

# Hudson Valley Community College

80 Vandenberg Avenue, Troy, New York 12180

## AGENDA

*For the regular meeting of the Board of Trustees of Hudson Valley Community College to be held on Tuesday, January 28, 2025, at 5:00 p.m. or thereafter on the college campus, Guenther Board Room, 80 Vandenberg Avenue, Troy, New York and via remote meeting, with live stream for the public via the college website at [hvcc.edu](http://hvcc.edu), the following matters are submitted for consideration and action.*

### 1. MINUTES

Request is made for approval of the minutes of the monthly meeting of the Board of Trustees held on December 17, 2024.

**Approved**  
*Action Taken*

### 2. ACADEMIC SENATE RECOMMENDATION—CHANGES TO ACADEMIC SENATE BYLAWS

Request is made for the approval of changes to the Academic Senate Bylaws, as recommended by the Academic Senate on December 16, 2024, and by the Officer-in-Charge on January 20, 2025. The changes shall be effective immediately upon approval and shall read as follows:

**Original:**

ARTICLE VII - MEETINGS

Section 1. Regular Meetings

The Chairperson of the Senate shall convene regular meetings each month, August through May.

**Proposed:**

ARTICLE VII - MEETINGS

Section 1. Regular Meetings

The Chairperson of the Senate shall convene regular meetings for each calendar month of the fall and spring semesters of the academic year.

**Approved**  
*Action Taken*

### 3. CAPITAL CONSTRUCTION: AWARD OF CONTRACT FOR ATEC

Request is made for approval of the following resolution:

#### **RESOLUTION APPROVING CONTRACT AWARD FOR APPLIED TECHNOLOGIES EDUCATION CENTER (ATEC) PHASE II**

**WHEREAS**, the College has engaged in a \$85 million Capital Project to construct a new 130,000 sq. ft. building, the Applied Technology Education Center (ATEC); and

**WHEREAS**, the project will support the College's growing programs within STEM, including: automotive technology services, electrical construction and maintenance, heating/air conditioning/refrigeration technical services, and welding, among others; and

**WHEREAS**, the Board of Trustees of Hudson Valley Community College, at their meeting of August 22, 2023, approved the capital project entitled “Applied Technologies Education Center (ATEC) Phase II at a cost of \$53.5 million; and

**WHEREAS**, the Rensselaer County Legislature, via Resolution G/358/23, approved the project entitled "Applied Technologies Education Center (ATEC) Phase II at a cost of \$53.5 million; now therefore, be it

**RESOLVED**, that the Board of Trustees of Hudson Valley Community College, approves the contract awards for the capital project entitled, “Applied Technologies Education Center (ATEC) Phase II” as follows:

- Storm Water Pollution Prevention Plan Services to Barber Engineering in the amount of \$9,000
- ATEC Project Commissioning Services to Labella in the amount of \$64,886.67
- Project Special Inspection Services to Atlantic Testing Laboratories in the amount of \$39,159

**Approved by a vote of 8-0, with Mr. Pratt abstaining; resolution amended to change the amount of award to Labella. It was later discovered that the original amount was correct; a corrected resolution will appear on the February 25, 2025 agenda.**

*Action Taken*

#### **4. HVCC NORTH: REDESIGNATION OF USE OF FUND BALANCE**

Request is made for ratification of the following resolution:

**WHEREAS**, during the 2022-2023 fiscal year, the College was in need of several upgrades to the facilities, technology and instructional equipment, in the amount of \$6,015,092.00, and

**WHEREAS**, at an information session on May 17, 2022, the College’s Board of Trustees reviewed the list of proposed projects and concurred with the College’s assessment of the need for those improvements, and

**WHEREAS**, the College did not have sufficient operating funds for said projects, and

**WHEREAS**, the College maintains a Fund Balance Account; and

**WHEREAS**, at the May 24, 2024 meeting, the College’s Board of Trustees approved the transfer of funds from its Fund Balance Account and authorized such funds to be re-designated in the amount of \$6,015,092, and

**WHEREAS**, the aforementioned funds were placed in three designated accounts entitled “Academic Services,” “Construction and Technology Upgrades,” and “Student Services,” and

**WHEREAS**, the “Construction and Technology Upgrades” designated account specified that \$1.6 million dollars would be used for the “construction of manufacturing and wafer clean room in the TEC-SMART building;” and

**WHEREAS**, said construction was planned to start upon the completion of the new building, which is now operational; and

**WHEREAS**, after further consultation with our industry partners, including GlobalFoundries and other advisory board members, it was determined that a renovated clean room is not essential to meet current or future training needs; and

**WHEREAS**, nursing programs are now recognized as a critical priority on the HVCC North campus; and

**WHEREAS**, the clean room space in TEC-SMART has been identified for repurposing into a Nursing Skills and Simulation Laboratory with an estimated cost of \$1 million dollars; now therefore, be it

**RESOLVED**, that the Board of Trustees approves the redesignation of \$1,000,000, originally earmarked for construction of a clean room in the TEC-SMART building at HVCC North to be used instead for the purpose of the construction of a suite of Nursing Laboratories and an Observation Room.

