

Hudson Valley Community College

80 Vandenburg Avenue, Troy, New York 12180

MINUTES

The monthly meeting of the Board of Trustees of Hudson Valley Community College was held on Tuesday, April 23, 2024, on the college campus, 80 Vandenburg Avenue, Troy, New York; via remote meeting and live streamed for the public on the college’s website at www.hvcc.edu.

PRESENT

Neil J. Kelleher, Chairman
 Ameera Aftab
 Judith Breselor
 Philip J. Danaher
 William Fagan
 Flora Fasoldt
 Thomas P. Grant
 William C. Jennings
 Jacqueline McDonough
 Wayne Pratt

ALSO PRESENT

Dr. Roger A. Ramsammy, President
 George J. Raneri, Secretary to the Board
 Suzanne Kalkbrenner, Assistant Secretary to the Board

J. Ashdown	J. Deitchman (remote)	J. McCart
K. Better	J. DiLorenzo	S. Motto
T. Bocketti	L. Donaghue	M. Reynolds
J. Bourdeau (remote)	S. Ely	D. Richey
K. Bunkley	D. Fernandez-Palozzi	H. Rodriguez
C. Campana	C. Grocki (remote)	S. Sampler
A. Campbell	L. Hassib	D. Shoemaker
K. Carrino	D. Kennedy	A. Shulkin
D. Christian	P. Klimkewicz	K. Sparkman
A. Collins Schroeder	I. LaChance	A. Thomas
J. Dana	D. Martin	R. Wilson

EXCUSED

none

Chairman Kelleher called the meeting to order at 5:24 p.m. He welcomed trustee Jacqueline McDonough to her first Board meeting. Ms. McDonough was appointed by Governor Hochul on April 4, 2024 to replace Brian Zweig.

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

MINUTES

Resolved, that the minutes of the regular meeting of the Board of Trustees held on March 26, 2024, be and hereby are, approved.

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

**TRUSTEE
 EMERITUS
 BRIAN ZWEIG**

Resolved, that the Board of Trustees confers the title of Trustee Emeritus to Brian Zweig, in recognition of his excellent and dedicated service to Hudson Valley Community College over the past fourteen years (2010-2024) and extends to him a unanimous vote of thanks on behalf of the college’s Board of Trustees and the campus community.

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

**HVCC FOUNDATION:
990 FILING**

Resolved, that the request for approval of Hudson Valley Community College Foundation, Inc. IRS Form 990 for the fiscal year ended June 30, 2023, as prepared by UHY LLP, and as recommended by the Foundation Executive Committee on behalf of the Foundation's Board of Directors on April 15, 2024, be and hereby is, approved.

Upon a motion by Mr. Danaher, seconded by Ms. Fasoldt, 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:

A. SCHOOL OF BUSINESS AND LIBERAL ARTS

1. BUSINESS AND CRIMINAL JUSTICE

New Program/Certificate:

Business Certificate

The main goal of the Business Certificate is to increase enrollment in our business majors by offering a program for students who are unsure of a business pathway. We also want to capture Individual Studies students who are interested in, and are currently taking business courses. These students would have the opportunity to earn the Business Certificate, as well as move smoothly into our Business Administration AAS, Marketing AAS or Accounting AAS programs.

Deactivate or Discontinue Program/Certificate:

FSCI - 131 - Forensic Assessment of Animal Cruelty Investigations

The course has not run in several semesters.

2. EDUCATION AND SOCIAL SCIENCES

Deactivate or Discontinue Program/Certificate:

Individual Studies

The department is seeking to discontinue the Individual Studies AA program due to the decline in enrollment and duplication with other programs. Students seeking an Individual Studies degree are currently and can continue to be enrolled in the Individual Studies AS. Students wanting an AA program can enroll in Liberal Arts or another AA.

B. SCHOOL OF HEALTH SCIENCES

1. HEALTH, PHYSICAL EDUCATION AND EXERCISE STUDIES

New Course:

PHED - 272 - NCSF Certification Preparation

This course is being developed to assist in preparing for professional licensing /certification exam.

2. MEDICAL IMAGING

Change to Existing Program/Certificate:

Radiologic Technology, A.A.S.

