



**Executive Council Meeting**  
**Thursday, May 12, 2016**  
**2:00 p.m. - 4:00 p.m. in E-500**

## **Minutes**

**Present:** Gail O. Mellow, Paul Arcario, Janet Corcoran, Michael Baston, Shahir Erfan, Susan Lyddon, Shannon Bryant, Robert Jaffe, Henry Saltiel, Jessica Mendoza

**Absent:** Jane Schulman

**Guest:** Bret Eynon, Niesha Ziehmke, Brad Orcutt, William Lindner, Michael Napolitano, Vanessa Gonzalez, Belal Mobarak, Eric Jones, Rosalia Barnett

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Starting time 2:06 p.m.

### **1. Report on Connect to Completion**

A presentation was given on the Connect to Completion network program that is currently being tested by some Business and Technology faculty. The Connect to Completion program is a network program that lets faculty and students connect online via the MyLaGuardia portal. Students can see notes from their faculty members, initiate messages either to the faculty member teaching one of their courses or to their advisement team or can initiate a real time chat session with either a specific faculty member teaching one of their courses or to their advisement team. Faculty members can select a student from their roster to send a message to, can receive messages from students and advisors, and can let students know that they are available for a chat session.

### **2. Key Issues/ Events for the Remainder of the Academic Year**

**AA/P. Arcario** – Will need to figure out how to combine Advising Teams, C2C and Road to Success

**SA/M. Baston** – Assistant Dean T. Porter Brannon will leaving LaGuardia to pursue a new position as Vice President of Student Services at Metropolitan College in North Carolina.

**ADM/S. Erfan** – The library project is close to the end. The library will be offline for 2-3 weeks in June. The façade project, 75% of the demolition has been done. The panels will be arriving in July. Cooling tower in E-building will be replaced in October. Human Resources will be implementing the hiring process, they have a July 1<sup>st</sup> deadline.

**IA/S. Lyddon**-Institutional Advancement has been working closely with Information Technology on the MyLaGuardia student portal. Working to make website more public friendly, also fixing the Adult and Continuing Education webpage.

**ACE/S. Bryant** – Working with Institutional Advancement on the ACE website, making their catalogue system more efficient. Trying to gather data on marketing to see if they are putting their marketing money in the right place to target the right audience. New SBS funded projects. ACE and Academic Affairs are working on a lot of collaborations one of them being a student design competition with industrial design students, NYDesigns and New York City Department of Design and Construction. Next month, Program for Deaf Adults having its 40<sup>th</sup> anniversary.

**PO/R. Jaffe** –Melinda Katz will be our commencement speaker.

**IT/H. Saltiel** – Developed a grade change automation system for the registrar’s office and so far is rolled out in Health Sciences and the rest of departments will be done by June. SEMS 2.0 implementation has been written and is being rolled out every Monday doing different departments. Every time a student goes to an event they are checked into SEMS. Identified a space to move nexus of communication will be moved from basement to 1<sup>st</sup> floor. Have 17 job searches to do.

**PO/G. Mellow** – Will be having an Executive Council retreat in the next 5-6 weeks, in which she will bring in a facilitator to focus on student success issues.

Meeting adjourned at 4:02 pm.