new tracks in program.

- **SONO-269 – Sonography OB/GYN Clinic II**

To support the OB/GYN track for Diagnostic Medical Sonography.

- **SONO-279 – Sonography OB/GYN Clinic III**

To support the new OB/Gyn track for Diagnostic Medical Sonography.

- **VASC-257 – Cross-sectional Anatomy of Vascular**

This new course is necessary to support the vascular track option for sonography students.

- **VASC-258 – Vascular Sonography Clinic I**

This new course is necessary to support the vascular track option for sonography students.

- **VASC-267 – Pathophysiology of Vascular**

This new course is necessary to support the vascular track option for sonography students.

- **VASC-268 – Vascular Sonography Clinic II**

This new course is necessary to support the vascular track option for sonography students.

- **VASC-278 – Vascular Sonography Clinic III**

This course will be used to support the new Vascular Sonography track.

Change to Existing Courses:

- **SONO-252 – Sonography Concepts & Physical Instrumentation**

Change in Credit and Contact Hours: The current contact hours for this course are not sufficient to cover required material as in-depth as is required by the ARDMS.

- **SONO-254 – Cross-sectional Anatomy of Abdomen**

Change in Credit and Contact Hours: The current contact hours for this course are not sufficient to cover required material as in-depth as is required by the ARDMS.

- **SONO-256 – Cross-sectional Anatomy of OB-GYN**

Change in Credit and Contact Hours: The current contact hours for this course are not sufficient to cover required material as in-depth as is required by the ARDMS.

- **SONO-258 – Sonography Abdomen Clinic I**
25% or More Change in Course Content: Course is being amended to only include abdomen content.
Change in Course Description: Description will reflect the removal of OB/GYN content.
Change in Credit and Contact Hours: OB/GYN content is being removed, therefore the contact/credit hours will be reduced from 8 to 4.
- **SONO-268 – Sonography Abdomen Clinic II**
25% or more Change in Course Content: Removal of OB/Gyn content.
Change in Course Description: Change description to exclude OB/GYN content. Change in Credit and Contact Hours: Reduction in contact/credit hours due to the removal of OB/GYN content.
- **SONO-278 – Sonography Abdomen Clinic III**
25% or more Change in Course Content: OB/GYN content will be removed
Change in Course Description: Removal of OB/GYN
Change in Corequisites: Course requires a co-req of SONO 259 or VASC 258
Change in Prerequisites: SONO 262 is required to ensure graduates will be Board eligible
Change in Course Title: Changed to reflect change in course content
Change in Credit and Contact Hours: Changed to reflect the removal of OB/GYN

2. Health, Physical Education & Exercise Studies

Change to Existing Program/Certificate:

- **Exercise Science, A.S.**
Change in Degree Requirements: The changes in the curriculum are due to new courses being created (EXER 201), internship shifting from 8 weeks to 16 weeks and recommendations from Advisory Board.
- **Fitness Specialist Certificate**
Change in Degree Requirements: BADM 240 and ENTR 120 will be removed (minus 3 credits). Add HLTH 145, HLTH 200 or SPRT 275 restricted electives (plus 3 credits). These changes are based on recommendations from site supervisors in the field as well as advisory committee.

C. **STEM**

1. Applied Technologies Department

Change to Existing Program/Certificate:

- **Automotive Technical Services – Autobody Repair, A.O.S.**
Change in Degree Requirements: Following the recommendations of the Autobody Program's Advisory Board, the APT department recommends replacing AUTO 145 Passenger Car Chassis I and AUTO 200 America on Wheels with AUBR 246 Automotive Paint Correction and AUTO 240 Advanced and Autonomous Vehicles.

New Course:

- **AUBR-246 – Automotive Paint Correction**

Automotive Paint Correction will provide students with the knowledge and skills to be employed in the growing field of automotive finish repair and correction.

The detailed knowledge of automotive paint correction and vehicle detailing is not addressed in extant courses. This knowledge base and the associated skills are in high demand in the industry.

2. Computer Science & Mathematics

New Course:

- **CISS-245 – Ethical Hacking & Cybersecurity**

The Hacking and Cybersecurity AS degree is lacking a course that will introduce second-year students to the tools that hackers use to infiltrate secure systems, the uses of those tools for cybersecurity testing, and the principles and process of ethical hacking. This course will fill that gap, making the students in the Hacking and Cybersecurity program more cognizant of the uses of ethical hacking in the cybersecurity field, as well as more knowledgeable candidates for either transfer to four-year programs, or entering the workforce.

