MEMORANDUM

April 25, 2013

Members Present: Edward Adams; John Brenkman; John Choonoo; Ann Clarkson; Katharine Cobb; Marisa Delacruz; Angelina Delgado; Arthur Downing; Alan Evelyn; Mary Finnen; Mark Gibbel; Mary Gorman (Co-chair); Nasir Islam; Mona Jha; Christina Latouf; Barbara Lawrence; Myung-Soo Lee; Michael Lovaglio; Henry McLaughlin; Jeff Peck; Mary Rivers; Don Schepers; David Shanton; Dennis Slavin; Corlisse Thomas; Stephanie Vullo; Michael Waldman; Phyllis Zadra

Members Absent: David Birdsell (Co-chair); Boo Choi; Ben Corpus; Monique George; Gary Hentzi; Christian Keck; Jessica Leitner; Jerry Mitchell; Manuel Romero; Warren Schultz; Leslie Sutton-Smith

Subject: Minutes, CSS Meeting of 4/22/2013

The meeting was called to order at 10:11AM

STAFF TRAINING UPDATE

- Angelina made a presentation and discussed staff training details
- CSS to reconfirm names by Friday and email to Angelina
- Registration confirmation to be sent out via CAPS

CROSS BORDER TEAM UPDATES

Business Managers
Business Managers meeting – very strong and continues to meet

Facilities
Had second meeting. Proposed policy on painting in addition to:
  1. Review/give input in developing policies
  2. Elevators
  3. Service excellence
Room reservation system – need rate cards to finish the system and then will begin training.
Need Zicklin representative.

Advisement
Met twice. It’s a large group so broke out into three smaller groups. Established items to work on for the individual groups.
  1. Advising: multi-unit
  2. Responsiveness
  3. Customer Service
Globalization

First meeting on Thursday. Will then reconvene after Turkey trip.

Training and Professional Development

Need members

Registration Group

Pathways – implementation of smaller group meeting weekly on regular items
Pathways website ready to go

Staff Morale Meeting: Needs members and a first meeting

Graduate Billing: Kicked off a productive first meeting and spoke largely about Academic Excellence Fee and a registry of programs

NEW ITEM

1. New Hires
2. Circulate
3. Faculty Resources
4. New Zicklin fiscal rep – Christian Rafidi

Phyllis

A. cross roads between space/enrollment issues
B. numbers going up
C. transfer issue - seats
D. 17 Lex utilization
E. Talking at academic council on enrollment and space issues.

Dennis requests – overview report on classroom space usage — academic council cabinet

Mary – John B. – open items to be discussed:

1. Cabinet level questions from Phyllis
2. SP goals to address

The meeting was adjourned at 11:36AM

Thank you.

MG:ad