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, March 27, 2018 on the college campus, 80 Vandenburgh Avenue, Troy, New York.

PRESENT

Neil J. Kelleher, Chairman
Judith Breselor
Catherine I. Conroy
William C. Jennings
Conrad J. Lang, Jr.
Wayne Pratt
Brian Zweig

EXCUSED

Joseph A. Kapp, Vice Chairman
William Fagan
Nathanael Savasta

ALSO PRESENT

Andrew J. Matonak, President
William Reuter, Vice President for Administration and Finance
George J. Raneri, Secretary to the Board
Suzanne Kalkbrenner, Assistant Secretary

C. Bosco	C. Helwig	R. Ramsammy
J. Brennan	D. Kennedy	S. Ramsammy
S. Ely	R. LaGatta	T. Traynham
M. Geehan	K. Paquette	F. Vega
M. Green	A. Ramsammy	P. White

Before the start of the meeting, President Matonak welcomed incoming President Roger Ramsammy, who introduced his wife, Annette, and his daughter, Shayda. President Matonak also introduced Tyese Traynham, the new confidential assistant in the President's office.

Chairman Kelleher called the meeting to order at 5:10 p.m.

MINUTES

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

Resolved, that the minutes of the regular meeting of the Board of Trustees, held on February 27, 2018, be, and hereby are, approved.

CURRICULUM CHANGES

Upon a motion by Ms. Conroy, seconded by Dr. Jennings, the following resolution was adopted unanimously.

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 and Sciences: Humanities and Social Science Honors Track, Fall 2018

The department will provide more consistency and clarity in the entrance requirements as well as make some changes to the degree requirements.

Current:	**New:**
There is no GPA requirement for transferred credits.	Students must demonstrate a strong academic record including a minimum high school average of 90, and a cumulative 3.5 GPA on all college courses intended to apply to the degree. In special circumstances these criteria may be waived by the Department Chair for Liberal Arts and Sciences.
Reason for Change: Requiring a 3.5 GPA for transfer credits is in keeping with the GPA requirement that non-transfer students must meet with regards to a cumulative high school average of 90.	
Current:	**New:**
The completion of the supplemental application and subsequent interview are not specified as part of the admissions process for the program.	To be considered for admission into the Liberal Arts Humanities and Social Sciences: Humanities and Social Sciences Honors Track students must complete the following steps: Apply and be accepted for admission to Hudson Valley Community College. 1. Complete and submit the supplemental HonorScholar application. 2. Students must complete an interview with members of the department. 3. Students who are accepted into the program must formally accept their HonorScholar Scholarship with the Department Chair of Liberal Arts and Sciences by August 1.
Reason for Change: To clarify and codify the admissions process.	
Current:	**New:**
Prerequisites Honors applicants are expected to demonstrate a strong overall academic record. While particular academic strengths will be taken into consideration during the review process, a minimum cumulative high school average of 90 and a minimum overall score of 1100 on the math and verbal portions of the SAT is expected. Completion of supplemental application is required.	Prerequisites SAT and ACT scores may be taken into consideration during the review process but are not requirements for entrance into the program.
Reason for Change: Many students who apply to the program do not take the SAT or ACT, so we do not want to disregard their applications for that reason. The scores may still be considered when reviewing applications but, the absence of such will not be a detriment to the application.	

