THE CITY UNIVERSITY OF NEW YORK
CUNY SCHOOL OF LAW PERFORMANCE GOALS AND TARGETS
2009-2010 ACADEMIC YEAR

RAISE ACADEMIC QUALITY

Objective #1: Strengthen CUNY flagship and college priority programs, and continuously update curricula and program mix

Enhance Flagship Clinical Program
• Maintain flagship Clinical Program’s ranking in top 10 nationally by U.S. News & World Report.
• Orient and integrate new faculty members in the Immigrant and Refugee Rights Clinic and Criminal Defender Clinic to enhance programs.
• Send four Clinical faculty members to the Association of American Law Schools Clinical Education Conference to enhance national reputation.
• Hold Clinical faculty retreat to integrate new clinicians and build clinical community.
• Assess subject matter coverage of Clinics and organizational structure of Clinical Program.
• Assess credit load and schedule of Clinical offerings.
• Assess Clinical Program’s identity outside of the Law School and collaborations with outside organizations.
• Increase outreach to first- and second-year students about Clinical offerings.
• Publish two scholarly articles related to subject matter or pedagogy of the Clinical Program.
• Cross-train Clinic staff to improve administrative support across Clinical Program.
• Research availability of free and low-cost interpretation and translation resources.
• Research options to reduce closed paper files, including indexed electronic files.
• Begin conversion of student Clinical forms to fillable electronic documents available on website.

Enhance Flagship Lawyering/Writing Program
• Enhance the resources for students on Writing Center website with links to relevant materials.
• Develop a tutorial for students to create a writing sample from their first-year Lawyering Seminar memos and post to the Writing Center website.
• Provide assistance to students on their cover letters and fellowship applications.
• Prepare and present a writing workshop to support major writing assignments in 1L and 2L Lawyering Seminars and Clinics.
• Design and facilitate a professional development workshop for lawyering faculty to discuss the acquisition and sequencing of lawyering skills over the first, second, and fourth semesters.
• Director will present at the Association of Legal Writing Directors bi-annual conference in Kansas City.
• Director will present at the Applied Legal Storytelling Conference in Portland, Oregon, sponsored in conjunction with the Legal Writing Institute.
• Director will publish an essay to frame the 2008 AALS Annual Meeting Panel Discussion in the Journal of Legal Writing.
• Supervise deployment of CUNY Writing Fellows and bluebooking Research Assistants.
• Director will finish dissertation on New Jersey Supreme Court’s development of a rights-based jurisprudence and defend it for a Ph.D. in American Studies at NYU.
Complete American Bar Association (ABA) and Association of American Law School (AALS) Site Visit Assessment

- Circulate draft of the Law School Self Study to faculty, staff, students, and alums to gain helpful insight, and input changes based on feedback.
- Finalize Self Study and make a timely submission to the ABA and AALS for site evaluation in February and March.
- Support successful site evaluation visit by the ABA and AALS in February and March.
- Receive formal feedback on visit from the ABA and AALS and respond to their concerns in a timely fashion.
- Maintain accreditation by the ABA.
- Maintain membership in the AALS.

Enhance Website to Enrich Courses, Teaching, Scholarly Profile, and Recruitment

- Create and execute HTML email campaign for Admissions/Recruitment outreach effort to become known nationally as the premier law school for students committed to social justice per our Strategic Plan.
- Co-administer CUNY-wide roll out of “one size fits all” web video platform launch.
- Develop a hosting and delivery method to podcast faculty lectures.
- Comport website to ADA accessibility standard (alternate text-only view).
- Revise navigation and add metatags for Search Engine Optimization improvement of Admissions site.
- Revise navigation and add metatags for Search Engine Optimization improvement of Financial Aid site.
- Revise navigation and add metatags for Search Engine Optimization improvement of Student Affairs site.
- Revise navigation and add metatags for Search Engine Optimization improvement of Registration site.
- Revise navigation and add metatags for Search Engine Optimization improvement of Clinical Programs site.
- Redesign graphical interface of Student Affairs calendar to match website aesthetic.
- Redesign Blackbaud donations form to match website aesthetic.
- Redesign webmail interface to match website aesthetic.
- Redesign Forums interface to match website aesthetic.
- Create shared Photo Archive for use between Communications and Alumni Development Offices.
- Create HTML form for student organizations to submit room requests and event calendar postings.
- Develop new section for prospective students on website, Notes from the Road, based on questions that prospective students pose at recruitment events.