**Approved**  
*Action Taken*

**5. AMENDING THE BYLAWS AND POLICY MANUAL OF THE HUDSON VALLEY BOARD OF TRUSTEES ON VIDEOCONFERENCING**

Request is made for approval of the following resolution:

**AMENDING THE BYLAWS AND POLICY MANUAL OF THE  
HUDSON VALLEY BOARD OF TRUSTEES ON VIDEOCONFERENCING**

**WHEREAS**, by passing Chapter 56 of the Laws of 2022 ("Chapter 56"), the New York State Legislature amended Section 103 of the Open Meetings Law; and

**WHEREAS**, Chapter 56 adds Section 103-a of the Open Meetings Law, permitting the Hudson Valley Community College Board of Trustees to authorize its members to attend meetings by videoconferencing under extraordinary circumstances; and

**WHEREAS**, Section 103-a(2)(a) requires the Hudson Valley Community College Board of Trustees to adopt a resolution following a public hearing authorizing the limited use of videoconferencing under such circumstances; and

**WHEREAS**, Section 103-a(2) allows for hybrid meetings by requiring "that a minimum number of members are present to fulfill the public body's quorum requirement in the same physical location or locations where the public can attend"; and

**WHEREAS**, Section 103-a(2)(c) requires that members be physically present at any such meeting "unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances . . . including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting"; and

**WHEREAS**, in accordance with Section 103-a(2)(d), any members attending by videoconference must, except during executive session, be "heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon"; and

**WHEREAS**, Section 103-a(2)(g) requires that any meeting where a member attends by videoconference be recorded, posted to the HVCC Board of Trustees webpage within five business days, and transcribed upon request; and

**WHEREAS**, Section 103-a(2)(h) requires that members of the public be permitted to attend and participate, if authorized, in any meeting by videoconference when a member attends by videoconference; now, therefore,

**BE IT RESOLVED**, that the Hudson Valley Community College Board of Trustees, having conducted a Public Hearing as required, hereby authorizes its members who experience an extraordinary circumstance, as described above and further defined by any rules or written procedures later adopted, to attend meetings by videoconference: (i) as long as a quorum of the members attend in-person at one or more locations open to the public; (ii) as long as the member can be seen, heard, and identified while the open portion of the meeting is being conducted; and (iii) as otherwise permitted under Chapter 56 of the Laws of 2022; and be it further

**RESOLVED**, that the Hudson Valley Community College Board of Trustees' written procedures attached hereto further governing its use of videoconferencing by its members in compliance with Chapter 56 of the Laws of 2022, are hereby adopted and approved.

**Approved**  
*Action Taken*

### **Procedures for Member Videoconferencing Pursuant to Public Officers Law § 103-a**

In compliance with Public Officers Law (POL) § 103-a(2)(a), the HVCC Board of Trustees, following a public hearing conducted on January 28, 2025, authorized by resolution, on the same date, the use of videoconferencing as described in POL § 103-a.

The following procedures are hereby established to satisfy the requirement of POL § 103-a(2)(b) that any public body which in its discretion wishes to permit its members to participate in meetings by videoconferencing from private locations – under extraordinary circumstances – must establish written procedures governing member and public attendance.

1. HVCC Board of Trustees members shall be physically present at any meeting of the HVCC Board of Trustees unless such member is unable to be physically present at one of the designated public meeting locations due to extraordinary circumstances.
2. For purposes of these procedures, the term “extraordinary circumstances” includes disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting.
3. If a member is unable to be physically present at one of the designated public meeting locations and wishes to participate by videoconferencing from a private location due to extraordinary circumstances, the member must notify the Chairman of the Board of Trustees no later than four business days prior to the scheduled meeting in order for proper notice to the public to be given. If extraordinary circumstances present themselves on an emergent basis within four days of a meeting, the Board of Trustees shall update its notice as soon as practicable to include that information. If it is not practicable for the Board of Trustees to update its notice, the Board of Trustees may reschedule its meeting.
4. If there is a quorum of members participating at a physical location(s) open to the public, the HVCC Board of Trustees may properly convene a meeting. A member who is

participating from a remote location that is not open to in-person physical attendance by the public **shall not** count toward a quorum of the Board but may participate and vote if there is a quorum of members at a physical location(s) open to the public.

