

Hudson Valley Community College

80 Vandenburg Avenue, Troy, New York 12180

MINUTES

The monthly meeting of the Board of Trustees of Hudson Valley Community College was held on Tuesday, March 25, 2025, on the college campus, 80 Vandenburg 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
Judith Breselor
Ryan Connors
Philip J. Danaher
William Fagan
Flora Fasoldt
Thomas P. Grant
William C. Jennings
Jacqueline McDonough
Wayne Pratt (remote)

EXCUSED

none

ALSO PRESENT

Louis Coplin, Officer-in-Charge
George J. Raneri, Secretary to the Board
Suzanne Kalkbrenner, Assistant Secretary to the Board

G. Ambriz	G. Healy (remote)	M. Pendergast
J. Ashdown (remote)	L. Hetman	K. Petley
K. Better	C. Jenkins	M. Reynolds
J. Blaha	W. Jojo	D. Richey
T. Bocketti	B. Kearns	H. Rodriguez
J. Bourdau (remote)	C. Kempf	M. Reynolds
A. Campbell	A. Kennedy	L. Robichaud
D. Christian	D. Kennedy	D. Richey
A. Collins Schroeder	T. Kessel	H. Rodriguez
C. Conno	I. LaChance	L. Robichaud
S. Cowan	C. Lasch	D. Shoemaker
T. DeCan	C. Lensink	A. Shulkin
J. Deichman	D. Martin	C. Spencer
J. DiLorenzo	D. McGreevy	R. Whitaker
J. Dorrough	S. McLaughlin	R. Wilson
S. Ely	A. Novak (online)	A. Zhang
L. Hassib		

Chairman Kelleher welcomed everyone to the March Board meeting. He called the meeting to order at 6:03 pm.

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

MINUTES

Resolved, that the minutes of the monthly meeting of the Board of Trustees, held on February 25, 2025, be and hereby are, approved.

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

SPECIAL MEETING
MINUTES

Resolved, that the minutes of the special meeting of the Board of Trustees, held on March 6, 2025, be and hereby are, approved.

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

**HVCC FOUNDATION:
990 FILING**

Resolved, that the request to accept the Hudson Valley Community College Foundation, Inc.'s IRS Form 990 for the fiscal year ended June 30, 2024, as prepared by UHY LLP, and as recommended by the Foundation Executive Committee on behalf of the Foundation's Board of Directors on March 19, 2025, be and hereby is, approved.

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

**FSA OPERATING
BUDGET, FY 2025-
2026**

Resolved, that the request to approve the Faculty Student Association's operating budget for fiscal year 2025-2026, totaling \$8,607,141 in revenues and \$8,272,766 in expenditures, as approved by the Faculty Student Association Board of Directors on March 10, 2025, be and hereby is, approved.

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

**2025 RETIREMENT
INCENTIVE**

Resolved, that the request to approve a 2025 Retirement Incentive for Faculty and Staff Members of Hudson Valley Community College, be and hereby is, approved, as follows:

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

WHEREAS, eligible employees must be at least sixty (60) years of age with a number of years of consecutive full-time service at Hudson Valley Community College and/or the Educational Opportunity Center, for a total of age and years of service totaling at least eighty (80) years; and

WHEREAS, eligible employees must notify the Officer in Charge of Hudson Valley Community College in writing of their irrevocable intent to retire between March 26, 2025 and May 26, 2025, and 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 2025 Retirement Incentive Program provides for a one-time payment of one-half (1/2) the employee's current base 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 payment of health insurance premiums in retirement; and

WHEREAS, eligible employees may retire under the Retirement Incentive Program only during the open period of May 19, 2025 through August 30, 2025, with all payments made no later than August 22, 2025; and

WHEREAS, the College has allocated seven hundred fifty thousand dollars (\$750,000) for this incentive and will distribute based on a first-come first-served basis on date of written notification to the Officer in Charge of irrevocable intent to retire,

WHEREAS, the College will extend the notification period through June 30, 2025 and will extend eligibility to include employees at least fifty-five (55) years of age with a number of years of consecutive full-time service at Hudson Valley Community College and/or the Educational Opportunity Center, for a total of age and years of service totaling at least eighty (80) years if as of May 26, 2025 all funds allocated have not been designated; and now, therefore be it

