



DARE TO DO MORE

**President's Cabinet Meeting
Monday, October 25, 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

Rochell Isaac, President, Faculty Council

Laura Bartovics, Interim Executive Director of Development

Taejong Kim, Legal Counsel/Labor Relations Manager

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

- I. Campus/CUNY Updates:** President Adams noted that Taejong Kim will be leaving LaGuardia on 11/3/21. The Cabinet thanked Mr. Kim for his service to the college. President Adams also noted that Paul Arcario has announced that he will be stepping down from the Provost position at the end of the academic year. The Cabinet noted that appreciation for Provost Arcario's accomplishments will occur in the future. President Adams noted that the Spring 2022 schedule has been completed and that LaGuardia will offer 76% of classes in-person. He noted this was third in CUNY and reflects important work done by faculty, academic chairs, program directors and the Provost to advance student learning.
- II. Review 10/18/21 Cabinet Meeting Notes:** Notes reviewed and noted that Cristy Bruns and Rochell Isaac were mistakenly not included as participants.
- III. Enrollment**
 - a. Weekly Enrollment Update: Associate Dean Baksh-Jarrett noted the sharp decline in freshmen and indicated that a number of prospective students may have encountered challenges in obtaining proof of high school graduation. She noted continuing efforts to support students to comply with MMR requirements and avoid the imposition of Administrative Withdrawal ("WA") grades. She noted the Health Center will be providing immunizations to students. She also indicated that final numbers are not yet

available of those students that have not complied with COVID vaccination requirements. President Adams noted that the CUNY Board of Trustees meeting on 10/25/21 is likely to provide financial relief to students facing a WA grade for failure to comply with vaccination requirements. Vice President Erfan noted that only students with a religious or medical exemption may receive a COVID test and will be allowed to use a negative test result to enter the building.

IV. Fall 2021 Return to Campus

- a. Implementation of Student Vaccination Requirements: Associate Dean Baksh-Jarrett indicated that final numbers are not yet available of those students that have not complied with COVID vaccination requirements. President Adams noted that the CUNY Board of Trustees meeting on 10/25/21 is likely to provide financial relief to students facing a WA grade for failure to comply with vaccination requirements. Vice President Erfan noted that only students with a religious or medical exemption may receive a COVID test and will be allowed to use a negative test result to enter the building.

- V. Update and Discussion on Redesign of LaGuardia Website (Terri Saljanin, Gina Taraskewich):** A PowerPoint presentation (attached) was provided by Website Service Manager Saljanin and Director of Marketing and Communications Taraskewich. The presentation discussed work to date, including efforts to fix broken links, the results of engagement with students, faculty and staff to inform the website redesign and the process of identifying prospective vendors for a content management system. Vice President Erfan noted the importance of following CUNY procurement guidelines. Associate Dean Baksh-Jarrett noted the need to more effectively and quickly move students to obtain the information they need and to take the actions they need and want to take. President Adams indicated that it is important to take note of what the college learned during the pandemic in planning for the redesign. He indicated that many students, we learned, do not have access to sufficient bandwidth to support certain tech features. He indicated that the future website must align with student tech capacity. He noted the need to ensure the website is compliant with various requirements, including FERPA, outcomes reporting and accessibility for students with disabilities. Executive Director Nicholson noted that the governance/style guide needs to ensure that the use of language and imagery reflects and advances our college's commitment to equity and inclusion.

- VI. Update on Resuming Athletic Programming:** Associate Dean Butler presented (see attached) on the history of athletics at LaGuardia, compliance requirements necessary to offer team sports and the next steps being taken to implement programming at the college. She emphasized the importance of compliance with various laws, rules and regulations, particularly those related to sexual harassment. Executive Director Edwards noted that all people, including drivers, must comply with training requirements. Executive Director Nicholson noted that students with disabilities may not be able to meet the minimum credit requirement. Associate Dean Butler explained that these are rules established by CUNY. Senate President Isaac noted that the minimum G.P.A. of 2.0 may be low. Associate Dean Baksh-Jarrett noted that this is the minimum level used in financial aid to measure satisfactory academic progress and is often utilized for other programs. Provost Arcario noted this is a substantial investment by the college to support a limited number of students. He indicated that the presentation should address the benefits to the larger community. President Adams discussed the benefits the athletic program can have with student recruitment, community engagement and student satisfaction. Senate Chair Bruns noted that students often see sports as part of what a "real" college should have.

