



**Executive Council Meeting  
December 3, 2018  
10:00-12:00 pm in E-518  
Minutes**

**Present:** Gail O. Mellow, Paul Arcario, Janet Corcoran, Nireata Seals, Shahir Erfan, Francesca Fiore, Robert Jaffe, Henry Saltiel and Jessica Mendoza

**Absent:** Mark Healy

**Guest:** Bartholomew Grachan

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Starting time 1:05 pm

**1. Enrollment Planning**

- **Review Process Map and Who's Involved Chart**
- **Review and Approve Recommendations for Planning Team/Red Team**
- **Finalize Timeline (Team Orientation and Major Deadlines)**

Francesca Fiore discussed that two weeks ago a process mapping team meeting was convened to preliminarily discuss and sketch the early processes around recruitment. This meeting then led to the generation of three process maps. The three maps generated are Pre-college recruitment, ACE Workforce and Business Services and a generalized recruitment map (attached). All three maps were discussed with the Executive Council. President Mellow suggested that she would like to see feedback loops added to the Process maps. Francesca Fiore discussed the possible individuals who can serve on the Planning and Red team for the recruitment process. She stated that these individuals are essential to the recruitment process and would be a great asset to have them on the teams. The Executive Council made some changes and recommendations and decided on a final list of members. The Vice Presidents are to inform their staff members of their nominations, followed by an email from President Mellow. A timeline of the Recruitment Project was given out and approved by the Executive Council (attached). President Mellow will attend the kick off Recruitment Project meeting. Henry Saltiel suggested that the project management office can assist and be used as a resource for Francesca Fiore in regards to the Recruitment project.

**Action to be taken:** The Vice Presidents will reach out to the suggested Planning and Red Team members and inform them of their nominations.

## **2. LaGuardia Strategic Planning Process: Next Steps**

Paul Arcario discussed the LaGuardia Strategic Planning process. Provost Arcario proposed creating a Strategic Planning process that will refresh our current Strategic Plan and would commence with a Strategic Directions Summit for February 2019. The summit will be coordinated by a Strategic Directions Committee (see attached list) and the attendees will be a Steering Committee comprised of the Leadership Team, Divisional representatives identified by the Vice Presidents, Academic Chairs, Governance (College Senate and Faculty Council, students and community members. The members of the Strategic Directions Committee were discussed and approved by the Executive Council (attached). A handout with the process and timeline was given out (attached) and the Executive Council agreed that the Summit will be held on February 1, 2019.

## **3. Divisional Reports**

HS/IT-LaGuardia's C2C project was selected as the winner of the annual CUNY Outstanding Technology Project Award. The awards ceremony was held on Thursday, November 29<sup>th</sup> at John Jay College. The event was attended by President Mellow and Interim Chancellor Rabinowitz.

RJ/PO Pass

JC/IA-Institutional Advancement is preparing for a month of events. The Division is on target to raise \$1.5 million for the \$3 million match from an anonymous donor. Goldman Sachs 10,000 Small Business Center Ribbon Cutting Ceremony is December 4th. Helen Ho has decided to step down and her last day will be December 7th.

SE/ADM-Board of Trustees public hearing is today, here at LaGuardia. Will be sending an updated Emergency phone list. Gina Taraskewich and Dionne Miller to be added to the list. Construction projects are going well.

FF/ACE-Mark Healy is at a meeting at the Queens Tenant Association today. ACE will be having another leadership meeting in January. Thinking about ways to put forward the work ACE is doing at a larger community level. Will be putting together a series of articles hoping to write, that will feature the work that ACE is doing and establishing themselves as thought leaders throughout the community.

NS/SA-Enrollment isn't where we would like it to be. Team is working hard for Spring enrollment, for Fall session I we are at 96 percent, and hope to have a slight increase above the Fall session II target. This summer Student Affairs purchased an online platform program called Comevo, which is a student online onboarding system. This program figures out ways to move students faster through registration and orientation. The goal is to have students use this online platform and know the steps of registration immediately. Student Affairs is working on a part-time program initiative being funded by CUNY that helps part-time students progress through college with the same benefits as ASAP students.

PA/AA-New Music performance major was approved by CAPRA. Faculty and Staff of Color Collective survey should be going out this week. Thank you to Nireata Seals and Shahir Erfan for finding space for Energy Tech. Had first meeting of the Academic Affairs budget working group with Governance and Academic Chairs. Tonight is Ann Feibel's retirement party. Dionne Miller will be Interim Associate Dean of Academic Affairs in January.

### **3. 30 Credit Project Update**

Bart Grachan gave an update on the 30 Credit Initiative scheduling project. He discussed that a grid test had been done using courses from the Business and Technology program. He discussed that step one was to create a test schedule, using the same courses and sections as fall 2018, on the new grid parameters. We then assessed the test schedule to see if the same number of sections fit, in the same time frames (they did, and it created additional space), and if we reduced the number of courses that were "off-grid" (we did, dropping to 13 sections of regular courses that are off-grid, from over 400). The final set of tests were to assess the impact of the changes on schedulable combinations of courses. Using two programs, Criminal Justice and Business Administration, and varying degrees of remediation, we were able to determine that the number of schedulable combinations of key first term courses increased across the board in prime time (M-Th, per 2-5), increased further in prime time "plus" (M-F, per 1-6), and, if we used the additional space in the schedule to add key courses, the combos increased dramatically. All in all, the grid works as we expected, and should allow us to achieve the results we're seeking. Provost Arcario will be sharing these results and additional information, as it becomes available, with the Chairs in their December meeting.