

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 28, 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 Fagan
William C. Jennings
Conrad H. Lang, Jr
Wayne Pratt
Nathanael Savasta

EXCUSED

None

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

K. Berry	C. Helwig	K. Paquette
C. Bosco	M. Janosik	K. Petley
S. Ely	D. Kennedy	V. Valerio
M. Geehan	E. Kiel	F. Vega
M. Green	R. LaGatta	P. White

Chairman Kelleher called the meeting to order at 5:12 p.m.

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

MINUTES

Resolved, that the minutes of the special meeting of the Board of Trustees, held on October 25, 2017 be, and hereby are, approved.

Upon a motion by Ms. Conroy, 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:

- Change in Credit & Contact Hours:**
 - FSCI 245—Forensic Science I, Fall 2018*

Current:	New:
FSCI 245: 2 Lecture, 2 Lab; 3 credits	FSCI 245: 3 Lecture, 2 Lab; 4 credits
The department and faculty find it necessary to increase the lecture hours from 2 to 3 hours to include the coverage of biometrics and DNA, resulting in an increase in credits from 3 to 4.	

2. Change in Degree Requirements:

A. *Cybersecurity A.S. Degree; Fall 2018*

B. *Criminal Investigation A.A.S. Degree; Fall 2018*

The proposal reflects an increase in credit hours based on changes to a required course, FSCI 245—Forensic Science I.

Current:	New:
FSCI 245: 2 Lecture, 2 Lab; 3 credits	FSCI 245: 3 Lecture, 2 Lab; 4 credits
Current:	New:
Total Program Credits: 61	Total Program Credits: 62
This change is a result of the specific requirements listed above.	

C. Change in Degree Requirements: *Criminal Justice A.A.S. Degree; Fall 2018*

The proposal reflects an increase in credit hours based on changes to a required course, FSCI 245—Forensic Science I.

Current:	New:
FSCI 245: 2 Lecture, 2 Lab; 3 credits	FSCI 245: 3 Lecture, 2 Lab; 4 credits
Current:	New:
Total Program Credits: 60	Total Program Credits: 61
This change is a result of the specific requirements listed above.	

D. Change in Degree Requirements: *Forensic Science Studies A.S. Degree; Fall 2018*

Current:	New:
FSCI 245: 2 Lecture, 2 Lab; 3 credits	FSCI 245: 3 Lecture, 2 Lab; 4 credits
Current:	New:
(2) Restricted Elective II	Removal of (2) Restricted Elective II
Removing the independent restricted elective II (2) from the third semester. The reason is predicated on the increase in Forensic Science I course from 2 to 3 lecture hours, thereby increasing the credits to 4. We cannot request an increase of credits for the degree program as we have been denied twice for a waiver from SUNY. The only option is to remove this 3 credit elective.	
Current:	New:
Total Program Credits: 64	Total Program Credits: 62

3. Change in Degree Requirements: *Animal Policy Certificate; Fall 2018*

The department proposes changes for more appropriate required courses and more flexibility in elective selection. The changes will reflect more of a policy focused program. The changes also allow students to complete the certificate in a shorter time.

Current:	New:
<i>PADM 132—Shelter and Rescue Management</i>	<i>PADM 236—Interpersonal Violence and Animal Abuse</i>

Current:	New:
<i>FSCI 131—Forensic Assessment of Animal Cruelty Investigations</i>	<i>FSCI 131—Forensic Assessment of Animal Cruelty Investigations</i> OR Restricted elective (1)
Current:	New:
<i>PADM 137—Animal Policy Seminar III</i>	<i>PADM 137—Animal Policy Seminar III</i> OR Restricted elective (1)
Current:	New:
<i>PADM 130 Legal Issues for Animal Control</i>	<i>PADM 130—Legal Issues for Animal Control</i> OR Restricted elective (1)

4. Selective Admissions Entrance Policy for New Program:

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

New Policy:

Applicants for the Accelerated Nursing program must submit a completed application, which includes all high school and college transcripts and TEAS test scores, to be on file in the admissions office no later than February 1, to be considered for acceptance for the following summer term. Applications received after February 1 will be considered on a space available basis. Applications for this program are accepted for admission into the summer term only. Students must identify that they are applying for the Accelerate Nursing option.

