



**DARE TO DO MORE**

**President's Cabinet Meeting  
Monday, November 30, 2020  
10:00 a.m. – 11:00 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/Interim Vice President of Adult and Continuing Education

Henry Saltiel, Vice President of Information Technology

Robert Jaffe, Senior Advisor to the President

Maria Cook, Executive Counsel to the President

Cristy Bruns, Chair, College Senate

Rochell Isaac, President, Faculty Council

- I. Welcome/Campus Update:** President Adams provided an update on the release of the city's November budget forecast on CUNY and the college. Cristy Bruns noted concerns discussed at the College Senate meeting regarding the staffing of the Transfer Office. VP Seals explained the rationale behind the changes in staffing and indicated that she will further communicate with the Senate Committee on Transfer about these changes. Cristy Bruns also noted that the Senate Committee on Faculty indicated concerns that the Registrar's Office has not certified degrees for graduates from Fall 2019/Spring 2020 and that diplomas have not been formerly issues. VP Seals indicated that the college is issuing transcripts to indicate graduation from the college and will report back on this issue to the Senate.
- II. Review 11/23/20 Cabinet Meeting Notes:** The Cabinet reviewed the meeting notes and no changes were noted.
- III. Student Enrollment**
  - a. Weekly Enrollment Dashboard: VP Seals reviewed the dashboard (attached).
  - b. Student Balances and Bursar Actions: VP Erfan indicated that the Central Office is reviewing data and is deliberating next steps. He indicated that the college is reaching out to students with balances to encourage them to contact advisors and address financial obligations. President Adams discussed the potential options of having lower and upper limits that apply to student balances that will be clearly and consistently applied. Discussion will continue at the next Cabinet meeting. A discussion was held about the potential of using non-tax levy resources to provide scholarship support to students making academic progress and that have balances. Provost Arcario, VP Erfan and President Adams will meet to discuss the issue.
  - c. Increase in End of Semester Withdrawals: President Adams described work done with Academic Affairs, Student Affairs and Information Technology to solicit from faculty, using C2C, those students at risk of not completing or failing a class. The system is designed to allow advisors to contact students identified as at-risk. Cristy Bruns noted that

many students are missing multiple assignments and that advisors need to understand that the student's best hope might be to withdraw from the class. President Adams indicated that advisors will need to receive training to ensure their advising to students is appropriate. President Adams noted that the Center for Teaching and Learning can assist faculty needing help in using C2C. Rochell Isaac indicated that in the future it is necessary to do this outreach to students earlier in the semester.

**IV. Campus Operations**

- a. Weekly Reopening Dashboard: VP Erfan reviewed the weekly dashboard (attached).