



**POLICY MANUAL  
OF  
THE BOARD OF TRUSTEES**

*As amended and restated by resolution of the Board  
of Trustees on December 16, 2025*

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## **ARTICLE 1.0: COLLEGE OPERATIONS**

### **SECTION 1.1: PERSONNEL**

- A.** The President shall be responsible for the appointment of all full-time and adjunct faculty, department chairpersons, non-teaching professional staff (exclusive of vice presidents, deans, and any senior executive administrator reporting directly to the President as part of the President's Executive Leadership Team, as designated annually in the College organizational chart), classified staff, student college workers, readers and tutors, with such appointments listed on agendas as information items, except as otherwise provided in the Bylaws of the Board of Trustees.
- B.** All vice presidents, deans, and any senior executive administrator reporting directly to the President as part of the President's Executive Leadership Team, as designated annually in the College organizational chart, and interims to such positions shall be subject to confirmation by the Board of Trustees after receiving the notice of appointment of the President.
- C.** All College appointments and conditions governing employment shall be in accord with the provisions of the appropriate collective bargaining agreement, the Administrative Code for Non-teaching Professionals, or Management Confidential Employment Contract as approved by the Board of Trustees.
- D.** Hudson Valley Community College is an Affirmative Action/Equal Employment Opportunity employer. Hudson Valley Community College does not discriminate on the basis of age, gender, race, ethnicity, national origin, religion, disabling condition, or sexual orientation.
- E.** All College employees shall abide by the provisions of New York State Public Officers Law, Article 4, Section 74, governing code of ethics and conflict of interest.

## **ARTICLE 2.0: ACADEMIC AFFAIRS**

### **SECTION 2.1: MISSION**

Hudson Valley Community College provides transformative, student-centered and high-quality educational opportunities that address the diverse needs of local and global communities.

### **SECTION 2.2: PROGRAMS AND CURRICULA**

- A.** Consistent with the provisions of Article 126, Section 6303 of New York State Education Law, governing programs and curricula in community colleges, the programs and curricula of Hudson Valley Community College shall include:

- B. Two-year programs of post-high school nature combining general education with technical education relating to the occupational needs of the community that the College serves;
- C. Such training for certain occupational skills and careers as shall meet the technical needs of industry and the community;
- D. Curricula designed to meet the educational needs of students who will enter the workforce or transfer from the two-year college to a four-year college or university; and
- E. Continuing education courses and programs to fulfill such educational needs of the community.

### **SECTION 2.3: PROFESSIONAL STAFF**

- A. The professional staff, as a body, shall be the expert professional agency to which responsibility for developing and controlling the academic program is committed, under the leadership of the President and within the framework of the educational objectives established by the Board.
- B. The professional staff shall prescribe, subject to the approval of the Board, requirements for admission; curricula; conditions of graduation; requirements for the associate degrees and certificates; and the rules and methods for the conduct of the educational work of the College.

### **SECTION 2.4: FACULTY CREDENTIALS**

- A. All persons nominated for teaching appointments shall possess academic training and experience which have prepared them to teach in an assigned field. In the academic areas, an applicant must have earned a master's degree in an appropriate teaching area from an accredited institution, unless this qualification is waived by the Vice President of Academic Affairs.
- B. In certain areas of instruction, professional experience is recognized as more conducive to pedagogical competence than is advanced study. As a result, qualification for deployment as an Instructor may require no more than an Associate's level degree in combination with significant professional experience in the field. It is the College's expectation that its faculty will continue in formal degree pursuit to the next level and beyond. The College desires to retain competent instructors and not create artificial obstacles to so doing by requiring additional degree attainment during the five-year probationary period.
- C. Restricted to such subject areas, consideration of a probationary Instructor for tenure and promotion to Assistant Professor shall not be premised upon attainment of the next higher degree in addition to satisfactory service during the probationary period. In all other respects, the decision to award tenure shall comply with established protocol. Since all rank beyond Assistant Professor is a function of College discretion, the College mandates that further rank progression be premised on master's degree attainments. No exceptions

will be made regardless of teaching success and longevity, and there will be no award of discretionary promotion without acquisition of a relevant master's degree.

