



**DARE TO DO MORE**

**President's Cabinet Meeting  
Tuesday, January 19, 2021  
9:00 – 10:00 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

Cristy Bruns, Chair, College Senate

Rochell Isaac, President, Faculty Council

Taejong Kim, Legal Counsel/Labor Relations Manager

- I. Welcome/Campus Update:** VP Erfan discussed the rising caseload of Covid cases in NYS and indicated he is closely monitoring campus data. President Adams requested VP Erfan to present at the next meeting on the establishment of criteria for ramping down in-person campus activities. Senate President Bruns discussed a resolution (attached) regarding class size that was approved by the College Senate. It was acknowledged that decisions regarding class size at LaGuardia do engage faculty and departments and this has not been an issue at our campus. President Adams discussed that he will bring back to the Cabinet next week a proposed mission for the Enrollment Solutions Working Group.
- II. Review 1/11/2021 Cabinet Meeting Notes:** Meeting notes were reviewed and no changes noted.
- III. Enrollment (Nireata)**
  - a. Weekly Enrollment Dashboard: VP Seals reviewed the attached dashboards. Indicated that two sweeps of PAR-registered students will occur on 2/5 and 2/12 and this will impact the student enrollment numbers.
  - b. Update on Use of Auxiliary Funding to Assist Students with Outstanding Balances: VP Seals reviewed a memorandum (attached) describing protocols for issuing auxiliary funding to students with outstanding balances. Faculty Council Chair indicated a hope that all students indicating challenges in maintaining academic progress could be identified and receive assistance for both financial and academic support. VP Seals indicated the importance of having a balance between imposing conditions on students to receive the funds and timely release of the funding so students can actually enroll. VP Saltiel recognized the solid approach being taken and requested that we track student outcomes to assess the impact of this investment. President Adams indicated

the college should explore ways to use Auxiliary funding to meet the needs of international students many of whom are often ineligible for financial aid.

- c. **Update on Enrollment of Volunteers to Support Student Advising and Enrollment:** VP Seals reviewed a list of 40 faculty/staff volunteers that have indicated interest in supporting student advising and information sharing efforts.

**IV. Student Affairs Redesign:** VP Seals reviewed outreach to Student Affairs staff affected by the planned redesign. Outreach efforts are continuing and few concerns have been raised. President Adams indicated that he will continue to engage the Senate's Committee on Transfer to discuss ongoing questions and concerns regarding support for students transferring from LaGuardia. President Adams indicated he would be interested in understanding other models and approaches to how transfer functions are handled at other CUNY campuses.

**V. LaGuardia and Covid Vaccination:** VP Erfan indicated that LaGuardia is still being considered as a potential vaccination site. Materials are being shared with students, faculty and staff regarding vaccine availability.

**VI. Update on Planning for Fall 21:** Provost Arcario reviewed potential membership of the Fall 21 Planning Committee and the charge and membership will be finalized at the next Cabinet meeting.

**LaGuardia Community College  
Weekly Enrollment Dashboard  
1/19/2021**

**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
	1/19/2021	1/20/2020					
<b>THC</b>							
Freshmen	2,660	2,978	-318	-10.7%	3,150	84.4%	-15.3%
Transfers	1,135	1,624	-489	-30.1%	1,850	61.4%	-32.3%
Continuing	9,359	9,746	-387	-4.0%	10,958	85.4%	-4.1%
Non-degree	930	911	19	2.1%	1,100	84.5%	-4.6%
College Now	2,547	2,757	-210	-7.6%			
<b>*Total LAGCC</b>	<b>14,084</b>	<b>15,259</b>	<b>-1,175</b>	<b>-7.7%</b>	<b>17,058</b>	<b>82.6%</b>	
<b>Total CUNY w/CN</b>	<b>16,631</b>	<b>18,016</b>	<b>-1,385</b>	<b>-7.7%</b>			<b>-8.7%</b>
<b>FTEs</b>							
Freshmen	2,502	2,985	-483	-16.2%	3,076	81.3%	
Transfers	933	1,362	-429	-31.5%	1,585	58.9%	
Continuing	7,530	7,731	-201	-2.6%	8,878	84.8%	
Non-degree	519	560	-41	-7.3%	622	83.4%	
College Now	518	562	-44	-7.8%			
<b>*Total</b>	<b>11,484</b>	<b>12,638</b>	<b>-1,154</b>	<b>-9.1%</b>	<b>14,161</b>	<b>81.1%</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: 1/18/2021 Prior Term Run Date: 1/20/2020

**LaGuardia Community College  
Weekly Enrollment Dashboard  
1/19/2021**

**Prepared by: Jeffrey Weintraub**

***Spring 2021 Weekly Enrollment Dashboard***

	Spring 2021 snapshot 1/19/2021	Spring 2020 snapshot 1/20/2020	Sp21- Sp20	% change	Budget Targets	Sp21 as % of Target	Average CC Snapshot Sp21-Sp20 % change
<b>THC</b>							
Freshmen	261	301	-40	-13.3%	3,150	8.3%	-17.0%
Transfers	322	395	-73	-18.5%	1,850	17.4%	-14.5%
Continuing	8,038	8,567	-529	-6.2%	10,958	73.4%	-18.0%
Non-degree	752	625	127	20.3%	1,100	68.4%	-20.3%
College Now	0	1	-1				
<b>*Total LAGCC</b>	<b>9,373</b>	<b>9,888</b>	<b>-515</b>	<b>-5.2%</b>	<b>17,058</b>	<b>54.9%</b>	
<b>Total CUNY w/CN</b>	<b>9,373</b>	<b>9,889</b>	<b>-516</b>	<b>-5.2%</b>			<b>-18.0%</b>
<b>FTEs</b>							
Freshmen	290	314	-24	-7.6%	3,076	9.4%	
Transfers	273	334	-61	-18.3%	1,585	17.2%	
Continuing	6,239	6,896	-657	-9.5%	8,878	70.3%	
Non-degree	346	315	31	9.8%	622	55.6%	
College Now	0	0	0				
<b>*Total</b>	<b>7,148</b>	<b>7,859</b>	<b>-711</b>	<b>-9.0%</b>	<b>14,161</b>	<b>50.5%</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