Current:	New:
No stated community engagement requirement.	Students must complete a minimum of 10 hours of community engagement each semester. The community engagement must provide a benefit to the college and/or community at large. The community engagement may not result in any monetary compensation for the student.
Reason for Change: Community engagement has always been a component of the program and a requirement for the scholarship. Formally including community service in the program requirements clarifies the requirement. Community engagement hours will be tracked using a form that will be kept in the student's file in the Liberal Arts Department office.	
Current:	**New:**
Fine Arts Elective restricted to the following courses: ARTS 100, ARTS 101, ARTS 104, ARTS 107, ARTS 270, ARTS 272, ARTS 273, MUSC 100, MUSC 101, MUSC 105, MUSC 106, MUSC 110, THEA 100	Course selection for the Arts Elective must be designated as "SUNY General Education The Arts" and "HVCC Liberal Arts and Sciences Humanities."
Reason for Change: Providing students with a wider range of electives in The Arts allows students who are undecided an opportunity to explore The Arts more fully as part of their Liberal Arts education. Additionally, students who want to further their education in The Arts will have greater flexibility in meeting the Liberal Arts education requirements while focusing in on courses more directly related to their career and transfer goals.	
Current:	**New:**
Western Civilization I	Western Civilization I or Western Civilization II
Reason for Change: Providing students with a choice between Western Civilization I and Western Civilization II to meet the SUNY General Education Western Civilization knowledge and skills area allows students to broaden their knowledge of more recent Western history. Additionally, the added course option provides students greater flexibility when scheduling classes particularly when other coursework may have limited sections available.	
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Reason for Change: Providing students with a choice between Western Civilization I and Western Civilization II to meet the SUNY General Education Western Civilization knowledge and skills area allows students to broaden their knowledge of more recent Western history. Additionally, the added course option provides students greater flexibility when scheduling classes particularly when other coursework may have limited sections available.	
Current:	**New:**
Honors Electives - SOCL 250, Honors Introduction to Social Inquiry, SOCL 255, Honors Technology and Society, PHIL 265, Honors Ideas Past and Present	Select two additional Humanities or Social Science honors courses per the college catalog.
Reason for Change: Providing students with a full range of Honors electives allows students the ability to explore a variety of coursework at the Honors level and opens	

the door for students to consider new Honors courses as they are approved by Curriculum Committee.	
Current:	**New:**
Course must be a "SUNY General Education American History" and "HVCC Liberal Arts and Social Science" course.	Course must be designated as "SUNY General Education American History or Other World Civilizations" and "HVCC Liberal Arts and Social Science" course.
Reason for Change: The addition of courses designated as Other World Civilization brings the history elective requirement for the Liberal Arts and Sciences: Humanities and Social Sciences Honors track in alignment with the history requirement for the Liberal Arts and Sciences: Humanities and Social Sciences non-honor track.	
Current:	**New:**
Students must maintain a minimum overall G.P.A. of 3.5 each semester.	Students must maintain a minimum overall G.P.A. of 3.2 each semester.
Reason for Change: Making this change in GPA requirements places the Liberal Arts and Sciences: Humanities and Social Sciences Honors track in line with the other HonorScholar programs at HVCC thereby keeping the playing field even for all HonorScholar students and scholarship recipients.	
Current:	**New:**
All students must successfully complete HONR 190, Honors Seminar I, HONR 290 Honors Seminar II, ENGL 107 Honors Composition I, ENGL 108 Honors Composition II, ENGL 240, Honors Literature and either MATH 178, Honors Mathematical Reasoning and Applications and/or NSCI 250, Honors Natural Science.	All students must successfully complete HONR 190 Honors Seminar I, HONR 290 Honors Seminar II, *ENGL 107 Honors Composition I, ENGL 108, Honors Composition II, ENGL 240, Honors Literature and either MATH 178, Honors Mathematical Reasoning and Applications and/or NSCI 250, Honors Natural Science. *A student may substitute ENGL 101 for ENGL 107 if the student earns a final grade of 'A' in ENGL 101 and is granted permission by the Department Chair for Liberal Arts and Sciences. Said student will still be required to complete a minimum of 8 honors courses.
Reason for Change: This change provides students who have previously completed ENGL 101 with a grade of 'A', an opportunity to still enter the Liberal Arts and Sciences: Humanities and Social Sciences Honors track, and qualify for the associated scholarship. In particular this would apply to students who entered HVCC as a non-honors student but who has provide he/she is a good candidate for the program based on completed college course work or a student who previously completed ENGL 101 at another institution. Students will still need to meet the minimum Honors courses ensure they receive a full spectrum of honors level course work to complete the degree.	