WHEREAS, the College maintains a Fund Balance Account, therefore, be it

RESOLVED, that the request for approve of the 2025 Retirement Incentive Program commencing on May19, 2025 and ending on August 30, 2025 and detailed above, be, and hereby is, approved, and be it further

RESOLVED, that the College's Board of Trustees approves the transfer of funds from its Fund Balance Account and authorizes such funds to be re-designated in the amount of \$750,000 and be it further

RESOLVED, that the aforementioned funds be placed in designated account entitled "Retirement Incentive." Any remaining unused funds will be returned to the Fund Balance Account.

Upon a motion by Mr. Danahey, seconded by Ms. Fasoldt, the following resolution was adopted unanimously.

**ACADEMIC SENATE
RECOMMENDATION:
MIDTERM GRADE
UPDATE**

Resolved, that the request for approval of the Midterm Grade Update—Realignment of the 12-Week Reporting Date, as recommended by the Academic Senate and the Officer in Charge, be and hereby is, approved. The change shall take effect for the Fall 2025 semester and shall read as follows:

Midterm grades are indicators of a student's progress. They are equally important to the potential Dean's List student, the student on probation and the marginal student. In each case, the student's efforts can be directed to achieve his or her goals. In addition, the midterm grades of all courses (including non-credit remedial) will be used to determine continued eligibility in athletics and student senate sponsored organizations.

Midterm grades are not recorded on official student transcripts and, as such, will only be changed in the event of a data entry or calculation error.

A student will be considered academically at-risk if his/her midterm grade point average (average based on that term's midterm grades) falls below 2.0. A student at-risk (in this situation) will be encouraged to meet with his/her department chairperson or faculty advisor to discuss options and implement a course of action to improve the student's academic performance.

Midterm grades are reported for the 16- and 12-week terms of the fall and spring semesters. Midterm grades for 16-week courses shall be reported in the 9th week of the term. Midterm grades for 12-week courses shall be reported in the 7th week of the term.

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

CURRICULUM CHANGES

Resolved, that the request for approval of the following curriculum changes, as recommended by the Academic Senate and the Officer in Charge, be and hereby are, approved, as follows:

A. SCHOOL OF BUSINESS AND LIBERAL ARTS

1. BUSINESS AND CRIMINAL JUSTICE

Change to Existing Course Proposal:

- **ACTG - 200 - Accounting Computerized Systems**
Change in prerequisites: Accounting faculty noted that the content covered in Financial Accounting is not required for success in the Accounting Computerized Systems course.
- **CRJS - 252 - Forensic Psychology**
Change in Course Number: Per Department Chair Thibodeau, the new subject code change will be more in line with the Criminal Justice program and enable students to find the course - FSCI 252 to CRJS 252
- **ENTR - 290 - Entrepreneurial Strategy**
Change in Prerequisites: Per a degree works audit, the prerequisites for ENTR 290 were incorrect. This proposal is being submitted to update the prerequisites for ENTR 290.
- **FSCI - 244 - Digital Forensics**
Change in Course Number: Per Department Chair Thibodeau, the course is moving over to new department and the new subject code aligns with the change as this course is a co-requisite for the Hacking and Cybersecurity AS program - from FSCI 244 to CISS 244.
- **FSCI - 245 - Forensic Science**
Change in Course Title: Since the department discontinued Forensic Science II (FSCI246), there is no need to have the "I" noted in the current FSCI 245 course title.

Change to Existing Program/Certificate Proposal:

- **Criminal Justice, A.A.S.**
Change in Program Entrance Requirements: Department Chair Thibodeau wishes to pursue open enrollment and eliminate the "1 unit of any math" program requirement and eliminate the entrance requirement of H.S. average of "70 or above."
- **Criminal Justice, A.S.**
Change in Program Entrance Requirements: Department Chair Thibodeau wishes to eliminate the "must maintain a minimum GPA of 2.8 while in program" requirement. Per Department Chair notice to Dean, a discussion was had with faculty and there was an agreement on the change.

