President's Cabinet Meeting
Monday, April 19, 2021
9:00 – 10:30 a.m.

Meeting Notes

Participants:
Kenneth Adams, President
Paul Arcario, Provost
Nireata Seals, Vice President of Student Affairs and Associate Provost
Shahir Erfan, Vice President of Administration and Finance
Henry Saltiel, Vice President of Information Technology
Robert Jaffe, Senior Advisor to the President/Interim Executive Director of Marketing and Communication
Ronald Edwards, Executive Director of Human Resources
Cristy Bruns, Chair, College Senate
Rochell Isaac, President, Faculty Council
Laura Bartovics, Interim Executive Director of Development
Taejong Kim, Legal Counsel/Labor Relations Manager

I.   **Campus/CUNY Updates**: President Adams thanked the Cabinet for their active participation in the Cabinet retreat. He indicated that he wishes to continue the work to integrate the Gallup Strengths framework into the Cabinet's continuing work.

II.   **Review 4/12/2021 Cabinet Meeting Notes:** Notes reviewed and no changes noted.

III.   **Enrollment**
   a. Update on "Jump Start" Enrollment: VP Seals reported that 16 students have registered for Jump Start which begins on 4/24/21. Outreach efforts to part-time students, stop-outs and other populations continues. The Cabinet noted the value of giving students multiple times to start their classes. VP Seals noted that various rules and procedures make it challenging to have multiple starts. Provost Arcario will reach out to BMCC to see how they've implemented their version of Jump Start. President Adams noted that this is a topic for the Enrollment Solutions Working Group to examine and recommend action to the Cabinet.
   b. President Adams noted that he and VP Gupta are working on a modified CUNY Start program for high school students. It would operate like a summer immersion program. A grant of $10,000 has been provided by the CUNY Central Office to pay for certain faculty costs. The program will engage the Career Services Center and ACE to provide career planning as a wrap-around service for students.

IV.   **Update on Utilization of Study Halls:** VP Erfan reported on the low number of students accessing study halls (see attached). It was noted that faculty, particularly adjuncts, can inform students of the availability of the study halls. Robert indicated that we will work with Student Affairs to place information on student portals and social media about the study hall availability and to inform faculty about promoting this to students.

V.   Update on Fall 2021 Planning

   a. Utilization and Capacity of Classroom Space: VP Erfan discussed information (attached) showing the availability of rooms with a capacity of over 28 seats. An analysis revealed with social distancing of 6-feet that 36% of in-person sections could be accommodated given current space availability and social distancing protocols. This does not include classrooms above the 4th floor in the C-Building given concerns about elevator usage. Provost Arcario reminded the Cabinet of the additional costs associated with operating in-person/hybrid classes given more teaching personnel are needed. President Adams noted there are many variables in campus in-person capacity, including the frequency of the use of a classroom, social distancing rules and the class calendar. President Adams noted that our classroom calendar concentrates classes during certain time periods and this clustering may not be advantageous to meet student scheduling needs and address restricted capacity during Covid. Provost Arcario noted he is having ongoing discussions with Chairs regarding scheduling. He also noted previous efforts, around the 30-credit initiative, were put in place to address class availability and this should be revisited to assess continuing impact. Senate Chair Bruns noted that the class schedule is also responsive to when students wish to attend classes.

VI.   Middle States: President Adams requested the Cabinet to reflect on the Middle States self-study chapters that were received over the weekend. Provost Arcario noted the high quality of the work. He also indicated that there is streamlining of the document that's needed. In addition, he noted areas, such as with the staff survey, that will require updates as work is done to address an issue. He noted that Standard 5 on Assessment will need to be updated and streamlined. He indicated that it would be valuable to create a chart that shows the PPR/AES feedback loop processes as this will allow the College and reviewers to more easily see how assessment informs future action. Senate Chair Bruns noted the need to address the budget process as there are discrepancies between what is now written and the process. VP Erfan indicated that he will develop a flow chart to better show the process. Faculty Council President Isaac noted that storage of information and a central repository for collecting information is needed. Robert Jaffe noted the frequency in which communications arises in terms of communication to students and communications amongst and within Divisions and Departments. President Adams noted the need to have more information about the work of the Foundation included and that there are areas where work is being done, but the Self-Study may not include that up-to-date information. He noted that work around micro-credentials, AAS degree assessment and the tapping of external expertise (such as the work with the Harvard Business Club of NY and medical billing) area areas where the Self-Study will need updates. In addition, he noted the need to highlight accomplishments with student graduation rates. President Adams indicated that he will look to schedule a Cabinet retreat in June to address Middle States issues.