An Admissions Review committee including, but not limited to, the Nursing department chairperson and an Admissions representative will select the applicants to be accepted for summer admission. There is no wait list for the Accelerated Nursing Program. If a student wishes to be considered for the following year, the student must reapply to the Accelerated Nursing Program.

This is a very competitive program. For those students not selected, they will be advised to choose another option or reapply in the future. A published set of guidelines highlighting the criteria used to evaluate candidates can be obtained from the Nursing Program pages found on the college's website: www.hvcc.edu/nursing.

Preference will be given to applicants with a Bachelors/Associates degree already completed.

Due to the rigor and time commitment necessary to complete this program, students are strongly encouraged not to have outside employment.

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

**ESTABLISHMENT OF
CAPITAL PROJECT—
COOLING TOWER**

Resolved, that the request of for approval of the establishment of the following capital project be, and hereby is, approved. The resolution shall read as follows:

ESTABLISHING A CAPITAL PROJECT – COOLING TOWERS

WHEREAS, there currently exists \$106,584 in available New York State capital funding that is unallocated and is available to be matched against Hudson Valley Community College approved capital projects; and

WHEREAS, there currently are cooling towers in the Guenther Enrollment Services Center and Bulmer Telecommunications Center that require replacement; and

WHEREAS, the total available matching funds for the two cooling tower replacements is \$106,584; and

WHEREAS, the amount of state aid match (\$106,584) would replace a previously approved operating budget expenditure, saving the college this amount as operating fund expenditures are not matched by the State of New York; and

WHEREAS, it is necessary for the Hudson Valley Community College Board of Trustees to approve the creation of this Capital Project – Cooling Towers and request similar approval of its sponsor Rensselaer County,

RESOLVED, the College’s Board of Trustees approves creation of a capital project for the replacement of cooling towers at a cost of \$213,168; 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 Mr. Zweig, seconded by Mr. Fagan, the following resolution was adopted unanimously.

**ESTABLISHMENT OF
CAPITAL PROJECT—
MECHANICAL
UPGRADES**

Resolved, that the request of for approval of the establishment of the following capital project be, and hereby is, approved. The resolution shall read as follows:

ESTABLISHING A CAPITAL PROJECT – MECHANICAL UPGRADES

WHEREAS, there currently exists five identified capital projects involving mechanical upgrades that were previously approved to be completed from Hudson Valley Community College operating funds; and

WHEREAS, with the added flexibility of financing County debt service from facility use revenues, the previously approved mechanical upgrades can be packaged as a capital project and requested as part of the 2018/19 New York State Budget process; and

WHEREAS, the total estimated project costs for the mechanical upgrades is \$1,022,000 and with available matching funds, New York State would reimburse Hudson Valley Community College 50% of the project costs or \$511,000; and

WHEREAS, the amount of state aid match (\$511,000) would replace a previously approved operating budget expenditure, saving the college this amount as operating fund expenditures are not matched by the State of New York; and

WHEREAS, it is necessary for the Hudson Valley Community College Board of Trustees to approve the creation of this Capital Project – Mechanical Upgrades and request similar approval of its sponsor Rensselaer County,

RESOLVED, the College’s Board of Trustees approves creation of a capital project for mechanical upgrades at a cost of \$1,022,000; 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.

INFORMATION ITEMS

The following information items were noted:

**INFORMATION
ITEMS**

A. FULL-TIME NON-TEACHING PROFESSIONAL

1. Academic Affairs

Brian Trautman, Academic Coach,
(grant-funded), Center for Academic Engagement,
f/t appt., eff. 11/15/17 \$38,000/yr

Leah Pronovost, Advising Specialist,
Liberal Arts & Sciences/Advisement Tracks,
f/t appt., eff. 11/13/17 \$40,100/yr

Andrew Roberts, Academic Coach/Site Supervisor,
(grant-funded), Center for Academic Engagement,
f/t appt., eff. 11/7/17 \$43,000/yr

