

# Hudson Valley Community College

80 Vandenburg Avenue, Troy, New York 12180

## MINUTES

The regular meeting of the Board of Trustees of Hudson Valley Community College was held on Tuesday, November 27, 2018 on the college campus, 80 Vandenburg Avenue, Troy, New York.

### PRESENT

Neil J. Kelleher, Chairman  
Joseph A. Kapp, Vice Chairman  
Judith Breselor  
Brendan James Caluneo  
Catherine I. Conroy  
William Fagan  
William C. Jennings  
Wayne Pratt  
Brian Zweig

### EXCUSED

Thomas P. Grant (present for  
Committee meetings)

### ALSO PRESENT

Dr. Roger A. Ramsammy, President  
William Reuter, Vice President for Administration  
and Finance  
George J. Raneri, Secretary to the Board  
Suzanne Kalkbrenner, Assistant Secretary

P. Blacklock	M. Green	K. Paquette
C. Bosco	P. Hill	K. Petley
L. Coplin	M. Janosik	J. Slavin
S. Ely	D. Kennedy	A. Thomas
K. Ferrer-Muñiz	R. LaGatta	F. Vega
M. Geehan	L. Marion	B. Vlieg
		P. White

Chairman Kelleher called the monthly meeting to order at 5:26 p.m.

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

**MINUTES**

**Resolved**, that the minutes of regular meeting of the Board of Trustees, held on October 23, 2018, be and hereby are, approved.

Upon a motion by Dr. Jennings, seconded by Ms. Conroy, 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:

### **1. Change in Degree Requirements:**

#### **1. Change in Degree Requirements:**

- A. Liberal Arts and Sciences: Humanities and Social Sciences - A.A. Degree, Fall 2019**
- B. Liberal Arts and Sciences: Humanities and Social Sciences Communications (Media) Track - A.A. Degree, Fall 2019**
- C. Liberal Arts and Sciences: Humanities and Social Sciences Art History and Gallery Studies Track - A.A. Degree, Fall 2019**

The Department seeks change in the course selection to provide students greater flexibility when exploring content areas relevant to career and transfer goals.

<b>Current:</b>	<b>New:</b>
Western Civilization I	Western Civilization I or Western Civilization II
Mathematics or Laboratory Science Elective (3 credits)	Mathematics or Science Elective (3 credits): Course must be designated as either "HVCC Liberal Arts and Sciences Mathematics or Science."

## 2. Change in Degree Requirements:

### A. *Liberal Arts and Sciences: Humanities and Social Sciences History Track – A.A. Degree, Fall 2019*

<b>Current:</b>	<b>New:</b>
Western Civilization I	Western Civilization I or Western Civilization II
Mathematics or Laboratory Science Elective (3 credits)	Mathematics or Science Elective (3 credits): Course must be designated as either "HVCC Liberal Arts and Sciences Mathematics or Science."
Restricted Liberal Arts and Sciences Electives (6 credits): Courses must be designated as both "SUNY General Education" and "HVCC Liberal Arts and Sciences" courses. In addition, two of the following SUNY General Education categories must be satisfied: NS, AR, SS or FL. Recommended: POLS 105 - American National Government, ECON 100 - Principles of Macroeconomics, or ECON 101 Principles of Microeconomics	Restricted Liberal Arts and Sciences Electives (6 credits): Recommended: POLS 105 - American National Government, ECON 100 - Principles of Macroeconomics, or ECON 101 Principles of Microeconomics. Courses must be designated as both "SUNY General Education Social Sciences or Foreign Language" and "HVCC Liberal Arts and Sciences" courses.

## 3. Change in Degree Requirements:

### A. *Liberal Arts and Sciences: Humanities and Social Sciences Communications (Non-Media) Track – A.A. Degree, Fall 2019*

<b>Current:</b>	<b>New:</b>
Western Civilization I	Western Civilization I or Western Civilization II
Mathematics or Laboratory Science Elective (3 credits)	Mathematics or Science Elective (3 credits): Course must be designated as either "HVCC Liberal Arts and Sciences Mathematics or Science."