Change in Degree Requirements. To meet SUNY requirement for DEISJ (Diversity, Equity, Inclusion and Social Justice).

3. **MORTUARY SCIENCE**

Deactivation of Program/Certificate:

Bereavement Studies Certificate

Not enough interest in program. Enrollment has decreased.

C. **SCHOOL OF STEM**

1. **APPLIED TECHNOLOGIES**

Change to Existing Programs/Certificates:

Mechatronics, A.O.S.

Change in Degree Requirements. Upon recommendation from industry and the faculty, PHYS 135 and MATH 150 will be removed from the program and replaced with MATH 105 and MATH 106. This will result in a Program Total Credits Required change from 63 to 61.

Overhead Electric Line Worker, Certificate

Change in Program Entrance Requirements. The department has worked with National Grid to determine criteria for entrance into the program for Electrical Construction and Maintenance (ECM) students and Line Worker certificate (LWC) students. The consensus is that to help ensure the continued success of the program, the students given the opportunity to participate in this unique program should be held to higher standards due primarily to the rigor of the course work and the safety risks associated with overhead line work. It is imperative that students grasp electrical theory concepts and have the highest level of mechanical ability and aptitude in order to work safely and effectively in these environments which often entail working with live conductors of upwards of 38,000 volts.

National Grid had been very supportive of The ECM and LWC programs at Hudson Valley; National Grid continues to allow our students to utilize their trainers and pole climbing training facility in Schenectady to complete the requirements of ECMN 191, which is the final course required for completion of the line worker certificate program. As the academic preparedness of incoming community college students becomes more questionable, there is a concern that student success rates through the Line worker certificate program may continue to decline, leading National Grid to question their expenditure of resources towards supporting our programs.

Line worker certificate students are also required to take credits above that of a typical full-time course load in order to complete the LWC certificate within the recommended one year time frame. As a result of the factors listed above which include maintaining a safe and effective training environment and student retention, the faculty in the Electrical Construction and Maintenance program and Line Worker Certificate program recommend that students maintain a minimum of a 3.0 GPA with no grades lower than a C to be eligible for ECMN 190 and 191.

Changes to Existing Courses:

MCTS - 100 - Introduction to Mechatronics

Change in Corequisites. Removal of Co-requisites in response to industry and faculty feedback.

MCTS - 105 - AC DC Electrical Fundamentals

Change in Corequisites. Removal of MATH 150 as a Corequisite to ease access for part-time students.

MCTS - 115 - Industrial Electricity and Electronics

Change in Prerequisites. Change to Math 105 upon recommendation of faculty and industry.

MCTS - 210 - Robotic Design, Assembly and Manufacturing

Change in Prerequisites or Corequisites. Add pre/corequisites MATH 105, MCTS 100, MCTS 101, MCTS 105 to ensure students are properly prepared for the academic rigors of the course.

MCTS - 220 - Instrumentation and Process Control

Change in Prerequisites. Add MCTS 200 to ensure students are prepared for the academic rigor of this course.

MCTS - 230 - Advanced Mechatronics

Change in Prerequisites. Removal of MCTS 210 and MCTS 215.

2. BIOLOGY, CHEMISTRY AND PHYSICS

Change to Existing Program/Certificate:

Environmental Science, A.S.

Change in Program Entrance Requirements. The Environmental Science AS degree entrance requirements are changing. *Current:* High School average of 80 or above. HS Algebra, geometry and algebra II or 3 units of equivalent academic math, biology and chemistry (80 or above in each course). *Proposed:* High School average of 70 or above. HS Algebra, geometry and algebra II or 3 units of equivalent academic math, biology and chemistry (70 or above in each course).

This change allows more student acceptance into the program and be advised by the BCP advisor to better prepare students for the BCP program requirements. The first semester of the Environmental Science AS degree is currently “entry-level” and courses are not major restricted. This includes BIOL 150, BIOL 210, ENG 101, and Math elective (MATH150 College Algebra and Trigonometry). These courses meet the academic preparedness of the student who performed “average” in High School. Currently, students rejected from Environmental Science are steered towards BIOL 150, BIOL 210, ENG 101, and MATH150 anyways. This would be a 100% identical schedule for the INS student. The less prohibitive entrance requirements will allow for more appropriate matriculation into ESC where we can better monitor students’ progress, advise, and provide support needed for their success.

