



**DARE TO DO MORE**

**Executive Council Meeting  
Friday, September 20, 2019  
10:30 a.m. – 12:00 p.m.  
E-501**

**Minutes**

**Present:** Paul Arcario, Hara Bastas, Oswald Fraser, Bartholomew Grachan, John Hunt, Robert Jaffe, Nava Lerer, Nireata Seals, Henry Saltiel, Patricia Sokolski, Georgina Taraskewich

**Absent:** Janet Corcoran and Shahir Erfan

**Guest:** Jeffrey Weintraub

**I. Welcome and Expectations**

Interim President Arcario greeted everyone and welcomed to their first Executive Council meeting newest members Hara Bastas, Oswald Fraser, Nava Lerer and Patricia Sokolski.

**II. Review Executive Council Mission Statement**

Interim President Arcario asked the Executive Council members to please review the Executive Council mission statement. He stated that Robert Jaffe will take the lead in making revisions to the mission statement. Interim Provost Nireata Seals volunteered to assist Robert Jaffe.

**III. LaGuardia Strategic Plan 2019-24 and University Performance Management Process (PMP)**

Interim President Arcario discussed the PMP letter from the Chancellor providing additional guidance on the PMP goal statements that are due on October 14<sup>th</sup> for the academic year of 2019-20. A discussion followed regarding LaGuardia's institutional effectiveness measures documents. Interim President Arcario assigned the responsible individuals to each measure for the process to determine the 4 year targets. The Executive Council agreed to remove measures 12 and 16. All targets are due by October 2<sup>nd</sup>.

Interim President Arcario asked if they could present the strategic plan at the next Senate meeting scheduled for October 2<sup>nd</sup>. Patricia Sokolski mentioned that a budget discussion is already on the agenda for that date but will speak with the Executive Committee in regards to the strategic plan presentation.

**IV. Strategic Recruitment Planning and Implementation**

Interim Vice President Bart Grachan and Jeffrey Weintraub, Associate Director for Institutional Research gave the Executive Council an update on enrollment. They stated that

at this moment we are at 92 percent of our target goal for Fall I & II. An enrollment comparison chart was distributed and discussed.

Interim Vice President Grachan discussed that he is leading a Strategic Recruitment Planning and Implementation Team. A handout of the team members and their strategic objectives was given out. Bart stated that LaGuardia has made a limited investment in recruitment efforts as compared to other colleges. Their report is due on Friday, September 27<sup>th</sup> to Interim President Arcario.

Hara Bastas suggested that in the future, to please consider having a faculty member on any recruitment team. Patricia Sokolski also suggested that when decisions go forward that they be brought to the Senate for recommendations.

V. **Next Steps**

- Individuals assigned to strategic plan to take lead on setting the targets. Targets to set in time to go to Senate on October 2<sup>nd</sup>
- October 11<sup>th</sup> will be date that the PMP strategic plan goal statement to be submitted to CUNY
- Recruitment and enrollment report due next Friday, September 27<sup>th</sup> to be submitted to Interim President Arcario
- Report will be brought to the next Executive Council meeting

The next Executive Council Meeting will be on Friday, October 11<sup>th</sup> from 10:00 – 11:30 a.m. in Room E500



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## **Mission Statement for the Executive Council of LaGuardia Community College**

### **MISSION**

The mission of the Executive Council is to advance the mission of the College by identifying and addressing the policy, procedural, advocacy, scholarship and accreditation needs of LaGuardia Community College. The Executive Council serves in an advisory capacity to the President.

### **RESPONSIBILITIES**

The primary role of the Council is to:

- Review and approve the College's mission statement for relevancy and accuracy
- Review and make final recommendations on strategic and short-term goals and initiatives emerging from campus-wide dialogue
- Promote collaboration among divisions, departments and programs on College and University goals, initiatives and projects
- Facilitate input from and communication with a broad-based campus and community population
- Evaluate and recommend improvements to the College's planning process
- Assess the College's budget and recommend allocation priorities
- Maintain records of the Executive Council's agenda and minutes

### **MEMBERSHIP**

The Council operates in consultation with and under the direction of the President. The Executive Council is comprised of the President, the Vice Presidents of each Division and any additional members appointed by the President. The Executive Council shall meet on a regular basis and additionally as circumstances require.

