



Fulton-Montgomery  
Community College

*Fulton-Montgomery Community College*

*Board of Trustees  
Regular Monthly Meeting  
Salmon Board Room  
Allen House  
Thursday, June 21, 2018*

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**AGENDA**

- 5:30 p.m. Executive Session:** Approximately 30 minutes (It is anticipated that the Chairman of the Board will call for a motion to convene an Executive Session under provisions of Section 105 of Article 7 of the Public Officers Law)
- 6:00 p.m. Board of Trustees Open Formal Meeting**
- I. Call to Order and Pledge to the Flag**
  - II. Public Comments/Union Comments**
  - III. Educational Showcase: Enrollment Initiatives**
  - IV. \*Approve Minutes of the Regular Meeting of May 17, 2018**
  - V. Reports**
    - Chairman's Report**
      - a. Report from Nominating Committee for Election of Officers**
      - b. \*Motion for Recognition of Student Trustee**
      - c. \*Presidential Evaluation Survey**
    - President's Report**
      - a. Highlights of President's Activities**
      - b. Correspondence**
      - c. Campus Special Events**
  - VI. Report From Student Trustee**
  - VII. Foundation Report**
  - VIII. Committee Reports:**
    - Finance**
    - Buildings and Grounds**
    - Academic Affairs**
    - Student Affairs**
    - Personnel**
    - Policy**
      - a. Revisions to College Senate Articles of Government for review**
  - IX. Other Business**
  - X. Adjournment**

\*Recommended for Board action.

Shaded areas indicate supplemental information attached.

## BOARD OF TRUSTEES

### FULTON – MONTGOMERY COMMUNITY COLLEGE JOHNSTOWN, NY 12095

**MINUTES:** Regular Monthly Meeting, May 17, 2018

**PRESENT:** E. Jasewicz, J. Gardella, J. Landrio, L. Hollenbeck, G. Peck, T. Ghazi-Moghadam, R. Weitz, G. Peck, W. Easterly, R. Blundell, D. Swanger, G. Truckenmiller, J. Kelley, L. Lanzi, D. Morrow and P. Weaver

**Excused:** T. Ghazi-Moghadam

**I. Call to Order:** The meeting was called to order at 5:02 p.m. by Chair Gardella with the pledge of allegiance.

**II.** A motion for Executive Session was made by E. Jasewicz and seconded by R. Weitz. All in favor. Motion carried. Meeting adjourned for executive session at 5:03 p.m. E. Jasewicz made a motion to reconvene the public meeting, and L. Hollenbeck seconded. The motion carried, and the public meeting reconvened at 5:36 p.m.

**III.** Chair Gardella called the public portion of the meeting to order.

**Public Comments/Union Comments:** None

**Educational Showcase:** None

**Approve Minutes:** Chair Gardella asked for a motion to approve the minutes of the regular meeting of April 19, 2018. Motion was made by R. Weitz to approve the minutes, and the motion was seconded by W. Easterly. There was no discussion. All in favor. Motion carried.

**IV. REPORTS**

**Chairman's Report:**

a) Chair Gardella appointed the following to serve on the Nominating Committee of the Board of Trustees for the academic year beginning July 2018: J. Landrio and T. Ghazi-Moghadam. The committee will present a slate of officers in June, and vote will be in July.

b) Chair Gardella made a motion to approve the revised Strategic Plan 2016-2021. Motion was seconded by W. Easterly. There was no discussion. All in favor. Motion carried.

c) Chair Gardella mentioned nomination forms for NYCCT Awards and "save the date" for September meeting. Please note that nominations are due July 13, so need to make resolution at June meeting.

G. Peck attended annual NYCCT meeting. Topics included decline of enrollment across community college network and its impact, direct correlation with high school populations, adding bachelor degrees at community college level, lobbying for aid structure from state, legislative committee will pursue with state. NYCCT looking for message from community college presidents about lobbying. J. Gardella thanked Peck for representing us. He noted attendance at meeting was spotty with no representation south of Albany or west of Rochester.

J. Gardella will send congrats cards to Etzkorn and Rao for awards from OFA.

d) J. Gardella noted it is time again for the board's evaluation of President Swanger. G. Truckenmiller will set up another survey via survey monkey and send the link to Trustees. Paula will send out tomorrow. Please complete before June 8. Also, please complete the survey monkey for board evaluation so that we can discuss at July meeting.

**President's Report:**

a) President Swanger provided End of Year Memo for 2018 to summarize accomplishments this year on campus as it relates to strategic plan. Press has copy as well. Great opportunity to see what we do. Curriculum changes alone to stay current is important. Hats off to staff and faculty here at FM.

b) He also discussed his executive summary of the budget – graphical representation of our budget. He has always provided to counties, but last year was first to provide to trustees.

c) Reminder that commencement is at Proctors next Thursday. Paula provided details for times, etc.

d) Active shooter drill will be held on May 21. Construction limits access to buildings, so will start in theater at 9 am with a video and then groups will disburse on campus to practice scanning area for options (run, hide fight, etc.) and will end around 11:30. All are welcome to attend.

e) Press release will be going out regarding Sticker Mule, a company in Amsterdam of 500 employees (anticipate 1000 in next few years) and their donation of a printer and cutter to our graphic arts program. Bought brand new equipment so we would have warranty. They have hired grads and we are in discussion regarding internships.

**Report from Student Trustee:** R. Blundell was not at last meeting, Gwen summarized that there was a luncheon with awards. Thank you for attending the student senate meetings. They look forward to doing this next year. R. Blundell reported new student trustee will be Valerie Elwood. Rio will be graduating. Valerie will attend June meeting with Rio, and then her term begins in July.

**Foundation:** L. Lanzi will provide golf booklet at next meeting to show each sponsor. Selling tickets for raffle prizes: 13 for \$20. Please stop by Fox Run next Wednesday for golf tournament. We would love to see you. Joe Marcucio held contest for 25<sup>th</sup> logo, and Helen Hut won logo contest, which is on T-shirt this year. June 29 is next Fifth Friday series speaker, more info to follow.

**BOARD COMMITTEES**

**Finance:** G. Peck reported that general finance reports show college continues to operate at budget, so all going well.

a) G. Peck made a motion to approve budget transfers for 2017-18 as listed in the resolution. The transfer are budget neutral and routine clean-up for the year. Motion was seconded by L. Hollenbeck. All in favor. Carried.

b) G. Peck made a motion to approve the proposed Tuition and Fee Schedule effective for the fiscal year September 1, 2018 to August 31, 2019. He noted that a revised resolution was provided on green sheet. Motion was seconded by R. Weitz. All in favor. Motion carried.

c) G. Peck made a motion to approve the proposed 2018-19 FMCC budget consisting of \$18,132,437 of operating fund revenue and \$1,673,176 of grant funds for a total budget for 2018-19 of \$19,805,613. Budget will be presented to counties after we approve it. Motion was seconded by W. Easterly. All in favor. Carried.

