

# 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, May 23, 2017 on the college campus, 80 Vandenburgh Avenue, Troy, New York.

### PRESENT

Neil J. Kelleher, Chairman  
Joseph A. Kapp, Vice Chairman  
Judy Breselor  
Catherine I. Conroy  
William F. Fagan  
William C. Jennings  
Conrad H. Lang, Jr.  
Wayne Pratt  
Manik Elahi S.  
Brian S. Zweig

### ALSO PRESENT

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

C. Bosco	J. Fatato	A. Popovics
D. Clickner	M. Geehan	N. Savasta
C. Curtis	M. Green	R. Schultz
J. Deitchman	D. Kennedy	M. Stackrow
R. Edwards	R. LaGatta	P. White
S. Ely	K. Petley	

### EXCUSED

none

Chairman Kelleher called the meeting to order at 5:15 p.m.

Upon a motion by Mr. Pratt, seconded by Mr. Elahi, the following resolution was adopted unanimously.

**MINUTES**

**Resolved**, that the minutes of the regular meeting of the Board of Trustees, held on April 28, 2017 be, and hereby are, approved.

Prior to the vote on the next item, Mr. Elahi spoke on behalf of the students to say that he absolutely could not support a tuition increase but was in favor of the rest of the budget, so he had elected to abstain. Mr. Zweig stated that, at a tough time when the demand for the college's services were declining, he could not vote to increase the cost of those services. He stated that the college must develop a strategy to manage the budget without a tuition increase.

Upon a motion by Ms. Conroy, seconded by Dr. Kapp, the following resolution was adopted by a vote of 7-1, with Mr. Zweig opposed, and Mr. Elahi and Ms. Breselor abstaining.

**2017-2018 COLLEGE  
OPERATING  
BUDGET**

**Resolved**, that the college's proposed 2017-2018 Operating Budget, in the amount of \$111,088,177, with the related tuition and fee schedules that shall apply in 2017-2018, with full-time tuition established at \$4,500 per year and part-time tuition established at \$187 per credit hour, be, and hereby is, approved.

Upon a motion by Mr. Pratt, 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, as follows:

**1. Change in Degree Requirements:**  
**A. Accounting Certificate, Fall 2018**

<b>Current:</b>	<b>New:</b>
ACTG 111, Managerial Accounting; 4 credits	ACTG 201, Principles of QuickBooks; 4 credits
Faculty and the Board of Advisors feel ACTG 201 (Principles of QuickBooks) should be required to strengthen students' skill sets to effectively pursue careers with an established company since several companies today require students to have knowledge of QuickBooks. Also ACTG 201 is one of the courses the department uses within the Accounting AAS program to provide assessments to measure student outcomes, therefore this change will keep both programs consistent and provide the department with a means to effectively assess students within the Accounting Certificate major. ACTG 111 will become an accounting elective to make room for ACTG 201 as a core requirement.	
<b>Current:</b>	<b>New:</b>
n/a	Add ACTG 216, Advanced Bookkeeping Applications as a core requirement; 3 credits
ACTG 216 (Advanced Bookkeeping Applications) is currently one of the choices for an Accounting Elective. We will now require students to take this course as a core requirement.	
<b>Current:</b>	<b>New:</b>
Accounting Electives: ACTG 120, ACTG 202, ACTG 210, ACTG 211, ACTG 212, ACTG 215, ACTG 216, ACTG 218, ACTG 219.	Replace ACTG 216, Advanced Bookkeeping Applications with ACTG 111, Managerial Accounting. Accounting Electives: ACTG 111, ACTG 120, ACTG 202, ACTG 210, ACTG 211, ACTG 212, ACTG 215, ACTG 218, ACTG 219.
Including ACTG 111 in the list of accounting electives allows those students wishing to get additional instruction in managerial accounting to still take the course.	
<b>Current:</b>	<b>New:</b>
30 credits	33 credits
The change in degree requirements has resulted in a change in degree credits for the program.	

