To: Board of Trustees, College Community, Elected Officials, Foundation Board of Directors

From: Dr. Dustin Swanger, President

Date: May, 2014

RE: End of Year Memo

Well, it’s that time of year again. As we bring our academic year (excluding summer sessions) to a close, I wonder where the time has gone. I also reflect on all that we have accomplished this year and beam with pride about FM, our students, our faculty, and our staff. As I have every year, I will attempt to provide you with a brief narrative of what we, at FM, have accomplished together. I also acknowledge that I will miss some terrific things that we have done. If that something is a project on which you have worked, I request your forgiveness and understanding; there is just so much happening on our campus.

The accomplishments are grouped, as best I can, under the goals of the strategic plan and in no particular order. Other accomplishments will also be included below.

**Goal 1 – Prepare students to learn, live, and lead in a diverse and dynamic global culture.**

Certainly an important part of Goal 1 is having current curriculum for students. To that end, through assessment and DACUM processes, we have updated, created, modified, deleted, etc. a number of programs and courses. They are:

**Curriculum Modifications**
- DACUMS – Fall 2013 - Spring 2014
  - HVAC
- Program Revisions
  - Accounting A.A.S.
  - Business Administration A.A.S.
  - Business Administration A.S.
  - Computer Technology A.A.S.
  - Construction Technology: Sustainable Building A.S.
  - Electrical Technology A.A.S.
  - General Education Certificate
  - Health, Physical Education and Recreation A.S.
  - Health Studies A.S.
  - Honors Concentration
  - Liberal Arts & Sciences: Science A.S.
  - Nursing A.A.S.
  - Radiologic Technology A.A.S.
• New Programs
  o Health Studies A.A.S.

• Program Deactivations
  o Liberal Arts & Sciences: Adolescence Education (Teacher Education Transfer) A.A.
  o Liberal Arts & Sciences: Childhood Education (Teacher Education Transfer) A.A.
  o Liberal Arts & Sciences: Early Childhood Education (Teacher Education Transfer) A.A.
  o Theatre Arts A.S.

• Course Revisions
  o BIO276 Ecology
  o BUS201 Principles of Global Business
  o CST102 Intro to Construction
  o CST105 Residential Construction
  o CST207 Commercial Construction
  o CST250 Environmental Building Systems
  o CST255 Architectural Drafting & Design for Construction
  o HLT135 Personal Health
  o NUR099 Nursing Process
  o NUR135 Nursing Science I
  o NUR205 Nursing Science III
  o PED111 Jogging
  o PED116 Body Shaping
  o PED118 Weight Training
  o PED123 Bowling
  o PED124 Golf
  o PED126 Aerobic Walking
  o PED121 Volleyball
  o PED134 Athletic Performance Training
  o PED136 Basketball
  o PED137 Introduction to Cardio Fitness/Weight Management
  o PED201 Introduction to PE and Sport Careers
  o PHY171 General Physics I
  o PHY172 General Physics II

• New Courses
  o BIO215 Genetics
  o CHM221 Organic Chemistry I
  o CHM222 Organic Chemistry II
  o HLT134 Responding to Emergencies
  o HLT137 Introduction to Personal Training
  o IDS200 Interdisciplinary Studies
  o PED117 Spinning
  o PED129 Intro to Judo
  o PED125 Zumba Fitness
  o PED202 Introduction to Sport Management
Transfer Articulation Agreements
Many new transfer articulation agreements were added to better serve our students’ educational goals of completing a two-year degree at our college with the intention to transfer to a four-year college. Agreements have been added with the University at Albany, The College of St. Rose, Buffalo State, and Colorado State University (online) among others. We also partnered with SUNY Cobleskill so that our students studying business at FM could easily transfer to Cobleskill to earn a Bachelor of Business Administration on our campus. This weekend program will be expanded to offer both weekend and evening opportunities in the upcoming year.

