



**DARE TO DO MORE**

**President's Cabinet Meeting  
Monday, October 5, 2020  
10:00 a.m. – 11:00 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 Updates:** President Adams provided an update on his more than 40 meetings as part of his Listening and Learning Tour. President Adams discussed the campus meeting to be held on October 29<sup>th</sup> to share his findings from the Tour and priority areas for his focus for this academic year.
- II. Review Cabinet Meeting Minutes of 9/28/20:** Meeting notes reviewed. No changes noted.
- III. Student Enrollment**
  - a. Weekly Enrollment Dashboard: Vice President Seals reviewed the dashboard and discussed efforts being undertaken to engage current and prospective students in enrolling for Fall 2 classes.
  - b. Update on “JumpStart”: Discussions with CUNY continue although implementation in Fall 2020 is unlikely.
- IV. Budget**
  - a. CUNY Budget Allocation: Vice President Erfan discussed the CUNY budget allocation process that’s provided the college with an allocation of funds for the period ending 1/31/21. More clarification is anticipated in the coming days from the University.
  - b. CARES Allocation on Mental Health and Wellness: Vice President Seals reviewed an allocation of funds for the college to support the mental health and wellness needs of students. Discussed the types of services needed by students and Vice President Seals will provide an update on how the funds will be allocated at a subsequent meeting.

**V. Campus Opening**

- a. Weekly Reopening Dashboard: Vice President Erfan reviewed the dashboard.
- b. Technology/Hotspot Distribution to Students: Discussed responding to the needs of students for “hotspots” and President Adams supported more intensive outreach to identify and address student needs.
- c. Online Instruction Waiver: Provost Arcario indicated that Dean Dionne Miller and Director of Institutional Effectiveness Nava Lerer are preparing materials for submission to regulatory agencies, including the U.S. Department of Education, State Department of Education and Middle States regarding online instruction in Spring 2021.
- d. Online Faculty Observations: Provost Arcario indicated that the Chairs are working on developing a protocol for online peer observations and are developing a workshop to assist those doing observations. In addition, student observations of faculty will be occurring online and logistics are being worked on.
- e. Online Proctoring of Exams: Provost Arcario reported that Academic Affairs is working with academic programs with interest in using online proctoring. Anticipate that most faculty will not want online proctoring and issues of ensuring students receive up-front information about online proctoring for a class are being addressed.

**VI. Presidential Transition Planning**

- a. President’s Transition Action Team: Role and Membership: President Adams reviewed the role of the Team and the qualities being sought for members. Requested Cabinet members to submit ideas for consideration.

**LaGuardia Community College  
Weekly Enrollment Dashboard  
10/5/2020**

**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
	10/5/2020	10/7/2019					
<b>THC</b>							
Freshmen	2,692	3,024	-332	-11.0%	3,150	85.5%	-15.0%
Transfers	1,146	1,639	-493	-30.1%	1,850	61.9%	-33.6%
Continuing	9,405	9,824	-419	-4.3%	10,958	85.8%	-4.5%
Non-degree	878	988	-110	-11.1%	1,100	79.8%	-35.3%
College Now	119	24	95				
<b>Total LAGCC</b>	<b>14,121</b>	<b>15,475</b>	<b>-1,354</b>				
<b>Total With CN</b>	<b>14,240</b>	<b>15,499</b>	<b>-1,259</b>	<b>-8.1%</b>	<b>17,058</b>	<b>83.5%</b>	<b>-13.2%</b>
<b>FTEs</b>							
Freshmen	2,767	3,111	-344	-11.1%	3,076	90.0%	
Transfers	967	1,407	-440	-31.3%	1,585	61.0%	
Continuing	7,606	7,661	-55	-0.7%	8,878	85.7%	
Non-degree	467	548	-81	-14.8%	622	75.1%	
College Now	26	5					
<b>Total</b>	<b>11,807</b>	<b>12,727</b>	<b>-920</b>	<b>-7.2%</b>	<b>14,161</b>	<b>83.4%</b>	

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



**Senior Vice Chancellor and Chief Financial Officer**

205 East 42<sup>nd</sup> Street, 18<sup>th</sup> Floor  
New York, NY 10017  
Phone: 646-664-3014

October 1, 2020

To: College Presidents and Deans

From: Senior Vice Chancellor Matthew Sapienza *MS*

Subject: FY2021 Operating Allocation Update

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Due to the continued budget uncertainty of our external funding partners, the University has not yet presented an annual budget plan to the Board of Trustees. Since the start of Fiscal Year 2021, colleges have been allocated monthly budgets, for each of the months of July through September.