**B. Entrepreneurship A.A.S. Degree, Fall 2018**

<b>Current:</b>	<b>New:</b>
None	Restricted Marketing Elective, 3 credits - MKTG 200, Advertising, MKTG 210 Digital Marketing, MKTG 212 Human Resource Management, MKTG 240

	Business Ethics, or MKTG 295 Marketing Management and Strategy
The department is making changes in degree requirements that allow students to strengthen their skill set for the workplace and remove content redundancy in course requirements. One of the things they are looking at in this program, from advice from the Board of Advisors and the faculty, is more concrete marketing type courses for the students. The students that go through this program choose one of two paths - they want to start their own businesses or they are going to lead innovation with an established company. So they really need a little more than just Principles of Marketing and a Restricted Marketing Elective makes that possible. More importantly, a course like Digital Marketing gives these students an opportunity to take a course that would help them get the word out about their company into the social media landscape.	
<b>Current:</b>	<b>New:</b>
ENGL 125, Public Speaking	Remove ENGL 125, Public Speaking
Public Speaking is included in several other courses; hence ENGL 125 (Public Speaking) is no longer needed. Courses that have components of public speaking include BADM 200 (Communications), ENTR 110 (Intro to Entrepreneurship), ENTR 120 (Entrepreneurial Process), ENTR 290 (Entrepreneurial Strategy), MKTG 214 (Selling and Sales Management).	
<b>Current:</b>	<b>New:</b>
ENTR 295, Entrepreneurial Internship	ENTR 295, Entrepreneurial Internship OR BADM 290 Internship

### ***C. Radiologic Technology A.A.S. Degree, Fall 2017***

The updates and title changes provides for consistency in the requirement of a "C or better" for core courses in the degree.

<b>Current:</b>	<b>New:</b>
Currently there is no grade requirement for XRAY 240, Introduction to CT and Cross-Sectional Anatomy	Add a grade of "C" or better requirement to XRAY 240, Introduction to CT and Cross-Sectional Anatomy
This program has the following policy: "C grades must be achieved in all Radiologic Technology core courses for continuation in the program." This change will make XRAY 240, Introduction to CT and Cross-Sectional Anatomy compliant with the policy.	
<b>Change in Course Title:</b>	
<b>Current:</b>	<b>New:</b>
XRAY 104, Radiographic Exposure Physics I and XRAY 114, Radiographic Exposure Physics II are listed as Major Requirements.	XRAY 104, Radiographic Image Production and Evaluation I and XRAY 114, Radiographic Image Production and Evaluation II.
Update Major Requirements to reflect new course names.	

### ***D. Echocardiography Certificate, Fall 2017***

The changes provide for consistency in the requirement of a "C or better" for core courses in the degree.

<b>Current:</b>	<b>New:</b>
Currently there is no grade requirement for SONO 262, Sonography Physics.	A grade of "C" or better is required for program completion and for entrance into the next Echocardiography course offered.
<b>Current:</b>	<b>New:</b>
* A grade of "C" or better is required for program completion and for entrance into the next Echocardiography course offered. ** Additional clinical experience at assigned hospital to qualify for national exam. Please note: there is a required intersession semester and a required summer semester for this program.	* or specific course equivalents as approved by department chairperson. **A grade of "C" or better is required for program completion and for entrance into the next Echocardiography course offered. ***Additional clinical experience at assigned hospital to qualify for national exam. Please note: there is a required intersession semester and a required summer semester for this program.
To correct *note and make program consistent with other Health Science programs that allow for course equivalents.	

### ***E. Computer Aided Drafting Certificate, Fall 2018***

The department seeks to expand the English and Math courses fulfilling the requirements of this program.

