



Executive Council Meeting
March 8, 2018
1:00-3:00 pm in E-518
Minutes

Present: Gail Mellow, Paul Arcario, Janet Corcoran, Shahir Erfan, Carl Ferrero, Robert Jaffe, Henry Saltiel, Jane Schulman, Nireata Seals, and Jessica Mendoza

Guest: Meredith Nissenbaum, HR&A consultant
Bartholomew Grachan, Associate Dean for Progress & Completion

Starting time 1:00 pm

1. 30 Credit Project

Bart Grachan spoke about the on-boarding process and discussed all the issues and items that the team has to do and tackle. The team had a lot of questions regarding definitions on “Who’s Involved”. Bart Grachan also mentioned that he has written up a template for the interview questions and that the team is in the process of reviewing it. He mentioned that the team will be meeting on March 16th. Bart Grachan will be creating a Sharepoint site to keep all the planning team’s documents. Executive Council will be given access to the site.

2. Senior Leadership Team March 23 convening

The Executive Council discussed agenda. The agenda will include the following: Framework Update; build understanding of 30 credit initiative; and commence Stage 0 process. There will be a meeting on March 14th to focus on Stage 0 process.

3. ACE Transition

President Mellow stated that the search committee members for the position of Vice President of Adult and Continuing Education has been chosen. The President’s office will notify the search committee members.

4. Divisional Reports

GM/PO-Jane Schulman will be retiring at the end of August 2018. The search committee members have been chosen, Vice President Erfan will be the Chair.

HS/IT-None

JS/ACE-Thanks everyone for their good wishes regarding her retirement. It is a bitter-sweet moment. Will still be working with 10K small businesses.

CF/IA-The foundation has gotten two new board members.

SE/Adm-Will be informing security regarding the student walk-out on March 14th to discuss appropriate action. He will also be presenting to the Executive Council an Emergency Management Plan. Budget discussions regarding TAP reimbursements are being had with CUNY, he will keep updating the Executive Council on any new information.

NS/SA-Will be reaching out to the High School principals to discuss a plan of action regarding the planned student walk-out scheduled for March 14th.

JC/PO-None

PA/AA- Michel Lipkin, will be the lead for the annual institutional updates for Middle States that are due in August.