- VII. Discussion on Proactive Advising and Registration (PAR):** Associate Dean Baksh-Jarrett discussed the decision and rationale behind the pause of PAR for Spring 2022 registration. She indicated that it led to a false portrayal of enrollment numbers and may

have led students to become less independent in taking action to register for courses. Associate Dean Butler addressed the perspective of many professional advisors that PAR took responsibility away from advisors and undermined their skills and efforts. It was noted that the advisors did not see PAR as helpful with advising. President Adams noted that the college is having discussions regarding the future of advising (known as Advising 3.0) and that discussions regarding PAR need to be connected to this larger discussion. Faculty President Isaac noted that faculty believed that PAR drove students to a limited offering of classes and many electives were not recommended to students. Senate Chair Bruns noted that PAR may not be consistent with efforts to create greater student agency as that is a focus of First Year Seminar. Provost Arcario noted that it is essential to integrate PAR discussions into future planning for advising. He expressed concern that we do not have enough advisors and caseloads continue to be high. He noted that data is needed to properly assess PAR. Senate Chair Bruns indicated that we need to start with understanding the problem we are trying to fix. She also indicated that Schedule Builder is a valuable tool. President Adams noted that PAR may be appropriate, in the future, for certain students and a key goal of future advising models must ensure that currently overwhelmed advisors are positioned to have the greatest impact with students. Vice President Saltiel discussed how a large group of students, faculty and staff were involved in the design of PAR. He noted it was done with the CUNY Pathways framework as an important backdrop and that the goal was to reduce the likelihood of students taking “moot” courses. He noted that many tech tools are under-utilized. Provost Arcario indicated that it is important to engage the faculty and staff in the design and ensure that continued training is available. President Adams noted that too often with tech solutions are designed without the end user contributing to the design. He noted that PAR will be on pause and that the future use of PAR will be integrated into discussions surrounding Advising 3.0.

Content Management System Upgrade & Replacement/ Website Re-design

Project Update

October 25, 2021

LaGuardia
Community College

Project Objectives

- Create uniformity
- Distinguish LaGuardia from competition
- Ease of use
- Governance:
 - Shared maintenance
 - Content review
 - Workflows & Approval Process
- Audit/ review existing website
- Best Practices for Messaging, Structure and Aesthetics
- Re-design infrastructure
- Establish KPIs
- Increase effectiveness of Search Engine Optimization
- Third-party systems integration

Progress to Date

- Existing site audit and modifications
- Vendor exploration
- Consultation with vendor customers in and out of CUNY
- Content owner survey
- Student survey
- Leadership survey

25K+ number of errors and opportunities identified and completed since March.

Progress to Date

- Existing site audit and modifications
- Vendor Research & Selection
- Consultation with vendor customers in and out of CUNY
- Content owner survey
- Student survey
- Leadership survey
- Testing of potential CMS

- Met with 5 potential vendors
- Evaluated systems with 5-point score card.
- Met with 12 vendor clients nationwide and international
- Vendor Selection aligned with Gartner Consultants recommendations

CMS Vendor Scorecard

CMS Survey Average Ratings	Vendor 1	Vendor 2	Vendor 3	Vendor 4	Vendor 5
Category/Feature	Automattic / WVIP	CampusPress	WPEngine	Episerver	Hannon Hill
Authoring and Editing	4.21	4.23	4.23	3.30	3.74
Development	4.28	4.17	4.22	3.53	3.64
Integration	3.61	3.69	3.64	3.91	3.81
Modules	4.02	4.09	3.93	3.27	3.27
Publishing Workflows	4.20	4.15	4.29	3.94	4.25
Search Engine Optimization	4.37	4.30	4.26	3.59	4.00
Support and Training	4.19	4.37	4.33	3.85	4.07
User Management	4.50	4.50	4.56	4.78	4.83
Grand Total	4.15	4.17	4.16	3.61	3.85