AA Classrooms/Instructional Spaces with normal capacity of 28 or larger

#	Facil ID	Description	Capacity	#	Facil ID	Description	Capacity
1	B-B-101	Computer lab/SmartroomClassroom	36	71	C-C-462	Smartroom Classroom	33
2	B-B-115	Smartroom Classroom	36	72	C-C-463	Smartroom Classroom	34
3	B-B-116	Smartroom Classroom	30	73	C-C-464	Smartroom Classroom	34
4	B-B-120	Smartroom Classroom	30	74	E-E-106	Computer Lab	31
5	B-B-121	E-Portfolio Lab	32	75	E-E-108	Computer lab/SmartroomClassroom	36
6	B-B-123	E-Portfolio Lab	31	76	E-E-120	Music/Smartroom Classroom	30
7	B-B-126	Smartroom Classroom	30	77	E-E-121	Music/Smartroom Classroom	61
8	B-B-129	Computer lab/SmartroomClassroom	34	78	E-E-141	Computer Lab	33
9	B-B-130	Computer lab/SmartroomClassroom	28	79	E-E-147	Smartroom Classroom	29
10	B-B-202	Writing Center lab	32	80	E-E-217	Smartroom Classroom	30
11	B-B-203	Writing Center lab	28	81	E-E-228	Computer Lab	30
12	B-B-209	Computer lab/SmartroomClassroom	36	82	E-E-230	Computer Lab	31
13	B-B-219	Computer lab/SmartroomClassroom	34	83	E-E-232	Computer Lab	29
14	B-B-220	Smartroom Classroom	36	84	E-E-234	Smartroom Classroom	31
15	B-B-228	Computer Lab	30	85	E-E-253	Smartroom Classroom	30
16	B-B-229	Smartroom Classroom	30	86	E-E-258	Smartroom Classroom	33
17	B-B-233	ESL Tutoring Lab	30	87	E-E-259	Computer Lab	31
18	B-B-300	MAC Computer Lab	28	88	E-E-260	Smartroom Classroom	28
19	B-B-301	Smartroom Classroom	38	89	E-E-261	Computer Lab	31
20	B-B-302	Smartroom Classroom	45	90	E-E-262	Smartroom Classroom	28
21	B-B-306	Smartroom Classroom	53	91	E-E-264	Smartroom Classroom	30
22	B-B-307	Computer lab/SmartroomClassroom	38	92	E-E-265	Smartroom Classroom	29
23	B-B-308	Computer lab/SmartroomClassroom	32	93	E-E-266	Smartroom Classroom	28
24	B-B-318	Smartroom Classroom	36	94	E-E-273	Computer Lab	30
25	B-B-319	Smartroom Classroom	38	95	E-E-303	MAC Computer Lab	28
26	B-B-321	Computer lab/SmartroomClassroom	44	96	E-E-340	Smartroom Classroom	31
27	B-B-322	Smartroom Classroom	40	97	E-E-341	Smartroom Classroom	32
28	B-B-A04	Smartroom Classroom	40	98	E-E-351	Nursing Lab	30
29	B-B-A07	Smartroom Classroom	30	99	E-E-352	Nursing Lab	60
30	B-B-A10	Smartroom Classroom	45	100	E-E-360	Nursing Lab	60
31	B-B-A11	Smartroom Classroom	30	101	E-E-401	Smartroom Classroom	31
32	B-B-A14	Smartroom Classroom	38	102	M-M-104	Smartroom Classroom	44
33	B-B-A17	Smartroom Classroom	40	103	M-M-106	Smartroom Classroom	43
34	C-C-103	Lecture Hall	114	104	M-M-107	Smartroom Classroom	43
35	C-C-207	Computer lab	39	105	M-M-108	Smartroom Classroom	37
36	C-C-209	Computer lab	38	106	M-M-110	Smartroom Classroom	31
37	C-C-234	Smartroom Classroom	40	107	M-M-122	Black Boc Theater	120
38	C-C-236	Smartroom Classroom	39	108	M-M-135	Smartroom Classroom	33
39	C-C-237	Computer Lab	31	109	M-M-136	Smartroom Classroom	29
40	C-C-238	Computer Lab	38	110	M-M-137	Smartroom Classroom	33
41	C-C-245	Computer lab/SmartroomClassroom	28	111	M-M-138	Smartroom Classroom	32
42	C-C-246	Computer lab/SmartroomClassroom	28	112	M-M-151	Smartroom Classroom	40
43	C-C-251	Smartroom Classroom	37	113	M-M-152	Smartroom Classroom	42
44	C-C-265	Computer lab/SmartroomClassroom	28	114	M-M-156	Smartroom Classroom	43
45	C-C-268	Computer lab/SmartroomClassroom	28	115	M-M-157	Smartroom Classroom	31
46	C-C-318	Smartroom Classroom	40	116	M-M-158	Smartroom Classroom	37
47	C-C-329	EMT Lab/Smart Classroom	42	117	M-M-161	Smartroom Classroom	35
48	C-C-330	EMT Lab/Smart Classroom	52	118	M-M-167	Dietetic Tech Lab	48
49	C-C-340	Smartroom Classroom	30	119	M-M-317	Smartroom Classroom	32
50	C-C-359	Smartroom Classroom	29	120	M-M-B41	Math Lab	30
51	C-C-401	Dance Studio	55	121	M-M-B43	Math Lab	30
52	C-C-411	Smartroom Classroom	36	122	M-M-B44	Math Tutoring Lab	61
53	C-C-412	Smartroom Classroom	36	123	M-M-B45	Math Lab	30
54	C-C-413	Smartroom Classroom	36	124	M-M-B47	Math Lab	30
55	C-C-414	Smartroom Classroom	36	125	M-M-B64	Smartroom Classroom	31
56	C-C-426	Smartroom Classroom	32	126	M-M-B68	Smartroom Classroom	30
57	C-C-427	Smartroom Classroom	32	127	M-M-B69	Smartroom Classroom	31
58	C-C-431A	Smartroom Classroom	34	128	M-M-B70	Smartroom Classroom	29
59	C-C-431B	Smartroom Classroom	37	129	M-M-B73	Smartroom Classroom	36
60	C-C-431C	Smartroom Classroom	39	130	M-M-B77	Smartroom Classroom	30
61	C-C-431D	Smartroom Classroom	48	131	C-C-708	Smartroom Classroom	28
62	C-C-443	Smartroom Classroom	30	132	C-C-709	Smartroom Classroom	28
63	C-C-444	Smartroom Classroom	30	133	C-C-713	Smartroom Classroom	28
64	C-C-446	Smartroom Classroom	39	134	C-C-715	Smartroom Classroom	28
65	C-C-448	Smartroom Classroom	35	135	C-C-720	Smartroom Classroom	28
66	C-C-450	Smartroom Classroom	35	136	C-C-723	Smartroom Classroom	28
67	C-C-451	Smartroom Classroom	36	137	C-C-725	Smartroom Classroom	28
68	C-C-452	Smartroom Classroom	35	138	C-C-727	Smartroom Classroom	29
69	C-C-453	Smartroom Classroom	36	139	C-C-740A	E-Portfolio Lab	32
70	C-C-461	Smartroom Classroom	37				

