



DARE TO DO MORE

**President's Cabinet Meeting
Tuesday, February 16, 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
Sunil Gupta, Vice President of Adult and Continuing Education
Henry Saltiel, Vice President of Information Technology
Robert Jaffe, Senior Advisor to the President/Interim Executive Director of Marketing and Communication
Cristy Bruns, Chair, College Senate
Rochell Isaac, President, Faculty Council
Laura Bartovics, Interim Executive Director of Development
Taejong Kim, Legal Counsel/Labor Relations Manager

- I. Welcome:** President Adams noted that the HR Director position has been filled. Public announcement forthcoming.
- II. Review 2/8/2021 Cabinet Meeting Notes:** Notes were reviewed and revisions noted by Senate President Bruns. (revised notes attached)
- III. February COPs Meeting Highlights:** President Adams shared with the Cabinet a presentation prepared by the CUNY Office of Institutional Research and Assessment regarding demographic trends impacting CUNY. The Cabinet discussed the opportunities and challenges given these demographic trends. A discussion about the importance of engaging adult learners given the drop in the high school population was noted. Credit for Prior Learning was identified as an opportunity for the college given the expertise of Professor Janice Karlen and VP Gupta's involvement with a CUNY-organized committee examining the issue.
- IV. Enrollment**
 - a. Weekly Enrollment Dashboard: VP Seals reviewed the weekly dashboard (attached) and noted the continuing student number is inflated given that it includes PAR students that have not yet indicated action.
 - b. Update on Student Affairs Staffing
 - i. Staff that are moving into new roles: VP Seals noted movement of four individuals into new roles and the need to address ongoing demands for staff support for enrollment, advising and the Student Information Center. President Adams noted the need for continued dialogue with Student Affairs staff.

- ii. 68 Faculty Volunteer Advisors: VP Seals noted that a number of faculty and staff have volunteered to assist with advising.

V. Campus Operations:

- a. Weekly Reopening Dashboard: VP Erfan discussed the dashboard (attached).

VI. Update on Fall Planning Committee: Provost Arcario reported on the Planning Committee's work to solicit input from departments, programs and offices perspectives and issues about returning to campus in the Fall. It was noted that many individuals are expressing reservations about returning due to health and safety issues and have raised important questions on a range of issues. The list of issues and concerns is being further reviewed by the Committee and additional input is being collected from programs regarding their perspective on returning in the Fall. President Adams recommended that scenario planning is important and the college should examine what the implications are for having 25% of the college's operations serving students. The scenario planning would allow the college to examine implications with opening in terms of space, classroom availability, employees on campus and budget. It was reiterated that this is for scenario planning and to assess the resources needed to support an in-person presence at that level. The Cabinet noted the importance of having a robust communications plan to inform and engage the campus. Robert Jaffe and Provost Arcario will develop a communications plan for Cabinet review that will include a dedicated landing page on the website and regular communications to students, faculty and staff.

VII. Credit/No Credit Grading Policy for the Spring Semester: Senate Chair Bruns reported that the Senate's Academic Standing Committee decided to recommend no Pass/No Credit policy. President Adams had met with members of SGA and student senators who advocated for some form of limited policy. The Senate passed a motion requesting the Academic Standing Committee consider a stand-alone No Credit policy for Spring 2021 with student participation in their discussion.

VIII. Plans for Opening Sessions on March 4th: Robert Jaffe reviewed plans for Opening Sessions and this will include opening remarks by the President followed by break-out sessions for discussions groups around certain issues. A survey of staff is being sent the week of 2/15/22 to solicit input on the discussion topics.



DARE TO DO MORE

**President's Cabinet Meeting
Monday, February 8, 2021
9:15 – 10:15 a.m.**

Meeting Notes (Revised as of 2/16/21)

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
Sunil Gupta, Vice President of Adult and Continuing Education
Henry Saltiel, Vice President of Information Technology
Robert Jaffe, Senior Advisor to the President/Interim Executive Director of Marketing and Communication
Cristy Bruns, Chair, College Senate
Rochell Isaac, President, Faculty Council
Laura Bartovics, Interim Executive Director of Development
Taejong Kim, Legal Counsel/Labor Relations Manager

