

# 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, June 27, 2017 on the college campus, 80 Vandenburgh Avenue, Troy, New York.

### **PRESENT**

Neil J. Kelleher, Chairman  
Joseph A. Kapp, Vice Chairman  
Judy Breselor  
Catherine I. Conroy  
William F. Fagan  
William C. Jennings  
Conrad H. Lang, Jr.  
Wayne Pratt  
Manik Elahi S.  
Brian S. Zweig

### **EXCUSED**

none

### **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

C. Bosco	J. Fatato	K. Petley
J. Brennan	M. Green	A. Popovics
B. Caluneo	C. Helwig	N. Savasta
D. Clickner	D. Kennedy	R. Schultz
C. Curtis	R. LaGatta	P. White
S. Ely	B. McDonough	P. White

Before the meeting began, President Matonak and Chairman Kelleher welcomed William Reuter, Vice President of Administration and Finance and College Liaison to the Board of Trustees, to his first meeting. Chairman Kelleher stated that Vice President Reuter had big shoes to fill in replacing long-time Vice Presidents James LaGatta and Joel Fatato, but that he was pleased that Vice President Reuter was making a smooth transition and fit in so well at the college.

President Matonak and Chairman Kelleher then recognized Vice President Carolyn Curtis, who had announced she will be retiring in October. They thanked her for her outstanding leadership, which was echoed by the entire Board. Chairman Kelleher stated that she was going to be sorely missed.

President Matonak also recognized and thanked Dr. David Clickner, who will be leaving for a new position on June 30, 2017. Chairman Kelleher wished Dr. Clickner success in his new post.

Chairman Kelleher called the meeting to order at 5:08 p.m.

Upon a motion by Dr. Jennings, 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 May 23, 2017 be, and hereby are, approved.

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

**SALARY INCREASE-  
EOC NTP STAFF**

**Resolved**, that the request for approval extension of the salary increase for excluded College non-teaching professional and confidential employees to the eligible non-teaching professional staff, including grant-funded and part-time staff, of the Capital District Educational Opportunity Center, effective September 1, 2017, be, and hereby is, approved.

Upon a motion by Dr. Jennings, seconded by Mr. Elahi, 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 Requirements:**

**A. Mortuary Science, A.A.S. Degree, Fall 2017**

Due to the requirement of the National Board exam of a 75 and the fact that the college does not grant plus or minus grades we needed to require a grade of B in major courses to ensure that students could pass the exam with 75 or higher. All MTSC courses will now be included and require a grade of B or higher.

<b>Current:</b>	<b>New:</b>
MTSC 100, Funeral Service Orientation MTSC 105, Burial Customs MTSC 207, Funeral Service Grief and Counseling MTSC 226, Color and Cosmetics BIOL 134, Anatomy Students must earn a grade of C or higher for program completion.	To complete the program, students must earn a B or higher in all MTSC courses.

**2. Change in Course Number and Title:**

**B. MTSC 134, Anatomy; 4 credit hours; Fall 2017**

Course Description: this course is an introduction to the gross anatomy of the human body, using the systems approach with special emphasis on the circulatory, skeletal, and muscular systems. Open only to matriculated Mortuary Science students.

<b>Current:</b>	<b>New:</b>
BIOL 134, Anatomy	MTSC 134, Anatomy
Changing course prefix from BIOL to MTSC. The course will now be overseen by the Mortuary Science Department.	

**INFORMATION ITEMS**

The following information items were noted:

**INFORMATION  
ITEMS****A. FULL-TIME FACULTY**1. E.O.C.

Loretta Garrand, Instructor,  
Nursing, E.O.C.,  
f/t appt., eff. 7/1/17

\$50,000/yr

2. School of Health Sciences

Martha Desmond, Department Chair,  
Nursing,  
f/t appt., eff. 6/15/17

\$62,020/yr  
+8750 stipend

Lisa Lavery, Instructor,  
Dental Hygiene,  
f/t appt., eff. 8/28/17

\$48,981/yr

3. School of Liberal Arts & Sciences

Justin Baker, Instructor,  
Fine Arts, Theatre Arts and Digital Media,  
f/t appt., eff. 8/28/17

\$48,981/yr

Denise Brocci, Instructor,  
Mathematics and Engineering Science,  
f/t temp appt., eff. 8/28/17

