



**DARE TO DO MORE**

**President's Cabinet Meeting  
Monday, May 17, 2021  
8:30 – 10:30 a.m.**

**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

- I. Campus/CUNY Updates:** President Adams indicated that Dean Butler will lead efforts to distribute technology to incoming and current students. VP Erfan highlighted the need to describe the equipment provided to students as “loans” as they need to be returned to the college. Dean Butler spoke about how technology distribution should advance student outcomes, including enrollment and retention. President Adams noted that pledges of \$1.5 million have already been made to the LaGuardia Challenge. To improve messaging to prospective donors and increase visibility the LaGuardia Community College Foundation has issued a Request for Proposal (RFP) to hire a public relations consultant. A Selection Committee appointed by the Board Chair of the Foundation will recommend a firm to be hired in late June.
- II. Review 5/10/21 Cabinet Meeting Notes:** Notes reviewed and no changes noted.
- III. Enrollment**
  - a. Weekly Enrollment Update: Dean Baksh-Jarrett discussed the weekly dashboard (attached). The College has admitted 14,000 students for the Fall 2021 semester and efforts are underway to communicate and engage with these students.
- IV. Update on the Division of Adult and Continuing Education:** VP Gupta presented an update on the Division (attached) He reviewed efforts to reverse declines in enrollment resulting from the Covid pandemic. VP Gupta noted the excellent work of VP Saltiel and the IT Division with the implementation of Xenegrade and how that has simplified registration, payment, and tracking processes. VP Gupta discussed two new initiatives

being launched, including a collaboration with New Visions High School to provide a summer immersion program in Math, coupled with career counseling around meta-majors, to high school graduates. In addition, the Robin Hood Foundation will provide \$200,000 in a planning grant to allow LaGuardia to explore the implementation of a Credit for Prior Learning protocol to be used to engage adult students that may be able to draw on prior work and learning experiences to gain credits and return to college. Provost Arcario noted the strong collaboration between the Divisions around Career Start and micro-credentialing. Senate Chair Bruns noted the excellent work of the Division and expressed appreciation for the presentation. President Adams noted that CUNY has prepared a dashboard that allows CUNY colleges to examine earnings of students in different majors and how this can be used to support career counseling efforts.

**V. Fall 2021 Return to Campus (Paul)**

- a. Updates and Considerations for Return to Campus: President Adams noted the memo from the Chancellor regarding Return to Campus (attached). He expressed the continuing need for flexibility as conditions are changing with regards to public health recommendations and state/city/CUNY policy. President Adams has requested all Executive Compensation Plan (ECP)-designated employees to return to campus on 7/19/21.
- b. Remote Work Policy: VP Erfan noted the need for managers to understand and be able to address with their employees the Remote Work policy shared by the Chancellor. He noted the need for fairness across the college and that clear guidelines need to be in place to assist employees and managers. President Adams discussed the need for fairness, consistency, and transparency in our approach. Provost Arcario raised questions about social distancing policy and the need for continuing efforts to clarify how social distancing requirements will inform Return to Work approaches. VP Erfan discussed the replacement of air filters and the phased approach being taken to address air quality issues. Faculty Council President Isaac noted that faculty are concerned about unclear policies that lead to delayed schedules being established and late class changes. Senate Chair Bruns noted that faculty and staff want regular communication. President Adams noted that we will put in place mechanisms for regular communication. Dean Baksh-Jarrett noted the need to have clear messaging to students on the website to ensure that students understand what they are registering for and that the modality may change.

**VI. Election of Academic Chairs:** Senate Chair Bruns noted the need for clarity with election of chairs regarding the definition of majority and the number of rounds of voting and the importance of consistency with CUNY policies. This has been clarified for the coming election and that the Senate will address these issues, as part of the Governance Plan changes the Senate is reviewing. Senate President Bruns noted that need for greater transparency and the need for trust-building in certain academic departments. Provost Arcario noted that he is pleased the Senate will address.

