AGENDA

For the regular meeting of the Board of Trustees of Hudson Valley Community College to be held on Tuesday, November 28, 2023, at 5:00 p.m. or thereafter on the college campus, Guenther Board Room, 80 Vandenburgh Avenue, Troy, New York and via remote meeting, with live stream for the public via the college website at hvcc.edu, the following matters are submitted for consideration and action.

1. MINUTES

Request is made for approval of the minutes of the regular meeting of the Board of Trustees held on October 24, 2023.

Approved

Action Taken

2. ACADEMIC SENATE RECOMMENDATIONS—CURRICULUM

Request is made for approval of the following curriculum changes, as recommended by the Academic Senate and the President:

A. SCHOOL OF BUSINESS AND LIBERAL ARTS

1. Business and Criminal Justice Department
   
   Change to Existing Program/Certificate:
   
   • Business Administration, A.S.
   
   Change in Degree Requirements: Change in degree credits from 63 to 62 by lowering the General Education Natural Science elective from 4 credits to 3 credits and still meets the Natural Science requirement.

2. Education & Social Sciences Department
   
   Change to Existing Course:
   
   • PSYC 105 – Honors Exploring the Human Mind
   
   25% or More Change in Course Content: The new topics better reflect the focus of the class.
   
   Change in Course Description: Topics will be added to the course to broaden the scope of the course. The eligible students are also changing. The course description was changed to reflect those changes.

B. SCHOOL OF HEALTH SCIENCES

1. Health, Physical Education & Exercise Studies
   
   Change to Existing Course:
   
   • PHED 144 – Weight Lifting
   
   Reintroduction of Course after 7 Semester Hiatus with 25% Content Change: The course hasn't been offered in years - with the minor updates to the course it will offer variety to the PHED courses offered and will be a required course in the EXR/FSC curricula. There also has been a word ("functional training") added to the course description.
Change in Course Description: The change to the course description is less than 25%, however would like to make sure the change occurs. The brand name "universal weight machine" has been removed and replaced with a more updated, inclusive word "functional training".

2. Medical Imaging

Change to Existing Course:

- XRAY 240 – Introduction to Cross-Sectional Anatomy
  Change in Course Description: Change in description to reflect the removal of the CT content which is no longer required of the program per accreditation.

C. STEM

1. Biology, Chemistry, & Physics

Change to Existing Program/Certificate:

- Biotechnology, A.S.
  Change in Program Entrance Requirements: The BCP Department is intending to remove entrance barriers for students intending to matriculate into our Associate Degree programs. As such, we feel that 3 units of equivalent academic math, biology, chemistry (80 or above in each course) and also a HS average of 80 - representing a B in these areas, is too stringent and exclusive. As such, we intend to lower these to represent a C average in these areas, and are therefore intend to change the entrance requirements to:

  **Program Entrance Requirements**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra, geometry and algebra II or 3 units of equivalent academic math, biology, chemistry (70 or above in each course)</td>
<td>Fall and Spring</td>
<td>Physics recommended</td>
<td>70 or above</td>
</tr>
</tbody>
</table>

  The entrance requirement change was recommended during program review in Spring 2023.

  Change in Degree Requirements: The change in degree requirements will provide students with a better sequence of learning in the Biotechnology program to help ensure success. The changes include adding BIOL 112 Introduction to Biotechnology. BIOL 103 Orientation to Biology and Bioethics is being replaced with Forum 101 and the relevant topics in BIOL 103 Bioethics and Biology will be the covered in the added course, BIOL 112 Introduction to Biotechnology. An introductory lab course in biotechnology applications was recommended during program review in Spring 2023 and BIOL 112 will meet that guidance. Also recommended during Program Review in Spring 2023 is the inclusion of CHEM 205 Analytical Chemistry and BIOL 122 Biomanufacturing (soon changing to BIOL 222) as major requirements and thereby reducing electives. BIOL 103 Orientation to Biology and Bioethics will remain part of its initial scope of serving the college forum role for the Biological Sciences AS program.

Change to Existing Course:

- BIOL 122 – Introductory Biomanufacturing
  Change in Prerequisites: The prerequisite BIOL 105 Topics in Biology - The Gene is being
replaced with an equivalent course BIOL 112 Introduction to Biotechnology to better align in the Biotechnology AS program.

*Change in Course Number* (reflects change in course subject code or course number) – contact the registrar regarding proposed course number or subject code and attach supporting documentation, i.e. email: The change in course number (BIOL 122 to BIOL 222) will reflect the upper level of course content.