5. Except in the case of executive sessions conducted pursuant to POL § 105, the Board shall ensure that its members can be heard, seen, and identified while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon. This shall include the use of first and last name placards physically placed in front of the members or, for members participating by videoconferencing from private locations due to extraordinary circumstances, such members must ensure that their full first and last name appears on their videoconferencing screen.
6. The minutes of the meetings involving videoconferencing based on extraordinary circumstances pursuant to POL § 103-a shall include which, if any, members participated by videoconferencing from a private location due to such extraordinary circumstances.
7. The public notice for the meeting shall inform the public: (i) that extraordinary circumstances videoconferencing will (or may) be used, (ii) where the public can view and/or participate in such meeting, (iii) where required documents and records will be posted or available, and (iv) the physical location(s) for the meeting where the public can attend.
8. The HVCC Board of Trustees shall provide that each open portion of any meeting conducted using extraordinary circumstances videoconferencing shall be recorded and such recordings posted or linked on the HVCC Board of Trustees website within five business days following the meeting and shall remain so available for a minimum of five years thereafter. Such recordings shall be transcribed upon request.
9. If members of the Board of Trustees are authorized to participate by videoconferencing from a private location due to extraordinary circumstances, the Board of Trustees shall provide the opportunity for members of the public to view such meeting by video, and to participate in proceedings by videoconference in real time where public comment or participation is authorized. The Board of Trustees shall ensure that where extraordinary circumstances videoconferencing is used, it authorizes the same public participation or testimony as in person participation or testimony.
10. Open meetings of the HVCC Board of Trustees conducted using extraordinary circumstances videoconferencing pursuant to the provisions of POL § 103-a shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and corresponding guidelines. For the purposes of this guideline, “disability” shall have the meaning defined in Executive Law § 292.
11. The in-person participation requirements of POL § 103-a(2)(c) shall not apply during a state disaster emergency declared by the governor pursuant to Executive Law § 28 or a local state of emergency proclaimed by the chief executive of a county, city, village or town pursuant to § 24 of the Executive Law if the HVCC Board of Trustees determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the HVCC Board of Trustees to hold an in-person meeting.
12. These procedures shall be conspicuously posted on the HVCC Board of Trustees website.

## 6. INFORMATION ITEMS

### A. FULL TIME FACULTY

#### 1. Academic Affairs

Joseph Paigo, Education Specialist,  
Learning and Academic Support Centers,  
f/t prob. appt., eff. 1/25/25 \$52,000/yr

#### 2. School of Health Sciences

Emily Sumner, Instructor,  
Mortuary Science,  
f/t prob. appt., eff. 1/21/25 \$52,000/yr

Keith Thomas, Instructor,  
Health, Physical Education and Exercise Studies,  
f/t prob. appt., eff. 1/21/25 \$52,000/yr

### B. FULL TIME NON-TEACHING PROFESSIONALS

#### 1. Academic Affairs

Froilan (Leo) Gonzales, Technical Assistant,  
High School Programs,  
f/t prob. appt., eff. 1/14/25 or thereafter \$42,500/yr

Jenelle Morelli, Academic Coach,  
Center for Academic Engagement, Learning and Academic Support Centers,  
f/t prob. appt., eff. 1/8/25 or thereafter \$45,000/yr

#### 2. Administration and Finance

Sabrina Squires, Assistant Director,  
Student Financial Services,  
f/t prob. appt., eff. 12/17/24 or thereafter \$46,000/yr

Chelsey Wolcott, Associate Bursar,  
Student Financial Services,  
f/t prob. appt., eff. 1/9/25 or thereafter \$57,000/yr

#### 2. Educational Opportunity Center

Kimberly Tamas, Front Desk Attendant,  
EOC Office of Budget and Finance  
f/t appt., eff. 1/15/25 or thereafter \$38,000/yr

#### 3. Student Affairs

Faathyma Clark, Student Development Specialist,  
Student Development,  
f/t prob. appt., eff. 1/9/25 or thereafter \$51,000/yr

Tara Zimmerman, Support Specialist,  
Student Development,  
f/t prob. appt., eff. 1/14/25 or thereafter \$51,500/yr

### C. FULL TIME CLASSIFIED/NON-INSTRUCTIONAL STAFF

1. Administration and Finance

Thomas Brown, Shift Supervisor,  
Public Safety and Security,  
f/t prob. appt., eff. 12/20/24 or thereafter \$28.642/hr

Wendy DaCosta, Campus Security Officer,  
Public Safety and Security,  
f/t prov. appt., eff. 1/16/25 or thereafter \$21.26/hr

Richard Jop, HVAC Technician  
Facilities,  
f/t prov. appt., eff. 1/13/25 or thereafter \$32.5183/hr