# Updates for the Division of Adult Continuing Education & Workforce Development



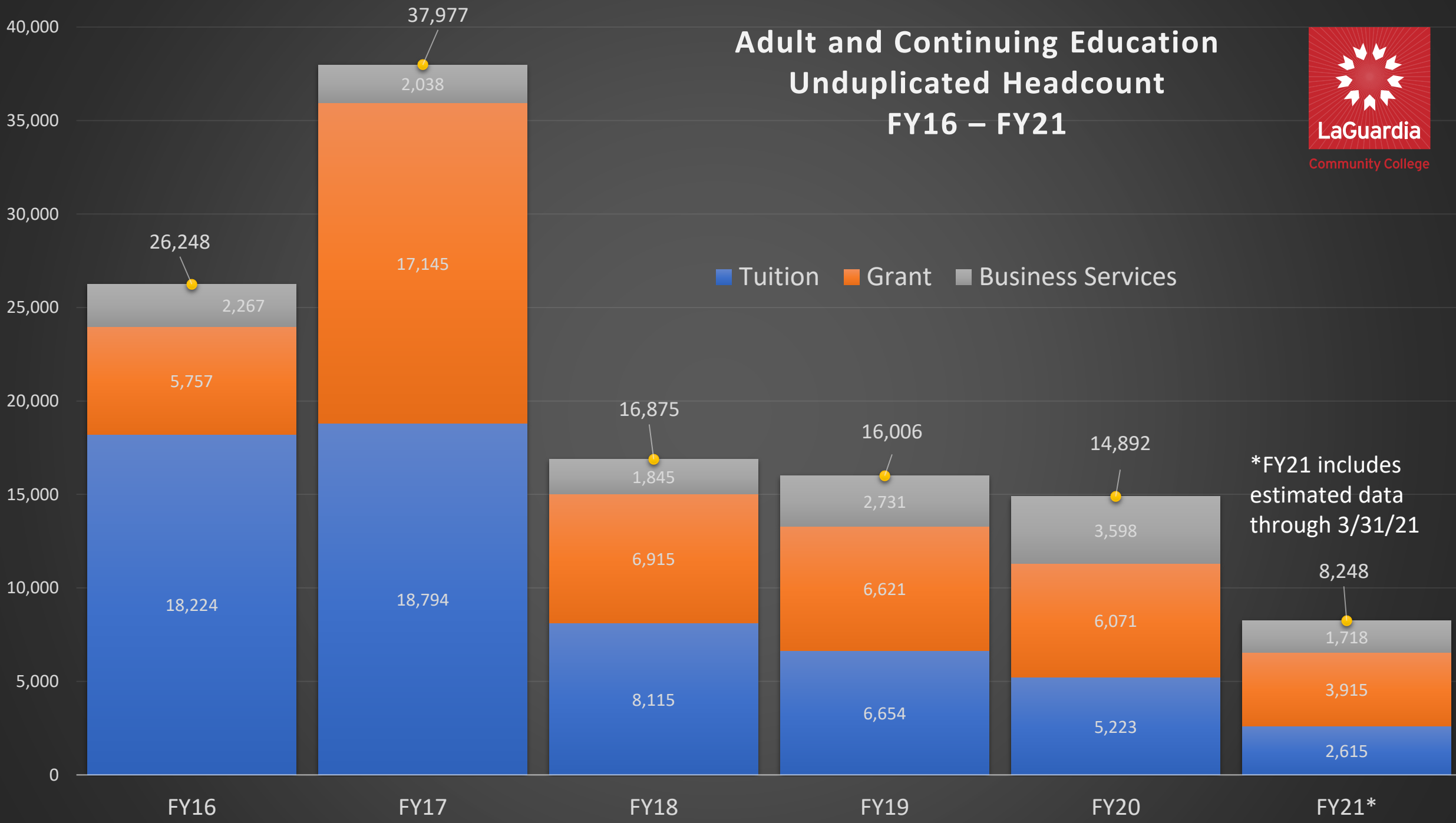
Community College

## Continuing Education



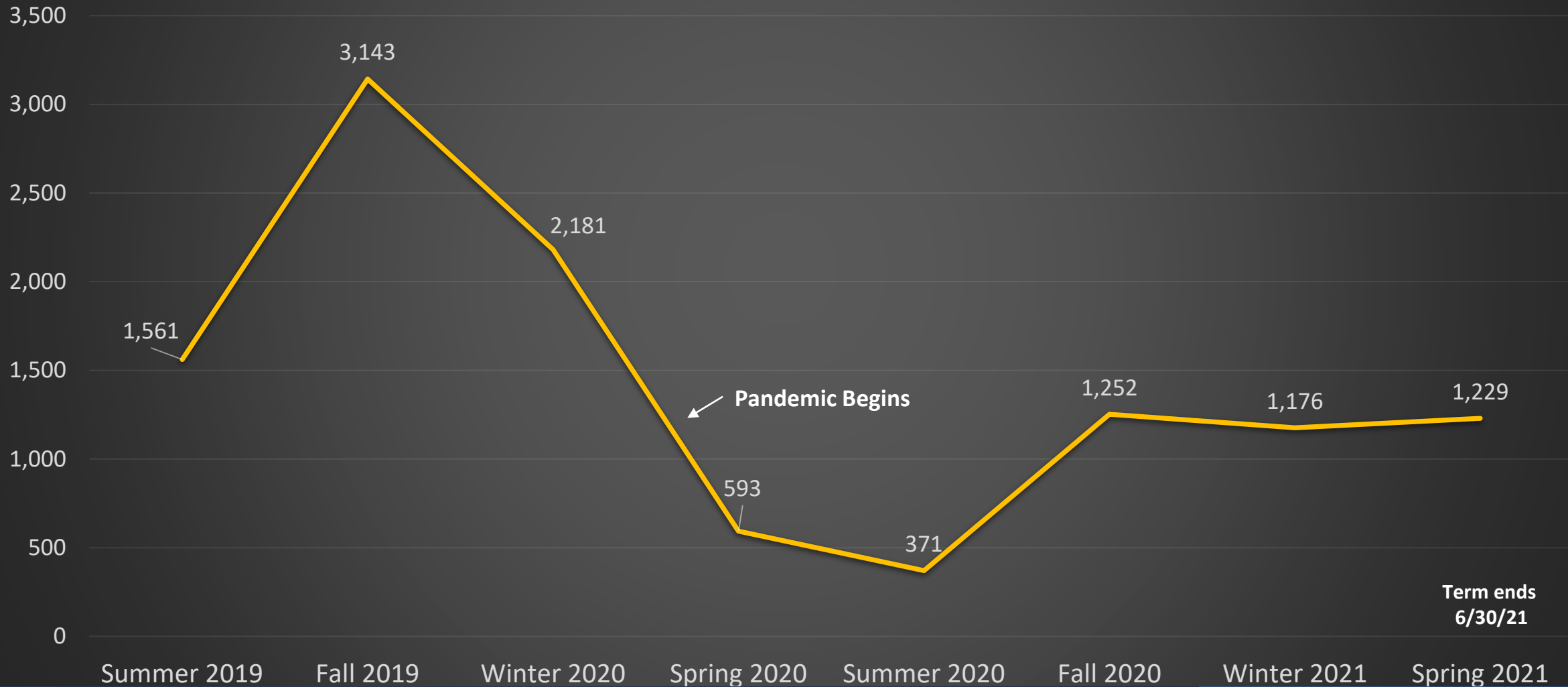
May 17<sup>th</sup> ,2021

# Adult and Continuing Education Unduplicated Headcount FY16 – FY21

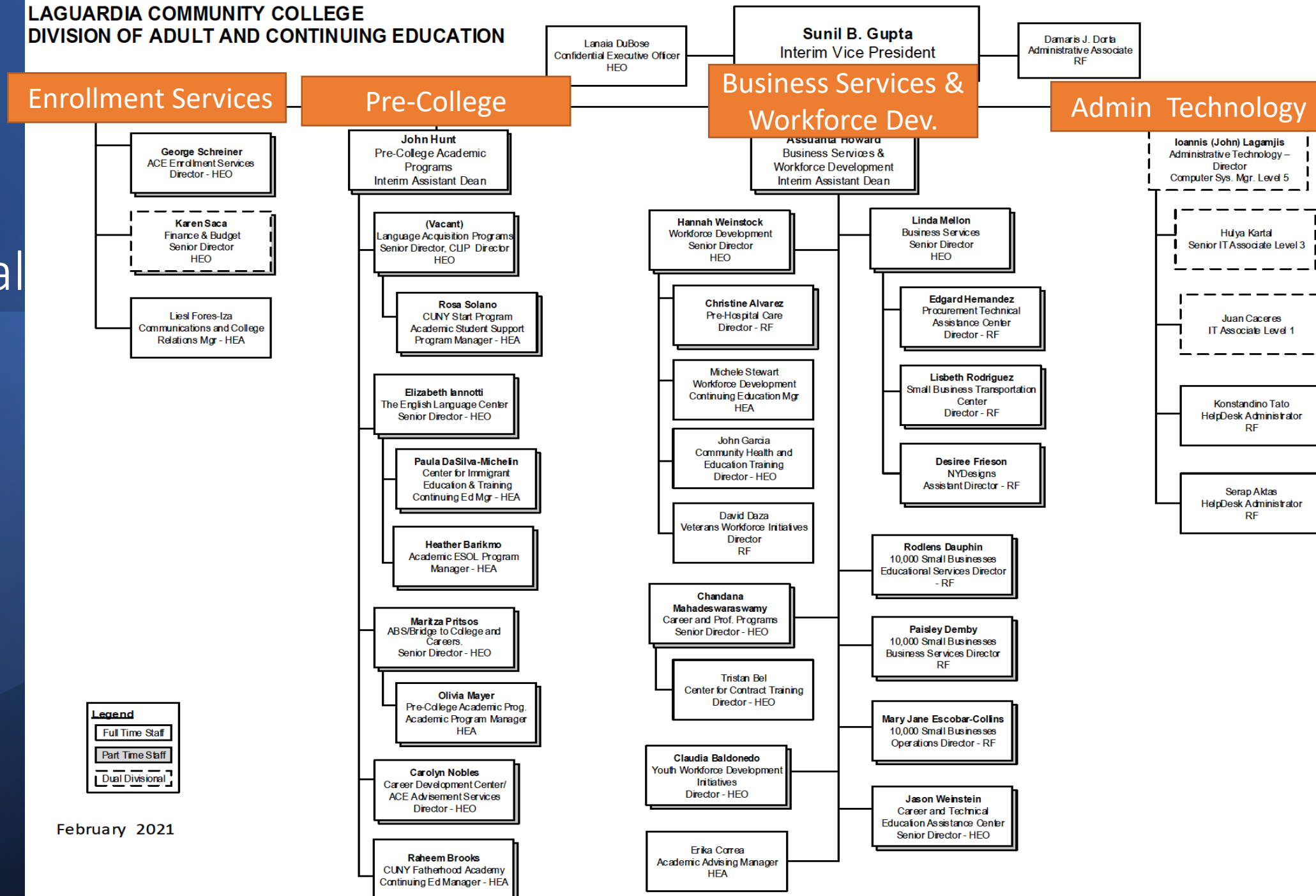


\*FY21 includes estimated data through 3/31/21

# ACE Tuition and Fees Courses – Registration Totals Summer 2019 – Spring 2021



# Current Organizational Structure



February 2021

ACE

# Integration of Xenagrade

## Courses About to Start

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LaGuardia CC

### Saturday, May 22, 2021

DeptName	Course Code	CourseTitle	Course Status	End Date	Min/Max Status	Waitlisted	Enrolled	Max	Min	Balances Due	Amount Paid
Prehospital Healthcare	AHAC104S21.T11.02.00	AHA Pediatric Advanced Life Support (PALS) Instructor Certification (On Campus)	Cancelled	05/29/2021	Below Min	0	0	28	1		
