



**DARE TO DO MORE**

**President's Cabinet Meeting  
Monday, November 2, 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  
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  
Cristy Bruns, Chair, College Senate  
Rochell Isaac, President, Faculty Council

- I. Welcome/Campus Update:** President Adams discussed that the college's Statement of Goals for 2020-21 was submitted to the Chancellor on 10/30/20. Noted that he will now work with the Vice Presidents to move to implementation on the priorities shared with the campus on 10/29/20. Encourages the VPs to reach out to Steve Titus of Academic Search to avail themselves of a personalized discussion around the Gallup Leadership Survey results.

President Adams solicited ideas for the Cabinet's monthly meeting agendas and the following topics were suggested: 1) Student Balances and Bursar Holds/Cancellations; 2) Workload issues for faculty and staff; 3) Supporting students through remote learning; 4) Enrollment and understanding strategies being used to drive Fall 2/Spring 1 enrollment; 5) Review of a process map examining student enrollment/registration; and, 6) Student orientation and exploring how this connects with classroom needs by faculty (discussed that this might be a more appropriate topic for a discussion with faculty and Provost Arcario indicated that he'll follow-up with Rochell Isaac to explore how best to move ahead).

- II. Review 10/26/20 Cabinet Meeting Notes:** Cabinet reviewed meeting notes and no changes noted.
- III. Student Enrollment**  
a. Weekly Enrollment Dashboard: reviewed Weekly Enrollment Dashboard dated 11/2/20.
- IV. Campus Enrollment**  
a. Weekly Reopening Dashboard: reviewed Dashboard for week ending 10/28/20. VP Erfan discussed the need to prepare a Phase 2 plan, beginning 1/1/21. VP Erfan requested all Divisions to submit requests for campus access and will re-circulate previously shared information. Cristy Bruns noted concerns raised about voting on campus and VP Erfan explained the various steps being taken to ensure health and safety. It was noted that it's

important that the Campus Opening Committee should be informed of steps taken to accommodate voters.

- V. **Student Affairs Redesign:** VP Seals reviewed steps being taken to address student needs given Covid and long-term areas where students have noted assistance is needed, including assistance with enrollment, advisement and communications. As the discussion relates to personnel, it was noted that confidentiality about this discussion is essential. Discussion also touched on the need for information from students through surveys and focus groups that permit faculty, staff and administration to better understand student needs. In addition, the issue of training in customer service was raised.
- VI. **Update on 2020-21 Budget:** Due to time constraints this issue will be addressed at a subsequent meeting.

**LaGuardia Community College**  
**Weekly Enrollment Dashboard**  
**11/2/2020**

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
	11/2/2020	11/4/2019					
<b>THC</b>							
Freshmen	2,677	2,994	-317	-10.6%	3,150	85.0%	-12.7%
Transfers	1,143	1,634	-491	-30.0%	1,850	61.8%	-34.4%
Continuing	9,399	9,854	-455	-4.6%	10,958	85.8%	-7.5%
Non-degree	875	822	53	6.4%	1,100	79.5%	-24.4%
College Now	2,594	2,861	-267	-9.3%			
<b>*Total LAGCC</b>	<b>14,094</b>	<b>15,304</b>	<b>-1,210</b>	<b>-7.9%</b>	<b>17,058</b>	<b>82.6%</b>	
<b>Total CUNY w/CN</b>	<b>16,688</b>	<b>18,165</b>	<b>-1,477</b>	<b>-8.1%</b>			<b>-12.5%</b>
<b>FTEs</b>							
Freshmen	2,633	3,104	-471	-15.2%	3,076	85.6%	
Transfers	967	1,417	-450	-31.8%	1,585	61.0%	
Continuing	7,527	7,768	-241	-3.1%	8,878	84.8%	
Non-degree	506	521	-15	-2.9%	622	81.4%	
College Now	528	583	-55	-9.4%			
<b>*Total</b>	<b>11,633</b>	<b>12,810</b>	<b>-1,177</b>	<b>-9.2%</b>	<b>14,161</b>	<b>82.1%</b>	

