



STRATEGIC PLANNING COUNCIL

Thursday, April 11, 2019

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

MINUTES

In attendance:

MaryLou Araneo
Paul Basileo
Dr. Caroline Burns
Lisa Calla
Thomas Flesher
Daphne Gordon
Kaliah Greene
Dr. Janet Haff

Arlene Jackson
Dr. Alexander Kasiukov
Dr. James Keane
Theodore Koukounas
Thomas Law
Dr. Patty Munsch-Eilbeck
Dr. Jeffrey Pedersen
Mary Reese

Dr. Irene Rios
Raymond Roses
David Schneider
Denny Teason
Christina Vargas
Gail Vizzini
Carol Wickliffe-Campbell
Amy Mueller-Seal *for*
John Lombardo

Professor Theodore Koukounas began the meeting at 3:55pm by welcoming the membership.

- This will be Gail Vizzini's last SPC meeting as she is retiring. The membership thanked her for her years of service to both the College and the SPC.
- Daphne Gordon was welcomed to her first meeting as a new member of the SPC.
- A review of the minutes from the November 1, 2018 meeting was held today and Professor Koukounas moved to approve them. A vote was taken and the minutes were accepted as written.
- A review of the minutes from the last meeting on February 28, 2019 was held today and Professor Koukounas moved to approve them. A vote was taken and the minutes were accepted as written.

Executive Director Kaliah Greene gave an update on the Strategic Planning process:

- The focus group process is scheduled to finish by the end of June. To date, 57 focus groups have been completed so we are well on our way of reaching our goal of 60.
- There are about 10 student clubs, FA, Exempt, and Cabinet members currently scheduled for focus groups. Working on Legislature and AME leadership.

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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Eastern Campus
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- Online surveys were sent out to different demographics:
 - Students 25+: received 88 responses out of 3700
 - K-12 Superintendents: received 2 responses out of 10
 - BUS advisory committees: received 1 response out of 20
 - Community partners: sent out 40 but did have 2 face-to-face focus groups
- Anticipate completion of analysis and report provided to Dr. Pedersen by mid-July 2019
- Report will be given to College leadership in August 2019
- Present findings at Professional Development Day in September 2019
- Committees will be formed in Fall 2019 to work on the mission, key performance indicators and measurable institutional objectives
- In Spring 2019 the validation process and a final draft of the Strategic Plan will be done.
- Final draft will be given to College leadership in April 2020, presented to the Board of Trustees for adoption in May 2020 and implemented in September 2020.
- Several themes have been identified so far from focus groups.

Dr. Jeffrey Pedersen gave a brief update on the Middle States Annual Institutional Update:

- Process was every 10 years with periodic review report, follow up reports, self-study and visit.
- Process is now an 8 year cycle with mid-point review not as extensive since MSCHE will be pulling and reviewing data from IPEDS annually.
- Looking for red flags such as an increase or decrease of 10% in enrollment because it changes the nature of the institution. Warnings will be sent out and several SUNY schools that have experienced more than 10% decrease already received a warning.
- Another red flag would be if graduation rates drop below 15%. We are regularly around 25% so that is not an issue for us.
- A red flag that we will always get has to do with finance because of GASB (Governmental Accounting Standards Board) reporting procedures. GASB calls for no unfunded liabilities but we will always have unfunded liabilities. An example is our faculty and staff accumulate accruals that will need to be paid out when they leave the College. It's not possible to have that amount of money in the bank but GASB says that should be funded. SUNY and the County Legislature would never allow that. We just need to explain it to MSCHE.
- We can choose how we report data to MSCHE. We use VFA because it is more in line with what community college expectations are. We also use the Student Opinion Survey.
- MSCHE finds our Report of Institutional Effectiveness a very worthwhile document. Gives us internal metrics to report on and shows that we conduct an annual review to see how we're doing.
- We are currently doing a Student Opinion Survey but won't have the results back in time for our Annual Institutional Update. We will be able to use that data in next year's update.

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

- Will have a May/June update to see where we are with our plans at that time.
- Will have an end of year summary in August.
- Operational Plan and updates are on the OPIE webpage.

Dr. Pedersen gave a brief overview on the Professional Development Day SWOT analysis:

- Approximately 400 people were there

- We are doing SWOT analyses, survey research and focus groups. Mixed methods are used so one can validate the other.
- Looking for big themes and overall goals to help identify our values.
- SPC subcommittees will look at institutional values and metrics to create goals and measurable institutional objectives. Our institutional values give us our mission and vision statements.
- Will have three small subcommittees;
 - one will analyze the data to come up with what we see as being values, outlining all this for the group, and coming up with potential goals;
 - one will work on identifying metrics; and
 - one will pull it all together to create measurable institutional objects, create a mission statement and create a vision statement
- Results of PDD SWOT analysis were discussed. Four or more similar comments made it into the report that is on the OPIE webpage:
 - Strengths – 646 comments, 53 fell into more than one category
 - Weaknesses – 636 comments, 13 fell into more than one category
 - Threats – 677 comments, 32 fell into more than one category
 - Opportunities – 468 comments, 52 fell into more than one category

Professor Koukounas and Dr. Pedersen discussed the next steps for the Strategic Plan:

- Want a diverse population from the SPC on the subcommittees
- Email will be sent asking for volunteers for the three subcommittees
- The work involved with the subcommittees can mostly be done remotely
- Subcommittee members will have access to the raw data to formulate values
- Important to look at metrics from VFA, AtD and IPEDS and compare them to values to create measurable institutional objectives

With no further business to discuss, the meeting was adjourned at 4:58pm.