Strengthen Communications to Promote Scholarly Profile and Build Media Presence

- Orient and integrate new Communications Director.
- Conduct comprehensive communications audit of Law School.
- Develop agenda and goals for communications efforts to recruit students, educate employers about the unique qualifications and practice-readiness of our graduates, and inform a broader audience about our mission and achievements per our Strategic Plan.
• Enhance communications recruitment plan for potential applicants, admitted students, and seat-deposited students per our Strategic Plan.
• Develop and distribute CUNY Law school press kits to 50 major media outlets, including national newspapers, magazines, and broadcast and online venues to develop a strong, positive media presence per our Strategic Plan.
• Develop monthly meeting schedule between the Development and Communications teams.
• Develop an internal “external communications” calendar to track frequency and type of communications with key audiences.
• Obtain 75 positive media stories about the Law School.
• Publish bookmark featuring faculty scholarship to promote scholarly profile per our Strategic Plan.
• Distribute “Expert Faculty List” to entire media list.
• Send out six media alerts on faculty availability to comment on national issues.
• Pitch and secure placement of stories on four key areas of Law School, including Center on Latino/a Rights and Equality, Community Legal Resource Network, Center for Diversity in the Legal Profession, and Clinical Program.
• Publish two excellent alumni magazines to enhance reputation per our Strategic Plan.

**Maintain Courses with Significant Technology Component**

• Support 50 courses with significant technology component.

**Objective #2: Attract and nurture a strong faculty that is recognized for excellent teaching, scholarship, and creative activity**

**Attract and Retain Excellent Faculty**

• Hire excellent Instructor with experience in public interest practice and a commitment to teaching excellence and social justice per our Strategic Plan.
• Assess one faculty member for tenure on teaching, service, and scholarship.
• Assess two faculty members for reappointment on teaching, service, and scholarship.
• Assess one faculty member for promotion on teaching, service, and scholarship.
• Host two workshops for prospective law professors of color through the Center for Diversity in the Legal Profession at CUNY Law.

**Grow Faculty Research/Scholarship**

• Achieve 25 published faculty books, articles, book reviews, or other scholarly materials to enhance the Law School’s reputation as an intellectual epicenter for social justice work per our Strategic Plan.
• Increase % of tenure-track faculty members participating in the Social Science Research Network (SSRN) from 54% to 60%.
• Centralize SSRN submissions in Office of Faculty Scholarship Support for new faculty members.
• Distribute summer research stipends to faculty who successfully complete summer research.

**Enhance Support for Faculty Research/Scholarship**

• Enhance Graduate Fellows website to include expectations of faculty research support per our Strategic Plan, post-graduate employment of past Graduate Fellows, and published works of Graduate Fellows.
• Clarify expectations for Graduate Fellows to support faculty research and enhance coordination with faculty research projects.
• Hire a Research Fellow to provide assistance with the Faculty Services Program.
• Restructure the Library Research Assistant Program so RAs handle library-related projects and support faculty scholarly research.
• Plan and develop Faculty Services web page to allow faculty to review the list of services available from the Law Library.
• Provide more database training for faculty.
• Review CUNY Joint International Law Program (JILP) collection and begin the revision process with JILP partners.
• Increase number of faculty members applying for PSC-CUNY research grants from four to five.

