



**Executive Council Meeting
February 22, 2018
10:30-12:30 pm in E-518
Minutes**

Present: Gail Mellow, Paul Arcario, Shahir Erfan, Jane Schulman, Nireata Seals, Henry Saltiel, Janet Corcoran, Charles Elias and Jessica Mendoza

Guest: Meredith Nissenbaum, HR&A consultant

Absent: Robert Jaffe

Starting time 10:30 am

1. Review latest Framework revisions and Summary

There were some small changes made to the “who’s involved” document, such as having consistent terminology and having a level of granularity to the process maps. President Mellow stated that this is a moving process.

2. Planning Team Update

Team is excited. The timeline for the team needs to be changed. They will not be able to finish work by March 8th. March 22nd will be the new deadline for presentation of Gaps and Opportunities. The leadership team will convene on Friday, March 23rd for an all-day meeting.

3. Other Issues Related to Operationalizing the Framework

It has been decided that the Planning Team will also be the Implementation Team. Michael Lipkin, Director of Institutional Research will added to the Planning Team. Meredith Nissenbaum from HR&A will attend every planning meeting and will communicate via email to the Executive Council. Janet Corcoran will then communicate the information to Bart Grachan. At the April Executive Council meeting the next cross divisional will be discussed.

4. Divisional Reports

GM/PO-Nireata Seals has accepted to be the Vice President of Student Affairs

HS/IT-Everything is going well. CUNY First is down for a couple of days but C2C and Degreeworks are still running.

JS/ACE-Goldman Sachs has an alumni summit on February 13th in Washington, DC. Over 3000 plus alumni showed up and there was an enormous amount of information given. President Mellow interviewed Lloyd Blankfein.

CE/IA-Marketing and Communication working on plan to increase enrollment with ACE. Also working with Student Affairs to increase enrollment. Internship program is growing. June graduation space has been confirmed at Barclay's. Students going to Albany on February 27th for lobbying day.

SE/Adm-Will be starting Library phase 2 soon. Working on plan on moving people out of the B-building in the C-building. March 23rd is the last date for purchasing and requisitions.

NS/SA-Thanks to Vice Presidents Henry Saltiel and Shahir Erfan for the work that has been done since CUNYFirst has been down for two days. Working on Code of Conduct booklet with Academic Chairs. Will be implementing a Tracking system regarding students issues and concerns. Issues and concerns will be tracked and individuals will know if issue has been resolved and the loop has been closed.

JC/PO-None

PA/AA- Bruce Hoffacker is retiring on Friday, February 23rd. Jessica Saca will take over his role in Academic Affairs. Student's complaints will be sent to ombudsman.