In order to help you and your leadership teams with campus financial planning, the University will extend the current operating allocations through January 2021, in order to cover the remainder of the Fall semester as well as the Winter session. The revised and extended allocation should provide colleges with the ability to plan for these terms, as well as to determine scenarios for the Spring 2021 semester. The revised operating allocations, which are provided in the attached table, are seven-month budgets. Please keep in mind that budget capacity is also contingent upon tuition and fee collections, and thus enrollment levels and collection rates should be factored into your scenario planning.

The following assumptions are built into the funding allocation levels:

*State Funding*

In accordance with current State budget management practice, the University continues to withhold 20% of state funding, both operating aid and financial aid, from senior and community college budgets, as well as system administration and shared services budgets. The State community college enrollment realignment of -\$5.4 million is factored into community college funding levels.

*City Funding*

The enacted City budget included \$46.3 million in reductions. These reductions are also factored into college and central office funding allocations. City collective bargaining funding provided in prior plans is also included in community college budgets.

*Academic Program and Lump Sum Allocations*

Fall semester academic program and lump sum budgets will be issued shortly. Please note that these funding levels are also undergoing adjustments to correspond to State and City budget actions.

*CARES Health and Wellness Funds*

The campus based CARES Health and Wellness funds are included in the allocation.

Updated budget levels will be posted to CUNYfirst, and the University Budget Office will continue to work with your budget teams to make adjustments as necessary.

University Budget Director Catherine Abata and I are available to answer any questions you may have. Many thanks for your continued good financial stewardship of your campuses during these challenging times.

Cc: Chancellor Felix V. Matos Rodriguez  
Executive Vice Chancellor Hector Batista  
Executive Vice Chancellor Jose Luis Cruz  
University Budget Director Catherine Abata  
Deputy Chief Financial Officer Christina Chiappa

**FY2021 Fall Semester and Winter Term Operating Allocation (\$000)**

	<b>Fall/Winter Tax Levy Allocation</b>
Baruch College	73,755
Brooklyn College	72,453
City College	88,601
Hunter College	94,898
John Jay College	55,070
Lehman College	55,606
Medgar Evers College	28,275
NYC College of Technology	51,401
Queens College	71,620
College of Staten Island	50,291
York College	29,243
Graduate Center	71,944
CUNY School of Law	11,445
School of Journalism	4,888
School of Professional Studies	10,664
School of Public Health	6,481
School of Labor and Urban Studies	3,519
<b>Total Senior Colleges</b>	<b>780,155</b>
Borough of Manhattan CC	78,798
Bronx CC	42,067
Guttman CC	9,472
Hostos CC	30,026
Kingsborough CC	45,703
LaGuardia CC	59,635
Queensborough CC	49,555
<b>Total Community Colleges</b>	<b>315,257</b>
<b>Total</b>	<b>1,095,412</b>



The Chancellor

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September 29, 2020

Dear Presidents and Deans:

The mental health crisis in the United States is escalating to an unprecedented scale. Mental health concerns have skyrocketed during the COVID-19 pandemic as reported by major news outlets, the American Psychiatric Association, The Hope Center, the JED Foundation, and the Collegiate Center for Mental Health (CCMH) (Janis, 2020). CUNY students, already facing significant burdens and barriers to academic success, will experience the crisis more significantly. Statistics from one CUNY counseling center suggests almost 80% of students requesting counseling have a history of trauma (including experiencing previous crises, personal trauma, or abuse). The COVID-19 pandemic will add significantly to the burden of those with a history of trauma and exacerbate the mental health crisis further.

The mental health crisis requires significant resources and additional technologies to successfully integrate mental health treatment and resources and wellness services across the University.

As you know, CUNY was allocated \$250M by the federal government related to the Coronavirus Aid, Relief, and Economic Security (CARES) Act. These funds include \$118 million related to Student Emergency Grants, of which \$114 million has already been provided directly to students, with the remaining to be distributed this fall. Our plan was, and continues to be, to formally allocate the remaining \$132 million as part of the University's FY 2021 budget. Due to the uncertainty of the budget situation, however, and since campuses have only received month to month spending authority, we have not yet utilized this funding source. In response to our continued financial constraints, it is in the best interest of CUNY to start using a portion of the CARES funds, as the University and colleges have already incurred CARES eligible expenses, beginning in March 2020. Still, we intend to limit the immediate use of the funds until a formal budget is adopted by the Board.