2. Change in Program Title and Change in Degree requirements:

A. Business—A.A.S. Degree; Fall 2018

Current:	**New:**
Business—Accounting A.A.S. Degree	Accounting A.A.S. Degree
Reason for Change: The department seeks a change in program title to make it more in line with other programs.	
Current:	**New:**

CMPT 101, Computer Concepts and Applications I	Computer Elective. Any CMPT or CISS course. Recommend CMPT 101, CMPT 115.
Reason for Change: Recently, the department changed the computer elective for our Accounting Certificate program to a restricted computer elective. Regardless of the computer course a Certificate student takes, the student will be able to transfer this course into the AAS program since it will now be a computer elective as opposed to just CMPT 101, Computer Concepts and Applications I. We are seeing students admitted in the Accounting MS program with other computer courses that will now fall into the computer elective category. With the proposed change to a Computer Elective, students will be able to bring other higher level computer courses in, therefore having computer course options to best meet their specific educational needs and goals.	

3. Change in Degree Requirements:

A. Construction Technology- Building Construction, A.A.S. Degree; Fall 2019

Current:	**New:**
CNST 110	CNST 110 or CIVL 112
Reason for Change: The department proposes a change to allow CNST 110 or CIVL 112 to meet the requirements for degree completion. The CIVL 112 is an acceptable course substitution for CNST 110 as the material covered in the CIVL 112 course meets and exceeds the requirements of CNST 110.	
Current:	**New:**
A grade of "C" or better is required for program completion and as a course specific prerequisite.	**** A grade of "C" or better is required for program completion and as a course specific prerequisite. CNST 110 is the recommended course for the program.
Reason for Change: The department proposes a change to allow CNST 110 or CIVL 112 to meet the requirements for degree completion. The CIVL 112 is an acceptable course substitution for CNST 110 as the material covered in the CIVL 112 course meets and exceeds the requirements of CNST 110.	

B. Mechanical Engineering Technology A.A.S. Degree; Fall 2018

Current:	**New:**
None	***A grade of 'C' or better is required for program completion and as a course specific prerequisite.
Reason for Change: The requirement for a grade of 'C' or higher is being placed on MECT 125. The minimum of 'C' level knowledge will assist in student retention and successful completion of the program. The department proposes a requirement of a grade of "C" or better for MECT 125 for program completion.	
Current:	**New:**
A grade of "C" or better is required for program completion and as a course specific prerequisite.	**** A grade of "C" or better is required for program completion and as a course specific prerequisite. CNST 110 is the recommended course for the program.
Reason for Change: The department proposes a change to allow CNST 110 or CIVL 112 to meet the requirements for degree completion. The CIVL 112 is an acceptable course substitution for CNST 110 as the material covered in the CIVL 112 course meets and exceeds the requirements of CNST 110.	

C. Computer Information Systems A.A.S. Degree; Fall 2018

The department will modify the CIS A.A.S. degree to be a generic CIS A.A.S. degree and 3 specific optional tracks. Students will be able to choose to complete the generic degree without tracks or one or more tracks. The 3 distinct optional tracks will be:

1. Programming and Database Management Systems
2. Web design and Programming
3. System and Network Administration

D. Computer Information Systems A.S. Degree; Fall 2018

The department will increase the number of courses requiring a "C" or better in this curriculum and proposes a Computer Science track to specify and accommodate the SUNY Computer Science Transfer Pathway. This track will discretely specify the more select higher level required courses and permissible elective to satisfy the SUNY Computer Science transfer Pathway and Computer Science curriculums throughout the country.

E. Health Information Management and Technology A.A.S. Degree; Fall 2018

Current:	**New:**
HLTH 152, First Aid, 2 credits	Business Elective, 3 credits
Current:	**New:**
63 credits	64 credits
Reason for Change: The changes in the program will allow more flexibility in the program.	

4. Deactivation and Discontinuance:

A. Business Marketing A.A.S.—Retail Option; Fall 2018

This deactivation/discontinuance is based on the lack of enrollment over the past several years and the consolidation of the Marketing programs into one degree offering.

B. Computer Information Systems: Systems and Network Administration A.A.S. Degree; Fall 2018

The creation of tracks within the single CIS A.A.S. degree will provide students with an equivalent curriculum. This deactivation/discontinuance reflects the department's intent to provide a more flexible generic CIS degree that can be tailored to students' identified outcomes replacing the need for this specific degree.

