

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, May 22, 2018 on the college campus, 80 Vandenburgh Avenue, Troy, New York.

PRESENT

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

EXCUSED

Judith Breselor

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

D. Baxter	M. Green	C. Robinson
C. Bosco	C. Helwig	J. Slavin
B. Caluneo	D. Kennedy	B. Vlieg
H. Chase	R. LaGatta	P. White
L. Coplin		

After the Building and Grounds Committee ended, upon a motion by Vice Chairman Kapp, seconded by Mr. Pratt, an executive session was called at 4:44 p.m. for the purposes of discussing a personnel matter, potential litigation and a real estate matter.

**EXECUTIVE
SESSION**

Upon a motion by Mr. Zweig, seconded by Dr. Jennings, the executive session was ended at 5:50 p.m. and Chairman Kelleher opened the meeting and resumed the committee meetings. During the Curriculum and Student Life Committee meeting, the Board decided to table Agenda Item #7 entitled "Course Substitution Policy and Form" until the June 26, 2018 meeting.

Chairman Kelleher called the monthly meeting to order at 6:20 p.m. He congratulated Mr. Fagan on his reappointment to the Board that extends his term to June 30, 2023.

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

MINUTES

Resolved, that the minutes of the regular meeting of the Board of Trustees, held on April 24, 2018, be, and hereby are, approved.

Upon a motion by Ms. Conroy, seconded by Vice Chairman Kapp, the following resolution was adopted unanimously.

**APPOINTMENT
OF INTERIM VP**

Resolved, that the request to appoint Louis Coplin, Director of Student Life, as Interim Vice President of Enrollment Management and Student Development, with an annual stipend of \$20,000, be, and hereby is, approved. This appointment shall be effective immediately upon approval and the term shall continue until such time as a permanent appointment is made.

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

**2018 RETIREMENT
INCENTIVE
PROGRAM**

Resolved, that the request to approve a 2018 Retirement Incentive Program for all eligible employees who retire with an effective date of retirement during the open period commencing on May 15, 2018 and ending on July 31, 2018, be, and hereby is, approved. The resolution shall read as follows:

**RESOLUTION APPROVING A
2018 RETIREMENT INCENTIVE PROGRAM**

WHEREAS, The College has proposed providing the benefits of a Retirement Incentive Program for all eligible employees who retire with an effective date of retirement during the open period commencing on May 15, 2018 and ending on July 31, 2018; and

WHEREAS, Eligible employees must be a minimum of fifty five (55) years of age with twenty (20) years of consecutive full-time service at Hudson Valley Community College and/or the Educational Opportunity Center, with a combined total of age and service totaling at least eighty (80) years; and

WHEREAS, Eligible employees must notify Hudson Valley Community College in writing of their intent to retire no less than twenty one (21) days before the effective date of retirement; and

WHEREAS, Eligible employees who retire under this incentive will follow the terms and conditions for retirement in accord with their respective collective bargaining agreements, including but not limited to the requirements for sick bank creation and accrued leave payouts; and

WHEREAS, The 2018 Retirement Incentive Program will consist of a one-time payout of one half (1/2) of the employee's 2017/2018 annual salary (no overtime, overload, stipends or additional earnings) up to a maximum of \$45,000, which may be paid by separate check OR added to an account (sick bank) for the purpose of payment of insurance premiums during retirement; and

WHEREAS, Hudson Valley Community College will distribute allocated funds on a first-come, first serve basis based on date of written notification to the President of irrevocable intent to retire; and

WHEREAS, Hudson Valley Community College has executed individual Memorandums of Agreements with each of the college's six unions outlining the parameters of the retirement incentive; now, therefore, be it

RESOLVED, that the request for the approval of the Retirement Incentive Program commencing on May 15, 2018 and ending on July 31, 2018, and detailed above, is approved.

Upon a motion by Mr. Savasta, seconded by Vice Chairman Kapp, the following resolution was adopted unanimously.