CNN Money Report
In a recent CNN Money Magazine, there was an article highlighting community colleges. The overall message in the article is that community colleges provide a real value those pursuing higher education. However, some community colleges are a better value than others based on student success. The article defines student success as the percentage of students who graduate from the community college OR continue their education at a four-year institution within three years. FM was cited as having a 54% student success rate under these criteria. That percentage places FM as the fourth highest performing community college in New York State and in the top 5% of community colleges across the country.

Retention Committee
Retention and Graduation are critical components of our institution and areas that are gaining attention from our accreditors as well as state and federal governments. FM has taken our retention and graduation rates seriously, and we generally outperform other community colleges in the state and country. In an effort to place even more emphasis on retention and look at strategies incorporated at other institutions, a Retention Committee has been created and is benchmarking best practices at other community colleges. This committee is comprised of teaching faculty, student affairs professionals and administrators, which allows for a rich collaboration and expanded vision of where we want to go with retention initiatives.

Software
FM purchased SAGE retention software that will help advisors and faculty track and interact with students who are in jeopardy of discontinuing their studies based on class attendance, grades, etc. It will assist with intervention strategies to get students on track.

Institutional Learning Outcomes
Last year, the faculty spent the year reflecting on FM’s Institutional Learning Outcomes (ILOs). These are skills and knowledge that students graduating from FM should be able to demonstrate regardless of their program of study. The new ILOs identified are:

- FM graduates will apply appropriate technology in order to effectively research, communicate, and learn.
• FM graduates will proficiently select and apply appropriate communication skills in a variety of settings.
• FM graduates will demonstrate critical thinking, problem solving, and creativity.
• FM graduates will demonstrate self and cultural awareness, civic responsibility, and an appreciation of the natural world.

This year, faculty have been working on how we address these ILOs and assess them in the future.

Teaching Civility
There have been numerous faculty and staff involved in teaching civility, collaborating in civility projects, and engaging students in civility discussions. To name a few this year there has been: a) the Civility Quilt, b) Civility Showcase in Raiders Cove, c) Civility Workshops, d) Robyn King as a speaker on bullying and many other activities and opportunities to practice civility on campus.

New Student Orientation Format
The Student Orientation program was revised, and for students entering FM in the fall, we delivered a more comprehensive program of orientation. Each session focused on college (FM) success tips such as: “Eyes on the Prize” where students learned about academic advising, career and transfer services and financial aid; “Geek Squad” where students learned about College technology, namely the SUNY Alert, Student Self-Service Portal, Student Email, and on-line systems; “PS101” where students gained an understanding of the student code of conduct, campus civility, and the role of Public Safety on our campus; and the final session was entitled “#College Life” where students learned about getting involved on campus. In all, this year we oriented over 500 new students.

Student Activities
With a larger residential population, it was important to continue to offer a balanced, student-centered programming model. With two Activity Assistants on hand to assist with the delivery of evening activities, we had a very robust program of activities that contained educational, social, and development based activities.

Goal 2 – Create a campus culture that attracts and celebrates diversity.

Presentations (a short sample of presentations on campus)
• Fluidity of Gender – an art exhibit by Linda Stein
• Jamaican Culture and the African Diaspora – Jackie Goffe-McNish “What It Is Like To Live Separated From One’s Culture.”
• Fag Bug, an LGBT program that tours college campuses
• GLOW: Beyond Tolerance - Anna Biel and Ted Marotta offered an insightful and informative discussion regarding civil rights in the US and Russian LGBT communities

International Students
FM increased its enrollment of international students to 140 this year from 105 last year with students coming to FM from over 20 countries around the world. Our Director of International
Students and ESL Programs traveled for over seven weeks in an effort to recruit international students to our campus. Countries visited included China, Hong Kong, and Vietnam.

**Cultural Dinner**
Chartwells hosted several dinners that celebrated foods from other cultures. Of course, the most popular dinner is “Cooking with Coy” featuring Jamaican food. Other popular dinners are when Alisa Mathis-Peterson, Director of the Chartwells Food Service, cooks for students as well. Our Chartwells operation on the FM campus, was selected as number two for student satisfaction with food and food service among all of the Chartwells campuses. The FM Chartwells operation also ranked in the top five in the country for sales of commuter meal plans.