Prehospital Healthcare	AHAC165S21.T11.01.00	Prehospital Trauma Life Support (PHTLS)	Offered	05/29/2021	Below Min	0	0	28	1		
Career and Professional Programs	COVD002S21.T05.01.00	COVID Hospitality Compliance Officer	Offered	05/22/2021	Below Min	0	0	28	1		
Career and Professional Programs	EDUC102S21.T05.02.00	Needs for Children with Autism	Offered	05/22/2021	Below Min	0	1	25	5	\$0.00	\$80.00
										0.00	

### Tuesday, May 25, 2021

DeptName	Course Code	CourseTitle	Course Status	End Date	Min/Max Status	Waitlisted	Enrolled	Max	Min	Balances Due	Amount Paid
Career and Professional Programs	CSTC103S21.T05.01.00	Quality Control, Inventory, Equipment and Human Relations	Offered	06/24/2021	Minimum Met	0	6	25	6	\$0.00	\$2,706.00
Career and Professional Programs	TAXP100S21.T05.01.00	Tax Return Preparer	Offered	07/29/2021	Minimum Met	0	18	28	1	\$0.00	\$12,240.00
										0.00	

### Tuesday, June 01, 2021

DeptName	Course Code	CourseTitle	Course Status	End Date	Min/Max Status	Waitlisted	Enrolled	Max	Min	Balances Due	Amount Paid
Workforce Development	DATA20IS21.T23.01.00	Python for Data Analytics (Intermediate)	Offered	08/05/2021	Waitlist	3	28	30	1	\$18,521.00	\$3,735.00
Workforce Development	DATA20IS21.T23.02.00	Python for Data Analytics (Intermediate)	Offered	08/05/2021	Minimum Met	0	2	30	1	\$0.00	\$1,660.00
										18,521.00	



# Business Services

Goldman Sachs *10,000 Small Businesses* Program launched its 33<sup>rd</sup> traditional cohort on Monday, May 10<sup>th</sup> with 38 small business owners. In total the program conducted 39 cohorts to include 6 early-stage cohorts in collaboration with the tory Burch Foundation. To date we've served 1,111 small businesses in the NYC area.

