Executive Council Meeting
September 28, 2018
1:00-3:00 pm in E-518
Minutes

Present: Gail O. Mellow, Paul Arcario, Janet Corcoran, Shahir Erfan, Susan Lyddon, Robert Jaffe, Henry Saltiel, Nireata Seals, Mark Healy and Jessica Mendoza

Guest: Bart Grachan

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Starting time 1:05 pm

1. **30 Credit Check-in: Review of Action Plans**
   Bart Grachan distributed the Operational Effectiveness Key Performance Indicators (KPI's) handouts. He mentioned that the last Executive Council meeting helped tighten up the KPI's. B. Grachan discussed both the Scheduling and the Communications projects, and their respective Key Performance Indicators (KPI's). Dean Grachan stated that training and workshops will be provided to priority areas in the areas of First Year Seminar, Student Advising Services and Peer Academy that will communicate the message and benefits of 30 credits to students.

   President Mellow asked for the following changes in the Key Performance Indicator handouts:

   - All KPI's must have a definite date, month, year.
   - The responsible column must have a single, responsible person.

   The EC agreed that the accountable person for the 30 + credit overall project Implementation will continue to be Dean Grachan. The project manager will be Brad Orcutt for both sub-projects of Scheduling and Communication. Burhan Siddiqui will be the KPI Lead for the Scheduling project and Charles Elias will be the KPI lead for the Communications project. Janet Corcoran will write draft job descriptions for the Implementation Stage: Accountable Person, Project manager and the KPI Leads.

   President Mellow and the EC expressed satisfaction with the depth and thoughtfulness of the Red Team feedback.

   The following actions will be undertaken:

> ➤ Paul and Nireata will use the weekly check-in team to meet with the Red Team, discuss issues, and strategize engagement actions to follow up.

> ➤ President Mellow will host a celebration for the Planning and Red team members for all their hard work on this project. Janet Corcoran will schedule the meeting quickly.

> ➤ President Mellow will also host a town hall or large cabinet meeting to communicate with the larger college community our goals with the 30 + credit project. R. Jaffe to take lead in developing a campus rollout plan for the 30-credit initiative.

Final Planning Team Actions:

1. The Executive Council approved the two Scheduling KPI's and the Communications KPI's as presented.
    a. B. Grachan will come back with the final revised KPI's showing the timeline with specific dates, and naming the actual responsible person.
2. There will no longer be a weekly check in team meeting and B. Grachan will now check in with the Executive Council.
3. VP Erfan will prepare an analysis of the fiscal implications of achieving the 30 credit goals and add such analysis to the KPI fiscal implications section of the KPI action plans.
4. VP Lyddon will take the lead in recommending staffing resources needed to complete marketing and communications responsibilities for the 30-credit initiative, including potentially utilizing Foundation funding for peer outreach.
5. VP Erfan to examine using/expanding resources used by Bursar for texting on the 30-credit initiative.

2. **Enrollment Planning and Operational Effectiveness: Discuss Next Steps and Actions Needed to Prepare for Stages 0 and 1**
President Mellow discussed that she wants to begin applying operational effectiveness framework to the creation of an enrollment strategic plan.

3. **Divisional Reports**

HS/IT- Late last year released an appointment scheduler system that we have been using for advising, transfer services and ASAP, they have successfully completed 80,000 appointments. Will now be used for events scheduling and also peer advisors will now be using it. The new web attendance will be released to Mathematics, Engineering and Computer Sciences, Natural Sciences and Business and Technology faculty. The database that runs web attendance, C2C and SEMS are now all connected together. Early alert emails are also now being sent out to students informing them if they have been absent to class.

MH/ACE- Francesca Fiore is back from leave. This coming month is ACE's Cyber/ELT kickoff, running a boot camp for cybersecurity and training. Attended first meeting at CUNY Central. Putting together an extended leadership meeting for ACE.

SL/IA- Had the LaGuardia Foundation Board meeting yesterday. Thank you to everyone who helped out.

RJ/PO-Pass

SE/Adm-Construction projects are going well. The C-building west side will be finished in 2-3 weeks. Business Entrepreneurial Career Center will soon be having onboard reviews to move on to the design stage.

NS/SA- Enrollment is improving and beginning to mirror last year, still pushing FTE's for Fall Session II.

JC/PO--LaGuardia Rising Committee had 30 people attend a training hosted by the Arab American Association of New York. The training was on the topic of Bystander Intervention. The training consisted of techniques on how to handle difficult situations such as when you witness a person being verbally abuse. The group shared stories and experiences.

PA/AA- Wants to talk about Middle States at a November/December Executive Council meeting and develop a draft calendar and identify gaps and opportunities with accreditation.