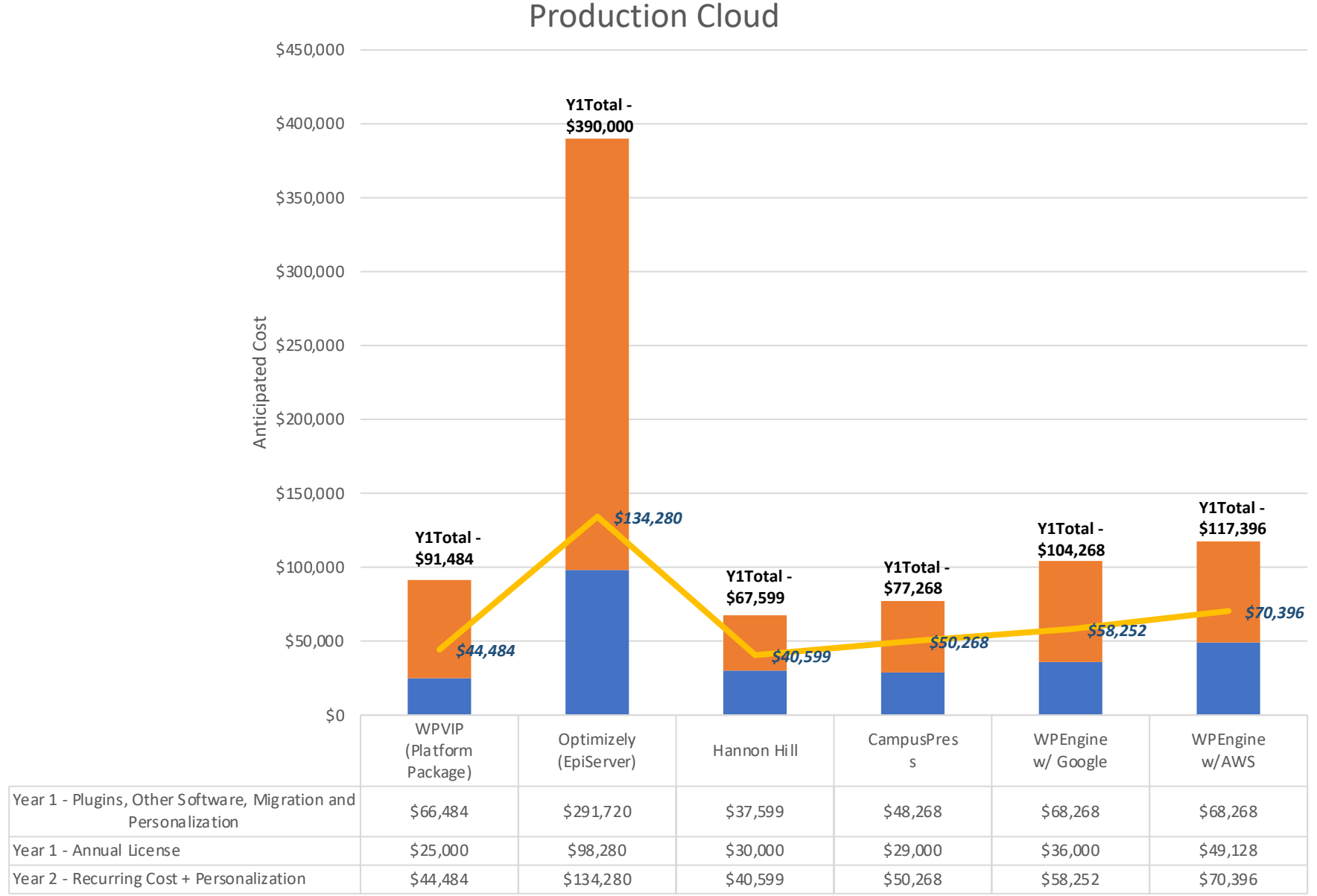
- Since the 3 WordPress hosting providers rating results were very close, we conducted a bake-off round additional survey to select our final vendor.
- We further evaluated each vendor’s hosting plans, architecture and security profile.
- We determined via a 10 to 0 poll survey that WordPress Automattic / WVIP was our top hosting vendor choice.

CMS Vendor / Client Meeting Summary

Clients/Schools	# of Meetings
Holland College	1
Lee College	1
Milwaukee Area Technical College	1
QCC	1
Prince George's County Public School	1
BMCC	2
CUNY Central, Guttman	2
LaGCC Library Website	1
Providence College – CampusPress	1
University of Texas at Dallas - CampusPress	1
National University	1
WPEngine - Texas A&M ArgiLife	1
Grand Total	14



Development \$35K



■ Year 1 - Annual License
 ■ Year 1 - Plugins, Other Software, Migration and Personalization
 — Year 2 - Recurring Cost + Personalization

Progress to Date

- Existing site audit and modifications
- Vendor exploration
- Consultation with vendor customers in and out of CUNY
- **Content owner survey**
- Student survey
- Leadership survey

More than 150 content owners were invited to participate in a survey at the project's launch. The results affirmed that the primary audiences are prospective and current students.

