

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, October 24, 2017 on the college campus, 80 Vandenburg Avenue, Troy, New York.

PRESENT

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

EXCUSED

William Fagan

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	S. Hathaway	M. Palmara
A. Courter	C. Helwig	K. Paquette
S. Ely	M. Janosik	K. Petley
A. Geisendorfer	E. Kiel	B. Vlieg
M. Green	R. LaGatta	P. White

Before calling the meeting to order, Chairman Kelleher expressed the Board's thoughts and prayers to the Fagan family for the loss of Mrs. Fagan's six-year-old great nephew to cancer.

Chairman Kelleher called the meeting to order at 5:42 p.m.

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

MINUTES

Resolved, that the minutes of the annual meeting and the regular meeting of the Board of Trustees, held on September 26, 2017 be, and hereby are, approved.

Upon a motion by Mr. Savasta, seconded by Dr. Kapp, 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

Current:	New:
CMPT 101 or Computer Elective	Restricted Computer Elective—CMPT 101 or CMPT 105 or CMPT 115
The department changed the core course requirements for the Accounting Certificate program that now includes ACTG 200 which has ACTG 110 and CMPT 101 as a pre-requisite. By providing other options under the computer courses, students will be better prepared for ACTG 200 and have computer course options to best meet their specific educational needs and goals.	

2. Change in Degree Requirements, Course Title, Course Number, Course Description, 25% or more Change in course content:

A. CMPT 135—Information Design and Applied Digital Media; Fall 2018

The department seeks to streamline the content of two of its courses into a single offering. The new *CISS 135—Information Design and Content Management*, will combine the content of CMPT 135 and CMPT 118. The new description accurately depicts proposed content.

Change in Course Title and Course Number:	
Current:	New:
CMPT 135—Information Design and Applied Digital Media	CISS 135—Information Design and Content Management
Change in Course Description:	
New: This course focuses on the structural, conceptual and heuristic design of information and its Web accessible presentation and management. Course content includes: information architecture; user-centered design (UCD) and human computer interface (HCI); content management, W3C standard Web design, search engine optimization (SEO); navigation and way-finding; accessibility; and applied integrated digital media. The course will help prepare students for technology bases careers in Web design, knowledge management, marketing, communications, and software development. This case-based course will teach students how to think through information-based projects, using the principles of information design, content management and project management to turn theory into practical Web accessible projects using the open source WordPress Web and Content Management System (CMS).	

B. Change in Degree Requirements: Administrative Information Management and Technology; Fall 2018

Current: The AIM A.A.S. requires CMPT 118—Web Design and Content Management and CMPT 135—Information Design and Applied Digital Media.	New: CISS 135—Information Design and Content Management
Current: Restricted Elective—6 credits	New: Restricted Elective—9 credits

An additional 3 credit Restricted Elective will be added to the degree requirements keeping the degree requirement total at 61 credits. Replacing CMPT 118 and CMPT 135 with the single converged and integrated CISS 135 will allow the addition of a 3 credit Restricted Elective, further facilitating the students ability to tailor their degree in accord with their self-identified outcomes.

3. Change in Degree Requirements and Program Title:

A. Marketing A.A.S. Degree, Fall 2018

The department will change the title to make it more consistent with other institutions and a change in degree requirements to require more marketing courses.

Change in Program Title:	
Current:	New:
Business—Marketing A.A.S. Degree	Marketing A.A.S. Degree
Change in Degree Requirements:	
Current:	New:
	Adding two new courses: MKTG 210—Digital Marketing, 3 credits and MKTG 295—Marketing Management and Strategy, 3 credits
Current: LAS Electives—9 credits	New: LAS Electives—3 credits
Current: BADM 120—Business Math or BADM 221—Quantitative Business Applications	New: BADM 120—Business Math or BADM 221, Quantitative Business Applications OR MATH Elective
Current: ECON 100—Principles of Macroeconomics, 3 credits ECON 101, Principles of Microeconomics, 3 credits	New: Restricted Economics Elective—6 credits ECON 100—Principles of Macroeconomics, 3 credits ECON 101, Principles of Microeconomics, 3 credits
Current: (1) Business Electives—Recommended courses—BADM 100 or any MKTG course	New: Business Electives—any business course. Recommend MKTG 217—Selling and Sales Management; MKTG 212—Human Resource Management; MKTG 240—Business Ethics; BADM 208—Organizational Leadership; BADM 290/MKTG 295—Internship; CISS 135—Information Design and Content Management; CMPT 115—Business Analytics; CISS 100—Introduction to Computing and Information Sciences.
Current: (2) Accounting Elective	New: No Accounting Elective Required
Current: (3) Computer Elective	New: (3) Computer Elective—Any CMPT or CISS course; recommend CMPT 101—Computer Concepts & Applications I, for students with no computer background; other students with computer background