History Elective: Courses must be designated as both "SUNY General Education" and "HVCC Liberal Arts and Sciences Social Science" courses. In addition, two of the following SUNY General Education categories must be satisfied: WC, AH or OC.	History Elective: Courses must be designated as both "SUNY General Education American History, or Other World Civilizations" and "HVCC Liberal Arts and Sciences Social Science."
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#### 4. Change in Degree Requirements:

##### A. *Liberal Arts and Sciences: Humanities and Social Sciences Political Science Track – A.A. Degree, Fall 2019*

<b>Current:</b>	<b>New:</b>
Western Civilization I	Western Civilization I or Western Civilization II
Mathematics and Science Elective: Course must be designated as either "HVCC Liberal Arts and Sciences Mathematics or Science" (with lab) course.	Mathematics and Science Elective: Course must be designated as either "HVCC Liberal Arts and Sciences Mathematics or Science."
History Elective (3 credits): Courses must be designated as both "SUNY General Education" and "HVCC Liberal Arts and Sciences Social Science" courses. In addition, two of the following SUNY General Education categories must be satisfied: AH or OC.	History Elective (3 credits): Courses must be designated as both "SUNY General Education American History, or Other World Civilizations" and "HVCC Liberal Arts and Sciences Social Science."
Liberal Arts Electives (6 credits): Courses must be designated as both "SUNY General Education Humanities, Arts or Foreign Language" and "HVCC Liberal Arts and Sciences" courses. Recommend HIST 135 History of The Twentieth Century (3 credits)	Restricted Liberal Arts Electives (3 credits): Courses must be designated as both "SUNY General Education Humanities or Foreign Language" and "HVCC Liberal Arts and Sciences." Recommend HIST 135 History of The Twentieth Century (3 credits) AND Humanities course (3 credits). Course must be designated as both "SUNY General Education Humanities" and "HVCC Liberal Arts and Sciences Humanities."

#### 5. Change in Degree Requirements:

##### A. *Liberal Arts and Sciences: Humanities and Social Sciences Psychology Track – A.A. Degree, Fall 2019*

<b>Current:</b>	<b>New:</b>
Western Civilization I	Western Civilization I or Western Civilization II
Mathematics and Science Elective: Course must be designated as either "HVCC Liberal Arts and Sciences Mathematics or Science" (with lab) course.	Mathematics and Science Elective: Course must be designated as either "HVCC Liberal Arts and Sciences Mathematics or Science."
Restricted Social Science Elective (3 credits): Must be chosen from PSYC 200 Child Psychology (3 credits); PSYC 205 Developmental Psychology (3 credits); PSYC 208 Adolescent Psychology (3 credits)	Restricted Social Science Elective (6 credits): Must be chosen from PSYC 200 Child Psychology (3 credits); PSYC 205 Developmental Psychology (3 credits); PSYC 208 Adolescent Psychology (3 credits); PSYC 250 Education Psychology (3 credits)
Restricted Electives as advised (10 credits): Courses must be designated as both "SUNY General Education" and "HVCC Liberal Arts and Sciences" courses. In addition, two of the following SUNY General Education categories must be satisfied: AR, HU or FL.	Restricted electives as advised (3 credits): Courses must be designated as both "SUNY General Education Humanities or Foreign Language" and "HVCC Liberal Arts and Sciences." Students who enter without one unit of a foreign language in high school are strongly recommended to include a semester of a foreign language.

## 6. Change in Degree Requirements:

### A. *Liberal Arts and Sciences: Humanities and Social Sciences English Track – A.A. Degree, Fall 2019*

<b>Current:</b>	<b>New:</b>
Western Civilization I	Western Civilization I or Western Civilization II
Mathematics and Science Elective Course must be designated as either "HVCC Liberal Arts and Sciences Mathematics or Science" (with lab) course.	Mathematics and Science Elective Course must be designated as either "HVCC Liberal Arts and Sciences Mathematics or Science."
History Elective: Course must be designated as both "SUNY General Education Western Civilization, American History, or Other World Civilizations" and "HVCC Liberal Arts and Sciences Social Science."	History Elective: Course must be designated as both "SUNY General Education American History, or Other World Civilizations" and "HVCC Liberal Arts and Sciences Social Science."

<p>Humanities Elective: Course must be designated as both "SUNY General Education Arts or Foreign Language" and "HVCC Liberal Arts and Sciences" course.</p>	<p>Humanities Elective: Course must be designated as both "SUNY General Education Humanities" and "HVCC Liberal Arts and Sciences Humanities."</p>
<p>Social Science Electives (3 credits) Course must be designated as both "SUNY General Education Social Science" and "HVCC Liberal Arts and Sciences Social Science" course.</p>	<p>Social Science Electives (6 credits) Course must be designated as both "SUNY General Education Social Science" and "HVCC Liberal Arts and Sciences Social Science" course.</p>
<p>Note: Additional course recommended for degree completion by advisement based on transferability: ENGL 117</p>	<p>Note: ENGL 117 recommended for degree completion by advisement based on transferability. Note: Recommended for degree completion by advisement and based on transfer and career goals, students intending to enter a four year degree program in an English Teacher Preparation program are required to complete two semesters of a foreign language. Note: All students who enter without one unit of a foreign language in high school are strongly recommended to include a semester of a foreign language.</p>

Upon a motion by Mr. Caluneo seconded by Dr. Kapp, the following resolution was adopted unanimously.