**Approved**

**Action Taken**

3. **HUDSON VALLEY FACULTY STUDENT ASSOCIATION INC.—**

**INCREASE TO RECORDS AND ACTIVITIES FEE**

Request is made for approval of an increase to the Athletic and Student Activities portions of the Records and Activities Fee, in the amount of $51, effective with the 2024-2025 academic year, as approved by the Student Senate on November 6, 2023 and the Faculty Student Association Board of Directors on November 13, 2023. The total Records and Activities Fee charged to students will be as follows:

<table>
<thead>
<tr>
<th>Department</th>
<th>Current (FT/PT)</th>
<th>Increase</th>
<th>New fee (FT/PT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics</td>
<td>$90.00/$7.50</td>
<td>$45.00/$3.75</td>
<td>$135.00/$11.25</td>
</tr>
<tr>
<td>Student Activities</td>
<td>$66.00/$5.50</td>
<td>$6.00/$.50</td>
<td>$72.00/$6.00</td>
</tr>
<tr>
<td>Cultural Affairs</td>
<td>$12.00/$1.00</td>
<td>n/a</td>
<td>$12.00/$1.00</td>
</tr>
<tr>
<td>Auxiliary Fee</td>
<td>$6.00/$.50</td>
<td>n/a</td>
<td>$6.00/$.50</td>
</tr>
<tr>
<td>Graduation</td>
<td>$17.00/$1.42</td>
<td>n/a</td>
<td>$17.00/$1.42</td>
</tr>
<tr>
<td>Transcript</td>
<td>$13.00/$1.11</td>
<td>n/a</td>
<td>$13.00/$1.11</td>
</tr>
<tr>
<td><strong>Total Records &amp; Activities Fee</strong></td>
<td><strong>$204.00/$17.00</strong></td>
<td><strong>$51.00/$4.25</strong></td>
<td><strong>$255.00/$21.25</strong></td>
</tr>
</tbody>
</table>

**Approved**

**Action Taken**

4. **RESOLUTION AMENDING THE ESTABLISHMENT OF A CAPITAL PROJECT – APPLIED TECHNOLOGY EDUCATION CENTER (ATEC)—PHASE II**

Request is made for approval of the following resolution:

RESOLUTION AMENDING THE ESTABLISHMENT OF A CAPITAL PROJECT – APPLIED TECHNOLOGY EDUCATION CENTER (ATEC)—PHASE II

WHEREAS, on August 22, 2023, the Hudson Valley Community College Board of Trustees unanimously approved the establishment of a Capital Project for the Hudson Valley Community College – Applied Technology Education Center (ATEC) Phase II, at an estimated cost of $85 million; and

WHEREAS, on September 12, 2023, resolution no. G/358/23, the Rensselaer County Legislature unanimously approved the establishment of a Capital Project for the Hudson Valley Community College – Applied Technology Education Center (ATEC) Phase II, at an estimated cost of $85 million; and

Approved

Action Taken
WHEREAS, the ATEC project will be completed in phases, and will include the Project Design, Construction of the new 130,000 sq ft Applied Technology Education Center building, demolition of Williams Hall and construction of a new parking lot where Williams Hall currently exists, and the complete renovation to Cogan Hall; and

WHEREAS, on October 12, 2021, the Rensselaer County Legislature, through Resolution G/358/21 approved a Resolution to provide $2,960,000 for Project Engineering and Design; and

WHEREAS, on November 23, 2021, the Hudson Valley Community College Board of Trustees approved a Resolution awarding JMZ Architects and Planners, P.C. a total of $2,960,000 for Project Engineering and Design; and

WHEREAS, on August 9, 2022, the Rensselaer County Legislature, through Resolution G/322/22 approved a Resolution committing to provide in-kind contributions to support the remaining Phases; and

WHEREAS, on June 15, 2023, the Hudson Valley Community College Foundation Board of Directors approved a $37.5 million Capital Campaign to support the ATEC construction project; and

WHEREAS, as of November 27, 2023, the Capital Campaign has received donations and pledges totaling $5,263,544 to support the ATEC construction project; and

WHEREAS, on November 21, 2023, the Hudson Valley Community College Faculty Student Association Board of Directors approved a pledge of $8,400,000 to support the ATEC construction project; and

WHEREAS, on October 23, 2023, the Hudson Valley Community College Student Senate approved a pledge of $250,000 to support the ATEC construction project as their class gift; and

WHEREAS, on September 26, 2023, the U.S. Department of Commerce’s Economic Development Administration approved a grant of $4,000,000 to support the ATEC construction project; and

WHEREAS, the local match of $18,163,544 million will be provided through the Capital Campaign; the Hudson Valley Community College Faculty Student Association; the Hudson Valley Community College Student Senate and government funding from the City of Troy and the Economic Development Agency, and

WHEREAS, Hudson Valley Community College is anticipating a New York State appropriation of $15,000,000 and an Empire State Development Grant of $3,000,000; and

WHEREAS, Hudson Valley Community College is anticipating a grant from the City of Troy in the amount of $250,000 to support the ATEC construction project; and

WHEREAS, the College is ready to begin the Phase II construction, at a cost of $53.5 million; and

WHEREAS, with available matching funds, New York State would reimburse Hudson Valley Community College fifty percent (50%) of eligible Phase II construction costs or $18.16 million; now, therefore, be it

RESOLVED, that the Hudson Valley Community College Board of Trustees approves establishment of the Capital Project “Applied Technology Education Center—Phase II,” at a cost of $53.5 million, to begin the construction; and be it further
RESOLVED, that a copy of this Resolution be transmitted to the Rensselaer County Legislature for its similar consideration and approval.