C. Computer Information Systems: Web Design and WWW Programming A.A.S. Degree; Fall 2018

This degree will be replaced by a Web Design and Programming track within the CIS A.A.S. program. This deactivation/discontinuance reflects the department's intent to provide a more flexible generic CIS degree that can be tailored to students' identified outcomes replacing the need for this specific degree.

CAPITAL CONSTRUCTION--CAMS: GENERAL CONSTRUCTION

Upon a motion by Ms. Conroy, seconded by Mr. Lang, the following resolution was adopted, with Mr. Pratt abstaining.

Resolved, that the request for approval of the award of contract for General Construction in the amount of $6,867,000 to Bette Cring Construction Group, for the capital project entitled “Center for Advanced Manufacturing (CAMS),” be, and hereby is, approved.

Upon a motion by Ms. Breselor, seconded by Dr. Jennings, the following resolution was adopted unanimously. **CAPITAL CONSTRUCTION-- CAMS: PLUMBING**

Resolved, that the request for approval of the award of contract for Plumbing in the amount of $994,600 to Tri-Valley Plumbing & Heating, Inc. for the capital project entitled "Center for Advanced Manufacturing (CAMS)," be, and hereby is, approved.

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Upon a motion by Mr. Lang, seconded by Ms. Conroy, the following resolution was adopted unanimously. **CAPITAL CONSTRUCTION-- CAMS: MECHANICAL**

Resolved, that the request for approval of the award of contract for Mechanical in the amount of $1,240,000 to John W. Danforth Co., for the capital project entitled "Center for Advanced Manufacturing (CAMS)," be, and hereby is, approved.

Upon a motion by Ms. Breselor, seconded by Dr. Jennings, the following resolution was adopted unanimously. **CAPITAL CONSTRUCTION-- CAMS: ELECTRICAL**

Resolved, that the request for approval of the award of contract for Electrical in the amount of $1,467,250 to T & J Electrical Associates, LLC for the capital project entitled "Center for Advanced Manufacturing (CAMS)," be, and hereby is, approved.

Upon a motion by Mr. Lang, seconded by Mr. Pratt, the following resolution was adopted unanimously. **CAPITAL CONSTRUCTION-- CAMS: COMMUNICATIONS CABLING**

Resolved, that the request for approval of the award of contract for Communications Cabling in the amount of $178,300 to Comalli Group, Inc. for the capital project entitled "Center for Advanced Manufacturing (CAMS)," be, and hereby is, approved.

Upon a motion by Dr. Jennings, seconded by Ms. Breselor, the following resolution was adopted unanimously. **CAPITAL CONSTRUCTION-- CAMS: SPECIAL INSPECTIONS**

Resolved, that the request for approval of the award of contract for Special Inspections in the amount of $49,953 to Atlantic Testing Laboratories, Limited for the capital project entitled "Center for Advanced Manufacturing (CAMS)," be, and hereby is, approved.

INFORMATION ITEMS **INFORMATION ITEMS**

The following information items were noted:

A. FULL-TIME FACULTY

1. Schools of Business and Engineering & Industrial Technologies
   Michael Cannistraci, Instructor,
   Civil, Construction, Industrial and Mechanical Technologies,
   f/t appt., eff. 8/27/18 $48,981/yr

B. FULL-TIME NON-TEACHING PROFESSIONAL

1. Administration and Finance
   Crystal Heshmat, Facility Documents and Records Manager,
   Physical Plant,
   f/t appt., eff. 3/19/18 $39,000/yr

2. Executive

Angela O'Neal, Development Coordinator
Institutional Advancement/Foundation,
f/t appt., eff. 3/14/18 or thereafter $50,000/yr

Tyese Traynham, Confidential Assistant,
President's Office,
f/t appt., eff. 3/12/18 $37,000/yr

C. PART-TIME FACULTY

1. Schools of Business and Engineering & Industrial Technologies

Richard Miller, Instructor,
Building Systems Technologies,
p/t appt., eff. 8/27/18 $1,113/sch