Enhance Support for Faculty Teaching
• Maintain monthly faculty gatherings devoted to reflections on how our teaching influences our students’ understanding of justice, the ethical role of the lawyer in achieving it, and the importance of social and personal responsibility in the practice of law per our Strategic Plan.
• Align peer faculty evaluation forms with teaching competencies identified by the faculty to support a thriving culture of engaged pedagogy per our Strategic Plan.
• Align student evaluation forms with teaching competencies identified by the faculty to support a thriving culture of engaged pedagogy per our Strategic Plan.
• Academic Dean will visit five required courses to review teaching and pedagogy.
• Assess gaps and duplication in program coverage, particularly in first- and second-year required courses.
• Develop and offer course in Gender Psychology and the Law cross-listed with the CUNY Graduate Center.

Secure Influential Positions in Academy to Increase Faculty’s Reputation
• Obtain position on the American Association of Law Libraries (AALL) Diversity Committee.
• Obtain position on the AALL Placement Committee.
• Obtain position on the Center for Computer Assisted Legal Instruction Editorial Board.
• Accept invitation to write regular column on diversity for the Law Library Journal, the most authoritative publication on law librarianship.

Achieve Strong FT Faculty Instruction
• Achieve 80% of instructional hours taught by FT faculty.

Maintain Exceptional Faculty and Staff Diversity
• Continue excellent record of recruitment and hiring of under-represented faculty and provide them with an environment that supports their professional development per our Strategic Plan.
• Continue excellent record of recruitment and hiring of under-represented staff and provide them with an environment that supports their professional development per our Strategic Plan.
• Maintain record of supporting one of the most diverse law faculties in the nation.
**IMPROVE STUDENT SUCCESS**

**Objective #3: Ensure that all students receive a quality general education and effective instruction**

**Baseline Student Success Indicators to Improve Support for Students**
- Work with Institutional Research Department to analyze Law School academic performance data over the past five years to assess predictive value of students’ numerical entering indicators: LSAT, undergraduate GPA, and both combined.
- Work with Institutional Research Department to code academic support interventions to identify patterns indicating the success of these programs in enhancing academic performance, student retention, and graduation rates.
- Analyze patterns identified and match them to individual students and cohorts to calibrate success.
- Analyze data and develop strategies to enhance academic support program per our Strategic Plan.

**Objective #4: Increase retention and graduation rates and ensure students make timely progress toward degree completion**

**Maintain Strong Retention and Graduation Rates**
- Obtain net transfer rate of no more than 10 students.
- Achieve four-year graduation rate of 75%.
- Baseline summer course enrollment and credit hours over five years.

**Objective #5: Improve post-graduate outcomes**

**Improve Students’ Preparation for and Consistency of Performance on Bar Exam**
- Achieve first-time New York State Bar Exam pass rate of 78% (average of last 4 years).
- Continue comprehensive Bar preparation program per our Strategic Plan.
- Engage in institutional assessment of Bar Exam success in light of new outcome measurement standards from the ABA.
- Train a second professional in Bar preparation program to obtain more flexibility in assignments without sacrificing expertise or coverage.
- Provide score assessment, Bar study counseling, and retakers’ workshop for students who fail the Bar on their first attempt.

**Enhance Career Services and Achieve Strong Employment Outcomes**
- Hire job recruiter in Career Planning to develop more post-graduate public interest and private sector opportunities per our Strategic Plan.
- Achieve 88% of graduates reporting their nine-month, post-graduation employment status.
- Achieve nine-month, post-graduation employment rate of 75%.
- Offer six job search and career-related forums for current students.
- Conduct two networking sessions for unemployed 2009 graduates.
- Improve database of New Jersey judges by distributing questionnaires to 400 NJ Superior judges on their hiring plans for the 2010 hiring cycle and disseminate information to 3Ls.
• Recruit 10 graduates at private law firms to recruit other small private firms to increase employment opportunities for 2009 graduates and to increase internships for current students.
• Recruit five public sector employers to offer pro bono opportunities to 2009 graduates.
• Assist 3L students in clerkship applications to federal and state judges.
• Assist students in securing $85,000 in funding for summer 2010 internships.
• Identify alternative sources for summer funding to replace grants lost when Charles Revson Summer Public Interest program ends.
• Achieve 70% student body participation in the 2010 New York City Public Interest Job Fair.
• Recruit 200 alumni to serve as graduate career mentors on the Professional Network available to students and graduates on the Career Management website.
• Prepare and publish five career-related newsletters for current students.
• Prepare and publish newsletter for 2009 graduates about character and fitness applications.
• Prepare and publish newsletter for 2009 graduates on finding jobs in a tight market.
• Offer Securities Regulation course in response to public interest employment growth area.