	will be recommended to take CISS 135—Information Design and Content Management or CMPT 115—Business Analytics; or CISS 100-- Introduction to Computing and Information Sciences.
Current: No current requirement for PSYC 100	New: PSYC 100—General Psychology, 3 credits
Current: English Elective—3 credits Any English course; recommend ENGL 102, ENGL 104, ENGL 125	New: Restricted English Elective—3 credits ENGL 102—English Composition II OR ESLS 102—English Composition II for the Foreign Born OR ENGL 104— English Composition II: Writing About Literature OR ENGL 137—Writing for the Media

4. New Program:

A. *Accelerated Nursing A.A.S., Summer 2018*

The department is proposing a program to allow students to complete the Nursing program in less than two years if they have appropriate transfer credit and attend during a summer term. There has been a recent influx of students with existing degrees and/or significant college credit or military experience applying to the Nursing A.A. S. program. We would like to provide these students with an option to complete the program in fewer than the two calendar years currently required. If accepted, students would be able to complete the Accelerated Nursing A.A.S. program in 15 months. This is accomplished by utilizing a summer start. The format would be summer (2 sessions), Fall and Spring.

5. Accelerated Format:

A. *Surgical Technology A.A.S., Fall 2018*

The department seeks to change the degree program to an accelerated format. Students will be able to complete the program in a shorter period of time (less than the current fall, spring, fall, spring model). They will benefit from a wider selection of clinical placements available over the summer.

6. Deactivate and Discontinuance:

A. *Digital Marketing A.A.S., Fall 2018/Fall 2021*

The department has determined that the offering of one Marketing program with the inclusion of digital marketing courses is most appropriate at this time. The elimination of the Digital Marketing A.A.S. program takes into consideration discussions had including input from faculty, advising and admissions counselors, the board of advisors and other chairs throughout the past several months.

7. Discontinue:

A. *Broadcast Communications A.A.S., Spring 2018*

The department seeks to officially discontinue the program. The three year period since deactivation has passed and the last of the students have graduated.

B. *Bereavement Studies Certificate, Summer 2020*

The department seeks to discontinue the certificate after a three-year period of deactivation.

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

**AMENDMENTS TO
BY-LAWS OF THE
FACULTY STUDENT
ASSOCIATION, INC.**

Resolved, that the request of for approval of amendments to Article III, Section 1 and Article III, Section 2 of the By-Laws of the Faculty Student Association, Inc., as recommended by the Faculty Student Association Board of Directors on October 16, 2017, be, and hereby is, approved. The resolution shall read as follows:

ARTICLE III – OFFICERS

Section 1. President

By virtue of his/her job description, the Vice President of Enrollment Management and Student Development shall serve as the President of the Board of Directors. If the position of Vice President for Enrollment Management and Student Development is appointed on an interim basis, the President of the College may appoint the President of the Board of Directors until a permanent Vice President for Enrollment Management and Student Development is appointed. The President shall continue in office as long as he/she holds the position described above. The President shall preside at all meetings of the Board of Directors. He/she shall sign and execute, in the name and on behalf of the Association, all documents required to be executed by the Association and shall perform such other duties as requested by the Board of Directors or as are reasonably incidental to his/her office. The President shall have the authority to delegate the aforementioned signature power as he/she deems appropriate.

Section 2. Vice President

The Board of Directors shall elect one of the members of the Board as Vice President of the Board of Directors of the Association. The Vice President shall be elected for a term of one year but shall continue in office, if otherwise qualified, until his/her successor shall be duly elected and qualified. He/she shall perform the duties of the office of President in case of the death, absence, resignation, retirement or inability of the President to act, until the President is able to resume his/her duties or as specified in Article III, Section 1. He/she shall perform such other duties as requested by the President and the Board of Directors.

Upon a motion by Dr. Jennings, seconded by Mr. Savasta, the following resolution was adopted, with Ms. Breselor abstaining.

