



STRATEGIC PLANNING COUNCIL

Thursday, January 28, 2016

Distance Education Classrooms:
Ammerman Campus, Huntington Library Room 16
Eastern Campus, MLRC Room 203
Grant Campus, Caumsett Hall Room 202

MINUTES

In attendance at Ammerman:

Dr. Christopher Adams	Myung-Chul Kim	Dr. Jeffrey Pedersen
Mary Lou Araneo	Theodore Koukounas	Gary Ris
Paul Basileo	Dr. Shaun McKay	Raymond Roses
Joanne Braxton	Dr. Patty Munsch-Eilbeck	Gail Vizzini
Dr. Caroline Burns	Matthew Okerblom	Carol Wickliffe-Campbell

In attendance at East:

Laurey Buckley
Dr. Dorothy Laffin
Richard Mack
Dr. Helen Wittmann

In attendance at Grant:

Dr. Marc Fellenz
Dr. Janet Haff
Ben Laudicina
John Lombardo

Professor Theodore Koukounas began the meeting at 3:50pm:

- Welcomed the membership.
- Moved to approve the minutes from the last meeting on November 5, 2015. A vote was taken and the minutes were approved as written.

Dr. Jeffrey Pedersen gave an update on SUNY Excels, the Middle States Self-Study and Strategic Planning:

- With regard to SUNY Excels, our report was sent to Albany and they asked for more information in the area of Inquiry. In roughly a week's time the Office of Grants Development answered the questions in that area. SUNY has accepted our report, which now allows us to send up our budget for approval and allows us to apply for monies available through SUNY.

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
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(631) 451-4112

Ammerman Campus
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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
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- Discussed the SPC's role in the Middle States Self-Study. The SPC is central to the CAPIE, which guides us in all areas of assessment, evaluation, planning and budgeting, and will be intimately involved in the Middle States Self-Study. There are seven standards and each has a sub-committee with co-chairs. Letters should be going out soon advising committee members that they have been appointed to those committees by Dr. McKay. We need to have a design document that has to be sent for review to our Middle States liaison, Dr. Debra Klinman, a few weeks before her visit to us on April 19th. The design document will outline how we are going to approach the self-study and the components it will have. The document road map is one of the major components where we provide all of the documents showing we are compliant with the standards.
- Spoke about one of the two standards which are important to the SPC: Standard 1 – Mission and Goals. Strategic planning is about how we achieve the goals that fulfill our mission. The key performance indicators are the metrics we will use to see how close we are to achieving those goals. Our mission and goals are developed by the College community and then go before the Board of Trustees for their approval. In 2011-2012 we reviewed the mission statement and found that it was still working for us so we developed five goals (the Board added the sixth goal in Diversity) and the 2013-2020 Strategic Plan. In 2018-2019 the SPC will need to develop a new strategic plan. Met with Professors Ted Koukounas & Bernadette Garcia, co-chairs of the Standard I committee, to discuss what Middle States wants in terms of Standard I, which is to make sure our mission and goals are routinely evaluated. Goals are regularly evaluated but the mission statement is reviewed every 10 years. It was decided that now is not the best time to pull apart our mission statement because it is only a couple of years old, has been approved by the Board of Trustees and is the cornerstone of our current strategic plan that goes until 2020. The college community will be polled to see if it still tells our story, still defines us and ask if anything is missing or has emerged in the last few years that is not addressed in the mission or goals or objectives. If there is, we can do an Institutional Value Statement until the new mission statement and goals are reviewed for our next strategic plan.
- Spoke about the other standard that is important to the SPC: Standard 6 – Planning, Resources and Institutional Improvement. Dr. Helen Wittmann and Assistant Dean Matthew Okerblom co-chair this subcommittee with VP Gail Vizzini as their Cabinet Representative. Dr. Wittmann advised that VP Vizzini met with them and answered many questions and helped them understand the financial documents. With Presidential approval they will be attending some of the budget presentations.

Dr. Pedersen gave a brief follow-up on Operational Planning:

- The latest templates for departments and divisions to report the status on achieving their goals were sent out and should be coming back in the next few weeks. They will be put together in a mid-year report and submitted to the President for review, hopefully by the middle of February.

Dr. Pedersen spoke about the 2014-2015 Institutional Effectiveness Report:

- At the end of the calendar year, the report is prepared by looking back at the previous year to see how we have done in achieving our goals. The gauge-style graphics in the report show where we are in achieving the various goals and measurable institutional objectives – green means we have met or exceeded the target, yellow means we are approaching the target and red means we have a long way to go. The report is released in January and is available in Flipbook and PDF versions on the OPIE webpage.
- 2014-2015 is the second institutional report we have produced. These documents, along with the operational planning documents, will be key in our self-study as proof that we do in fact review what we do and look at our goals and how it all ties back to our goals and mission.

