



DARE TO DO MORE

**President's Cabinet Meeting
Tuesday, October 13, 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 Update:** President Adams provided an update on the Council of Presidents meeting, including the importance of campuses complying with their reopening plans. President Adams noted that he is reorganizing the college's development and marketing and communications efforts. Vice President Corcoran will be leaving the college as of October 31, 2020. President Adams thanked Vice President Corcoran for her service.
- II. Review Cabinet Meeting Minutes of 10/5/20:** No revisions needed.
- III. Student Enrollment**
 - a. **Weekly Enrollment Dashboard:** Vice President Seals reviewed the Dashboard which indicated a 10.8% decrease in enrollment from Fall 2019. It was noted that this was due to the high number of "WNS" students, those students who never attended a class or for whom there is no documented evidence of the student's participation in a class. VP Seals reported that the Division of Student Affairs is taking multiple actions to reach students to encourage these students to register for Fall 2.
 - b. **Student Balances and Bursar Holds:** the issue was raised of the future policy for the college regarding whether students with balances can re-enroll. President Adams will reach out to the CUNY Central for clarification of university policy. President Adams indicated as policy clarification occurs we will need to address appropriate communication to students. President Adams asked VP Seals to coordinate this communication, when appropriate, in consultation with Marketing and Communications and VP Erfan.
- IV. Budget**
 - a. **CUNY Budget Allocation:** VP Erfan discussed a CUNY memorandum outlining the college's budget allocation for period ending January 31, 2021. VP Erfan indicated that campuses are receiving smaller allocations than anticipated for state TAP payments and for ASAP.

V. Campus Operations

- a. **Weekly Reopening Dashboard:** VP Erfan reported that an individual from a contracting agency was reported as COVID positive. His presence on campus was limited and appropriate health and safety actions were taken. Provost Arcario indicated that students in clinical programs at some hospitals are being asked to bring their own PPE equipment and a discussion will be held to examine appropriate policy given the hospital's responsibility to provide equipment. VP Erfan discussed that the college will need to examine the next phase of student, faculty and staff coming to campus and indicated he will bring to the Cabinet a process for program to identify their on-campus needs. A future Cabinet meeting will tackle whether expanded access to campus facilities is needed and appropriate and whether health and safety can be ensured.
- b. **Technology/Hotspot Distribution to Students:** VP Seals indicated that all students requesting technology have been provided equipment. Incoming requests are being reviewed with a priority for new students, continuing students then staff/faculty.
- c. **Web Attendance:** VP Saltiel reviewed that usage of web attendance has fallen since Fall 2019 from 89% to 34.6% in 2020. Provost Arcario remarked that we need to examine the "why" and "how" we use web attendance since drop it may, or may not, serve its initial purpose. President Adams flagged this for a future conversation and Provost Arcario and VP Seals will discuss this issue with Academic Chairs.
- d. **Student Evaluations of Faculty (SURs):** Provost Arcario reported that student surveys of faculty will occur and be administered online. A communications campaign is under development to drive a high response rate.

VI. Presidential Transition Planning

- a. **President's Transition Action Team:** President Adams reviewed the Chancellor's Charge for the Team.
- b. **President's Retreat:** President Adams reviewed the purpose of the Retreat as a professional opportunity for the Cabinet.

**LaGuardia Community College
Weekly Enrollment Dashboard
10/13/2020**

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
	10/13/2020	10/14/2019					
THC							
Freshmen	2,683	2,994	-311	-10.4%	3,150	85.2%	-15.0%
Transfers	1,140	1,639	-499	-30.4%	1,850	61.6%	-33.6%
Continuing	9,369	9,824	-455	-4.6%	10,958	85.5%	-4.5%
Non-degree	873	1,105	-232	-21.0%	1,100	79.4%	-35.3%
College Now	115	783	-668				
Total LAGCC	14,065	15,562	-1,497				
Total With CN	14,180	16,345	-2,165	-13.2%	17,058	83.1%	-13.2%
FTEs							
Freshmen	2,614	3,091	-477	-15.4%	3,076	85.0%	
Transfers	954	1,409	-455	-32.3%	1,585	60.2%	
Continuing	7,423	7,674	-251	-3.3%	8,878	83.6%	
Non-degree	495	573	-78	-13.6%	622	79.6%	
College Now	24	160					
Total	11,486	12,747	-1,261	-9.9%	14,161	81.1%	

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 42nd Street, 18th 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

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)

	Fall/Winter Tax Levy Allocation
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
Total Senior Colleges	780,155
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
Total Community Colleges	315,257
Total	1,095,412

**LaGuardia Community College
Reopening - Weekly Dashboard**

10/05/2020

Report for the week ending: 10/05/2020

Prepared by: Betania Acosta

Week of: Monday September 28th - Sunday October 4th | Year: 2020

On Campus Census	Avg. Daily Count	Undupl. Total for the Week
Students	65	382
Employees	92	272
Contracted Workers, Visitors and ACE students	99	478
Total	257	1132

Health Screening	Avg. Daily Count	Total Denied for the Week
Total Denied Entrance by Everbridge App		
Faculty	0.29	2
Staff	0.83	5
Students	2.33	14
Guests*	0.00	0
*Contracted Workers, Visitors and ACE students		
Positive Case No Campus Nexus	0	0
Positive Case Campus Nexus	0	0
Total	3.45	21

Note: A positive case related to a DASNY contractor who was on campus briefly on 9/24/2020 was reported on 9/29/2020. Follow-ups were made with DOH and CUNY. Cleanup of spaces were performed.

