



**Executive Council Virtual Meeting**  
**Thursday, April 30, 2020**  
**9:30 a.m. – 11:00 a.m.**

## **Minutes**

**Present:** Paul Arcario, Nireata Seals, Shahir Erfan, Janet Corcoran, Henry Saltiel, Bartholomew Grachan, Robert Jaffe, Oswald Fraser, Nava Lerer, Patricia Sokolski, Hara Bastas and Yasmin Nunez

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Starting time 9:39 a.m.

### **1. Planning for Fall 2020**

- The Executive Council talked about the planning for fall 2020. They said that no decision has been made as of yet for the fall.
- A large number of laptops were taken from the labs and loaned to faculty, students and staffs who needed them to be able to do their work remotely.
- A planning working committee will be formed and chaired by Oswald Fraser to work the on pandemic.

#### **Actions:**

- Executive Council to send nominations to President Arcario to form a planning working committee by May 1<sup>st</sup>.
- Vice President Saltiel will follow up with Gina Taraskewich to find out why a lot of the people on campus did not get the survey in their inbox. Provost Seals sent Gina an email during the meeting to follow up the survey.

### **2. Class of 2020 Celebration**

- The class of 2020 will be invited to participate at the next year's commencement.
- Graduation folios were purchased to mail diplomas to students when time permits.

#### **Actions:**

- IA and IT to work together to look into vendors to find out different platforms to use.
- President Arcario will send the plan to the Chancellor once it is been approved by the Executive Council.
- Give credit to Gina Taraskewich and her team for putting this together.

### **3. Divisional/Governance Updates**

#### **P. Arcario**

- Continuing to have virtual lunch meetings with departments.
- Have been getting a lot of positive reports and feedbacks from faculty regarding distance learning
- Sent out an email to the college community about a student that was interviewed to talk about adjustment to distance learning.
- Great job to Vice President Erfan for leading the Directors of ACE

## **N. Seals**

- Working on the Coach Survey
- Working with Rejitha Nair and Nava Lerer on the minimizing the Strategic Plan to make it simple to send out to the college.
- CUNY was working on proctoring for exams virtually. They are leaving it up to the colleges to look into software.
- Credit and non-credit part plans are posted on the CUNY Website.
- Working with Burhan Siddiqui to update the college website.

**Action:** Provost Seals will send the final Strategic Plan to the Executive Council for approval before sending it out to the Chancellor.

## **B. Gracha**

- Recurrent is moving forward on recruiting for the Summer and Fall
- Communication plan is in place
- Food pantry is still open and available to students in need.
- Had a meeting with VP Erfan to set a plan on how students access the building to be able to get the food from the pantry.

**Action:** President Arcario suggested to make students aware that they need to be safe when going to the college pantry. Vice President Corcoran added that she will be mentioning it to the Emergency Funding phone call she is having today to find ways how to send communication to students.

## **J. Corcoran**

- The college foundation raised a total of \$115K dollars
- Outside internship will be challenging

## **H. Saltiel**

- E-procurement is going very well.
- Working on new library systems to make sure students can access any CUNY library including the students from ACE.
- Working on blocking the malware attacks that have been affecting a lot of CUNY colleges.
- Keeping IT Staff very busy on allowing them to do professional developments at their own pace to provide support to the college community.

## **R. Jaffe**

- Planning and working with Wendy Nicholson on the end of year Professional Staff meeting and Opening Sessions in June and September.
- Looking at the appropriate technological platforms to allow people to congregate
- Contact tracing – have had conversations with President Arcario, VP Erfan, VP Corcoran, Assaunta Howard, Hannah Weinstock on how to position the college on working in the public health space with a community training program.

Meeting adjourned at 10:56 a.m.