



DARE TO DO MORE

President's Cabinet Meeting
Monday, April 12, 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. Update on CUNY Council of Presidents (COPs) Meeting:** President Adams reported on the COPs meeting including: 1) a preliminary update on the enacted state budget was provided with full details to be released soon; 2) Vice Chancellor Silverblatt discussed that campuses should be arranging walk throughs with labor representatives to examine health and safety issues; 3) the issue of 3-year adjunct appointments was discussed and campuses are to look at program-specific enrollment to inform appointments; 4) the campaign to encourage Covid vaccinations is underway and is a priority for the University and colleges; and, 5) the issue of early retirement has arisen because of a state budget provision that allows NYC employees to have early retirement and it is presently unclear whether that applies to CUNY employees.
- II. Review 4/5/2021 Cabinet Meeting Notes:** Notes reviewed and no changes noted.
- III. Enrollment**
 - a. Weekly Enrollment Dashboard: VP Seals indicated little change in the Spring enrollment numbers from the previous week. Jump Start enrollment is moving ahead and efforts are underway to expand outreach to a larger group of students and to address barriers that may interfere with students having remedial needs from registering.
- IV. Update on State Budget and CUNY:** VP Erfan reported on the preliminary analysis of the state budget (see attached). VP Erfan explained that the “hold harmless” provision which maintains state base aid funding for community colleges at 98% of the previous year is

beneficial, but doesn't address the loss of tuition revenue associated with enrollment decline.

- V. Update on Middle States Self-Study:** Reem Jaafar, Co-Chair of the Middle States Self-Study, Justin Rogers-Cooper, Co-Chair of the Middle States Self-Study and Nava Lerer, Dean of Institutional Effectiveness presented on the status of the Middle States self-study (see attached). President Adams urged all Cabinet members to attend as many Town Hall sessions as possible. These will be occurring in May. The Middle States Chairs indicated they are enthusiastic about joining any Divisional and/or Departmental meetings. VP Erfan explained the budget planning process and continued work with the Chairs is needed. President Adams indicated he wants to convene a half-day Cabinet retreat with the Middle States Chairs and Dean Lerer and other CUNY personnel that have recently gone through the accreditation process to plan for the next phase of the Middle States process.
- VI. Update on Fall 2021 Planning:** Provost Arcario reported that he's requested Departments to continue to identify course sections that can be run in-person. VP Erfan is conducting work to identify classroom capacity and utilization with social distancing guidelines. Provost Arcario indicated that the costs of running in person classes will need to be accounted for as part of the college's planning.
- VII. New Student Instructional Report (SIRs) Instrument:** Provost Arcario indicated that he is seeking governance input on the SIRs process. Chair Bruns indicated that the Senate Committee on Faculty and Faculty Council are discussing the process for input. Provost Arcario indicated he will also explore with the University CUNY's role on the COACHE survey and follow-up.



MIDDLE STATES SELF-STUDY 2019-2022

- President's Cabinet (4.12.21)
- Reem Jaafar & Justin Rogers-Cooper

YEAR 2 FINALE

- Evidence Inventory
- Chapters drafted
- Town Halls
- Identifying Recommendations
- Intended Outcomes

TOWN HALLS: COMMUNITY FEEDBACK



FEEDBACK → SUMMER REVISIONS

- Revise Report (140pgs --> 100)
- Finalize and submit Recommendations to President

Still need to receive

- Comprehensive documentation of what budget/planning has been done.
- A transparent and inclusive plan for the budget process (regularly updated and public document that explains the budget process, budget projection, and resource allocation).



