



Executive Council Meeting
Tuesday, January 15, 2019
10:00 a.m. - 12:00 p.m. in E-518

Minutes

Present: Gail O. Mellow, Paul Arcario, Mark Healy, Shahir Erfan, Nireata Seals, Henry Saltiel, Janet Corcoran, Robert Jaffe and Yasmin Nunez

Guest: Francesca Fiore

Starting time 10:05 a.m.

1. Update on Recruitment Project

- Francesca Fiore, Associate Dean, Workforce Development & Business Services was invited to the Executive Council meeting to give an update on the Operational Effectiveness – Recruitment Project. Dean Fiore presented a document (attached) where it outlines the process, timeline, activities and status of the project. The Planning and Red Team had their first Kick-off meeting on December 17, 2018 to discuss the Operational Effectiveness framework and time management. Their second Kick-off meeting was held on January 7, 2019. Both meetings were very successful and informative. Dean Fiore created a sharepoint site where all the meeting agendas, handouts and notes are being uploaded for the team and the Executive Council to access at any time.

Action item: Dean Fiore will send a calendar invite to Executive Council to attend the next Planning Team meeting that will take place on January 30th from 12:30 – 2:00pm.

2. Middle States Gap Analysis

- Provost Arcario shared a copy of the Middle States Pre-Planning Group Self-Study Gaps Analysis Summary document that the MSCHE Pre-Planning Group did an excellent job putting it together.

Action items: Provost Arcario to work with Vice President Seals on creating a map to submit to President Mellow the second week of February along with the recommendations of the person and/or persons who will be tracking documents for compliance purposes. Provost Arcario to also work with Brad Orcutt to plan future training sessions on how to use the Watermark platform that was purchased.

3. Strategic Directions Summit

- Provost Arcario presented a draft agenda he put together for the Strategic Directions Summit that will be held on Friday, February 1st from 8:30 a.m. – 4:45 p.m. The Executive Council reviewed and gave their feedback on the agenda and the final list of participants from all the divisions. Provost Arcario also shared a

list of presenters and facilitators, listing the strategic plan topic that will be discussed in groups and spread out in 12 different classrooms. Provost Arcario asked President Mellow to give opening remarks.

- **Action item:** Mark Healy will connect Provost Arcario with HR&A Advisors to invite one of their representatives to do a presentation on the Queens Environmental Scan.

4. Divisional Reports

ACE/M. Healy – Mark continues to have a weekly briefing meeting to check – in with team and discuss the Amazon project. Amazon has having their first full CAC meeting at our campus on Thursday, January 24th. The ACE Standard Leadership Team meeting will be also held on January 24th. Several ACE Programs have been affected by the federal government shutdown and working with the Research Foundation to assess impact and next steps.

PO/R. Jaffe – The Governor will release the State Budget this afternoon. Robert asked the Executive Council for recommendations to have a second guest speaker as a backup for commencement.

IT/H. Saltiel – Updates on Degree works and Ticket Now.

ADMIN/S. Erfan – CUNY is setting up a meeting to go over their budgeting and allocation model late January. Finalizing the emergency closing plan to communicate it to staff before the expected snow storm. The façade job is coming along and the project is going very well. The contractors are still working and fixing the roofs of the E-building.

IA/J. Corcoran – Janet has been working closely with the Foundation and External Affairs team to find a more efficient way for them to communicate better with the President and Vice Presidents.

SA/N. Seals – Vice Chancellor Rosa came on campus to meet with VP Seals to talk about athletics. The Student Affairs Leadership Submit was held on December 19, 2018. Enrollment for Fall was at 96.7%. Fall I is done and Fall II is still working on it. There are 240 students already registered for the spring. The Admissions Office is still doing direct admit.

AA/P. Arcario – The Institutional Research team is going to give Paul a draft of the Institutional Effectiveness Plan to be share with the Executive Council when is ready. Paul and Shahir will work together to get a committee to help find a solution to the issues with the theater.

PO/G. Mellow - None

Meeting adjourned at 12:05 p.m.