



DARE TO DO MORE

**President's Cabinet Meeting
Monday, April 5, 2021
9:00 – 10:30 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
Ronald Edwards, Executive Director of Human Resources
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. Campus/CUNY Updates:** President Adams discussed that colleges, including Rutgers and Cornell, are going to require Covid vaccinations, with limited exceptions, for returning students. He anticipates this will be an issue that CUNY and SUNY, along with public health officials, will explore. President Adams indicated that he has appointed Ron Edwards as Interim Chief Diversity Officer/Affirmative Action Officer/Title IX Coordinator/504-ADA Coordinator. President Adams indicated that Town Halls are being scheduled for him to engage with the campus in an open question and answer format. He also noted that on April 13/14 the Cabinet will be holding a retreat and encouraged completion of the scenarios prepared by the consultant, Shirley Pippins. President Adams indicated that the student survey is being circulated, noted his participation in the search for the Hostos president and indicated that the Chancellor will advance his name to sit on the CUNY Research Foundation Board of Directors.
- II. Review 3/29/2021 Cabinet Meeting Notes:** Meeting notes reviewed and no changes noted.
- III. Enrollment**
 - a. Weekly Enrollment Dashboard: VP Seals reviewed the dashboard (attached) and noted a small increase in enrollment resulting from outreach to students with “WN’s.”
 - b. Update on “Jump Start” Enrollment: VP Seals provided an update on the “Jump Start” semester which begins on April 25th. She noted various outreach strategies are being employed to target populations of continuing students, “stop outs” and new students. Provost Arcario noted the importance of advisors informing new students of the need to register for Spring 2 classes in order to fulfill financial aid requirements.

- c. **Update on Use of Auxiliary Funds to Address Student Balances:** VP Seals indicated that \$550,000 has been expended to support student financial needs at an average of \$1361/student. The remaining funds (approximately \$200,000) can be used to support student financial needs for Jump Start and/or Fall enrollment.

- IV. Update on Sexual and Interpersonal Violence Prevention and Response Course (SPARC) Compliance:** VP Seals shared compliance data (attached) and indicated the low percentage of students completing the course. Efforts are underway to communicate the need for students to complete the course and to incorporate into student orientation for future students. The survey needs to be done on an annual basis. Faculty Council Chair Isaac asked whether the training is incorporated into First Year Seminar and VP Seals will follow-up. President Adams indicated he will work with Executive Director Edwards to increase compliance by faculty and staff.
- V. Update on Weekly COVID Dashboard:** VP Erfan reviewed the dashboard (attached) and the Cabinet noted a rising number of cases for the week. VP Erfan indicated that the college is monitoring the incidence of community spread of Covid occurring at LaGuardia.
- VI. Update on LaGuardia Challenge:** President Adams shared with the Cabinet information about an anonymous donor that has pledged a matching grant to the college. Public release of this information is pending.
- VII. Update on Fall 2021 Planning:** Provost Arcario indicated that work is ongoing to identify capacity and room assignments. He expressed concerns about the impact on enrollment of providing a caveat to students that class modality is subject to change. He noted that the greater number of in-person classes will have budgetary impact given social distancing requirements. He noted that academic department vary as to their ability and willingness to reach the 25% planning level. The Cabinet noted confusion about what the 25% planning level means as different stakeholders view the number differently. For instance, CUNY has identified the 25% threshold as meaning 25% of building capacity. Others have indicated that it is 25% of students and others 25% of sections of the total number of sections offered. President Adams noted that students have indicated a strong desire in surveys to return to campus. Faculty Council Chair Isaac noted that the issue of vaccination policy will be important to clarify. Provost Arcario indicated that the definition of “hybrid” will be important for students to understand and for concise descriptions to be provided to students.
- VIII. Update on CUNY COACHE Task Force Recommendations:** Provost Arcario reviewed a memorandum from EVC Cruz describing next steps on the COACHE survey. He indicated that he will seek clarification as to the college’s responsibilities to advance the recommendations.

