

# 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, August 24, 2021 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](http://www.hvcc.edu).

### **ALSO PRESENT**

Dr. Roger A. Ramsammy, President

George J. Raneri, Secretary to the Board

Suzanne Kalkbrenner, Assistant Secretary to the Board

J. Ashdown	J. Heiser	K. Paquette
J. Brennan	M. Howe	K. Petley
D. Christian	P. Hill	M. Reynolds
L. Coplin	D. Kennedy	D. Shoemaker
J. DiLorenzo	E. Kiel	P. Swieton
S. Ely	P. Klimkewicz	A Thomas
E. Hatter	I. LaChance	R. Wilson
G. Healy		

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

Upon a motion by Ms. Breselor, 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 June 22, 2021, be and hereby are, approved.

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

**DEAN OF  
STUDENT  
DEVELOPMENT**

**Resolved**, that the request to for the appointment of Dr. Gayle Healy as Dean of Student Development, effective September 1, 2021, at an annual salary of \$90,000, be and hereby is, approved.

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

**DEAN OF  
ENROLLMENT  
SERVICES AND  
REGISTRAR**

**Resolved**, that the request to for the appointment of Ian LaChance as Dean of Enrollment Services and Registrar, effective September 1, 2021, at an annual salary of \$90,000, be and hereby is, approved.

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

**ANTI-BULLYING  
POLICY**

**Resolved**, that the request for approval of the HVCC Anti-Bullying Policy, as recommended by the President and college counsel, be and hereby is, approved, subject to any future edits that may be deemed necessary by counsel. The policy, effective immediately, shall read as follows:

**ANTI-BULLYING POLICY**

**A. PURPOSE**

Bullying can foster a climate of fear and disrespect which seriously impairs the physical and psychological health of its victims and creates conditions that negatively affect any learning and working environment. Hudson Valley Community College (“College”) is committed to maintaining high standards for behavior where every member of the College community conducts himself/herself in a manner which demonstrates proper regard for the rights and welfare of others. This Anti-Bullying Policy, therefore, seeks to educate the College community about bullying, and to promote civility and respect among all its members, including the College’s trustees, administration, faculty, staff, students, contractors, consultants and vendors.

**B. DEFINITION**

1. Bullying is defined as the aggressive and hostile acts of an individual or group of individuals which are intended to humiliate, mentally or physically injure or intimidate, and/or control another individual or group of individuals.
2. Such aggressive and hostile acts can occur as a single, severe incident or repeated incidents, and may manifest in the following forms:
  - a. **Physical Bullying** includes pushing, shoving, kicking, poking, and/or tripping another; assaulting or threatening a physical assault; damaging a person’s work area or personal property; and/or damaging or destroying a person’s work product.
  - b. **Verbal/Written Bullying** includes ridiculing, insulting or maligning a person, either verbally or in writing; addressing abusive, threatening, derogatory or offensive remarks to a person; and/or attempting to exploit an individual’s known intellectual or physical vulnerabilities.
  - c. **Gesture Bullying**- Nonverbal gestures that can convey threatening messages.
  - d. **Cyberbullying** is defined as bullying an individual using any electronic form, including, but not limited to, the Internet, interactive and digital technologies, or mobile phones.
  - e. **Exclusion Bullying** Socially or physically excluding or disregarding a person in a work-related activity.
  - f. **Homophobic (Gender and Sexual Orientation) Bullying** is defined as bullying usually aimed at gay, lesbian, bisexual and transgender individuals.
  - g. **Stalking** is defined as continued unwanted attention through: Personal contact (directly with you or through your friends and family);

Shouting or raising one's voice at an individual in public or private.

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

**CHILD PROTECTION  
POLICY**

**Resolved**, that the request for approval of the HVCC Child Protection Policy, as recommended by the President and college counsel, be and hereby is, approved, subject to any future edits that may be deemed necessary by counsel. The policy, effective immediately, shall read as follows:

**HVCC CHILD PROTECTION POLICY**

**A. Summary**

Individuals must conduct themselves appropriately with children who participate in College-related programs and report instances or suspicion of physical sexual abuse of children.