\$48,981/yr

Jessica Brouker, Instructor,  
English, Foreign Languages and English as a Second Language,  
f/t appt., eff. 8/28/17

\$48,981/yr

Paul Charbel, Instructor,  
English, Foreign Languages and English as a Second Language,  
f/t appt., eff. 8/28/17

\$48,981/yr

Nestor Guardado, Instructor,  
English, Foreign Languages and English as a Second Language,  
f/t appt., eff.8/28/17

\$48,981/yr

Antoinette Howard, Department Chair,  
Teacher Preparation,  
f/t appt., eff. 8/29/17

\$60,122/yr  
+\$8750 stipend

Elizabeth McLean, Instructor,  
Biology, Chemistry & Physics,  
f/t appt., eff 8/28/17

\$48,981/yr

Denise Pickering, Instructor,  
Human Services & Chemical Dependency,  
f/t appt., eff. 8/28/17

\$48,981/yr

Ann Plourde, Instructor,  
Teacher Preparation,  
f/t appt., eff. 8/28/17 \$48,981/yr

Sarah Van Alstyne, Instructor,  
Teacher Preparation,  
f/t appt., eff. 8/28/17 \$48,981/yr

**B. FULL-TIME NON-TEACHING PROFESSIONAL**

1. Academic Affairs

Alicia Carr, Advising Specialist,  
Liberal Arts & Sciences Advisement Center,  
f/t appt., eff. 5/22/17 or thereafter \$40,100/yr

Joshua Martin, Advising Specialist,  
Liberal Arts & Sciences Advisement Center,  
f/t appt., eff. 5/22/17 or thereafter \$40,100/yr

Stephanie Nix, Advising Specialist,  
Liberal Arts & Sciences Advisement Center,  
f/t appt., eff. 5/22/17 or thereafter \$40,100/yr

2. Administration

Jennifer Draper, Environmental Health & Safety Technician,  
Environmental Health & Safety,  
f/t appt., eff. 5/22/17 or thereafter \$42,000/yr

3. E.O.C.

Jackolyn Houghton, College and Career Specialist,  
E.O.C.,  
f/t appt., eff. 6/9/17 or thereafter \$39,000/yr

Sara LaFountain-Bagrow, College and Career Specialist,  
E.O.C.,  
f/t appt., eff. 6/9/17 or thereafter \$39,000/yr

4. Enrollment Management & Student Affairs

Denise Potenza, Head Women's Tennis Coach,  
Intercollegiate Athletics,  
f/t temp., eff. 6/16/17 \$4,000/yr

Adam Sopris, Assistant Director of Athletics,  
Enrollment Management & Student Affairs  
eff. 6/16/17 or thereafter \$42,000/yr

5. Technology, Institutional Assessment and Planning

Charlese Cioppa, Manager of Development &  
Functional Support, Information Technology Services,  
f/t appt., eff. 5/31/17 or thereafter \$90,000/yr

**C. PART-TIME FACULTY**1. Academic Affairs

David Hansen, Instructor,  
Community & Professional Education,  
p/t appt., eff. 6/1/17 or thereafter \$40.00/hr

2. Schools of Business and Engineering & Industrial Technologies

Nathan Coryea, Instructor,  
Automotive, Manufacturing & Electrical Engineering Technologies,  
p/t appt., eff. 8/28/17 \$1113/sch

**D. PART-TIME NON-TEACHING PROFESSIONAL**1. Academic Affairs

Mary Blanchard, Counselor,  
Community and Professional Education (Kids on Campus Programs),  
p/t appt., eff. 6/6/17 or thereafter \$9.70/hr

Matthew Breton, Assistant Coach,  
Community and Professional Education (Kids on Campus Programs),  
p/t appt., eff. 6/6/17 or thereafter \$175/wk

Maxim Couillard, Counselor,  
Community and Professional Education (Kids on Campus Programs),  
p/t appt., eff. 6/6/17 or thereafter \$9.70/hr

Christopher Eaton, Assistant Coach,  
Community and Professional Education (Kids on Campus Programs),  
p/t appt., eff. 6/6/17 or thereafter \$175/wk

Kaitlyn Kern, Counselor,  
Community and Professional Education (Kids on Campus Programs),  
p/t appt., eff. 6/6/17 or thereafter \$9.70/hr

Kristin Komazenski, Kids on Campus Instructor,  
Community & Professional Education,  
p/t appt., eff. 6/16/17 or thereafter \$30.00/hr

