



**DARE TO DO MORE**

**President's Cabinet Meeting  
Monday, January 3, 2022  
9:00 – 10:00 a.m. via Zoom**

**Meeting Notes**

**Participants:**

**Present:**

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

**Not 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

**I. Campus/CUNY Updates**

- a. VP Erfan mentioned that the Testing Center is open for everybody. There is no need for an appointment, they are accepting walk-ins, and the hours are on the [CUNY](#) website.
- b. ED Jaffe asked if we want to encourage appointments because he is afraid of the lines. Unfortunately, VP Erfan said that the appointment system is not that effective.
- c. VP Erfan mentioned that we see an increase in cases by day. Just yesterday, we had nine people that tested positive. At this moment, all his staff on vacation haven't been able to take time off because they have been on the phone with cases. Since Thanksgiving, we have had 82 positive cases.
- d. VP Erfan mentioned that what is happening now is that the departments are understaffed. Public Safety, Business Office, ASAP, Registrar, etc. Half of the team are infected, and half are scared to come to the campus.

- e. VP Erfan recommends having meetings, where feasible, via zoom for the moment to avoid getting infected.
- f. Provost Arcario asked if VP Erfan had heard the news that starting January 15, all students need to have their booster. Provost Arcario has not heard from CUNY and has not received any guidance, and it has been hard enough to get students vaccinated to add the booster component now. Again this mandate works against our calendar, and it is going to be almost impossible to get this done in two weeks. VP Erfan said that he has a meeting with CUNY Central tomorrow to talk about it and will report back. VP Erfan is also concerned that all these new requirements will impact his staff that is already tired and overworked.
- g. Professor Bruns mentioned that she checked the COVID tracker on the website, and it has not been updated since November, and she is wondering why. She feels it looks that we are hiding information. The information has been updated and will now link directly to the CUNY website to avoid synchronization issues.
- h. ED Jaffe wanted to ask what will happen if offices cannot be staffed at an adequate level to provide in-person service. We need to figure out a system of information sharing on the opening and closing of offices. He will ask his team to make sure the announcement is on the website's homepage when an office closes.
- i. Provost Arcario shared with Cabinet that there are also Faculty that have tested positive, and he is asking them to switch online because there is nothing we can do. He will clear it with President Adams.
- j. Interim Associate Dean Butler mentioned that she contacted her Directors and asked them to adjust their schedule to avoid having too many people in the same space.

## II. Class Cancellations

- a. Provost Arcario reported on class cancellations for Fall II. Initially, we scheduled 686 sections. On cancellation day, we canceled 31, but there were 121 canceled before cancellation day. Total 152 sections were canceled, and 534 sections are running. Provost Arcario will meet with the Chairs and Registrar to cut the initial offerings. The vast majority of the cancellations are in two departments: Humanities and Education and Language Acquisition.
- b. Provost Arcario mentioned that he would be more hands-on in scheduling the classes to avoid cancellations that affect students and adjuncts for the following Fall. The spring schedule is already done.
- c. Provost Arcario mentioned that CUNY funded 25 new lecturer lines. All the searches need to happen in Spring to start in Fall 2022.
- d. ED Jaffe and Professor Issac think it is better to wait until the budget is approved to see if this initiative goes through.

## III. Review 12/20/21 Cabinet Meeting Notes:

- a. Professor Bruns clarified that the correction on the previous meeting was not the correct one and that it should read:
  - "Program Directors are looking for guidance to avoid the last-minute cancellation. And Professor Bruns reported that Faculty are asking for contingency plans if students are resistant to signing up for in-person classes".*
- b. No corrections on minutes notes for 12/20/2021 Cabinet meeting.

**IV. Enrollment**

- a. Interim Associate Dean Baksh-Jarrett mentioned that overall we are still over our target on enrollment for Fall.
- b. Interim Associate Dean Baksh-Jarrett also mentioned that adding the booster mandate to students will be really difficult to manage. We lost a lot of students because they were not in compliance with the vaccination mandate.
- c. We see an increase in applications for Spring 2022. Compared to last Spring, there is a 21% increase. Students have enrolled in classes: 70% online, 54% Hybrid classes, and 34% in person.

**V. Fall 2021 Return to Campus**

- a. There will be several items to cover in the next RTC:
  - i. CUNY testing opportunity for Faculty, Staff, and students and remind everybody what's the protocol for testing.
  - ii. Send reminders on protocols to follow with the College once you test positive or have had exposure.
  - iii. Announce that on January 21 at 10 am, we will have a Town Hall meeting on Return to campus.
  - iv. Professor Isaac thinks it is important to highlight in the RTC newsletter that we want to put safety first.