2. Enrollment Management and Student Development

Melique Garcia, Assistant Track & Field Coach,
Intercollegiate Athletics,
f/t temp. appt., eff. 10/23/17 \$2,500/yr

Daniel Honovic, Assistant Golf Coach,
Intercollegiate Athletics,
f/t temp. appt., eff. 10/23/17 \$1,500/yr

3. Administration and Finance

Krista Hamm, Assistant Director of Financial Aid,
Finance,
f/t appt., eff. 11/9/17 or thereafter \$38,000/yr

4. School of Liberal Arts and Sciences

Christine Smith, Advising Specialist,
Individual Studies,
f/t appt., eff. 11/17/17 or thereafter \$40,100/yr

5. Technology, Institutional Assessment and Planning

Lori Leicht, Functional Support Specialist,
Information Technology Services,
f/t appt., eff. 11/27/17 \$46,500/yr

B. PART-TIME FACULTY1. Capital District Educational Opportunity Center

Richard Musinski, Instructor,
Culinary Arts (shelf),
E.O.C.,
p/t appt., eff. 11/7/17 or thereafter \$41.00/hr

Lakisha Foy, Instructor, Cosmetology,
E.O.C.,
p/t appt., eff. 10/23/17 \$41.00/hr

Lawrence Vellucci, Instructor,
Culinary Arts (shelf),
E.O.C.,
p/t appt., eff. 11/7/17 or thereafter \$41.00/hr

2. Schools of Business and Engineering and Industrial Technologies

Donna Shepardson, Instructor,
Business Administration (H.S. Model),
p/t appt., eff. 11/7/17 \$0

3. School of Liberal Arts and Sciences

Kelly Majuri, Instructor,
Mathematics & Engineering Sciences (H.S. Model)
p/t appt., eff 1/21/18 \$0

Margo Stavros, Instructor,
History, Philosophy and Social Sciences,
p/t appt., eff. 1/16/18 \$1,113/sch

Leejun Taylor, Instructor,
English, Foreign Languages and English as a Second Language (H.S. Model)
p/t appt., eff. 10/25/17 \$0

C. PART-TIME NON-TEACHING PROFESSIONAL1. Academic Affairs

Carina Comiskey, Technical Assistant,
Continuing Education, Summer Sessions and Workforce Development,
p/t appt., eff. 12/1/17 \$19.00/hr

D. RESIGNATIONS

1. Christopher Hammond, Instructor, Computing & Information Sciences, eff. 12/15/17
2. Alison Horton, p/t Alliance tutor, E.O.C., eff. 10/13/17
3. Talia Valenti, Assistant Softball Coach, Intercollegiate Athletics, eff. 9/29/17

E. RETIREMENTS

1. Jill Palmer, Associate Professor, Civil, Construction, Industrial and Mechanical Technologies, eff. 11/2/17
2. Diana Pane, Associate Professor, Teacher Preparation, eff. 1/6/18
3. Susan Student, Facilities Documents & Records Manager, Physical Plant, eff. 11/3/17

F. ADVISORY COMMITTEE APPOINTMENTS

1. Accounting, Entrepreneurship and Marketing
Karen Tanski Hewison
2. Human Services and Chemical Dependency Counseling
Alisa Hobb, PHR, SHRM-CP

G. ALCOHOLIC BEVERAGE REQUEST

1. Teaching Gallery Reception, Administration Building, 11/30/17

H. HVCC MONTHLY FINANCIAL REPORTS

1. Current Unrestricted Fund Revenues & Expenditures, period ending 10/31/17
2. 2017-2018 Fiscal Year Operating Budget, Current Year Enrollment, as of 10/31/17
2. Capital Expenditures, October 2017

DECEMBER MONTHLY MEETING

The next regular meeting of the Board of Trustees will be held on Tuesday, December 19, 2017.

Upon a motion by Dr. Jennings, seconded by Mr. Lang, the meeting was adjourned at 5:15 p.m.

ADJOURNMENT


Suzanne Kalkbrenner