**LaGuardia Community College
Weekly Enrollment Dashboard**

4/2/2021

Prepared by: Jeffrey Weintraub

Spring 2021 Weekly Enrollment Dashboard

							Average CC Snapshot
	Spring 2021 snapshot	Spring 2020 snapshot	Sp21- Sp20	% change	Budget Targets	Sp21 as % of Target (CN excluded)	Sp21-Sp20 % change
	4/2/2021	4/2/2020					
THC							
Freshmen	717	1,068	-351	-32.9%	1,317	54.4%	-19.7%
Transfers	885	1,169	-284	-24.3%	1,444	61.3%	-18.5%
Continuing	9,536	10,632	-1,096	-10.3%	12,628	75.5%	-12.0%
Non-degree	850	1,116	-266	-23.8%	1,505	56.5%	-8.8%
College Now	2,733	2,727	6				
*Total LAGCC	11,988	13,985	-1,997	-14.3%	16,894	71.0%	
Total CUNY w/CN	14,721	16,712	-1,991	-11.9%			-12.3%
FTEs							
Freshmen	740	1,058	-318	-30.1%	1,164	63.6%	
Transfers	724	984	-260	-26.4%	1,366	53.0%	
Continuing	7,460	8,543	-1,083	-12.7%	10,291	72.5%	
Non-degree	401	455	-54	-11.9%	762	52.6%	
College Now	557	565	-8				
Total	9,882	11,605	-1,723	-14.8%	13,584	68.6%	

*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: 4/1/2021 Prior Term Run Date: 4/2/2020

MEMORANDUM

To: Kenneth Adams
President of LaGuardia Community College

From: Richard R. White
Vice Chancellor for Risk, Audit and Compliance

Date: March 26, 2021

Re: Sexual and Interpersonal Violence Prevention & Response Course (SPARC) Campus
Compliance Report for Spring 2021 – 1st notice

In November of 2019, the CUNY Sexual and Interpersonal Violence Prevention & Response Course (SPARC) Task Force was created to review the student completion of SPARC and resolve technical and platform issues. The task force was further charged with guiding all student, faculty and university-wide stakeholders on the expectations and responsibilities in compliance with New York State Education Law Article 129-b, also known as Enough is Enough (EIE). This law requires all New York State colleges and universities to provide sexual and interpersonal violence prevention and response education and training to new students, as well as designated student populations enrolled at their campuses.

As stated in the SPARC Updated Guidance and Compliance Process manual (September 19, 2020), college leadership and their respective administrative units will be responsible for ensuring SPARC compliance by the end of each academic semester. The Office of Risk Audit and Compliance (RAC) will measure your compliance numbers at **two checkpoints in the semester**: (1) three weeks after the semester begins, and (2) at the end of the semester. This memo is regarding a measurement update from the first checkpoint.

Attached is the SPARC Compliance Report for your respective college, as well as the University-wide SPARC compliance numbers by each college. As RAC continues to work with the Office of the University Registrar (OUR) to modify and improve the SPARC Compliance reporting system, we have discovered some minor discrepancies between the queries and the dashboard numbers. However, in evaluation, there remains an opportunity to improve your campus SPARC Compliance numbers.

As of, March 22, 2021, your SPARC compliance rate is 21%. Please note: Your corresponding SPARC Compliance numbers are drawn from the third section of the report, 02- Census Date Enrolled Students.

LaGuardia Community College:

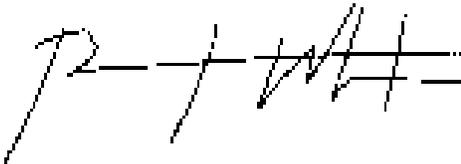
Student Count	SPARC Complete Count	SPARC % Complete	SPARC Not Complete Count	SPARC % Not Complete
1387	285	21	1102	79

It is CUNY’s goal to increase compliance rates among campuses, adopt the new and improved tracking matrix, adhere to the updated University SPARC process, and have a unified guidance for staff and students in order to provide clear direction regarding compliance with the SPARC training. We are asking you to ensure adequate collaboration and cooperation between the CSAO, Enrollment Management, and the units that are most involved with the admission and onboarding of new first- year students and transfer students in order to raise your compliance numbers.

If you or your staff have any questions or concerns, please have them reach out to Jamie S. Reyes, University Director of Compliance and Enterprise Risk Management (Jamie.Reyes@cuny.edu) or Iris Latorre, Assistant to the Director of Compliance and Enterprise Risk Management (Iris.Latorre@cuny.edu).

Again, we thank you for your cooperation and partnership in order to improve our compliance with SPARC.

Sincerely,



Richard R. White

Enclosure: SPARC Enrollment Dashboard Report

- Cc: Denise Maybank, Interim Vice Chancellor for Student Affairs and Enrollment Management
- Vivek Upadhyay, University Executive Registrar
- Ian James, Deputy to the Vice Chancellor for Student Affairs & Enrollment Management
- Rodney Pepe-Souvenir, University Title IX Director
- Christopher Todd Carozza, Title IX Coordinator
- Judi Anderson, Title IX Coordinator



SPARC Enrollment Dashboard Report

Report Run Parameters:

Institutions : All Institutions
 Term : 1212 - 2021 Spring Term

Page No.1 of 1

Run Date: 3/22/21

Run Time: 12:54:42 PM

Institutions	00 - Admitted Students					01 - Current Date Enrolled Students					02 - Census Date Enrolled Students					03 - Term End Date Enrolled Students				
	Student Count	SPARC Complete	SPARC % Complete	SPARC Not Complete Count	SPARC % Not Complete	Student Count	SPARC Complete	SPARC % Complete	SPARC Not Complete Count	SPARC % Not Complete	Student Count	SPARC Complete	SPARC % Complete	SPARC Not Complete Count	SPARC % Not Complete	Student Count	SPARC Complete	SPARC % Complete	SPARC Not Complete Count	SPARC % Not Complete
Baruch College	5058	1059	21	3999	79	2183	323	15	1860	85	2183	323	15	1860	85	2183	323	15	1860	85
Borough of Manhattan CC	24272	644	3	23628	97	2617	624	24	1993	76	2616	624	24	1992	76	2617	624	24	1993	76
Bronx CC	10612	189	2	10423	98	878	190	22	688	78	878	190	22	688	78	878	190	22	688	78
Brooklyn College	1541	225	15	1316	85	980	193	20	787	80	980	193	20	787	80	980	193	20	787	80
City College	1367	121	9	1246	91	861	89	10	772	90	861	89	10	772	90	861	89	10	772	90
College of Staten Island	1188	388	33	800	67	764	384	50	380	50	763	383	50	380	50	764	384	50	380	50
Graduate Center	1049	387	37	662	63	42	16	38	26	62	42	16	38	26	62	42	16	38	26	62
Guttman CC	1244	204	16	1040	84	1			1	100	1			1	100	1			1	100
Hostos CC	9024	78	1	8946	99	754	115	15	639	85	754	115	15	639	85	754	115	15	639	85
Hunter College	2052	481	23	1571	77	1677	490	29	1187	71	1677	490	29	1187	71	1677	490	29	1187	71
John Jay College	1994	245	12	1749	88	1493	231	15	1262	85	1493	231	15	1262	85	1493	231	15	1262	85
Kingsborough CC	4310	1059	25	3251	75	1118	357	32	761	68	1118	357	32	761	68	1118	357	32	761	68
LaGuardia CC	22965	1311	6	21654	94	1387	285	21	1102	79	1387	285	21	1102	79	1387	285	21	1102	79
Lehman College	2188	275	13	1913	87	1335	182	14	1153	86	1335	182	14	1153	86	1335	182	14	1153	86
Medgar Evers College	9921	86	1	9835	99	330	71	22	259	78	330	71	22	259	78	330	71	22	259	78
NYC College of Technology	2389	286	12	2103	88	1038	358	34	680	66	1038	358	34	680	66	1038	358	34	680	66
Queens College	13200	281	2	12919	98	1335	226	17	1109	83	1335	226	17	1109	83	1335	226	17	1109	83
Queensborough CC	10619	267	3	10352	97	1163	336	29	827	71	1163	336	29	827	71	1163	336	29	827	71
School of Journalism	137	67	49	70	51															
School of Labor&Urban Studies	279	131	47	148	53	99	68	69	31	31	99	68	69	31	31	99	68	69	31	31
School of Law	245	201	82	44	18	1			1	100	1			1	100	1			1	100
School of Medicine	117	7	6	110	94															
School of Professional Studies	1611	897	56	714	44	799	556	70	243	30	799	556	70	243	30	799	556	70	243	30
School of Public Health	535	219	41	316	59	141	34	24	107	76	141	34	24	107	76	141	34	24	107	76
York College	8677	155	2	8522	98	425	58	14	367	86	425	58	14	367	86	425	58	14	367	86
Total	136594	9263	6.78	127331	93.22	21421	5186	24.21	16235	75.79	21419	5185	24.21	16234	75.79	21421	5186	24.21	16235	75.79