**2018-2021
NIEU
MEMORANDUM OF
AGREEMENT**

Resolved, that the request to approve a memorandum of agreement with the Hudson Valley Community College Non-Instructional Employees Union for the term September 1, 2018 through August 31, 2021, be, and hereby is, approved, as follows:

**RESOLUTION AUTHORIZING THE APPROVAL OF A MEMORANDUM
OF AGREEMENT WITH THE HUDSON VALLEY COMMUNITY COLLEGE
NON-INSTRUCTIONAL EMPLOYEES UNION FOR THE TERM
SEPTEMBER 1, 2018 THROUGH AUGUST 31, 2021**

WHEREAS, the College's negotiating team has reached agreement with the negotiating team of the Non-Instructional Employees Union on wages and other terms and conditions of employment for the period September 1, 2018 through August 31, 2021; and

WHEREAS, the membership of the Non-Instructional Employees Union ratified such Memorandum of Agreement on May 18th, 2018, now, therefore, be it

RESOLVED, that Hudson Valley Community College Board of Trustees at their meeting of May 22, 2018 approved the Memorandum of Agreement with the Hudson Valley Community College Non-Instructional Employees Union for the term September 1, 2018 through August 31, 2021.

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

**HVCC
2018-2019
OPERATING
BUDGET**

Resolved, that the request for approval of the Hudson Valley Community College Operating Budget for the fiscal year commencing September 1, 2018 and ending August 31, 2019 of \$96,125,049, be, and hereby is, approved.

Upon a motion by Mr. Fagan, seconded by Ms. Conroy, the following adopted by a vote of eight in favor (Chairman Kelleher, Vice Chairman Kapp, Ms. Conroy, Mr. Fagan, Dr. Jennings, Mr. Lang, Mr. Pratt, Mr. Savasta), one against (Mr. Zweig), and one absent (Ms. Breselor).

**HVCC
2018-2019 TUITION &
FEE SCHEDULE**

Resolved, that the request for approval of the Hudson Valley Community College Tuition and Fee Schedule, for the fiscal year commencing September 1, 2018 and ending August 31, 2019, be, and hereby is, approved, as follows:

HUDSON VALLEY COMMUNITY COLLEGE

Tuition and Fee Schedule 2018-19

	2018-19		
	Full-time (annual)	Part-time (per credit hour)	Flat Rate per student/course/ occurrence
Resident Tuition	\$4,650.00	\$194.00	
Non-Resident Tuition	\$9,300.00	\$388.00	
Out-of-State Tuition	\$11,625.00	\$484.00	
College in the High School		\$65.00	
Technology Fee	\$600.00	\$25.00	
Automotive/Autobody Repair Fee			up to \$50
Capital Chargeback (out-of-state students)	\$300.00	\$10.00	
CLEP*			\$25.00
Credit by Examination		\$55.00	
Dental Hygiene Clinic			varies
Health Facility Fee			\$30.00
Identification Card Replacement			\$9.00
Lab/Course Fee (including uniforms & tools)			up to \$1,000
Late Fee-Immunization			\$25.00
Late Registration Fee			\$60.00
Library Fine			\$3.00
Life Experience Evaluation		\$50.00	
Locker Fee (optional)			\$10.00
Lost or Damaged Materials (print or audiovisual)			\$70 minimum
Parking Fine			varies
Placement Fee			\$9.50
Records & Activities Fee	\$165.00	\$13.75	
Return Check Fee			\$20.00
Study Abroad Application			\$200.00
Transcript Fee (fax)			\$10.00
Tuition Deposit (non-refundable)			\$50.00
Tuition Payment Plan Fee**			\$0.00
Vehicle Registration Fee	\$86.40	\$7.20	

*CLEP College Board also charges an additional fee to the student

**HVCC does not charge a fee, the tuition payment plan provider charges a \$50 fee per semester

Upon a motion by Vice Chairman, seconded by Dr. Jennings, 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 Format and Requirements:**
- A. Accelerated Nursing Track A.A.S., Summer 2019**

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.

The Accelerated Nursing Track will be offered as an option for qualified students. Students will be able to complete the Nursing A.A.S. program in 12 months. This is accomplished by utilizing a Summer start and more stringent entrance requirements.

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

**HVCC FOUNDATION
2018-19 OPERATING
BUDGET**

Resolved, that the request for approval of the 2018/2019 Hudson Valley Community College Foundation operating budget, totaling \$2,692,290 in revenues and \$1,720,400 in expenditures, as recommended by the Foundation Board of Directors on May 9, 2018, be, and hereby is, approved.

Upon unanimous motion and vote, the following resolution was adopted.