In the interim, the University will authorize the colleges to use \$41 million of the \$132 million in institutional CARES Act funds, including **\$5 million** to increase health and wellness services on campuses. To this end, colleges are asked to evaluate the health and wellness services that they are providing to students that are learning remotely due to the coronavirus and use these funds to make investments in these areas, especially in the terms of mental health counseling. The allocation of the \$5 million health and wellness funds across colleges is presented in the table below.

<b>Health and Wellness Services</b>	<b>Total Allocation</b>	<b>2019 FTEs</b>	<b>Assessment for Central Office Services</b>	<b>Campus Allocation</b>
Baruch College	\$277,778	15,069	\$43,488	\$234,290
Brooklyn College	\$277,778	14,097	\$40,683	\$237,095
City College	\$277,778	12,030	\$34,718	\$243,060
Hunter College	\$277,778	18,080	\$52,177	\$225,601
John Jay College	\$277,778	12,771	\$36,856	\$240,922
Lehman College	\$277,778	10,649	\$30,732	\$247,046
Medgar Evers College	\$277,778	4,587	\$13,238	\$264,540
New York City College of Technology	\$277,778	12,503	\$36,083	\$241,695
Queens College	\$277,778	15,589	\$44,989	\$232,789
College of Staten Island	\$277,778	10,649	\$30,732	\$247,046
York College	\$277,778	6,100	\$17,604	\$260,174
<b>Subtotal SC</b>	<b>\$3,055,558</b>	<b>132,124</b>	<b>\$381,300</b>	<b>\$2,674,258</b>
BMCC	\$277,778	19,679	\$56,791	\$220,987
Bronx CC	\$277,778	7,024	\$20,271	\$257,507
Guttman CC	\$277,778	1,130	\$3,261	\$274,517
Hostos CC	\$277,778	4,709	\$13,590	\$264,188
Kingsborough CC	\$277,778	10,225	\$29,509	\$248,269
LaGuardia CC	\$277,778	13,152	\$37,956	\$239,822
Queensborough CC	\$277,778	9,814	\$28,322	\$249,456
<b>Subtotal CC</b>	<b>\$1,944,446</b>	<b>65,733</b>	<b>\$189,700</b>	<b>\$1,754,746</b>
<b>TOTAL</b>	<b>\$5,000,004</b>	<b>197,857</b>	<b>\$571,000</b>	<b>\$4,429,004</b>

As you will see, each college has been authorized to spend \$277,778 of their total institutional CARES Act allocation (not including the discretionary amounts to be allocated at a later time) on mental health and wellness services, for a total of \$5 million across these colleges. These funds will be used to cover the costs of both centralized (\$571,000) and **campus-level services (\$4,429,004)**. Campuses may use their available balances after the (per FTE) assessment for centralized services to invest in one or more of the following three priorities:

1. **Increased face-to-face psychotherapy via distance technology with private, confidential services offered by training tele-mental health clinicians;**
2. **Increased group psychotherapy via distance technology for expanded reach and changing needs of the student population during the COVID-19 pandemic; and**
3. **Expanded clinical health services via distance technology, including health and wellness assessments, referral and connection to treatment, and monitoring of symptomatic students.**

Preliminary estimates suggest that depending on how campuses direct these investments based on our guidance, they could increase face-to-face psychotherapy via distance technology with private, confidential services offered by training tele-mental health clinicians by up to 40% and/or expand clinical health services via distance technology, including health and wellness



assessments, referral and connection to treatment, and monitoring of symptomatic students with expanded immunization support via distance technology utilizing CUNYFirst document submission by up to 30% this year.

A brief description of the **centralized services (\$571,000)** that will benefit all colleges is presented below.