## **SECTION 2.5: EVALUATION**

- A.** The Board of Trustees shall approve all curricula upon recommendations of the President, following review by the Academic Senate, subject to approval by the State University of New York and registration by the New York State Education Department.
- B.** The President shall oversee the periodic evaluation by the professional staff of the academic programs for the purpose of determining their effectiveness in keeping with the mission, goals and objectives of the College.
- C.** The President shall assume responsibility for College compliance with State University of New York guidelines, New York State Education Department requirements, and regulations of other accrediting agencies.

## **SECTION 2.6: ADVISORY COMMITTEES**

- A.** Each academic program that leads to a degree shall maintain an advisory board of volunteer professionals from the community whose purpose will be to work closely with department chairs and faculty on matters pertaining to curriculum content and program development.
- B.** An Advisory Board shall be a group of individuals with specific knowledge, expertise, and resource generating capability that is organized to advise Hudson Valley Community College (the College), department chairs, and faculty and staff on student needs, education partnerships, workforce and industry trends, curricula development, and equipment needs.
- C.** Advisory Boards shall represent the diverse needs of business, industry, and the community. Advisory board membership shall be no less than five (5) and no more than twenty (20) members. All academic programs accredited by external entities must follow the accrediting standards relative to the composition of participants, and number of yearly required meetings.
- D.** A minimum of two (2) meetings will be held each year, one in the summer/fall term (July 1 - December 31) and one in the winter/ spring term (January 1- June 30).
- E.** Advisory Board Members are appointed to a 3-year term and may serve 3 consecutive 3-year terms.
- F.** Each Advisory Board shall select a " Chair" to work with the department chair to define the agenda and serve on the President's Advisory Council. Minutes shall be maintained by the individual department and shall be provided to the Vice President of Academic Affairs and the Office of the President.
- G.** The authority and responsibility for appointment of members to Advisory Boards resides with the President. The Board of Trustees shall be informed of appointments to the Advisory Boards.

- H. The President and members of his Advisory Council shall have the authority to make changes within the guidelines and shall participate in the Advisory Board's periodic assessment.

## **SECTION 2.7: ACADEMIC SENATE**

- A. The Board recognizes the Academic Senate of Hudson Valley Community College as an advisory and recommending governing entity. All Senate recommendations shall be communicated in writing to the President.
- B. The Board shall approve the bylaws of the Academic Senate, and any subsequent amendments thereof

## **ARTICLE 3.0: STUDENT SERVICES**

### **SECTION 3.1: ADMISSIONS**

- A. The admissions policy of Hudson Valley Community College is one of open admission and to that purpose offers guidance, counseling and support services to assist students in the pursuit of their educational goals and objectives

### **SECTION 3.2: GENERAL ADMINISTRATION**

- A. Classification, assignment, retention, suspension, dismissal, and graduation of students and the standards for determining these shall be in accordance with the published academic regulations as determined by the professional staff and the President of the College, within the framework of the policies established by the Board of Trustees. These regulations shall be approved by the Board of Trustees and published annually in the College catalog and the Student Handbook.
- B. Codes of ethics and behavior procedures for processing complaints and campus regulations for all students, visitors, College personnel and organizations have been formulated pursuant to the rights and responsibilities defined through the Joint Statement of Rights and Freedoms of Students; Title VII of the 1964 Civil Rights Act; Title IX of 1972 Education Amendments; Campus SaVE Act and Violence Against Women Act; and through New York State Education Law, Title 7, Articles 126, 129-A and 129-B. These codes and procedures, and any amendments thereto, are subject to approval by the Board of Trustees and shall be published annually in the College catalog and the Student Handbook.

### **SECTION 3.3: STUDENT SENATE**

- A. The Hudson Valley Community College Student Senate operates under a student government constitution and bylaws that are subject to the approval of the Board of Trustees.

### **SECTION 3.4: STUDENT ACTIVITIES, ORGANIZATIONS**

- A.** All student activities and organizations therein shall be supervised and controlled by the faculty and the administrators of the College, in accordance with the policies of the Board. Procedures for establishing student clubs and organizations and regulations for governing their activities shall be formulated by the Student Government in counsel with the Office of Student Activities.