**B. Policy Statement:**

Hudson Valley Community College is committed to protecting the safety and well-being of children who participate in college-related programs and activities, whether on or off campus, or utilize campus facilities for activities including, but not limited to, sports camps, academic and personal enrichment programs and research studies.

**C. Definitions**

**Covered Activity:** A program or activity sponsored or approved by the College or a College-affiliated organization, or an activity conducted by a vendor, license or permittee for which a license or permit for use of College facilities h.0007.16 Tndrgtion was adopch

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**Children's Camp** A camp defined under New York Public Health Law §1392.

**Physical Abuse** Physical contact with a child by a covered person which is intended to cause, or causes, pain or physical injury, including punching, beating, shaking, throwing, kicking, biting and burning, or directing a child, outside the norm of the supervised activity, to perform physical activity which is intended to cause physical injury.

**Sexual Abuse** Engaging in a sexual offense with a child and/or encouraging or promoting sexual performance by a child. Pursuant to the NYS Penal Law Articles 130, 263, and Sections 260.10 and 260.25, sexual offenses include: sexual misconduct, rape, criminal sex acts, forcible touching, persistent sexual abuse, sexual abuse, aggravated sexual abuse, course of sexual conduct against a child, facilitating a sex offense with a controlled substance, sexually motivated felony, predatory sexual assault against a child, and sexual performance by a child. This also includes Penal Law offenses relating to children including endangering the welfare of a child and unlawfully dealing with a child in the first degree. Sexual performance by a child, as defined by the Penal Law, is any behavior which results in touching of the sexual or other intimate parts of a child for the purpose of sexual gratification of the child and/or adult, including touching by the child and/or adult with or without clothing, and all acts as defined by New York State Penal Law Articles 130, 263 and Section 260.10.

**Responsible College Official** The employee of the College or College-affiliated organization, who has been designated by the Campus under Section F, Campus Responsibilities.

**College-affiliated organization** The Hudson Valley Community College Foundation, Campus Alumni Association, Faculty Student Association or any other entity so designated by the Campus President.

#### **D. Prohibited Conduct**

A Covered Person shall not:

1. Be alone with a child, unless the Covered Person is a relative or guardian of the child, unless one-on-one contact is approved in accordance with a determination pursuant to Section F.2 of this policy. In no event shall a Covered Person, who is not a relative or guardian of a child, be alone with the child in a rest room, locker room, shower, sleeping area or vehicle.
2. Engage in physical abuse or sexual abuse of a child.
3. Engage in the use of alcohol or illegal drugs, or be under the influence of alcohol or illegal drugs during Covered Activities.
4. Enable, facilitate or fail to address a child's use of alcohol or illegal/non-prescribed drugs.
5. Contact a child through electronic media, including social media, for the purpose of engaging in any prohibited conduct, including sexual conduct.
6. Offer or make a gift to a child for the purpose of engaging in any prohibited conduct, including sexual conduct.
7. Release a child from a Covered Activity without a written authorization from the child's parent or guardian.

**E.**







- D. A representation and warranty from permittee that for all of its employees and volunteers, and employees and volunteers of its sub-permittees, who shall enter upon College facilities for purposes related to Covered Activity, permittee has conducted within the ninety (90) day period preceding the use of College facilities (i) a search of the NY Sex Offender Registry; and (ii) a search of the National Sex Offender Public website.
- E. A representation and warranty from permittee that for all Covered Activities: (i) it shall adhere to the American Camp Association standards for minimum staff-to-child supervision ratios, minimum staff age and minimum staff accreditation requirements (available at: <http://www.acacamps.org/accreditation/stdsglance>); and (ii) that the overall supervisor for each Covered Activity is an adult with certification or documented training and experience in the Covered Activity.
- F. A representation and warranty from permittee that any transportation it provides for participating minors to and from the College grounds shall conform to the American Camp Association's transportation standards (available at: <http://www.acacamps.org/accreditation/stdsglance>
- G. A provision requiring written acknowledgement from permittee that it has received a copy of the College's Child Protection Policy and agrees to abide by all of its terms, including its requirement that any suspected physical or sexual abuse be immediately reported to the campus College Police Department.

