Hudson Valley Community College

80 Vandenburgh Avenue, Troy, New York 12180

MINUTES

The regular meeting of the Board of Trustees of Hudson Valley Community College was held on Tuesday, April 26, 2016 on the college campus, 80 Vandenburgh Avenue, Troy, New York.

PRESENT

Neil J. Kelleher, Chairman
Catherine I. Conroy
William F. Fagan
William C. Jennings
Conrad H. Lang, Jr.
Brody P. O'Connor
James A. Walsh (participated via telephone until disconnected due to technical difficulties)

James LaGatta, Vice President for Administration
George J. Raneri, Secretary to the Board
Suzanne Kalkbrenner, Assistant Secretary

C. Bosco	C. Helwig	R. Mulson
A. Carrozza	J. Hoyt	K. Osepa
D. Clickner	D. Kennedy	K. Pelletier
C. Curtis	E. Kiel	A. Popovics
R. Edwards	R. LaGatta	G. Sausville
S. Ely	L. Marion	P. White
M. Green	T. McNeil	

EXCUSED

President Andrew J. Matonak (had to leave during Committee Meetings)
Joseph A. Kapp, Vice Chairman
Donald E. Fane
Brian S. Zweig

Prior to the start of the meeting, Chairman Kelleher asked Dr. Alexander Popovics to proceed with the Programmatic Presentation, "Student Voices." Eight students from the college's 2016 graduating class related their campus experiences to the Board. The students were: Jonahida Cruz, Josiah Dillon, Rafael Hildago, Ahmed Ibraheem, Lorraine Jackson, Erica Pelletier, Matt Whalen and student trustee Brody O'Connor.

Chairman Kelleher called the meeting to order at 5:43 p.m.

MINUTES

Upon a motion by Mr. Fagan, 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 March 22, 2016, be, and hereby are, approved.

Upon a motion by Dr. Jennings, seconded by Mr. Fagan, 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, as follows:

1. Change in Program Entrance Requirements and Degree Requirements

A. Liberal Arts Humanities and Social Science Honors Advisement Track

Changes to the program will clarify for students the program requirements and increase the rigor of the program.

Change in Program Entrance Requirements:	
Current:	**New:**
Hudson Valley students or college transfer students who wish to enroll in the Liberal Arts and Science—Humanities and Social Sciences Honors Advisement Track must have a minimum of 12 college-level credits applicable to the program with an overall G.P.A. of 3.70. However, extenuating circumstances as well as particular strengths in certain academic areas will be taken into consideration during the review process.	Remove entire section on transfer criteria.
Seven (7) Honors courses must be completed to fulfill the requirement for the Honors track	Increase the number of required Honors courses to eight (8).
Maintain cumulative G.P.A.of 3.2	Maintain cumulative G.P.A.of 3.5

Change in Degree Requirements:	
Current:	**New:**
To qualify as an Honors graduate and to receive Completion of Honors Study documentation, students must take a minimum of seven of the nine Honors designated courses combined with the major degree requirements and electives, including Honors Seminar I and Honors Seminar II, and achieve a minimum overall G.P.A. of 3.2. Students may be advised to complete their studies in the Liberal Arts: Humanities and Social Sciences non-honors track if their academic performance falls below the	To qualify as an Honors graduate and to receive Completion of Honors Study documentation, students must take a minimum of eight Honors designated courses combined with the major degree requirements and electives. All students must successfully complete Honors Seminar I (HONR 190), Honors Seminar II (HONR 290), Honors English Composition I (ENGL 107), Honors English Composition II (ENGL 108), Honors Literature (ENGL 240), and either Honors Math (MATH 178) and/or Honors

minimum G.P.A. for an extended period of time.	National Science (NSCI 250). In addition to these six classes, two more honors classes of the student's choosing must be completed. Students must maintain a minimum overall G.P.A. of 3.5 each semester. Students may be advised to complete their studies in the Liberal Arts: Humanities and Social Sciences non-honors track if their academic performance falls below the minimum G.P.A. for an extended period of time.

B. Mortuary Science A.A.S. Degree

The changes will better prepare the students as they enter the program and ensure greater success as they move through the curriculum.

