



**DARE TO DO MORE**

**President's Cabinet Meeting  
Tuesday, October 12, 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

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 reviewed recent communications from the CUNY Central Office regarding the issuance of Administrative Withdrawal (“WA”) grades for students not vaccinated by the 10/21/21 deadline. He noted that an upcoming CUNY Board of Trustees meeting on 10/25/21 may take action to provide financial relief to students impacted by a WA grade. He noted the need to increase student, faculty and staff completion of the SPARC training. President Adams discussed a CUNY application to respond to an RFP issued by the city regarding Governor’s Island. He also highlighted the possibility that the CUNY Central Office will eliminate the Vacancy Review Board oversight over campus hiring. He noted this decision comes in response to positive budget analyses prepared by the State Comptroller. President Adams noted that CUNY has appointed a new Director of Public Safety, Andre Brown, and a future visit to the campus should be arranged. He noted that Associate Dean Fay Butler has been appointed to the CUNY Committee on Academic Policy. President Adams discussed the addition of Frank Sobrino, currently Director of Media Relations at CUNY, to LaGuardia’s Marketing and Communications Department. He will remain on the CUNY Central Office payroll while working at LaGuardia under the supervision of Robert Jaffe. President Adams noted that Associate Dean for Student Success Fay Butler has organized to have Student Success staff present at LaGuardia entrances to assist students with entry procedures and answer questions.

**II. Review 10/12/21 Cabinet Meeting Notes:** Notes reviewed and no changes noted.

**III. Enrollment**

- a. Weekly Enrollment Update: Associate Dean Baksh-Jarrett reviewed the weekly enrollment dashboard (attached). She noted that the imposition of WA grades may lead to reductions in enrollment numbers and that efforts to enroll students in Falls 2 classes will be a vehicle to build student academic momentum and increase the college's FTEs. Spring 2022 registration begins on 10/25/21 and efforts to communicate the need for students to be fully vaccinated will be integrated into all enrollment efforts. Executive Director Nicholson noted that faculty are being informed that 70% of classes in Spring 2022 must be offered in-person. She indicated that this has raised questions about expectation on staff returning to campus. President Adams noted a growing dynamic amongst businesses and government to require employees to be vaccinated. He noted a similar decision could be made by CUNY.

**IV. Fall 2021 Return to Campus**

- a. Implementation of Vaccination Deadline for Students Taking In-Person/Hybrid Classes: Provost Arcario discussed outreach to students that remain unvaccinated or unverified. Approximately 1000 students are currently not showing vaccination verification. He also noted that meetings are being held to review possible implementation scenarios and how best to engage faculty in communicating vaccination requirements and providing discretion to faculty to review and reverse the imposition of a WA grade (in situations where students are moving ahead with vaccination). It was noted that the NYC Department of Health vaccination van is located at the campus during the week of 10/12/21 to 10/17/21.

**V. Update on Hanover Research and Strategic Fundraising Teams:** Executive Director Bartovics reviewed a memorandum from Hanover Research (attached) that provided recommended actions for the college to take in organizing its approach to securing grants. She also indicated that strategic fundraising teams will be developed around broad categories recommended by Hanover and that have previously been shared with the Cabinet. These include having teams focused on academic success, wrap-around supports for students and workforce development. The focus of these teams will be to identify fundraising opportunities and to assist in focusing the college's fundraising efforts. President Adams noted that each fundraising team should have a Cabinet-level person appointed to help assess fundraising priorities and provide guidance. He asked that Executive Director Bartovics work with Cabinet members to identify potential members and the teams be asked to identify a limited number of grants that Hanover and the LaGuardia team will pursue in the near-term. Provost Arcario noted that the strategic fundraising teams will not actually draft grant proposals, but will prioritize opportunities and assist in assigning individuals to engage in grant-writing. Executive Director Nicholson noted that it's important to identify fundraising opportunities to advance the college's diversity, equity and inclusion goals.