



DARE TO DO MORE

**President's Cabinet Meeting
Monday, September 21, 2020
9:00 a.m. – 10:00 a.m.**

Meeting Notes

Participants:

Kenneth Adams, President
Paul Arcario, Provost
Nireata Seals, Vice President of Student Affairs and Associate Provost
Janet Corcoran, Vice President of Institutional Advancement/Foundation
Shahir Erfan, Vice President of Administration and Finance/Interim Vice President of Adult and Continuing Education
Henry Saltiel, Vice President of Information Technology
Robert Jaffe, Senior Advisor to the President
Maria Cook, Executive Counsel to the President
Patricia Sokolski, Chair, College Senate
Rochell Isaac, President, Faculty Council

- I. Welcome/CUNY Update:** President Adams cited a productive meeting with the Student Government Association (SGA) and his desire to regularly meet with the SGA. He noted the students raised frustrations with their experiences in Spring 2020 with online learning.
- II. Review 9/14/2020 Cabinet Meeting Notes:** Robert reviewed the Cabinet meeting notes from 9/14/20 and no changes were needed.
- III. Student Enrollment**
 - a. Weekly Enrollment Dashboard: Vice President Seals reviewed the 9/21/20 enrollment dashboard (attached) which reflected an 8.2% decrease in student FTEs from Fall 2019.
 - b. Update on “JumpStart”: Vice President Seals described the concept of offering a 6-week session to current and prospective students in the near future. LaGuardia is awaiting CUNY approval and discussed outreach to CUNY officials.
 - c. Flowchart of Recruitment/Enrollment Process: Holding this discussion to allow further work to develop the Flowchart.
 - d. ACE Enrollment Dashboard: Interim Vice President Erfan discussed the ACE enrollment dashboard (attached) which reflects significant drops in enrollment and revenue. Discussed the streams of funding that ACE relies on, including tuition, contract training, grant-funded programs and non-credit FTEs “earned” by ACE enrollment. Noted that ACE is running at a deficit (revenues do not cover ongoing costs) and the need to address this issue.
 - e. New Committee on Enrollment Marketing: President Adams discussed convening a workshop to review marketing efforts for enrollment. Workshop is scheduled for 9/29/20 and will include students, staff and faculty. A formal Committee will be considered following this meeting.

IV. Campus Opening

- a. **Weekly Reopening Dashboard:** Vice President Erfan reviewed the Dashboard (attached) reflecting the number of individuals coming to campus and the availability of essential health and safety equipment. President Adams indicated that it would be beneficial to track the actual classrooms and laboratories utilized. President Adams reiterated the need for strict social distancing in all spaces.
- b. **Notification of COVID-19 Exposed Persons:** Vice President Erfan reviewed the process of notifying individuals potentially exposed to an infected person.
- c. **Technology/Hotspot Distribution to Students:** Vice President Erfan and Vice President Seals reviewed technology distribution. It was noted that additional Chrome Books have been ordered to support student needs. Noted that students are waiting to pick up technology from the College and it was noted that no delays should interfere with timely access. President Adams requested a report at the following Cabinet meeting to ensure all students on a waiting list to retrieve technology receive within a week their equipment.

- V. Spring 2021 Course Schedule and Instructional Modality:** Provost Arcario reviewed a memo from CUNY Executive Vice Chancellor Cruz (attached) and noted that he will send to the campus a memo which includes EVC Cruz's request to campuses, stating, "we ask that you prepare for the possibility that course and work scheduling will remain largely virtual in Spring 2021."

**LaGuardia Community College
Weekly Enrollment Dashboard
9/21/2020**

Prepared by: Jeffrey Weintraub

Fall 2020 Weekly Enrollment Dashboard

							Average CC Snapshot
	Fall 2020 snapshot	Fall 2019 snapshot	F20 - F19	% change	Budget Targets	F20 as % of Target	F20-F19 % change
	9/21/2020	9/23/2019					
THC							
Freshmen	2,702	3,038	-336	-11.1%	3,150	85.8%	-15.5%
Transfers	1,138	1,648	-510	-30.9%	1,850	61.5%	-34.6%
Continuing	9,424	9,891	-467	-4.7%	10,958	86.0%	-4.7%
Non-degree	880	834	46	5.5%	1,100	80.0%	-29.2%
College Now	120	2					
Total	14,144	15,413	-1,267	-8.2%	17,058	82.9%	-12.4%
FTEs							
Freshmen	2,780	3,187	-407	-12.8%	3,076	90.4%	
Transfers	967	1,433	-466	-32.5%	1,585	61.0%	
Continuing	7,641	7,809	-168	-2.2%	8,878	86.1%	
Non-degree	450	463	-13	-2.8%	622	72.3%	
College Now	26						
Total	11,838	12,892	-1,054	-8.2%	14,161	83.6%	

Continuing Students consist of Continuing and Readmits

LaGuardia Non-Degree Excludes College Now

THC is the unduplicated count of Session 1 and Session 2 students

FTEs are the sum of Session 1 and Session 2