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, December 15, 2015 on the college campus, 80 Vandenburgh Avenue, Troy, New York.

Neil J. Kelleher, Chairman
Joseph A. Kapp, Vice Chairman
Catherine I. Conroy
William F. Fagan
Donald E. Fane
William C. Jennings
Conrad H. Lang, Jr.
(via videoconference, non-voting)
Brody P. O'Connor
James A. Walsh
(via videoconference, non-voting)
Brian S. Zweig

Andrew J. Matonak, President
James LaGatta, Vice President for Administration
George J. Raneri, Secretary to the Board
Suzanne Kalkbrenner, Assistant Secretary

C. Bosco	M. Green	L. Marion
J. Braungard	C. Helwig	M. Mitchell
D. Clickner	B. Kearns	K. Osepa
C. Curtis	D. Kennedy	K. Petley
S. Ely	E. Kiel	A. Popovics
J. Fatato	M. Green	S. Retersdorf
M. Geehan	R. LaGatta	P. White
		A. Zhang

EXCUSED

Chairman Kelleher called the meeting to order at 5:40 p.m.

MINUTES

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

Resolved, that the minutes of the regular meeting of the Board of Trustees held on November 24, 2015, be, and hereby are, approved.

FY 204-15 AUDITED FINANCIAL STATEMENTS

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

Resolved, that the request to accept the college's audited financial statements for the fiscal year September 1, 2014 through August 31, 2015 as conducted by Urbach, Hacker, and Young LLP be, and hereby is, approved.

CURRICULUM CHANGES

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

Resolved, that the following curriculum changes, as recommended by the Academic Senate and the President, be, and hereby are, approved, as follows:

1. New Certificates:

A. Special Education Assistant Certificate

Many of our Teaching Assistant students have expressed interest in working with students with special needs. This new certificate will allow those interested students to focus their studies on Special Education and will prepare students to earn the New York State Teaching Assistant Certification, Level 111. Students will be better prepared to take a position as a special education assistant or paraprofessional who works with individuals with special needs, such as a one-on-one aide in a school district or a direct support assistant (DSA) for persons with Developmental Disabilities. Students earning this certificate would be prepared for a position as a teaching assistant in a public school, K-12, as a paraprofessional working in a self-contained special education classroom, as an assistant in a special education center (such as the CP Center, Helping Hands, etc.) or as a direct support assistant working in a group home or facility for persons with disabilities.

B. Chemical Dependency Counseling Certificate

This certificate is being proposed to increase the number of professional students utilizing HVCC to obtain the Office of Alcoholism and Substance Abuse Services (OASAS) 350 Hour Certificate that is necessary to sit for the NYS Credentialed Alcoholism and Substance Abuse Counselor (CASAC) exam. Multiple colleges around New York offer a similar program, and HVCC is losing students to these programs.

• *New course:*
• *CDEP 210, Current Issues in Addictions - 3 credit hours - Fall 2016*

This seminar-based course explores important contemporary issues I the chemical dependency field. The seminar will provide students with an in-depth understanding and solution-focused approach to current challenges in the field. The particular areas of focus will be announced each term.

2. Reactivation of Program and Change in Degree Requirements:

A. Human Services A.A.S. Degree

The Human Services Department has seen a population shift in those students entering the major. More non-traditional students are entering the program who are currently employed in the field. For these students, their desired outcomes are different. The ability to take additional elective courses will enhance their -ability to seek job promotions and tailor their course work to the population they are serving. Reactivating this degree will definitely help students planning on transfer to private colleges and will allow students seeking immediate employment the option of taking courses in psychology, health and wellness, criminal justice, bereavement studies, etc. The choice between a Human services AS degree and an AAS degree is a clear benefit to our students.