## **Central Office Services**

### **Faculty and Staff Professional Development (\$145,000)**

In the age of COVID-19, Tele-mental Health is the preferred method of providing mental health services for the health and safety of staff and students. According to research, “tele-mental health is effective for diagnosis and assessment across many populations (adult, child, geriatric, and ethnic) and for disorders in many settings (Hilty et al., 2013).” The Office of Mental Health and Wellness proposes providing Tele-mental Health training, offered by **Telehealth Certification Institute (\$60,000)**, to 120 clinical staff members at 24 CUNY colleges. Participants will receive the Tele-mental Health Training Certificate and sit for the Tele-mental Health Exam. Upon completion of the Exam, clinicians can use the credential BC-TMH (Board Certified- Tele-mental Health). The course also offers Continuing Education Hours in New York State for social workers, mental health counselors, and marriage and family therapists, as required for licensing. Faculty and staff outside the Counseling role can also benefit from professional development in the mental health and wellness space. Recommended tool: **Kognito (\$85,000)** is an online suite of interactive role plays for students, faculty, and staff on issues involving mental health, substance abuse, and health services. Learning goals are “to increase knowledge and awareness about mental health and suicide, identify warning signs of psychological distress, including verbal, behavioral, and situational clues, lead conversations with students to discuss concerns, build resilience, and increase connectedness, assess the need for referral, motivate the student to seek help, and make a warm hand-off to support, and understand the school’s specific process for student referral and counseling services (Kognito, n.d.).”

### **Central Office Services: Crisis and Mental Health Support (\$388,000)**

During Fall 2020, Mental Health Counseling Services provides 100% of counseling services via teletherapy to new and existing students. The Office of Mental Health and Wellness proposes acquiring multiple technological platforms to expand mental health service provision, including screening and crisis management. By complementing existing mental health counseling via teletherapy, additional technology tools will enable more students to access mental health information, services, and resources. It is estimated that 25% of CUNY Students use counseling center services currently and the technological resources proposed will increase the reach of mental health services. Students who are not engaged in formal counseling will also benefit from these resources. Advanced technological resources are unable to duplicate face-to-face therapy, so both services will be necessary for the highest clinical outcomes for CUNY students. Due to licensing laws in the State of New York, clinical services can be conducted only for students residing in New York. At present, approximately 20,000 enrolled students reside outside of New York State or internationally. Therefore, the technological advances will also assist in providing services to all students enrolled at CUNY, despite the limitations associated with clinical licensure. Recommended tools:

- **Talkspace (\$240,000)** is an online individual psychotherapy platform specifically accessible by out of state and international students during distance learning. This platform will allow all international and out of state CUNY students to access clinical mental health services during the distance learning period.
- **Crisis Text Line (\$34,000)** is a crisis texting service staffed by trained mental health counselors offering immediate responses to crises and connection to treatment and services. Data is provided to the University on demographics, usage, and presenting problems.
- **Welltrack (25,000)** is an online suite of assessment tools for students utilizing evidence-based modalities for ongoing follow up with or without Counseling Center Follow Up.
- **eCheckUp (\$65,000)** is an alcohol, cannabis, and tobacco screening tool currently in use by 5 campuses for substance abuse screening and treatment connection.
- **10 Minute Mind (\$24,000)** is a daily, mindfulness product with over 25,000 CUNY users providing daily mindfulness exercises for stress and anxiety management. With the other tools recommended, 10 Minute Mind can incorporate mindfulness into other mental health techniques and technological availability for students.

#### **Central Office Services: Assessment and Evaluation (\$38,000)**

The University can become a leader in mental health care provision to college students by integrating multiple modalities and opportunities for mental health services. As a national leader in social mobility and access to higher education for thousands of students, CUNY can also support this mission with leadership in mental health care provision. The Office of Mental Health and Wellness proposes to expand its assessment of ongoing process and outcomes. The proposals outlined here include data for quality improvement and service expansion. The data includes demographics, usage, location, presenting problems, outcomes, risk assessment, and treatment planning. Assessment of processes and outcomes relies upon demographics, presenting problems, and counseling center usage, which is currently collected via Titanium Schedule. Titanium is included within these recommendations as the data will work in tandem with data collected from non-counseling sources to enable a vision of the full mental health needs of the University. Recommended tool: **Titanium Schedule (\$38,000)** is the currently employed Electronic Medical Record for CUNY Counseling. A proprietary product designed specifically for college counseling centers, Titanium offers security, flexibility, and operational ease for CUNY Counseling. CUNY can expand the assessment and data collection through Titanium Software locally and partner with the College Center for Mental Health at Penn State University for national mental health assessment.

Please do not hesitate to contact Ryan Camire ([ryan.camire@cuny.edu](mailto:ryan.camire@cuny.edu)), University Director of Mental Health and Wellness, if you have questions about the health and wellness services or Cathy Abata ([Catherine.Abata@cuny.edu](mailto:Catherine.Abata@cuny.edu)), University Executive Budget Director, if you have questions about financial matters.