Matthew LaHera, Counselor,  
Community and Professional Education (Kids on Campus Programs),  
p/t appt., eff. 6/6/17 or thereafter \$9.70/hr

Teresa Monahan, Counselor,  
Community and Professional Education (Kids on Campus Programs),  
p/t appt., eff. 6/6/17 or thereafter \$9.70/hr

Jordan Rinaldi, Counselor,  
Community and Professional Education (Kids on Campus Programs),  
p/t appt., eff. 6/6/17 or thereafter \$9.70/hr

Etana Morris, Counselor,  
Community and Professional Education (Kids on Campus Programs),  
p/t appt., eff. 6/6/17 or thereafter \$9.70/hr

Madison Scott, Counselor,  
Community and Professional Education (Kids on Campus Programs),  
p/t appt., eff. 6/6/17 or thereafter \$9.70/hr

Robert VanHoesen, Assistant Coach,  
Community and Professional Education (Kids on Campus Programs),  
p/t appt., eff. 6/6/17 or thereafter \$175/wk

Samuel Walczyk, Counselor,  
Community and Professional Education (Kids on Campus Programs),  
p/t appt., eff. 6/6/17 or thereafter \$9.70/hr

Nicole Weiss, Kids on Campus Instructor,  
Community & Professional Education,  
p/t appt., eff. 6/16/17 or thereafter \$30.00/hr

#### **E. NON-INSTRUCTIONAL EMPLOYEES/CLASSIFIED STAFF**

##### 1. Administration

Joshua Palmer, Motor Equipment Operator Light,  
Physical Plant,  
f/t appt., eff. 5/16/17 or thereafter \$13.8005/hr

##### 2. School of Liberal Arts & Sciences

Michelle Paige, Program Assistant Academics II,  
Criminal Justice, Forensic Science & Public Administration,  
prov. appt., eff. 6/19/17 or thereafter \$15.4588/hr

#### **F. RESIGNATIONS**

1. David Clickner, Interim Assistant to the Vice President for Academic Affairs, eff. 6/30/17
2. Jarret Farrell, Assistant Men's Soccer Coach, Intercollegiate Athletics, eff. 5/29/17
3. Lawrence Snyder, Interim Assistant Athletic Director, Enrollment Management and Student Development, eff. 5/21/17

#### **G. RETIREMENTS**

1. Carolyn G. Curtis, Vice President for Academic Affairs, eff. 10/13/17
2. Donald C. Frament, Associate Professor, Learning Assistance Center and Testing Office, eff. 8/5/17

#### **H. ADVISORY COMMITTEE APPOINTMENTS**

1. Respiratory Care  
Lawrence N. Dack

#### **I. UNPAID LEAVES OF ABSENCE**

1. Ashley Rainey, Program Assistant. Registrar, six weeks following Maternity Leave
2. Lindsey St. Clair, Advising Specialist, Liberal Arts & Sciences/Advisement Tracks, eff. 6/15/17 -11/1/17

#### **J. HVCC MONTHLY FINANCIAL REPORTS**

1. Current Unrestricted Fund Revenues & Expenditures, period ending 5/31/17
2. Grant Expenditures by Object, periods ending 5/31/17

Chairman Kelleher acknowledged the fine work of the outgoing Student Trustee, Manik Elahi. He noted that Mr. Elahi had set the bar very high, and wished him well in all his future endeavors on behalf of the Board. Chairman Kelleher also noted the presence of Student Trustee-elect Nathanael Savasta, and stated that he looked forward to working with Mr. Savasta.

**RECOGNITION  
OF TRUSTEE  
MANIK ELAHI**

Upon a motion by Mr. Lang, seconded by Dr. Kapp, an executive session was called at 5:10 p.m. for the purposes of discussing a personnel matter and a real estate transaction.

**EXECUTIVE  
SESSION**


Upon a motion by Dr. Jennings, seconded by Mr. Fagan, the executive session was ended at 6:10 p.m. and Chairman Kelleher opened the meeting.

**AUGUST MEETING**

The next regular meeting of the Board of Trustees will be held on Tuesday, August 29, 2017.

Upon a motion by Mr. Zweig, seconded by Ms. Breselor, the meeting was adjourned at 6:11 p.m.

**ADJOURNMENT**

  
Suzanne Kalkbrenner  
Assistant Secretary to the Board