

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, January 28, 2020 on the college campus, 80 Vandenburg Avenue, Troy, New York.

PRESENT

Neil J. Kelleher, Chairman
(via videoconference, non-voting)
Joseph A. Kapp, Vice Chairman
Omsalama Ayoub
Judith Breselor
William Fagan
Thomas P. Grant
William C. Jennings
Wayne Pratt
Brian Zweig

EXCUSED
none

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

J. Ashdown	M. Geehan	K. Petley
J. Brennan	A. Geisendorfer	L. Ryder
L. Coplin	E. Hatter	J. Schneider
C. D'Allaird	P. Hill	Z. Sherin
T. Conway	D. Kennedy	D. Shoemaker
J. DiLorenzo	E. Kiel	R. Thibodeau
J. Dorrough	P. Klimkewicz	A. Thomas
A. Edwards	R. LaGatta	F. Vega
R. Edwards	L. Lavigne	B. Vlieg
S. Ely	P. Myers	D. Wax
K. Ferrer-Muñiz	K. Paquette	

Prior to the start of the meeting, Vice President DiLorenzo introduced the newly appointed department chairs who were able to attend the meeting.

Chairman Kelleher greeted the group and asked Vice Chairman Joseph A. Kapp to chair the meeting. Vice Chairman Kapp called the monthly meeting to order at 5:42 p.m.

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 December 2019, be and hereby are, approved.

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

**HVCC FOUNDATION-
APPOINTMENT OF
OFFICERS**

Resolved, that the request for approval of officer appointments to the Hudson Valley Community College Foundation, recommended by the Executive Committee on January 17, 2020 and Foundation Board of Directors on January 22, 2020, be, and hereby is approved, as follows:

A. The Foundation Board of Directors recommends the following slate of officers for a term from February 1, 2020 to January 31, 2021:

- Frank Sarratori, Chairperson
- Mark Mitchell '74, Vice Chairperson
- Kelly Klopfer, Vice Chairperson
- Charles "Chat" Robinson, Treasurer
- Anthony Carnevale '85, Secretary
- Regina Scarano LaGatta '73, Executive Director

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

**PROFESSIONAL
TITLES &
JOB DESCRIPTIONS**

Resolved, that the request for approval of professional job titles for six titles to be added and twelve titles to be updated on the SUNY Community College Title list, be, and hereby is, approved. The resolution shall read as follows:

WHEREAS, the Administration of Hudson Valley Community College has determined the need to update the SUNY Community College Title Report; and

WHEREAS, many of the existing titles in the SUNY Community College Title Report require reclassification and classification; and

WHEREAS, these title classifications and reclassifications result in updates to and creation of job descriptions; and

WHEREAS, it is necessary for the Hudson Valley Community College Board of Trustees to approve these title classifications and reclassifications for the SUNY Community College Title Report along with the changes to and creation of job descriptions; and

WHEREAS, both title classifications and reclassifications along with changes to and creation of job descriptions will be forwarded to SUNY for updates to the SUNY Community College Title Report; and

WHEREAS, approval of professional titles must be granted by the SUNY Chancellor, according to section 35(i) of the Civil Service Law and Section 6306(2) of the Education Law; now, therefore, be it

RESOLVED, the College's Board of Trustees approves these title classifications and reclassifications to the SUNY Community College Title Report along with changes to and creation of job descriptions; and, be it further

RESOLVED, that certified copies of this Resolution be forwarded to SUNY University-wide Human Resources for updating the SUNY Community College Title Report.

**HUDSON VALLEY COMMUNITY COLLEGE
PROFESSIONAL TITLES**

Existing SUNY Community College Title Report	Reclassify to:
Assistant to the Registrar	Associate Registrar
Associate for Financial Analysis	Financial Analyst
Budget Analyst	Director of Budget
Director of Evening Extension Program	Director of Community & Professional Education
Coordinator of Computer Operations	Procurement & Licensing Coordinator
Coordinator of Services for Disabled Students	Coordinator of Accessibility

Data Communications Technician	Data and Voice Communications Technician
Director of Continuing Education	Associate Dean of Community and Educational Partnerships
Director of Student Services	Director of Student Life
Systems Engineer	Systems & Network Specialist
Technical Assistant Chemistry	Technical Assistant Biology, Chemistry & Physics
Technical Assistant Tutorial Services	Technical Assistant Learning Resource Center
New Titles/Classify	
Associate Dean of External Academic Affairs	
Director of Enterprise Operations	
Director of Retention and Student Outreach Services	
Operations Manager – Physical Plant	
Research Analyst	
Senior Classroom Technologist	

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

Resolved, that the request for approval of a Resolution of Appreciation to Richard L. Edwards, Director of Physical Plant, in recognition of his exemplary and dedicated service to Hudson Valley Community College, be and hereby is, approved. The resolution shall read as follows:

**RESOLUTION OF
APPRECIATION
TO
RICHARD L. EDWARDS**

**RESOLUTION OF APPRECIATION TO
RICHARD L. EDWARDS**

WHEREAS, Richard L. Edwards, a graduate of the Class of 1980, was hired as Director of Physical Plant in August 2013, and

WHEREAS, Richard L. Edwards, a registered professional engineer, brought his expertise to the college, garnered during a distinguished career as a Colonel in the Air Force and the Air National Guard where his service included deployment to Iraq as the commander of the Civil Engineering Squad of the 109th Airlift Wing of Stratton Air National Guard and postings as Readiness Division Chief and Asset Management Division Chief at the Air National Guard Bureau at Joint Base Andrews-Naval Air Facility in Maryland, and

WHEREAS, during the course of his service, Richard L. Edwards earned Four Meritorious Service Medals; Two Air Force Commendation Medals; Army Achievement Medal; Two National Defense Service Medals; Iraq Campaign Ribbon; Global War on Terrorism Service Medal; Air Force Expeditionary Service Ribbon with Gold Border (War Zone); and

WHEREAS, Richard L. Edwards made it his goal from the beginning of his tenure to lead his Physical Plant team in creating and maintaining a welcoming, efficient and safe learning and working environment for students, faculty, staff and visitors to the campus; and

WHEREAS, Richard L. Edwards initiated many projects to improve the quality of the college's facilities that included measures to improve energy efficiency by installing new doorways, LED lighting, and heating/cooling upgrades and replacements in many campus buildings, as well as designing and completing a heat loop expansion from the Cogeneration

Plant that allowed it to re-use excess generated heat and use it to heat several buildings on campus; and

WHEREAS, Richard L. Edwards worked to stabilize the college's power supply, overseeing the installation of a new National Grid electric tie-in to improve electrical service to the Science Center that also provided a power backup to the campus,

WHEREAS, Richard L. Edwards addressed the parking and roadways of the campus, completing the major renovation and upgrade of parking lots, including paving, lighting and striping and repaving of many of the major lots on campus, as well as the installation of electric vehicle charging stations in the Parking Garage, and

WHEREAS, Richard L. Edwards, serving as the chair of the college's Emergency Preparedness Committee, led efforts to design and institute safety protocols, update the Emergency Preparedness Handbook, run Emergency Preparedness Drills, and install a new emergency notification system on campus; and

WHEREAS, Richard L. Edwards oversaw major renovations of classroom spaces, among them demolition and asbestos abatement on the third floor of Fitzgibbons; renovation of the second floor of the Campus Center and relocation of Health Services to create the Wellness Center; designing and building a kitchen classroom in the Day Care Center for Community Education classes; renovating the Dental Hygiene and Nursing instructional spaces, and creating a surgical technology lab; and converting former science labs into new instructional spaces, among many other projects; and

WHEREAS, Richard L. Edwards directed building renovations that included roof replacements and repairs, upgrades of every elevator on campus to improve operations and eliminate safety issues, bathroom renovations and removal of lockers in several buildings to create student seating in hallways; and

WHEREAS, Richard L. Edwards served as the project manager for major campus building projects, overseeing the completion of the Science Center; the design and construction of the Outdoor Athletic Complex that included a turf field, a grass practice field and a running track; and the construction of the Gene F. Haas Center for Advanced Manufacturing Skills; and

WHEREAS, Richard L. Edwards has shared his leadership skills with the campus community, making presentations on the topic at workshops through the Center for Effective Teaching and instituting the Leadership Lunch Group; and

WHEREAS, Richard L. Edwards has been diligent in ensuring that everything he and his Physical Plant team handled, including snow removal, campus cleanliness, landscape maintenance, internal and external event setup, and infrastructure construction, repairs and upgrades, were done as efficiently and effectively as possible, always striving to meet the needs of the campus community; and

WHEREAS, Richard L. Edwards has decided to retire to enjoy time with his family; now, therefore, be it

RESOLVED that, in special recognition of his distinguished service, the Hudson Valley Community College Board of Trustees extends this Resolution of Appreciation to Richard L. Edwards in recognition of his exemplary and dedicated service to Hudson Valley Community College, and to extend to him a unanimous vote of thanks on behalf of the college's Board of Trustees and the campus community; and be it further

RESOLVED that this Resolution is recorded in the minutes of the Hudson Valley Community College Board of Trustees Meeting, dated January 28, 2020.

President Ramsammy and Vice Chairman Kapp led the Board and attendees in a standing ovation. Mr. Edwards expressed his gratitude, and acknowledged the help and support he had during his tenure from his Physical Plant team, the President, VP Reuter, and his wife, Alison. He stated how humbled he was by the recognition and that it had been a pleasure to return to his alma mater, and that he hoped he left the college a little better than when he started.