**HVCC FOUNDATION
ROOM NAMING—
DREW MATONAK
LEADERSHIP
CENTER**

Resolved, that the request to name the Student Leadership Center in the Siek Campus Center as the Drew Matonak Leadership Center, as recommended by the Foundation Board of Directors on May 9, 2018, be, and hereby is, approved, as follows:

**RESOLUTION AND RECOMMENDATION
OF
THE BOARD OF DIRECTORS
OF
HUDSON VALLEY COMMUNITY COLLEGE FOUNDATION, INC.**

WHEREAS, Andrew J. Matonak, Ed.D., served as sixth president of Hudson Valley Community College for 13 years from 2005-2018; and is known simply as Drew;

WHEREAS, President Drew Matonak introduced a wide variety of new student support services, including the Center for Academic Engagement, Marvin Library Learning Commons, Wellness Center and free CDTA transportation; and

WHEREAS, through his volunteer service on numerous boards and committees, he has championed the crucial role education plays at all levels in building a healthy regional economy and sustaining quality of life for all members of our community; and

WHEREAS, President Drew Matonak will retire as president of Hudson Valley Community College as of August 2018;

WHEREAS, The Board of Directors hereby recommends on behalf of the Student Senate as a gift from the class of 2018 who wish to name the new student leadership center in the Siek Campus Center in his honor, the ***Drew Matonak Leadership Center*** recognizing President Drew Matonak's extraordinary commitment to student life and leadership;

WHEREAS, We will continue the vision and qualities of teaching strong student leadership for the benefit of the HVCC community.

NOW, THEREFORE, BE IT RESOLVED, that the plaque shall read as follows:

Drew Matonak Leadership Center

Andrew J. Matonak, Ed.D. served as president of Hudson Valley Community College from 2005-2018. Named in his honor, this meeting space recognizes Drew's extraordinary commitment to student life and leadership.

A Gift from the Class of 2018

BE IT FURTHER RESOLVED, that this recommendation shall be transmitted to the college's Board of Trustees for their similar consideration and approval.

Upon a motion by Mr. Fagan, seconded by Vice Chairman Kapp, the following resolution was adopted unanimously.

**CAPITAL
CONSTRUCTION—
FACILITIES
RENOVATION**

Resolved, that the request for approval of the award of contract for design services and construction services in the amount of \$75,500 to Envision Architects, for the renovation of the nursing labs, renovation in Braham Hall, and the Science Center, for the capital project entitled "Science Center and Related Building Renovations," be, and hereby is, approved.

INFORMATION ITEMS

The following information items were noted:

**INFORMATION
ITEMS**

A. 2018/2019 COLLEGE FACULTY PROMOTIONS

Faculty recommended for promotion effective September 1, 2018 are outlined below and written recommendations of the Vice President for Academic Affairs, Deans and Department Chairpersons at the College are available upon request.

Assistant Professor to Associate Professor - \$2,000 Adjustment

Ryan Bakes	Learning Assistance Center and Testing Office
Linda Lim	Mathematics and Engineering Science

Associate Professor to Full Professor – \$2,500 Adjustment

Beth Ernest	Mathematics and Engineering Science
Sue Grayson	Library
Scott Hathaway	Fine Arts, Theatre Arts & Digital Media
Greg Sausville	History, Philosophy & Social Sciences

B. FULL-TIME FACULTY1. School of Engineering and Industrial Technologies

Jimmy Li, Instructor,
Civil, Construction, Industrial & Mechanical Technologies,
f/t appt., eff 8/27/18 \$48,981/yr

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

Kimberly Williams, Advising Specialist,
Workforce Development,
f/t appt., eff. 5/1/18 or thereafter \$40,100/yr

D. PART-TIME FACULTY1. Academic Affairs

Michael Sellitti, Instructor,
Workforce Development,
p/t appt., eff. 5/7/18 \$74.20/hr

2. School of Liberal Arts and Sciences

Melody Ann Kearney, Instructor,
Mathematics and Engineering Science (shelf),
p/t appt., eff. 4/30/18 or thereafter \$1,113/sch

Michael Muscato, Instructor,
Mathematics and Engineering Science (shelf),
p/t appt., eff. 4/30/18 or thereafter \$1,113/sch

Janis Robare, Instructor,
Mathematics and Engineering Science (shelf),
p/t appt., eff. 4/30/18 or thereafter \$1,113/sch

3. Schools of Business and Engineering and Industrial Technologies

Joseph Gaspari, Instructor,
Computing and Information Sciences,
p/t appt., eff. 9/1/18 \$1,113/sch