Change in Program Entrance Requirements:	
Current:	**New:**
Courses: Algebra or 1 unit of equivalent academic math, biology and chemistry with labs (80 or above in each course)	Courses: Algebra or 1 unit of equivalent academic math, biology and chemistry with labs (a grade of "B" or better in each course; courses must have been taken within five years) OR HVCC BIOL 109, *Biology of the Human Organism* and HVCC CHEM 095, *Essentials of Chemistry* (a grade of "B" or better in each course; courses must have been taken within five years).
High School Average: 80 or above	High School Average: 80 or anove

Change in Degree Requirements:	
Current:	**New:**
There is a sentence regarding the Board exam	Remove sentence regarding the Board exam
There is no sentence regarding admission procedures	Admission Procedures: Applications are accepted for admission into the Fall term only.
There is no sentence regarding repeating pre and co-requisites	Students who fail any MTSC science course will be required to repeat all previous co-requisite and prerequisite courses required for that course.
The current footnote reads: **A grade of "C" or better is required for program completion.	**A grade of "B" or better in selected MTSC courses is required for program completion.
There is no footnote regarding General	Adding a footnote regarding General

Education courses	Education courses: **A grade of "C" or better is required for program completion.
BADM 200, *Business Communications*, is not required.	Adding BADM 200, *Business Communications*, as a requirement
ENGL 120, *Communications*, is an option with ENGL 125, *Public Speaking*	Removing ENGL 120, *Communications*, as an option and requiring only ENGL 125, *Public Speaking*
MKTG 216, *Small Business Management*, is required.	Removing MKTG 216, *Small Business Management*, as a required course.

HVCC FOUNDATION-FORM 990 FILING OPERATING BUDGET

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

Resolved, that the request for approval of Hudson Valley Community College Foundation, Inc.'s IRS Form 990 for the fiscal year ended June 30, 2015, as prepared by Urbach, Hacker and Young LLP, and as recommended by the Foundation Board of Directors on March 31, 2016, be, and hereby is, approved.

HVCC FOUNDATION-REAPPOINTMENT OF DIRECTOR

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

Resolved, that the request for approval of the reappointment of Peter Semenza'86, as a director of the Hudson Valley Community College Foundation, Inc., for a term from May 1, 2016 – April 30, 2019, as recommended by the Foundation Executive Committee on April 21, 2016, be, and hereby is, approved.

CAPITAL CONSTRUCTION--UPGRADE TO ATHLETIC FIELDS

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

Resolved, that the request for approval of a change order in the amount of $109,140 to Shaker Flats, Inc., for upgrading the track surface, as recommended by the Faculty Student Association Board of Directors on April 11, 2016, from the capital project entitled "Upgrade to Athletic Fields," be, and hereby is, approved.

FACILITIES RENOVATIONS--PARKING LOTS

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

Resolved, that the request for approval of the award of contract in the amount of $743,990 to HMA Contracting, Corp., for campus parking lot repairs and replacements, using student parking fee revenue, be, and hereby is, approved.

INFORMATION ITEMS

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The following information items were noted:

A. 2016/2017 FACULTY PROMOTIONS

The following faculty promotions, effective September 1, 2016, have been approved by the President:

From Assistant Professor to Associate Professor ($2,000 Adjustment)

Name	Department
Natasha Anthony	English, Foreign Languages and English as a Second Language
Mariadelourdes Benton	English, Foreign Languages and English as a Second Language
Andrew Blanchard	Health, Physical Education and Exercise Studies
Paul Calarco	History, Philosophy and Social Sciences
Michael Connell	Instructional Support Services & Retention
Susan Difranzo	Biology, Chemistry and Physics
Laura Gonyea	History, Philosophy and Social Sciences
Carla Gundermann	Criminal Justice, Forensic Science & Public Administration
Carol Hammond	Instructional Support Services & Retention
Tyler Kessel	English, Foreign Languages and English as a Second Language
Alice Malavasic	History, Philosophy and Social Sciences
Karen Marbot	Accounting, Entrepreneurship and Marketing
John Meehan	Business Administration
John Mulcare	Business Administration
Danica Nowosielski	Biology, Chemistry and Physics
Diana Pane	Teacher Preparation
Jamey Thompson	Biology, Chemistry and Physics
Brian Vlieg	Individual Studies
Valerie Lang Waldin	Instructional Support Services & Retention
Robert Whitaker	History, Philosophy and Social Sciences