#### **J. CAMPUS POLICIES AND PROCEDURES**

A campus may promulgate policies and procedures that supplement, and are no less stringent than, the policies and procedures set forth herein.

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

**Resolved**, that the request for the award of contract for exterior signage fabrication and installation, phase I, in the amount of \$676,769 to ID Sign Systems for the capital project entitled "W

**CAPITAL  
CONSTRUCTION—  
WAYFINDING  
PROJECT**



Nicholas DeGeorgia, Instructor  
Advanced Manufacturing, Applied Technologies Department,  
f/t prob. appt., eff. 8/30/21 \$48,981/yr

Timothy Howe, Instructor  
Advanced Manufacturing, Applied Technologies Department,  
f/t prob. appt., eff. 8/30/21 \$48,981/yr

Robert Kenney, Instructor  
Electric & Autonomous Vehicle, Applied Technologies Department,  
f/t prob. appt., eff. 8/30/21 \$48,981/yr

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

##### 1. Academic Affairs

Kevin Dean, Instructional Designer,  
Distance Learning,  
f/t prob. appt., eff. 8/1/21 \$60,000/yr

Matthew W. Howe, Associate Dean,  
Academic Advisement and Retention,  
f/t appt., eff. 9/1/21 \$75,000/yr

Sydney Wilk, Instructional Designer,  
Distance Learning,  
f/t prob. appt., eff. 7/1/21 \$60,000/yr

##### 2. Administration and Finance

Pawel Swieton, Director of Environmental Health and Safety,  
Administration,  
f/t appt., eff. 8/2/21 \$85,000/yr

Vijay Kumar, Assistant Comptroller,  
Finance,  
f/t prob. appt., eff. 9/1/21 or thereafter \$51,000/yr

##### 3. School of Business and Liberal Arts

Alison Maddock, Advising Specialist,  
Business, Computer Sciences and Criminal Justice Department,  
f/t prob. appt., eff. 6/30/21 or thereafter \$44,136/yr

Aaron Messina, Technical Assistant,  
Business, Computer Sciences and Criminal Justice Department,  
f/t prob. appt., eff. 8/2/21 \$37,000/yr

Nicole Shepard, Advising Specialist,  
Liberal Arts and General Studies,  
f/t prob. appt., eff. 9/1/21 \$40,100/yr

##### 4. Student Affairs

Julie Warren, Clinical Coordinator,  
Health Services,  
f/t prob. appt., eff. 9/1/21 \$55,000/yr

**E.**

Janelle C. Shults, Health Home Director, Samaritan Hospital  
Maryfran Wachunas, Public Health Director, Rensselaer Department of Health  
Danielle Wissenbach, HSS Assistant Service Director, Unity House of Troy, Inc.

Upon a motion by Dr. Jennings, seconded by Ms. Breselor, an executive session was called at 5:17 p.m. for the purposes of discussing personnel matters and a real estate transaction.

**EXECUTIVE  
SESSION**


Upon a motion by Mr. Grant, seconded by Mr. Zweig, the executive session was ended at 6:20 p.m. and Chairman Kelleher opened the meeting.

### **SEPTEMBER MEETINGS**

The annual meeting and the next monthly meeting of the Board of Trustees will be held on Tuesday, September 28, 2021.

Upon a motion by Mr. Pratt, seconded by Dr. Jennings, the meeting was adjourned at 6:21 p.m.

**ADJOURNMENT**

  
Suzanne Kalkbrenner  
Assistant Secretary to the Board