Change in Degree Requirements. The degree requirements for Environmental Science have changed by taking out the social science elective in the requirements and which allows room for students to take another science course, BIOL 237 Animal Behavior, to be inserted into the major requirements. BIOL 215 Environmental Science (an already required course) harbors the Social Science Gen Ed Designation. The additional Social Science Restricted Elective requirement area is redundant.

Change to Existing Course:

BIOL - 136 - Anatomy and Physiology for Dental Hygiene

Change in Course Description. The course description will change to better describe the course content for incoming students. Major restriction (matriculation) and term offerings were part of the catalog description and those need urgent revision.

Change in Course Title. Currently, the title "Anatomy and Physiology" does not properly designate the focus of this course. This can cause student/advisor confusion. Changing to BIOL 136 Anatomy and Physiology for Dental Hygiene will mirror the efficacy of another course name: BIOL 139 Anatomy and Physiology for Respiratory Care. In each of these courses, extra time/details spent in the area of specialty.

3. COMPUTER SCIENCE AND MATHEMATICS

Change to Existing Course:

MATH - 220 - Differential Equations

Change in Prerequisites. This will allow more students who need the class for their transfer

program to be able to take Differential Equations and still graduate in 4 semesters. This will particularly benefit students who are not required to take Calculus III to transfer, but do need to complete Differential Equations.

Change in Corequisites. This change will provide a path for students who need to take Pre-Calculus to complete the 4-course Calculus Sequence in 4 semesters.

4. ENGINEERING, ARCHITECTURE AND MANUFACTURING

Change to Existing Programs/Certificates:

CNC Machining Technology, A.O.S.

Change in Degree Requirements. MFTS 211 Manufacturing Processes is being replaced by MFTS 212 Robotics for Manufacturing. This is to better align and prepare students for advanced positions in industry. The material learned in MFTS 211 is covered in other classes.

Change in Program Title: CNC Machining better describes the program's outcomes to prospective students.

Construction Certificate

Change in Degree Requirements. A student academically prepared for MATH 100 would not be required to take MATH 099. These students should take MATH 105 or 110 to complete program requirements. A student who plans to enter the Construction A.O.S. degree, after completing the certificate will be recommended to start with Math 110.

Engineering Science, A.S.

Change in Degree Requirements. Math 170 is being added to the program as a restricted elective. With that change, the course sequence will have 2 different pathways; this is reflected in the updated schema. CISS180 and ELET 255 have been added as 4th engineering elective options. As an option Math 210 and 220 are offered in the 4th term as co-req classes. This will help a student starting in Math 170 finish on time.

INFORMATION ITEMS

The following information items were noted:

INFORMATION ITEMS

A. 2024/2025 COLLEGE FACULTY PROMOTIONS

Faculty approved for promotion by the President effective September 1, 2024 are outlined below and written recommendations of the Vice President for Academic Affairs, Deans and Department Chairpersons at the College are available on the portal.

Assistant Professor to Associate Professor - \$2,500 Adjustment

Kyra Garrigue	Fine Arts, Theatre Arts and Digital Media
Mary Potanovic	Medical Imaging
Anthony Podlaski	English, Foreign Languages and English as a Second Language
Jeffery McMinn	Dental Hygiene
James Countryman	Applied Technologies
Julie Friot	Biology, Chemistry and Physics
Brian Wickham	Engineering, Architecture and Manufacturing
Nola Kelly-Gondek	Biology, Chemistry and Physics

Associate Professor to Full Professor - \$3,000 Adjustment

Barbara Reynolds	English, Foreign Languages and English as a Second Language
Natasha Anthony	English, Foreign Languages and English as a Second Language
Nicole Arduini-VanHoose	Education and Social Sciences

Donna Barron

Biology, Chemistry and Physics

B. 2024/2025 COLLEGE DEPARTMENT CHAIR MERIT RECOMMENDATIONS (\$2,000 each)

In accord with Article XI-2 of the Collective Bargaining Agreement between the College and the Hudson Valley Community College Department Chairpersons Association, Department Chairperson merit recommendations that have been approved by the President effective September 1, 2024 are outlined below.