**Resolved**, that the request for the establishment of a Capital Project entitled, "Guenther Enrollment Services Center: Repair & Renovation," be, and hereby is, approved. The resolution shall read as follows:

**ESTABLISHING A CAPITAL PROJECT—  
GUENTHER ENROLLMENT SERVICES CENTER: REPAIR & RENOVATION**

**WHEREAS**, the College has identified needed repairs and renovations to Guenther Enrollment Services Center to eliminate major roof issues, deteriorating ceilings, and to examine the feasibility of enhancing the efficiency of the existing Board of Trustees meeting room; and

**CAPITAL  
CONSTRUCTION—  
ESTABLISHING A  
CAPITAL PROJECT:  
GUENTHER  
ENROLLMENT  
SERVICES CENTER:  
REPAIR &  
RENOVATION**

**WHEREAS**, the total estimated costs for the project is \$1,310,000 and with available matching funds, New York State would reimburse Hudson Valley Community College fifty percent (50%) of the project costs or \$655,000; and

**WHEREAS**, it is necessary for the Hudson Valley Community College Board of Trustees to approve the creation of this Capital Project - Guenther Enrollment Services Center: Repair & Renovation and request similar approval of its sponsor Rensselaer County,

**RESOLVED**, the College's Board of Trustees approves Establishing a Capital Project—Guenther Enrollment Services Center: Repair & Renovation at a cost of \$1,310,000; and

**RESOLVED**, that certified copies of this Resolution be forwarded to Rensselaer County for their consideration and requested approval; and

**RESOLVED**, that upon approval by Rensselaer County, a copy of the certified Resolution will be submitted to the SUNY Office of Capital Facilities.

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

**Resolved**, that the request for the establishment of a Capital Project entitled, “Facility Master Plan,” be, and hereby is, approved. The resolution shall read as follows:

**CAPITAL  
CONSTRUCTION—  
ESTABLISHING A  
CAPITAL PROJECT:  
FACILITY MASTER  
PLAN**

#### **ESTABLISHING A CAPITAL PROJECT—FACILITY MASTER PLAN**

**WHEREAS**, the College's existing Facility Master Plan had an end date of 2013; and

**WHEREAS**, many of the projects identified by the previous plan have been accomplished; and

**WHEREAS**, there have been many changes to not only the number of students served by HVCC, but also how services are provided and how learning takes place; and

**WHEREAS**, the Facility Master Plan will provide the physical form to the College's Strategic Plan that is currently underway; and

**WHEREAS**, the total estimated costs for the project is \$350,000 and with available matching funds, New York State would reimburse Hudson Valley Community College fifty percent (50%) of the project costs or \$175,000; and

**WHEREAS**, it is necessary for the Hudson Valley Community College Board of Trustees to approve Establishing a Capital Project — Facility Master Plan and request similar approval of its sponsor Rensselaer County; now, therefore, be it

**RESOLVED**, the College's Board of Trustees approves Establishing a Capital Project — Facility Master Plan at a cost of \$350,000; and

**RESOLVED**, that certified copies of this Resolution be forwarded to Rensselaer County for their consideration and requested approval; and, be it further

**RESOLVED**, that upon approval by Rensselaer County, a copy of the certified Resolution will be submitted to the SUNY Office of Capital Facilities.

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

**MODIFICATIONS TO ADMINISTRATIVE CODE FOR NON-TEACHING PROFESSIONALS**

**Resolved**, that the request for modifications to the Administrative Code for Non-Teaching Professional Personnel as outlined in Exhibit A attached hereto and made a part hereof effective December 1, 2018, be, and hereby is, approved, subject to any future edits that may be deemed necessary.

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

**MANAGEMENT CONFIDENTIAL EMPLOYMENT CONTRACT**

**Resolved**, that the request that all College positions deemed to be management confidential will enter into employment contracts effective December 1, 2018, be, and hereby is, approved, subject to any future edits that may be deemed necessary.

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

**MODIFICATIONS TO THE PRESIDENT’S CONTRACT**

**Resolved**, that the request that, effective December 1, 2018, all references to the Administrative Code contained in the President’s employment agreement be replaced by Management Confidential Employment Contract, be, and hereby is, approved, subject to any future edits that may be deemed necessary.

Prior to the meeting, the Board gave unanimous written consent to waive the one-month prior notice requirements for proposed amendments to the By-laws, as enumerated in Article III, Section I. This written consent is attached hereto as Exhibit B.