**Buildings and Grounds:** J. Landrio said there is a lengthy report in packet. Ongoing capital projects have begun. There was an active shooter drill on Monday. Wastewater treatment plant information is being gathered. We have discussed master plan and projects, and one of the issues is that several parking lot areas have disintegrated. We will soon dig up and turn into green space.

a) J. Landrio made a motion to approve the following name changes on campus: Administration Building to Student Welcome Center, Foundation and Finance Building to Administrative Services Building; and Theater to Rao Theater. Motion was seconded by G. Peck. All in favor. Motion carried.

**Academic Affairs:**

a) V. Ramos made a motion to approve revision of the Medical Administrative Assistant AAS Program and its new title, Health Information Records Management AAS. Motion was seconded by E. Jasewicz. All in favor. Motion carried.

b) V. Ramos made a motion to approve revision of the Digital Media Technology AAS program and its new title, Media Arts and Digital Technology AAS. Motion was seconded by R. Weitz. All in favor. Motion carried.

c) V. Ramos made a motion to approve revision of the Computer Networking AAS program and its new title and classification, Computer Networking & Cybersecurity AS. Motion was seconded by E. Jasewicz. All in favor. Motion carried.

**Student Affairs:** W. Easterly reported enrollment for Summer 2018 running a little over 8% decrease from last year but on budget goal. Fall registration is very early but looking at FTE 1008 of goal 1696. Seeing out of county and local enrollment grow, and NYC and international registrations are down. We had an awesome year in athletics – coach of year and 6 of 7 teams went to regional play. May 9 was annual sports banquet.

**Personnel:** L. Hollenbeck made a motion to approve a Memorandum of Agreement to extend the current collective bargaining agreement between Fulton-Montgomery Community College and the Fulmont Association of College Educators through August 31, 2019 and directing the President to attain the approval of same from the Sponsoring Counties. Motion was seconded by J. Landrio. All in favor. Motion carried. L. Hollenbeck said it worked out well and he thanks FACE and everyone else for cooperation. President Swanger agreed that he appreciates the relationship with union.

**Policy:** R. Weitz had no report.

**Other Business:** G Truckenmiller pointed out the rad tech program packet (multimedia presentation) provided by Karlyn LaBate in lieu of monthly report: 80% of graduating class was employed by May 1 with entry level salary of 45k. This program has 100% graduation rate and close to 100 on exam. White coat ceremony is on 24<sup>th</sup> (graduation day). It will start at 11:30 in the Allen House – grads will be pinned and receive white coats embroidered with their name and the FM logo. Please RSVP if you'd like to attend.

VI. **Adjournment:** A motion for adjournment was made by G. Peck and seconded by R. Weitz. All in favor. Motion carried. Meeting was adjourned at 6:15 p.m.

Respectfully submitted,  
Paula J. Weaver

# ***FMCC SPECIAL EVENTS***

## ***Campus Special Events & Miscellaneous***

|  | <b><i>DATE</i></b> | <b><i>EVENT</i></b>   | <b><i>TIME &amp; PLACE</i></b>                     |
|--|--------------------|---|--|
|  | June 29            | Last Day of Classes for Summer Day Session I  |  |
|  | June 30            | Fifth Friday Speaker Series – <i>Law Enforcement’s Relationship with Minorities in our Area</i><br>RSVP to <a href="mailto:diane.boslet@fmcc.suny.edu">diane.boslet@fmcc.suny.edu</a> or (518)736-3622 x 8020 | 11:30 a.m.<br>Frasier Event Room<br>FM Allen House |
|  | July 4             | College Closed – Independence Day   |  |
|  | July 2             | First Day of Classes for Summer Day Session II  |  |
|  | July 9 – August 17 | Summer Academy – summer camp for community youth  | FM Campus  |
|  | July 20            | Last Day of Classes for Summer 8-week Evening Session   |  |
|  | August 3           | Last Day of Classes for Summer Day Session II and Summer 10-week Evening Session  |  |

## ***Trustee and Foundation Meetings***

|   |           |  |  |
|---|-----------|--|--|
| * | June 21   | FMCC Board of Trustees Meeting   | 5:30 p.m.<br>Salmon Board Room<br>Allen House        |
|   | June 26   | Foundation Executive Committee Meeting   | 8:30 – 9:30 a.m.<br>Salmon Board Room<br>Allen House |
|   | July 13   | Foundation Board of Directors  | 8:00 a.m.<br>Salmon Board Room<br>Allen House        |
| * | July 19   | FMCC Board of Trustees Meeting – Note early start time for dinner to welcome new Student Trustee | <b>5:00 p.m.</b><br>Salmon Board Room<br>Allen House |
|   | July 24   | Foundation Executive Committee Meeting   | 8:30 – 9:30 a.m.<br>Salmon Board Room<br>Allen House |
| * | August 16 | FMCC Board of Trustees Meeting   | 5:30 p.m.<br>Salmon Board Room<br>Allen House        |
|   | August 28 | Foundation Executive Committee Meeting   | 8:30 – 9:30 a.m.<br>Salmon Board Room<br>Allen House |

## **RESOLUTION FOR RIO BLUNDELL**

***WHEREAS,***

*RIO BLUNDELL* has devoted her time to dedicated service to Trustees, students, faculty and staff; and

***WHEREAS,***

*RIO BLUNDELL* has served Fulton-Montgomery Community College with the highest distinction as a Student Trustee and has dedicated many hours of counsel and expertise to many college committees; and

***WHEREAS,***

*RIO BLUNDELL* has exemplified the highest integrity and principles in her relationships with Trustees, students, faculty and staff; and

***WHEREAS,***

*RIO BLUNDELL* has demonstrated leadership in working with Trustees, students, faculty and staff; and now, therefore, be it

***RESOLVED,***

by the Board of Trustees of Fulton-Montgomery Community College that it hereby commends *RIO BLUNDELL* for her outstanding service and thanks her for her valuable contributions.

***THIS 21<sup>ST</sup> DAY OF JUNE IN THE YEAR 2018***

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**CHAIR, BOARD OF TRUSTEES**

June 21, 2018

Dr. Kristina Johnson  
Chancellor  
State University of New York  
SUNY Plaza  
353 Broadway  
Albany, NY 12246

Dear Chancellor Johnson:

We recently were informed by our College President, Dr. Swanger, that SUNY has “banned” any SUNY College or SUNY Community College from asking if a potential student has ever been convicted of a felony. We understand that the College cannot ask on the application form, registration form, or any on other document or in person. The exceptions that are identified in which the College can ask if the individual has a past felony are: 1) if a student is going to live on campus; 2) if the student is seeking an internship; and/or 3) if the student is looking to enter a program where he/she would be prevented from working or attaining a license due to a prior felony.