INFORMATION ITEMS

The following information items were noted:

**INFORMATION
ITEMS****A. DEPARTMENT CHAIR**

1. School of Business and Liberal Arts
 Dr. Tyler Kessel, Department Chair,
 English, Foreign Languages and English as a Second Language,
 f/t appt., eff. 1/21/20 \$67,737/yr
 + stipend

 Ricky Thibodeau, Department Chair,
 Business, Computing and Information Science,
 f/t appt., eff. 1/21/20 \$58,367/yr
 + stipend
2. School of Health Sciences
 Jodi Dorrough, Department Chair,
 Nursing and Surgical Technology,
 f/t appt., eff. 1/21/20 \$55,000/yr
 + stipend

 Tammy Conway, Department Chair,
 Dental Hygiene,
 f/t appt., eff. 1/21/20 \$66,985/yr
 + stipend
3. School of STEM
 Craig D'Allaird, Department Chair,
 Civil, Construction, Industrial and Mechanical Technologies,
 f/t appt., eff. 1/21/20 \$65,704/yr
 + stipend

 George P. Raneri, Jr., Department Chair,
 Applied Technologies,
 f/t appt., eff. 1/21/20 \$69,607/yr
 + stipend

B. FULL-TIME FACULTY

1. School of Business and Liberal Arts
 Elizabeth Allen, Instructor,
 English, Foreign Languages and English as a Second Language
 f/t appt., eff. 1/21/20 \$48,981/yr
2. School of STEM
 Mike Baron, Instructor,
 Civil, Construction, Industrial and Mechanical Technologies,
 f/t appt., eff. 1/21/20 \$48,981/yr

 Mahmoud Seraj, Instructor,
 Building Systems Technology,
 f/t appt., eff. 1/21/20 \$48,981/yr

B. FULL-TIME NON-TEACHING PROFESSIONALS

1. Academic Affairs
 Matthew Howe, Director of Retention and Student Outreach,
 Instructional Support Services and Retention,
 f/t appt., eff. 1/20/20 \$57,000/yr

2. Administration and Finance
Christopher Dobert, Senior Systems and
Network Specialist, Information Technology Services,
f/t appt., eff. 1/17/20 or thereafter \$70,000/yr
- Ryaz Khan, Systems and Network Specialist II,
Information Technology Services,
f/t appt., eff. 1/17/20 \$80,000/yr
3. E.O.C.
Dominique Davis, Assistant to the Coordinator of Institutional Advancement,
E.O.C.,
f/t appt., eff. 12/30/19 \$32,000/yr
4. Institutional Effectiveness
Christine Smith, Director of Enterprise Operations,
Institutional Effectiveness,
f/t appt., eff. 12/18/19 \$75,000/yr
5. Student Affairs
Polly Karis, Admissions Counselor,
Admissions,
f/t appt., eff. 1/21/20 \$40,000/yr
- C. FULL-TIME CLASSIFIED STAFF**
1. Academic Affairs
Amanda Farinacci, Clerk,
Center for Academic Engagement,
f/t appt., eff. 2/3/20 \$13.8843/hr
2. Administration and Finance
Theresa Durkin, Principal Account Clerk,
Cashier's Office,
f/t appt., eff. 1/13/20 or thereafter \$19.6061/hr
- Maurine Fowler, Principal Account Clerk,
Cashier's Office,
f/t appt., eff. 1/13/20 or thereafter \$19.6061/hr
- Kristin Kilmer, Principal Account Clerk,
Cashier's Office,
f/t appt., eff. 1/13/20 or thereafter \$19.6061/hr
- Phil Suriano, Custodial Supervisor II,
Physical Plant,
f/t appt., eff. 01/06/20 \$17.3544/hr
- D. PART-TIME FACULTY**
1. Academic Affairs
Shea Foley, Instructor,
Community and Professional Education,
p/t appt., eff. 1/8/20 \$25.00/hr