The New Goldman Sachs Fellowship program is scheduled to begin in the fall. This program is designed to bridge academic and real-world experiences to college students interning with 10,000 Small Businesses alumni during the fall and spring semesters. More details are forthcoming.

NY Designs has applied for the VENTURE TECH program that will empower 60 innovative and diverse manufacturing startups fabricating frontier and emerging technologies in Long Island City, Queens, New York. The program will offer startups a 25-week Business Education Program (6 months), Technical Assistance, with the use of a Fabrication Lab where cohort members can make their products, Access to Capital, and Mentorship opportunities.



# Workforce Development

Our Summer Youth Employment Program will start this June.

Commonpoint Queens (DYCD) renewed contract to provide Certified Medical Administrator Assistant (CMAA), IT Support Specialist, and Pharmacy Technician Certification Preparation Training.

Successfully launched a new Data Analytics tuition program and had to open two - sections.

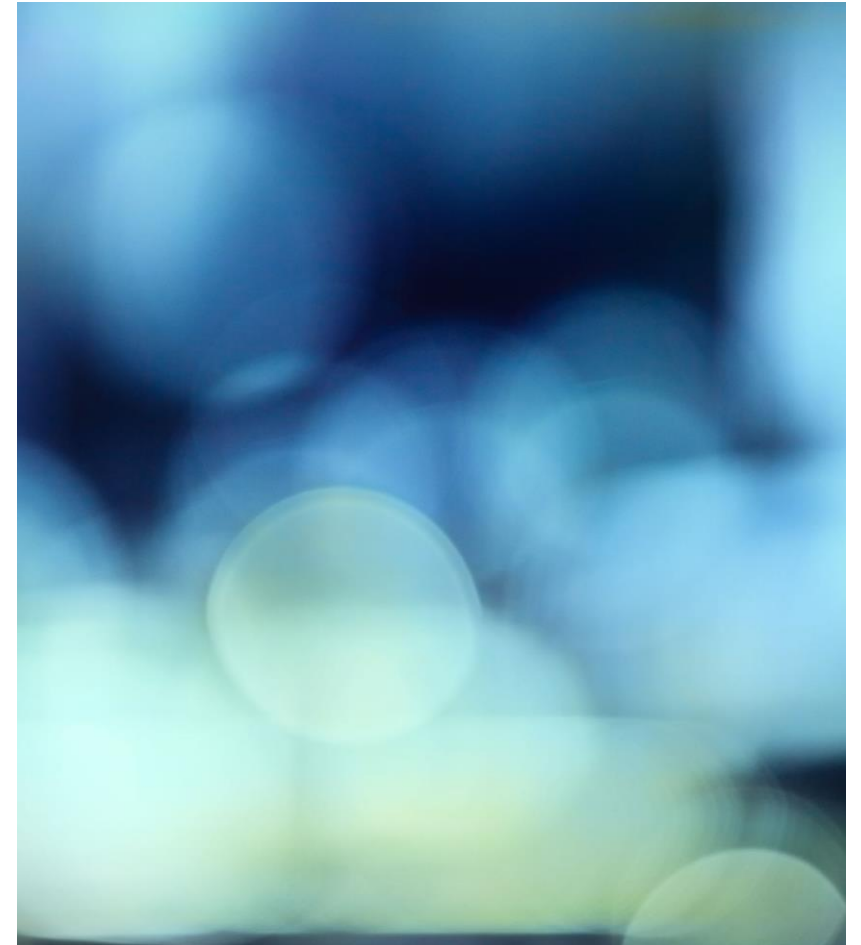
Providing new energy-efficient NCCER-accredited HVAC Tech training, including additional modules on clean technologies like air-source and ground source heat pumps. Funding source: Building Skills.

Developing a new mental health specialist training program for mental health peer specialist, including the NYS Office of Mental Health peer specialist credential. To be funded by HRSA.

# Adult Basic Skills

**Our NYSED Long Island City Literacy Zone/Community Partners Network Meeting** will be hosted on June 3 and include Community partners such as: Henry Street Settlement, Queens Library, Urban Upbound, NYCHA, Noguchi Museum, Brooklyn Museum, DOE, Greater NY Hospital, Center for Family Representation, Queens Community House, Acacia Network, Asian Americans for Equality, NYC Dept of Health, International Rescuer Community, Pursuit, Sheltering Arms.

To date ABS has been able to issue **406 NYSED HSE TASC COVID waivers**. ABS has also been able to resume in-person HSE TASC testing in the cafeteria for **206** students (February to April) with 80 more scheduled in May-June. All HSE attainers have been receiving CUNY application and transitions support via ACE CDC.





