



STRATEGIC PLANNING COUNCIL

Thursday, September 13, 2018

Ammerman Campus
William J. Lindsay Life Sciences Building, Room 114

MINUTES

In attendance:

Dr. Shaun McKay	Arlene Jackson	Dr. Jeffrey Pedersen
Dr. Christopher Adams	Dr. Alexander Kasiukov	Mary Reese
MaryLou Araneo	Dr. James Keane	Dr. Irene Rios
Kathleen Ayers-Lanzillotta	Myung-Chul Kim	Raymond Roses
Shady Azzam-Gomez	Theodore Koukounas	David Schneider
Paul Basileo	Thomas Law	Christina Vargas
Joanne Braxton	Wes Lundburg	Carol Wickliffe-Campbell
Lisa Calla	Dr. Patty Munsch-Eilbeck	Joshua Wolfson
Kaliah Greene	Isaac Oddoye	
Dr. Janet Haff	Matthew Okerblom	

Professor Theodore Koukounas began the meeting at 3:49pm by welcoming the membership, including new members Lisa Calla, Arlene Jackson, David Schneider, and Christina Vargas. A review of the minutes from the last meeting on April 5, 2018, was held and Professor Koukounas moved to approve them. A vote was taken and the minutes were accepted as written.

Professor Koukounas spoke about the 2020-2027 Strategic Plan and how this upcoming year will be an exceptionally important one for the SPC.

Dr. Jeffrey Pedersen reported that the MSCHE report frequently referred to the work that the SPC and AAC does and the reviewers have commended us on the work that we are doing in regards to planning. It has been reported that SUNY has referred several schools to contact SCCC with help in planning in regards to proving to Middle States that they are doing what they say they are doing.

Suffolk County Community College promotes intellectual discovery, physical development, social and ethical awareness, and economic opportunities for all through education that transforms lives, builds communities and improves society.

Central Administration
533 College Road
Selden, NY 11784-2899
(631) 451-4112

Ammerman Campus
533 College Road
Selden, NY 11784-2899
(631) 451-4110

Grant Campus
Crooked Hill Road
Brentwood, NY 11717-1092
(631) 851-6700

Eastern Campus
121 Speonk-Riverhead Road
Riverhead, NY 11901-3499
(631) 548-2500

Dr. Pedersen gave an update on Operational Planning:

- The final 2017-2018 Operational Planning Report will be sent out soon. We are waiting for reports from some of the cabinet members so as soon as they come in the report can be finalized.
- Of the 69 action plans that were submitted as part of the 2017-2018 Operational Plan, 48 have been reported on so far. Out of those 48, 39 have been completed (81.3%). Significant progress has been made on 7 (14.6%) which means they are near completion or should be completed soon. Only 2 action items were delayed due to an injury to the key person involved in 1 item and outside forces beyond our control that are significant to the other item.
- 100% of the Institutional Goals, Middle States Standards, Achieving the Dream Capacities, and Presidential Goals have been addressed by the 46 action plans.
- The 2018-2019 Operational Plan alignment guide has been given to the Cabinet Members to plan for next year. The layout and what should be in each column of the division's Operational Plan was discussed. Every action plan must touch at least one of the 6 institutional goals. If an action plan aligns with any of the 7 Achieving the Dream capacities or the 6 Presidential Goals, it should be noted as well. The Operational Plan should also include the measurable criteria for success as well as a timeline of when the activity should be completed. The plan is put together with all the information from the divisions and the report is done. An update is done in January and June with a final report done in August. The deadline for submission from the divisions is September 17th.

Executive Director Kaliah Greene gave an update on Strategic Planning:

- Thanked everyone for their guidance, input, suggestions and feedback so far during this process. The Board of Trustees approved the architecture we put forth during their May meeting.
- The campaign has been named – “Honoring Our Past – Forging Our Future”
- Several focus groups were held over the summer with students.
- Strategic engagement letters were sent to 12 high schools, 11 colleges/universities and 5 graduate employers seeking their feedback.
- Brainstorming sessions were held to come up goals and how we want to achieve them. Meetings have been held with Institutional Advancement, Student Affairs, Alumni Relations, Continuing Education, Career Services and ESL to discuss ways to get student feedback.
- Online surveys will be sent out October 1-15.
- A focus group facilitator's training session was held for those who volunteered to help. Updated consent forms and checklists have been put into packets for facilitators to make the process as smooth as possible. We must have consent forms completed before going forward with the focus group.
- The Strategic Plan officially kicked off at the start of the Fall 2018 semester. We have a new Strategic Planning microsite that will house information to keep everyone up to date as the process continues.
- We are working to find Strategic Plan Ambassadors on each campus.
- The Spring 2019 focus group schedule will be done and published by November 5th. Breaks were built into the Fall schedule to allow time for transcription.
- There have been a few focus groups scheduled for weekends. We are just waiting for times and locations.
- We are recording general demographic information on those participating in the focus groups

President Shaun McKay spoke about the Strategic Planning process:

- We honor our past by building upon our past successes.
- One college, many themes, one vision; there is no end to learning.
- The 2020-2027 Strategic Plan is the next iteration of who we are.

Professor Koukounas and Dr. Pedersen discussed the Strategic Planning subcommittee work:

- Looking for volunteers for the subcommittees. There will be more subcommittees as the process continues.
- Focus Group Subcommittee: Facilitators are conducting focus groups with stakeholders. If you want to do a focus group but are unsure about doing it alone, we can pair you up with someone who may have a little more experience. Contact Executive Director Greene.
- Analysis Subcommittee: Once all of the data is received from focus groups and surveys, statistical analysis takes place. The data are analyzed to identify what they are telling us, see if we can identify any trends. We are using a subcommittee so that a group of people are analyzing the data and coming up with recommendations, not just one person.
- Metrics Discovery Subcommittee: Years ago we identified key performance indicators for our measurable institutional objectives after the measurable institutional objectives were already established. It was much more difficult to come up with performance indicators that way. This time around, we would like to have key performance indicators of metrics ready for us as we develop the measurable institutional objectives and institutional goals. The people involved during that initial process will be helpful during this process.
- We are seeking ambassadors to see the Strategic Planning process through; to engage faculty, students, staff and to encourage people to participate.

Dr. Pedersen advised that the Strategic Planning Councils is looking for new members. Participation is good for new members of the College, to help them learn about how we operate, and participation is also good for promotion as it falls under Service to the College. Membership to the SPC is done by Presidential appointment so please have anyone interested contact him and he will reach out to the President for approval. We want to make sure there is representation from each of the campuses, from all the different programs and areas so we have a comprehensive body.

With no further business to discuss, the meeting was adjourned at 4:50pm.