**Hiring**
We were successful this year in hiring diverse candidates for position openings on campus. What a great addition these folks are to our FM family! It is so important for students to see people like themselves, of all backgrounds, on our campus.

**Virtual Tour**
A new virtual tour of our campus available on our website is available in four languages. The new virtual tour has been watched by hundreds of people (potential students) from around the world. Our metrics suggest that this tool has been very helpful on recruiting new international students.

**Goal 3 – Foster an atmosphere of college/community engagement that recognizes FM as an invaluable resource to our region.**

**Richard Russo**
This Fall, FM hosted world renowned author and Gloversville native Richard Russo. The event was a huge success with over 300 people in attendance from as far away as Philadelphia who came to listen to the author and have books signed by him. This was a free event for the community.

**Community Forums by Elected Officials and State Offices**
FM was the site of several public forums hosted by elected officials and state offices this year. Senator Tkaczyk, Assemblyman Santabarbara, New York State Department of Labor, Mohawk Valley Regional Economic Development Council, and others all hosted events on campus. Some were attended by several high ranking officials in Albany including several Commissioners.

**CEO Roundtable**
The CEO Roundtable, started by FM, is growing in its voice about thinking regionally and the importance of collaboration in economic and community development. This group of business leaders and large employers meets regularly on the FM campus and has hosted two events for elected officials and for those running for office.
Visits by Elected Officials
This year FM enjoyed campus visits by Senator Gillibrand (federal), Congressman Gibson, Congressman Owens, Congressman Tonko, Senator Tkaczyk (state), Assemblyman Butler, and Assemblyman Santa Barbara.

Training of Employees
Through the Center for Employer Services, FM has provided training in a number of topics including technical, manufacturing, leadership, supervisory skills, computer skills, and others. These have addressed participants from Benjamin Moore, Beech Nut, Nathan Littauer, St. Mary’s Hospital, Walmart, GLOBALFOUNDRIES, and several others. We even provided training for interns at GLOBALFOUNDRIES for participants from Dubai.

Customer Service Training Provided to FM Support Staff
This spring, the Center for Employer Services, under the direction of the Director of Human Resources, provided customer service training to our own support staff members in an effort to continuously improve the service to our students and community.

FM 50th Anniversary Gala
We had many celebrations of our 50th Anniversary this year. The Gala was the final event and included over 200 people from the college and community. It was a tremendous success and we received several accolades for the quality of the dinner, the music, the decorations, etc. It was a truly special evening.

Goal 4 – Foster a culture that encourages and embraces innovation and growth.

Innovation Awards
This is the first year that FM awarded two new awards at Founders’ Day. They were the Spirit of Innovation Award and the Futures Matters Award. These awards are given to employees who try new things in an effort to move the institution forward. The awards are to celebrate innovation, whether or not the effort was as successful as planned. Trying new things will make us a better institution.

Information Technology Seminars
The Information Technology Department offered several professional development opportunities throughout the year for faculty and staff to learn how to use technology that is on our campus. This effort has increased the use of existing technology and encouraged the purchase of new technology all across our campus.

Assessment
Our assessment efforts have continued to improve across campus. Faculty and staff have provided assessment of programs and processes as well as looked for opportunities to improve our college. Two particular items of note: first, our visiting team from Middle States Commission on Higher Education, during their visit in support of our monitoring report, highlighted the progress that FM has made in assessment; and second, almost $75,000 worth of additional budget requests, based on the use of assessment, were incorporated into the draft budget for 2014-15 for the Board of Trustees to consider at its May 15, 2014 meeting.
**Goal 5 – Expand resources of the College.**

**Grants**
The following grants were received to support initiatives at FM or by other institutions with which FM is partnered.

