

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

**Strategic Planning Council  
October 12, 2016  
3:00 pm- PH 300**

Present: Diana Ayers-Darling, Marianne Buttenschon, Jennifer DeWeerth, Michael Faitell, Paul Katchmar, David Katz, Don Kelly, Jim Lynch, Tamara Mariotti, Michael McHarris, Cassandra O'Connor, Mark Radlowski, Stephanie Reynolds, Norayne Rosero, Roman Santos, Kristen Skobla, Geri Sultenfuss, Jim Sunderhaft, Randall VanWagoner

**Welcome and Introductions**

J. DeWeerth called the meeting to order at 3:05 pm.

She thanked M. Buttenschon, former chair, and D. Kelly, former recorder for their service; introduced herself as new chair and G. Sultenfuss as new recorder.

She also welcomed new members K. Skobla and Dick Thomas (unable to attend) and our new member from Student Congress, C. O'Connor, to the council. She noted that the SPC Charter for 2016-17 listed on the website with members, is based on the old academic structure. We will reconfigure in spring before elections to reflect the new departmental restructuring.

**2015-2016 Annual Plan Follow-up**

G. Sultenfuss completed the department tracking August. 78% of department goals were reported as completed or partially completed; 9% not completed, 6% postponed for the next year, and 7% of budget lines did not have objectives. R. VanWagoner noted that we need to assess the status of the priorities (1A, 2B, etc.) at the end of the 2015-16 year. That task will be referred to the work groups.

**Overview of Materials/SPC plan for this year**

J. DeWeerth called attention to the Catalyst 2020 Annual Plan 2016-17 and the Planning and Budgeting Framework, both prepared last spring. The framework shows four plans (Technology, Enrollment, Facilities, and Academic) in addition to the strategic plan, and the status of each was briefly reviewed. She also highlighted Middle States Standard One, which requires that the institution's mission and goals be publicized and widely known by internal stakeholders. The work groups will be asked to brainstorm ideas to meet this expectation.

N. Rosero has mapped Catalyst 2020 goals and priorities onto the mission statement. "High quality educational opportunities" does not link directly to the strategic plan but is expressed in the academic and technology plans. Because of the close mapping, whenever SPC is monitoring the plan through annual measures, we are actually assessing our mission and goals, which positions us well for accreditation.

R. VanWagoner reviewed the draft 2016-17 Annual Department Plan with Plan Worksheet document, prepared by Cabinet for the budgeting process. He asked whether the document could provide an avenue to combine Program Outcome Assessment Reports (POARs) used at the department level with annual department planning and budgeting. He requested that SPC work groups review and offer suggestions for possible use. N. Rosero noted that a problem in the past is that any activity with status quo budget is not assessed in relation to College priorities as part of the department planning process. P. Katchmar noted that if a budget request was not approved, the form might need to be completed all over again and re-submitted. D. Kelly commented he would like to see discussion about how individual annual planning reports are folded into the department/College planning process.

### **Work Group Discussions**

Members broke down into work groups to:

1. Provide three ideas for communicating Mission, Vision & Strategic Plan to all faculty & staff
2. Provide feedback on the proposed Annual Department Plan document.
3. Be ready to provide status updates on the priorities (1A, 2B, etc.) for the 2015-16 annual plan at the next SPC meeting.

#### Increase Student Completion:

Web rotator with link

President's monthly update

Administrator meeting—compelling directors to take to their departments, report back to either their VP or another administrator meeting that info has been shared

Budget framework- no change to current budget process until after the budget has been approved, then use the proposed department form to finalize annual department goals.

#### Strengthen the Educational Pipeline:

Email all users

Institute session

Informational sessions during semester

Communitas blurb

#### Develop the Workforce and Community:

Reformat the Communitas and MVCC Today templates to include this information

Do routine stories about "the strategic plan in action"-specific examples that will show everyone that the plan is a part of routine decisions.

Integrate the strategic plan/goals more fully into the process of faculty individual annual goal setting.

#### Expand Applied Learning:

Some kind of Informational Session, maybe during January Institute? Would not call a Campus Conversation as we already had those in preparation for new SP and a conversation would imply still looking for feedback to make changes. Info Session sounded more appropriate to us. Or several different sessions, not just January Institute. Geri feels unlikely many people would attend an SPC thing voluntarily, maybe this information should be disseminated by President during mandatory session w/him at January Institute. Maybe

this Info Session (w/PowerPoint presentation?) could be videotaped and made available on Blackboard for students specifically and also on website for anyone else.

What about reaching back to all the community/business members who attended the focus groups and letting them know how we have integrated their feedback into our mission/plan??? Could be a simply styled brochure... also something that could be made available on Blackboard & website.

We feel there is a real disconnect about calling our strategic plan the "Catalyst 2020." Don't feel people are aware it is actually our strategic plan- that point may need to be made more clearly. What about making another SPC FAQ sheet again?

Advance Diversity and Inclusiveness:

Our group came up with the idea of a meeting agenda template that every person calling a formal meeting could use. It would have the Vision, Mission & Strategic Plan right on it. For Councils, Senate Committees, and Department meetings, we could read it quickly, like the "Pledge of Allegiance" in Elementary School! All 50 or so administrators would be required to use it.

Respectfully submitted,

Geri Sultenfuss  
Recorder

Attachments:

SPC Work Groups

Catalyst 2020 Annual Plan (front) with Planning and Budgeting Framework (back)

Middle States Standard 1 (front) with Catalyst 2020 Strategic Plan/Mission  
Crosswalk (back)

2016-17 Annual Department Plan (front) with 2016-17 Annual Department Plan  
Worksheet (back)