Matt Gleason, Instructor,
Building Systems Technology,
p/t appt., eff. 8/27/18 \$1,113/sch

E. PART-TIME NON-TEACHING PROFESSIONALS1. Academic Affairs

Jennifer Acker, P/T Technical Assistant,
Enrollment Management and Retention,
p/t appt., eff. 5/7/18 or thereafter \$29.33/hr

2. Enrollment Management and Student Development

James Bowles, Assistant Cross Country Coach,
Intercollegiate Athletics,
p/t appt., eff. 5/31/18 \$1,500/yr

Kristina Jenkins, Head Men's and Women's Bowling Coach,
Intercollegiate Athletics,
p/t appt., eff. 06/01/18 \$6,500/yr

F. NON-INSTRUCTIONAL EMPLOYEES/CLASSIFIED STAFF

1. Administration and Finance

Susan Rooney, Principal Account Clerk,
Physical Plant,
f/t appt., eff. 5/9/18 or thereafter \$19.1439/hr

G. RESIGNATION

1. Charlese Cioppa, Manager of Development and Functional Support, Information Technology Services, eff. 5/25/18

H. RETIREMENTS

1. Barbara Dagastine, Professor, Nursing, eff. 5/16/18
2. Christopher Dennis, Professor, Civil, Construction, Industrial and Mechanical Technologies, eff. 7/16/18
3. Susan Gallagher, Director of Distance Learning, Academic Affairs, eff. 7/30/18
4. Christine Helwig, Dean of Educational Outreach and Academic Services, eff. 7/27/18
5. Marilyn Kuhn, Campus Security Officer, Public Safety, eff. 4/27/18
6. Robert Matthews, Professor/Faculty Librarian, Library, eff. 7/30/18
7. Roy Pompey, Coordinator of Collegiate Academic Support Program, Learning Assistance Center and Testing Office, eff. 7/30/18
8. Robert Racette, Director of Instructional Technologies and Viking Video Technologies, eff. 7/6/18
9. Thomas Ruby, Custodial Worker, Physical Plant, eff. 5/16/18
10. Dorothy Scanlon, Custodial Worker, Physical Plant, eff. 6/4/18
11. Terry Scanlon, Custodial Worker, Physical Plant, eff. 6/4/18
12. Susan Stiner, Assistant Professor, Biology, Chemistry and Physics, eff. 7/30/18
13. Cheryl Trantham, Senior Account Clerk, Library, eff. 7/10/18
14. Jean Widman, Custodial Worker, Physical Plant, eff. 6/29/18

I. ADVISORY COMMITTEE APPOINTMENTS

1. Computing and Information Sciences
Daniel Shyne, Chief Information Officer, Center for Disability Services
2. Dental Hygiene
Christopher Walsh, D.D.S.
3. Human Services and Chemical Dependency Counseling
Craig Stratton, MS, CASAC, Albany County Drug Treatment Court—Case Manager
4. Mechanical Engineering Technology
Joseph Calsolaro, Mechanical Engineer

J. HVCC MONTHLY FINANCIAL REPORTS

1. Current Unrestricted Fund Revenues & Expenditures, period ending 4/30/18
2. 2017-2018 Fiscal Year Operating Budget, Current Year Enrollment, as of 4/30/18

K. FSA MONTHLY FINANCIAL REPORTS

1. FSA Financial Reports, period ending 4/30/18

JUNE MONTHLY MEETING

The next regular meeting of the Board of Trustees will be held on Tuesday, June 26, 2018. A reception for Drew and Karen Matonak will be held following the meeting in the Science Center.

Mr. Savasta introduced Brendan Caluneo, who was elected to succeed him as the Student Trustee. Mr. Caluneo's term will run July 1, 2018 through June 30, 2019. Chairman Kelleher commended Mr. Savasta for his great work throughout the year; on the Presidential Search Committee; and at Commencement.

Mr. Raneri distributed a "Save the Date" announcement for the New York Community College Trustees (NYCCT) upcoming conference in Saratoga Springs on September 21-23.

Ms. Kalkbrenner distributed the draft calendar for the Board of Trustees meetings for September 2018 through August 2019. She asked the members to let either Vice President Reuter or her know if anyone had any issues with the proposed dates.

Upon a motion by Dr. Kapp, seconded by Mr. Savasta, the meeting was adjourned at 6:32 p.m.

ADJOURNMENT


Suzanne Kalkbrenner