# Center for Immigrant Education and Training

CIET has been partnering with [Hot Bread Kitchen](#), a nonprofit organization that works with low-income women whose mission is to create economic opportunities through careers in food through culinary training and incubator programs.

CIET was awarded a contract to create a virtual space where English language learner participants of Hot Bread Kitchen trainings have access to online family tutoring. The goal of the project is to support HBK clients and their families to achieve their educational goals and parents to become active participants in their children's education. Its success has led to a new initiative, the **Online Hub for ESOL Learners**.

CIET's semi-annual **Immigrant Family Night** (part of our NYSED Adult Literacy Education (ALE) ESOL for Immigrant Parents project: 5 ESOL cohorts per semester) will take place 5/21 online for adult students and their children.

Workshop presenters will include **MOMA, Alvin Ailey, the Whitney Museum and PS1**. MoMa and CIET partnered recently to distribute art supplies for immigrant families in need and to identify summer camp opportunities.

# CUNY Fatherhood Academy

In addition to providing CFA students with essential items for their children, the **GOOD Plus Foundation** awarded Fatherhood \$12,000 through their COVID 19 Relief Microgrant Program.

CFA received a grant award for \$10,000 from the **Annie E Casey Foundation** for participation in the United For Young Fathers Peer Network.

CFA Director Raheem Brooks was a featured speaker on a [CUNY Black Male Initiative YouTube](#) dialogue broadcast on the topic of Real Dads Network.

Program Alumni and current Mentor Coordinator, Jesus Benitez, was featured in the [1 in 5 Podcast](#) produced by **The Aspen Institute** regarding Student Parents.

# *New Upcoming Initiatives:*



Community College

**Continuing  
Education**

• **Career Start**

• **Robin Hood Foundation Planning Grant**

# Career Start



Academic math instruction and college success advisement, with a focus on Career and Technical Education pathways in Allied Health, Technology, Business, & STEM (includes workshops on career opportunities & certifications, Q&A with alumni working in the field, meeting with college advisors ):

- Assistance with applying to a degree program at LaGuardia
- No program fee and eligibility for \$375 stipend

Collaboration with Academic Affairs, CUNY Central and New Visions High Schools

CAREER Start, a pilot program developed by LaGuardia Community College in collaboration with CUNY's MATH Start, it is a 10-week summer program that provides intensive math instruction and guided career exploration to prepare you for enrollment in a degree program at LaGuardia.

June 29 – September 2  
Mon – Thurs (math instruction)  
5 Fridays of career workshops

# LAGCC's Planning Grant



Community College

**Continuing  
Education**



LAGCC through the generous sponsorship of the Robin Hood Foundation (\$200K) will develop a framework to leverage the new CUNY Credit for Prior Learning policies to pioneer a progressive Completion and Workforce Equity agenda for our communities in Queens.

The Goal is to establish a network of CPL guided pathways that incorporate an ACE to Credit Pipeline for New Yorkers who have some college, stop-outs, and or accumulated educational debt, and provide a braided model through stackable credentials, CPL and Applied Associate degrees.