**Improve Alumni Support**

• Strengthen our relationship with our graduates per our Strategic Plan by employing social networking venues, increasing fans of CUNY Law’s Alumni Facebook Page by 10% from 227 to 250 and expanding followers of CUNY Law’s Alumni Twitter Page by 10% from 118 to 130.
• Expand Eviction Defense/Homelessness Prevention initiatives in Manhattan and Brooklyn by establishing a new CUNY Law alumni Community Legal Resource Network (CLRN) program in an additional Assembly or Senatorial district.
• Implement two access-to-justice initiatives through CLRN in the legislative districts of two newly identified elected officials.
• Initiate two CLRN community justice projects in conjunction with members of the City Council and State government.
• Assist in the development of a not-for-profit organization through CLRN.
• Initiate CLRN partnership with another CUNY institution.

**Objective #6: Improve quality of student academic support services**

**Enhance Academic Support for Students**

• Integrate new Director of the Irene Diamond Professional Skills Center to enhance academic support program per our Strategic Plan.
• Define specific responsibilities in Academic Support and Skills Center.
• Orient new Director of the Professional Skills Center during the 2009 Summer Law Institute, and train her in the materials and methods of the Institute.
• Improve the academic component of the mandatory pre-law Orientation program.
• Assistant Dean for Student Affairs and Director of Academic Support will co-facilitate a discussion with first-year faculty to identify goals for 2010 Orientation.
• Director will design and teach an academic support section of first-year torts.
• Director will work closely with new first-year faculty to assist them in developing a skills-based pedagogical approach to required doctrinal classes.
• Develop plan to enable academic support faculty to provide excellent services to students in courses taught by new and visiting professors.
• Investigate possibility of providing more robust one-on-one academic support to students utilizing teaching assistants.
• Director of Academic Support will make presentation at national conference on academic support.
Enrich Counseling for Students

- Enhance management, oversight, and accountability of mental health services at Law School through consultation about best practices with CUNY Student Affairs Office.
- Conduct faculty presentation on mental health issues among law students.
- Provide early information session in students’ third semester on the pedagogy, choices, and selection process for fourth-semester Lawyering Seminars.
- Enhance coordination between the Academic Affairs Office and the Professional Skills Center with additional staff to meet with students at risk of academic difficulty to provide program support.
- Monitor student/faculty advising process by requesting feedback from faculty and students on the numbers of advisement visits and the quality of advising.