Deactivate Course Proposal:

- **FSCI - 246 - Forensic Science II**

Per Department Chair Thibodeau, this class has not run in many years.

2. EDUCATION AND SOCIAL SCIENCES***Change to Existing Course Proposal:***

- **HIST - 205 - Native American Cultures of New York and New England**

Change in Course Description: Collaboration with indigenous scholars lead to updates to course. This course offers an in-depth exploration of Native American cultures within the regions of New York and New England, emphasizing the diverse peoples, histories and contemporary challenges and opportunities of these communities.

New Course Proposal:

- **INDG - 100 - Introduction to Indigenous Peoples**

The Indigenous Student Task Force has developed several non-credit initiatives on campus, and this course complements those initiatives. The course, designed collaboratively with scholars from indigenous communities, adds to the college's DEISJ offerings and will contribute to the newly proposed microcredential in Indigenous Studies.

B. SCHOOL OF STEM**1. APPLIED TECHNOLOGIES*****New Program/Certificate Proposal:***

- **Aviation Maintenance Management, A.O.S.**

The Aviation Maintenance Management, A.O.S. is specifically crafted for students with an Aviation Maintenance Technicians (AMT) certification issued by the FAA. The FAA-certificate (AMT) is based on knowledge gained through training and experience, which is demonstrated via completing written, oral, and practical tests administered by the FAA. Individuals who obtained the certification can pursue careers in the aviation maintenance field, including general and commercial aircraft maintenance, avionics repair and installation, aircraft and aircraft engine manufacturing, aviation maintenance management or leadership, and other advanced aviation maintenance career fields. The Aviation Maintenance Management, A.O.S. program provides already certificated AMTs the opportunity to obtain an associate's degree program that will bring additional qualifications for professional development and career advancement such as leadership and management roles.

2. BIOLOGY, CHEMISTRY AND PHYSICS***Change to Existing Course Proposal:***

- **BIOL - 256X - Undergraduate Research**

Change in Course Title: The course title for BIOL 256 will be changed from Experimental Biology II to Undergraduate Research. The change will better align with the course being used as the enrollment mechanism for undergraduate research students. Students will benefit from the title change because it will better describe the course content.

Change in Contact Hours: The contact hours will change from 6 to 2.

- **BIOL - 265 - Principles of Microbiology**

Change in Prerequisites or Corequisites: The elimination of BIOL 151/191 prerequisites is to allow students to take BIOL 265 at an earlier stage in their BSC or BIO degree path. Some students would prefer to take the course earlier in the course sequence and this change will allow that. It could help students who are "off sequence" and may have started in the Spring. The addition of BIOL 275 as an alternate pre-requisition entry will facilitate sequencing in the BIC program. Students will benefit by being allowed to take BIOL 265 sooner in the course sequence than currently allowed

Upon a motion by Ms. Fasoldt, seconded by Mr. Danaher, the following resolution was adopted unanimously.

**COMMENDATION:
MIKE LONG**

Resolved, that the request to commend Coach Mike Long be and hereby is approved, as follows:

WHEREAS, in fall of 2024, Hall of Famer Mike Long returned for his 12th season as the men's basketball head coach as he continues to strive for a NJCAA Region III championship at Hudson Valley Community College; and

WHEREAS, Coach Mike Long brings to Hudson Valley more than 40 years of coaching experience, having begun his head coaching career at The College of Saint Rose; and

WHEREAS, Coach Mike Long is a member of four different halls of fames: Saint Rose Hall of Fame (1992), Bishop Magin Hall of Fame (2006), the New York State Capital District Basketball Hall of Fame (2010) and the Sage Colleges Athletics Hall of Fame (2019), and also was the 2013 recipient of the Capital District Basketball Hall of Fame Sam Perkins Sportsman Award; and

WHEREAS, Coach Mike Long was named NJCAA Region III Coach of Year for the 2001-2002 season and the 2015-2016 seasons and

WHEREAS, Mike Long entered the 2024-25 season with a career record of 561- 421 record and has amassed a 163-113 (.591) record over his previous 11 seasons at Hudson Valley, including three 20-win seasons; and

WHEREAS, on December 15, 2024, the Vikings defeated SUNY Broome in their final game before the new year, 90-75, on the road, making Coach Mike Long the all-time leader for most wins in program history at HVCC; now, therefore, be it

RESOLVED, that the Hudson Valley Community College Board of Trustees hereby commends Head Coach Mike Long for his dedication to and positive influence on generations of student athletes and his outstanding contributions, not only to Hudson Valley but to the entire Capital District community.

