BARUCH COLLEGE
PRESIDENT'S CABINET MEETING
February 28, 2011

Agenda

1. Approval of Minutes
2. President’s Remarks
3. Provost Matters
4. Update on Proposed General Education/Transfer Policy
5. Workplace Violence Prevention Training
6. Baruch Conferences Marketing Support
7. Public Affairs: Lobbying Update
8. Other Old Business
9. New Business

Attendance:
Mitchel B. Wallerstein, President
David Birdsell, Dean, School of Public Affairs
John Choonoo, Director of the Office of Institutional Research
Arthur Downing, Chief Librarian and Chief Information Officer
John Elliott, Dean, Zicklin School of Business
Gabriel Eszterhas, Vice President for Administration and Finance
Mark Gibbel, Vice President for College Advancement
Mary Gorman, Chief of Staff
Christina Latouf, Assistant Vice President for Communications, Marketing and Public Affairs
Terrence Martell, Chair, Faculty Senate
James McCarthy, Provost and Senior Vice President for Academic Affairs
Jeffrey Peck, Dean, Weissman School of Arts & Sciences
Stephanie Vullo, Executive Legal Counsel
Beverly Wolff, Baruch College Fund Board Liaison

Absent
Ben Corpus, Vice President for Student Affairs & Enrollment Management

Approval of Minutes
A motion was made to approve the minutes of the February 14th meeting and the minutes were approved.

President’s Remarks
Staffing Changes
President Wallerstein welcomed Ms. Stephanie Vullo, the newly appointed Executive Legal Counsel, to her first official Cabinet meeting. The President thanked Ms. Beverly Wolff for her time and efforts working in the capacity of Acting Legal Counsel and welcomed her in her new role as Baruch College Fund Board Liaison (unofficial title).
**Lobbying**
The President reported Tuesday, March 1st is the appointed Albany Legislative Lobbying day for Baruch College. The President, Ms. Latouf and Eric Lugo, Government and Community Relations Director, are scheduled to visit a number of legislators and are poised to talk about how Albany legislators can support Baruch College and CUNY as a whole.

**CUNY 2011-2012 Budget Request**
President Wallerstein noted copies of the CUNY 2011-2012 Budget Request book were distributed before the meeting.

**New Webpage Design**
President Wallerstein thanked Ms. Latouf for the launch of the new www.baruch.cuny.edu home webpage. It was shared with Jay Hershenson, Senior Vice Chancellor for University Relations, who noted the new webpage was “clean” “crisp” “readable” and “student focused.”

**Office Hours**
President Wallerstein reported his office hours for faculty, staff and student have been successful. He noted one particular faculty member expressed concerns regarding the conference center charging internal departments for use of conference space. He assured the faculty member a space utilization committee is researching the matter and will determine an appropriate policy.

Vice President Eszterhas noted New York State has mandated a prohibition of overtime. Overtime costs incurred on behalf of outside entities must be reimbursed to the state utilizing private funds. He added some staff members have changed shifts to ensure there is staff coverage as needed, in order to minimize overtime costs. Vice President Eszterhas reported the Administration and Finance division incurred up to $700,000 in overtime costs recent years.

**Provost Matters**

*Roster Certifications*
Provost McCarthy reported that as of the February 28th deadline, only 75% of the course roster certifications have been submitted, which is worse than last year. Faculty members will be given an extension until March 2nd, to submit course rosters. It was noted that the college could be fined for Title IV noncompliance if all course roster certifications are not submitted. Members of Cabinet discussed possible ways to encourage faculty members to submit course roster certifications. The Provost noted every academic department chair has a list of those faculty members who have not submitted their roster certifications yet. Dr. Downing reported he will send out a URL that will allow members of Cabinet to view the e-roster certification reports.

**Update on Proposed General Education/Transfer Policy**
Provost McCarthy presented the article “Clearing the Credit Transfer Path” from the Spring 2011 issue of CUNY Matters. A discussion followed. Members of Cabinet recognized CUNY’s goal of creating one integrated university, however, stressed the need to preserve the Tier III minor which is endangered by the proposed general education/transfer policy. It was noted members of the business community recognize the value of the Tier III education as it produces well rounded
graduates. The President reported he and Provost McCarthy met with Executive Vice Chancellor Alexandra Logue and Dr. Julia Wrigley, Associate University Provost, to further express the concerns of the College regarding the proposed general education/transfer policy. It was noted that CUNY Central’s administration is fully aware of the College’s concerns.

Workplace Violence Prevention Training
Vice President Eszterhas reported that a new law will mandate that all CUNY employees attend workplace violence prevention training annually. At this point, the College must bring a number of employees into compliance of attending the workplace violence prevention workshop at least once by the end of the academic year. Vice President Eszterhas distributed, by division, lists of individuals who have attended the workplace violence prevention workshop. He noted Human Resources has recently publicized a list of scheduled workshops, but is also willing to arrange for special divisional sessions as needed.

Baruch Conferences Marketing Support
Ms. Latouf reported she has discussed with the academic council the prioritization of the marketing of conferences. She noted the current budget has limited print advertisement opportunities, however, conferences are highlighted online and marketed to alumni, members of the community and legislators via email. Conferences have been advertised online on The New York Times website, The Wall Street Journal website, Crain’s online, Facebook and The Ticker. The only print advertisements have been placed in Town and Village and The Villager.

Public Affairs: Lobbying Update
Ms. Latouf reported she, President Wallerstein and Eric Lugo, Director of Government and Community Relations, attended the Black and Puerto Rican Legislators Conference in Albany on February 19th. They will be going back to Albany on March 1st, the CUNY appointed lobbying day, to visit various legislators. Ms. Latouf also gave an update on Reso A requests.

Online Education
The Provost noted faculty volunteers are needed to develop and teach online courses. A discussion followed. It was noted there are three reasons why it is necessary to move forward with online education (1) holding online courses will alleviate budget pressures; (2) holding online courses will allow for a more efficient use of space; and (3) Online Education is a CUNY Performance Management Process requirement. The Provost also noted online courses will help students to better manage their class schedules.

The President noted a fuller discussion will take place at the next Cabinet meeting.

Other Old Business
None

New Business
**I-9 Employment Eligibility Verification Forms**
Vice President Eszterhas reported I-9 employment eligibility verification forms must be filled in within three days of a person’s employment. He noted this matter will be addressed at the next business managers meeting on March 2nd at 3pm.

**OTPS**
Vice President Eszterhas reported there is a limit on the how rapidly OTPS/tax levy funds can be spent due to the cash flow issue in Albany.

**DASNY**
Vice President Eszterhas reported that DASNY has settled a case with the Vertical Campus contractors and the College will be getting some funds which will be used to address problems in the Vertical Campus building.

**Insurance Cards for Overseas Travel**
Vice President Eszterhas reported the College has arranged for low cost emergency medical evacuation insurance for those faculty members and administrators who must travel overseas for business purposes. The cost is $3.30 per day which must be self-funded. Invoicing is available on the website.