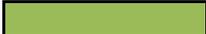
FTEs are the sum of Session 1 and Session 2

Non-degree CUNY comparison (cell H17) includes both Non-degree and College Now

CUNY Data: Term: Spring 2021 Current Term Run Date: 1/18/2021 Prior Term Run Date: 1/20/2020

# LaGuardia Community College

## Reopening - Weekly Dashboard

 IT

 VP of Administration

 Support Services

Prepared by: Betania Acosta/Ken C/SE

**Week of: Monday January 4th - Sunday January 10th | Year: 2021**

On Campus Census	Avg. Daily Count	Undupl. Total for the Week
Students	14	97
Faculty	3	22
Staff	25	178
Contracted Workers, Visitors and ACE students	50	353
<b>Total</b>	<b>92</b>	<b>650</b>

Health Screening - Denied Entrance by Everbridge App	Avg. Daily Count	Total Denied for the
Faculty	0.14	1
Staff	-	0
RF Employee	-	0
Students	-	0
Guests*	0.29	2
<b>Total</b>	<b>0.43</b>	<b>3</b>

\*Contracted Workers, Visitors and ACE students

Reported Positive Cases As of 1/15/2021	Count for the Week	Total for Fall 2020
Positive Case No Campus Nexus	0	2
Positive Case Campus Nexus	4	13

### Notes on Positive cases for the week:

A PTA student tested Positive with last day on campus was 1/7/21

A contracted maintenance staff was tested positive on 1/13. Last day on campus was 1/12/21.

Two IT staff w/positive tests taken on 1/15/2021 & 1/13/2021. Their last days on campus were 1/5/21&12/15/21 respectively.

Essential Supplies Available (ADMINISTRATION)	Start of Weekly Inventory (1-4)	Current Inventory (1- 10) (Note 1)	Phase 1- Avg. Weekly Burn Rate* (Approx.)
<b>Cleaning Disinfectant Liquid:</b>			
(A276C) Performex RTU	600	600	0
(A305C) Handy-Klenz	202	202	0
(A309C) Champion Citrus Scent	35	35	0
(A242A) Lysol	29	29	0
(A272C) Avistat -D (8oz Bottles)	1429	1418	11
<b>Disinfectant Wipes:</b>			
(A299C) Oxivir Wipes [bucket 80ct- large wipes]	4	4	0
(A278C) Monk [ 80ct- small wipes]	12	10	2
(A306C) Vapor Fresh [large bags -1200ct]	2	2	0
<b>Hand Sanitizer:</b>			
(A298C) Hand Sanitizer [bottles]	30	30	0
(A297C) Hand Sanitizer [gallons]	6	6	0
(A208AB) (Hand Sanitizer [refills]	218	217	1
(A311C) Hand Sanitizer SAN IT (gallons)	192	187	5
(A210A) Handwashing Soap [bottles]	2123	2120	3

Essential Supplies Available (ADMINISTRATION)	Start of Weekly Inventory	Current Inventory (Note 1)	Phase 1- Avg. Weekly Burn Rate* (Approx.)
<b>PPE:</b>			
(A237C) Coveralls [XXXL]	148	148	0
Coveralls [XXL]	0	0	0
(A235c)Coveralls [XL]	188	188	0
(A304C)Coveralls [L]	50	50	0
(A303C)Face masks - Respirators N95 [count]	222	222	0
(A230C)Face masks - surgical [count]	57417	57107	310
(A302C)Face masks -KN95 [count]	3198	3198	0
(A301C)Face-Shields - Resusable [count]	349	349	0
(A293C) Gloves [Nitrile - Small]	10568	10468	100
(A291C) Gloves [Nitrile - Medium]	28077	27847	230
(A289C) Gloves [Nitrile - Large]	12802	12372	430
(A281C) Gloves [Nitrile - X-Large]	1724	1574	150
(A292C) Gloves [Vinyl] - Small	2150	2150	0
(A290C) Gloves [Vinyl] - Medium	3990	3990	0
(A288C) Gloves [Vinyl] - Large	5000	4890	110
(A227ABC)Gloves [Vinyl] - X-Large	42100	42100	0
(A226ABC) Gloves [Latex] Small	23700	23700	0
(A225ABC) Gloves [Latex] Medium	9900	9900	0
(A287C) Gloves [Latex] Large	0	0	0
(A286C) Gloves [Latex] X-Large	1056	1056	0
(A294C) Safety glasses	653	647	6
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]	Note 2	Note 2	Note 2
Face-Shields - Reusable [count]	Note 2	Note 2	Note 2
Safety glasses	Note 2	Note 2	Note 2
<p><b>*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.</b></p> <p><b>Note 1: Includes inventory added during this week.</b> <span style="float: right;"><b>Note 2: Health Science inventory is now supplied (1/3/21) directly through Administration and accounted in Administration Supplies above.</b></span></p>			

Number of Classroom/Labs Utilized for On-Campus Sessions (Fall 1):			
Building	Number of Rooms	Cumulative Normal Seating Capacity	Cumulative Social Distancing Seating Capacity
E and M Building	20	630	186
C Building	10	405	94
B Building	-	Closed Ph 1	Closed Ph 1