Ricky Thibodeau	Business and Criminal Justice
Joseph Dana	Engineering, Architecture and Manufacturing

C. 2024/2025 COLLEGE FACULTY MERIT RECOMMENDATIONS (\$2,000 each)

In accord with Article XII-D of the Collective Bargaining Agreement between the College and the Hudson Valley Community College Faculty Association, Faculty merit recommendations that have been approved by the President effective September 1, 2024 are outlined below.

Jennifer Austin	English, Foreign Languages and English as a Second Language
Nicole Robinson	Nursing and Surgical Technology
Carmine Pesca	Business and Criminal Justice
Donna Barron	Biology, Chemistry and Physics

D. FULL TIME FACULTY**1. School of Health Sciences**

Heather Green, Instructor, Nursing and Surgical Technology, f/t/ prob. appt., eff. 3/28/24 or thereafter	\$48,981/yr
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E. FULL TIME NON-TEACHING PROFESSIONALS**1. Administration and Finance**

Meghan Ricci, Assistant, Office of Human Resources f/t appt., eff. 4/15/24 or thereafter	\$46,500/yr
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2. Educational Opportunity Center

Keith Danzy, Assistant Coordinator of Student Services–College & Career Services, EOC Student Services, f/t. appt., eff. 3/26/24 or thereafter	\$50,000/yr
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Victoria Phillips, Student Services Specialist, Capital District Educational Opportunity Center, f/t. appt., eff. 2/28/24 or thereafter	\$40,000/yr
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3. Institutional Effectiveness and Technology

Jeffrey O'Neil, Research Analyst, Office of Planning and Research, f/t prob. appt., eff 4/4/24 or thereafter	\$40,000/yr
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Andrew Peter, Research Analyst, Office of Planning and Research, f/t prob. appt., eff 4/4/24 or thereafter	\$40,000/yr
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F. FULL TIME CLASSIFIED/NON-INSTRUCTIONAL STAFF1. School of Health Sciences

Shelia Doyle, Program Assistant Academics I,
Human Services and Chemical Dependency Counseling,
f/t prov. appt., eff. 3/19/24 or thereafter \$17.78/hr

G. PART TIME FACULTY1. Educational Opportunity Center

Adrienna Kudrewicz, Adjunct Instructor,
EOC Instructional Services,
p/t appt., eff. 3/26/24 or thereafter \$44.00/hr

2. School of Health Sciences

Joelle Connor, Adjunct Instructor,
Dental Hygiene,
p/t appt., eff. 4/4/24 or thereafter \$1340/sch

H. PART-TIME NON-TEACHING PROFESSIONALS1. Student Affairs

Eva McDonald, Assistant Track and Field Coach,
Intercollegiate Athletics,
p/t appt., eff. 4/11/24 or thereafter \$736.82/season

I. RESIGNATION

1. Shaiquan Adams, Information Technology Specialist, eff. 3/28/2024
2. Sierra L. Pasquale, Librarian, Marvin Library, eff. 4/4/24
3. Jenny Soudachanh, Advisor, Advancing Success in Associate Pathways (ASAP), eff. 4/24/24

J. RETIREMENT

1. Clement W. Campana, Director of Business and Inventory Controls

K. HVCC MONTHLY FINANCIAL REPORTS

1. 2023-2024 Fiscal Year Operating Budget Summary as of 3/31/24
2. Capital Expenditures, March 2024 and cumulative

L. FACULTY STUDENT ASSOCIATION FINANCIAL REPORTS

1. FSA Financial Reports, period ending 3/31/24

MAY MEETINGS

The next monthly meeting of the Board of Trustees will be held on Tuesday, May 28, 2024.

Upon a motion by Dr. Jennings, seconded by Mr. Grant, an executive session was called at 5:27 p.m. for the purposes of discussion of a personnel matter. Motion carried unanimously.

**EXECUTIVE
SESSION**

Upon motion and second, the executive session was ended at 6:04 p.m. and Chairman Kelleher re-opened the meeting.

Upon a motion by Dr. Jennings, seconded by Mr. Fagan, the meeting was adjourned at 6:05 pm.

ADJOURNMENT

A handwritten signature in cursive script, reading "Suzanne Kalkbrenner", is written above a horizontal line.

Suzanne Kalkbrenner
Assistant Secretary to the Board