

# Hudson Valley Community College

80 Vandenburg Avenue, Troy, New York 12180

## MINUTES

The regular meeting of the Board of Trustees of Hudson Valley Community College was held Tuesday June 23, 2020 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  
William Reuter, Vice President for Administration  
and Finance

George J Raneri, Secretary to the Board  
Suzanne Kalkbrenner, Assistant Secretary

J. Ashdown	E. Hatter	P. Myers
J. Bourdeau	P. Hill	K. Paquette
J. Brennan	D. Kennedy	K. Petley
L. Coplin	E. Kiel	D. Shoemaker
J. DiLorenzo	R. LaGatta	A. Thomas
S. Ely	L. Marion	R. Wilson

Chairman Kelleher

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

GRADE DISPUTE

Time Limits Defined: Days shall be defined as any day the college is open for business and shall exclude Saturdays and Sundays and any holiday the college has published as “college closed,” and emergency closings. Meetings should be arranged within the specified time limits whenever possible though they may take place at a later time if all parties are in agreement. Time limits may be waived for just cause.

### Procedure for Processing Complaints

Step 1. Meeting with the Faculty Member: Within fourteen (14) days after the start of the fall or spring semester immediately following the date the disputed final grade was made available, the student shall contact the campus judicial coordinator and inform the instructor in writing or via email using the student’s Hudson Valley Community College email account that he/she disputes the grade. The instructor shall make every effort to arrange a meeting with the student or to communicate with the student regarding their grade and the grading procedure.

This communication is designed for both parties to understand the position of the other and reach some resolution.

In the event the instructor does not respond within seven (7) days of receiving written notification that the student requests a meeting or in the event that the student is dissatisfied with the outcome of that communication, the student shall proceed with Step 2.

Step 2. Meeting With the Department Chairperson and Instructor: The student shall notify the department chairperson immediately if a grade dispute is not resolved at step 1. The student shall request a meeting with his/her department chairperson and the Instructor, in writing. The meeting shall be scheduled at a mutually agreeable time, within seven (7) days of the receipt of the written request. Both the student and the instructor shall make themselves available for the meeting. The purpose of the meeting is to review the grade and the grading procedure. A grade dispute cannot be presented to the Academic Review Board if this meeting has not been held. Therefore it is incumbent upon the department chairperson to arrange the meeting in a timely fashion or provide a written justification for the failure to hold the meeting.

If the student does not attend the meeting, or if the instructor is unavailable, the meeting will proceed and the dispute may be resolved without his/her input. The grade may be changed and/or the complaint dismissed without input from the present party. The department chairperson is under no obligation to schedule subsequent meetings if the student agreed to a date, time and place or if an instructor is unavailable or no longer employed at the college.

The department chairperson shall notify the campus judicial coordinator as soon as possible of the outcome of the meeting in writing or via email using the Hudson Valley Community College email account.

When warranted, the department chairperson may appoint a suitable person to act as his/her designee.

If the communication with the faculty member and/or the meeting with the department chairperson do not satisfactorily resolve the problem, the student may request an Academic Review Board Hearing.

Step 3. Preparation of Written Complaint and Documentation: All requests for an Academic Review Board Hearing shall be made in writing. The written complaint must contain the name of the class, the instructor, the section and the exact nature of the dispute as well as the remedy

sought. The nature of the dispute must clearly articulate how the student will meet his/her burden of proof including the grade the student received and what grading policy or procedure was violated by the entry of that grade. The student will also include any necessary attachments.

The written complaint, with attachments shall be submitted to the campus judicial coordinator within 30 days of the start of the fall or spring semester immediately following the receipt of the disputed grade. The campus judicial coordinator shall forward the complaint to the appropriate department chairperson and the instructor. Each may submit a response or other documentation, but neither is obligated to present evidence to the Board. The instructor and/or the department chairperson must submit their response, if, within three (3) days of receiving the written grade dispute. There are times when specific items such as a course outline are requested by the campus judicial coordinator or the Academic Review Board. In those cases, the documents requested must be produced even if the instructor chooses not to submit a written response to the complaint.

The campus judicial coordinator will file with the Chairperson of the Academic Review Board the student's written complaint with attachments along with any responses, attachments, within seven (7) days of receiving the student's complaint. In addition, the campus judicial coordinator may provide the Academic Review Board with other documents, at the Board's request, including the course syllabus, outline or script.

Step 4. Academic Review Board: The Academic Review Board will be comprised of the Vice President for Academic Affairs, or his/her designee, who shall be the chair of the Academic Review Board, a faculty member who is a member of the Ethics and Code Committee, and one other member who shall be either an academic dean, administrative dean or department director. The academic dean shall not be from the same division in which the grade dispute arose. The faculty member shall not be from the same department in which the grade dispute arose.