**CAPITAL
CONSTRUCTION--
SCIENCE CENTER
RENOVATIONS
CONTRACT CHANGE**

Resolved, that the request for an increase in the contract awarded to Aktor Corporation, be and hereby is, approved. The resolution shall read as follows:

**CAPITAL CONTRUCTION—SCIENCE CENTER AND RELATED BUILDING
RENOVATIONS CONTRACT CHANGE ORDER**

WHEREAS, on May 23, 2017, the Hudson Valley Community College Board of Trustees approved a resolution for contractual awards for the project entitled "Science Center and Related Building Renovations" as follows:

Aktor Corporation	\$286,666
National Response Corporation (NRC)	\$13,000
CHA Consulting, Inc. (CHA)	\$2,490

Now, therefore, it is

RESOLVED, that the Hudson Valley Community College Board of Trustees approves an increase to the contract awarded to Aktor Corporation for \$286,666, for renovations in Amstuz Hall and Fitzgibbons Hall, from the capital project entitled "Science Center and Related Building Renovations" by \$4,200 to \$290,866. Contract change is due to previous water infiltration issues found on the roof.

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

Resolved, that the request to extend resident tuition rates for the 2017-18 academic year for students from Puerto Rico and the U.S. Virgin Islands displaced by hurricanes Maria and Irma, be and hereby is, approved. The resolution shall read as follows:

**RESIDENT TUITION
RATES FOR 2017-18
ACADEMIC YEAR
FOR DISPLACED
STUDENTS FROM
PUERTO RICO &
U.S. VIRGIN ISLANDS**

**RESOLUTION AUTHORIZING THE EXTENSION OF RESIDENT TUITION
RATES FOR THE 2017-18 ACADEMIC YEAR FOR STUDENTS FROM
PUERTO RICO AND THE U.S. VIRGIN ISLANDS DISPLACED BY
HURRICANES MARIA AND IRMA**

WHEREAS, a number of students from Puerto Rico and the U.S. Virgin Islands have been displaced as a consequence of Hurricanes Maria and Irma; and

WHEREAS, the Federal Emergency Management Agency (FEMA) has declared Puerto Rico and the U.S. Virgin Islands to be disaster areas in accordance with Major Disaster Declarations 4335, 4336, 4339, and 4340; and

WHEREAS, the infrastructure of these island communities have been substantial undermined by these hurricanes; and

WHEREAS, universities and higher education associations across the country are making efforts to assist students displaced by Hurricanes Maria and Irma in the most expeditious and humanitarian manner possible; and

WHEREAS, Governor Cuomo has called upon SUNY to offer resident tuition rates to students displaced by these storms; and

WHEREAS, Hudson Valley Community College wishes to extend the benefit of resident tuition rates for the 2017-18 academic year to students from Puerto Rico and the U.S. Virgin Islands who have been displaced by Hurricanes Maria and Irma as a humanitarian response which acknowledges these students' de facto New York State residency status due to their inability to return home; now, therefore, be it

RESOLVED, that Hudson Valley Community College authorizes the approval to extend the benefit of resident tuition rates for the 2017-18 academic year for students from Puerto Rico and the U.S. Virgin Islands displaced by Hurricanes Maria and Irma.

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

**ADDITIONAL STATE
AID 2016-17 FISCAL**

YEAR

Resolved, that the request for an increase in state aid for the 2016-17 fiscal year, be and hereby is, approved. The resolution shall read as follows:

ADDITIONAL STATE AID 2016-17 FISCAL YEAR

WHEREAS, New York State funding to Hudson Valley Community College for fiscal year 2016-17 is based on enrollment from the 2015-16 fiscal year; and

WHEREAS, the actual enrollment for the 2015-16 fiscal year is unknown when the ensuing year's budget is approved since summer enrollment has not begun, nor have non-credit FTEs been finalized; and

WHEREAS, a variance in the actual enrollment may lead to an adjustment in the state aid that was originally approved; and

WHEREAS, the actual enrollment for the 2015-16 year was greater than projected when preparing the 2016-17 budget; and

WHEREAS, that increase in enrollment earned Hudson Valley Community College an additional \$94,935.00 in state aid for 2016-17; and

WHEREAS, it is necessary for the Hudson Valley Community College Board of Trustees to approve the increase in state aid,

RESOLVED, the College's Board of Trustees approves an increase of \$94,935.00 from \$23,473,901 to \$23,568,836; and

RESOLVED, that certified copies of this resolution be forwarded to the State University of New York.