Karen DeBonis, Instructor, Community and Professional Education, p/t appt., eff. 1/8/20	\$25.00/hr
2. <u>School of Business and Liberal Arts</u>	
Zina Adams, Instructor, Business Administration, p/t appt. (shelf), eff. 1/21/20 or thereafter	\$1,136/sch
Anthony Anadio, Instructor, History, Philosophy and Social Sciences, p/t appt. (shelf), eff. 12/12/19 or thereafter	\$1,136/sch
Petra Blanchard, Instructor, History, Philosophy and Social Sciences, p/t appt. (shelf), eff. 12/12/19 or thereafter	\$1,136/sch
David Bloom, Instructor, History, Philosophy and Social Sciences, p/t appt. (shelf), eff. 12/12/19 or thereafter	\$1,136/sch
Jennifer Cerutti, Instructor, Fine Arts, Theatre Arts and Digital Media, p/t appt., eff. 1/21/20	\$1,136/sch
Sergia Coffey, Instructor, History, Philosophy and Social Sciences, p/t appt. (shelf), eff. 12/12/19 or thereafter	\$1,136/sch
Lester Hadsell, Instructor, History, Philosophy and Social Sciences, p/t appt. (shelf), eff. 12/12/19 or thereafter	\$1,136/sch
Thomas Hodgkins, Instructor, History, Philosophy and Social Sciences, p/t appt. (shelf), eff. 12/12/19 or thereafter	\$1,136/sch
Edward Knoblauch, Instructor, History, Philosophy and Social Sciences, p/t appt. (shelf), eff. 12/12/19 or thereafter	\$1,136/sch
Michael Landis, Instructor, History, Philosophy and Social Sciences, p/t appt. (shelf), eff. 12/12/19 or thereafter	\$1,136/sch
E. Lisa Lavigna, Instructor, Business Administration, p/t appt. (shelf), eff. 1/21/20	\$1,136/sch
Ryan Manley, Instructor, Business Administration, p/t appt. (shelf), eff. 1/21/20	\$1,136/sch

Jennifer Morrill, Instructor,
English, Foreign Languages and English as a Second Language,
p/t appt. (shelf), eff. 12/15/19 or thereafter \$1,136/sch

Brian Thela, Instructor,
History, Philosophy and Social Sciences,
p/t appt. (shelf), eff. 12/12/19 or thereafter \$1,136/sch

Toan Tran, Instructor,
History, Philosophy and Social Sciences,
p/t appt., eff. 1/21/20 \$1,136/sch

Carrie Watson, Instructor,
History, Philosophy and Social Sciences,
p/t appt., eff. 1/21/20 \$1,136/sch

Lauren Weisenberg, Instructor,
History, Philosophy and Social Sciences,
p/t appt. (shelf), eff. 12/12/19 or thereafter \$1,136/sch

3. School of STEM

Hichem Berriche, Instructor,
Mathematics and Engineering Science,
p/t appt. (shelf), eff. 12/12/19 or thereafter \$1,136/sch

Christopher Marini, Instructor,
Civil, Construction, Industrial and Mechanical Technologies,
p/t appt., eff. 1/21/20 \$1,136/hr

Alexander Pakatar, Instructor,
Civil, Construction, Industrial and Mechanical Technologies,
p/t appt., eff. 1/21/20 \$1,136/hr

4. School of Health Sciences

Petra Blanchard, Instructor,
Surgical Technology,
p/t appt., eff. 01/21/20 \$1,136/sch

E. RESIGNATIONS

1. Jennifer Boulrice, Environmental Health and Safety Technician, eff. 1/3/20
2. Anne Clobridge, Head Tennis Coach, Intercollegiate Athletics, eff. 12/5/19
3. Ryan DeSalvatore, Instructor, Civil, Construction, Industrial & Mechanical Technologies, eff. 1/10/20
4. Kiley Fitzgerald, Assistant Registrar, eff. 1/22/20
5. Brittany Kitterman, Department Chair, Building Systems Technology, eff. 1/20/20
6. Jaclyn Kulls, Advising Specialist, Mathematics & Engineering Science, eff. 1/22/20
7. Nathan Wagar, Part-time Instructor, Advanced Manufacturing, eff. 1/3/20
8. Nancy Zotto, Instructor, Surgical Technology, eff. 1/20/20

F. RETIREMENTS

1. Martha Desmond, Department Chair, Nursing, eff. 1/10/20
2. Richard Edwards, Director of Physical Plant, eff. 3/13/20
3. Maria Palmara, Department Chair, English, Foreign Languages and English as a Second Language, eff. 1/18/20
4. Kelly Sayers, Assistant Professor, Business Administration, eff. 1/3/20

H. HVCC MONTHLY FINANCIAL REPORTS

1. 2019-2020 Fiscal Year Operating Budget Summary as of 12/31/19
2. Capital Expenditures, December 2019 and cumulative

I. FACULTY STUDENT ASSOCIATION MONTHLY FINANCIAL REPORTS

1. FSA Financial Reports, period ending 11/30/19 and 12/31/19

FEBRUARY MEETING

The next monthly meeting of the Board of Trustees will be held on Tuesday, February 25, 2020.

Upon motion by Dr. Jennings, seconded by Mr. Fagan, the meeting was adjourned at 5:48 p.m.

ADJOURNMENT


Suzanne Kalkbrenner
Assistant Secretary to the Board of Trustees