<b>Current:</b>	<b>New:</b>
ENGL 106, English Composition II, Writing for Technicians	(1) Restricted English Elective: ENGL 102, English Composition II, ENGL 104, English Composition II; Writing about Literature OR ENGL 106, English Composition II, Writing for Technicians.
<b>Current:</b>	<b>New:</b>
MATH 105, Applied Technical Math I	(2) Restricted Mathematics Elective: MATH 105, Applied Technical Math I, MATH 106, Applied Technical Math II, MATH 110, Intermediate Algebra, MATH 150, College Algebra with Trigonometry, MATH 170, Pre-Calculus, MATH 180, Calculus I, MATH 190, Calculus II, MATH 210, Calculus III or MATH 220, Calculus IV
<b>Current:</b>	<b>New:</b>
MATH 106, Applied Technical Math II	(2) Restricted Mathematics Elective: MATH 105, Applied Technical Math I, MATH 106, Applied Technical Math II, MATH 110, Intermediate Algebra, MATH 150, College Algebra with Trigonometry, MATH 165, Basic Calculus with Analytic Geometry, MATH 170, Pre-Calculus, MATH 180, Calculus I, MATH 190, Calculus II, MATH 210, Calculus III or MATH 220, Calculus IV.

**F. Advanced Manufacturing A.O.S. Degree, Fall 2018**

The department seeks to expand the English and Math courses fulfilling the requirements of this program.

<b>Current:</b>	<b>New:</b>
ENGL 110, Technical Communication	(1 ) Restricted English Elective: ENGL 101, English Composition I, ENGL 102, English Composition II; ENGL 104, English Composition II: Writing about Literature OR ENGL 106, English Composition II, Writing for Technicians or ENGL 110, Technical Communication
<b>Current:</b>	<b>New:</b>
MATH 105, Applied Technical Mathematics I OR MATH 150, College Algebra with Trigonometry	(2)Restricted Mathematics Elective: MATH 105, Applied Technical Math I, MATH 106, Applied Technical Math II MATH 110, Intermediate Algebra, MATH 150, College Algebra with Trigonometry, MATH 165, Basic Calculus with Analytic Geometry, MATH 170, Pre-Calculus, MATH 180, Calculus I, MATH 190, Calculus II, MATH 210, Calculus III or MATH 220, Calculus IV
<b>Current:</b>	<b>New:</b>
MATH 106, Applied Technical Math II OR MATH 165, Basic Calculus with Analytic Geometry	(2) Restricted Mathematics Elective: MATH 105, Applied Technical Mathematics I, MATH 106, Applied Technical Mathematics II, MATH 110, Intermediate Algebra, MATH 150, College Algebra with Trigonometry, MATH 165, Basic Calculus with Analytic Geometry, MATH 170, Pre-Calculus, MATH 180, Calculus I MATH 190, Calculus II, MATH 210, Calculus III or MATH 220, Calculus IV.

**G. Automotive Technical Services—Autobody Repair A.O.S. Degree, Fall 2018**

The department seeks to expand the Math requirement for this program and provide an alternative for the AUBR 160 and AUTO 260 major requirements.

<b>Current:</b>	<b>New:</b>
AUBR 160, Body Mechanical	AUBR 160, Body Mechanical OR AUTO 120, Engines and AUTO 245, Passenger Car Chassis II
<b>Current:</b>	<b>New:</b>
MATH 105, Applied Technical Mathematics I	(1) Restricted Mathematics Elective: MATH 105, Applied Technical Mathematics I, MATH 106, Applied Technical Mathematics II, MATH 110,

	Intermediate Algebra, MATH 150, College Algebra with Trigonometry, MATH 165, Basic Calculus with Analytic Geometry, MATH 170, Pre-Calculus, MATH 180, Calculus I, MATH 190, Calculus II, MATH 210, Calculus III or MATH 220, Calculus IV.
<b>Current:</b>	<b>New:</b>
AUTO 260, Business Management	AUTO 260, Business Management OR BADM 207, Organization and Management

#### ***H. Automotive Technical Services—A.O.S. Degree, Fall 2018***

The department seeks to expand the Math requirement for this program and provide an alternative for the AUTO 260 major requirement.