Enhance Library and Research Support for Students

- Review, evaluate, and maintain the library collection via shelf reading to focus on serving the needs of our engaged teacher/scholars and students per our Strategic Plan and in preparation for the ABA site visit.
- Continue multi-year effort to use the integrated library management system (ALEPH) in a more effective way to reduce the need for manual records searches and recordkeeping.
- Invite remaining students and faculty who do not have a bar code to obtain a bar code.
- Continue multi-year migration of serials information from manual to online system, creating check-in patterns for 400 remaining titles.
- Continue the review of serials subscriptions, particularly the international law collection, to identify and cancel unneeded and overly expensive titles.
- Continue to maintain and weed collection of newsletters and other ephemeral materials.
- Compile list of newsletters housed in the main library stacks with varied retention dates.
- Create new web page on the Library website dedicated to promoting awareness of new resources.
- Increase bibliographic records in the online catalog to reflect the accuracy of the holdings of the Law Library collection by loading records for Westlaw and Lexis treatises.
- Acquire and load records for LLMC and HeinOnline Legal Classics titles in online catalog.
- Add appropriate free websites and documents to CUNY+, including AALL OBS-SIS Websites of the Month to online catalog.
- Develop an efficient, formal system of document delivery to faculty.
- Develop statistics on the usage of document delivery services and the type and title of resources (both print and electronic) being used to fulfill requests.
- Develop a circulation services manual to formalize circulation policies.
- Develop a reference services manual to formalize reference policies.
- Review and evaluate the federal depository program, present proposals to streamline the backlog of materials, and develop criteria to determine whether to catalog materials in our collection.
- Develop a process to gather statistics on electronic resources from vendors.
- Offer book drive to recycle print sources, following “Keep CUNY Green” policy.
- Analyze efforts to integrate Legal Research I and II into the first-year curriculum and make changes based on assessment.
- Continue to hone students’ research skills by offering research sessions to upper-level courses, including Clinics, Concentrations, and fourth-semester Lawyering Seminars.
• Continue to offer Legal Research Training sessions or workshops to student body in areas of interest as indicated by the Library Services Survey.
• Continue to have a “Q & A” drop-in format open to all students, using a classroom with a SMART Board to facilitate working with electronic databases and the Internet.
• Create “how-to” guides on subject-based research geared towards student interest as indicated in Student Library Survey.
• Create research guide specific to international human rights resources tailored to CUNY Law’s collection.
• Explore the possibility of promoting library services using social networking sites, such as Facebook.

**Improve Student Services**
• Systematize programming and management of pro bono opportunities to increase experiential, transformative learning opportunities across the three years of the curriculum per our Strategic Plan.
• Move Academic Dean’s Office, Registrar’s Office, Financial Aid Office, and Bursar to same administrative area to facilitate students’ access to and ease of use of these departments.
• Develop student organization leadership orientation.
• Consult with student government and student leaders to integrate orientation sessions with messages on community, respect for staff, career opportunities, and professionalism.
• Present two Leadership Development programs informed by the CUNY Star “leadership competencies” of the CUNY Leadership Academy.
• Present at least two workshops/panels on stress and time management.
• Offer yoga classes.
• Offer variety of health screenings and tests.
• Monitor professional development opportunities and send Student Affairs staff to appropriate conferences and trainings.

**Improve Registrar and Financial Aid Services**
• Complete a Procedures Manual for Office of Registration & Student Records Management.
• Conduct a workshop with the University Coordinator for Veterans Affairs, reaching out to students who are members of the Armed Forces, National Guard, or Reserves to assist with benefits.
• Co-locate the Offices of Financial Aid and the Bursar, maintaining independence of operations and checks and balances of internal control in administering Title IV funds and HEA programs.
• Registrar’s staff will complete a course on Crystal Reports, the University mechanism for reporting from the Data Warehouse.

**Conduct Student Satisfaction Survey of Academic and Student Services**
• Achieve high student satisfaction (3.0 or better on 4.0 scale) in Academic Affairs, Student Affairs, Information Technology, Registrar, Academic Support, Faculty Support, and Library Services.
**Enhance Finance and Management Effectiveness**

**Objective #7: Increase or maintain access and enrollment; facilitate movement of eligible students to and among CUNY campuses**

**Maintain Performance Indicators of Entering Class**
- Maintain average LSAT for those who matriculate at 154.
- Maintain average undergraduate GPA for those who matriculate at 3.22.

**Enhance Pipeline to Justice Program**
- Disseminate information about the Pipeline to Justice to other law schools and the broader community per our Strategic Plan.
- Continue Pipeline to Justice Program for between 25 and 40 talented, diverse applicants to improve their analytical skills and increase their LSAT scores.
- Develop seamless transfer procedures between regular admissions and Pipeline admissions processes.
- Train a second professional for the Pipeline to Justice Program to obtain more flexibility in assignments without sacrificing expertise or coverage.