## **ARTICLE 4.0: FACILITIES**

### **SECTION 4.1: USE OF FACILITIES**

- A.** Availability of equipment, facilities, and/or materials for cooperative use shall rest with the President or President's designee. After the College needs have been satisfied, the facilities may be made available to responsible governmental, educational, non-profit community organizations, commercial enterprises, groups, and individuals, when it has been determined by appropriate College officials that there is no conflict with College programs and activities.
- B.** Any use of equipment purchased with funds supplied by Federal or State government, or private enterprise, will remain subject to appropriate restrictions imposed by Federal and State law, the provisions of sponsored program contracts, or the terms of College financing agreements.
- C.** The College reserves the right to determine whether a requested use of facilities is or is not consistent with the goals and objectives of the College. The President or the President's designee is empowered to act upon requests for use of College facilities.
- D.** When College facilities are used for externally sponsored events, facility requests shall be completed prior to the event and shall indicate all conditions regarding the contract between the College and the sponsoring organizations.
- E.** The College shall develop a schedule of charges for the use of College facilities and equipment.

### **SECTION 4.2: HEALTH AND SAFETY**

- A.** In all aspects of plant operation and maintenance, the safety of employees, students, staff and visitors will be a primary consideration.
- B.** Security services shall be provided to protect institutional property from fire, theft, vandalism or other hazard, and to assure the safety of students, staff and other persons on College property.

### **SECTION 4.3: NAMING OF FACILITIES**

- A. The authority for the designation of names of facilities shall be retained by the Board of Trustees.

### **SECTION 4.4: CHANGES TO COLLEGE FACILITIES**

- A. Construction of a new building or expansion of major renovation of existing facilities may be authorized by the Board of Trustees upon the recommendation of the President and subject to approval by both Rensselaer County and the State University of New York Board of Trustees.
- B. Any alteration in or changes to College facilities which markedly change the appearance or basic function of the facility must have the recommendation of the President and the approval of the Board of Trustees.
- C. The President shall approve recommendations for the occupancy and use of new and/or renovated facilities.

### **SECTION 4.5: ACCESSIBILITY**

- A. The College shall provide students with disabilities the same access and opportunities to fully participate in all programs and activities of the College.

### **SECTION 4.6: ALCOHOLIC BEVERAGES**

- A. The use of alcoholic beverages at any student function on the Hudson Valley Community College campus is prohibited.
- B. The use of alcoholic beverages on campus at various College events must have the approval of the President.

## **ARTICLE 5.0: FINANCE**

### **SECTION 5.1: BUDGET**

- A. The Board of Trustees shall approve the annual operating budget of the College prior to its submission to the local sponsor, Rensselaer County, and the State University of New York Board of Trustees.
- B. The Board of Trustees shall approve any capital project budget or amendment to a capital project budget prior to approval by Rensselaer County and the State University of New York Board of Trustees.

### **SECTION 5.2: FINANCIAL PROCEDURES**

- A. The College shall follow the procedures specified in the *State University of New York Community Colleges Manual for Community College Business Offices*, and the *Code Standards and Procedures*

*for the Administration and Operation of Community Colleges under the program of the State University of New York.*

- B.** The Board of Trustees shall appoint the College Treasurer and Assistant Treasurers' each year at the Board's annual meeting.
- C.** The College shall use full service banks for the deposit of money and securities. All investments of the College must be fully secured.
- D.** The Board shall approve a service banking list and an investment banking bid list annually.
- E.** The Board authorizes the College Treasurer to establish petty cash funds.
- F.** The College shall be audited annually by a certified public accounting firm designated by the Board of Trustees.

### **SECTION 5.3: TUITION AND FEES**

- A.** The Board of Trustees shall approve the Tuition and Fees Schedule of the College subject to the approval of the State University of New York Board of Trustees.

### **SECTION 5.4: SPONSOR SUPPORT**

- A.** The Board of Trustees and the President shall work with the local sponsor, Rensselaer County, to maintain and ensure appropriate support for the College, consistent with New York State Education Law, Article 126, Section 6304, governing the financing of community colleges.

### **SECTION 5.5: FISCAL YEAR**

- A.** The fiscal year of the College shall run from September 1 to August 31.