Dr. Pedersen asked VP Gail Vizzini to explain the 2016-2017 budget timeline:

- We are in the process of developing the 2016-2017 budget. After looking at where we expect expenditures and revenue to be, an analysis is done to get an idea of what the budget gap may be. A letter is then sent to all the department heads telling them no growth for the third year in a row. With enrollment leveling off and contractual increases in salary and benefits, we are projecting a \$4 million shortfall in revenue for the current year. These are contributing factors to the zero growth budget and projected increase in appropriations.
- The departments will make their budget presentations by the end of next week and with that information, President McKay and the Board of Trustees will determine what the next year's operating budget expenditures and sources of revenue will be. The sources of revenue to the operating budget are tuition, State aid, and County aid. We won't know if there is any increase in state aid, which is predicated on FTE enrollment, until the State's budget is adopted. The County is facing fiscal challenges so there is some question about their contribution staying flat or increasing. The Board of Trustees have recently relied on taking from our reserve fund so as to not increase tuition.
- In April the Board of Trustees will adopt a request to send to the County and the County will come out with a recommended budget for us by Memorial Day. We will then have our hearings before the Legislature's Education Committee and we should know by mid-June what our 2016-2017 operating budget will be.
- Professor Koukounas mentioned that department heads are building courses for the fall 2016 semester and asked if they should start scaling back course offerings now in anticipation of a budget decrease. VP Vizzini said that the decision is premature.
- VP Christopher Adams advised that department heads should be analyzing consistently low enrolled sections for future semesters. He mentioned that Student Affairs is in the process of developing a 2016-2021 Strategic Enrollment Plan and looking at several different cohorts outside of the normal high school graduates. Suffolk County Corrections has reached out to possibly work together to provide classes to incarcerated individuals at both the Yaphank and Riverhead facilities. Also working with the Student Engagement Committee on a Student Engagement Plan for retention and persistence.
- President Shaun McKay advised that we need to look at the type of sequencing we are offering. Online and part-time student enrollment is increasing and the age range of enrolled students 25-35 is up. The majority of our students are undeclared or in transfer programs and leaving without a degree so we need to look at our programs to see why. The high school drop-out rate is up and because we are an open access institution those students come to us for a GED. Our engagement with the students starts even before they come to us so we need to address that. The retention, persistence and graduation rates have continued to be better at SCCC and we graduated 4,603 students this past year. This means we need to enroll 4,603 students plus however many are projected in our budget for revenue.
- Dr. Wittmann asked if SUNY Excels will have any influence on how we receive money from the FTEs. Dr. Pedersen advised that SUNY hasn't addressed that yet but since SUNY Excels is a performance management system they are trying to put in place he believes they are trying to set it up to gather data for when they ask the State for funding.

Professor Koukounas discussed the key performance indicators subcommittee work:

- Looking to come up with three key performance indicators for each of our six goals that best tell our story. The process is moving well. He has been in communication with all of the co-chairs of the subcommittees: Dr. Marc Fellenz – IG 1 Student Success, Dr. Paul Beaudin – IG 2 Community Development, Nina Leonhardt – IG 3 Access and Affordability, Dr. Wittmann

– IG 4 Institutional Effectiveness, Dr. Janet Haff – IG 5 Communication, and Dr. James Keane – IG 6 Diversity.

- A more aggressive timeline has been established so we can have all of the recommendations before our next meeting on March 10th. That meeting will be a face-to-face meeting so we can break up into working groups to review those recommendations at that time. Hope to have this project completed before the end of the semester.
- Distributed an excel file via email detailing the measurable institutional objectives and key performance indicators we are currently using and providing links to sites that may be helpful with review and recommendations. Looking for the members to review the current indicators for the institutional goal and measurable institutional objective and make recommendations for possible changes. Should we add, remove or modify current measurable institutional objectives?
- Dr. Pedersen spoke about why the key performance indicators are so important. The people creating the operation plans each year will be looking for what actions we can take that will help us improve in each of the institutional goals. What measures can we use to see whether we are being successful or not? It is important to use data effectively for improvement and will be very helpful when we do our accreditation stuff.

Dr. Pedersen spoke about the purchase of ActionPoint and PlanningPoint software from Nuventive. Nuventive is the same company that does TracDat, the software we use for assessment. This new software will assist us in accreditation and planning work. Because they are all compatible with one another, information readily goes from one to the other. This software will make the accreditation process easier by having all necessary documentation readily available with the push of a button. There are various levels of access within the software and training will be provided for people who will be using it.

Dr. Pedersen asked if there were any questions, comments or concerns. There being none, the meeting was adjourned at 4:37pm.