Classroom not slated to Hold Classes in Fall by Registrar, but included for use in this worksheet

ACE Classrooms/Instructional Spaces with normal capacity of 28 or larger

	Facil ID	Description	Capacity		Facil ID	Description	Capacity
1	B-B-A01	ACE Smartroom Classroom	30	17	C-C-328	ACE Smartroom Classroom	28
2	B-B-A03	ACE Smartroom Classroom	34	18	C-C-331	ACE Smartroom Classroom	31
3	B-B-A05	ACE Smartroom Classroom	32	19	C-C-332	ACE Smartroom Classroom	31
4	B-B-A09	ACE Smartroom Classroom	45	20	C-C-334	ACE Smartroom Classroom	31
5	B-B-A18	ACE Smartroom Classroom	36	21	C-C-336	ACE Smart Classroom	28
6	B-B-A19	ACE Smartroom Classroom	40	22	C-C-338	Allied Health ACE Classroom	50
7	C-C-218	ACE Smartroom Classroom	39	23	C-C-348	ACE Smartroom Classroom	32
8	C-C-228	ACE Smartroom Classroom	32	24	C-C-351	ACE Health Aide Lab	63
9	C-C-229	ACE Smartroom Classroom	29	25	C-C-356	ACE Smart Classroom	28
10	C-C-240	ACE Smartroom Classroom	36	26	C-C-410	ACE PC Lab	28
11	C-C-247	ACE Smartroom PC Lab	30	27	C-C-422	ACE Workforce Classroom	32
12	C-C-248	ACE Smartroom PC lab	28	28	C-C-425	ACE Smartroom Classroom	32
13	C-C-248	ACE Smartroom PC lab	28	29	C-C-438	ACE Smart Classroom	36
14	C-C-319	ACE Smartroom Classroom	28	30	C-C-440	ACE Smart Classroom	36
15	C-C-320	ACE Smartroom Classroom	32	31	M-M-B65	ACE Smart Classroom	28
16	C-C-327	ACE Smartroom Classroom	31				

Inventory	# of Available Classroo	Adjusted Use index due to COVID Restrictions	Total Classrooms available at any given time
Total Number of *Academic Affairs Classrooms* with 28 and more seating capacity on 4th floor and below	130	0.50	65
Total Number of classrooms with 28 and more seating capacity above 4th floor	9	0.30	2.7
Total	**139**		**67.7**

Total Number of *ACE Classrooms* with 28 and more seating capacity above 4th floor	31	0.50	15.5

Academic Affairs - Summary

Number of **in-person sections** supported (Based on max of 11 sections per classroom/ week including 1 on Saturdays) for 67.7 classrooms	745	sections
Total number of Sections offered in FALL 21	2062	sections

Percentage of In-person Sections with COVID Restrictions	**36%**

Classrooms & Labs in use for Fall 1, per registrar:
Classrooms w/capacity of 25 or greater is, **166**.
41 ACE classrooms + 125 credit classrooms.

All Classrooms & Labs on campus, in use and not in use:
Classrooms w/ capacity of 25 or greater is, **210**.
41 ACE classrooms + 169 credit classrooms.