### **SECTION 5.6: GIFTS AND BEQUESTS**

- A.** Pursuant to the provisions of New York State Education Law, Article 126, Section 6306, the Board of Trustees shall be the exclusive agent of the College for the acceptance of gifts and bequests.

## **ARTICLE 6.0: CODE OF ETHICS**

### **SECTION 6.1: PURPOSE**

The purpose of the Code of Ethics is (i) to protect the College's interest; (ii) to provide guidance to the Trustees and Officers of the Board exercising their fiduciary duties in the management of the College and its affairs, (iii) to provide a procedure for disclosure of potential conflicts of interest, and (iv) to establish standards of conduct. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to the Trustees of Community Colleges, the Chair of the Board of Trustees shall:

### **SECTION 6.2: DEFINITIONS**

"Acceptable Reasons" shall include only medical issues/illness, family emergencies, or other circumstances deemed extraordinary by the Board.

"Attend or Attendance" shall mean the presence throughout the meeting in person, by telephone or by videoconferencing. While phone and videoconferencing are acceptable means of attendance, Board members are strongly encouraged to attend all meetings in person whenever possible.

"Conflict of Interest" shall mean that a Trustee or Officer of the Board has existing or potential financial or other interests which impair or might reasonably appear to impair such Trustee's or Officer's independent, unbiased judgment in the discharge of his/her responsibilities to the College, or such Trustee or Officer of the Board is aware that a member of his/her family, which for purposes of this Code of Ethics shall be a spouse, parents, siblings, children, and any other relative or person who resides in the same household as the Trustee or Officer of the Board, or any organization in which such Trustee or Officer of the Board (or member of his/her family) is an officer, director, employee, member, partner, trustee, or controlling stockholder, has such existing or potential financial or other interest. [HVCC Code of Ethics for Employees ("Employee Code") §6.291]

"Fiscal Year" shall mean each year commencing on September 1 and ending the following August 31.

"Prohibited Activity" shall mean and include:

1. No Trustee or Officer of the Board shall accept other employment which will impair his/her independence of judgment in the exercise of his/her official duties. [Public Officers Law ("POL") §74 3(a)]
2. No Trustee or Officer of the Board shall accept employment or engage in any business or professional activity which will require the Trustee or Officer of the Board to disclose confidential information which he/she has gained

by reason of his/her official position or authority. [POL §74 3(b)] [Employee Code]

3. No Trustee or Officer of the Board shall disclose confidential information acquired by him/her in the course of official duties nor use such information to further his or her personal interests. [POL §74 3(c)] [GML §805-a (b)] [Employee Code]
4. No Trustee or Officer of the Board shall use or attempt to use his/her official position to secure unwarranted privileges or exemptions for himself or herself or others, including but not limited to, the misappropriation to himself/herself or to others of the property, services or other resources of the College for private business or other compensated nongovernmental purposes. [POL §74 3(d)] [Employee Code]
5. No Trustee or Officer of the Board shall engage in any transaction as representative or agent of the College with any business entity in which he/she has a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of official duties. [POL §73 3(e)] [Employee Code]
6. No Trustee or Officer of the Board shall by his/her conduct give reasonable basis for the impression that any person can improperly influence the Trustee or Officer of the Board or unduly enjoy his or her favor in the performance of official duties, or that he/she is affected by the kinship, rank, position or influence of any party or person. [POL §74 3(f)] [Employee Code]
7. A Trustee or Officer of the Board shall abstain from making personal investments in enterprises which he/she has reason to believe may be directly involved in decisions to be made by the Trustee or which will otherwise create substantial conflict between the Trustee's or Officer of the Board's duty in the public interest and his or her private interest. [POL §74 3(g)] [Employee Code]
8. A Trustee or Officer of the Board shall endeavor to pursue a course of conduct which will not raise suspicion among the public that he/she is likely to be engaged in acts that are in violation of trust. [POL §74 3(h)]
9. No Trustee or Officer of the Board shall directly or indirectly solicit any gift, or accept or receive any gift having a value of seventy-five dollars or more, whether in the form of money, service, loan travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could reasonably be expected to influence him/her in the performance of official duties, or was intended as a reward for any official action on his or her part. [GML §805-a(1) (a)]
10. No Trustee or Officer of the Board shall receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation

to any matter before the Board of Trustees or the College. [GML §805-a(1) (c)]

11. No Trustee or Officer of the Board shall receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Board of Trustees or the College whereby the Trustee's or Officer of the Board's compensation is to be dependent or contingent upon any action with respect to such matter. [GML §805-a(1) (d)]
12. No Trustee or Officer of the Board shall allow his/her outside position or profession to influence or interfere with such officer's fiduciary obligations to the College.

