

# Hudson Valley Community College

80 Vandenburgh Avenue, Troy, New York 12180

## MINUTES

The monthly meeting of the Board of Trustees of Hudson Valley Community College was held on Tuesday, November 28, 2023, on the college campus, 80 Vandenburgh Avenue, Troy, New York; via remote meeting and live streamed for the public on the college's website at [www.hvcc.edu](http://www.hvcc.edu).

### PRESENT

Neil J. Kelleher, Chairman  
Ameera Aftab  
Judith Breselor  
Philip J. Danaher  
William Fagan  
Flora Fasoldt  
Thomas P. Grant  
Wayne Pratt  
Brian Zweig

### ABSENT

William C. Jennings

### ALSO PRESENT

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

J. Ashdown	S. Ely	L. Lim
K. Better	M. Gorsage	S. Mendez
T. Bocketti	C. Grocki (remote)	B. Oles
J. Bourdeau (remote)	L. Hassib	K. Petley (remote)
K. Bunkley	G. Healy (remote)	M. Reynolds
C. Campana	M. Howe	D. Richey
D. Christian	D. Kennedy	H. Rodriguez
A. Collins-Schroeder	J. Kennedy	G. Sausville
L. Coplin	T. Kessel	D. Shoemaker
D. Cortes	P. Klimkewicz	A. Thomas
L. Donaghue	I. LaChance	R. Whitaker
J. Dana	C. Lane	R. Wilson
E. Dwyer		

Chairman Kelleher called the meeting to order at 5:27 pm.

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

**MINUTES**

**Resolved**, that the minutes of the regular meeting of the Board of Trustees held on October 24, 2023, be and hereby are, approved.

Upon a motion by Mr. Danaher, seconded by Mr. Pratt, 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 Department** **Change to Existing Program/Certificate:**

- **Business Administration, A.S.**

*Change in Degree Requirements:* Change in degree credits from 63 to 62 by lowering the General Education Natural Science elective from 4 credits to 3 credits and still meets the Natural Science requirement.

## 2. Education & Social Sciences Department

### **Change to Existing Course:**

- **PSYC 105 – Honors Exploring the Human Mind**

*25% or More Change in Course Content:* The new topics better reflect the focus of the class.  
*Change in Course Description:* Topics will be added to the course to broaden the scope of the course. The eligible students are also changing. The course description was changed to reflect those changes.

## B. **SCHOOL OF HEALTH SCIENCES**

### 1. Health, Physical Education & Exercise Studies

#### **Change to Existing Course:**

- **PHED 144 – Weight Lifting**

*Reintroduction of Course after 7 Semester Hiatus with 25% Content Change:* The course hasn't been offered in years - with the minor updates to the course it will offer variety to the PHED courses offered and will be a required course in the EXR/FSC curricula. There also has been a word ("functional training") added to the course description.

*Change in Course Description:* The change to the course description is less than 25%, however would like to make sure the change occurs. The brand name "universal weight machine" has been removed and replaced with a more updated, inclusive word "functional training".

### 2. Medical Imaging

#### **Change to Existing Course:**

- **XRAY 240 – Introduction to Cross-Sectional Anatomy**

*Change in Course Description:* Change in description to reflect the removal of the CT content which is no longer required of the program per accreditation.

## C. **STEM**

### 1. Biology, Chemistry, & Physics

#### **Change to Existing Program/Certificate:**

- **Biotechnology, A.S.**

*Change in Program Entrance Requirements:* The BCP Department is intending to remove entrance barriers for students intending to matriculate into our Associate Degree programs. As such, we feel that 3 units of equivalent academic math, biology, chemistry (80 or above in each course) and also a HS average of 80 - representing a B in these areas, is too stringent and exclusive. As such, we intend to lower these to represent a C average in these areas, and are therefore intend to change the entrance requirements to:

#### **Program Entrance Requirements**

<b>Courses</b>	<b>Entry Term</b>	<b>Special Notes</b>	<b>H.S. Average</b>
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Algebra, geometry and algebra II or 3 units of equivalent academic math, biology, chemistry (70 or above in each course)	Fall and Spring	Physics recommended.	70 or above
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The entrance requirement change was recommended during program review in Spring 2023.

