



**Executive Council Meeting
Wednesday, April 10, 2019
1:00 p.m. - 3:00 p.m. in E-518**

Minutes

Present: Gail O. Mellow, Bret Eynon, Mark Healy, Shahir Erfan, Nireata Seals, Henry Saltiel, Robert Jaffe and Jessica Mendoza

Absent: Paul Arcario

Starting time 1:05 p.m.

1. Preparing for May 3 Strategic Budget Planning Meeting

Vice President Shahir Erfan stated that he met with every divisional vice president to discuss their divisional budget. LaGuardia will be having a deficit of 5.76 million dollars. He gave a handout using his division as an example of how to allocate funds within each division and proceeded to explain to the Executive Council. President Mellow asked the Executive Council to please think about questions they may have for Vice President Erfan and also if they think there is anything that should be added to the budget template. President Mellow asked Shahir Erfan to please prepare a list showing what is spent on subscriptions and membership.

Action: Vice Presidents are to send ideas or questions to Shahir Erfan within the next two weeks so that it could be included for the May 3rd budget exercise meeting. Shahir Erfan is also to prepare a list showing what is spent on the college's subscriptions and memberships for Executive Council to review.

2. Recruitment Planning

Vice Presidents Healy and Seals have spoken with Francesca Fiore in regards to finalizing the operational effectiveness priority to see what would be next steps. Planning on having a close out celebration for the recruitment and red teams on April 17th. VP Healy stated that he would like Kimberly Kendall to be the accountable person for the next step of the recruitment plan. The Executive Council voted and agreed that Kimberly Kendall would be the accountable person. VP Seals discussed what enrollment and recruitment looks like now that all this work has been done. VP Seals distributed a handout that showed the enrollment and recruitment framework and discussed what recruitment looks like when a student comes to apply at LaGuardia. This new framework will keep people accountable of the areas which where we would like them to recruit from. All areas in the recruitment and enrollment cluster will be crossed trained. VP Seals stated that instead of having an assistant dean of recruitment and achievement it would be best to have an assistant vice president who would oversee recruitment, enrollment, testing and also work with community bases organizations and partnerships.

3. Building Morale for employees

Vice President Saltiel spoke about employee morale and his concerns about his staff not being appreciated for performing their job duties. Has spoken with Oswald Fraser to help and assist on creating a workshop or suggesting tips for individuals in regards to employee appreciation. President Mellow agrees that it is important to have an environment where employees are valued

and respected and are part of a team. Vice President Erfan also suggests to remind our staff members that it is encouraged for them to speak to Vice Presidents if they have concerns. Vice President Saltiel asked the Executive Council to please remind their deans, directors and managers to please remind their staff to thank other staff members when they come to perform a service in their areas.

4. Divisional Reports

IT/H. Saltiel – Everything is good with IT

PO/R. Jaffe –Pass.

ACE/M. Healy – Will be attending a meeting today with Sunnyside Yard Steering Committee

ADMIN/S. Erfan – Shut down of two sources of water for M-building because of pipe leak, repairs should be finished by the end of this week.

IA/J. Corcoran – Will be having a meeting with Robert Jaffe and Karen Dubinsky looking at dates in late September or early October for a gala in honor of Gail Mellow

SA/N. Seals – Last year we had summer hours but LaGuardia was opened from Monday through Friday, would like to discuss how EC felt about having LaGuardia do this again. She will be encouraging her division to be open 5 days a week again this summer. Has met with Jeff Weintraub and will be putting together a new financial chart connected to enrollment.

AA/B. Eynon– Handout of timeline for Strategic Plan. All Vice Presidents and their PMP liaisons will be receiving this via email by the end of today or tomorrow morning. Has combined the reporting from last year and the planning from this year to a single chart.