Change in Degree Requirements:	
Current: Deactivated Human Services A.A.S. degree program.	**New:** Degree requirement changes have been made—reactivate program.
Removing:	**Adding*:***

HUSV 115, Perspectives on Disabilities or *PSYC 210, Abnormal Psychology*. *HUSV 120, Problems of Adolescence* or *HUSV 125, Older Adults and the Social Environmen*t. *HUSV 255, Case Management* and *HUSV 256, Case Management Internship* or (1) Restrictive Electives (1) Restricted Elective 6 (1) Biology or Math Elective 3 (1) Electives as Advised 4	*HUSV 109, *** Orientation to Field Work* Adding*** footnote designation to *HUSV 105* and *HUSV109* (2) Liberal Arts and Sciences Elective 3 (3) Mathematics Elective 3 (4) Restricted Electives 6 Free Elective 6
Current footnotes read: ***Recommended for students considering transfer. (1) As approved by the department chairperson	**New footnotes read:** *** A grade of "C" is required for program completion. **** This requirement may be waived based on department chair approval of completion of a bachelor's degree. (1) Course must be designated as an "HVCC Liberal Arts and Sciences, Science" course within the BIOL subject code. (2) Course must be designated as an "HVCC Liberal Arts and Sciences" course. (3) Course must be designated as an "HVCC Liberal Arts and Sciences, Mathematics" course and be MATH 120 or above. (4) Any CDEP or HUSV course.

3. Change in Degree Requirements:

A. Respiratory Care A.A.S. Degree

The department seeks to reduce the credits in this program to meet the 72 credit limit granted by SUNY and add additional course options to limit degree substitutions.

Current: *PSYC 200, Child Psychology* *RESP 130, Ethics and Administration* *BIOL 139, Anatomy & Physiology* 75 credits required for degree	**New:** Removing *PSYC 200, Child Psychology* *RESP 130, ** Ethics and Administration* or *ICVT 200, Introduction to Health Care* *BIOL 139, ** Anatomy & Physiology* or *BIOL 271, Anatomy and Physiology II* 72 credits required for degree

B. Diagnostic Medical Sonography Certificate

These changes increase the credit and contact hours to provide additional class and/or lab time. The changes to the program would foster student success in light of additional career requirements. The accrediting body acknowledged our findings and therefore these changes are being made.

Current:	**New:**
SONO 254 - 2 credits	*SONO 254 - 3 credits*
SONO 256 - 2 credits	*SONO* 256 - *3 credits*
SONO 264 - 2 credits	*SONO 264 - 3 credits*
SONO 266 - 2 credits	*SONO* 266 - *3 credits*
Total Credits Required: 44	Total Credits Required: 48

• *Change in Credit and Contact Hours:*

SONO 254, Cross Sectional Anatomy of Abdomen – Fall 2016	
Current:	**New**:
2 lecture	3 lecture
0 lab	1 lab
2 credit hours	3 credit hours

SONO 256, Cross Sectional Anatomy of OB/GYN – Fall 2016	
Current:	**New**:
2 lecture	3 lecture
0 lab	1 lab
2 credit hours	3 credit hours

SONO 264, Pathophysiology of the Abdomen – Spring 2017	
Current:	**New**:
2 lecture	3 lecture
2 credit hours	3 credit hours
SONO 266, Pathophysiology of OB/GYN – Spring 2017	
Current:	**New**:
2 lecture	3 lecture
2 credit hours	3 credit hours

C. Echocardiography Certificate

These changes increase the credit and contact hours to provide additional class and/or lab time. The changes to the program would foster student success in light of additional career requirements. The accrediting body acknowledged our findings and therefore these changes are being made.

• *Change in Credit and Contact Hours:*

ECHO 254, Echocardiography I – Fall 2016	
Current:	**New**:
2 lecture	3 lecture
0 lab	1 lab
2 credit hours	3 credit hours

• *Change in Course Title and Contact Hours:*

ECHO 266, Echocardiography II – Spring 2017	
Current: *Pathology of the Heart*	**New**: *Echocardiography II*
Current: 3 lecture 0 lab	**New**: 3 lecture 1 lab
3 credit hours	3 credit hours

4. Deactivation:

A. Disabilities Studies Certificate

The department is deactivating this program due to low enrollment. The Disabilities Studies Certificate was originally proposed by both the Human Services and Early Childhood Education departments. Due to low enrollment this certificate will be deactivated. Both departments are in agreement. Many students find it is beneficial to enroll in the Human Services A.S. degree rather than the Disabilities Studies Certificate. The new Special Education Certificate will better meet the needs of their students.

