



**Executive Council Meeting  
Wednesday, July 24, 2019  
1:00 a.m. - 3:00 p.m. in E-518**

## **Minutes**

**Present:** Gail O. Mellow, Paul Arcario, Mark Healy, Oswald Fraser, Nireata Seals, Henry Saltiel, Janet Corcoran, Robert Jaffe and Jessica Mendoza

**Absent:** Shahir Erfan

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Starting time 1:15 p.m.

### **1. Enrollment Update**

Vice President Seals gave an update on enrollment. She mentioned that our overall percentage number is still good and had Jeff Weintraub run also the financial report to see where we are in finances and enrollment and it shows that students are taking more FTE's than headcount. After August 1<sup>st</sup>, will know where we stand in regards to our enrollment numbers. FTE's are up by 8% compared to last year. She mentioned that the weekly meetings have been helpful, it makes sure that everyone is on the same page. 3000 eligible Tier 3 students have been registered, 1600 by advisors and 1400 by students themselves and only 250 students were dropped because of no action. President Mellow stated that the students have registered but haven't paid and suggested that a follow up communication grid plan be created that includes the Bursar and Financial aid departments. The grid should include dates and assigned person who is sending the communication reminding students to pay by certain date. Nireata mentioned that she had a follow-up meeting with Mark Healy, Janet Corcoran, Gina Taraskewich, Kim Kendall, John Hunt, Shannon Lund and Bart Grachan to discuss collaborations and from this meeting they created a task list that includes a timeline and accountable person. They documents they are working on are being uploaded to SharePoint so that it can be accessible to anyone who needs it. Nireata also mentioned that Shaundia Comrie will be conducting financial aid workshops to Adult and Continuing staff members. Nireata gave out a hand out regarding summer recruitment highest impact areas, targets and goals for Fall enrollment. She mentioned that the Weekend College has not been gaining much interest. Direct admit reached out to 6000 people and still need 1321 to reach their enrollment goal. The First Year Initiative are only 162 FTE short of reaching their goal. Nireata mentioned that an area they are exploring is the Summer Youth Program, Shannon Lund met with students from the program and 179 of them are High School graduates this upcoming year, Shannon collected their information and will keep in contact with the students and their parents.

### **2. ACE Reorganization**

Vice President Healy gave out a handout of the Adult and Continuing Education organizational chart. Mark stated that ACE has three new Deans, they are Assaunta Howard, Kim Kendall, and John Hunt. Assaunta will oversee 10K small businesses and entrepreneur services, Kim will oversee Workforce Development and business services and John Hunt will oversee all Pre-College academic programs. Seema Shah has also joined ACE and will be the Strategic

Innovation and engagement director. Mark mentioned that he will be having an extended leadership meeting on July 31<sup>st</sup> and stated that Executive Council is welcome to join.  
**Action item**: Mark Healy will be sending the Executive Council the report card that he gets from his leadership team

### **3. Divisional Reports**

PO/G. Mellow-Have a meeting with Chancellor on next week

IT/H. Saltiel – None

PO/R. Jaffe –None.

ACE/M. Healy –Going through SIS system, learning a lot from it.

ADMIN/O. Fraser – The PR Assist system will be rolling out on August 8<sup>th</sup>. Training will be starting soon. Managers must designate an individual who will in charge of submitting info into the system.

IA/J. Corcoran –Have a confirmed date for President Mellow’s Education Symposium. Will be held on October 24. Mark Healy will be hosting his golf outing on October 7<sup>th</sup>.

SA/N. Seals –None

AA/P. Arcario–. None

Meeting adjourned at 12:20 p.m.