Standard	Synchronous	Asynchronous
I Mission and Goals	Monday May 3 @ 10:00 – 11:00 am	May 3 - 2:00-4:00 pm May 5 - 1:00-4:00 pm
II Ethics and Integrity	Wednesday May 5 @ 2:00 – 3:00 pm	Wednesday May 5: 3:00-5:00pm Thursday May 6: 1:00-4:00pm
III Design and Delivery of the Student Learning Experience	Wednesday May 12 @ 2:00 – 3:00 pm	Wednesday May 12: 4:00-5:00pm Thursday May 13 1:00-3:00 pm Friday May 14 10:00-12:00 pm
IV Support of the Student Experience	Monday May 10 @ 12:00 – 1:00 pm	Monday May 10 th , 1pm-3 pm Tuesday, May 11 th , 10 am – 1pm
V Educational Effectiveness Assessment	Monday May 17 @ 10:00 – 11:00 am	Monday May 17 11:00am-1:00 pm Tuesday 5/18 from 10-11am and 2-4pm.
VI Planning, Resources, and Institutional Improvement	Tuesday May 18 @ 10:00 – 11:00 am	Tuesday May 18: 11am-1:00pm Wednesday May 19: 9:30-12:30 pm
VII Governance, Leadership, and Administration	Tuesday May 25 @ 11:00 am – 12:00 noon	Tuesday, May 25 th : 1:00 pm - 4:00 Wednesday May 26 th 10 am-12.
Overview	Thursday May 27 @ 2:15 pm	Café first week of June (Day and Night)



SELF-STUDY DESIGN: INTENDED OUTCOMES

- Integrate and improve the planning processes at the College to **advance Institutional Effectiveness and student success**;
- Engage the College's internal and external constituents to strengthen community building and **advance college-wide communication**, and learn how to **expand opportunity, access, and equity**;
- Demonstrate the strength of academic and co-curricular programs, as well as our **Adult and Continuing Education divisions (A.C.E)**, through evidence-based practices that yield achievable recommendations



BOILED DOWN SIGNATURE OUTCOMES

- Integrate and improve planning and budget processes
- Advance Institutional Effectiveness
- Strengthen community building
- Advance collegewide communication
- Learn how to expand opportunity, access, and equity
- Demonstrate the strength of ACE

STRATEGIC QUESTIONS FOR CHAPTER RECOMMENDATIONS



- How do they advance **Institutional Effectiveness**?
- How do they address **collegewide communication**?
- How do they **strengthen community**?
- How do they address **equity**?
- How can ACE lead toward “One College” ?
- How do they address **transparent and inclusive planning**, including with the budget?

EMERGING RECOMMENDATIONS BEYOND INTENDED OUTCOMES

- **Assessment of Governance, including Collegewide and Department P&Bs, & Senate (VII)**
- **Transparent and integrated budgeting, & defining resource allocation (VI)**
- **Systematic compilation and presentation of assessment activities and processes (V)**
- **Centralizing student-facing communications & services (IV)**
- **Establishing Social Equity Plan: intentional recruitment and retention efforts for student and faculty/staff, including Diversity Advocate to the Collegewide P&B (II)**

Dimensions	Effective - 4	Mostly Effective - 3	Somewhat Effective - 2	Minimally effective - 1
Mission & Core Values <i>Advances the College Mission and Core Values.</i>	Clearly and effectively advances the Mission and one or more of the Core Values.	Mostly advances the Mission and one or more of the Core Values.	Somewhat advances the Mission and one or more of the Core Values.	Ineffectively advances the Mission and one or more of the Core Values.
Strategic Plan Priorities <i>Advances one or more of the College's five Strategic Plan Priorities.</i>	Clearly and effectively advances one or more of the Strategic Plan Priorities.	Mostly advances one or more of the Strategic Plan Priorities.	Somewhat advances one or more of the Strategic Plan Priorities	Ineffectively advances one or more of the Strategic Plan Priorities
Intended Outcomes <i>Addresses one or more of the Self-Study's Intended Outcomes.</i>	Clearly and effectively addresses one or more of the Intended Outcomes.	Mostly addresses one or more of the Intended Outcomes.	Partially addresses one or more of the Intended Outcomes.	Ineffectively addresses one or more of the Intended Outcomes.
Feasibility <i>Can be achieved in a realistic timeframe, and with necessary resources.</i>	Implementation is achievable within a realistic timeframe, and has ample resources.	Implementation is probable within a realistic timeframe, and has sufficient resources.	Implementation is possible over time, and has adequate resources.	Implementation is uncertain over any timeframe, and has insufficient resources.



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PRESIDENT'S CABINET & TOWN HALLS

How does College leadership want to participate?

How can we help the Cabinet prepare?