We appreciate and support the intent of this directive as one of providing access to higher education for those individuals who have a prior felony conviction. Certainly there are many individuals who may have made a mistake in the past and through education are looking to improve their lives. We at FM are proud of those who experienced just such circumstances and the way that our College has helped them. What we do not support is not knowing.

It is not our intention to keep any student from gaining an education, regardless of their past. However, we believe strongly that the College needs to know the circumstances of such events so that it can provide appropriate support for the incoming student; and, in some cases appropriate mechanisms that can monitor the student’s behavior to assure the safety of others on the campus. Such mechanisms might include checking in more frequently with an advisor or counselor to monitor his/her progress and see how the student is doing.

We believe that this new directive has the potential for significant negative consequences. Should a person who was convicted of a violent felony in the past commit an action against a student, staff or faculty member on campus, there is no

doubt that the reaction of the student body, parents and our community would be “you should have known.” Whether that is right or wrong, the public relations consequence and therefore the enrollment consequence will likely be detrimental to our College – and to SUNY. Our statement could only be, SUNY does not allow us to ask.

We will comply with this directive. However, we strongly recommend that you and SUNY consider a procedure that better accomplishes the goal of providing access to higher education for all people, including those who have committed felonies, but better assures that the College can provide the support that these individuals may need to be successful and assures the safety of everyone on campus.

Sincerely,

Jennifer Gardella  
Chair, Board of Trustees  
Fulton-Montgomery Community College



## Foundation Board Report

June 2018

Submitted by: Lesley Lanzi

The next Fifth Friday Series will be held on Friday, June 29<sup>th</sup> at 11:30 am in the Frasier Event room located in the Allen House. The topic will be "Law Enforcement's Relationship with Minorities in our Area". The panel will consist of Chief Greg Culick from Amsterdam Police Department, Chief Marc Porter from Gloversville Police Department and Mr. Alberto Beltran, Manager of Buildings and Grounds of Centro Civico, Amsterdam. The buffet lunch begins at 11:30 am and the program will begin at 12:15 pm. Dr. Swanger will be the facilitator. Please RSVP to Diane Boslet at 518-736-3622 ext. 8020 if you would like to attend.

The committee for Theater Renovations will be meeting with JMZ Architects on Wednesday, June 6<sup>th</sup> to start the planning for the Rao Theater. The Fulton-Montgomery Community College Foundation is very thankful for the generosity of the Rao Family and Bill and Susan Dake / Stewarts. Renovations are tentatively planned for Summer 2019.

The White Coat Ceremony was a great success. About 20 white coats were given out to our "Rad Tech" graduates. Each coat is monogrammed with the FM logo, as well as the graduate's name and credentials. Approximately 100 were in attendance for this ceremony that was held in the Allen House on Thursday, May 24<sup>th</sup> prior to the evening's graduation.

A few of the Fulton-Montgomery Community College's Foundation Board members pinned every graduate at Proctors Theater prior to the Graduation Ceremony with their FM Alumni pin. In a couple of weeks, a note from the FM Foundation with a car decal will be mailed to every graduate.

The Foundation continues to identify and cultivate potential donors for future endeavors of the College!



## **Financial Report**

### **June 20, 2018**

**David M. Morrow**

#### **1. Report on FY 2017-18:**

- A. Expense Graphs. Two graphs are presented– one that provides expense and budget data by major function (personnel services, fringe benefits, equipment, and contracted services) and another that provides expense and budget data by contracted services category. The graphs compare data for fiscal year 2016-17 to fiscal year 2017-18.
- B. Expense Summary Budget v. Actual for the period 9/1/17 – 05/31/18 (75% of our fiscal year). To date actual expenses and encumbrances are 75% of budget. The current operating budget has been adjusted to include the encumbrances from FYE 8/31/17.
- C. Expense Detail by Department - provides by department, a detailed comparison of our expenses and encumbrances to budget for the period 9/1/17 – 05/31/18 (75% of our fiscal year).
- D. Finance Statement for the period 9/1/17 – 04/30/18 (67% of our fiscal year). Note that revenue includes billing activity through 04/30/18 for the Fall 2017, Winter 2018, Spring 2018 and Summer 2018 semesters. This represents 97.4% of our tuition budget while expenses incurred represent eight months or 61.4% of budget.
- E. Budget Transfers Report.
- F. Cash Flow Report - shows cash flow projections for the 2017-18 fiscal year, as well as actual through May 2018. Cash flow continues to remain sufficient for operating needs.

G. Contracts Report – summarizes contracts signed during May 2018.

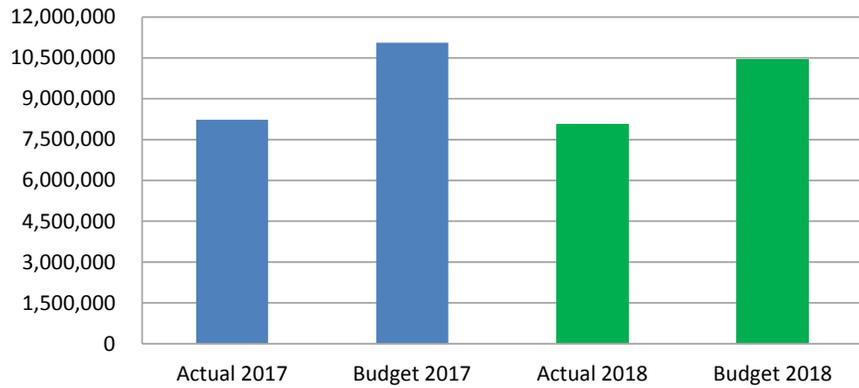
H. Grants Report – summarizes grant applications and grant awards executed during May 2018.