5. INFORMATION ITEMS

A. FULL TIME NON-TEACHING PROFESSIONALS

1. Administration and Finance
   Paul Harter, Student Services Specialist,
   Student Financial Services,
   f/t appt., eff. 11/9/23 or thereafter
   $41,500/yr

2. Communications and Marketing
   Michelle Harris, Digital Communications Specialist,
   Communications and Marketing,
   f/t appt., eff. 10/26/23 or thereafter
   $46,000/yr

3. Institutional Effectiveness and Technology
   Roman Tarbay, Assistant Director of Institutional Research,
   Office of Planning and Research,
   f/t appt., eff. 10/26/23 or thereafter
   $50,000/yr

4. Student Affairs
   Gregory Dunham, Associate Registrar,
   Office of the Registrar,
   f/t appt., eff. 10/30/23
   $60,000/yr

   Amanda Farinacci, Technical Assistant,
   Student Outreach and Retention,
   f/t appt., eff. 10/30/23
   $40,000/yr

   Jane Meek, Associate Director,
   Center for Academic Engagement,
   f/t appt., eff. 10/27/23 or thereafter
   $51,000/yr

B. FULL TIME CLASSIFIED/NON-INSTRUCTIONAL STAFF

1. Administration and Finance
   Jason Russell, HVAC Technician,
   Physical Plant,
   f/t prov. appt., eff. 10/31/23 or thereafter
   $31.5183/hr

C. PART TIME FACULTY

1. Educational Opportunity Center
   Maria Torres, Adjunct Instructor,
   Educational Opportunity Center,
   p/t appt., eff. 10/26/23 or thereafter
   $44.00/hr

2. School of Health Sciences
   LaMar Romeo, Adjunct Instructor,
   Human Services and Chemical Dependency Counseling,
   p/t appt., eff. 1/15/24
   $1,340/sch
Davia Zarrillo, Adjunct Instructor, Cardiorespiratory and Emergency Medicine, p/t appt., eff. 1/15/24 $89.34/hr

D. PART-TIME NON-TEACHING PROFESSIONALS
1. Student Affairs
   Robert Fitzgerald, Assistant Track and Field Coach, Intercollegiate Athletics, p/t appt., eff. 10/31/23 or thereafter $2,500/yr
   Peter Wagner, Assistant Track and Field Coach, Intercollegiate Athletics, p/t appt., eff. 10/31/23 or thereafter $2,500/yr

E. PART TIME CLASSIFIED/NON-INSTRUCTIONAL STAFF
1. Administration and Finance
   Thomas Brown, Campus Peace Officer, Public Safety, p/t appt., eff. 10/30/23 or thereafter $24.5387/hr
   Mariah Messineo, Campus Peace Officer, Public Safety, p/t appt., eff. 10/30/23 or thereafter $24.5387/hr

F. RESIGNATIONS
1. Judith Bowers, Assistant Professor, Educational Opportunity Center, eff. 12/6/23
2. Kelly Marie Lynn, Instructor, Nursing and Surgical Technology, eff. 11/14/23

G. RETIREMENTS
1. Jacqueline Bujanow, Assistant to the Vice President of Academic Affairs, eff. 2/23/24
2. Louis Coplin, Vice President for Student Affairs, eff. 2/23/24
3. Mark A. Flavin, Campus Security & Access Officer, eff. 11/30/23
4. Deborah J. Gardner, Secretary II, Communications & Marketing, eff. 2/29/24
5. Debra A. Gregory, Typist, Center for Counseling and Transfer, eff. 2/23/24
6. Penny Hill, Vice President, Community, Professional and Workforce Development, eff. 2/23/24
7. Bobby Hockaday, Campus Security Officer, Public Safety, eff. 2/29/24
8. Suzanne Kalkbrenner, Senior Advisor to the President, eff. 1/12/24
9. John Mulcare, Professor, Business and Criminal Justice, eff. 1/14/24
10. Carlene Sheehan, License and Procurement Coordinator, Information & Instructional Technology, eff. 2/29/24
11. Barbara Talbot, Counselor, Educational Opportunity Center, eff. 1/3/24
12. John M. Thompson, Assistant Professor, Computer Science and Mathematics, eff. 1/5/23
13. Mark R. VanAmburgh, Laboratory Assistant, Applied Technologies, eff. 2/29/24

H. HVCC MONTHLY FINANCIAL REPORTS
1. 2023-2024 Fiscal Year Operating Budget Summary as of 10/31/2023
2. Capital Expenditures, October 2023 and cumulative

I. FACULTY STUDENT ASSOCIATION FINANCIAL REPORTS
1. FSA Financial Reports, period ending 10/31/23
J. ALCOHOLIC BEVERAGE REQUESTS
1. Holiday Reception, Alumni House, 12/13/23

4. DECEMBER MEETINGS
   The next monthly meeting of the Board of Trustees will be held on Tuesday, December 19, 2023.

5. ADJOURNMENT

   Approved
   Action Taken

   Suzanne Kalkbrenner
   Assistant Secretary to the Board