INFORMATION ITEMS

The following information items were noted:

INFORMATION ITEMS

A. FULL TIME FACULTY

1. Academic Affairs

Sherry Flansburg, Educational Specialist, Computer Education,
College Learning Centers,
f/t prob. appt., eff. 10/6/23 or thereafter

\$48,981/yr

B. FULL TIME NON-TEACHING PROFESSIONALS

1. Academic Affairs

Jean-Paul Orgeron, Director,
Marvin Library Learning Commons,
f/t appt., eff. 10/11/23 or thereafter

\$80,000/yr

2. Institutional Effectiveness and Technology

Melinda Kong, Digital Learning Environment Specialist,
Distance Learning,
f/t appt., eff. 9/6/23 or thereafter

\$58,000/yr

3. Student Affairs

Lucas Kellis, Counselor,
Admissions,
f/t appt., eff. 9/26/23 or thereafter

\$42,000/yr

Trevor Kniffin, Counselor,
Admissions,
f/t appt., eff. 9/26/23 or thereafter

\$41,000/yr

C. FULL TIME CLASSIFIED/NON-INSTRUCTIONAL STAFF1. Administration and Finance

Darren Bianco, Stationary Engineer,
Facilities,
f/t prob. appt., eff. 9/27/23 or thereafter \$24.73/hr

Alfonso Munoz, Senior Automotive Mechanic,
Facilities,
f/t prov. appt., eff. 10/16/23 \$24.2882/hr

Meghan Ricci, Program Assistant,
Human Resources,
f/t appt., eff. 9/22/23 or thereafter \$21.50/hr

2. School of Business and Liberal Arts

Erica Robinson, Program Assistant Academics III,
Office of the Dean of the School of Business and Liberal Arts,
f/t prov. appt., eff. 10/6/23 or thereafter \$20.2941/hr

3. School of STEM

Mylene White, Program Assistant Academics III,
Office of the Dean of the School of STEM,
f/t prov. appt., eff. 10/11/23 or thereafter \$ 20.2941/hr

D. PART TIME FACULTY1. Community, Professional and Workforce Development

Thad Gaebelein, Non-Credit Adjunct Instructor,
Workforce Development,
p/t appt., eff. 9/28/23 \$25.00/hr

2. Educational Opportunity Center

Christopher Heath, Adjunct Instructor,
EOC Instructional Services,
p/t appt., eff. 10/3/23 or thereafter \$44.00/hr

E. PART-TIME NON-TEACHING PROFESSIONALS1. Student Affairs

Azzad Marshal, Assistant Men's Basketball Coach,
Intercollegiate Athletics,
p/t appt., eff. 9/25/23 \$1,000/yr

James Seay, Assistant Men's Football Coach,
Intercollegiate Athletics,
p/t appt., eff. 9/29/23 or thereafter \$1,000/yr

F. RESIGNATIONS

1. Cathy Culkin-Boice, Advising Specialist, eff. 10/18/23
2. Liesl Hull, Adjunct Clinical Instructor, Dental Hygiene, eff. 10/26/23
3. Courtney Lamport, Chief Advancement Officer and Executive Director, HVCC Foundation, eff. 10/27/23
4. Elizabeth Stamas-Genthner, Senior Clerk, EOC, eff. 10/5/2023

G. HVCC MONTHLY FINANCIAL REPORTS

1. 2023-2024 Fiscal Year Operating Budget Summary as of 9/30/2023
2. Capital Expenditures, September 2023 and cumulative

H. FACULTY STUDENT ASSOCIATION FINANCIAL REPORTS

1. FSA Financial Reports, period ending 9/30/23

I. ADVISORY BOARD APPOINTMENTS**1. School of STEM****Mechanical Engineering Technologies**

Lisa Odell '16, CAD/CAM Sheet Metal Engineer, V.M. Choppy & Sons, LLC, Troy, NY

J. ALCOHOLIC BEVERAGE REQUESTS

1. Homecoming Reception, Alumni House, 10/6/23
2. Distinguished Alumni Brunch, BTC, 10/7/23

NOVEMBER MEETING

The next monthly meeting of the Board of Trustees will be held on Tuesday, November 28, 2023 in the Guenther Board Room on the main campus.

Upon motion by Ms. Breselor, seconded by Mr. Fagan, the meeting was adjourned at 5:32 pm.

ADJOURNMENT



Suzanne Kalkbrenner
Assistant Secretary to the Board