**2. Report on FY 2018-19 Budget:**

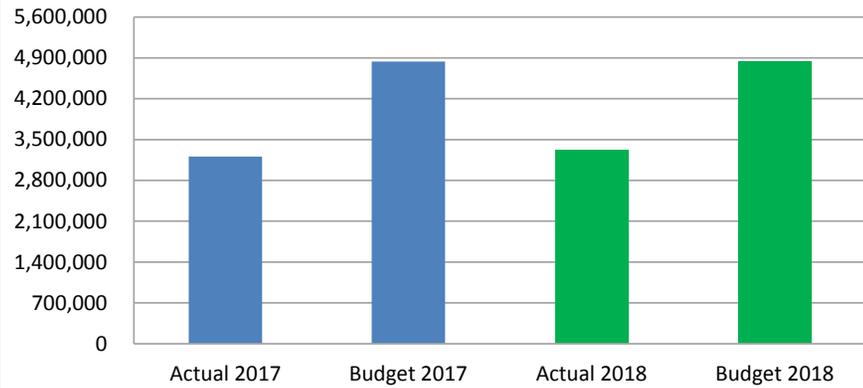
The 2018-19 budget has been sent to the College's sponsor counties for approval. Public hearings for the budget have been requested. The public hearing for Montgomery County has been set for July 24, after which a vote on the budget is anticipated. A date has not yet been set for the public hearing for Fulton County.

