



**Strategic Planning Subcommittee (SPS)  
Meeting Agenda for November 22, 2024  
10:00 a.m. – 11:15 a.m.  
Zoom  
Meeting ID: 848 2343 7794  
Passcode: 644285**

**Zoom:** <https://jjay-cuny.zoom.us/j/84823437794?pwd=gjQBbiz0lWl2QbVxovdXDISLilCw7P.1>

**1. Approval of Minutes**

October 24, 2024

**2. Environmental Scan**

**3. Updates**

**i. Focus Groups**

**ii. Documents**

**iii. Calendar**

**iv. Communication Plan**

**4. Strategic Planning Feedback/Recommendations**

**Strategic Planning Subcommittee**  
**Minutes**  
**November 22, 2024**  
**10:00-11:15 am**

**Present:** Christopher Shults (*Designated Chair*), Dyanna Pooley, Yarik Munoz, Stephen Russell, Karen Kaplowitz, Ned Benton, Allison Pease, Susan Pickman, Michael Brownstein, In-Deria Barrows, Jennifer Lorenzo, Evan Mandery, Mark Flower

**Guests:** David Quinteros, Zephan Patterson, Elaine Thompson, Lorena Laverde, Alena Ryjov, Justin Barden, Angela Crossman, Joshwa Surujbhan, Erica Mariano, Bryce Tolbert, Wynne Ferdinand, Dominique Mendez, Kimberly Martes

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1. **Approval of Minutes from October 24, 2024.** The minutes were approved as proposed.

2. **Environmental Scan.** Christopher S. shared some different approaches that can be used to perform an environmental scan. We will be using the STEEP model (socio-demographic, technology, economic, environmental and political).

Ned B. suggested that CUNY Central policies and decisions be included in the economic domain as resource allocations by CUNY and NY State directly affect us. We have economic drivers that we need to be aware of, as well as financial aid.

Wynne F. suggested a resource for the environmental section <https://ccwt.wisc.edu/>.

Strategic planning timeline.

- Early to mid-March 2025 – Draft for SPS to review
- Late May 2025 – Completed draft
- September 2025 - Document for College Counsel to approve.

The finished plan will contain an executive summary with main points that are approximately one page each, as well as an introduction, description of summary findings from the environmental scan, a section on what we learned over the last 5 years, a review of the documents used, results from the focus groups, and a concluding section with major points from each of the sections. Review of mission and values and creation of vision will have sections also. The sections will lead to a set of 4 – 6 goals with specific objectives for next five years that focus on students' journey.

The draft plan will be shared with committees for feedback and two open forums will be held. Christopher S. is working with Kira P. to determine the best place to put all the strategic planning documents.

3. **Updates.**

**Focus Groups.** Training of facilitator is ongoing and some focus groups have already taken place.

**Documents.** Documents have been shortened, extracted, highlighted and placed into folders. A fillable form has been created to provide details from reviews.

**Calendar.** Christopher S. has a preliminary calendar and is working on a final one to share with the committee in the next couple of weeks.

Communication Plan. Christopher S. is working with Kira P. to develop a plan.

4. **Strategic Planning Feedback/Recommendations.**

Wynne F. suggested that important dates/activities be added to the governance calendar and academic calendar(s). She also suggested that we include a bibliography of resources used for the environmental scan.