



DARE TO DO MORE

**President's Cabinet Meeting
Monday, October 18, 2021
9:00 – 10:30 a.m. in E-500**

Meeting Notes

Participants:

Kenneth Adams, President

Paul Arcario, Provost

Shahir Erfan, Vice President of Administration and Finance

Sunil Gupta, Vice President of Adult and Continuing Education

Henry Saltiel, Vice President of Information Technology

Gail Baksh-Jarrett, Interim Associate Dean for Enrollment

Fay Butler, Interim Associate Dean for Student Success

Robert Jaffe, Senior Advisor to the President/Interim Executive Director of Marketing and Communication

Ronald Edwards, Executive Director of Human Resources / Interim Chief Diversity Officer/Affirmative Action Officer/Title IX Coordinator/504-ADA Coordinator

Laura Bartovics, Interim Executive Director of Development

Wendy Nicholson, Executive Director of Diversity, Equity, and Inclusion

- I. **Campus/CUNY Updates:** President Adams noted the availability of the LaGuardia-branded masks and discussed dissemination to faculty and staff, with an allocation provided to Enrollment Management and Student Success for dissemination to prospective and current students. President Adams noted LaGuardia's need to increase compliance with the mandate for Sexual and Interpersonal Violence Prevention and Response Course (SPARC). He requested that Associate Dean Butler indicated staff is working on developing a plan to increase SPARC compliance with incoming and continuing students. Executive Director Edwards noted that staff and faculty need to take an employee version of SPARC training (ESPARC) and the Workplace Violence Prevention Training and outreach efforts are beginning to increase the college's compliance rate. President Adams noted the CUNY Central Office has abolished the Vacancy Review Board, however for college's running deficits mechanisms must be in place to restrict hiring. He noted that hiring will occur for only "critical fills" and will work with Executive Director Edwards and Vice President Erfan to develop an internal mechanism for reviewing requests to fill positions. President Adams noted that Associate Dean Butler has assigned staff to assist students as they enter the buildings. It was noted that certain fully vaccinated employees, such as employees of the College Association, are still encountering difficulties entering buildings. President Adams requested Vice Presidents Erfan and Saltiel to identify barriers to entry and seek to resolve any issues. President Adams noted that the Tomorrow Campaign has been launched and materials regarding the Campaign, including a PowerPoint and brochure, will be sent to the Cabinet.

II. Review 10/12/21 Cabinet Meeting Notes: Notes reviewed and no changes noted.

III. Enrollment

- i. Weekly Enrollment Update: Associate Dean Baksh-Jarrett reported on the weekly enrollment dashboard (attached) and noted a small decline in enrollment. This is expected as WA grades are assigned for failure to obtain MMR vaccinations, WN grades are assigned and she anticipates continuing declines as the WA grade is assigned for students failing to obtain the COVID vaccination. Staff at the Health Center are engaged in outreach to have students comply with MMR vaccination requirements. The Health Center will be holding a MMR clinic to allow students to get vaccinated. She explained the process of students moving through the enrollment process, including that 19,000 students applied for admission for Fall 2021. Of those students, over 7000 had incomplete applications and were unable to move to matriculated status. She noted that approximately 4600 students actually accepted the offer of admission and 3207 registered. At this point, it was explained, we do not know the final yield for the fall semester. Provost Arcario recommended the hiring of students to act as peers to undertake outreach to prospective students in the enrollment pipeline. Associate Dean Baksh-Jarrett noted that students were hired, however this occurred later in the enrollment cycle. It's important, she noted, that students receive regular communication and interaction with the college soon after they are accepted. Associate Dean Butler noted the importance of engaging the whole family and creating environments where family members, including parents, are involved in receiving information and experiencing the college. Executive Director Nicholson noted the importance of holding events on campus to allow prospective students to interact with peers, staff and faculty. She also noted the value of creating mentorship opportunities for peers involved in outreach to allow them to continue work with students they've assisted. President Adams noted the need for outreach to students receiving a WN grade to encourage their taking classes in Fall 2 and Spring 1. Senior Advisor Jaffe discussed the need for campus events, including information sessions and campus tours, to allow prospective students and family members to experience the campus. He noted that we can't rely on the website as the tool to engage students. It was noted that a virtual tour now exists and that prospective students need to be engaged virtually and with the availability of on-campus events.