Progress to Date

- Existing site audit and modifications
- Vendor exploration
- Consultation with vendor customers in and out of CUNY
- Content owner survey
- **Student survey**
- Leadership survey

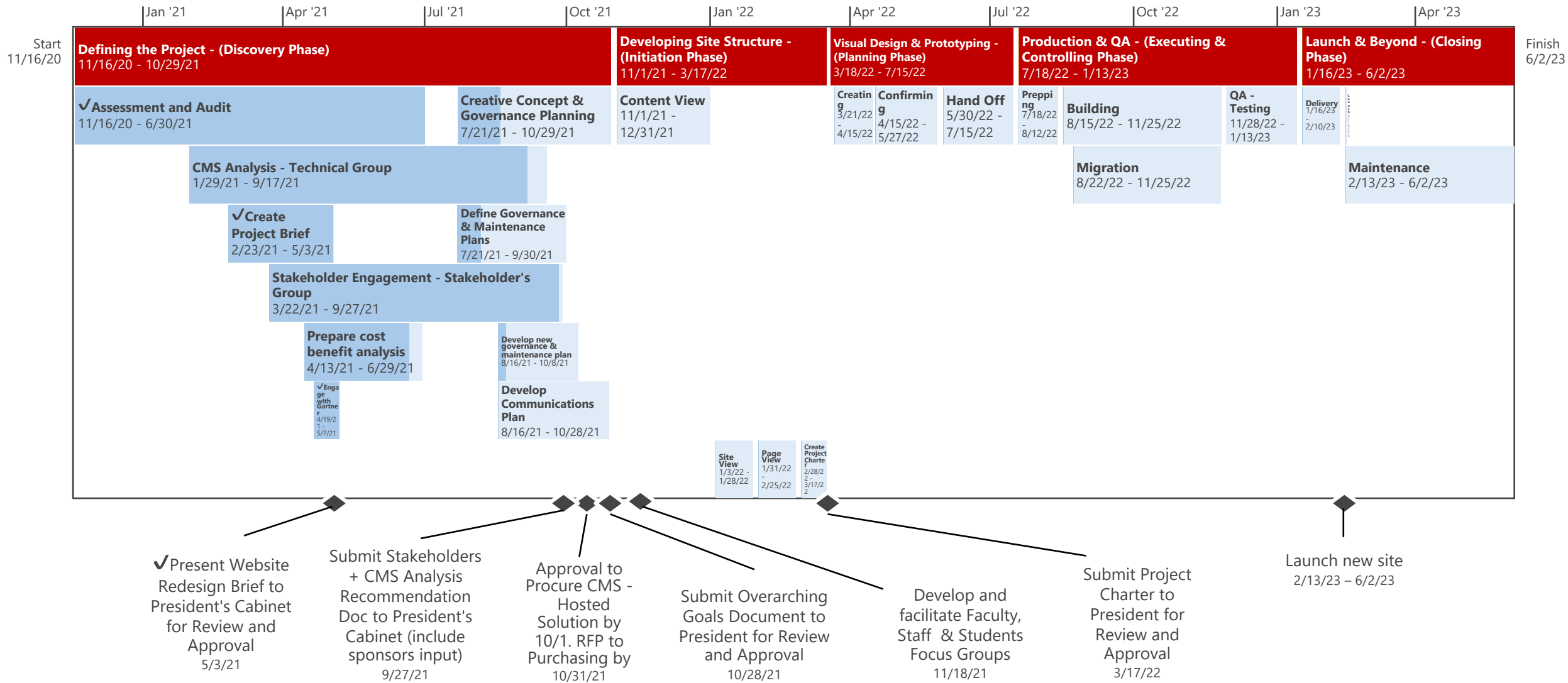
A solid majority (76%) of students favor the current look and feel of the current site and 44% report finding what they are looking for within 1- 2 clicks.