LaGuardia Community College

Reopening - Weekly Dashboard

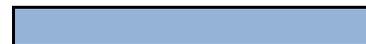
Prepared by: BA, KC



IT



VP of Administration

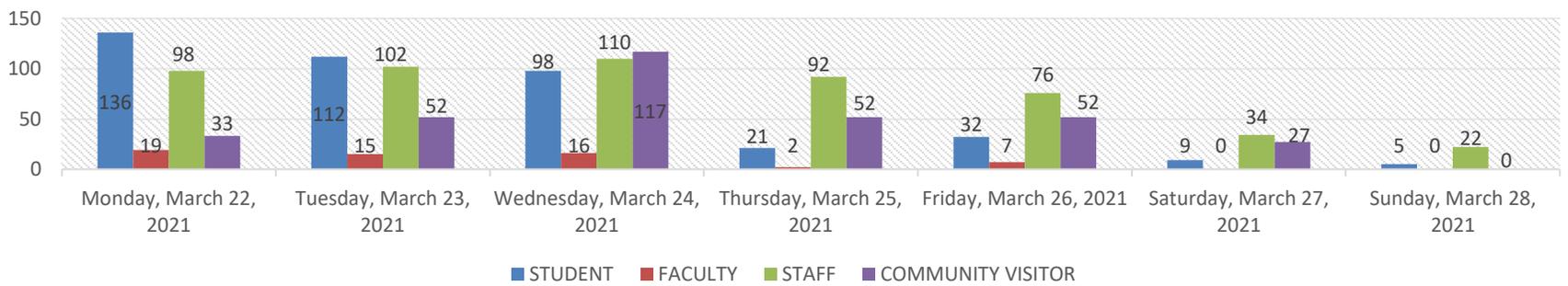


Support Services

Week of: Monday, March 22nd through Sunday, March 28th | Year: 2021

On Campus Census	Avg. Daily Count	Undupl. Total for the Week
Students	46	323
Faculty	6	40
Staff	28	198
Contracted Workers, Visitors and ACE students	44	305
Total	124	866

Daily Entries



Reported Positive Cases As of 3/31/2021	Count since last Rpt	Total Since Fall 2020
Positive Case No Campus Nexus	0	3
Positive Case Campus Nexus	5	27

Notes on New Positive Cases Reported Since Last Dashboard:

- Two nursing students were tested positive, one on 3/17/21 and one 3/23/21, with last day on campus 3/15 & 3/22, respectively.
- One faculty member was tested positive on 3/21/21, with last day on campus 3/17.
- One custodial staff member was tested positive on 3/24/21, with last day on campus 3/23.
- One student was tested positive on 3/26/21, with last day on campus 3/23.

DOH Positive COVID-19 cases as 3/31/2021: 42

Link: <https://schoolcovidreportcard.health.ny.gov/#/collegeData;sedCode=343000832020;redirectToHome=true>

The DOH #s include all positive cases for students/faculty and staff who have been working remote and online.

Essential Supplies Available (ADMINISTRATION)	Start of Weekly Inventory (3-22)	Current Inventory (3-28) (Note 1)	Phase 1- Avg. Weekly Burn Rate* (Approx.)
Cleaning Disinfectant Liquid:			
(A276C) Performex RTU	539	538	1
(A305C) Handy-Klenz	169	168	1
(A309C) Champion Citrus Scent	35	35	0
(A242A) Lysol	29	29	0
(A272C) Avistat -D (8oz Bottles)	1398	1382	16
Disinfectant Wipes:			
(A299C) Oxivir Wipes [bucket 80ct- large wipes]	2	2	0
(A278C) Monk [80ct- small wipes]	4	2	2
(A306C) Vapor Fresh [large bags -1200ct]	2	2	0
(A316C) SCRUBS Wipes	5	5	0
Hand Sanitizer:			
(A298C) Hand Sanitizer [bottles]	28	28	0
(A297C) Hand Sanitizer [gallons]	6	6	0
(A208AB) (Hand Sanitizer [refills]	204	203	1
(A311C) Hand Sanitizer SAN IT (gallons)	184	184	0
(A210A) Handwashing Soap [bottles]	2829	2829	0

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]	181	181	0
(A304C)Coveralls [L]	50	50	0
(A303C)Face masks - Resiprators N95 [count]	217	217	0
(A230C)Face masks - surgical [count]	76811	76434	377
(A302C)Face masks -KN95 [count]	3054	3054	0
(A301C)Face-Shields - Resusable [count]	337	337	0
(A293C) Gloves [Nitrile - Small]	9180	9180	0
(A291C) Gloves [Nitrile - Medium]	53003	61045	258
(A289C) Gloves [Nitrile - Large]	10795	10413	382
(A281C) Gloves [Nitrile - X-Large]	110	3700	410
(A292C) Gloves [Vinyl] - Small	2150	2150	0
(A290C) Gloves [Vinyl] - Medium	8490	8490	0
(A288C) Gloves [Vinyl] - Large	9880	9880	0
(A227ABC)Gloves [Vinyl] - X-Large	42100	42100	0
(A226ABC) Gloves [Latex] Small	23700	23700	0
(A225ABC) Gloves [Latex] Medium	10600	10600	0
(A287C) Gloves [Latex] Large	0	0	0
(A286C) Gloves [Latex] X-Large	1300	1300	0
(A294C) Safety glasses	622	622	0

***Weekly Burn Rate includes Health Science inventory. 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.

Number of Classroom/Labs Utilized for On-Campus Sessions (Spring 1):		<u>Cumulative Seating Capacity</u>	
Building	Number of Rooms	Cumulative Normal Seating Capacity	Cumulative Social Distancing Seating Capacity
E and M Building *	23	770	229
C Building *	11	441	102
B Building	-	Closed Ph 2	Closed Ph 2