

**MOHAWK VALLEY COMMUNITY COLLEGE
UTICA AND ROME, NEW YORK**

**Strategic Planning Committee
Monday, January 29, 2007
8:00 a.m.-PH 300**

Members present: Joan Andrek, Ron Cantor, Denise DiGiorgio, Ralph Feola, Patty Fox, Robert Jubenville, Paul Katchmar, Don Kelly, Marie Kohl, Dan Larson, Mary Noti, Beverly Quist, Mark Radlowski, Maria Ramos, Norayne Rosero, Richard Stempien, Donna Sawyer-White

Vice Chair Mark Radlowski called the meeting to order at 8:04 a.m.

1. Review/Approval of Agenda: On a motion by Dan Larson, seconded by Rick Stempien and unanimously passed, the agenda was approved as submitted.
2. Public Comments: None
3. Review/Approval of the Minutes of the January 15, 2007 Meeting: On a motion by Dan Larson, seconded by Bob Jubenville and unanimously passed, the minutes of the January 15 meeting were approved with one grammatical correction.
4. Meeting Schedule for Spring 2007: The Rome Distance Learning classroom is not available on Mondays at 8 a.m. Members were asked to consider alternate meeting times. After a brief discussion, Bob Jubenville made a motion to meet on Mondays at noon. Seconded by Beverly Quist and approved with one abstention. The full committee will endeavor to meet every other week.
5. Election of Members: The terms of three members, Dan Ianno, Maria Ramos, and Donna Sawyer-White, expired on December 31, 2006. All three have indicated a willingness to continue. On a motion by Dan Larson, seconded by Bob Jubenville and unanimously passed, the three were elected to two-year terms expiring December 31, 2008.

The two Senate appointments, Rick Stempien and Marie Kohl, are also serving on terms that expired on December 31, 2006. The Senate will be asked to ratify their re-appointments.

An additional faculty vacancy exists. Denise DiGiorgio has sent out an alluser message, asking for interested individuals to contact her by Friday, February 2. A vacancy still exists for the Student Government representative.

6. Approval of 2007-2008 Priority Objectives: Mark Radlowski distributed copies of priority objectives identified by work groups. On a motion by Dan Larson,

seconded by Ralph Feola and unanimously approved, the priority objectives were approved by the full SPC.

7. **Demonstration of Templates:** Norayne Rosero demonstrated use of the priority objective/workstep templates, which have been placed on the M drive. The templates are available for reading by all members of the college community, but can be edited only by work group chairs. These templates, properly annotated to indicate progress on work steps, will serve as the SPC's year-end report.
8. **Identification of Targets for 2007-2008 Priority Objectives:** The Assessment work group has prepared targets for several of the work group's priorities. These were demonstrated as examples for use by other work groups in the development of similar targets. These targets can serve as benchmarks for the Middle States process.
9. **Status of 2006-2007 Priority Objectives:** Norayne Rosero presented a summary of work towards the completion of the Assessment Work Group Priority Objectives. A copy of her report is attached. The Assessment Work Group has identified a need for more openness in the budget process as a significant concern.

Educational Programming and Information Technology will be prepared to discuss progress on 2006-2007 priority objectives at the next meeting.

10. **Communication with the College Community/Responsibilities of Strategic Planning Committee Members:** At the previous meeting, the SPC discussed the development of a series of posters highlighting committee activities and membership. Joan Andrek presented a draft of the first poster, featuring overall SPC goals and membership. These posters will be posted at prominent locations on the Utica and Rome campuses. The second poster in the series will detail the work and membership of the Institutional Climate Work Group.

Senate Chair Bill Perrotti has asked for a summary report of SPC activities during the Fall 2006 semester. A report will go to Senate members as part of the consent agenda of their next meeting. In addition, Senate representatives Rick Stempien and Marie Kohl are able to provide information on SPC activities.

Discussion followed on responsibilities of SPC members in communicating SPC activities to their constituencies and in communicating constituent concerns to the SPC. Denise DiGiorgio made a motion to establish a subcommittee to develop a job description for SPC members. The motion was seconded by Dan Larson and unanimously passed. Patty Fox will chair the committee, which will include Marie Kohl and Don Kelly.

11. **Work Group Membership:** All SPC members should be members of at least one work group. Members not yet a member of a work group were asked to communicate their interest in a specific group to Don Kelly.

12. Next Meeting: the next meeting will be held on Monday, February 19, 2007 at Noon in PH 300 and PC 209.