



**DARE TO DO MORE**

**President's Cabinet Meeting  
Monday, March 15, 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  
Sunil Gupta, Vice President of Adult and Continuing Education  
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. Updates from the Council of President's Meeting of March 3, 2021:** President Adams reminded the Cabinet of the need to promote the CUNY-sponsored Sexual and Interpersonal Violence Prevention and Response Course (SPARC) training with students, faculty and staff. President Adams indicated that the University continues to plan for the Fall 2021 opening and the need to continue planning using a 25% baseline occupancy level. The University is moving ahead with securing approval from the State Education Department to allow for distance learning and received approval from MSCHE. The University is also interested in promoting HyFlex teaching and learning modalities for the Fall 2021 semester and beyond. The University is also holding sessions with campuses to discuss system-wide enrollment ideas and VP Seals will participate.
- II. Review 3/1/2021 Cabinet Meeting Notes:** Meeting notes were reviewed and no changes noted.
- III. Enrollment**
  - a. Weekly Enrollment Dashboard: VP Seals reviewed enrollment data. In a subsequent discussion, the dashboard was found to have incorrect information. A revised Dashboard will be available on 3/22/21. The Cabinet noted the important and invaluable work of advisors in enrolling students for the spring semester.
  - b. CUNY Start/Math Start Enrollment: VP Gupta reviewed CUNY Start/Math Start enrollment data (attached). It was noted that these programs have relatively low enrollment compared to other CUNY institutions, including BMCC, and these programs can be an important pipeline into credit-based programs. The tension between enrollment

into ESL programs on the non-credit and credit side was noted and the need for greater synergy between these programs was highlighted. President Adams reminded the Cabinet that we need to take a “one house” approach to student enrollment and be guided by what is in the best interests of the student. College Senate Bruns noted that there are labor issues regarding who is doing the instruction and the job security offered instructors.

- c. Update on “Jump Start”: VP Seals provided an update on the “Jump Start” semester which begins 4/25/21. Marketing begins immediately and the goal is to recruit 275 students into the semester, including new and continuing students.

- IV. Update on Fall 2021 Planning:** Provost Arcario updated the campus on efforts to audit the available classroom space given social distancing requirements. It was noted that registration materials should highlight that the teaching modality is subject to change. The college is anticipating receiving planning guidance and templates from the University. The University’s interest in HyFlex classes was noted, but the complexity of offering this modality was highlighted. Council President Isaacs noted that she has heard that students at a non-CUNY institution have not shown interest in attending in-person classes under the HyFlex model.
- V. Technology Enhancements/Needs to Support Distance and In-Person Learning:** VP Saltiel addressed the need for timely planning to allow the procurement of equipment and the recognition of additional staffing needs based on teaching modality. Faculty.
- VI. Developing a Summer Start/Math Start Program:** VP Gupta explained the concern that many high school graduates may not be prepared for college-level classes given the Covid-19 pandemic and the disruption in student learning. He discussed various approaches in which students could participate in summer immersion programs that would allow students to more intensively learn necessary material. The Cabinet expressed enthusiasm for VP Gupta to pursue this approach and to create potential pipelines from high schools and CBOs.
- VII. Review of Spring 2021 Student Survey:** President Adams reviewed a student survey to be conducted with students in March 2021. The survey was reviewed, comments received and President Adams was going to continue to get input before finalizing.
- VIII. Strategic Fundraising Teams:** Executive Director Bartovics reviewed plans to create three groups to examine and advise on potential fundraising opportunities. The groups include: Student and Academic Success (coordinated by Carrie Fox); Student Support (coordinated by Candace Shepherd); and, Workforce Development (coordinated by John Parssinen). These groups will commence their work in April.

<b>Program</b>	<b>Start</b>	<b>End</b>	<b>Class Schedule</b>	<b>Enrollment Target</b>	<b>Registered</b>
<b>CUNY Start</b>	3/10/2021	8/4/2021	10:00am-4:00pm	50	36
<b>Morning Math Start (18-week)</b>	3/9/2021	7/22/2021	10:00am-1:00pm	25	25
<b>Morning Math Start (12-week)</b>	3/17/2021	6/4/2021	10:00am-4:00pm	25	21
<b>Evening Math Start (18-week)</b>	3/15/2021	7/22/2021	6:00pm-9:00pm	25	25
<b>Evening Math Start (12-week)</b>	3/15/2021	6/30/2021	6:00pm-9:45pm	25	25

Pending	Notes
1	4 recent drops
0	
1	
0	
0	