



**DARE TO DO MORE**

**Executive Council Virtual Meeting  
Friday, May 22, 2020  
1:00 p.m. – 2:30 p.m.**

**Minutes**

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

**Guest:** Georgina Taraskewich and Caridad Munoz

**I. Presentation on LaGuardia Website to Memorialize Our Losses**

VP Corcoran stated that she had spoken to her team about creating a section that memorialized our losses on the website which was suggested by Hara Batas. Vice President Corcoran presented Gina Taraskewich and Caridad Munoz who will be showing a presentation of the memorialized section they created. The presentation showcased an “In Memoriam” webpage. The webpage will contain a brief bio, picture and a link on the bottom for submissions. The webpage is still in development and at this moment will be dedicated to current and retired faculty, staff, current students and alumni. Most recent loss will be listed first.

President Arcario would like a section that includes the losses of LaGuardia’s extended family. The Executive Council agreed that a section should be added to honor the deceased. Hara Bastas suggests that a line be added stating that these were provided and submitted by members of LaGuardia, it will be self-populated. Gina and Caridad will work on changes and should have it ready before June 4<sup>th</sup>.

**II. CUNY and Campus Updates (15 minutes)**

Provost Seals mentioned that Central has asked for information in regards to testing and ESL courses and making sure everyone is on the same page in the direction it’s in and how it is going to get evaluated. Provost Seals has spoken with Arthur Lau and Linda Chandler and they will be working with their faculty members. They have also asked in regards to language such as what is hybrid and on-site. Still waiting on more guidance on instruction and knows that training is being done at the School for Professional studies. A list of faculty and staff that will be teaching for spring 2 and fall 1 will be sent to Central so that they can be a part of the training. Chancellor also sent an update on Academic planning for the fall. Working with Bill Linder and Beatriz Acosta from IT on developing a document storage platform for faculty. This document storage will assist faculty in storing their syllabi, grades, exams and papers. Will be bringing up to the Academic Chairs meeting next week to see what suggestions they may have. Thank you to Vice President Saltiel and his team. Dionne Miller will be working with Academic Chairs in regards to programs that may need to have certain city and state policies in place to be in distance learning if the contract that CUNY has gets extended past December. We want to be prepared and ready.

President Arcario asked Vice President Grachan to follow up with students to assure they are filling out the FAFSA form since the deadline to receive assistance from the CARES act is June 15. Vice President Grachan is to email President Arcario on how we are reaching these students. Vice President Grachan stated that 2,183 students are qualified for CARES, CUNY will be sending the communication.

President Arcario mentioned that no official announcement has been made about distant learning and the fall semester.

Vice President Erfan mentioned that there has been no communication in regards to the budget either from state or city. Will be having a blood drive on campus because the city is having a shortage on blood donations. Received the return to campus guidelines which align with CDC guidelines.

### **III. Budget Consultation Group**

President Arcario discussed that he will have a LaGuardia Budget Consultation Group which shall advise the President on the formulation of LaGuardia's 2020-21 budget. The Budget Consultation group will review data on the college's tax levy budget, enrollment, resource allocation and other information as needed to inform a general understanding of the annual budget process. It will also review and comment on strategies offered for addressing budget-making procedures, the setting of budget priorities and allocating resources. It will also recommend actions to be taken to foster a climate of transparency in providing budget-related information to the college community. Members of the Budget Consultation group shall be appointed by the President and shall consist of the following individuals:

- A chair appointed by the college president.
- One member recommended by the Vice President of each college division.
- Two members recommended by the Chair of the College Senate.
- One member recommended by the Chair of the Faculty Council.
- One member recommended by the President of the Student Government Association.

President Arcario has asked that names of recommended members be sent to him by close of business day of Tuesday, May 26, 2020

### **IV. Institutional Effectiveness**

Dean Nava Lerer mentioned that she was in charge of creating the Institutional Effectiveness plan. Dean Lerer stated that the Institutional Effectiveness process is an ongoing, College-wide undertaking integrating institutional assessment and planning at all levels. The purpose of developing and disseminating the Institutional Effectiveness Plan is to demonstrate and communicate the degree to which LaGuardia is achieving its Mission and Strategic Plan goals. Dean Lerer stated that it is important for us to have an Institutional Effectiveness plan not just for ourselves but for Middle states and CUNY. Dean Lerer then discuss the layout of the Institutional Effectiveness plan. She asked for the Executive Council to review the document and suggest any changes. She will also need a description of each division's Institutional effectiveness process that is instilled in each department.

### **V. Middle States and Extension of Distance Learning**

Dean Lerer stated that she has received the temporary extended temporary waiver for distance education till December 2020. At this moment in order to be approved for distance learning in Middle States you need to have two programs approved and then the whole institution would be approved. At this moment, the Federal government is having discussion on what they may want for approval. LaGuardia would also need approval from the New York State Education department since every course needs their approval. It is a long process but she believes it is better to be prepared.