



**Executive Council Meeting
Wednesday, January 19, 2016
2:30 p.m. - 4:30 p.m. in E-518**

Minutes

Present: Gail O. Mellow, Paul Arcario, Michael Baston, Susan Lyddon, Jane Schulman, Shahir Erfan, Robert Jaffe, Henry Saltiel, Lisa Foss, Yasmin Nunez

Starting time 2:35 p.m.

1. State Budget Update

President Mellow discussed and summarized the letter and budget summary written by the Chancellor, James B. Milliken on January 15, 2016 regarding, Governor Cuomo's releasing the Fiscal Year 2016-2017 State Executive Budget on Wednesday, January 13, 2016.

2. Review of Draft Executive Council Mission Statement and Assessment Plan

Executive Council members reviewed the Mission Statement and Assessment Plan handout that the Middle State Committee put together for their review.

Action: The Executive Council approved the Executive Council Mission Statement and Assessment Plan with corrections. Robert Jaffe will make corrections and will e-mail the revised copy to the chair of the Middle State committee.

3. LaGuardia Visioning and Strategic Planning Process

Executive Council recommends that it would be a good idea to have another vision summit next year since it has been six years since they had one.

Action:

President Mellow will reach out to Rosemary Talmadge to get her feedback on planning another vision summit in January or February of 2017.

4. Divisional Reports

AA/P. Arcario – No reports

SA/M. Baston –LaGuardia Red Hawks are doing great this semester.

ADM/S. Erfan – DOT approved that 29th Street will be a one way street.

Action: S. Erfan will e-mail President Mellow the information to send a thank you letter to the commissioner.

IA/S. Lyddon – Helen Ho was hired as the new Director of External Affairs. Susan Lyddon is looking for recommendations for someone to hire someone as her Administrative Assistant.

ACE/J. Schulman – Finalizing the process of hiring the new Director of the Grant's Office.

PO/R. Jaffe – Met with Jane MacKillop and the working group that is currently working on the Correction Education Initiatives at LAGCC project. Everyone had a very positive attitude and is very excited about this project.

IT/H. Saltiel – No reports

PO/G. Mellow – Will be traveling a lot the next few months to attend conferences. Will be getting an award at the NASPA Conference in Indianapolis and will be traveling with Paul Arcario and Michael Baston to the 2016 Hawai'i Strategy Institute in Hawaii.

Meeting adjourned at 3:45 p.m.

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 population
- Evaluate and recommend improvements to the College's planning process
- Assess the College's budget and recommend allocation priorities
- Maintain records of the College'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 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 mission for relevance to the College's stated goals and priorities?
- 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?