### **SECTION 6.3: ATTENDANCE**

- A. A Trustee shall attend in person or by videoconferencing at least seventy-five percent (75%) of the regular and special meetings of the Board each fiscal year. If there are only eleven (11) regular meetings, each member shall attend at least 8. A member who intends to attend by videoconferencing shall notify the Assistant Secretary at least seven (7) days prior to the meeting to allow arrangements to be made to comply with Article 7 of New York State Public Officers Law governing open meetings. The Assistant Secretary shall keep an annual attendance record for each Trustee. If a member will be unable to attend a meeting, he/she shall notify the Assistant Secretary that he/she will be unavailable and the reason for such unavailability as soon as possible. The Secretary shall note the reason for unavailability in the attendance record.
- B. The Chair of the Board of Trustees, Secretary or Assistant Secretary of the Board of Trustees shall notify the Appointing Authority in September of each year of the name of any Trustees who have not attended at least seventy-five percent (75%) of the regular and special meetings during the preceding Fiscal Year, and the reasons therefore if the Trustee provided Acceptable Reasons.

### **SECTION 6.4: STANDARD OF CONDUCT AND PROCEDURES**

- A. No Trustee or Officer of the Board shall engage in Prohibited Activity.
- B. Any Trustee or Officer of the Board who has, will have, or later acquires an interest in any actual or proposed contract with the College shall publicly disclose the nature and extent of such interest in writing to the Board of Trustees as soon as he/she has knowledge of such actual or prospective interest. Such written disclosure shall be made part of and be set forth in the official record of the proceedings of The Board of Trustees. Once a disclosure has been made with respect to an interest in a contract with a particular person, firm, corporation or association, no further disclosures

need be made by such Trustee or Officer of the Board with respect to additional contracts with the same party during the remainder of the fiscal year. [GML §803(i)]

- C.** After disclosure of a Conflict of Interest and all material facts, the Trustee or Officer of the Board shall leave the meeting and the Trustees shall determine by a vote of those present whether a Conflict of Interest exists. If the Board of Trustees determines that a Conflict of Interest exists, it shall approve the transaction or arrangement if after any further investigation, it appears that the transaction or arrangement is in the best interests of the College. The interested Trustee or Officer of the Board shall not be present during the discussion nor participate in the vote.
- D. Penalties:**
  - 1.** Any Trustee or Officer of the Board who willfully and knowingly violates the provisions of this Code of Ethics shall be subject to the penalties described in GML §805, where applicable.
  - 2.** The President shall notify the Chairman of the Board (or Vice Chair) if he/she believes that a Trustee or Officer of the Board has violated the provisions of this Code of Ethics. The Board of Trustees shall notify any Trustee or Officer of the Board it believes has violated the provisions of this Code of Ethics. The notification shall specify the section of the Code of Ethics alleged to have been violated and the facts and circumstances surrounding such allegations. The Trustee or Officer of the Board shall have an opportunity to present information, including documents, written, oral or other statements to refute the allegations. The Trustees shall then determine by a majority vote whether the Board believes the violation occurred and may ask for the resignation of such Trustee or Officer of the Board, and such other relief as it may deem appropriate under the circumstances.

## **ARTICLE 7.0: AMENDMENTS**

### **SECTION 7.1: AMENDMENTS**

- A.** The Policy Manual of the Hudson Valley Community College Board of Trustees may be amended by a vote of six (6) trustees present at a meeting of the Board of Trustees provided prior notice of said meeting and the proposed amendment shall have been mailed, emailed or posted electronically to all members of the Board at least one (1) month prior to said meeting. Such prior notice may be waived if all members of the Board of Trustees consent thereto at or prior to such meeting and said written waiver shall be appended to the minutes of said meeting.