\*College Now is not included in the totals

Continuing Students consist of Continuing and Readmits

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

FTEs are the sum of Session 1 and Session 2

Non-degree CUNY comparison (cell H14) includes both Non-degree and College Now

CUNY Data: Term: Fall 2020 Current Term Run Date: 11/1/2020 Prior Term Run Date: 11/1/2019

**LaGuardia Community College  
Reopening - Weekly Dashboard**

**11/4/2020**

Report for the week ending: 11/4/2020  
Prepared by: Betania Acosta

**Week of: Monday October 26th - Sunday November 1st | Year: 2020.**

On Campus Census	Avg. Daily Count	Undupl. Total for the Week
Students	53	373
Faculty	6	41
Staff	35	244
Contracted Workers, Visitors and ACE students	80	558
<b>Total</b>	<b>174</b>	<b>1216</b>

Health Screening	Avg. Daily Count	Total Denied for the Week
<b>Total Denied Entrance by Everbridge App</b>		
Faculty	0.14	1
Staff	0.14	1
Students	1.00	7
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>	<b>1.29</b>	<b>9</b>

Supplies Available (ADMINISTRATION)	Start of Weekly Inventory (10-26)	Current Inventory (11-1 (Note 1))	Phase 1- Avg. Weekly Burn Rate* (Approx.)
<b>Cleaning Disinfectant Liquid:</b>			
(A276C) Performex RTU	600	600	0
(A305C) Handy-Klenz	214	214	0
(A309C) Champion Citrus Scent	35	35	0
(A242A) Lysol	37	34	3
(A272C) Avistat -D (8oz Bottles)	1,493	1,477	16
<b>Disinfectant Wipes:</b>			
Oxivir Wipes [bucket 80ct- large wipes]	4	4	0
(A278C) Monk [ 80ct- small wipes]	60	51	9
(A306C) Vapor Fresh [large bags -1200ct]	2	2	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]	1,303	2,138	3

Essential Supplies Available (ADMINISTRATION)	Start of Weekly Inventory	Current Inventory (Note 1)	Phase 1- Avg. Weekly Burn Rate* (Approx.)
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**PPE:**

(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 - Resiprators N95 [count]	230	230	0
(A230C)Face masks - surgical [count]	11,503	11,339	164
(A302C )Face masks -KN95 [count]	201	201	0
(A301C)Face-Shields - Resusable [count]	296	296	0
(A293C) Gloves [Nitrile - Small]	3,200	3,190	10
(A291C) Gloves [Nitrile - Medium]	1425	1,247	178
(A289C) Gloves [Nitrile - Large]	1966	1,910	56
(A281C) Gloves [Nitrile - X-Large]	0	0	0
(A292C) Gloves [Vinyl] - Small	130	130	0
(A290C) Gloves [Vinyl] - Medium	52	22	30
(A288C) Gloves [Vinyl] - Large	30	4	26
(A227ABC)Gloves [Vinyl] - X-Large	42,200	42,200	0
(A226ABC) Gloves [Latex] Small	24,700	24,700	0
(A225ABC) Gloves [Latex] Medium	11,200	11,200	0
(A287C) Gloves [Latex] Large	80	0	80
(A286C) Gloves [Latex] X-Large	1484	1,334	150
(A294C) Safety glasses	3	42	1

Essential Supplies Available (HEALTH SCIENCES)	Start of Weekly HS Inventory (Note 2)	Current Inventory	Phase 1- Avg. Weekly Burn Rate* (Approx.)
Face masks - surgical [count]	463	431	32
Face-Shields - Resusable [count]	66	65	1
Safety glasses	0	0	0

\*Actual Weekly Burn Rate used until trend is averaged over the long term. Actual Inventory management accounts for long term estimated burn rate, procurement lead time, semester demand surge, etc.

Note 1: Includes inventory added during this week.

Note 2: Health Science inventory is accounted for in the Administration inventory.

**Number of Classroom/Labs Utilized for On-Campus Sessions (Fall 1):**

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>