- I. Welcome/Campus Update:** President Adams welcomed new Cabinet members VP Gupta and Interim ED Laura Bartovics.
- II. Review 2/1/2021 Cabinet Meeting Notes:** Notes reviewed and no changes noted.
- III. Report on the Search for the Executive Director of Human Resources:** VP Erfan indicated that the search is complete and an announcement to the campus is pending completion of certain paperwork. The ED is expected to begin in March.
- IV. Enrollment**
 - a. Weekly Enrollment Dashboard: VP Seals reported on spring enrollment numbers (attached) and indicated that the continuing students still include students that have been “PAR’d”, but have not indicated their intention to enroll.
- V. Campus Operations:**
 - a. Weekly Reopening Dashboard: VP Erfan reported on the weekly dashboard (attached).
 - b. Update on Fall Planning Committee: Provost Arcario reported that the Fall 2021 Planning Committee has had two meetings. The Committee has asked Divisions to share their initial thinking about a return to campus. Areas where CUNY guidance were needed were noted, including the need for clarity on “reasonable accommodation” and areas where labor negotiation is required. The Cabinet noted the many unknowns, including the public health requirements that will be needed and appropriate in the Fall. The Cabinet was informed that it is unlikely to open the B-Building in the Fall given

the heavy obligations it would place on maintenance and security staff to maintain those locations. The Cabinet agreed that regular communications are needed to keep the campus informed.

- c. Proposal for a Covid-Safe Study Hall: VP Erfan discussed using the Poolside Café as a site for piloting a study hall in Spring 1. Concerns were expressed about safety, while also recognizing the need for students to have safe and accessible places to study. At the Cabinet meeting on 2/16/21, plans will be further discussed.
- d. Distribution of Technology to Students: VP Seals indicated that communication to new students is going out next week regarding the availability of computer equipment. The Cabinet discussed the inadequacy of hotspots currently given to students to meet their learning needs.

VI. Credit/No Credit Grading Policy for the Spring Semester: Provost Arcario and Senate Chair Brunns updated the Cabinet on discussions regarding the Credit/No Grading policy for Spring 2021. President Adams is continuing discussions with the SGA and the Senate has placed the issue on their agenda for the 2/10/21 meeting.

VII. Community Engagement on the Allocation of Possible CARES Act/CRRSSA Funding: President Adams discussed having the college community receive information and provide input on distribution of federal funding. This input would be based on broad categories of funding and would focus on the discretionary funding available to the college. College Senate Chair Brunns expressed support for the proposal. Further refinement of the categories is needed and will be shared once further clarification is provided by the Central Office and government funding agencies.

**LaGuardia Community College
Weekly Enrollment Dashboard
2/16/2021**

Prepared by: Jeffrey Weintraub

Spring 2021 Weekly Enrollment Dashboard

	Spring 2021 snapshot 2/16/2021	Spring 2020 snapshot 2/17/2020	Sp21- Sp20	% change	Budget Targets	Sp21 as % of Target	Average CC Snapshot Sp21-Sp20 % change
THC							
Freshmen	465	615	-150	-24.4%	3,150	14.8%	-17.2%
Transfers	606	746	-140	-18.8%	1,850	32.8%	-17.7%
Continuing	9,029	9,023	6	0.1%	10,958	82.4%	-11.5%
Non-degree	783	876	-93	-10.6%	1,100	71.2%	-18.3%
College Now	0	1	-1				
*Total LAGCC	10,883	11,260	-377	-3.3%	17,058	63.8%	
Total CUNY w/CN	10,883	11,261	-378	-3.4%			-13.1%
FTEs							
Freshmen	519	626	-107	-17.1%	3,076	16.9%	
Transfers	519	630	-111	-17.6%	1,585	32.7%	
Continuing	7,041	7,287	-246	-3.4%	8,878	79.3%	
Non-degree	373	407	-34	-8.4%	622	60.0%	
College Now	0	0	0				
*Total	8,452	8,950	-498	-5.6%	14,161	59.7%	

*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: 2/11/2021 Prior Term Run Date: 2/13/2020