**Fulton-Montgomery Community College**  
**Operating Expenses and Budgets**  
**As of May 31, 2018**

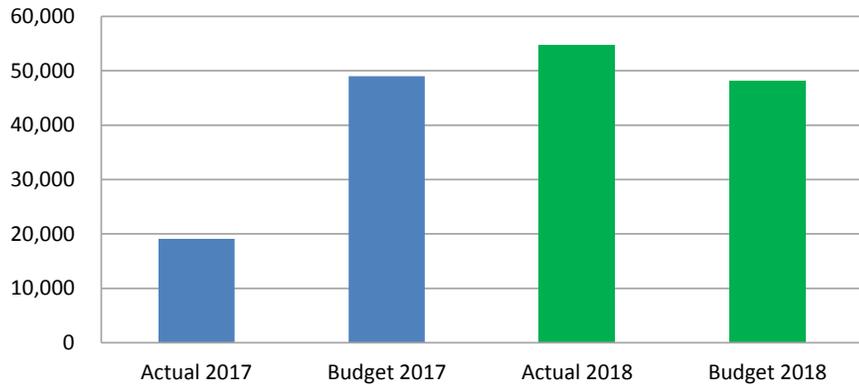
### Personnel Services



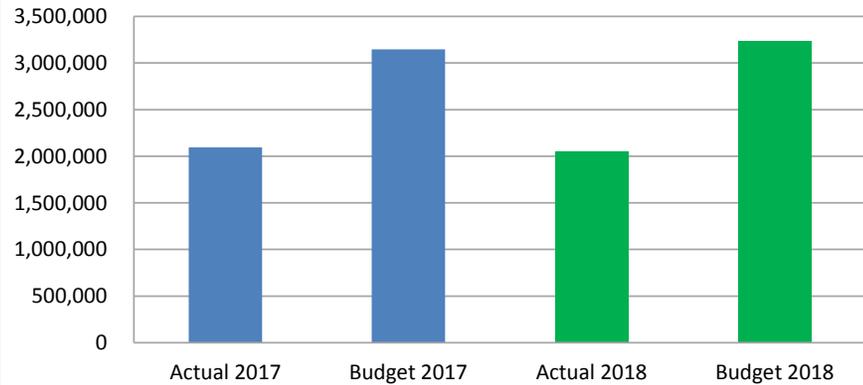
### Fringe Benefits



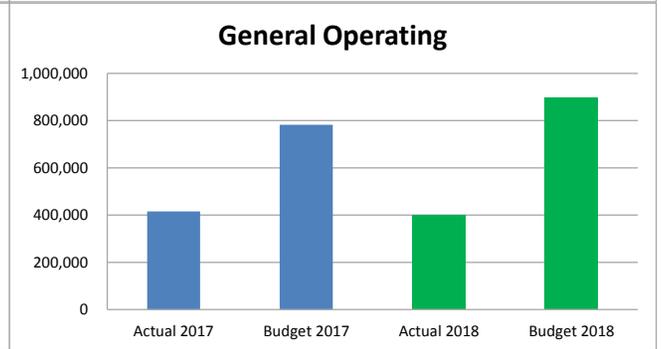
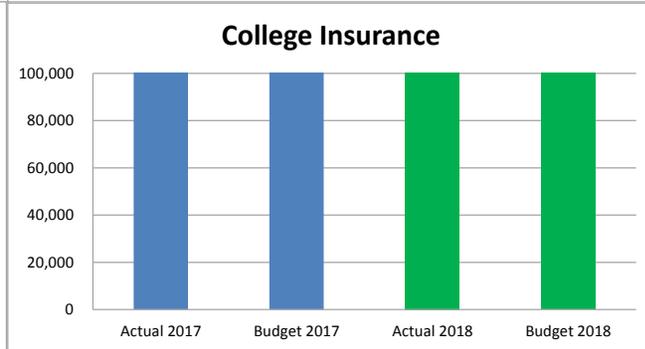
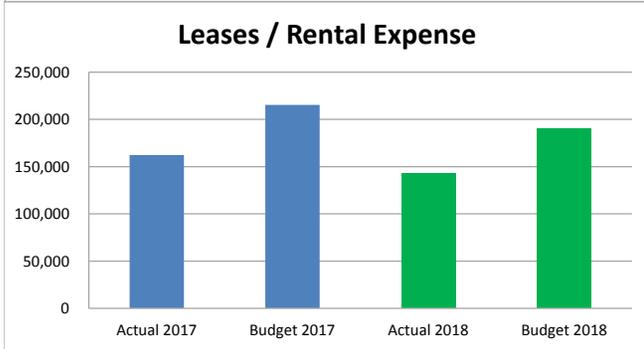
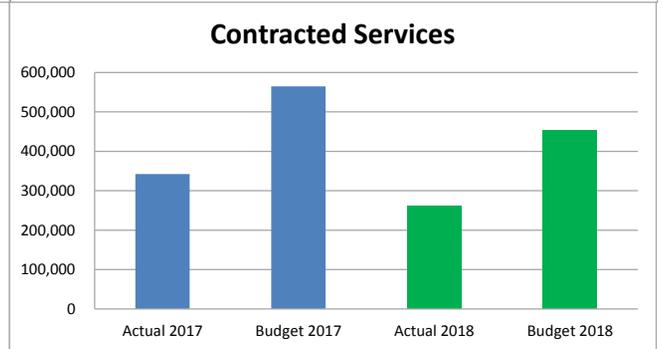
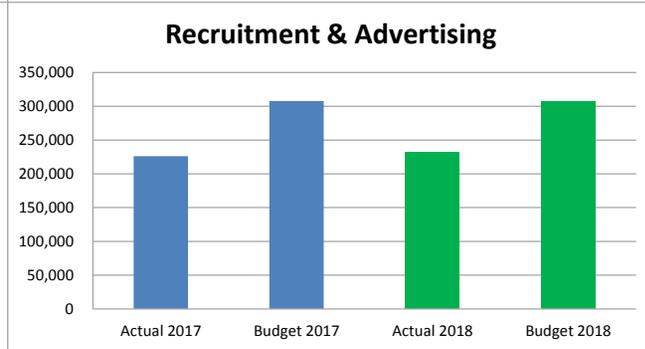
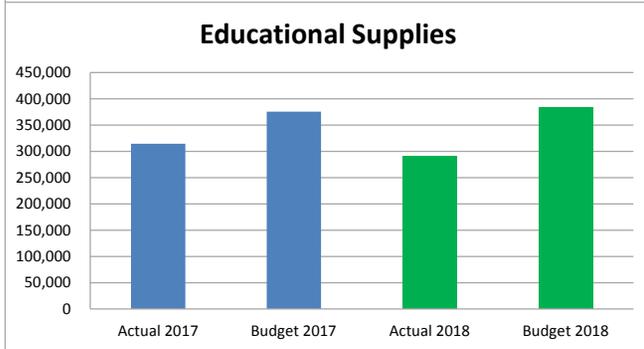
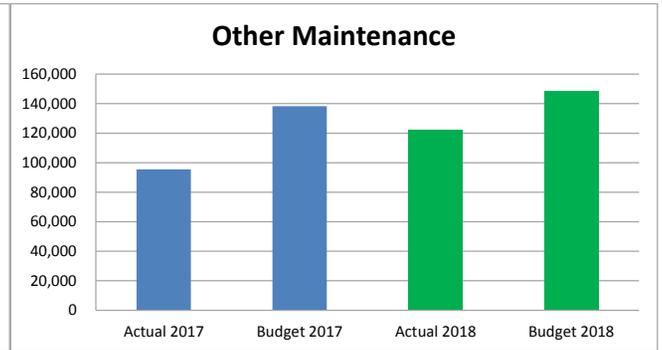
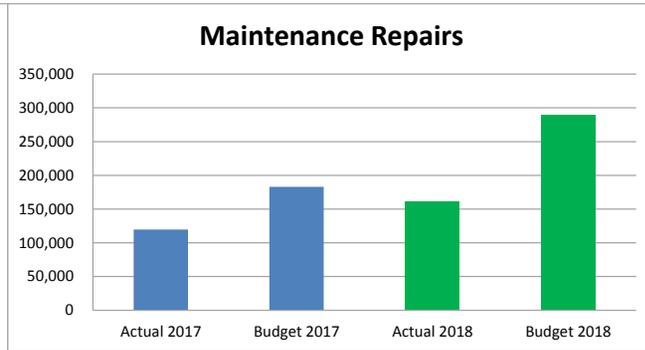
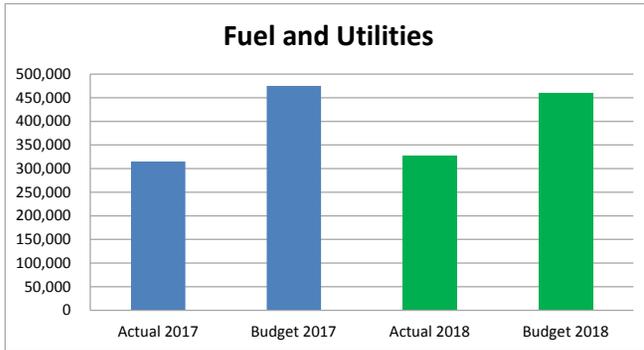
### Equipment



### Contracted Services



Fulton-Montgomery Community College  
 Operating Expenses and Budgets -- Contracted Services Categories  
 As of May 31, 2018





Fulton-Montgomery  
Community College

## Buildings and Grounds/Public Safety Report

June 21, 2018

David M. Morrow

Vice President for Administration & Finance

### 1. 2018 Summer Capital Projects: Classroom Building Classroom/Science Labs & PE Building Locker Rooms/Bathrooms

The PE Bldg scope began on May 1<sup>st</sup>. The removals, which includes extensive asbestos abatement, is well underway. The Classroom Bldg scope began on May 16<sup>th</sup> with asbestos removals scheduled as the first step. Space renovations are scheduled to occur in earnest by mid-June.



Removals occurring in the PE Bldg locker rooms



Asbestos materials being collected in the PE Bldg for appropriate off-site disposal.



Engineer testing from below the soundness of the PE Bldg concrete locker room floor to determine removals.



Example of the full depth floor repairs that will be necessary as part of the base scope.



Some of the new work has started. Here the “heat exchanger” equipment in the PE Bldg has been replaced with new. Every chance we get, we replace aged out infrastructure and equipment.



The new walls are going up for the home and visiting team’s locker rooms.



Asbestos removal is underway in the Classroom Bldg. Here the temporary containment doors have been installed.

**2. Allen House Project Capital Project**

There continues to be a small electrical & GC punch list and warranty work to complete for the interior spaces. Completion of these items along with the remaining exterior scope of work (caulking, painting & paving) will extend beyond May 31<sup>st</sup> into June. The installation of sod and landscaping is nearly complete.

**3. Waste Water Treatment Plant**

Data continues to be gathered and studied by our engineering consultants, Ryan Biggs/Clark Davis. The due date of the consultant's report has been extended to July 1<sup>st</sup> to allow for testing of the sand filter beds and additional time for the consultants to scope out and develop budget estimates for a back-up generator and alarm system as requested by New York State DEC.

**4. Property Loss Incident**

The College has submitted an insurance claim in the amount of \$62,530. There will be one add-on to our claim for the replacement value of the Lenel 911 Panic System that was damaged in the incident and is no longer operable. We expect to have this within the next week or so. We are also waiting to hear from the insurance carrier regards the status of our claim along with what category the claim will fall under and the respective deductible Any updates to this will be provided at the Board meeting.

**5. Active Shooter Training**

Our Active Shooter Training occurred on May 21<sup>st</sup> as planned. The training was well attended and well received by faculty and staff.



Fulton-Montgomery  
Community College

## Academic Affairs Report

(Greg Truckenmiller, Ph.D.)

June 2018

### Academic Dean's Office

**Perkins Grant** -- The Perkins Local Advisory Committee met recently to review and approve proposed major efforts for the upcoming grant application. The five major efforts are described below FM's allocation for 2018-2019 is \$175,000.

1. Best practices in Career and Technical Education and Retention

Peer tutoring, lab-based group study, supplemental instruction for career program students, extra tutoring for students with accommodations, the development of college readiness and career success modules, professional development activities related to retention. This initiative will also fund 50% of the Academic Success Coordinator, who oversees this component of the grant project.