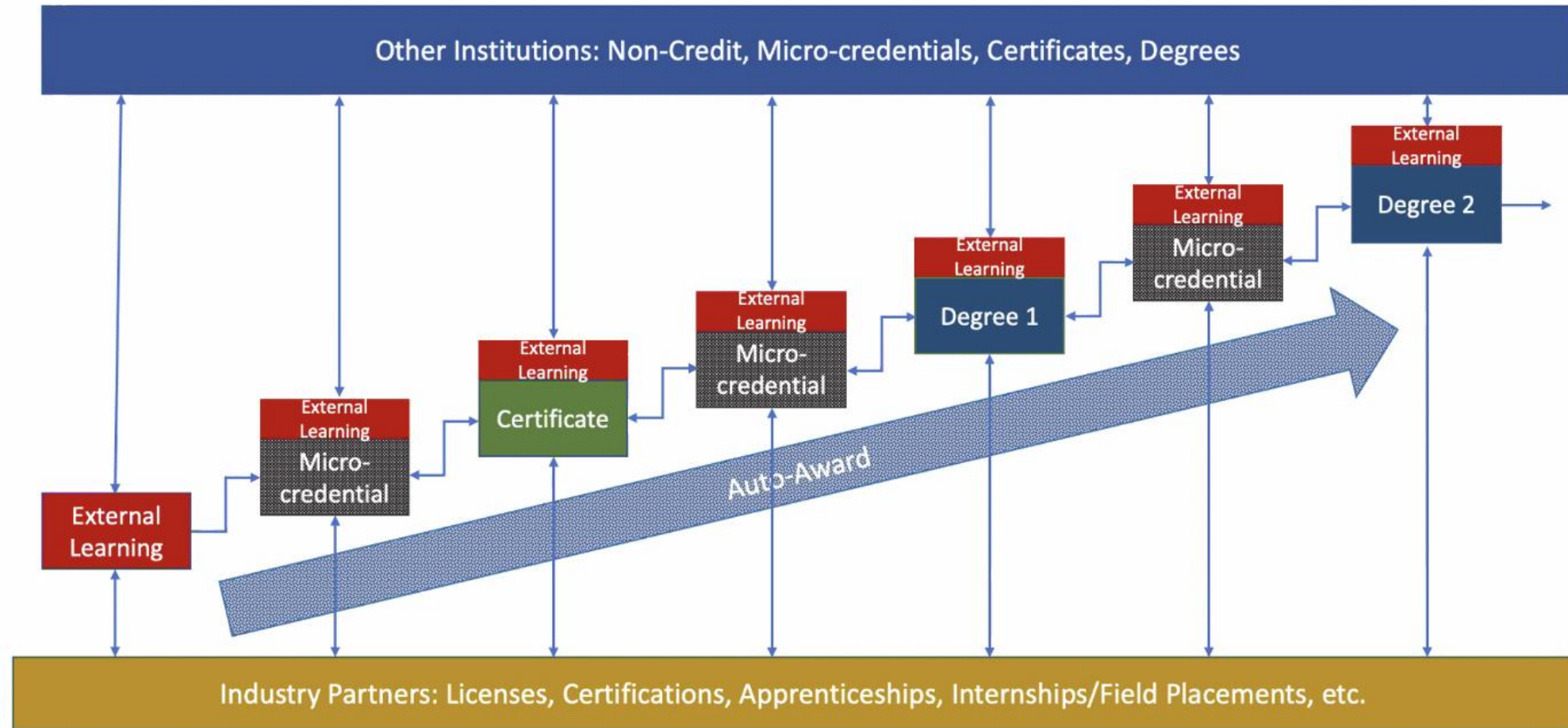
## **PROJECT ALIGNMENT WITH :**

- **AN EQUITY & INCLUSION FOCUS**
- **A COMMUNITY OUTREACH FOCUS**
- **A ONE COLLEGE VISION**



Continuing Education

Partner As You Go



Stepwise As You Go - Add on As You Go - Auto-Award As You Go - Transfer As You Go -

A SYSTEMS APPROACH MODEL TO DRIVE EMPLOYMENT, AND DEGREE COMPLETION OF ADULT LEARNERS IN THE BOROUGH OF QUEENS through CPL





# Updates for the Division of Adult Continuing Education & Workforce Development

Thank You

# CPL Mechanisms:

## 1) Military Training and Occupations

Colleges offers credit for knowledge and experience gained through military service, using credit recommendations from the ACE Military Guide, Joint Services Transcript (JST), and nationally recognized DSST Credit-by-Exam Program (DSST) and the Defense Language Proficiency Tests (DLPT).

## 2) Industry Credentials

Colleges offer credit for industry credentials acquired through trainings, licenses, certifications offered by companies, agencies and labor unions. information about qualifying credentials including those evaluated by the American Council on Education.



## 4) Portfolio Assessment

Some CUNY colleges offer individualized credit for prior learning demonstrated through the development of a portfolio. The portfolio process enables students to document their learning in the workplace, community work, self-study, and personal experiences, to be assessed by faculty or equivalent content experts.

## 3) Standardized Exams Accepted:

- Advanced Placement (AP)
- Advanced International Certificate of Education Program (AICE)
- College Level Examination Program (CLEP) Examinations
- DSST Credit by Examination Program
- Defense Language Proficiency Tests (DLPT)
- International Baccalaureate (IB)

## Time Saved

- Research of adult learners by CAEL at 48 colleges and universities found that the average number of credits earned through PLA is 17, which is equivalent to more than a semester, or 4-6 months, for a full-time student (Klein-Collins, 2011).

## Money Saved

- In terms of money, CAEL research suggests that adult students who earn 15 credits through PLA can save from a low of around \$1,605 at a large public university to a high of around \$6,000 at other institutions (Klein-Collins, 2010). A survey of over 3,000 students, conducted by the College Board in 2004, found that among CLEP test takers, 70% reported that the credits they earned made a difference in their ability to finance tuition.

