



DARE TO DO MORE

**President's Cabinet Meeting
Monday, March 07th, 2022
9:00 – 10:30 a.m.**

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 Student Success
Ronald Edwards, Executive Director of Human Resources / Interim Chief Diversity Officer/
Affirmative Action Officer/Title IX Coordinator/504-ADA Coordinator
Shahir Erfan, Vice President of Administration and Finance
Sunil Gupta, Vice President of Adult and Continuing Education
Rochell Isaac, President, Faculty Council
Robert Jaffe, Senior Advisor to the President/Interim Executive Director of Marketing and
Communication
Nava Lerer, Dean for Institutional Effectiveness
Henry Saltiel, Vice President of Information Technology
Nayelli Valencia Turrent, Chief of Staff

On the phone:

Maria Cook, Executive Counsel to the President/Labor Designee

Not Present:

Kenneth Adams, President
Wendy Nicholson, Executive Director of Diversity, Equity, and Inclusion

I. CUNY Mask Policy update

- a. Cabinet members discuss the idea of sending a communication to the Campus about the new policy sent by the Chancellor on Friday, March 4th.
 - i. ED Jaffe said that he is reluctant to send communications that just reiterates what has been told by the memo. He feels it will create more conversation and confusion. ED Jaffe's approach will be to start gathering questions that we hear from the Community and try to answer those, and if we cannot, present them to the Central office.
 - ii. We cannot ask someone on our Campus to wear a mask from now on; wearing a mask is optional. But we might consider putting up signs that say, "*Please be considerate of those who choose to wear a mask*" to create a mask-friendly atmosphere.

- iii. Professor Bruns wanted to point out that last week's Return to Campus issue had great resources but did not remind everyone that classrooms have been inspected and have improved ventilation. That information is something that Faculty will feel more comfortable with if they are aware.
- iv. The decision made by the Cabinet was for Provost Arcario to send communication regarding the change of mask policy and for VP Erfan to send communications regarding the ventilation in the classrooms.

b. Network Outage

- i. VP Saltiel reported that the problem came from a misplaced switch connection in a network jack. There are lessons learned, and the first thing to do is to set up a standard operating procedure where IT will escalate the problem to a higher level every 30 minutes or so if it is not getting solved or fixed.
- ii. Interim Associate Dean Baksh-Jarrett said that her team worked Saturday and Sunday to compensate for the hours lost during Thursday and Friday.
- iii. CoS Valencia commented that the issue served as an exercise on communications across different departments. We were able to communicate with Cabinet in a timely matter; an emergency meeting happened, Communications team sent the news and kept posting on Twitter.

c. Town Hall

- i. The next Town Hall meeting will be on Wednesday, March 16th, at noon. We will follow the same format we have been following via Zoom, with Professor Isaac as moderator and two presentations from Enrollment and Marketing. It will be an overview of how enrollment went, challenges, lessons learned, observations of opportunities for the future, etc.

II. Review 2/28/22 Cabinet Meeting Notes (Nayelli):

Professor Bruns commented that in the section on the Social Equity Plan, it refers to **Standard** Professional Development Committee, and it should be the **Senate** Professional Development Committee.

III. Enrollment

- a. Interim Associate Dean Baksh-Jarrett reported that last week was challenging not just because of the network failure but also because of all the cancellations (class cancelations, BURSAR cancelations). Then the issue about vaccination, with 312 students canceled.
- b. Students are allowed to register until March 11th. After that date, we will see a lot of fluctuation again in the numbers.
- c. Regarding modality, for spring 2022, in-person seats are 75.9%, hybrid seats are 87%, and online seats are 91%.
- d. VP Erfan announced that we would provide students some relief if their debt is \$1,500 or less. Another reminder is that ARPA funding will be released soon by CUNY.

IV. Middle States update

- a. Dean of Institutional Effectiveness Lerer reminded the Cabinet about Middle States upcoming site visit best practices:
 - i. Take a look at the website.
 - ii. Read the Executive Summary on each chapter.
 - iii. There is a tentative schedule that has not been approved yet by the Chair.
 - iv. Keep your schedule free on all the dates if your assistance or presence is required.

- b. Provost Arcario wanted to highlight that this process is about getting the College credited.

V. Face shields/Plexiglass

- a. VP Erfan wanted to point out that staff has requested to add plexiglass in their offices.
- b. VP Erfan received a quote on how much it will cost to add more, and it is around \$20,000, and it won't be feasible. The other safer and more protective solution is to use face shields; we have 5,000 on Campus.

VI. Disciplinary measures if employees are not in compliance with vaccinations

- a. ED Edwards reminded us that as of April 1st, all employees should upload proof of vaccination. As we get closer to the date, it will be more difficult to get the two shots to meet the deadline (unless getting the one-shot from Johnson and Johnson).
- b. On April 2nd CUNY will run a report, and those out of compliance will either be placed on paid or unpaid leave of absence. But it has not been determined what will be the disciplinary measures yet.
- c. Weekly testing for unvaccinated staff won't be in effect after April 1st.
- d. ED Bartovics said that the Research Foundation would send an e-mail that will go out to all RF staff on the Vaccination mandate starting also on April 1st.
- e. Professor Bruns asked what will happen if a Faculty that is teaching in person is not in compliance, and ED Edwards replied that as far as he knows, the Professor won't be removed from the classroom.

VII. 70% in Person/Manager training

- a. ED Edwards said that the workshops are going well with the managers. HR is distributing a form that accommodates the 70% schedule, which has week A and week B.
- b. Managers are asking if there is a way to have more flexibility. But the answer is no.
- c. Provost Arcario wanted to clarify that the 70% is on an individual, not a departmental basis. Some managers came back telling him that they understood they needed to have an average of 70% attendance for the entire office. ED Edwards clarified that the 70% is on an individual level.

VIII. LAST Return to Campus # 41

- a. ED Jaffe announced that it will be the last "Return to Campus" issue as we now actually have returned!
- b. ED Jaffe clarified that communications will still go out as needed from the primary communicator.
- c. ED Jaffe wanted to give a shout-out to the Director of Communications, Georgina Taraskewich, who has been extraordinary at keeping the issues coming.

IX. Other

- a. Professor Bruns asked if we knew when students would be dropped because of the booster shots.
- b. Provost Arcario mentioned he will be meeting with a team to talk about it. But as far as he knows, they won't get dropped, but they won't be allowed to register for the summer or the fall as they become eligible.
- c. Interim Associate Dean Baksh-Jarrett added that the students could also be prevented from changing programs. The Health Center will be sending a reminder to students when they become eligible for the booster.