



**DARE TO DO MORE**

**President's Cabinet Meeting  
Monday, February 14<sup>th</sup>, 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

Nayelli Valencia Turrent, Chief of Staff

**Not Present:**

Henry Saltiel, Vice President of Information Technology

**I. Athletics presentation**

- a. The new Interim Director of Athletics Andrew Walker and Peter Briguglio from Recreation presented the new vision of the Athletics Department.
- b. Some comments after the presentation:
  - i. The Executive Counsel Cook asked if we are allowed to charge fees to the community to use our spaces like the gym, as we are a Public Institution.
  - ii. Peter let her know that we currently have memberships for the community to join the pool. So, we do charge a small fee.
  - iii. President Adams said that this is a topic we should discuss separately, and we need to see a way to make the prices affordable for the community.
  - iv. President Adams also mentioned that we need to cooperate with the YMCA across the street and see how we can complement their existing programs instead of competing.

- v. Another topic President Adams wanted to highlight about collaboration is to partner with the AAS degree program in nutrition and culinary management. All workout or fitness activities should complement a healthy diet and nutrition.
- vi. VP Erfan asked how they envision scheduling the pool to serve the community and swimming teams. Peter answered that he had already talked to the person in charge and that they will work together to accommodate both.
- vii. Professor Bruns wanted to bring to everyone's attention that there is a concern among the Faculty regarding the expenses incurred on bringing back athletics with the current budget. The Faculty believes that there are more essential needs for students.
- viii. President Adams mentioned there are three things he would like to highlight:
  - 1. Athletics will be an important recruitment tool,
  - 2. There have not been any new expenses incurred as the line for the position was vacant,
  - 3. The students have been paying fees for this service for years, and we haven't given them what they paid for.
- ix. VP Erfan also mentioned that there will be some modest upgrades in the gym paid by the College Association.
- x. President Adams recommended the Cabinet to watch Hugo Fernandez's interviewing Interim Associate Dean Butler and Interim Director Walker at LaGuardia Web Radio. In his opinion, it is an Emmy Award-winning show!
- xi. Mark your calendar for the first LaGuardia's 5K on October 22<sup>nd</sup>.

## II. Campus Updates

- a. President Adams wanted to give an update on three questions Professor Bruns brought to his attention that were raised at the Senate:
  - i. *Question 1:* What happens if a Faculty member teaching in-person gets sick and tests positive with COVID? *Answer:* The Faculty needs to talk to the Chair to see if they can teach online.
  - ii. *Question 2:* How do contact tracing will work for in-person classes? *Answer:* The staff talks to the infected person, identifies who was in close contact, and asks them to quarantine.
  - iii. Professor Bruns mentioned that the concern with Faculty is that sometimes they don't know who tested positive and would like to know if anyone in their class got infected because they don't get that report.
  - iv. VP Erfan said that the Professor always gets notified from two fronts: staff and the infected student. Sometimes the student doesn't disclose it, and we cannot do anything about it.
  - v. *Question 3:* Masking regulations? *Answer:* As far as we know, we will keep with the mask regulations until further notice.
- b. There is still the question about the 70% in-person requirement for staff. As of now, we have 50% until the end of this month, and then we will shift to the 70%. VP Erfan, ED Edwards, and President Adams are working on that, and they will get back to the Cabinet with an implementation plan.
  - i. Provost Arcario mentioned that he has been receiving several questions about the requirement because people need to start making arrangements like childcare. President Adams said that we need to let everybody know that the 70% will be implemented.

- c. President Adams mentioned that Opening Sessions will be on March 3<sup>rd</sup> at the Little Theatre, and he explained that the format will be different. It will be similar to a talk show where he has several guests and asks questions regarding their area.
- d. President Adams wanted to ask the Cabinet if everybody was ok with using Auxiliary funds to help students with BURSAR holds and help them register.

**III. Review 2/07/22 Cabinet Meeting Notes (Nayelli):** No comments or corrections on the minutes.

**IV. Enrollment**

- a. Interim Associate Dean Baksh-Jarrett presented what a cycle looks like in enrollment management.
  - i. Marketing
  - ii. Student Information Center (outreach to students)
  - iii. Recruiters
  - iv. Admissions (clean up students records such as high school diplomas that need transcripts, etc.)
  - v. Health Center (immunization requirements)
  - vi. Student Financial Services (foundation scholarships)
  - vii. Testing (getting scores and proficiency index)
  - viii. Academic Advisors (Meet with new students to start them on their new semester)
  - ix. Registrar (Helping students to enroll)
  - x. BURSAR (Collection payments from students)
  - xi. Institutional Research (Provides data)
- b. Interim Associate Dean Baksh-Jarrett also mentioned that the outreach was made to 161,000 through messaging (82%), Chat (7%), and e-mail (11%) The results of that outreach were 19,000 applications, 20,000 Federal-aid applications, 9,300 students tested, and over 12,000 students registered.
- c. The efforts that they have been doing for the Spring semester:
  - i. Over 14,000 postcards were sent to reactivate students;
  - ii. 3,778 postcards to students that attended prior semesters that haven't come back,
  - iii. 1,795 students rejected from the senior colleges,
  - iv. 1,557 e-mails to students that haven't finished their application because of missing documents,
  - v. 1,200 rejected from their college choices
  - vi. 872 students that started the application but haven't completed it
- d. Interim Associate Dean Baksh-Jarrett said that we were at 66.8% from our target last Thursday. It was only an increase of 349 students, and our target is to register 1,000 students per week.
- e. For spring 2022, in-person seats are 60.8%, hybrid seats are 70%, and online seats are 76%.

- f. Provost Arcario updated the Cabinet that we have 91 people who volunteered to call students to ask them to come back. He did his 21 students over the weekend, and at least  $\frac{3}{4}$  of them were planning to come back, and they just hadn't done it yet. Everyone was pleased to receive the call, and the personal touch of the calling made a difference.
- g. Professor Bruns asked what would happen on all that data we are gathering from the calls? Provost Arcario said that we will look at it in the short term and see if the student needs immediate assistance on connecting to an advisor, but that we should talk about what we can do in the long term.

**V. Student Behavioral Intervention Team (SBIT) / Faculty-Student Disciplinary Committee (FSDC)**

Interim Associate Dean Butler reminded the Cabinet that the College, as CUNY requires it, has a Student Behavioral Intervention team. It is formed by members from Public Safety, Health, and Wellness, Student Conduct, and they intervene when students have behavioral, emotional, or mental issues. This is a not punitive body.

The Faculty-Student Disciplinary Committee, also required by CUNY, is for students in no compliance with article XV, Student conduct laws, or title IX.