2. Accounting Lab

The purchase of replacement computers for the accounting lab.

3. HVAC-R Lab

The purchase of equipment and supplies to support the HVAC-R program.

4. Micro-credentialing

The purchase of Credly, a leading Digital Credential platform, to create, issue and maintain micro-credentials.

5. Accessibility

The purchase of Blackboard Ally, a software program that provides alternative formats for better quality, usability and accessibility of online course content. The software automatically checks for accessibility issues and generates alternative accessible formats using advanced Machine Learning Algorithms.

## **Business Division**

**Assessment** -- The following programs completed their program review for the 2017-2018 academic year:

- A.A.S. Business – Accounting
- A.A.S. Business – Business Administration
- A.S. Business – Business Administration
- Certificate/A.O.S. Individual Studies (COCAL)
- A.A.S. Medical Administrative Assistant/Certificate, Business Applications Specialist

In addition to site visits from external reviewers from other two- and four- year institutions and industry representatives, a self-study report was completed by the internal review teams consisted of the following faculty and administrators: Alex Henderson, Chair, Associate Professor of Business, Larry Zuckerman, Associate Professor of Business, Charlene Dybas, Assistant Professor of Business, Mark Swain, Assistant Professor of Business, Peter Pasqualino, Professor of Business, JeanMarie Reinke, Director of Employer Services and Individualized Learning, Jacqueline Snyder, Director of Assessment, Accreditation and General Education/General Studies, Ronalyn Wilson, Associate Dean of Academic Affairs, and Diana Putnam, Dean of Academic Affairs. Faculty are working with the Dean of Academic Affairs to complete their final reports and program action plans.

### **Employer Services – Individualized Learning (JeanMarie Reinke)**

- Hosted Human Resource Consortium in the Allen House on the topic of benefits to hiring veterans
- Produced, in conjunction with the Independent Learning Committee, an information session presented by Professor of Computer Science Marty Waffle on web-based student success. 15 students participated.
- Participated in SUNY Apprenticeship meetings
- Started working with local manufacturer on possible apprenticeship.
- Working with GLOBALFOUNDRIES on the creation possible Individual Studies tracks for non- Electrical Technology employees
- Completed the third successful Welfare-to –Work class for Montgomery County Department of Social Services on May 4. To date, 20 individuals have successfully completed class and are working. Instructor Heather Louckes is working on a new contract to track former participants. Additionally, she is working in conjunction with Montgomery County DSS staff to evaluate the economic benefit to the county of the program.

## Health Professions

### Nursing

**Advisory Board Meeting** -- Director of Nursing Robert Warner facilitated the Nursing Program's annual advisory meeting. The meeting was attended by staff and administrators from Community Health Center, Mountain Valley Hospice, Nathan Littauer Hospital, and St. Mary's Healthcare. The meeting was also attended by the FM Nursing faculty, the Nursing Lab Assistant, and the Dean and Associate Dean of Academic Affairs. After a review of the minutes from the previous advisory meeting, Bob presented the following topics that were actively discussed by the group: review of the program's new admission criteria, program enrollment and graduation statistics, review of the annual nursing program assessment results (retention, student/employer satisfaction surveys, NCLEX pass rates, employment statistics, and continuing education (B.S.) survey results. Robert also provided additional program and campus updates and invited advisory members to bring additional topics for discussion.

**Co-curricular Activities** – The Nursing program held their annual graduate luncheon on May 17.

### Radiologic Technology

**Co-curricular Activities** – The Radiologic Technology program held their annual White Coat and Pinning Ceremony, May 24, hosted by the Foundation of FM.

## Humanities Division

**Entertainment Technology DACUM** – On June 4th, Associate Dean for Academic Affairs Ronalyn Wilson and Humanities Division Chair Jason Radalin will be conducting a Designing a Curriculum (DACUM) session for a potential Entertainment Technology program. The program comes out of meetings with the Capital Region BOCES and Proctors focused on creating a PTECH program with Capital Region, Proctors and FM. The model that FM is considering would be a two-year program that results in an associate degree. As with all DACUM processes, the curriculum will be developed with input from industry professionals.

## Science Division

**Advisory Committee** – Instructor Flor Trespacios held the third annual Health Studies Advisory Board May 15. There was a general discussion of the Health Studies Programs, including the differences between the Health Science Program and the Health Studies program. Flor also reviewed program assessment data and solicited feedback from the advisory board regarding potential curriculum changes.

## Social Science Division

**Advisory Committees** – Instructor of Early Childhood Education Erica Gauer conducted the Early Childhood Advisory Council meeting recently. The group reviewed curriculum and discussed recent changes to the program, including new course offerings. Erica also reviewed assessment data and internship experiences with the advisory board members.

Instructor of Human Services Julie Lindh conducted the Human Services Advisory Council meeting. The group reviewed curriculum, including the newly approved Chemical Abuse Counseling program and discussed recent changes to the Human Services AA (now approved as an AS) and AAS programs, including new course offerings. Julie also reviewed assessment data and internship experiences with the advisory board members.



Fulton-Montgomery  
Community College

**Student Affairs Report**  
**Jane Kelley**  
**June 2018**

**Office of Admission**

**Enrollment Update**

For Fall 2018, as of June 5, 2018 we have enrolled 1277 students for a total of 1037.67 FTE. Last year at this time we had enrolled 1329 students representing 1082.80 FTE. We are behind in headcount by 3.91 percent and in FTE we are behind 4.17 percent. Our goal for the fall semester is 1696 FTE.

For Summer 2018, as of June 5, 2018, we have enrolled 392 students for a total of 127.93 FTE. Last year at this time we had enrolled 415 students representing 135.27 FTE. We are behind in headcount by 5.54 percent and down in FTE 5.43 percent. Our goal for the summer semester is 124 FTE.

**New Student Enrollment (First Time Full Time per our Enrollment Plan)**

| Category                                       | Goal | Actual (as of 6/5/18) | Difference |
|--|------|-----------------------|------------|
| Local Students- Fulton and Montgomery Counties | 340  | 183                   | 157        |
| New York City Students                         | 100  | 13                    | 87         |
| Out of County/Out of State Students            | 67   | 40                    | 27         |
| International Students                         | 38   | 2                     | 36         |
| Total  | 545  | 238                   | 307        |

**In County Recruitment**

*May Raider Trader Gift Card Giveaway May 7 – May 31<sup>st</sup>*

During the month of May the Admission Team was texting accepted students and applicants encouraging them to register for classes during the month of May to have a chance at one of five \$100 Gift Cards.