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

**COMMENDATION:
JOSHUA PARROW &
BASEBALL TEAM**

Resolved, that the request to commend Coach Joshua Parrow and the Vikings Baseball Team, be and hereby is approved, as follows:

WHEREAS, Joshua Parrow came to Hudson Valley with nearly a decade of collegiate coaching experience and is entering his sixth season as head coach of the Vikings baseball program; and

WHEREAS, last season, the baseball program surpassed 20 wins for the second straight year, earning a berth in the NJCAA Region 3 playoffs for the third consecutive season; and

WHEREAS, Coach Parrow has directly worked with 37 student-athletes in the last five years who have gone on to be drafted by Major League Baseball; and

WHEREAS, under Coach Parrow's leadership and mentorship, the Hudson Valley Community College Baseball team stays very active and committed to community events, earning the Community Service Award in consecutive years for their volunteer work throughout the Capital District, including the Annual Lansingburgh Christmas Parade and Tree Lighting, Reverse Rett Syndrome Family Fun Day, Albany South End Children's Café, East Greenbush Pop Warner Fall Cleaning, among many events; now, therefore, be it

RESOLVED, that the Hudson Valley Community College Board of Trustees hereby commends Coach Joshua Parrow and the student-athletes of the HVCC Viking's Baseball Team for their many accomplishments both on and off the field, as well as for serving as goodwill ambassadors representing Hudson Valley Community College in the Capital Region community.

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

**COMMENDATION:
THERESE DeCAN**

Resolved, that the request to commend Coach Therese DeCan be and hereby is approved, as follows:

WHEREAS, Coach Therese DeCan was hired in 2022 as the head coach of the women's Volleyball team and instantly brought energy and life to the team; and

WHEREAS, the women's volleyball team has undergone a remarkable transformation under Coach DeCan; and

WHEREAS, Coach DeCan's dynamic leadership, passion for the sport, and focus on team values have been instrumental in reshaping the program; and

WHEREAS, in her three seasons as Head Coach, Therese DeCan has led the team to the most wins in over a quarter-century; the most wins over a two-year period; and the highest postseason ranking in modern program history; and

WHEREAS, this year's graduating class set new records for the program, finishing their two-year career with a 28-20 record, marking the first back-to-back winning seasons in twenty-five years;

WHEREAS, Coach DeCan's recruiting efforts have brought in game-changing players, helping the Vikings become a competitive force; and

WHEREAS, Coach DeCan's emphasis on positivity, teamwork, and player development cultivates an environment that helps student-athletes grow as problem solvers, critical thinkers, and decision-makers; and

WHEREAS, her efforts have brought the program consistent success, echoing the legacy of Hudson Valley legend Paul Bishop, who, along with Phil Brown, founded the women's volleyball program in 1971 and served a head coach from 1971 to 1988; now, therefore, be it

RESOLVED, that the Hudson Valley Community College Board of Trustees hereby commends Coach Therese DeCan for revitalizing the Hudson Valley Community College Women's Volleyball Team.

Upon a motion by Dr. Jennings, seconded by Mr. Danaher, an executive session was called at 6:17 p.m. for the purposes of discussion of personnel and legal matters Motion carried unanimously.

**EXECUTIVE
SESSION**

Upon a motion by Mr. Fagan, seconded by Mr. Brucel, the executive session was ended at 8:22 p.m. and Chairman Kelleher reopened the meeting.

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

**HVCC AUDITOR'S
REPORT, FY2024**

Resolved, that the request to accept to accept the College's Audited Financial Statements for the fiscal year September 1, 2023 through August 31, 2024, as conducted by UHY LLP., be and hereby is, approved.