**Maintain Exceptional Student Body Diversity**
- Host a New York State Bar Association Law Day for high school students through the Center for Diversity in the Legal Profession at CUNY Law to enhance access to law school per our Strategic Plan.
- Continue excellent record of recruitment and matriculation of under-represented students by admitting a diverse, talented, and committed student body per our Strategic Plan.
- Maintain one of the most diverse law student bodies in the nation.
- Increase interaction with pre-law advisors at other CUNY campuses to attract students interested in public interest and public service law.

**Objective #8: Increase revenues and decrease expenses**

**Enhance Fundraising**
- Increase alumni/corporate/private foundation fundraising by 10% from $1,088,220 to $1,197,042.
- Increase alumni giving by 10% from $89,782 to $98,760.

**Meet Revenue Targets**
- Meet revenue targets for the Law School.

**Implement Financial Plan with Balanced Budget**
- Devise and implement financial plan with balanced budget.

**Enhance Continuing Legal Education Revenues for School of Professional Studies**
- Work with CUNY School of Professional Studies to offer class in Continuing Legal Education program.

**Improve Indirect Cost Recovery Ratio**
- Implement 5% cost recovery fee for foundation grants.
Objective #9: Improve administrative services

Continue to Restructure CUNY School of Law Foundation Board and Enhance Development Operation
- Continue to expand the Foundation Board by recruiting two new energetic, external members who can help us in our fundraising efforts per our Strategic Plan.
- Elect external chair to the Foundation Board.
- Have Memorandum of Understanding between the Law School and the Foundation Board, suggested by CUNY Guidelines, assessed by an attorney specializing in non-profits.
- Adopt Memorandum of Understanding between the Law School and the Foundation Board.
- Expand communications to donors and prospects by creating donor-focused online newsletter using Constant Contact.
- Increase internal capacity with fundraising software (Raiser’s Edge) by purchasing an additional user license.
- Continue professional development training sessions for Raiser’s Edge for Database Administrator, Prospect Researcher, and Alumni Coordinator.

Conduct Student Satisfaction Survey in Administrative Services
- Achieve high student satisfaction (3.0 or better on 4.0 scale) in non-academic administrative support services: Business Office, Financial Aid, Career Planning, Reprographics, Custodial Services, and Children’s Center.

Continue Instruction Delivered on Fridays, Nights, and Weekends
- Continue schedule of mandatory instruction on Fridays.
- Continue Continuing Legal Education instruction on nights and weekends.
- Continue to offer Pipeline to Justice Program instruction on nights.

Enhance Environmental, Health, Safety, and Risk Management
- Public Safety Director, who acts as the Environmental Health and Safety Officer, will train Chief Engineer as an alternate EHSO.
- Create an updated Environmental Management System utilizing O’Brien and Gere, a vendor supplying environmental health and safety services to CUNY.
- Continue use of Campus Council on risk assessment to enhance campus response.
- Expand Campus Council on risk assessment to include other departments providing essential services, such as transportation, reprographics, records, etc.
- Create and distribute to all Campus Council members (redacted as advised and necessary) a Risk Management binder that will include notes, minutes, and memorandum promulgated by the University Risk Management Committee.
- Enlist a student volunteer for the Campus Risk Management Council.
- Liaison with Campus Council committees from other units in the University to share information, programs, and ideas of benefit and concern to the Law School.

Improve Implementation of CUNYfirst
- Continue to provide campus leadership to promote acceptance of and cooperation in CUNYfirst.
• Ensure compatibility of School systems with CUNYfirst software requirements by tracking technical readiness changes and updating School systems as necessary.
• Continue regular CUNYfirst Campus Team meetings.
• Continue regular CUNYfirst communications to staff and faculty.
• Continue to make timely progress in CUNYfirst training programs.
• Continue to provide the Registrar with information necessary for data conversion from the SIMS legacy system to CUNYfirst.

