



**Executive Council Meeting**  
**August 29, 2018**  
**1:00-3:00 pm in E-518**  
**Minutes**

**Present:** Gail Mellow, Paul Arcario, Janet Corcoran, Shahir Erfan, Susan Lyddon (via phone), Robert Jaffe, Henry Saitiel, Jane Schulman, Nireata Seals, Mark Healy and Jessica Mendoza

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Starting time 1:05 pm

**1. Operational Effectiveness: Discussion regarding Operational Effectiveness Framework Playbook**

President Mellow stated that she feels that a lot has been done and learned from the 30 credit project but feels that we are slipping back to a place where the Executive Council is not the client anymore. Need to be clear about deadlines and check-ins with the Executive Council. Keeping a transparent process so that the Executive Council can see what is going on, such as what KPI's are being proposed, what is the teams current thinking. President Mellow feels some of these things have dwindled away. Feels as if we are going back to a place where enrollment issues become the responsibility of N.Seals and P.Arcario and communications issues become S. Lyddon's responsibilities. President Mellow asked the Executive Council if they are feeling the same way? .P. Arcario stated that the planning team is doing a great job and are on point. P. Arcario thinks that the corrections needed to be made within the Executive Council, because we are trying to operate differently. Feels that Executive Council is in a transition moment that hasn't been fully mapped out. Team develops the plan but decisions about the resources needed for implementation will be decided by the Executive Council. P. Arcario asked the question on whose role is it to manage certain aspects in regards to check in dates and timelines. Wants to know who is in charge in this transition phase? Everyone's role is not really clear. Minutes from the weekly check in meetings haven't been uploaded to the sharepoint site. P.Arcario recommends that updates on what has been discussed at the weekly check-in meetings be given at the biweekly Executive Council meetings. President Mellow mentioned that she has asked J. Corcoran to put together all the documents and learnings to date into an operational effectiveness playbook, which will be shared with the Executive Council in draft format. This document will systematize and gather all the information they know to date. It needs to be usable and simple as can be. President Mellow asked for feedback from the Executive Council in regards to the playbook. P. Arcario states that usability has to be paramount. P. Arcario also suggests that when the draft is created that it be given to M. Healy so that he can give his feedback, as a fresh prospective. President Mellow stated that J. Corcoran will be in charge of drafting this document.

**Action item:** Bart Grachan or responsible person will receive Executive Council minutes regarding discussion on Operation Effectiveness. B. Grachan will be presenting the action plan to the Executive Council on September 12th. President Mellow should

receive an advance copy of the finalized plan before the September 12th Executive Council meeting. B. Grachan will be attending every Executive Council meeting when operational effectiveness will be on the agenda.

## **2. Enrollment Update**

N. Seals handed out the CUNY community college enrollment snapshot chart. The charts compares the headcounts for all CUNY community colleges. Currently for fall 2018, LaGuardia is at 13,713 compared to last year's numbers of 14,551. She mentioned that we are still trying to reach 921 students to register for fall session I. There is a significant difference between this year's FTE compared to last year's. Last year around this date we were at 96 percent of our target, compared to this year we are at 84 percent. Team has been coming in on Saturdays to help in registering students, but hasn't seen a significant amount. Have also been registering students virtually.

## **3. Divisional Reports**

GM/PO- Thank you to Jane Schulman for all her hard work. Jane will be back in a different role with LaGuardia.

HS/IT-Email went out regarding the OneDrive Microsoft service that is being provided to all active CUNY faculty and staff members. Henry will be sending out a memo to the college community on how to use it and how to stay secure while using it.

JS/ACE- Thinks Mark Healy he will be an amazing Vice President for ACE, he already attended two ACE graduation ceremonies.

MH/ACE-Thank you to Jane Schulman for all the guidance that she has given him these couple of days he has been at the college. Meeting lots of new folks.

SL/IA- None

RJ/PO- The end of year report was sent to the Interim Chancellor. Would like to thank P. Arcario, B. Eynon and J. Molock.

SE/Adm- Goldman Sachs construction project almost close to completion. C-building façade, already on 3<sup>rd</sup> side of the building, it has reached up to the 7<sup>th</sup> floor. Thursday, August 30<sup>th</sup> there will be a recognition luncheon for maintenance and security staff.

NS/SA-Looking at process and the way in which process works and Student Affairs and also how it relates to other areas. P. Arcario is looking at course cancellations, Burhan and his team will review the course cancellation list prior to and try to move those students to places they can be prior to canceling them, so students won't feel the hardship of the course cancellations. Also making sure any student who wants to withdraw from all their class has to meet with an advisor to be counseled out.

JC/PO-None

PA/AA- With everything happening this fall and looking at the 30 credit project, maybe a need to run classes differently than normal class size. Told the academic chairs that the cut off for discussions for 15 will now be 12.