Progress to Date

- Existing site audit and modifications
- Vendor exploration
- Consultation with vendor customers in and out of CUNY
- Content owner survey
- Student survey
- Leadership survey

Survey participants seek ease of access to information, though several noted that what they are seeking is not what students seek. Others indicated wanting better linkages among topics and issues related to site maintenance.

CMS Replacement/Website Redesign Timeline



June 2023: Project Completion Criteria



New Web Content Management System and Standard Operating Procedures (SOPs), inclusive of department-level maintenance model



Website compliance with revised Website Style Guide & Policy/Standards Document



Implemented set of measurement tools to monitor achievement of benefits

Next Steps

- Procurement Approval and RFP
- Content Audit
- Define Overarching Creative Goals
 - Wireframing
 - Redesign of Templates
- Maintenance and Governance Planning
- Content Migration

LaGuardia Community College Resuming Athletics Proposal



Dr. Fay M. Butler

Interim Associate Dean of Student Success

Acknowledgement of contributions from Campus Life and Recreation Staff

Resuming Athletics at LaGuardia

- I. Introduction
- II. Program Overview
- III. Athletics and Academic Success
- IV. Compliance and Assessment
- V. Administrative timeline
- VI. Budget and Staffing
- VII. Community Colleges Data



I. Introduction

The purpose of this proposal is to provide a framework to reintroduce an organized Athletics Program to LaGuardia Community College.

HISTORY

LaGuardia Community College participated as a member in CUNY Athletic Conference from 2015-2017. The Athletics program faced some challenges and was put on hiatus in 2017 until further notice.

Campus recreation continued to function, offering many activities.

We acknowledge that there were mistakes made but moving forward the goal is to restart Organized Athletics and resume participation in the CUNY Athletic Conference. We will also continue to support campus recreation.

II. Program Overview

ATHLETICS PROGRAM

► The sport offerings will provide greater student participation in intercollegiate athletics, and the ability to reach a wider population of prospective and current students. The previous Athletic Program provided for 16 - 30 student-athletes to compete in intercollegiate athletics. The proposed plan will allow for 104 - 139 student-athletes to compete in intercollegiate athletics. The LaGuardia Athletics Program would consist of the following teams and roster spots per team and would be introduced to the college in two phases: Phase 1 will include Cross Country, Swimming and Volleyball. Phase 2 will include Soccer and Basketball



Women's Teams

Cross Country (7 -10 students)

Swimming (15 students)

Volleyball (12 - 15 students)

Soccer (15-20 Students)

Basketball (12 - 15 students)

TOTAL: 60- 75 female student-athletes



Men's Teams

Cross Country (7 - 15 students)

Soccer (15 - 20 students)

Swimming (15 students)

Basketball (12 -15 students)

TOTAL: 49 - 65 male student-athletes

III. Athletics and Academic Success

ACADEMIC REQUIREMENTS

- ▶ The goal of the Athletics Program is that every student-athlete persist and complete his/her degree requirements, graduate within three years, and transfer to a 4-year college. To achieve this goal, specific requirements and academic support strategies are outlined in this plan, to support student success from recruitment to graduation. The plan supports the eligibility requirements outlined by the National Junior College Athletic Association (NJCAA) and City University of New York Athletic Conference (CUNYAC). The plan includes provisions for staff training, academic support, and processes to track academic momentum, and triggers to evaluate and respond to academic momentum.

Requirements

- ▶ All student-athletes will be required to maintain a minimum of a 2.0 cumulative grade point average. Students who fall below a 2.0 cumulative grade point average will be considered on probation and will be ineligible to compete, in accordance with the LaGuardia Community College Athletics Program.
- ▶ All student-athletes will be required to enroll full-time (12+ credit hours) during the Fall 1 and Spring 1 and a (minimum of 3 credit hours) during the Fall 2 and Spring 2 session. This will ensure that each student is enrolled for a minimum of 15 credits each semester, in progress toward degree completion within three years.
- ▶ All student-athletes will be required to attend scheduled academic advising, program planning, career planning, study hall and tutoring sessions as needed. Study hall, tutoring, and career planning will be required during the off-season for all students.
- ▶ All student-athletes will be required to meet all NJCAA academic eligibility requirements as outlined in the most current handbook.

Athletics and Academic Success (cont'd)

Statement from CUNY Athletic Conference

Retention & Graduation With a data-driven approach, member athletic programs will track the academic progress of our cohort of students, evaluating on an annual basis the efficacy of academic support and advising programs.

