

TO: Campus Affairs Committee Vice President, Aila Choudhury at The City College of New York and Sean Dolcy Principal of HSMSE, cafeteria management, Auxiliary Enterprise Corporation – CCNY, Jason Wallace, Executive Director.

From: Sara. CCNY undergraduate student for chemical engineering.
Undergraduate student who is taking English: Writing for Engineers 21007 Course

Date: February 13th, 2023

Subject: Propose An Alternative Space For Students At CCNY due To Cafeteria Mess.

The purpose of this memo is to propose an alternative space to eat/study for CCNY students due to mess at the cafeteria. The CCNY cafeteria is shared by CCNY students, HSMSE students, and faculty. While this is a good integration for high school students and might encourage them to continue to higher education, the case is not the same for undergraduate students and faculty. The NAC cafeteria has limited space, and the first ones to benefit from that space should be the people who pay the institution, students. Faculty are essentially part of the institution so there is nothing wrong with them being there. Additionally, students and faculty sharing spaces is not uncommon. What is uncommon, on the other hand, is high schoolers and college students sharing a cafeteria. Having high school students in the college cafeteria means crowding the cafeteria even more. It means extra mess, noise, and less spaces for undergraduate students. Students need a space to grab a meal and relax, and with an oversaturated cafeteria, that is simply not what is happening. The cafeteria is messy, overcrowded, and at times even dirty. As a result, students go to other spaces, such as the library, which in turn, become oversaturated themselves. Some students may even decide to skip meals which affects their overall academic performance, physical, and mental health. While one might say that students can simply do takeout, that would not be true during wintertime. Even though this works for the summer, it is simply too cold in the winter and commuters will be stuck eating out in the cold. This is not a good enough solution and should therefore not be considered. It is up for the college to make sure that the campus benefits students and allows them to do schoolwork in order to succeed. Following up on this problem and finding solutions will help students stay healthy, lower stress levels, and improve their overall academic performance.

Some things that may be done to alleviate this problem include but are not limited to:

- Adding separate seating as many students take up a full table.
- Adding more tables and increasing the cafeteria size.
- Building another cafeteria.
- Giving certain hours, especially busy ones, only to college students and letting high school students in at all other times.
- Give takeout options and increase indoor sitting areas around campus.

These solutions and others can help relieve the stress felt by CCNY undergraduate students and allow them to focus more on school. Furthermore, it would still allow high school students the benefits of the cafeteria so that no one is truly losing anything. To further discuss these solutions please contact me at 347-622-3047 on Monday thru Friday 9 am to 5 pm.

Reflection paper.

In this assignment, I used the memo as a form of print and digital media as a way to communicate needs between me and the Campus Affairs Committee Vice President, the HSMSE principal, cafeteria management, Auxiliary Enterprise Corporation – CCNY, Jason Wallace, Executive Director. With this memo, I hope to discuss the cafeteria oversaturation issue and offer solutions to these issues. My genre is a memo, a memo is a short document used for routine communication within organizations; it is used to communicate meetings, policies, decisions, reports, and proposals. My assignment is a memo because it is used to bring awareness to a problem within an organization. My purpose here is to invoke action to solve a problem. I brought up proposals which are often communicated through memos. My audience was chosen because they can help solve the issue, the HSMSE principal is responsible for high school students and therefore might bring it to their attention to be more organized in the cafeteria or let them know regarding time limits; the Campus Affairs Committee Vice President can help with the suggested proposals'. My stance is a problem solving one. I am trying to convince my audience to help solve an issue. The media here is multimodal, digital and print as it should be written and also delivered via online sources. The exigence is the dirty and overcrowded cafeteria and the lack of quiet places to sit down, eat, relax, and study. My problem is undergraduate students do not have enough space to grab a meal or study and therefore will skip meals or try to study in an ineffective location, decreasing their productivity.

The course learning objectives I have met while writing this memo include number 2, 3, and 4. 2 because I have been drafting this memo (topic and such), revising and self-assessing it before submission.

3 as this assignment made me think about who the audience should be and why, why is it a memo, etc.

4 because the first part of this assignment was complete group work and we all had to collaborate and agree on the topic and what exactly we are submitting.