From Associate Professor to Professor ($2,500 Adjustment)

Name	Department
Michelle Bannoura	History, Philosophy and Social Sciences
Rachel Bornn	English, Foreign Languages, and English as a Second Language
Michele Catone-Maitino	History, Philosophy and Social Sciences
Anne Dearing	English, Foreign Languages, and English as a Second Language
Jennifer Diedrick	Biology, Chemistry and Physics
Teresa Gil	History, Philosophy and Social Sciences
Marina Gore	English, Foreign Languages, and English as a Second Language
James Hamilton	Automotive, Manufacturing and Electrical Engineering Technologies
Donald Heckelman	Mathematics and Engineering Science
Susan Kutryb	Mathematics and Engineering Science
Thomas Lail	Fine Arts, Theatre Arts & Broadcast Communications
James Looby	Computing & Information Sciences
Peter Sawyer	History, Philosophy and Social Sciences
Andrew Schott	History, Philosophy and Social Sciences
Todd Wysocki	History, Philosophy and Social Sciences

B. FULL-TIME NON-TEACHING PROFESSIONALS

1. Finance

Petula Phillips, Assistant for Financial Analysis – Budget, Finance, f/t appt., eff. 3/30/16 or thereafter	$40,000/yr
Michael Radzyminski, Bursar, Finance, f/t appt., eff. 3/7/16 or thereafter	$63,914/yr

2. Technology, Institutional Assessment and Planning

Jonathan Brennan, Chief Information Officer, Information Technology Services, f/t appt., eff. 3/24/16 or thereafter	$115,000/yr

3. Enrollment Management & Student Development

Clint Garrigan, Assistant Softball Coach, Intercollegiate Athletics, f/t temp. appt., eff. 4/4/16 or thereafter	$1250/yr

C. PART-TIME FACULTY

1. Academic Affairs

Alicia Barr, Instructor, Community & Professional Education (non-credit), p/t appt., eff. 4/18/16 or thereafter	$40.00/hr
Phyllis Allen, Instructor, Community & Professional Education (non-credit), p/t appt., eff. 4/18/16 or thereafter	$25.00/hr

2. Schools of Liberal Arts & Sciences and Health Sciences

Kerry Bottenfield, Instructor, English, Foreign Languages & English as a Second Language (HS Model), p/t appt., eff. 4/13/16 or thereafter	$0
Sujatha Kadaba, Instructor, Biology, Chemistry and Physics, p/t appt., eff. 4/8/16 or thereafter	$1113/sch
Benjamin Wilhelm, Instructor, Biology, Chemistry and Physics, p/t appt., eff. 4/8/16 or thereafter	$1113/sch

D. CLASSIFIED STAFF

1. Academic Affairs

   Kathryn Willett, Program Assistant
   Academics I,
   f/t appt., eff. 4/8/16 or thereafter $13.9854/hr

E. RESIGNATIONS

1. Kevin Manning, College & Employment Services Specialist, E.O.C., eff.4/1/16
2. George Tiggle, Assistant Football Coach, Intercollegiate Athletics, eff. 3/30/16

F. RETIREMENTS

1. Mary Kay Gee, Coordinator of Instructional Services, E.O.C., eff. 6/10/16
2. Mary Ellen Lajeunesse, Director of Business Services, Finance, eff. 6/3/16
3. Bonita Sessing-Matcha, Professor, History, Philosophy, and Social Sciences, eff. 5/13/16
4. Diane Teutschman, Advising Specialist, Teacher Preparation and Fine Arts, eff. 9/2/16

MAY MEETING

The next regular meeting of the Board of Trustees will be held on Tuesday, May 24, 2016.

ADJOURNMENT

Upon a motion by Mr. Lang, seconded by Ms. Conroy, the meeting was adjourned at 5:47 p.m.

Suzanne Kalkbrenner
Assistant Secretary to the Board