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

**HVCC FOUNDATION:
AUDITOR'S REPORT,
FY2024**

Resolved, that the request to accept to accept the Hudson Valley Community College Foundation, Inc.'s audited financial statements for FY2024 as of June 30, 2024, as conducted by UHY, LLP, as recommended by the Foundation Board of Directors on March 19, 2025, be and hereby is, approved.

INFORMATION ITEMS

The following information items were noted:

**INFORMATION
ITEMS**

A. FULL TIME NON-TEACHING PROFESSIONALS

1. Academic Affairs

Samantha Held, Assistant to the Executive Dean,
Workforce Development and High School Programs,
f/t appt., eff. 2/25/25 or thereafter

\$50,000/yr

2. Office of the President
Lauren Robichaud, Office Manager,
Office of the President,
f/t appt., eff. 3/17/25 \$72,000/yr
3. Student Affairs
Anthony Rotello, Counselor
Office of Admissions,
f/t prob. appt., eff. 2/20/25 or thereafter \$42,000/yr

B. FULL TIME CLASSIFIED/NON-INSTRUCTIONAL STAFF

1. Administration and Finance
Pamela Doyle, Principal Account Clerk,
Finance/Accounts Payable
f/t prob. appt., eff. 1/29/25 or thereafter \$23.32/hr

Angelo Fuda, Motor Equipment Operator, Light (MEOL),
Facilities,
f/t prob. appt., eff. 3/11/25 or thereafter \$18.2971/hr

Richard Jenkins, Special Assignment Custodial Worker,
Facilities/Physical Plant,
f/t prob. appt., eff. 2/24/25 or thereafter \$18.15/hr

William Rivera, Special Assignment Custodial Worker,
Facilities/Physical Plant,
f/t prob. appt., eff. 2/24/25 or thereafter \$18.15/hr

Angela Teta, Principal Account Clerk,
Finance/Accounts Payable
f/t prob. appt., eff. 1/29/25 or thereafter \$23.32/hr
2. Student Affairs
Maya Lewis, Program Assistant,
Student Success Center, Student Development,
f/t prov. appt., eff. 3/10/25 or thereafter \$22.5049/hr

C. PART TIME FACULTY

1. Academic Affairs
Jeremy Messier, DDS, Adjunct Instructor, non-credit,
Workforce Development and Community Education,
p/t appt., eff. 3/8/25 \$100.00/hr
2. EOC
Samantha D'Agostino, Tutor,
EOC Instructional Services,
p/t appt., eff. 3/13/25 or thereafter \$23.00/hr
3. School of Business and Liberal Arts
Kainat Akhtar, Adjunct Instructor,
Education and Liberal Arts,
p/t appt. (shelf), eff. 3/11/25 or thereafter \$1,394/sch

Dee Levy, Adjunct Instructor,
Education and Liberal Arts,
p/t appt. (shelf), eff. 3/11/25 or thereafter

\$1,394/sch

Chali Nondo, Adjunct Instructor,
Education and Liberal Arts,
p/t appt. (shelf), eff. 3/11/25 or thereafter

\$1,394/sch

D. PART TIME NON-TEACHING PROFESSIONALS

1. Student Affairs

Scott George, Assistant Women's Tennis Coach,
Intercollegiate Athletics,
p/t appt., eff. 2/19/25 or thereafter

\$1,000/season

E. RESIGNATIONS

1. Karina Berberick, Advising Specialist, SOAR, eff. 3/7/25
2. Taylor Ringer, Assistant Athletic Trainer, Intercollegiate Athletics, eff. 2/12/2025

F. HVCC MONTHLY FINANCIAL REPORTS

1. 2024-2025 Fiscal Year Operating Budget Summary as of 2/28/25
2. Capital Expenditures, February 2025 and cumulative

G. FACULTY STUDENT ASSOCIATION FINANCIAL REPORTS

1. FSA Financial Reports, period ending 2/28/25


APRIL MEETING

The next regular meeting of the Board of Trustees will be held on
Tuesday, April 29, 2025.

APRIL MEETING

Upon a motion by Mr. Grant, seconded by Ms. McDonough, the meeting
was adjourned at 8:29 p.m.

ADJOURNMENT



Suzanne Kalkbrenner
Assistant Secretary to the Board