### **ASSESSMENT OF THE EXECUTIVE COUNCIL**

On an annual basis the Executive Council shall undertake an in-person self-assessment reviewing the following:

- Did the Executive Council review the College's stated goals and priorities for relevance to the College's mission?
- Did the Executive Council adopt strategic and short-term goals and review their progress?
- Did the Executive Council review the College's budget and recommend allocation priorities?
- Did the Executive Council maintain agendas and minutes?

### **APPROVED BY THE EXECUTIVE COUNCIL**

**JANUARY 19, 2016**

September 11, 2019

Dear Presidents and Deans,

I write to provide additional guidance on the PMP goal statements. A statement of your college goals is due on October 14 for this academic year 2019-2020. Although these goals are to be submitted annually, I encourage you to take a longer-term view of student success that aligns with your Middle States timeline. Please direct your submissions to my attention, cc'ng Colin Chellman, Dean for Institutional and Policy Research ([colin.chellman@cuny.edu](mailto:colin.chellman@cuny.edu)), and Dolly Martinez, my Chief of Staff ([dolly.martinez@cuny.edu](mailto:dolly.martinez@cuny.edu)).

If you have not done so already in your own campus strategic planning process, I would like you to establish and state specific goals in the following areas (see Appendix A for specific PMP metrics):

- Retention
- Graduation
- Career success
- Faculty/Staff/ECP Diversity
- Transfer outcomes
- Academic momentum

Specifically state how much improvement you expect from baseline and set a target for up to four years in the future.<sup>1,2</sup> You have the flexibility to set annual goals or an ultimate goal for the end of the tracking period that you choose. I will be looking for strategies that you are pursuing to achieve your targets in these areas as well as areas that are a priority for your campus but are not specifically noted above.

To the extent that you have an operable strategic plan with goals already in place, please use those goals for this purpose, adding any of the metrics above that are not in your plan and similarly including goals you have established that go beyond the metrics above.

Although I am focusing on a sub-set of PMP metrics in your goal statements, I will be asking “even-year” schools for a full progress report at the end of the school year generally organized in the categories below:

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<sup>1</sup> Baseline is defined as the most recent year’s data contained in the 2019 PMP Data Book.

<sup>2</sup> Since the PMP formal review cycle is biannual, four years was chosen to coincide with two cycles.

(2)

- Access and Completion
- College Readiness
- Career Success
- Knowledge Creation & Research/Faculty
- Improvements in Pedagogy
- Developing a “culture of care” on campus
- Funding Model

I also want to take this opportunity to introduce the 2019 PMP Data Explorer, which is an online planning tool for campus leadership. It provides interactive access to data from the 2019 PMP Data Book including data for most PMP metrics cross-tabulated by race/ethnicity and gender. You can access this tool in the “Accountability” section of OIRA’s website:

<https://public.tableau.com/profile/oira.cuny#!/vizhome/PMP2018-19DataExplorer/LandingPage>

I look forward to working with you to make progress on our shared goals.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Félix V. Matos Rodríguez', with a long horizontal line extending to the right.

Félix V. Matos Rodríguez, Ph.D.  
Chancellor

## Recruitment Team

<b>Fname</b>	<b>Lname</b>	<b>Job Title</b>	<b>Division</b>
Claudia	Chan	Government Relations Manager	Institutional Advancement
Joshua	Goldblatt	Associate Director of Academic Advisement Initiative	Academic Affairs
Bart	Grachan	Interim Vice President of Student Affairs ( <b>Chair</b> )	Student Affairs
John	Hunt	Interim Assistant Dean for Pre-College Academic Program	ACE
Kim	Kendall	Interim Assistant Dean for Workforce Development & Business Services	ACE
Shannon	Lund	Associate Director of Recruitment	Student Affairs
Michael	Napolitano	Chair, Business & Technology Department	Academic Affairs
Jessica	Perez	Director, Center for Career & Professional Development	Student Affairs
George	Schreiner	Director of Enrollment Management	ACE
Gina	Taraskewich	Interim Director of Marketing and Communications	Institutional Advancement
Jason	Weinstein	Outreach/Employer Relations Manager*	ACE

\*New job title after BOT approval: Director of Employer Engagement & Placement Services