<b>Current:</b>	<b>New:</b>
MATH 105, Applied Technical Mathematics I	(1) Restricted Mathematics Elective: MATH 105, Applied Technical Mathematics I, MATH 106, Applied Technical Mathematics II, MATH 110, Intermediate Algebra, MATH 150, College Algebra with Trigonometry, MATH 165, Basic Calculus with Analytic Geometry, MATH 170, Pre-Calculus, MATH 180, Calculus I, MATH 190, Calculus II, MATH 210, Calculus III or MATH 220, Calculus IV.
<b>Current:</b>	<b>New:</b>
AUTO 260, Business Management	AUTO 260, Business Management OR BADM 207, Organization and Management

#### ***I. Automotive Management A.A.S. Degree, Fall 2018***

The department seeks to expand the Math elective for this program and provide an alternative for the AUTO 260 major requirement.

<b>Current:</b>	<b>New:</b>
(2) Mathematics Elective: Either MATH 105 and MATH 106 or MATH 150 and MATH 165. Recommend MATH 150 and MATH 165 for transfer.	(2) Mathematics Elective: Either MATH 105 and MATH 106 or MATH 150 and MATH 165 or MATH 110, 170, 180, 190, 210 or 220. Recommend MATH 150 and MATH 165 for transfer.
<b>Current:</b>	<b>New:</b>
BADM 207, Organization and Management	BADM 207, Organization and Management or AUTO 260, Business Management
<b>Current:</b>	<b>New:</b>
Technical Elective: Students may choose from AUTO 200, America on Wheels or AUTO 260, Business Management	Technical Elective AUTO 200, America on Wheels and AUTO 250, Diesel Engines

**J. Electrical Engineering Technology—Electronics A.A.S. Degree, Fall 2018**

The department seeks to expand course options for the Math, English and Physics requirements as well as the technical electives for this program.

<b>Current:</b>	<b>New:</b>
MATH 150, College Algebra with Trigonometry	(1) Restricted Mathematics Elective: MATH 150, College Algebra with Trigonometry, MATH 165, Basic Calculus with Analytic Geometry, MATH 170, Pre-Calculus, MATH 180, Calculus I, MATH 190, Calculus II, MATH 210, Calculus III or MATH 220, Calculus IV
<b>Current:</b>	<b>New:</b>
MATH 165, Basic Calculus with Analytic Geometry	(1) Restricted Mathematics Elective: MATH 150, College Algebra with Trigonometry, MATH 165, Basic Calculus with Analytic Geometry MATH 170, Pre-Calculus, MATH 180, Calculus I, MATH 190, Calculus II, MATH 210, Calculus III or MATH 220, Calculus IV
<b>Current:</b>	<b>New:</b>
ENGL 102, English Composition II	ENGL 102, English Composition II OR English 104, English Composition II: Writing About Literature
<b>Current:</b>	<b>New:</b>
PHYS 135, Technical Physics I	(2) Restricted Physics Elective: PHYS 135, Technical Physics I, PHYS 136, Technical Physics II, PHYS 140, General Physics I, PHYS 141, General Physics II, PHYS 150, Physics I, OR PHYS 151, Physics II.
<b>Current:</b>	<b>New:</b>
PHYS 136, Technical Physics II	(2) Restricted Physics Elective: PHYS 135, Technical Physics I, PHYS 136, Technical Physics II, PHYS 140, General Physics I, PHYS 141, General Physics II, PHYS 150, Physics I, OR PHYS 151, Physics II.
<b>Current:</b>	<b>New:</b>
Current: (3) Technical Elective - recommend courses ELET 115, ELET 260; students may also choose CADD 105, CHEM 110, ELET 220, ELET 225, IDLT 105, MECT 215, PHYS 136	(3) Technical Elective - recommend courses ELET 115, ELET 260; students may also choose CADD 105, CHEM 110, ELET 220, ELET 225, MECT 215, PHYS 136, OR CISS 110
<b>Current:</b>	<b>New:</b>
(1) Technical Elective - recommend courses ELET 115, ELET 260; students may also choose CADD 105, CHEM 110, ELET 220, ELET 225, IDLT 105, MECT 215, PHYS 136	(3) Technical Elective - recommend courses, ELET 115, ELET 260; students may also choose CADD 105, CHEM 110, ELET 220, ELET 225, MECT 215, PHYS 136 or CISS 110

***K. Electrical Technology: Semiconductor Manufacturing Technology A.A.S. Degree, Fall 2018***

The department seeks to expand course options for the Math, English, Chemistry and Physics requirements as well as ELET 115.

