

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

**Strategic Planning Committee  
Monday, May 7, 2007  
Noon-PH 300 and PC 209**

Members Present: Joan Andrek, Sue Bice, Ron Cantor, Eileen Dailey, Denise DiGiorgio, Dan Ianno, Ralph Feola, Patty Fox, Kenisha Groomes-Faulk, Paul Katchmar, Don Kelly, Denis Kennelty, Marie Kohl, Dan Larson, Beverly Quist, Mark Radlowski, Maria Ramos, Norayne Rosero, Richard Stempien

Chair Eileen Dailey called the meeting to order at 12: 05 p.m.

1. Review/Approval of Agenda: On a motion by Dan Larson, seconded by Mark Radlowski and unanimously passed, the agenda was approved, with the following additions: 4. A proposal from the College Senate to add the Green Campus Initiative as a strategic goal; 6. Modifications to Work Steps for Marketing and Enrollment Management Priority Objectives.
2. Public Comments: None
3. Review/Approval of the Minutes of the April 23, 2007 Meeting: On a motion by Sue Bice, seconded by Patty Fox and unanimously passed, the minutes of the April 23 meeting were approved as submitted.
4. Proposal from College Senate: Rich Stempien reported that the Senate will take action on May 8 requesting that the Green Campus Initiative be added as one of the strategic goal.
5. Duties of Strategic Planning Committee Members: Discussion was resumed on the proposed description of SPC member duties. Don Kelly and Patty Fox will revise the current proposal and submit it for approval at the first meeting of the Fall semester.
6. Master Calendar Work Group: Paul Katchmar reported that this group is reviewing software that will allow integration and display of a number of college-wide calendars and that recommendations from the group on the purchase of appropriate software will be made to the Executive Committee. It is expected that the program will be purchased over the summer and will be ready for demonstration in the fall.
7. SUNY Memorandum of Understanding (MOU): Dan Larson and Eileen Dailey reported that the MOU with SUNY has been signed. Copies were made available to SPC members and are attached in pdf format to the minutes. This document

can be used by work groups in developing targets for assessment of work group success in achieving objectives.

Eileen Dailey pointed out that SUNY views the MOU as the college's Strategic Plan. Dan Larson reported that the college, in the development of the plan, asked that SUNY adopt a number of specific responsibilities as part of the plan. Some of these suggested responsibilities have been incorporated into the narrative portion of the MOU.

8. Distribution of 2006-2007 Year-End Reports: Eileen Dailey reported that year-end reports are available for all identified 2006-2007 priority objectives and that the reports may be accessed in the SPC folder on the M Drive. Tentative Work Steps are in place for 2007-2008 priority objectives. It was noted that work steps identified for the Internal Communication/External Marketing Work Group have not yet been discussed by that full group, and that work steps identified for the Rome priority objectives are preliminary. Work steps may be edited, revised or changed by the work groups. Eileen asked Work Group Chairs to identify priority objectives for 2008-2009 as soon as possible. They will be reviewed and approved by the full SPC early in the fall.

Denise DiGiorgio and Denis Kennelty brought up one matter of concern to the Enrollment Management Work Group. They question whether Objective 7 under this goal ("Develop and expand capabilities to promote and market student enrollment via the internet and other appropriate technologies") belongs as a responsibility of this group, or whether it should be the responsibility of the Educational Programming or Internal Communication/External Marketing Work Group. Joan Andrek stated that, in some important respects, her group has taken the responsibility for this objective.

Discussion followed on how the responsibility for the retention portion of this goal is assigned. Similar concerns were expressed about how other areas, including the proposed Green Campus Initiative and Safety and Security are handled. The SPC needs to take a look at the current strategic plan and determine how responsibilities for these areas are assigned. Eileen Dailey proposed to convene work group chairs over the summer to discuss this issue and to discuss the matter with the full SPC when it reconvenes in the fall.

9. Eileen Dailey thanked all SPC members for their service over the past year.
10. On a motion by Patty Fox, seconded by Sue Bice and unanimously passed, the meeting was adjourned at 12:51 p.m.