



DARE TO DO MORE

**President's Cabinet Meeting
Monday, January 31, 2022
9:00 – 10:30 am via ZOOM**

Meeting Notes

Participants:

Present:

Kenneth Adams, President

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

Maria Cook, Executive Counsel to the President/Labor Designee

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

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

Henry Saltiel, Vice President of Information Technology

Nayelli Valencia Turrent, Chief of Staff

I. Middle States presentation

- a. The Middle States Co-chairs, Professor Reem Jaafar, and Justin Rogers-Cooper, presented about Middle States.
- b. Some takeaways:
 - i. Read the Self Study that pertains to your area;
 - ii. Review the guidance document provided;
 - iii. Get familiar with the Mission and Strategic Plan priorities;
 - iv. Identify key colleagues, team, and personnel to prepare with;
 - v. The site visit will be virtual and will happen from March 20 to 23rd
- c. The Middle States team is working on a communications plan to share with the College regarding what to expect. President Adams mentioned that we should include a paragraph in Return to Campus e-mails from now until the visit to keep everyone updated.

II. E-permit presentation

- a. Renée Freeman-Butler, Transfer Services Director presented the process of using E-permit.
- b. Interim Associate Dean for Student Success, Fay Butler, mentioned that it would be good to have the Advisors trained on E-permit.

III. Campus Updates

- a. President Adams welcomed the Dean for Institutional Effectiveness Nava Lerer as a new member of the Cabinet.
- b. President Adams gave a big shout-out to the building and facilities crew for digging LaGuardia out of the snowstorm this weekend with our two new electric snowblowers!
- c. Tomorrow starts Black Heritage Month, and as ED Nicholson mentioned previously, President Adams reminded the Cabinet to participate in the events. The lineup looks great, and the administration must show support.
- d. Please save the date of Friday, March 4, from 9 am to 11 am as the Cabinet will do a special exercise on Truth, Racial Healing, and Transformation.

IV. Review 1/24/22 Cabinet Meeting Notes (Nayelli):

- a. VP Erfan asked to change the paragraph on item **II. a. i.** to read as follows:
"VP Shahir mentioned that one component we need to be aware of is to make sure the students who are eligible can enter the campus. They need to have their vaccination uploaded on CUNYFirst, etc.
- b. President Adams had minor changes that will give to Nayelli later.

V. Enrollment

- a. Interim Associate Dean Baksh-Jarrett mentioned that we are currently at 68.8% of our target for Spring 22. That's about 634 students from last week. In the first three weeks of January, we averaged about 370 registration, so it was a good uptake. But for us to achieve the enrollment target, we will need to register 1,000 students each week.
- b. At this moment, we are all hands-on deck. We are reaching out to students via e-mail, texts, phone calls, etc., to get them to register.
- c. For spring 2022, in-person seats are at 53.8%, hybrid seats are at 65.8%, and online are at 71.9%.
- d. President Adams asked how we communicate with returning students. Interim Associate Dean Baksh-Jarrett said that those students are handled by advisement, but we also communicate with them via e-mail, text, and phone calls to remind them that it is time to register and walk them through the process.
- e. President Adams also asked how we will communicate with students that we now have more online sections. Who develops that message and gives them to advisors?
- f. Interim Associate Dean Butler said that Ramon de los Santos usually keeps the advisors updated with new information or any changes.
- g. Provost Arcario suggested doing a student call campaign like the one we had last year with volunteers calling students to encourage them to register and come back to LaGuardia.
- h. Professor Burns mentioned that in the past, there was an enrollment solution working group from across campus to brainstorm and look at the problems with enrollment and how to address them. Maybe it is too late for this semester, but perhaps it will be a good idea to bring it back in the future.
- i. ED Jaffe said that he helped with the group and was valuable. He believes there should be a post mortem after each enrollment cycle to understand what worked and what didn't. He agrees that having a post-enrollment review and building towards next fall would be smart and good practice.

VI. Grad NYC grant proposal

- a. Provost Arcario mentioned that he is working on a proposal with a group of faculties coming from the psychology clinical area interested in working around mindfulness and meditation. It is longer-term, but there are many potential benefits in terms of building inner resources and resilience.
- b. On a similar topic, President Adams mentioned that by June 30, we are going to need to let go of half of our counselors funded by the CARES act. VP Erfan said that we need to clarify the deadline because we don't know if the program will be extended.

VII. Return to Campus

- a. VP Erfan would like to add something about random testing and will provide ED Jaffe with information.
- b. Interim Associate Dean Baksh-Jarrett asked if we could add a call for volunteers for enrollment.

VIII. Other

- a. President Adams asked Professor Bruns in her experience as an English professor if there is an important message to reach out to returning students?
- b. Professor Bruns doesn't have a specific message. But she wants to bring to the Cabinet's attention that she sees a big problem with students who have not coped in the remote environment. There is a problem with students who have enrolled in three or four semesters and have accumulated zero credits. We have to bring some potential solutions to help them.
- c. President Adams said that it will be a good topic for another day but he thinks it will be great to develop a program for students to help them have a do-over.