Pilot data from 2004-2010 already suggests that student-athletes graduate at a higher rate than the general student body.

A credit to our commitment to the academic mission of CUNY, member athletic programs will continue to place retention and graduation among the top priorities moving forward. Still, more headway could be made with increased faculty backing. To that end, CUNY-Wide Athletics will begin to facilitate relationships with the University Faculty Senate and build on-campus relationships between athletics programs and academic departments.

Academic Support Services

LaGuardia Community College's Athletics Program will guide and support each student-athlete in obtaining academic support services. Academic advising, tutoring, study hall, career planning, personal development, and other support services will be built into the structure of the Athletics Program to ensure each student has the best chance to succeed academically. Additionally, the development and maintenance of an Enrollment Management (Admissions, Advisement, Registrar, Financial Services, and Bursar) support network will be established to assist in streamlining processes and ensure students receive assistance in a timely manner, to avoid cancellation of classes and non-compliance with the NJCAA.

Key Academic Support Services

- Study Hall
- Accessibility
Accommodations
- Personal Counseling
- LaGuardia Cares
- Career Services
- Writing Center
- Mentoring

IV. Compliance & Assessment

SEXUAL HARASSMENT TRAINING FOR STUDENT-ATHLETE & STAFF

In accordance with New York State Law and City University of New York Policy on Sexual Misconduct all LaGuardia athletics students will be required to successfully complete the Sexual Misconduct Prevention And Response Course (“SPARC”), online training.

All LaGuardia employee athletic staff will be required to complete the Employee Sexual Misconduct Prevention and Response Course “ESPARC”, the sexual harassment education and awareness training/program within 30 days of their official start date and provide proof of completion to the College. Research Foundation (“RF”) coaches, and assistant coaches must complete the RF provided sexual harassment training and provide proof of completion to the college. Non-tax levy hires must also attend the sexual harassment training.

Compliance

SEXUAL HARASSMENT TRAINING FOR STUDENT-ATHLETE & STAFF

Each individual sports team will be required to schedule its training after the final roster has been established and prior to the first practice being held. The college athletic staff will be responsible to enroll student athletes in the SPARC training, which includes a drug and alcohol training.

All staff and students associated with the Athletics and Campus Recreation Program will receive and sign a copy of the CUNY Policy on Sexual Misconduct. Strict adherence to the policy will be expected and enforced. Athletic staff will also be expected to be familiar with CUNY Policy on drugs and alcohol.

<http://www.cuny.edu/about/administration/offices/ohrm/cohr/drug-alcohol2011.pdf>

Compliance and Collaborative Relationships at the College

In addition to completing ESPARC the Athletic staff will participate in a live training provided by the Title IX office. Athletic staff will also meet with personnel from the business office, administrative services, and purchasing department to develop a collaborative relationship and better understand the policies and procedures pertaining to fiscal management of College Association funds and team safety.

This includes, but is not limited to, meetings and trainings regarding appropriate use of College-issued Credit Cards, purchasing protocols and limits, travel, hotel, and van usage guidelines. Additionally, the staff will be required to work with the Student Affairs administrative support staff to understand the process for completing and processing all necessary forms, documents, and other paperwork.

Athletics Program Assessment

- ▶ The Athletics Program will be assessed on a semester-by-semester basis to ensure the overall program meets compliance and eligibility requirements, to determine if the level of services being offered are meeting students' needs and to determine if revisions in policies and procedures are required. The metrics used to assess the program will include:

Size and Scale of Operation

- Number of Intercollegiate Athletic teams
- Number of student-athletes

Effectiveness

- Satisfactory compliance with the rules and regulations of the NJCAA and CUNYAC
- Average GPA of student-athletes versus average GPA of non-athletes
- Persistence rate of student-athletes compared with non-athlete



V. Administrative Timeline

Fall 2021

- Campus Conversations
- Name an Interim Director of Athletics
- Selection of Phase 1 Teams
 - Consult CUNY AC
- Create a LaGuardia College Athletic Compliance and Advisory Board (similar to Baruch)

Spring 2022

- Hire 1-3 coaches no later than January 2022 for recruiting purposes
- Notify NJCAA for official membership in January (D3-Region 15)
- Conduct Official Search Director of Athletics
- Selection of Phase 2 teams

Fall 2022

- Resume Phase 1 Fall Sports

VI. Budget and Staffing

- ▶ *Proposed Athletics Program Staff*
- ▶ *Full-time (Tax Levy)*
 - ▶ *Previous person retired*

Director of Athletics and Campus Recreation (HEO)

- Responsible for overseeing and scheduling all Athletics & Recreation activities, coordinating travel plans and attending CUNY AC Meetings,
- Responsible for attending Region and National meetings, supervision of Athletic and Recreation staff, overall assessment of Athletic program, etc.

