



**Executive Council Meeting  
Wednesday, April 29, 2015  
10:00 a.m. - 12:00 p.m. in E-518**

**Minutes**

**Present:** Gail O. Mellow, Paul Arcario, Michael Baston, Shahir Erfan, Robert Jaffe, Susan Lyddon, Henry Saltiel, Jane Schulman, Rosemary Talmadge and Jessica Mendoza

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**1. Follow-up on Middle States Periodic Report**

No item was reported.

**Action:** The topic will be discussed at a future Executive Council meeting.

**2. Leadership and Succession Planning**

The Executive Council discussed and reviewed the issue of succession planning for LaGuardia's leadership team to ensure the continued success of LaGuardia's programs. Discussed the need to identify learning opportunities to encourage leadership development for current faculty/staff. Noted that an important issue for the new Director of Human Resources (currently in a search) will be to develop a thorough plan for leadership development and succession planning.

**3. ACE Stats**

J. Schulman discussed the Executive summary report of the Adult and Continuing Education program activities and outcomes for the 3<sup>rd</sup> quarter/winter semester of fiscal year 2015.

**4. Divisional Reports**

**IT/H. Saltiel-** The everyone email group feature cannot be carried over to the new email system MS Exchange. People will no longer be receiving everyone emails in their regular inbox, instead everyone emails will go to a public folder that will be located in their inbox. The Executive Council all agreed that anything that pertains to Health and Safety issues should go immediately to everyone's regular inbox instead of the public folder. Vice President Saltiel mentioned that he will speak to anyone who tries to override this feature.

**Action: VP Erfan and VP Saltiel will discuss and decide who will be the point person to send out an emergency everyone email.**

**PO/R. Jaffe-**No report

**ACE/J. Schulman-**The search for the grants director was unsuccessful.

**IA/S. Lyddon -**No report

**ADM/S. Erfan-**E-500 and E-501 will be closed the last three weeks in June to upgrade the multimedia. A reminder that the Mainstage theatre will be closed for renovations starting July 1<sup>st</sup> till November 30<sup>th</sup>, 2015. The chiller project in the M-building is close to completion.

**Action: President Mellow asked for a tour once it is done.**

**SA/M. Baston** -An announcement has been made to the college community about the appointment of Dr. Kevin Jordan as the Assistant Dean of Student Development and Campus Life. The Veterans Coordinator is scheduled to start on May 11, 2015. Student Affairs is working with the Wellness Center and Student Life in regards to the Nepal earthquake relief efforts. The Black Lives Matter Summit is to be held here at LaGuardia on Friday, May 8<sup>th</sup>.

**AA/P. Arcario-**Suggested that President Mellow communicate to Academic chairs, Senate, senior leaders and the Student Government Association that given the long-range nature of last year's Strategic Plan and that the University is considering a revised process in the future, the College will submit, with minor changes, the Strategic Plan from last year to the University. The Strategic Plan will be posted on the college website when completed in late June.

Meeting adjourned at 11:37 am.