**Develop Location for New Facility**
• Continue to work with Vice Chancellor Iris Weinshall’s office to secure location for new Law School building on a subway line and closer to Manhattan per our Strategic Plan.
• Continue Law School community deliberations on key design elements of new building.

**Enhance Use of Current Facility**
• Enhance registration process by creating a one-stop-shopping cluster with Registrar, Bursar, Financial Aid, and Academic Affairs Offices near elevator and main stairway on second floor.
• Enhance efficiency of Human Resources Department by creating new office suite for easier communication, supervision, and access to files.
• Prepare for possible expansion of the Children’s Center by relocating existing administrative use of adjoining space and investigating legal requirements to change use to childcare facility.
• Create two new faculty offices by consolidating administrative offices.
• Work with Vice Chancellor Weinshall’s office to upgrade four restrooms to full ADA compliance.
• Work with Vice Chancellor Weinshall’s office to replace roof on existing Law School building.
• Work with Vice Chancellor Weinshall’s office to replace fire alarm system in existing Law School building.

**Improve Records Retention Program**
• Continue to foster departmental adherence to the CUNY Records Retention and Disposition Schedule.
• Improve efficiency of records management by ensuring that departments periodically assess which records are eligible for destruction and document their destruction.

**Improve Information Technology Services**
• Evaluate Symantec Endpoint server with centralized antisyppware protection to replace existing antivirus system.
• Install new enterprise-grade UPS (battery backup) system in Law School’s data center and decommission aging, lower-powered unit currently in use.
• Deploy RightAnswers self-service knowledgebase with IT solutions for student community.
• Replace wireless access points with new, centralized system for easier monitoring and management.
• Replace 25 end-of-life computers (laptop and/or desktop units) with new units for faculty, staff, and student use.
• Deploy three new Apple Xserve servers to replace end-of-life units currently in service.
• Deploy new Storage Area Network to greatly increase available storage capacity for data such as documents and video files of lectures and other events.
• Upgrade and virtualize Deep Freeze server, which manages computer lab and section library systems, to improve system maintenance and reduce electrical and air conditioning needs by eliminating server hardware.

• Initiate phased deployment of Microsoft Office 2008 Mac/2007 Windows; perform a minimum of 30 migrations.

• Expand virtualization infrastructure via hardware and software upgrades to increase capacity for future virtualized servers.

• Evaluate integration of Konica-Minolta MFP (Multi-Function Printer) units with School’s Active Directory account management infrastructure for user authentication, print accounting, maintenance, and support.

**Improve Human Resources Services**

• Expand and streamline File Management System.

• Enhance Health Benefits Fair to include the wellness module.

• Develop Off-Boarding module with On-Boarding Program.

• Implement Executive Leadership Program.

• Establish access to the State Payroll System (PayServ).

• Develop a Human Resources webpage on the CUNY Law School website.

**Improve Safety and Security of Campus**

• Install uninterrupted power supply unit in the Public Safety office sufficient to operate the School’s emergency communication response system in the event of loss of power.

• Complete removal of antiquated fire alarm and annunciator system and replace with integrated system to improve fire suppression system by reducing false alarms and incorporating central station monitoring.

• Require regularly assigned contract security personnel to attend and pass a CPR/AED Basic First-Aid course through the American Red Cross or National Safety Council.

• Reconfigure main security desk to have lockable storage fixture to hold and secure lost and found items.

• Reconfigure main security desk to have non-confidential files and procedural manuals available.

• Reconfigure main security desk to have information and application literature for the Admissions and Human Resource Departments to reduce visitor trips to those locations.

• Place Law School two-way radios (Public Safety, Children’s Center, Engineering, and IT) on individual channels trunked through the School’s repeater.

• Improve liaison with New York City Fire Department to enhance input and advice regarding current evacuation and fire prevention procedures.