**CHANGES TO BOARD OF TRUSTEES BY-LAWS AND POLICY MANUAL**

Upon a motion by Ms. Conroy, seconded by Mr. Caluneo, the following resolution was adopted unanimously.

**Resolved**, that the request for approval and adoption of the following Changes to the Hudson Valley Community College Board of Trustees Bylaws and Policy Manual, be, and hereby is, approved. The Bylaws and Policy Manual shall read as follows:

Section 1.1: Personnel

C. All College appointments and conditions governing employment shall be in accord with the provisions of the appropriate collective bargaining agreement, (removed the words “or the”) Administrative Code for Non-teaching Professionals or Management Confidential Employment Contract (added from “or” to “Contract”), as approved by the Board of Trustees.

**INFORMATION ITEMS**

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The following information items were noted:

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

1. Academic Affairs

Salvatore Chiera, Online Learning Support Specialist,  
Distance Learning,  
f/t appt., eff. 12/17/18 or thereafter

\$45,000/yr

Sarah Romeo, Online Media Specialist, Library, f/t appt., eff. 10/29/18	\$35,000/yr
Christine Smith, Retention Coordinator, Learning Assistance Center, f/t appt., eff. 10/29/18	\$51,000/yr
<b>2. <u>Administration</u></b>	
Robert Haney, Human Resources Generalist, Human Resources, f/t appt., eff. 11/12/18	\$50,000/yr
<b>3. <u>Technology, Institutional Assessment and Planning</u></b>	
Vaidehi Agashe, Research Analyst, Office of Research and Planning, f/t appt., eff. 11/8/18 or thereafter	\$40,000/yr
Michael Gleason, Senior Network Engineer, Information Technology Services, f/t appt., eff. 11/5/18	\$65,000/yr
Ted McCollum, Jr., Senior Computer Programmer Analyst, Information Technologies Services, f/t appt., eff. 11/26/18	\$72,000/yr
<b>B. FULL-TIME CLASSIFIED/NON-INSTRUCTIONAL STAFF</b>	
<b>1. <u>Academic Affairs</u></b>	
Sophia Mehner, Clerk Library, f/t appt., (10 month), eff. 10/16/18 or thereafter	\$13.4343/hr +shift diff.
<b>2. <u>Administration</u></b>	
Edward Stevens, Special Assignment Custodian, Physical Plant, f/t appt., eff. 10/19/18 or thereafter	\$17.1857/hr
<b>C. PART-TIME NON-TEACHING PROFESSIONALS</b>	
<b>1. <u>Academic Affairs</u></b>	
Tara Eaton, p/t Educational Specialist, Instructional Support Services and Retention, p/t appt., eff. 10/31/18	\$33.09/hr
John Habib, p/t Instructional Support Assistant, Learning Assistance Center, p/t appt., eff. 11/06/18 or thereafter	\$15.00/hr
John Karam, p/t Instructional Support Assistant, Learning Assistance Center, p/t appt., eff. 11/06/18 or thereafter	\$15.00/hr



Derek Luch, p/t Instructional Support Assistant,  
Learning Assistance Center,  
p/t appt., eff. 11/06/18 or thereafter \$15.00/hr

Mary Judith McCampbell, p/t Instructional Support Assistant,  
Learning Assistance Center,  
p/t appt., eff. 11/06/18 or thereafter \$15.00/hr

Julianne Messia, p/t Educational Specialist,  
Instructional Support Services and Retention,  
p/t appt., eff. 10/31/18 \$33.09/hr

Sharon Rice, p/t Educational Specialist,  
Instructional Support Services and Retention,  
p/t appt., eff. 10/31/18 \$33.09/hr

Gabriel Sotomayer, p/t Instructional Support Assistant,  
Learning Assistance Center,  
p/t appt., eff. 11/06/18 or thereafter \$15.00/hr

**D. RESIGNATIONS**

1. Jonahida Cruz, Senior Clerk, Placement, Testing and New Student Orientation, eff. 10/19/18
2. Frank Pusatere, Electrician, Physical Plant, eff. 11/1/18

**E. HVCC MONTHLY FINANCIAL REPORTS**

1. 2018-2019 Fiscal Year Operating Budget and Current Year Enrollment, as of 10/31/18
2. Capital Expenditures, October 2018

**DECEMBER MONTHLY MEETING**

The next regular monthly meeting of the Board of Trustees will be held on Tuesday, December 18, 2018.

Upon a motion by Mr. Caluneo, seconded by Dr. Kapp, the meeting was adjourned at 5:30 p.m.

**ADJOURNMENT**

  
Suzanne Kalkbrenner