



**Executive Council Meeting
Thursday, December 1, 2016
10:00 a.m. - 12:00 p.m. in E-518**

Minutes

Present: Gail O. Mellow, Paul Arcario, Janet Corcoran, Michael Baston, Shahir Erfan, Carl Ferrero, Jane Schulman, Robert Jaffe, Henry Saltiel and Yasmin Nunez

Guest: Oswald Fraser and Diane Colon

Excused: Susan Lyddon

Starting time 10:00 a.m.

1. Updates on Office Human Resources Activities (Oswald Fraser, Executive Director of Human Resources and Diana Colon, Director of Administrative & Support Services)

Oswald Fraser and Diana Colon put together a power point presentation for the Executive Council members to show and explain how both departments are currently working together with the new digital SharePoint system that started in 2014. They explained the process and the benefits that it has to minimize the paper copies that go inside the files. They stated, that all the documents that are stored in the system are fully secured.

2. Credit Student Success Framework

- **Post-inquiry Process Approaches**

Janet shared with the Executive Council members a document she put together listing some guiding questions for the Credit Student Success Framework project

- **Work Group Updates**

- i. **Paul** and **Michael** met with the Health Science folks and the clinical program team.
- ii. **Shahir Erfan** – working on getting number for cost for labs (budget)
- iii. **Jane Schulman** – trying to find a career services system that will help students
- iv. **Robert Jaffe's** – trying to find ways of framing by having informal connections to support family members to find out the students' connections points.

3. Professional Staff Meeting Updates

A handout was given to the Executive Council members to discuss the details on the run of show for the Professional Staff meeting which will be held on Wednesday, December 7th

4. Divisional Reports

AA/P. Arcario – Met with Faculty members of the Senate

AD/S. Erfan – Developed an emergency plan with the Executive Council leadership team

IT/H. Saltiel – Upgraded internet connection. New equipment has been installed. A new LaGuardia mobile app is now available for students. IT is still working on updating the ACE website.

PO/R. Jaffe – none

ACE/J. Schulman – Is very happy with the updates of the new ACE website

PO/J. Corcoran - none

IA/C. Ferrero – Three new members joined the Foundation Board Executive Committee

SA/M. Baston – Enrollment numbers has improved

PO/G. Mellow - none

Meeting adjourned at 12:00 p.m.