



DARE TO DO MORE

**Executive Council Meeting
Friday, November 22, 2019
10:30 a.m. – 12:00 p.m.
E-501**

Minutes

Present: Paul Arcario, Hara Bastas, Janet Corcoran, Oswald Fraser, Bartholomew Grachan, Robert Jaffe, Nava Lerer, Nireata Seals, Henry Saltiel, Patricia Sokolski, Assuanta Howard, Jessica Mendoza

Absent: Shahir Erfan

Guests: Fay Butler, Loretta Capuano, Tom Hladek, Shannon Lund, Caridad Muñoz, Gina Taraskewich

I. Review minutes from meeting on November 1, 2019

The Executive Council reviewed and approved the minutes from the November 1, 2019 meeting.

II. Review of proposed Governance changes

Interim President Arcario welcomed Dr. Fay Butler and Ms. Loretta Capuano to the Executive Council meeting. Patricia Sokoloski, Senate Chair, reported that LaGuardia's Governance plan was last revised 10 years ago and the Governance feels that their practice doesn't align with the current document. She mentioned that an ad-hoc committee of the Senate was created with the following members: Fay Butler, Loretta Capuano, Anthony Pappas, Nancy Santangelo and Leslie Scamacca. Loretta Capuano and Fay Butler presented the Executive Council with a document that showed the original text of the Governance plan and the suggested changes. A discussion of the revisions that are being suggested by the ad-hoc committee was discussed.

Fay Dr. Fay Butler and Ms. Loretta Capuano discussed having the changes made by spring 2020 to bring it up for a vote at a Senate meeting. Once the Senate votes, it will then be brought to the entire college for a vote and then presented to the Executive Council. The final approved version will then be submitted to CUNY Board of Trustees for approval.

Dr. Arcario thanked Dr. Butler and Ms. Capuano and the entire Governance for their hard work on the changes to the Governance plan.

III. Recruitment

Interim Vice President Bart Grachan updated the Executive Council in regards to the search for the Assistant Vice President for Enrollment Management. The first round of interviews have been completed and the final candidates will be submitted to Provost

Seals. In regards to the reorganization of the Admissions operation, a draft document was submitted to the President to review.

Interim Vice President Grachan spoke about fall enrollment. He mentioned that Fall II enrollment is at 98% (because of the PAR system) but for the entire fall semester enrollment is at 91% overall. Multiple outreaches are being done for fall II to students who would incur no extra costs to enroll. He also mentioned that at the moment Spring enrollment is ahead of last year.

Interim Vice President Grachan then introduced Shannon Lund, Caridad Munoz and Gina Takaskewich who will speak in regards to recruitment. Shannon Lund discussed a handout that detailed the recruitment plan initiatives they have started and those they plan to start. Shannon Lund mentioned that one of the focuses will be on the cross training between Admissions and Adult and Continuing Education. Gina Takaskewich and Caridad Munoz then gave a presentation to the Executive Council that discussed the different strategies and efforts that are being created in regards to using social media as a tool for recruitment of students.

IV. Budget Deficit: Update and Next Steps on Communication

Tom Hladek, Executive Director for Finance and Business discussed LaGuardia's budget deficit. Tom mentioned that he looks at the thermometer reports every day and unfortunately based on the FTE decline, will be collecting \$3 million less this fiscal year. Tom stated that it is critically important that we end the year with no deficit. He explained that the \$6.4 million deficit comes from past years deficit rolling into this year and from us missing our target this year. Robert Jaffe stated that President Arcario will be giving remarks about the budget at Professional Staff.

Hara Bastas mentioned that she thinks discussing the budget at the Professional staff meeting is a great idea. This will help reassure the college community.

The next Executive Council Meeting will be on Friday, December 13th from 10:30 – 12:00 p.m. in Room E-501