



DARE TO DO MORE

**President's Cabinet Meeting
Monday, January 10, 2022
9:00 – 10:30 a.m. via ZOOM**

Meeting Notes

Participants:

Present:

Kenneth Adams, President
Henry Saltiel, Vice President of Information Technology
Ronald Edwards, Executive Director of Human Resources / Interim Chief Diversity Officer/
Affirmative Action Officer/Title IX Coordinator/504-ADA Coordinator
Paul Arcario, Provost
Gail Baksh-Jarrett, Interim Associate Dean for Enrollment
Laura Bartovics, Interim Executive Director of Development
Cristy Bruns, Chair, College Senate
Fay Butler, Interim Associate Dean for Students Success
Maria Cook, Executive Counsel to the President/Labor Designee
Shahir Erfan, Vice President of Administration and Finance
Sunil Gupta, Vice President of Adult and Continuing Education
Rochell Isaac, President, Faculty Council
Nayelli Valencia Turrent, Chief of Staff

Not present:

Robert Jaffe, Senior Advisor to the President/Interim Executive Director of Marketing and
Communication
Wendy Nicholson, Executive Director of Diversity, Equity, and Inclusion

I. Campus/CUNY Updates

- a. President Adams requested a moment of silence before we started the meeting in respect of all the families that suffered from the fire in the Bronx.
- b. In regards to the Provost Search:
 - i. Thanks to Shirley Pippins and her colleagues at Academic Search, we are on schedule and moving forward with the meetings with all the College constituents.
 - ii. President Adams will be working with Professor Bruns as the President Senate to form the Search Committee.
 - iii. 13-15 people will form the Search Committee. 60% Faculty and 40% from various aspects of the College.
 - iv. The Chairs of each Department are sending their recommendations, and President Adams is also asking the Cabinet to submit three staff members they recommend.

- c. President Adams mentioned that it is time to do the ECP Performance reviews. Jessica will schedule a 45 min meeting with each direct report to go over the following:
 - i. Three projects to bring to completion
 - ii. A professional development goals
 - iii. An assumption to re-think
 - iv. A question or topic to research

This exercise will happen every six months.

Provost Arcario mentioned that for Middle States, we need documentation on the form.

- d. Commencement and Keynote speakers.
 - i. President Adams mentioned that we need to start thinking about Keynote Speakers and asked the Cabinet for suggestions.
 - ii. Interim Associate Dean Butler mentioned that she is part of the Commencement Committee and will report back on the preparations.
 - iii. Professor Bruns asked if it is publicly known that Commencement will be in person this year and if we are ready to share it with the Campus.
 - iv. The date is Tuesday, June 21 @ Queens College. Professor Bruns mentioned that in the Academic Calendar, the Commencement is on June 20, and we will need to change the date and get it approved by the Senate.
 - v. Professor Isaac said that she thinks it is appropriate to ask the Mayor to be the Speaker this year.
- e. Lavender LaGuardia request.
 - i. President Adams mentioned that last couple of weeks, he met with Chelsea del Rio, who leads the Lavender LaGuardia group, and that she had a couple of requests. Some are logistical, like gender-neutral bathrooms, but some are easy to get done.
 - ii. Very few people on the administration use pronouns in their signature and Zoom ID names. And even though it is a voluntary thing to do, the President encourages it to show a sense of inclusion and belonging.
 - iii. VP Saltiel mentioned that his team will meet with some of the Lavender La Guardia group regarding the name change in our forms.
 - iv. Professor Bruns said that one of the most significant issues is that old names are still visible to other students in the classroom management systems, which is a big problem for students' self-presentation in the classroom context.
- f. President Adams asked if there are any questions Cabinet has for him to ask at COPs meeting.
 - i. VP Erfan would like to know if ACE students and contractors' workers (like people who work at the cafeteria) can access the testing site.
 - ii. Provost Arcario asked about the timeline for the boosters as communication with the students just for the vaccinations have been already challenging.
 - iii. Professor Isaac would like to know if there will be penalties for Faculty that don't want to get vaccinated.
 - iv. ED Bartovics would like to know if the mandate will be for staff and if there will be different requirements.

II. Review 1/03/22 Cabinet Meeting Notes (Nayelli): No corrections on minutes notes for 1/03/2022 Cabinet meeting

III. Update on COVID positive cases on Campus

- a. VP Erfan mentioned that we had seen many COVID cases after the Christmas gathering. Since December 25, we have had 109 cases. The average reported cases per

day are around eight or nine, and the pick was seventeen. The daily report includes the positive cases but not the cases of exposure, and that number is high too.

IV. Enrollment

- a. Interim Associate Dean Baksh-Jarrett mentioned that for this Fall 2021, she is concerned about our continuing freshmen students. It is down 20.9%, and the marketing team is working with Interim Associate Dean Baksh-Jarrett to implement tools and strategies later this month.
- b. Regarding Spring 2022, applications are up 6.7% compared to Spring 2021, and the number of students who accepted the offer for Spring 2022 is also up 6.6%. However, our continuing students are the most significant decline we see with enrollment for Spring 2022.
- c. We are currently at 46% of our target goal for Spring 2022. We are working with the Advisors to work with the continuing students to enroll in Spring Semester.
- d. We have filled 70% online, 56.8% hybrid, and 38.2% in-person of the classes offered, and Interim Associate Dean Baksh-Jarrett wanted to clarify that this is a trend all across CUNY.
- e. Professor Bruns mentioned that Program Directors and Department Chairs are eager for any information that might help them in the process of trying to make sure course assignments work out for Faculty, primarily the in-person.
- f. President Adams said that this topic is on the Provost's radar and that the information flow should be discussed on the departmental level first, then, any concerns, to the Department Chair and then to the Provost.
- g. Provost Arcario mentioned that all the chairs are aware of the issue and that he is in regular communications with them, but we are not allowed to change modalities for now.

V. ESPARC and Workplace Violence Prevention mandatory training.

- a. ED Edwards mentioned that the deadline to complete the mandatory training was December 31, 2021. As of now, we only have 41% completion on ESPARC and 44% on workplace violence. The next step is to target those employees who have not yet completed the training and provide VPs a list of employees who are not in compliance.

VI. Managers' briefings regarding the request for 100% remote work

- a. Executive Counsel Cook offered to facilitate conversations with Managers about employees asking for 100% remote work. That request should go to HR, but Managers need to talk to the employee and explain that the employee needs to meet specific parameters to get approved. Executive Counsel Cook conversations will add a layer of support and empowerment to the middle management level to ultimately support HR.
- b. President Adams wanted to remind the Cabinet that on February 28 all employees should come back to Campus to work with the 70% modality.

VII. Fall 2021 Return to Campus

- a. ED Jaffe is off this week, but Nayelli will reach out to Gina with the meeting notes for RTC.