## Recruitment

- The College Board found that 62% of CLEP test-takers reported that an institution's policy to accept CLEP credit would affect their decision to apply to that institution (The College Board, 2005). A phone survey of adult students in Kentucky, conducted by the Kentucky Council on Postsecondary Education, found that the services that these adult students were most interested in is credit for prior learning and accelerated academic programming (Stamats, 2007).

## Validation (and implied: Motivation)

- Qualitative interviews revealed that both students and institutional representatives found the PLA process to be empowering and validating. Students who earned PLA credit discussed how the act of reflecting on past learning was a positive experience for them and often improved their self-image. After earning credit through PLA, students felt validated in their experiential knowledge (Klein-Collins & Olson, 2014).

## Completion (and implied: Motivation)

- CAEL's 2010 study, Fueling the Race to Postsecondary Success, found that adult students with PLA credit were two and a half times more likely to complete their degree than students without PLA credit. This finding was true for students of all ages, genders, and racial/ethnic identities (Klein-Collins, 2010). In another study which analyzed data from four community colleges, researchers found that the degree completion rate for students with PLA was more than twice that of students with no PLA credit: 28% compared to 12% (Hayward & Williams, 2015).

## Enrollment in More Classes (and implied: Motivation)

- CAEL's 2010 study also found that PLA students earned more credits from coursework at the institution, compared to non-PLA students, possibly related to the fact that the PLA students were more persistent in their enrollment (Klein-Collins, 2010).

POTENTIAL  
IMPACT  
of the  
LAGCC  
Planning  
Grant for our  
students.



Community College

Continuing  
Education

**From:** Chancellor Matos Rodríguez <[ChancellorCommunications@cuny.edu](mailto:ChancellorCommunications@cuny.edu)>

**Date:** Thursday, May 13, 2021 at 12:59 PM

**Subject:** Returning to in-person work

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## OFFICE OF THE CHANCELLOR

Dear colleagues,

As we move closer to the reopening of our city and state and New York's massive vaccination program continues, my office has made the careful decision to mark the week of August 2 as the date for staff to return to their workplaces in preparation for a more in-person fall. Faculty will follow in accordance with the academic calendar of their campus.

The return to in-person work will be guided by the University's safety-first approach, which includes a blended scheduling system combining remote and in-person arrangements. Full details of our flexible work guidelines and how to request reasonable accommodations [are available here](#). These guidelines were adopted during the pandemic and continue to be in effect.

As we carefully and gradually build to a greater in-person presence throughout the University, remote work arrangements will continue to play an important role in the strategic return of a post-COVID-19 CUNY. Delivering the news now gives each of you and your supervisors the time needed — nearly three months — to determine the logistical details surrounding your return, and to develop a framework for ongoing telecommuting arrangements.

The wellbeing of every member of the University community continues to govern our decision-making in every respect. Rigorous reopening guidelines created by the Central Office and each CUNY campus last summer are being updated in consultation with University stakeholders for Fall 2021 and will continue to cover a range of scenarios and include contingency plans in case we need to make adjustments to address sudden changes in circumstances.

To ensure a successful and safe return, I strongly urge each of you to get vaccinated. As I'm sure you are aware, Governor Cuomo announced this week that all CUNY and SUNY students will be required to be vaccinated to attend in-person classes in the fall. That mandate does not include faculty and staff but getting vaccinated is the most important step that each of us can take to protect our collective safety moving forward.

I am proud that CUNY has been at the forefront of the State and City's efforts to get all New Yorkers vaccinated. Five CUNY campuses are serving as vaccination sites. Our [VAXUpCUNY](#) page contains a wealth of helpful information. I would also encourage you to sign up for the New York State [Excelsior Pass](#), which will provide one convenient way to show proof of vaccination or a negative test for people who got vaccinated in New York State. As we get closer to fall reopening, and after consultation with key stakeholders, I will provide additional information regarding proof of vaccination status and testing protocols for campuses and offices.

Before I close, I want to acknowledge the work of hundreds of CUNY public safety officers, building maintenance staff, in-person faculty, staff and administrators who have worked physically in campuses and offices throughout the pandemic. Your commitment to the sustenance of this University has been nothing short of heroic.

As I've said before, CUNY is playing an integral role in New York City's recovery, and the return to our campuses marks an important milestone of that journey. I look forward to the time when CUNY faculty and staff rejoin students throughout the boroughs in a beautiful campus mosaic that will restore the energy and activity to our offices and classrooms.

Thank you again for your commitment and diligence.

Sincerely,

A handwritten signature in blue ink that reads "Félix V. Matos Rodríguez". The signature is stylized and includes a long horizontal line extending to the right.

Félix V. Matos Rodríguez, Ph.D.  
Chancellor

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