*Get It Done Thursdays – June 7 – August 16*

Every Thursday the Admissions office is hosting “Get It Done Thursday”. It is an opportunity for new students to complete their enrollment at FM all in one day. In addition, the \$40 tuition deposit is waived and for the month of June we are handing out FM branded earbuds.

### *Priority Class Schedule Pilot*

To expedite new student class registration for the Fall semester, we are piloting the “FM Priority Class Schedule” campaign. We are simplifying the enrollment process by issuing a Priority Class Schedule to newly accepted students.

For this pilot, a small group of twelve first-time, full-time commuter students were given a Priority Class Schedule. These are not real class schedules. However, it is presented to the student as if this schedule has been reserved for them, for a limited time. Students must meet with an Academic Advisor before the expiration date to keep their schedule (register for classes).

As always, advisors will make class recommendations that are in the best interest of the student. The resulting class schedule may not resemble the original “Priority Schedule”. Rather, through the process of academic advising, a customized schedule is created to meet the needs of the student. The student walks away with a “better” schedule than what was “issued” to them.

As of the date of this report, three students followed through and scheduled their advising appointment. Of those three students, two students registered for classes (17%) and the other student missed their appointment. Another student notified us they planned to attend another college. The remaining students will be sent a follow-up text message reminding them of the schedule expiration date and encouraging them to schedule an advising appointment.

This pilot will continue for all new students starting in June.

### *“Close to Home But On Your Own” Campaign*

Our Admissions Counselors are promoting the opportunity to live on campus. Local students may want to gain the full college experience, while still being close home. Fulton and Montgomery county residents are being offered \$1000 housing discount for the academic year.

### *Student Navigator Project*

Starting in the month of June, accepted students will be contacted by an Admissions Student Navigator (Current FM Student) to review their admissions checklist. The goal is to assist new students with the enrollment process while making a connection with a current FM student.

As the summer progresses, the Student Navigator will continue to reach out to enrolled students to keep in communication and hopefully reduce summer melt.

### *LPN Information Sessions – June, July and August*

To help heighten awareness about our LPN partnership with Maria College, we will be hosting three information sessions over the summer. Representatives from FM and Maria College will provide information about the program and how students can start on their prerequisite course at FM and then transit to Maria in the spring for the start of the LPN program.

### *Tri County Counselors College Fairs – September 19th*

Plans are underway for the fall Tri County Counselors College Fairs. Students from all Fulton and Montgomery county high schools will be bused to FM for a daytime college fair. In addition, an evening fair will take place so parents can also attend.

### Out-of-County Recruitment

#### *NYC Accepted Student Day – June 7, 2018*

We are providing the second opportunity for NYC students to attend an accepted student day the SUNY Welcome Center in NYC. Students will receive a customized admissions checklist that will be review with them on individual basis. A new “Guaranteed Student Housing Deadline” of June 15, 2018 has been scheduled to instill a sense of urgency with respect to reserving housing for the fall.

#### *\$100 Raider Trader College Store Gift Card Giveaway*

Students who attend the June 7<sup>th</sup> NYC Accepted Student Day and reserve their housing by the June 15<sup>th</sup> deadline will be entered to win a \$100 Raider Trader College Store gift card.

### Marketing Update

#### *New Housing Brochure*

A new housing brochure is being developed for the 2018-2019 recruitment season. On June 20<sup>th</sup> a photo shoot is scheduled to secure new photos for the brochure.

#### *MailChimp – Mass emails*

MailChimp has been instrumental in helping us get the word about various recruiting events. It is being utilized to promote upcoming events such as \$100 gift card giveaway and Get It Done Thursdays.

#### *Mongoose – Text messaging software*

Mongoose text messaging service is currently in operation. All admission counselors are now using Mongoose to communicate with prospective students. This implementation has greatly enhanced our ability to communicate with students more efficiently and effectively.

#### *Sales Force - CRM*

Sales Force has become a part of our daily recruitment efforts. Updating student profiles to maximize our ability to be timely with our communications to prospective students.

#### *Social Media*

All upcoming recruitment events are being posted to social media. In addition, we have started a “Close to Home, but On Your Own” campaign to encourage local students to consider residing on campus while attending FM. Posts to social media is made on Monday, Wednesday, Friday, Saturday and Sundays.

Social Media committee has been formed and meets weekly to discuss upcoming events, marketing strategies and to work in concert with various marketing campaigns and recruiting events in conjunction with the objectives of the enrollment plan.

### **International Students and ESL Program**

We were proud to graduate 30 international students this year in our recent commencement ceremony. International Student My Nguyen Grumbling from Vietnam did a great job as our commencement speaker!

This summer session, we also welcomed three new students from Japan and India as freshmen and continue to recruit for the fall semester.

Director Arlene Spencer also recently participated in three professional development webinars:  
The Thai Education System and Student Mobility Trends  
An Introduction to WAEC Examinations  
Turning the Tide: Future-Proof International Student Recruitment for U.S. Higher Education

### **Financial Aid**

The Financial Aid Office reports 1348 FAFSA's for the 2018-2019 academic year and awards totaling \$3.8 million in federal, state or institutional aid.

### **Advising, Counseling and Testing**

At this point of the academic year, our advisors are busy following up with their advising cohorts who have not yet registered for fall 2018. Mary-Jo Ferrauilo-Davis is charged with managing the summer waitlist and working through summer course cancellations so that students affected can successfully be placed in other classes. Mary-Jo also worked with the Admissions staff (LaPorte) to create mock schedules for our new admissions initiative, which sends a schedule to first-time, full-time students who have not yet completed the enrollment process. It is our goal to show students what their college schedule will look like. Too early to tell if this will be successful, but we are hopeful that it will yield some positive results.

### **Retention Initiatives**

#### **Retention Team**

During the final weeks of the semester, the Retention Team mounted a "final push" to spur registration. Advisors reached out to students reminding them to register before they leave campus for the summer. Colorful flyers asking students if they had registered for fall classes yet were hung outside each classroom. This outreach helped to increase registration during the final week of classes and the Retention Team is just 17 students short of its retention goal. Individual outreach will occur throughout the summer and analysis of reasons students are not returning will be completed.

#### **TRiO/Quest**

The TRiO/Quest Annual Awards Luncheon took place on Tuesday, May 1<sup>st</sup> in The Allen House. Students and their guests were treated to a buffet lunch. Student achievement in the areas of Math, English, use of lab/tutoring services, grade point average and graduation were all recognized. Students were given the opportunity to share their stories of success at FM and staff and tutors were thanked for their dedicated service. Trio graduates participating in commencement received TRiO lapel pins for their graduation gowns.

