



**Executive Council Meeting
October 24, 2018
1:00-3:00 pm in E-518
Minutes**

Present: Gail O. Mellow, Paul Arcario, Janet Corcoran, Nireata Seals, Shahir Erfan, Susan Lyddon, Mark Healy, Robert Jaffe, Henry Saltiel and Jessica Mendoza

Starting time 1:05 pm

1. Review 30 Credit Communications Plan

R.Jaffe discussed the 30 credit initiative communications plan with the Executive Council. He mentioned key activities of the initiative such as educating community on why 30 credits are beneficial to our students, identifying and addressing any concerns faculty and staff may have, and identify individuals who will be working on spreading the message of 30 credits. A handout was given that included key phases and a calendar of events, where selected Executive Council members will communicate the 30 credit initiative message. First event will be the instructional staff meeting on November 7th.

2. Next Steps on Operational Effectiveness and Developing a Strategic Enrollment Plan

VP Seals discussed the “Who’s involved?” chart handout and mentioned in discussions with VP Healy she realized that the initial question didn’t include Adult and Continuing Education students. She decided that the initial question should be revised and should reflect our mission and use our core values to improve the community. The Executive Council decided that the strategic enrollment plan question will be *“How do we better fulfill our mission in serving a changing community by aligning with external opportunities to generate and maintain enrollment?”*

An environmental scan will be done of the community and President Mellow suggested that the scan and data be done by an external group. The environmental scan should be completed by the beginning of January. VP Saltiel mentioned that he will speak with Angie Kamath and see what firm CUNY used to do an environmental scan for adult and continuing education and see if she can provide the data that was collected and the name of the firm. The environmental scan will ideally begin now and the scan completed by December 31.

The Executive Council determined that the Planning phase will begin in early January and be completed by March 1st.

The Executive Council decided that the accountable person for the strategic enrollment plan will be Francesca Fiore. Vice President Healy and Seals will speak to Francesca Fiore in regards to leading this initiative. VP Seals and Healy will have weekly check in meetings with the accountable individual. Vice President Saltiel will be part of the implementation process, but is to be updated on information discussed at the weekly check-in meetings.

President Mellow also decided that a process mapping exercise around recruitment will be held in 2-3 weeks. She asked the Executive Council to recommend individuals who they would like participating in this exercise. She mentioned that these individuals will potentially be asked to serve on the Planning or Red Teams. The criteria for these individuals should be that they have some knowledge or connection to the recruitment process.

President Mellow will speak with VP Erfan in regards to having a timeline and scope of work for the consulting firm.

Action to be take:

- VP Saltiel will reach out to Angie Kamath in regards to the data she has from the environmental scan that was conducted. Also find out name of consulting firm.
- The Executive Council decided that Francesca Fiore will be the accountable person for the strategic enrollment plan initiative and will be on-boarded by Vice Presidents Mark Healy and Nireata Seals.
- A two hour processing map exercise meeting will be held in mid-November.
- Vice Presidents must send their recommendations of individuals to participate in the exercise by noon on Friday, October 26th.

3. Divisional Reports

HS/IT-Pass

MH/ACE- Had his first extended leadership team meeting for ACE last week. Went to the opening of the Tory Birch cohort today. Deputy Mayor will be coming tomorrow and visiting NYDesign space.

SL/IA- Pass

RJ/PO-Pass

SE/Adm- Fire alarm system was inspected for the Goldman Sachs Business space. C-building windows are being opened up. Poolside café received a grant and hope to start construction by March.

NS/SA- Would like to thank Provost Arcario and his team for opening up more freshman seminar courses in the three week session. Will be having a leadership summit on December 19, where President Mellow and Provost Arcario will be speaking. The keynote speaker will be a student who is graduating and receiving a full scholarship at Fordham University. The theme of the summit is Student Experience by Design. Has also been having focus group meetings with directors and discussing the work they are doing. Will also start having focus group meetings with the mid-level managers. Student ambassadors will also be reaching out to students to ask them questions to see what questions they may have for Student Affairs. Also a doctoral intern is working in her office who is working with the pathways program. LaGuardia students will now have access to have free eye screening and glasses from the health center.

JC/PO-Is on 3rd week of on-boarding with Institutional Advancement. Has been meeting with key areas. IA team is great, enthusiastic and embracing change.

PA/AA- Will be putting together a working budget committee that will include three chairpersons and three senate committee members. Goal is to have the Budget Committee play a consultative role in establishing the budget for Academic Affairs.