2. School of Liberal Arts & Sciences

Erin Hill, Instructor,
Individual Studies (High School model),
p/t appt., eff. 1/16/18 $0

Ryan Jenkins, Instructor,
Fine Arts, Theatre Arts & Digital Media,
p/t appt., eff. 3/8/18 or thereafter $1,113/sch

Stephanie Loveless, Instructor,
Fine Arts, Theatre Arts & Digital Media,
p/t appt., eff. 3/8/18 or thereafter $1,113/sch

D. PART-TIME NON-TEACHING PROFESSIONALS

1. Academic Affairs

Enas Alnaseri, PT Instructional Support Assistant,
Instructional Support Services and Retention,
p/t appt., eff.1/26/18 $15.00/hr

Eric Hills, PT Instructional Support Assistant,
Instructional Support Services and Retention,
p/t appt., eff.1/26/18 $15.00/hr

2. Enrollment Management & Student Development

Shaun Fisher, Assistant Baseball Coach,
p/t appt., eff. 03/12/18 $1,000/yr

Bradley Sullivan, Assistant Football Coach-Offensive Coordinator,
Intercollegiate Athletics,
p/t appt., eff. 3/1/18 or thereafter $2,566/yr

3. E.O.C.

Raymond Jackson, P/T TASC Examiner,
E.O.C. Office of the Coordinator,
p/t appt., eff. 2/22/18 or thereafter $22.00/hr

Sharlette Wilkins, P/T TASC Examiner,
E.O.C. Office of the Coordinator,
p/t appt., eff. 2/22/18 or thereafter $22.00/hr

E. NON-INSTRUCTIONAL EMPLOYEES/CLASSIFIED STAFF

1. Academic Affairs
   Kimberly Santandera, Senior Clerk,
   Continuing Education,
   f/t appt., eff. 3/12/18 $14.6163/hr

2. Administration and Finance
   Helen Cocco Donato, Custodial Worker,
   Physical Plant,
   f/t appt., eff. 3/15/18 or thereafter $13.0995/hr

3. Enrollment Management & Student Development
   Dorena Frank, Data Analysis Coordinator I,
   Admissions,
   f/t appt., eff 2/27/18 or thereafter $17.2852/hr

   Rekka Herman, Data Analysis Coordinator I,
   Admissions,
   f/t appt., eff. 2/20/18 or thereafter $17.2852/hr

F. RETIREMENTS

1. Susan Costello, Principal Account Clerk, Physical Plant, eff. 4/6/18
2. Ruth Major, Assistant Professor, Biology, Chemistry and Physics, eff. 8/13/18

G. SABBATICAL LEAVE RECOMMENDATION

1. Christine Jenkins, Assistant Professor, Biology, Chemistry and Physics, 2018-2019 Academic year

H. ADVISORY COMMITTEE APPOINTMENTS

1. Business Administration
   Sandra Malloy

2. Health, Physical Education and Exercise Studies
   Michael Caruso

I. HVCC MONTHLY FINANCIAL REPORTS

1. Current Unrestricted Fund Revenues & Expenditures, period ending 2/28/18
2. 2017-2018 Fiscal Year Operating Budget, Current Year Enrollment, as of 2/28/18

J. FSA MONTHLY FINANCIAL REPORTS

1. FSA Financial Reports, period ending 2/28/18

APRIL MONTHLY MEETING

The next regular meeting of the Board of Trustees will be held on Tuesday, April 24, 2018.

EXECUTIVE SESSION

Upon a motion by Dr. Jennings, seconded by Mr. Lang, an executive session was called at 5:13 p.m. for the purposes of discussing a collective bargaining agreement, a personnel matter, and a real estate matter.

Upon a motion by Mr. Zweig, seconded by Mr. Lang, the executive session was ended at 6:25 p.m. and Chairman Kelleher opened the meeting.

ADJOURNMENT

Upon a motion by Mr. Pratt, seconded by Ms. Breselor, the meeting was adjourned at 6:26 p.m.

Suzanne Kalkbrenner