



**Executive Council Meeting  
Wednesday, January 6, 2016  
3:00 p.m. - 5:00 p.m. in E-518**

## **Minutes**

**Present:** Gail O. Mellow, Paul Arcario, Michael Baston, Susan Lyddon, Jane Schulman, Robert Jaffe, Henry Salties, Yasmin Nunez

**Guests:** Oswald Fraser and Christopher Carozza

**Excused:** Shahir Erfan

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Starting time 3:05 p.m.

**1. Streamlining of Tax Levy Hiring Processes (Oswald Fraser, Executive Director of Human Resources and Christopher Carozza, Chief Diversity Officer)**

President Mellow briefly explained how the Executive Director of Human Resources and the Chief Diversity Officer have been working together on how to improve and expedite the hiring process when conducting searches. Oswald Fraser and Christopher Carozza presented a draft proposal of who can approve position authorization forms and also gave a handout listing the goals and recommendations for expediting position search processes.

**Action:** Oswald Fraser to provide two clarity on the recruitment process, one focused on faculty and the other on staff for the Executive Council to review.

**2. Leadership Retreat Planning**

The Leadership Retreat is confirmed for February 10<sup>th</sup> and will be held at the Queens Botanical Garden. We will use the retreat to focus on gaining greater coherence with our student success approaches.

**3. Achieving The Dream Site Visit**

Executive Council members recommends that we focus on gaining input on our success model, review data and allow the ATD coaches to provide feedback.

**4. Funding for Peer Advisors**

Executive Council discussed all the funds that have been received by donors to find out where the funds for the peer advisors have been allocated.

**Action:** Set up an internal meeting next week with President Mellow, Paul Arcario, Shahir Erfan, Michael Baston, Susan Lyddon, Robert Jaffe, Howard Wach, T. Porter Brannon and Bret Eynon to find out where the money for the peer advisors has been allocated.

## **5. Divisional Reports**

**IT/H. Saltiel** – e-mail system upgrades have been completed.

**PO/R. Jaffe** – No report

**ACE/J. Schulman** – the Associate Dean of Pre-College Programs search is still in process.

**IA/S. Lyddon** – No report

**SA/M. Baston** – Enrollment target numbers

**AA/P. Arcario** – presented a MAT096, 117 & 119 progress report and will work again with Nathan Dickmeyer and Jenny Zhu for updated numbers.

Meeting adjourned at 5:07 p.m.