Ahaoma Onyebuch, Campus Security Officer,  
Public Safety and Security,  
f/t prov. appt., eff. 1/16/25 or thereafter \$21.26/hr

Daquan Pontoon, Shift Supervisor,  
Public Safety and Security,  
f/t prob. appt., eff. 12/20/24 or thereafter \$28.642/hr

Andrew Wilson, Campus Security Officer,  
Public Safety and Security,  
f/t prov. appt., eff. 1/16/25 or thereafter \$21.26/hr
  2. Student Affairs

Owen Bryant, Data Analysis Coordinator I,  
Office of Admissions,  
f/t prov. appt., eff. 12/23/24 or thereafter \$21.6016/hr

Mark Tallarino, Program Assistant,  
Health Services, Wellness Office,  
f/t prov. appt., eff. 1/20/25 or thereafter \$22.50/hr
- D. PART TIME FACULTY**
1. Academic Affairs

Brian Alix, Adjunct Instructor, Aviation Maintenance,  
Aeronautical Technical Institute / Workforce Development and Community Education,  
p/t appt., eff. 1/13/25 \$50.00/hr

Admir Hadzimusovic, Adjunct Instructor, Aviation Maintenance,  
Aeronautical Technical Institute / Workforce Development and Community Education,  
p/t appt., eff. 1/13/25 \$50.00/hr

Thomas Maiello, Adjunct Instructor, Aviation Maintenance,  
Aeronautical Technical Institute / Workforce Development and Community Education,  
p/t appt., eff. 12/19/24 or thereafter \$50.00/hr

Geoffrey Manganaro, Adjunct Instructor, Aviation Maintenance,  
Aeronautical Technical Institute / Workforce Development and Community Education,  
p/t appt., eff. 12/19/24 or thereafter \$50.00/hr

Michael Sgambelluri, Adjunct Instructor,  
Workforce Development and Community Education,  
p/t appt., eff. 12/17/24 or thereafter \$60.00/hr

Michael Sweatt, Adjunct Instructor, Aviation Maintenance,  
Aeronautical Technical Institute / Workforce Development and Community Education,  
p/t appt., eff. 12/19/24 or thereafter \$50.00/hr

Madison Tremper, Adjunct Instructor, Aviation Maintenance,  
Aeronautical Technical Institute / Workforce Development and Community Education,  
p/t appt., eff. 12/19/24 or thereafter \$50.00/hr

2. Educational Opportunity Center

Brandon Mendoza, Adjunct Instructor,  
EOC Instructional Services,  
p/t appt., eff. 1/7/25 or thereafter \$44.00/hr

Alana Picozzi, Adjunct Instructor,  
EOC Instructional Services,  
p/t appt., eff. 1/7/25 or thereafter \$44.00/hr

3. School of Business and Liberal Arts

Dylan Campbell, Adjunct Instructor,  
Education and Social Sciences,  
p/t appt., eff. 1/21/25 \$1,394/sch

Gregory Fitzgerald, Adjunct Instructor,  
Education and Social Sciences,  
p/t appt., eff. 1/21/25 \$1,394/sch

4. School of Health Sciences

Brendan Duffy, Adjunct Instructor,  
Cardiorespiratory and EMS,  
p/t appt., (grant funded) eff. 2/3/25 \$92.94/hr

Elizabeth Wiesemann, Adjunct Instructor,  
Cardiorespiratory and EMS,  
p/t appt., (grant funded) eff. 2/3/25 \$92.94/hr

**E. RESIGNATIONS**

1. Frankie Lee, Campus Security Officer, eff. 3/14/25
2. Maria Haji-Georgi, Instructor, Education and Social Sciences, eff. 1/16/25
3. Chasity Ligon, Principal Account Clerk, Finance, eff. 1/23/25
4. Rameen Nazir, Assistant to the Business Services Manager, EOC, eff. 1/3/25
5. Jean-Paul Orgeron, Library Director, eff. 12/28/24
6. Daniel Vitro, MEOL, Facilities, eff. 1/22/25
7. Tara Zimmerman, Counselor, Center for Careers and Transfer, eff. 1/17/25

**F. RETIREMENT**

1. Roseanne Henley, Budget and Finance Manager, EOC Office Operations, eff. 1/17/25

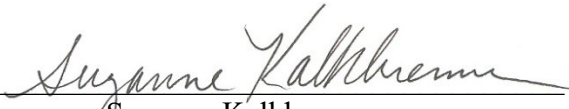
**6. FEBRUARY MEETING**



The next monthly meeting of the Board of Trustees will be held on Tuesday, February 25, 2025.

**7. ADJOURNMENT**

**Approved**  
*Action Taken*

  
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Suzanne Kalkbrenner  
Assistant Secretary to the Board