<b>Current:</b>	<b>New:</b>
MATH 150, College Algebra with Trigonometry	(1) Restricted Mathematics Elective: MATH 150, College Algebra with Trigonometry, MATH 165, Basic Calculus with Analytic Geometry, MATH 170, Pre-Calculus, MATH 180, Calculus I, MATH 190, Calculus II, MATH 210, Calculus III or MATH 220, Calculus IV
<b>Current:</b>	<b>New:</b>
MATH 165, Basic Calculus with Analytic Geometry	(1) Restricted Mathematics Elective: MATH 150, College Algebra with Trigonometry, MATH 165, Basic Calculus with Analytic Geometry MATH 170, Pre-Calculus, MATH 180, Calculus I, MATH 190, Calculus II, MATH 210, Calculus III or MATH 220, Calculus IV
<b>Current:</b>	<b>New:</b>
ENGL 102, English Composition II	ENGL 102, English Composition II OR English 104, English Composition II: Writing About Literature
<b>Current:</b>	<b>New:</b>
PHYS 135, Technical Physics I	(2) Restricted Physics Elective: PHYS 135, Technical Physics I, PHYS 140, General Physics I, OR PHYS 150, Physics I
<b>Current:</b>	<b>New:</b>
CHEM 105, Concepts in Chemistry	CHEM 105, Concepts in Chemistry OR CHEM 110, General Chemistry I

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

**Resolved**, that the request for approval of following change to the college's policy regarding evaluation of foreign post-secondary transcripts, as recommended by the Academic Senate and the President, be, and hereby is, approved, as follows:

**EVALUATION OF FOREIGN POST-SECONDARY TRANSCRIPTS POLICY**

**Evaluation of Foreign Post-Secondary Transcripts**

<b>Current:</b>
"If it is necessary to determine course equivalencies international students are required to utilize World Education Services, a fee-based credentialing service. This service will evaluate transcript(s) and then provide a course-by-course transcript evaluation that can be presented to Hudson Valley Community College for potential transfer credit evaluation. "
<b>New:</b>
"If it is necessary to determine course equivalencies international students are required to utilize a credential evaluation service that is a member of National Association of



Credential Evaluation Services (NACES), a fee-based credentialing service. This service will evaluate transcript(s) and then provide a course-by-course transcript evaluation that can be presented to Hudson Valley Community College for potential transfer credit evaluation."

"Disclaimer: Please note that the college will review the evaluation and transfer credits appropriately. All credits may not be transferable to Hudson Valley Community College; the course-by-course transcript evaluation provided by the credential evaluation service is used as a reference guide. While the college accepts a credential evaluation service from a member of NACES, other US higher education institutions may not use the same services for their credential evaluation."

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

**CAPITAL  
CONSTRUCTION-  
FACILITIES  
RENOVATION**

**Resolved**, that the request for approval of the award of contract in the Amount of \$286,666 to Aktor Corporation, for renovations in Amstuz Hall and Fitzgibbons Hall, from the capital project entitled, "Science Center and Related Building Renovations," be, and hereby is, approved.

Upon a motion by Mr. Elahi, seconded by Mr. Pratt, the following resolution was adopted unanimously.

**CAPITAL  
CONSTRUCTION-  
FACILITIES  
RENOVATION,  
ASBESTOS  
ABATEMENT**

**Resolved**, that the request for approval of the award of contract in the Amount of \$13,000 to National Response Corporation (NCR), for asbestos Abatement and removal Amstuz Hall and Fitzgibbons Hall, from the capital project entitled "Science Center and Related Building Renovations," be, and hereby is, approved.