LaGuardia Community College

Reopening - Weekly Dashboard

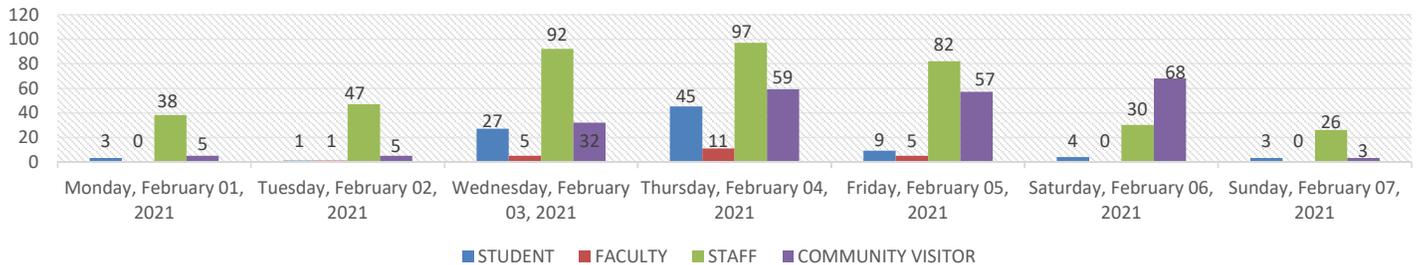
Prepared by: BA, KC



Week of: Monday, February 1st through Sunday, February 7th | Year: 2021

On Campus Census	Avg. Daily Count	Undupl. Total for the Week
Students	7	52
Faculty	2	17
Staff	22	155
Contracted Workers, Visitors and ACE students	29	204
Total	61	428

Daily Entries



Reported Positive Cases As of 2/11/2021	Count since last Rpt	Total Since Fall 2020
Positive Case No Campus Nexus	0	3
Positive Case Campus Nexus	0	15

Notes on New Positive Cases Reported Since Last Dashboard:

1: None

Essential Supplies Available (ADMINISTRATION)	Start of Weekly Inventory (2-1)	Current Inventory (2-7) (Note 1)	Phase 1- Avg. Weekly Burn Rate* (Approx.)
Cleaning Disinfectant Liquid:			
(A276C) Performex RTU	586	582	4
(A305C) Handy-Klenz	194	193	1
(A309C) Champion Citrus Scent	35	35	0
(A242A) Lysol	29	29	0
(A272C) Avistat -D (8oz Bottles)	1410	1410	0
Disinfectant Wipes:			
(A299C) Oxivir Wipes [bucket 80ct- large wipes]	4	4	0
(A278C) Monk [80ct- small wipes]	10	10	0
(A306C) Vapor Fresh [large bags -1200ct]	2	2	0
(A316C) SCRUBS Wipes	41	39	2
Hand Sanitizer:			
(A298C) Hand Sanitizer [bottles]	30	30	0
(A297C) Hand Sanitizer [gallons]	6	6	0
(A208AB) Hand Sanitizer [refills]	213	212	1
(A311C) Hand Sanitizer SAN IT (gallons)	186	186	0
(A210A) Handwashing Soap [bottles]	2795	2794	1

Essential Supplies Available (ADMINISTRATION)		Start of Weekly Inventory	Current Inventory (Note 1)	Phase 1- Avg. Weekly Burn Rate* (Approx.)
PPE:				
(A237C) Coveralls [XXXL]		148	148	0
Coveralls [XXL]		0	0	0
(A235c)Coveralls [XL]		183	181	2
(A304C)Coveralls [L]		50	50	0
(A303C)Face masks - Respirators N95 [count]		222	222	0
(A230C)Face masks - surgical [count]		56494	56400	94
(A302C)Face masks -KN95 [count]		3194	3054	140
(A301C)Face-Shields - Resusable [count]		349	349	0
(A293C) Gloves [Nitrile - Small]		10400	10400	0
(A291C) Gloves [Nitrile - Medium]		46286	46500	90
(A289C) Gloves [Nitrile - Large]		13660	13785	70
(A281C) Gloves [Nitrile - X-Large]		948	828	120
(A292C) Gloves [Vinyl] - Small		2150	2150	0
(A290C) Gloves [Vinyl] - Medium		3890	3890	0
(A288C) Gloves [Vinyl] - Large		4880	4880	0
(A227ABC)Gloves [Vinyl] - X-Large		42100	42100	0
(A226ABC) Gloves [Latex] Small		23700	23700	0
(A225ABC) Gloves [Latex] Medium		9900	10600	0
(A287C) Gloves [Latex] Large		0	0	0
(A286C) Gloves [Latex] X-Large		1300	1300	0
(A294C) Safety glasses		642	642	0
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
*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 now supplied (1/3/21) directly through Administration and accounted in Administration Supplies above.				
Number of Classroom/Labs Utilized for On-Campus Sessions (Fall 2):		* Fall 2 Seating includes 2 ECLC rooms and C410 office. (Seating not included.)		
Building	Number of Rooms	Cumulative Normal Seating Capacity		Cumulative Social Distancing Seating Capacity
E and M Building *	22	630		186
C Building *	12	405		94
B Building	-	Closed Ph 2		Closed Ph 2