



**Executive Council Meeting
December 18, 2018
9:30-11:00 am in C-760
Minutes**

Present: Gail O. Mellow, Paul Arcario, Janet Corcoran, Nireata Seals, Thomas Hladek, Mark Healy, Robert Jaffe, Henry Saltiel

Absent: Shahir Erfan

Guest: Oswald Fraser and Daisy Caceres

Starting time 9:30 am

1. Digitization of Employee Records

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.

2. College Budget Update

Tom Hladeck, Executive Director of Finance and Business, presented a FY 2019 financial update for the period of 7/1/18 to 11/30/18. See attached presentation. Presentation noted the following:

- College reserves remain at \$2.501 million
- Revenues are less than received at this time last year, primarily due to anticipated later payments from the federal Pell program. Later payments if they occur in July rather than June 2019 will pose a cash flow discrepancy and is being discussed with the CUNY Budget Office and CUNY Controller's Office
- College has achieved \$852,000 in savings through vacant positions that have delayed hiring and reallocating budget as hiring occurs.
- Action: Meeting of Provost Arcario/VP Student Affairs Nireata Seals/VP Admin and Finance Shahir Erfan/Executive Director Tom Hladeck to clarify the how the categorization and use of ASAP waivers impacts the College's budget.

- College budget situation requires continued vigilance in OTPS spending and careful management of filling vacancies and creating new positions.

3. Amazon

President Gail Mellow has been appointed to Co-Chair to the Workforce Development Committee of the Community Advisory Council created by the state and city around Amazon locating in Long Island City. President Mellow and VP Mark Healy have been meeting with external and internal constituencies to better understand Amazon's workforce needs and how LaGuardia and community-based organizations can create workforce development programs that ensure local people are educated, trained and hired by Amazon.

4. Library Media Services Department and Distribution of Equipment

Due to budget constraints, the Library will no longer bring equipment to classrooms. Alternative arrangements have been made to address specific issues raised by the Fine Arts Department. The Library will no longer handle the installation of sound systems for college events.

- Action: Interim VP for Institutional Advancement Janet Corcoran will examine how the Events Office can coordinate sound for College events. VP Henry Saltiel will look at how mobile computers can be used to support classroom learning. Under the direction of Provost Paul Arcario, the Events Office/LPAC/Administration/IT and IA will assess problem and develop proposed solutions

5. Divisional Updates

HS/IT- Continued work around the ACE student information system continues.

RJ/PO- No report

JC/IA- Will raise at least \$1.5 million towards \$3 million match by the end of the year. Foundation Board will be examining creation of an Investment Policy to guide investment of revenues.

TH/ADM- Construction on target for façade and roof replacement in the M-Building. Goldman Sachs 10,000 Small Business space opened.

MH/ACE- Work with the Leadership Team continues as they prepare for a January meeting.

NS/SA- Student Affairs Leadership Summit scheduled for 12/20/18. Enrollment for Spring 2 is continuing and goal for Spring 2 likely to be achieved.

PA/AA- Strategic Directions Committee has met twice and is preparing for the February 1, 2019 kick-off of the LaGuardia Strategic Planning process.

GM/PO-No report