*Change in Degree Requirements:* The change in degree requirements will provide students with a better sequence of learning in the Biotechnology program to help ensure success. The changes include adding BIOL 112 Introduction to Biotechnology. BIOL 103 Orientation to Biology and Bioethics is being replaced with Forum 101 and the relevant topics in BIOL 103 Bioethics and Biology will be covered in the added course, BIOL 112 Introduction to Biotechnology. An introductory lab course in biotechnology applications was recommended during program review in Spring 2023 and BIOL 112 will meet that guidance. Also recommended during Program Review in Spring 2023 is the inclusion of CHEM 205 Analytical Chemistry and BIOL 122 Biomanufacturing (soon changing to BIOL 222) as major requirements and thereby reducing electives. BIOL 103 Orientation to Biology and Bioethics will remain part of its initial scope of serving the college forum role for the Biological Sciences AS program.

**Change to Existing Course:**

- **BIOL 122 – Introductory Biomanufacturing**

*Change in Prerequisites:* The prerequisite BIOL 105 Topics in Biology - The Gene is being replaced with an equivalent course BIOL 112 Introduction to Biotechnology to better align in the Biotechnology AS program.

*Change in Course Number* (reflects change in course subject code or course number) – contact the registrar regarding proposed course number or subject code and attach supporting documentation, i.e. email: The change in course number (BIOL 122 to BIOL 222) will reflect the upper level of course content.

Upon a motion by Ms. Aftab, seconded by Ms. Fasoldt, the following resolution was adopted unanimously.

**FSA—INCREASE TO RECORDS AND ACTIVITIES FEE**

**Resolved**, that the request for approval of an increase to the Athletics and Student Activities portions of the Records and Activities Fee, in the amount of \$51.00, effective with the 2024-2025 academic year, as approved by the Student Senate on November 6, 2023 and the Faculty Student Association Board of Directors on November 13, 2023, be, and hereby is, approved. The total Records and Activities Fee charged to students shall be as follows:

<b>Department</b>	<b>Current (FT/PT)</b>	<b>Increase</b>	<b>New fee (FT/PT)</b>
Athletics	\$90.00/\$7.50	\$45.00/\$3.75	\$135.00/\$11.25
Student Activities	\$66.00/\$5.50	\$6.00/\$.50	\$72.00/\$6.00
Cultural Affairs	\$12.00/\$1.00	n/a	\$12.00/\$1.00
Auxiliary Fee	\$6.00/\$.50	n/a	\$6.00/\$.50
Graduation	\$17.00/\$1.42	n/a	\$17.00/\$1.42
Transcript	\$13.00/\$1.11	n/a	\$13.00/\$1.11
<b>Total Records &amp; Activities Fee</b>	<b>\$204.00/\$17.00</b>	<b>\$51.00/\$4.25</b>	<b>\$255.00/\$21.25</b>

Upon a motion to approved as printed by Mr. Danaher, seconded by Ms. Aftab, the resolution was adopted unanimously.

**AMENDING THE  
ESTABLISHMENT OF  
A CAPITAL PROJECT:  
ATEC, PHASE II**

**Resolved**, that the request to amend the establishment of the Capital Project “Applied Technology Education Center—Phase II,” be and hereby is, approved. The Resolution shall read as follows:

**RESOLUTION AMENDING THE ESTABLISHMENT OF A CAPITAL PROJECT  
– APPLIED TECHNOLOGY EDUCATION CENTER (ATEC)—PHASE II**

**WHEREAS**, on August 22, 2023, the Hudson Valley Community College Board of Trustees unanimously approved the establishment of a Capital Project for the Hudson Valley Community College – Applied Technology Education Center (ATEC) Phase II, at an estimated cost of \$85 million; and

**WHEREAS**, on September 12, 2023, resolution no. G/358/23, the Rensselaer County Legislature unanimously approved the establishment of a Capital Project for the Hudson Valley Community College – Applied Technology Education Center (ATEC) Phase II, at an estimated cost of \$85 million; and

**WHEREAS**, the ATEC project will be completed in phases, and will include the Project Design, Construction of the new 130,000 sq ft Applied Technology Education Center building, demolition of Williams Hall and construction of a new parking lot where Williams Hall currently exists, and the complete renovation to Cogan Hall; and

