

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

**Strategic Planning Committee
Thursday, September 13, 2007
3:00 pm-PH 300 and PC 209**

Members Present: Joan Andrek, Sue Bice, Ron Cantor, Eileen Dailey, Denise DiGiorgio, Dan Ianno, Sandra Engel, Patty Fox, Robert Jubenville, Paul Katchmar, Don Kelly, Denis Kennelty, Marie Kohl, Mary Noti, Beverly Quist, Mark Radlowski, Maria Ramos, Norayne Rosero, Richard Stempien, Randall, VanWagoner, Donna Sawyer White

Guests: Morris Pearson

1. Chair Eileen Dailey called the meeting to order at 3:02 pm.

1. Review/Approval of Agenda: On a motion by Sue Bice, seconded by Patty Fox and unanimously passed, the agenda was approved as with the following addition: 8. Discussion of the Duties of a Strategic Planning Committee member. This topic was held over from the May 7 meeting.

2. Public Comments: None

3. Review/Approval of the Minutes of the May 7, 2007 Meeting: On a motion by Beverly Quist, seconded by Sue Bice, and unanimously passed, the minutes of the May 7 meeting were approved as submitted.

4. Selection of 2008-2009 Priority Objectives: At the January 15, 2007 SPC meeting, the committee voted to approve a schedule for the selection, approval and distribution of priority objectives to the college community. This schedule included selection of priority objectives by September 15 and SPC approval of the objectives by September 30. President VanWagoner suggested a modification of this schedule to allow the Strategic Planning Committee to hold a retreat in early October. The SPC would select priority objectives at the retreat, which would be presented to the Board of Trustees the following week. The priority objectives would also be available for review by focus groups conducted by the Marketing Office in October. The reviewed priority objectives would be presented to the Board of Trustees for approval at their November or December meeting. Priority objectives would be available for use by departments in the 2008-2009 budget process.

Eileen Dailey distributed copies of the current strategic goals and objectives.

5. Strategic Planning Committee Retreat: The committee discussed possible dates for a retreat in early October. It was decided that the SPC would hold a retreat on the afternoon and evening of Tuesday, October 2nd and the morning of Wednesday, October 3rd. Prior

to the retreat, binders containing internal and external data will be provided to all members. Details on the location of the retreat will be provided.

6. Self Study Open Forums: A proposed schedule of open forums was distributed. A copy of the schedule is attached. In addition to these open forums, it was suggested that forums be conducted coincident with other group meetings such as Department Head and staff meetings.
7. Next Steps for the Strategic Planning Committee: Committee activities for the upcoming year will be determined following the committee retreat and committee review of data provided before the retreat.
8. Duties of Strategic Planning Committee Members: At the May 7, 2007 meeting, the SPC discussed a draft of a description of SPC member duties. Don Kelly and Patty Fox asked for additional time to complete revisions on this proposal and will report back to the SPC at its next regular meeting.
9. Green Campus Initiative: Eileen Dailey stated that there has been some discussion of the proposed Green Campus Initiative and that this topic will be included in the materials provided to SPC members prior to the October retreat.
10. Revision of Mission and Vision Statements: President Van Wagoner asked SPC members to consider when there might be an opportunity to review the college's mission and vision statement. Discussion ensued on the need for revisions and on suitable times for the review. Given the volume of material to be reviewed before and at the retreat, there may not be sufficient time to review the statements as part of that process. A course of action may be developed, however, as part of this process.
11. On a motion by Donna Sawyer White, seconded by Sue Bice and unanimously passed, the meeting was adjourned at 3:52 pm. Date and time of the next SPC meeting will be established following the retreat.

Respectfully submitted,

Don Kelly
Documentation Specialist