HVCC FOUNDATION-FY 2014-15 AUDITED FINANCIAL STATEMENTS

Upon a motion by Mr. Fane, seconded by Dr. Kapp, the following resolution was adopted unanimously.

Resolved, that the request to accept the Hudson Valley Community College Foundation, Inc.'s audited financial statements for Year ended June 30, 2015 and Ten-Month Period ended June 30, 2014, as conducted by Urbach, Hacker and Young LLP, as recommended by the Foundation Board of Directors on September 23, 2015, be, and hereby is, approved.

STATE OF THE COLLEGE REPORT, 2014-2015

Upon a motion by Ms. Conroy, seconded by Dr. Jennings, the following resolution was adopted unanimously.

Resolved, that the request for approval of the State of the College Report, 2014-2015, be, and hereby is, approved.

INFORMATION ITEMS

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The following information items were noted:

A. FULL-TIME FACULTY

1. School of Health Sciences

Lori Purcell, Department Chair,
Mortuary Science,
f/t appt., eff. 1/19/16 — $58,962/yr +$8750 Stipend

Patricia Birch, Instructor,
Human Services,
f/t appt., eff. 1/19/16 — $48,981/yr

B. FULL-TIME NON-TEACHING PROFESSIONALS

1. Academic Affairs

Laura Cullen, Technical Assistant,
Health Sciences and Liberal Arts & Sciences,
p/t apt., eff. 11/20/15 or thereafter $19.0840/hr

2. Enrollment Management and Student Development

David Ames, Assistant Baseball Coach,
Intercollegiate Athletics,
f/t temp. appt., eff. 12/2/15 $1000/yr

Shawnna Case, Counselor,
Center for Careers and Transfer,
f/t appt. (grant-funded), eff. 11/20/15 or thereafter $42,500/yr

C. PART-TIME FACULTY

1. School of Liberal Arts and Sciences

Wilfred Segarra, Instructor,
English, Foreign Languages and English as a Second Language
(HS Model),
p/t appt., eff. 1/19/16 $0

Josephine Tebano, Instructor,
English, Foreign Languages and English as a Second Language,
p/t appt., eff. 1/19/16 $1113/sch

2. School of Health Sciences

Jena Iversen, Instructor,
Dental Hygiene,
p/t appt., eff. 1/19/16 $1113/sch

D. PART-TIME NON-TEACHING PROFESSIONALS

1. Educational Opportunity Center

Ellen Eisenbraun, Tutor,
E.O.C.,
p/t appt., eff. 11/20/15 or thereafter $15/hr

E. RESIGNATION

1. Andrew Hurd, Assistant Professor, Computing and Information Sciences, eff. 1/18/16

F. RETIREMENT

1. Kimberly Bryant, Professor, Dental Hygiene, eff. 8/31/15

G. ADVISORY COMMITTEE APPOINTMENT

Computing and Information Sciences
Dr. Jakov Crnkovic

H. HVCC MONTHLY FINANCIAL REPORTS

1. Current Unrestricted Fund Revenues & Expenditures, period ending 11/30/15
2. Operating Expenditures by Object, period ending 11/30/15
3. Grant Expenditures by Object, period ending 11/30/15

JANUARY MEETING

The next regular meeting of the Board of Trustees will be held on Tuesday, January 26, 2016.

ADJOURNMENT

Upon a motion by Mr. Fane, seconded by Dr. Kapp, the meeting was adjourned at 5:42 p.m.

Suzanne Kalkbrenner
Assistant Secretary to the Board