- **NSF – ATE Grant – (Final Year)**
  - 2013-2014 – third year of new HFM Secondary Engineering Technology program
- **Perkins Grant**
  - Funded Business/Accounting Instructor, accounting lab computers, retention software/initiatives
- **SUNY High Needs Grant**
  - Funded curriculum development for HVAC, equipment for Computer Networking and Electrical Technology
- **SUNY TAACCT Grant**
  - Funded curriculum development and equipment for Automated Manufacturing
- **P-Tech (HFM BOCES)**
  - Funded the development of a new high school to college program for 13 of the area school districts in four curricular areas: healthcare, electronics, computer science, and business

**Foundation**
The Foundation had a very successful year with donations and investment earnings. The Foundation provided $40,000 in support of FM initiatives and $75,000 in scholarship dollars for students.

**Enrollment**
While enrollment at community colleges all across the country declined for most institutions, enrollment at FM grew by around 2% (summer sessions will determine final figures). This is a great accomplishment in the current environment.

**On-Line Resources**
This year FM launched online billing for students along with the ability to review and complete a great deal of financial aid requirements online. Soon, FM will also launch online payments and refunds for students as well.

**Overall Fiscal Condition**
The overall fiscal condition of FM is good. Strong enrollments and good budgeting is keeping FM in a good position. While some of our colleague community are experiencing difficulty, FM is holding its own. This was validated by another unqualified audit by our auditing firm this year.

**Housing**
Housing at FM was in such high demand that the Fulmont College Association (owner of FM Housing) leased an entire floor of 50 beds at the Microtel in Johnstown, NY. This floor became an “International Hall” housing 50 students.
Global Village at FM
Last year, the Foundation of FM purchased land across the street from the College. This year, FM announced its plan to build a “College Town – the Global Village at FM”. The Foundation has selected a developer who is working with the Foundation and College on a plan to move the development of this effort forward. The target date to open the “Global Village” is September, 2016.

Master Plan
FM completed its Master Plan and has begun to implement the Plan. This summer, FM will conduct $800,000 of technology improvements on campus. This is the first phase of a five-year plan and has been funded by the sponsoring counties and State of New York.

Other Accomplishments

New Employees
We were happy to welcome new employees this year to FM. These include:
- Marlene Arminio, Sr. Typist, Library and Learning Center
- Gilbert Ayuk, Instructor of Physics
- Art Blanchard, PT Buildings and Grounds
- Robin Burakiewicz, Principal Clerk, Buildings and Grounds
- Renee Carter, Principal Clerk, Academic Dean’s Office
- Scott Collins, Registrar
- Lisa Herider, Secretary to the VP Finance and Administration
- Arlene Lampkin, Principal Clerk, Registrar’s Office
- Matthew Lyneagh, PT Buildings and Grounds
- Miguel Nunez, PT Buildings and Grounds
- Tom Skowronek, Instructor of English
- Anna Stanton, Principal Clerk, Student Development
- Mark Swain, Instructor of Business/Accounting
- Amy Tucker, Director of Academic Support Services
- Ronalyn Wilson, Assistant Dean of Academic Affairs

Chancellors Award Winners
SUNY awarded Jim Hinkle the Chancellors Award for Excellence in Teaching and Sharon Poling the Chancellor’s Award in Professional Service.

Restructure Academic Affairs
FM restructured its Academic Affairs Division this year. This new structure consists of one Dean of Academic Affairs, an Assistant Dean of Academic Affairs, and a Director of Academic Support Services. We believe that his new structure will better facilitate the daily work of Academic Affairs under the direction of a single Dean.

Top Places to Work in Capital Region
FM was recognized as one of the Top Places to Work in the Capital Region by the Times Union. FM was one of 45 employers selected out of over 600 that applied. Employees were asked to
complete a survey about their employer as part of the selection process. FM is a happy place to work!

Emergency Preparedness
FM, in collaboration with law enforcement, will conduct an Active Shooter Drill particularly focused at faculty and staff so they better understand their role should such a tragedy ever take place on our campus. This drill will take place on May 14, 2014. This follows a similar drill at Campus View that took place last summer.