The Academic Review Board may adjourn or reconvene at its discretion, will call witnesses only at its sole discretion, may request further documentation if required and may act to facilitate negotiations between the parties.

The campus coordinator will attend the Academic Review Board Hearing and will be available to that Board to advise on the procedure, obtain new information or documents or call witnesses.

If the Academic Review Board finds the student has not met his/her burden of proof, the

of a Review Board or from a decision of a Department Chair to dismiss a complaint. He/she will forward the appeal to the other party, who may submit a written response within three (3) days. The other party is under no obligation to respond to an appeal. Within ten (10) days of receiving the appeal, the campus coordinator will present it to an Appeals Board which will determine if one or more of the following conditions can be established:

(1) A significant procedural error was committed; (2) All evidence/information was not considered; or (3) Newly discovered evidence is available. The Appeals Board is comprised of members of the Committee on Ethics and Conduct and shall include three (3) members: a student, an administrator and a faculty member. The faculty member shall not be from the same division in which the grade dispute arose.

Within seven (7) days of receiving and reviewing the written appeal, the Appeals Board will render a written decision which shall be forwarded to the campus coordinator and distributed to the parties through that office. If the appeal is denied, there is no further review. If the appeal is determined to have merit, the campus coordinator shall reconvene the Academic Review Board for the purpose of correcting the error and rehearing the dispute.

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

HVCC 2020-2021  
OPERATING BUDGET

Resolved that the request to approve the Hudson Valley Community College Operating Budget for the fiscal year commencing September 1, 2020 and ending August 31, 2021 of \$

Identification Card Replacement			\$9.00
Lab/Course Fee (including uniforms & tools)			up to \$1,000
Late Fee Immunization			\$0.00
Late Registration Fee			\$60.00
Library Fine			\$3.00
Life Experience Evaluation		\$50.00	
Locker Fee (optional)			\$10.00
Lost or Damaged Materials (print or audiovisual)			\$70 minimum
Parking Fine			varies
Placement Fee			\$9.50
Records & Activities Fee	\$165.00	\$13.75	
Return Check Fee			\$20.00
Study Abroad Application			\$200.00
Transcript Fee (fax)			\$10.00
Tuition Deposit (non-refundable)			\$50.00
Tuition Payment Plan Fee**			\$0.00
Vehicle Registration Fee	\$86.50	\$7.25	
*CLEP College Board also charges an additional fee to the student			
**HVCC does not charge a fee, the tuition payment plan provider charges a \$50 fee per semester			

Upon a motion by M Fagan, seconded by Ms. Ayoub, the following resolution was adopted, with Mr. Pratt abstaining.

CAPITAL  
CONSTRUCTION—  
GENERAL  
CONSTRUCTION,  
AWARD OF  
CONTRACT,  
LANG TECHNICAL  
BUILDING

Resolved that the request for approval of the award of contract for General Construction for the Lang Technical Building in the amount of \$920,000 to Bette & Cring, LLC for the renovation project entitled “Guenther Enrollment Services Center, Lang Technical Building and Fitzgibbons Health Technologies Center – Renovation” be, and hereby is, approved.

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

CAPITAL  
CONSTRUCTION—  
MECHANICAL,  
AWARD OF  
CONTRACT,  
LANG TECHNICAL  
BUILDING

Resolved that the request for approval of the award of contract for Mechanical for the Lang Technical Building in the amount of \$1,600 to BPI Piping, Inc for the renovation project entitled, “Guenther Enrollment Services Center, Lang Technical Building and Fitzgibbons Health Technologies Center – Renovation” be, and hereby is, approved.

Upon a motion by Dr. Kapp, seconded by Ms. Brese, the following resolution was adopted unanimously.

CAPITAL  
CONSTRUCTION—  
PLUMBING,  
AWARD OF  
CONTRACT,  
LANG TECHNICAL  
BUILDING

Resolved that the request for approval of the award of contract for Plumbing for the Lang Technical Building in the amount of \$140,000 to BPI Piping, Inc for the renovation project entitled, “Guenther Enrollment Services Center, Lang Technical Building and Fitzgibbons Health Technologies Center – Renovation” be, and hereby is, approved.



Chairman Kelleher noted that this was Ms. Ayoub's last meeting, and that he, President Ramsammy and the Board will miss her very much. He went on to say that she had been a great addition to the Board and more than fulfilled. On behalf of everyone, he offered her good luck and best wishes, and reminded her that she would always be part of the HVCC family.

Upon motion by Dr. Jennings, seconded by Ms. Ayoub, the meeting was adjourned at 5:22 p.m.

ADJOURNMENT



Suzanne Kalkbrenner  
Assistant Secretary to the Board of Trustees