**WHEREAS**, on October 12, 2021, the Rensselaer County Legislature, through Resolution G/358/21 approved a Resolution to provide \$2,960,000 for Project Engineering and Design; and

**WHEREAS**, on November 23, 2021, the Hudson Valley Community College Board of Trustees approved a Resolution awarding JMZ Architects and Planners, P.C. a total of \$2,960,000 for Project Engineering and Design; and

**WHEREAS**, on August 9, 2022, the Rensselaer County Legislature, through Resolution G/322/22 approved a Resolution committing to provide in-kind contributions to support the remaining Phases; and

**WHEREAS**, on June 15, 2023, the Hudson Valley Community College Foundation Board of Directors approved a \$37.5 million Capital Campaign to support the ATEC construction project; and

**WHEREAS**, as of November 27, 2023, the Capital Campaign has received donations and pledges totaling \$5,263,544 to support the ATEC construction project; and

**WHEREAS**, on November 21, 2023, the Hudson Valley Community College Faculty Student Association Board of Directors approved a pledge of \$8,400,000 to support the ATEC construction project; and

**WHEREAS**, on October 23, 2023, the Hudson Valley Community College Student Senate approved a pledge of \$250,000 to support the ATEC construction project as their class gift; and

**WHEREAS**, on September 26, 2023, the U.S. Department of Commerce’s Economic Development Administration approved a grant of \$4,000,000 to support the ATEC construction project; and

**WHEREAS**, the local match of \$18,163,544 million will be provided through the Capital Campaign; the Hudson Valley Community College Faculty Student Association; the Hudson Valley Community College Student Senate and government funding from the City of Troy and the Economic Development Agency, and

**WHEREAS**, Hudson Valley Community College is anticipating a New York State appropriation of \$15,000,000 and an Empire State Development Grant of \$3,000,000; and

**WHEREAS**, Hudson Valley Community College is anticipating a grant from the City of Troy in the amount of \$250,000 to support the ATEC construction project; and

**WHEREAS**, the College is ready to begin the Phase II construction, at a cost of \$53.5 million; and

**WHEREAS**, with available matching funds, New York State would reimburse Hudson Valley Community College fifty percent (50%) of eligible Phase II construction costs or \$18.16 million; now, therefore, be it

**RESOLVED**, that the Hudson Valley Community College Board of Trustees approves establishment of the Capital Project “Applied Technology Education Center—Phase II,” at a cost of \$53.5 million, to begin the construction; and be it further

**RESOLVED**, that a copy of this Resolution be transmitted to the Rensselaer County Legislature for its similar consideration and approval.

#### **INFORMATION ITEMS**

The following information items were noted:

#### **INFORMATION ITEMS**

#### **A. FULL TIME NON-TEACHING PROFESSIONALS**

- |   |             |
|---|-------------|
| <p>1. <u>Administration and Finance</u><br/>Paul Harter, Student Services Specialist,<br/>Student Financial Services,<br/>f/t appt., eff. 11/9/23 or thereafter</p>   | \$41,500/yr |
| <p>2. <u>Communications and Marketing</u><br/>Michelle Harris, Digital Communications Specialist,<br/>Communications and Marketing,<br/>f/t appt., eff. 10/26/23 or thereafter</p>                          | \$46,000/yr |
| <p>3. <u>Institutional Effectiveness and Technology</u><br/>Roman Tarbay, Assistant Director of Institutional Research,<br/>Office of Planning and Research,<br/>f/t appt., eff. 10/26/23 or thereafter</p> | \$50,000/yr |
| <p>4. <u>Student Affairs</u><br/>Gregory Dunham, Associate Registrar,<br/>Office of the Registrar,<br/>f/t appt., eff. 10/30/23</p>   | \$60,000/yr |

Amanda Farinacci, Technical Assistant,  
Student Outreach and Retention,  
f/t appt., eff. 10/30/23 \$40,000/yr

Jane Meek, Associate Director,  
Center for Academic Engagement,  
f/t appt., eff. 10/27/23 or thereafter \$51,000/yr

**B. FULL TIME CLASSIFIED/NON-INSTRUCTIONAL STAFF**

1. Administration and Finance

Jason Russell, HVAC Technician,  
Physical Plant,  
f/t prov. appt., eff. 10/31/23 or thereafter \$31.5183/hr

