



**Executive Council Meeting
June 14, 2018
1:00-3:00 pm in E-518
Minutes**

Present: Gail Mellow, Paul Arcario, Janet Corcoran, Shahir Erfan, Susan Lyddon, Robert Jaffe, Henry Saltiel, Jane Schulman, Nireata Seals, and Jessica Mendoza

Guest: Eric Hofmann, Oswald Fraser and Bart Grachan

Starting time 1:03 pm

1. Professional Development Senior Leaders

President Mellow wants to hold Professional Development trainings for senior leaders to understand and build the skilled competencies needed. This will include training in data analysis and project management and leadership. Oswald Fraser will seek out the individuals who would be able to handle these workshops.

Action: These trainings will be held over a span of 8 months. Oswald Fraser will then come back with his findings.

2. Senior Leadership Retreat Agenda

President Mellow presented a draft agenda of the Senior Leadership retreat. The Executive Council reviewed and approved the agenda.

3. Prototype Check In Team Update

Bart Grachan spoke about how the planning team is doing. He mentioned that things are going well, the team is excited about the progress. Bart Grachan mentioned that he and his team have no concerns at this moment. The Executive Council reviewed the new planning template and agreed that it is extremely thought out and suggested small changes.

Action: President Mellow will receive the full minutes of the weekly check-in minutes and the Executive Council will receive a summary of the minutes.

4. Enrollment Update

Enrollment target for spring is at 95% overall. Karen Williams is handling the “Spring Splash” initiative. Working on tracking conversion and retention. Working on doing student advisement remotely.

5. Divisional Reports

GM/PO-N/A

HS/IT-Shifting things around to do work on internal issues.

JS/ACE- Karen Dubinsky introduced ACE to Priscilla Alexandra who arranged for ACE to meet with a travel agency. Workforce development will have this meeting to discuss training for travel agents. Harvard Business School doing a case study on 10K small business.

SL/IA- N/A

RJ/PO-City Council budget passed and 3.1 million has been allocated for capital projects.

SE/Adm-Received initial allocation from CUNY. The C-building entrance has opened and look fantastic.

NS/SA-Student Affairs division going through a slight change. Dr. Karen Williams has been promoted to Associate Dean of Access and Achievement. Burhan Siddiqui will now be reporting to her. Working on putting together an operational priority list. A \$1.499 million grant has been given to support student parents, The US department of Education is the funder.

JC/PO-N/A

PA/AA- Has been asked to do a survey on climate issues. GOM recommended to review the extensive study done by CUNY on campus climate. Departmental budgets have been given to Academic Chairs.