



DARE TO DO MORE

**President's Cabinet Meeting
Monday, August 16, 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

Cristy Bruns, Chair, College Senate

Laura Bartovics, Interim Executive Director of Development

- I. Campus/CUNY Updates (Kenneth):** President Adams reported that Wendy Nicholson, currently serving as CUNY LEADS Advisor at LaGuardia Community College, in the Center for Career & Professional Development will be appointed LaGuardia's first Executive Director of Diversity, Equity and Inclusion. She begins in her new role on 8/30/21. He also noted that Associate Dean Butler will be serving as Vice-Chair for the Middle States accreditation process for Jamestown Community College. President Adams also provided updated information on Senate Chair Brun's request to examine student course preference when enrolling for in-person, hybrid or online classes. He had requested the college's registrar examine enrollment into courses listed in the academic map for the five largest majors. This afforded an opportunity to look at enrollment patterns of new students. The research (attached) found that students enrolling in these classes enrolled at higher rates for the in-person classes compared to the hybrid and fully online classes. Senate Chair Bruns discussed how it might be valuable to examine what sections of courses remain unfilled as this may also reveal enrollment preferences. Provost Arcario discussed class cancellations and noted he is discussing the issue with the academic chairs during the week of 8/16/21. President Adams noted that the schedule for the spring semester will be developed soon. He noted that the Fall 2021 semester is a transition semester and barring safety issues we should seek to substantially increase the proportion of courses offered in-person.
- II. Review 8/9/21 Cabinet Meeting Notes:** Notes reviewed and no changes noted.
- III. Enrollment**

- a. **Weekly Enrollment Update:** Associate Dean Baksh-Jarrett presented the weekly enrollment dashboard (attached). She indicated that the spring 2021 semester enrollment is now complete as grades have been submitted. She noted that the trend in the fall enrollment continues to be a positive one with three weeks to go before classes begin. She noted that there are no more sweeps of PAR students meaning that the numbers in the dashboard are not inflated by the Proactive Advising and Registration (PAR) process. She noted that all enrollment and advising teams are communicating the financial benefits and supports available to students.
- b. **Update on CUNY Comeback Program:** Associate Dean Baksh-Jarrett discussed the CUNY Comeback program and noted that implementation is occurring in phases as the University removes balances incurred by students during the pandemic.
- c. **Enrollment Targets and Subgroups:** Associate Dean Baksh-Jarrett discussed the move to create enrollment targets of certain populations, such as freshmen, continuing students, and transfers. She noted that this will be a change in practice and culture. The targets and the strategies to achieve the targets will be developed as part of a strategic enrollment plan. President Adams noted that the goal of Fall 2021 is 12,000 students, which is close to the number of students enrolled in Spring 2021. Associate Dean Butler spoke approvingly of the use of targets and the development of an enrollment plan.

IV. Fall 2021 Return to Campus

- a. **Update on Fall 2021 Return to Campus Planning:** Vice President Erfan discussed the return to campus of staff and noted that preparations should result in a smooth opening. He noted that Plexiglass barriers are being installed in student-facing operations. Signage is also being produced and displayed. He noted that the COVID testing site in E-242 is being readied and will be operational soon. President Adams requested the Cabinet's input on temperature checks. Benefits could include identification of people with fevers that might be infected with COVID-19 and might act to further reassure the campus about the college's commitment to maintaining a COVID-free environment. Some Cabinet members expressed concern about the public health value of temperature checks and possibility of creating bottlenecks for entry. Vice President Erfan requested that any action to impose temperature checks be taken after the first week of classes to allow the college to see whether the process leads to delays. It was reiterated that testing, as of now, is only available to non-vaccinated individuals. Executive Director Bartovics raised a concern about the impact of allowing 30 minutes of paid time be available to individuals requiring a test. She noted that some individuals are paid based on their instructional time and don't have available time (without reducing instruction) to get tested. President Adams urged flexible implementation to allow individuals in these rare circumstances to get tested. President Adams requested the Cabinet to consider at their next meeting the issue of physical distancing and whether physical distancing should be required in all or some settings. The current protocol requires physical distancing for unvaccinated individuals. Concerns were raised about the implications of requiring physical distancing in some public settings, but not in others, such as classrooms.
- b. **Update on Remote Work:** Executive Director Edwards discussed requests for 100% remote work. Approximately 50 staff have requested and disposition of these requests continues. Confirmed numbers are not yet available. The Professional Staff Congress (PSC) has raised concerns about the requirement, defined by the University, that 100% remote work be reviewed by Human Resources Departments. President Adams indicated that he is planning to raise with the University concerns about the implementation of the 100% remote work review process. He noted that because of the Delta variant and the college's timing for the start of classes that flexible implementation should be considered.

V. Findings and Recommendations of the Student Success Planning Group: Associate Dean Butler presented on the findings and recommendations of the Student Success Planning Group (attached). The Cabinet offered enthusiastic praise for the presentation. President Adams requested further examination of the advising models used at other campuses, specifically whether campuses employ professional advisors for newer students (those with less than 30 credits) and faculty to deliver advising help for students with more credits. Associate Dean Butler noted the need to create greater clarity on how student disciplinary actions and grievances are handled. Vice President Gupta noted that adjudication of student grievances and disciplinary action has been assisted by staff in the Student Success Department. President Adams noted that silos continue to exist, specifically noting how advising staff are not deeply connected with the student engagement efforts. President Adams indicated that on 8/30/21 the Cabinet will receive the findings and recommendations of the Enrollment Management Planning Group. Following the receipt of that report, and continued engagement with stakeholders, including the College Senate, the future structure of the two Departments will be finalized. Once that occurs a search can commence for the Dean positions.