**C. PART TIME FACULTY**

1. Educational Opportunity Center

Maria Torres, Adjunct Instructor,  
Educational Opportunity Center,  
p/t appt., eff. 10/26/23 or thereafter \$44.00/hr

2. School of Health Sciences

LaMar Romeo, Adjunct Instructor,  
Human Services and Chemical Dependency Counseling,  
p/t appt., eff. 1/15/24 \$1,340/sch

Davia Zarrillo, Adjunct Instructor,  
Cardiorespiratory and Emergency Medicine,  
p/t appt., eff. 1/15/24 \$89.34/hr

**D. PART-TIME NON-TEACHING PROFESSIONALS**

1. Student Affairs

Robert Fitzgerald, Assistant Track and Field Coach,  
Intercollegiate Athletics,  
p/t appt., eff. 10/31/23 or thereafter \$2,500/yr

Peter Wagner, Assistant Track and Field Coach,  
Intercollegiate Athletics,  
p/t appt., eff. 10/31/23 or thereafter \$2,500/yr

**E. PART TIME CLASSIFIED/NON-INSTRUCTIONAL STAFF**

1. Administration and Finance

Thomas Brown, Campus Peace Officer,  
Public Safety,  
p/t appt., eff. 10/30/23 or thereafter \$24.5387/hr

Mariah Messineo, Campus Peace Officer,  
Public Safety,  
p/t appt., eff. 10/30/23 or thereafter \$24.5387/hr

**F. RESIGNATIONS**

1. Judith Bowers, Assistant Professor, Educational Opportunity Center, eff. 12/6/23
2. Kelly Marie Lynn, Instructor, Nursing and Surgical Technology, eff. 11/14/23

**G. RETIREMENTS**

1. Jacqueline Bujanow, Assistant to the Vice President of Academic Affairs, eff. 2/23/24
2. Louis Coplin, Vice President for Student Affairs, eff. 2/23/24
3. Mark A. Flavin, Campus Security & Access Officer, eff. 11/30/23
4. Deborah J. Gardner, Secretary II, Communications & Marketing, eff. 2/29/24
5. Debra A. Gregory, Typist, Center for Counseling and Transfer, eff. 2/23/24
6. Penny Hill, Vice President, Community, Professional and Workforce Development, eff. 2/23/24
7. Bobby Hockaday, Campus Security Officer, Public Safety, eff. 2/29/24
8. Suzanne Kalkbrenner, Senior Advisor to the President, eff. 1/12/24
9. John Mulcare, Professor, Business and Criminal Justice, eff. 1/14/24
10. Carlene Sheehan, License and Procurement Coordinator, Information & Instructional Technology, eff. 2/29/24
11. Barbara Talbot, Counselor, Educational Opportunity Center, eff. 1/3/24
12. John M. Thompson, Assistant Professor, Computer Science and Mathematics, eff. 1/5/23
13. Mark R. VanAmburgh, Laboratory Assistant, Applied Technologies, eff. 2/29/24

**H. HVCC MONTHLY FINANCIAL REPORTS**

1. 2023-2024 Fiscal Year Operating Budget Summary as of 10/31/2023
2. Capital Expenditures, October 2023 and cumulative

**I. FACULTY STUDENT ASSOCIATION FINANCIAL REPORTS**

1. FSA Financial Reports, period ending 10/31/23

**J. ALCOHOLIC BEVERAGE REQUESTS**

1. Holiday Reception, Alumni House, 12/13/23

**DECEMBER MEETING**

The next monthly meeting of the Board of Trustees will be held on Tuesday, December 19, 2023 in the Guenther Board Room on the main campus.


Upon a motion by Mr. Danaher, seconded by Mr. Grant, an executive session was called at 5:31 p.m. for the purposes of discussion of a personnel matter.

**EXECUTIVE  
SESSION**

Upon a motion by Mr. Danaher, seconded by Mr. Zweig, the executive session was ended at 6:29 p.m. and Chairman Kelleher opened the meeting.

Upon motion by Mr. Fagan, seconded by Mr. Grant, the meeting was adjourned at 6:30 pm.

**ADJOURNMENT**

  
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 Suzanne Kalkbrenner  
 Assistant Secretary to the Board