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

**CAPITAL  
CONSTRUCTION-  
FACILITIES  
RENOVATION  
ASBESTOS  
MONITORING**

**Resolved**, that the request for approval of the award of contract in the Amount of \$2,490 to CHA Consulting, Inc. (CHA) for asbestos monitoring in Amstuz Hall and Fitzgibbons Hall, from the capital project entitled, "Science Center and Related Building Renovations," be, and hereby is, approved.

**INFORMATION ITEMS**

**INFORMATION  
ITEMS**

The following information items were noted:

**A. FULL-TIME NON-TEACHING PROFESSIONAL**

1. Academic Affairs

Kailey Loucks, Coordinator for Testing, Placement, Advising and New Student Orientation, Instructional Support Services & Retention,  
f/t appt., eff. 4/21/17 or thereafter \$42,000/yr

2. Enrollment Management and Student Development

Justin Hoyt, Director of Athletics, Enrollment Management & Student Development,  
f/t appt., eff. 4/25/17 or thereafter \$63,000/yr

3. Technology, Institutional Assessment and Planning  
Jeremy Bristol, Senior Computer Programmer Analyst,  
Information Technology Services,  
f/t appt., eff. 4/19/17 or thereafter \$70,000/yr

**B. NON-INSTRUCTIONAL EMPLOYEES/CLASSIFIED STAFF**

1. Technology, Institutional Assessment and Planning  
Jason Bourdeau, Educational Technology Technician,  
Instructional Technology,  
f/t appt., eff. 4/24/17 or thereafter \$19.1571/hr

**C. RESIGNATIONS**

1. Mohsin Ahmed, Advising Specialist, Business Advisement Center, eff. 4/30/17
2. Thomas Bain, Head Women's Tennis Coach, Intercollegiate Athletics, eff. 4/7/17
3. Katherine Edge, Counselor, E.O.C., eff. 4/19/17
4. Matthew Lambert, Advising Specialist, Liberal Arts & Sciences/Advisement Tracks, eff. 5/17/17
5. Adrienne Rickson, College & Employment Specialist, E.O.C., eff. 3/24/17

**D. RETIREMENTS**

1. Sherry Best, Program Assistant Academics I, Individual Studies/Liberal Arts, eff. 5/12/17
2. William Eckert, Professor, Business Administration, eff. 5/16/17
3. David Fuller, Associate Professor, Automotive, Manufacturing & Electrical Engineering Technologies, eff. 8/18/17
4. Kevin McLaughlin, Assistant Professor, Computer Information Sciences, eff. 8/18/17
5. Andrew Miller, Assistant Professor, Accounting, Entrepreneurship & Marketing, eff. 5/12/17
6. Loretta Stillman, Associate Professor, Biology, Chemistry & Physics, eff. 8/4/17

**E. HVCC MONTHLY FINANCIAL REPORTS**

1. Current Unrestricted Fund Revenues & Expenditures, period ending 4/30/17
2. Grant Expenditures by Object, periods ending 4/30/17

**F. FACULTY-STUDENT ASSOCIATION FINANCIAL REPORTS**

1. FSA Financial Statements, as of 4/30/17

Mark Stackrow, a graduating student, asked Chairman Kelleher for permission to address the Board, which was granted. Mr. Stackrow spoke about the Conway Ice Arena, the discontinuation of NJCAA participation in hockey, and the hope that the college could continue a hockey program in some way. Chairman Kelleher thanked Mr. Stackrow for his remarks.

Upon a motion by Dr. Jennings, seconded by Dr. Kapp, an executive session was called at 5:35 p.m. for the purpose of discussing pending litigation.

**EXECUTIVE  
SESSION**


Upon a motion by Dr. Jennings, seconded by Dr. Kapp, the executive session was ended at 5:40 p.m. and Chairman Kelleher opened the meeting.

**JUNE MEETING**

The next regular meeting of the Board of Trustees will be held on Tuesday, June 27, 2017.

Upon a motion by Mr. Zweig, seconded by Mr. Fagan, the meeting was adjourned at 5:41 p.m.

**ADJOURNMENT**

  
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Suzanne Kalkbrenner  
Assistant Secretary to the Board