INFORMATION ITEMS

The following information items were noted:

**INFORMATION
ITEMS**

A. FULL-TIME FACULTY

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| <p>1. <u>School of Liberal Arts & Sciences</u>
Ann Ruecker, Instructor,
Human Services and Chemical Dependency Counseling,
f/t temp. appt., eff. 1/21/18</p> | <p>\$48,981/yr</p> |
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B. FULL-TIME NON-TEACHING PROFESSIONAL

- | | |
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| <p>1. <u>Academic Affairs</u>
Elissa Baker, Instructional Designer,
Distance Learning,
f/t appt., eff. 10/2/17</p> | <p>\$56,500/yr</p> |
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<p>Christina Bald, Advising Specialist, Liberal Arts and Sciences Advisement Center, f/t appt., eff. 10//17 or thereafter</p>	<p>\$40,100/yr</p>
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Oliver Brooks, Advising Specialist, Liberal Arts and Sciences/Advisement Tracks, f/t appt., 9/22/17 or thereafter	\$40,100/yr
James Slavin, Assistant to the Vice President for Academic Affairs, f/t appt., eff. 10/9/17	\$63,000/yr
2. <u>Enrollment Management and Student Development</u>	
Catherine Bell, Assistant Bowling Coach, Intercollegiate Athletics, f/t temp. appt., eff. 10/6/17 or thereafter	\$2,500/yr
Jesse Fulger, Assistant Football Coach, Intercollegiate Athletics, f/t temp. appt., eff. 9/22/17	\$1,528.58/yr
3. <u>Technology, Institutional Assessment and Planning</u>	
Darryl Ryan, System and Network Specialist, Information Technology Services, f/t appt., eff. 9/25/17	\$50,000/yr
C. PART-TIME FACULTY	
1. <u>Academic Affairs</u>	
Susan Baird, Instructor, Community and Professional Education, p/t appt. (non-credit), eff. 10/5/17 or thereafter	\$25.00/hr
2. <u>School of Health Sciences</u>	
Morgan Fryer, Instructor, Dental Hygiene, p/t appt. (shelf), eff. 9/22/17	\$1,113/sch
Andrea Heroux, Instructor, Dental Hygiene, p/t appt. (shelf), eff. 9/22/17	\$1,113/sch
Kassidi Morrison, Instructor, Dental Hygiene, p/t appt. (shelf), eff. 9/22/17	\$1,113/sch
Emily Testo, Instructor, Dental Hygiene, p/t appt. (shelf), eff. 9/22/17	\$1,113/sch
3. <u>School of Liberal Arts and Sciences</u>	
Elaine Williams, Instructor, English, Foreign Languages, and English as a Second Language (HS Model), p/t appt., eff. 10/2/17	\$0

Frank Faulkner, Instructor,
English, Foreign Languages, and English as a Second Language
(shelf), p/t appt., eff. 10/5/17 or thereafter \$1,113/sch

D. NON-INSTRUCTIONAL EMPLOYEES/CLASSIFIED STAFF

1. Administration

Adam Pollock, Power Plant Operator,
Physical Plant,
f/t appt., eff. 9/22/17 or thereafter \$27.00/hr

2. Technology, Institutional Assessment and Planning

Justin Walker, Data Entry Machine Operator,
Office of Planning & Research,
f/t appt., eff. 10/9/17 \$15.1051/hr

E. RESIGNATION

1. Timothy Malone, Electrician, Physical Plant, eff. 10/10/17

F. RETIREMENT

1. Ann Gallerie, Technical Assistant, Dental Hygiene, eff. 1/2/18

K. FACULTY-STUDENT ASSOCIATION FINANCIAL REPORTS

1. Audited Financial Statements, Years ended May 31, 2017 and 2016

Upon a motion by Mr. Lang, seconded by Mr. Pratt, an executive session was called at 5:45 p.m. for the purposes of discussing a collective bargaining agreement.

**EXECUTIVE
SESSION**

Upon a motion by Mr. Zweig, seconded by Mr. Lang, the executive session was ended at 6:07 p.m. and Chairman Kelleher opened the meeting.

OCTOBER SPECIAL MEETING AND NOVEMBER MONTHLY MEETING

The special meeting of the Board of Trustees will be held on Wednesday, October 25, 2017. The next regular meeting of the Board of Trustees will be held on Tuesday, November 28, 2017.

Upon a motion by Mr. Zweig, seconded by Dr. Kapp, the meeting was adjourned at 6:08 p.m.

ADJOURNMENT


Suzanne Kalkbrenner