Part-time (Non-Tax Levy)

- ▶ Head Coaches (College Association)
- ▶ Assistant Coaches (College Association)
- ▶ One assistant coach will be funded per team. Assistants may be added pending Athletic Director approval based on need and budget implications. Additional coaches may be permitted on a volunteer basis provided they have completed all necessary trainings and background screenings.



VII. Community Colleges Data

ATHLETICS AT CUNY COMMUNITY COLLEGES

ATHLETICS AT CUNY COMMUNITY COLLEGES						
BMCC	Bronx	Guttman	Hostos	Kingsborough	LaGuardia	Queensborough
Men						
Baseball	Baseball			Baseball		Baseball
Basketball	Basketball		Basketball	Basketball		Basketball
Soccer	Soccer			Soccer		Soccer
				Indoor & Outdoor Track		Indoor & Outdoor Track
				Cross Country		Cross Country
				Tennis		Swimming
Women						
Basketball	Basketball		Basketball	Basketball		Basketball
Soccer				Soccer		
Volleyball	Volleyball		Volleyball	Volleyball		Volleyball
				Cross Country		Cross Country
				Indoor & Outdoor Track		Indoor & Outdoor Track
				Tennis		Swimming

Graduation Rates of Student Athletes

Community College	Graduation Rates
Borough of Manhattan Community College	38.6%-3 years
Bronx Community College	43%-3.5 years
Hostos Community College	50% *small sample
Kingsborough Community College	
Queensborough Community College	51%-3.5 years

Appendix-

Creation of College Athletics Compliance Committee

We will create a LaGuardia Community College Athletic Compliance Committee similar to what Baruch College has

<https://athletics.baruch.cuny.edu/sports/2016/3/20/athletics-compliance-team.aspx>

ATHLETICS COMPLIANCE TEAM

- ▶ Director of Athletics & Recreation, Interim Athletics Diversity and Inclusion Designee
- ▶ Senior Registrar
- ▶ Assistant Vice President, Executive Legal Counsel and Labor Designee
- ▶ Faculty Athletics Representative
- ▶ Assistant Vice President for Finance
- ▶ Vice President for Student Affairs and Dean of Students
- ▶ Executive Chief Diversity Officer
- ▶ Executive Chief Diversity Officer/NCAA Athletics Diversity & Inclusion Designee
- ▶ Director of Financial Aid
- ▶ Assistant AD for Athletics, Compliance and Eligibility; Senior Women's Administrator
- ▶ EEO/Title IX Investigator and Title IX Coordinator
- ▶ Director of Undergraduate Admission

Baruch Athletics Compliance Team

- ▶ Baruch College is a member of Division III of the National Collegiate Athletic Association (NCAA). As a member institution, the conduct of the College's intercollegiate athletic program with regard to "basic athletic issues such as admissions, financial aid, eligibility and recruiting" is governed by rules and regulations (called "legislation") set out in the NCAA Constitution and bylaws. (Article 1, section 1.3.2)
- ▶ The Athletic Director and Compliance Officer is directly responsible for ensuring that the College is meeting its obligation to apply and enforce these rules. The Athletics Compliance Team (ACT) functions to provide compliance oversight and assistance to the Compliance Officer and Athletic Department.
- ▶ Any allegation of a potential violation of NCAA rules and/or regulations should immediately be reported to Carrie Thomas (646-312-5053 or Carrie.Thomas@baruch.cuny.edu), Assistant Athletic Director for Academics, Compliance, and Eligibility
- ▶ Additionally, any allegation of a potential violation may also be reported to any ACT member.

Thank you for your time today!



Fay attended the CUNY Athletic Conference Community College Soccer Championship at the Metropolitan Oval (3 Miles from Campus) on Monday, October 18th, 2021