Analysis of TRiO/Quest tutoring lab hours shows a marked increase in students accessing those services. During 2016-17 TRiO/Quest students logged 1500 hours of tutoring and study lab assistance. During 2017-18 students logged 2479 hours; an increase of 979 hours from the previous year. This 61% increase is encouraging and indicates students are accessing supports available to them which contributes to an increased connection with tutors, counselors and the program. Additionally, the college receives partial State aid from these hours which contributes to the general budget.

### REV-Up 2018

Planning for REV Up 2018 is ongoing with meetings of curriculum planning and logistics occurring monthly. Analysis of the REV-Up 2017 cohort has begun with full assessment completed in September when retention to the fall semester can be determined. Preliminary analysis reveals increased Fall to Spring retention (76% 2016 cohort; 78% 2017 cohort), increase in cumulative GPA (1.79 2016 cohort; 1.81 2017 cohort) and a marked reduction in the number of behavioral disciplinary hearings during 2017-18.

### Student Athletes

The student athlete banquet took place on Wednesday, May 9<sup>th</sup> at HFM BOCES. It was noted that there are 43 Student Athlete candidates for graduation; 35 were named to the Raider's 3.0 club; and 11 achieved cumulative GPA's at or higher than 3.50. Also of note is the average cumulative GPA of student athletes rose to 2.59 which is the highest since 2011 when tracking commenced. Eleven Student Athletes made NJCAA All-Region Academic honors (3.50 GPA with at least 24 credits earned); and seven of those athletes achieving All-American honors (3.60 GPA with at least 24 credits earned).

### Career and Transfer

Andrea Scribner, Career and Transfer Counselor, attended the New York State Transfer and Articulation Association Annual Conference in Syracuse from May 22-24. She also conducted mock interviews for the CLC Career Search class, volunteered with Admissions for Gloversville High School Career Day, and completed a new transfer agreement with Empire State College, A.A.S. Radiologic Technology to B.S. Allied Health.

### C-STEP

On May 3<sup>rd</sup> we held our end of the year banquet in The Allen House to celebrate another successful year. Students who graduated this semester were recognized and given a farewell gift. Our guest speaker was current FM student Jarisa Escalante, who was able to inspire everyone by telling her story and what motivated her to prioritize her academics. Professor Susan Macleod and Professor Paula Brown-Weinstock were presented with the "Inspirational Educator Award" and the CSTEP Scholarships for Academic Achievement were awarded to three students. Winners of the scholarship received the amounts of \$700, \$500, and \$300.

Several CSTEP students and staff participated in the Future Women of STEM Conference hosted by the STEP program here on campus. Local middle school girls were given the opportunity to participate in different workshops that were led by FM/CSTEP students and faculty members. Three of our students (along with others) took part of the panel discussion that was presented in the afternoon to all participants.

Multiple CSTEP students received an award during the Academics Award Ceremony on May 17<sup>th</sup>. We had 27 students who are candidates to graduate this spring and summer semesters.

### FMCC- Pre-Collegiate Preparation Programs

#### Liberty Partnerships Program (LPP)

In the LPP middle school program the staff continued to focus on their life skills curriculum and meeting students to update their Personal Learning Plans (PLPs) for the last time this year. In order to re-engage some of our less active male students a basketball tournament was formed and students had to earn their place in the tourney. They also held Muffins with Mom; an event designed for the mothers in our program, whoever "mom" may be. Taking place on the evening of May 8<sup>th</sup>, the moms and students were able to make some crafts, enjoy some muffins and have a nice time bonding.

In the high school program the LPP advisors focused their weekly meetings on regents exam preparation as well as updating PLPs. Students are being connected with our tutors to make sure they pass their exams and for our seniors are ready to graduate. Review of financial packages are on the rise as seniors confirm their plans.

The mentoring program with Tecler Elementary has continued on Wednesdays with, on average, 18 mentors/mentees present each week. This month included homework help time, cleaning up the school/playground, role playing skits and games.

On May 15<sup>th</sup>, LPP/STEP headed to visit SUNY Adirondack and Skidmore College for campus tours.

Our monthly parent meeting was held at Lynch on May 21<sup>st</sup>. The parents were introduced to the new LPP webpage, informed about the summer program and upcoming events as well as they, the parents, shared information on how we can improve our program for next year.

On May 22<sup>nd</sup> our seniors took part in a Civic Duty workshop lead by Fabrizia Rodriguez, the district's parent liaison. Seniors were taught about voting rights, absentee ballots and their civic duty to get out and vote. Seniors who attended were then eligible to take part in our Senior Chinese Lunch day on May 31<sup>st</sup>; a long standing LPP tradition for seniors.

The entire LPP staff headed to SUNY Cobleskill on May 23<sup>rd</sup> for the Regional Professional Development Conference. All the staff from SUNY Cobleskill, SCCC, FMCC, SUNY Albany and SUNY Morrisville met in groups revolving around certain LPP components and discussed problem/pitfalls as well as solutions and best practices. The key note speaker was a Psychology professor from SUNY Cobleskill who spoke on the poverty mindset.

Continuing with the LPP Student of the Month award- for May- senior Kiana Prusky was recognized for her community service involvement in LPP.

Lastly the LPP director met with Youth Build out of the Seat Center in Schenectady to help our students who have dropped out of school in previous years achieve their GED and receive job training. 8 former LPP students were contacted about joining the program. The Director was also asked to give the keynote address at the Fulton County Youth Bureau- "Lead by Example" awards night on May 17<sup>th</sup>.

### **Science Technology Entry Program (STEP):**

After school classes for the middle and high school officially ended in May as did Saturday Academy. Saturday Academy visited MiSci, the science museum in Schenectady and were able to go to the planetarium there as well. The group also visited Kathie LaBarge's home for their annual visit and made candles for the centerpieces at our STEP banquet on June 11<sup>th</sup>. Two teams competed in the Envirothon on May 3<sup>rd</sup> and finished 2<sup>nd</sup> and 3<sup>rd</sup> behind Fonda Fultonville.

On May 17<sup>th</sup>, FMCC and STEP held their second annual Future Women of STEM conference on FM's campus. Over 150 middle school girls from 12 school districts around the HFM BOCES region. The girls

were guided by STEP girls at AHS to each of their 3 workshop choices conducted by CSTEP female students and FM female STEM faculty. The event concluded with a panel of 5 FM women of STEM students who shared their experience of being a woman of STEM and about their time at FM. It was well received by all and the panel did an excellent job. The event is quite the pipeline of connecting all ranges of Women of STEM.

STEP will conclude for the year with the STEP banquet on June 11<sup>th</sup>, a trip to the Wild Center on June 2<sup>nd</sup> and the Great Escape on June 21<sup>st</sup>.