



**Executive Council Meeting
Thursday, April 28, 2016
1:00 p.m. - 3:00 p.m. in E-518**

Minutes

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

Absent: Susan Lyddon

Starting time 1:04 p.m.

1. Contract Signing Authority

Vice President Erfan spoke about the memorandum that was sent from Vice Chancellor for Legal Affairs Frederick P. Schaffer in regards to which individuals have the authority to sign contracts and which contracts require approval by the Office of the General Counsel. Shahir Erfan gave out a matrix handout that lists contract signing authority, non-tax-levy and research foundation contracts and who are the authorized approvers.

2. Spring II Enrollment

Vice President Baston spoke about the Spring session II action plans and how Student Affairs is working on five separate outreach campaigns to increase Spring Session II enrollments to reach their FTE goals. A handout was given out that outlines the details and start dates of each strategy.

3. Divisional Reports

PA/AA- Is thinking about creating an advisory board for the theater.

HS/IT- Stated that he hasn't gotten any feedback in regards to the key performance indicators report.

Action: Pres. Mellow needs a more refined report, a set of metrics Executive Council can take action on.

JC/PO- Follow up on 1st year mini-conference, sat in at a workshop with student success mentors and was asked to come back and do a session with them on career coaching and career planning.

MB/SA-.During the spring break period, Student Affairs did Professional development training.

SE/ADM- Two weeks ago attended a CUNY's 14th annual financial management conference with Diana Colon where they did a presentation on best practices for facilities management. The Library project is going well, they vacated the library staff for 10 days during spring break.

RJ/PO- N/A

CF/IA- Next big event will be at the Colony Club on May 10th.

JS/ACE- Tonight is the Medical Billing graduation that came from funding from a NYC grant.

GM/PO- Attended the College Promise Advisory Board meeting on April 27th. She will be chairing the Chancellor's Campus Climate Committee with Queens College President Felix Matos.

Ended at 2:38 pm