IV. Fall 2021 Return to Campus

- i. Update on Fall 2021 Return to Campus Implementation: Vice President Erfan noted that no cases of COVID have been reported. He indicated that the Reopening Committee is working with Campus Life to discuss allowing clubs and campus events to occur on campus. He indicated that the café in the C-Building is open, but plans to open other cafeteria spaces are on hold until there are more customers.
- ii. Implementation of Vaccination Deadline for Students Taking In-Person/Hybrid Classes: Provost Arcario reviewed the planning underway to address students that remain unvaccinated or unverified. Associate Dean Butler noted that additional staff have been brought in to assist the Health Center in verifying vaccination status and assisting students. Senate Chair Bruns raised a concern that some faculty have expressed a concern that they may be pressured to accommodate students that are unvaccinated since the college doesn't want to lose enrollment. Provost Arcario responded that the college's priority is health and safety and no faculty member should be concerned about this issue. They have authority to choose to accommodate a student. The administration is not monitoring faculty decisions. President Adams reiterated that health and safety

is driving our decisions and we are enforcing a policy that no unvaccinated students will enter the campus. It was noted that faculty should be reminded that it is their decision as to whether accommodation is provided. Senate Chair noted the need to have additional support at the doors on 10/26/21 when more students are anticipated to return to campus. She noted that many students will be coming for the first time and may be anxious and filled with varying emotions. Vice President Erfan indicated he will ensure the Public Safety Officers are prepared for more students and will be further trained on how best to assist students.

- iii. **Mask Policy for Faculty:** Provost Arcario indicated the need to remind faculty of mask wearing policy as questions have arisen. The Cabinet reaffirmed existing policy is that all students must wear masks on campus, including in the classroom. Faculty cannot give students permission not to wear them. Regarding masks for faculty the rule remains: In a classroom, if a vaccinated professor is teaching a class and is able to keep social distance from everyone else in the class, he or she may choose not to wear a mask. Note that this exception applies only to faculty; students are still required to wear mask. In general, if a student is not wearing a mask in class, faculty should first ask or kindly remind students to put on a mask. If a student doesn't comply or may cause an issue, faculty should call public safety. Questions and persistent problems with student compliance should be referred to Associate Dean Butler.

V. Course Schedule for Spring 2022: Provost Arcario indicated that course schedule was submitted to CUNY on 10/15/21. A meeting with Chairs is scheduled for 10/19/21 and we anticipate CUNY review of the proposed course schedule this week. Senate Chair Bruns indicated that some faculty and program directors have raised concerns about a rigid interpretation of the 70/30 mandate for in-person/hybrid and online classes for Spring 2022. Provost Arcario indicated that he is not aware of any academic program needs that would require greater reliance on in-person or hybrid classes given that programs were able to meet programmatic objectives when we were fully in-person. He also noted that hybrid classes are not acceptable as in-person classes given the clear direction coming from the CUNY Central Office. President Adams noted that we need to assess the experience with online learning and examine where and for whom it is working and where and for whom it is not. He indicated that there's anecdotal information, but we need deeper assessment of learning online, including examining the outcomes of students that transfer. Provost Arcario noted that the college, pursuant to the Chancellor's directives, will need to examine the future of online learning and this assessment should be incorporated into this planning. Faculty Council President Isaac noted that moving forward we can define what is expected of students when taking an online course, including an agreement to put a camera on to allow for better engagement.

VI. College Senate Priorities for 2021-22: Senate Chair Bruns reviewed the College Senate priorities (attached). She discussed both immediate issues that arise with COVID, including examining issues around online learning, and longer-term issues the Senate will seek to address. She indicated a priority is assisting and supporting Senators as they communicate with their constituencies about Senate-related issues and actions. She also noted the need to create better processes for documentation of Senate procedures, including elections. She indicated that the changes outlined in the memo will take time to implement. President Adams indicated that he is committed to elevating the importance of governance bodies and will take steps to support the important role of the Senate. He indicated that communication around the college budget occurs with both the labor representatives and Senate and asked whether the information sharing and discussion could occur with both the

Senate and labor representative at the same time. Senate Chair Bruns noted the need to keep these discussions separate given the very different roles between the labor unions and the Senate. President Adams noted the comment and agreed that these are distinct bodies and discussions should remain separate.

- VII. Next Steps on Chancellor's Statement of Goals for 2021-22:** President Adams addressed the strategic planning process and indicated that the draft (attached) is for Cabinet review. Any suggested changes should be sent to Senior Advisor Jaffe. The final document will be submitted to the Chancellery on 10/29/21.