Sincerely,



Félix V. Matos Rodríguez, Ph.D.

**LaGuardia Community College  
Reopening - Weekly Dashboard**

**9/27/2020**

Report for the week ending: 9/27/2020

Prepared by: Betania Acosta

**Week of: Monday September 21th - Sunday September 27th | Year: 2020**

On Campus Census	Avg. Daily Count	Undupl. Total for the Week
Students	95	554
Employees	105	253
Contracted Workers, Visitors and ACE students	84	316
<b>Total</b>	284	1123

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Health Screening	Avg. Daily Count	Total Denied for the Week
<b>Total Denied Entrance by Everbridge App</b>		
Faculty	0.57	4
Staff	0.50	3
Students	2.50	15
Guests*	0.00	0
*Contracted Workers, Visitors and ACE students		
Positive Case No Campus Nexus	0	0
Positive Case Campus Nexus	0	0
<b>Total</b>	3.57	22

Essential Supplies Available (ADMINISTRATION)	Start of Weekly Inventory 9-21 (Note 1)	Current Inventory (9-27)	Phase 1- Avg. Weekly Burn Rate (approx.)
<b>Cleaning Disinfectant Liquid:</b>			
(A276C)Performex RTU	600	600	0
(A305C) Handy-Klenz	216	216	0
(A309C) Champion Citrus Scent	36	35	1
(A242A) Lysol	72	44	28
(A272C) Avistat -D (8oz Bottles)	1,569	1538	31
<b>Disinfectant Wipes:</b>			
(A299C)Oxivir Wipes [bucket 80ct- large wipes]	4	4	0
(A278C)Monk [ 80ct- small wipes]	71	71	0
(A306C)Vapor Fresh [large bags -1200ct]	3	3	0
<b>Hand Sanitizer:</b>			
(A298C)Hand Sanitizer [bottles]	39	39	0
(A297C) Hand Sanitizer [gallons]	6	6	0
(A208AB) (Hand Sanitizer [refills]	230	230	0
(A210A) Handwashing Soap [bottles]	1,350	1305	45

Essential Supplies Available (ADMINISTRATION)	Start of Weekly Inventory 9-21 (Note 1)	Current Inventory (9-27)	Phase 1- Avg. Weekly Burn Rate (approx.)
<b>PPE:</b>			
(A237C) Coveralls [XXXL]	150	150	0
Coveralls [XXL]	0	0	0
(A235c)Coveralls [XL]	190	190	0
(A304C)Coveralls [L]	50	50	0
(A303C)Face masks - Respirators N95 [count]	230	230	0
(A230C)Face masks - surgical [count]	12330	12120	210
(A302C )Face masks -KN95 [count]	201	201	0
(A301C)Face-Shields - Resusable [count]	309	309	0
(A293C) Gloves [Nitrile - Small]	3,200	3200	0
(A291C) Gloves [Nitrile - Medium]	2,635	2217	365
(A289C) Gloves [Nitrile - Large]	2,756	2512	244
(A281C) Gloves [Nitrile - X-Large]	0	0	0

(A292C) Gloves [Vinyl] - Small	290	280	10
(A290C) Gloves [Vinyl] - Medium	0	0	0
(A288C) Gloves [Vinyl] - Large	50	50	0
(A227ABC)Gloves [Vinyl] - X-Large	42400	42400	0
(A226ABC) Gloves [Latex] Small	24900	24900	0
(A225ABC) Gloves [Latex] Medium	11600	11600	0
(A287C) Gloves [Latex] Large	0	0	0
(A286C) Gloves [Latex] X-Large	2,258	1964	294
(A294C) Safety glasses	14	6	8
<b>Essential Supplies Available (HEALTH SCIENCES)</b>			
Face masks - surgical [count]	605	579	26
Face-Shields - Resusable [count]	96	77	19
Safety glasses	12	3	9
<b>Note 1: Includes inventory added during this week.</b>			

<b>Number of Classroom/Lab Utilized for In-Person Sessions during Fall 1 Sessions:</b>			
Building	Number of Rooms	Cumulative Normal Seating Capacity	Cumulative Social Distancing Seating Capacity
<b>E and M Building</b>	<b>20</b>	<b>630</b>	<b>186</b>
<b>C Building</b>	<b>10</b>	<b>405</b>	<b>94</b>
<b>B Building</b>	<b>-</b>	<b>Closed Ph 1</b>	<b>Closed Ph 1</b>