



## STRATEGIC PLANNING COUNCIL

Thursday, November 1, 2018

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

### MINUTES

#### *In attendance:*

Dr. Christopher Adams  
Paul Basileo  
Lisa Calla  
Thomas Flesher  
Michael Forte  
Kaliah Greene

Arlene Jackson  
Dr. Alexander Kasiukov  
Dr. James Keane  
Theodore Koukounas  
Wes Lundburg  
Dr. Jeffrey Pedersen

Raymond Roses  
David Schneider  
Gail Vizzini  
Helen Wittmann  
Joshua Wolfson  
Catherine Wynne

Professor Theodore Koukounas began the meeting at 3:52pm by welcoming the membership. A review of the minutes from the last meeting on September 13, 2018, was held and Professor Koukounas moved to approve them. A vote was taken and the minutes were accepted as written.

Executive Director Kaliah Greene gave a Fall 2018 progress report on the 2020-2027 Strategic Plan:

- The process has been challenging.
- Sat down with Dr. Caroline Burns and Kathleen Italiano to do an informal SWOT analysis of the process so far.
  - Strengths: internally very efficient related to conducting focus groups
  - Weaknesses: lack of college-wide participation in focus groups due to awareness and scheduling conflicts
  - Opportunities: re-strategize to determine actions to be taken for Spring 2019 focus groups
  - Threats: more pressing internal and external initiatives or projects
- To date there have been 166 participants in focus groups. 15 involved student groups (7 at Ammerman, 2 at East, 6 at Grant), 3 involved AME staff (1 at each campus), and 3 involved the FA (1 at each campus).
- Still looking to do the Alumni and County Legislature.

*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.*

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- Regarding the high schools, Brentwood is the only district to accept to date and Commack has declined because 95% of their students attend 4-year institutions. It has been difficult to confirm counselors at the rest of the districts so we will reach out to the superintendents instead.
- The response to the online surveys has not been optimal. Continuing Education had 1 out of 134 students participate. The online Business Administration program had no responses at all. Out of 12 feeder institutions, only 3 responded. We have not been able to reach out to the ESL students mostly due to the language barrier but also because they don't want to use class time to do a focus group.
- Continue outreach with the Retiree's Association and the Guild.
- Reached out to the Department Chairs and Program Coordinators. 3 departments are scheduling focus groups and 5 have expressed interest.
- The Spring 2019 schedule will be finalized and published on the microsite by mid-November.
- Institutional Advancement has been contacted about the possibility of posting signage around the campuses to inform the community that the Strategic Planning process is underway.
- A social media campaign is being implemented.
- Looking to schedule more focus groups on the Eastern campus.
- Looking to schedule focus groups for evening and non-traditional students.
- Looking to do something during the Spring Professional Development Day.

Dr. Pedersen gave an update on the 2018-2019 Operational Plan:

- Out of 10 Cabinet divisions, 9 submitted their plans
- 63 targeted action items were developed
- Went over the action items addressing Institutional Goals, Middle States (MSCHE) Standards, Achieving the Dream (AtD) Capacities and the President's Goals
- The updated Operational Plan will be done in January

Professor Koukounas reminded the group:

- Looking for volunteers to participate in the subcommittees for the 2020-2027 Strategic Plan.
- Need to focus on our Measurable Institutional Objectives and Key Performance Indicators.

With no further business to discuss, the meeting was adjourned at 4:34pm.