Essential Supplies Available (ADMINISTRATION)	Start of Weekly Inventory (9-28)	Current Inventory (10-4) (Note 1)	Phase 1- Avg. Weekly Burn Rate (Approx.)
Cleaning Disinfectant Liquid:			
(A276C)Performex RTU	600	600	0
(A305C) Handy-Klenz	216	216	0
(A309C) Champion Citrus Scent	35	35	0
(A242A) Lysol	44	44	0
(A272C) Avistat -D (8oz Bottles)	1538	1521	17
Disinfectant Wipes:			
(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
Hand Sanitizer:			
(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]	1305	1305	0
Essential Supplies Available (ADMINISTRATION)	Start of Weekly Inventory	Current Inventory (Note 1)	Phase 1- Avg. Weekly Burn Rate (Approx.)
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]	12120	11836	284
(A302C)Face masks -KN95 [count]	201	201	0
(A301C)Face-Shields - Resusable [count]	309	296	13
(A293C) Gloves [Nitrile - Small]	3200	3200	0
(A291C) Gloves [Nitrile - Medium]	2217	1859	358
(A289C) Gloves [Nitrile - Large]	2512	2338	174
(A281C) Gloves [Nitrile - X-Large]	0	90	10

(A292C) Gloves [Vinyl] - Small	280	280	0
(A290C) Gloves [Vinyl] - Medium	0	80	0
(A288C) Gloves [Vinyl] - Large	50	50	0
(A227ABC)Gloves [Vinyl] - X-Large	42400	42300	100
(A226ABC) Gloves [Latex] Small	24900	24700	200
(A225ABC) Gloves [Latex] Medium	11600	11400	200
(A287C) Gloves [Latex] Large	0	100	0
(A286C) Gloves [Latex] X-Large	1964	1766	198
(A294C) Safety glasses	6	5	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]	549	522	27
Face-Shields - Reusable [count]	77	69	8
Safety glasses	3	0	3
Note 1: Includes inventory added during this week.			
Note 2: Health Sciences 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
E and M Building	20	630	186
C Building	10	405	94
B Building	-	Closed Ph 1	Closed Ph 1

PRESIDENTIAL TRANSITION AND ACTION TEAM (PTAT)

LaGuardia Community College/CUNY

PTAT CHARGE

October 6, 2020

Thank you for your willingness and commitment to serving in dual roles as an important leader in the LaGuardia Community College community and a member of the LaGuardia Community College Presidential Transition and Action Team (PTAT). This charge will guide and inform the thinking of the PTAT as they perform in their dual leadership roles within the institution.

The primary purpose of the PTAT is to undertake the important work to advise and support President Kenneth Adams in accomplishing a strategic and effective presidential transition at LaGuardia Community College.

The PTAT is a 6- to 8-month commitment to focus on the whole institution during this time of significant challenge and institutional change. The charge asks you to collaborate with President Adams to design and inform a transition plan that supports, advises and assists in a transition that will be beneficial to him and the institution.

Members of the PTAT are designated because of their unique perspective and background experience. The PTAT is not designed as a representative committee in which various stakeholder interests are represented. PTAT members will work closely with President Adams and his staff to facilitate his learning about institutional culture, key relationships (both internally and externally), institutional opportunities and challenges, and other matters pertinent to LaGuardia Community College and its particular context. The PTAT will support the president as important plans of action are developed and implemented, specifically advising on the types of engagement and structures needed to advance the president's priorities, informing the president as to whether his priorities and messages are understood by the campus and to identify whose voices are missing as input is sought and decisions are made.

The work of the PTAT will begin in October 2020 and conclude by approximately April 2021.

The following outlines the PTAT charge, expectations and authority:

1. Collaborate, consult and work with President Adams and the Academic Search consultants, Dr. Shirley Robinson Pippins and Ms. Maya Ranchod Kirkhope, to design, develop and implement a Transition Plan to identify and prioritize the new president's engagement with the campus to enhance his understanding of key opportunities and challenges, and relevant aspects of the structure and functioning of the institution. This plan will inform and guide the work of the PTAT.
2. Address PTAT-associated work through a specific agenda item at each President's Cabinet meeting.
3. The PTAT shall meet monthly.

4. Adopt a timetable of key activities, engagements and meetings to allow the new president to interact with key internal and external constituent groups. Members are encouraged to personally engage with others, whether students, faculty or staff and external groups, and bring these larger community insights to the PTAT.
5. Collaborate closely and engage in an honest dialogue with the new president on all aspects of the proposed transition and onboarding activities.
6. Assist the president in analyzing the campus and community engagement taken and needed to address key opportunities and challenges, review plans of action and inform and support the communication strategies to advance these plans.
7. Attend, participate in and be prepared for the team meetings and activities through the duration of the transition process. Members of the PTAT are expected to attend all committee meetings.
8. The PTAT Co-Chairpersons are the official spokespersons for the PTAT. Only the Chancellor, President Adams and PTAT Co-Chairpersons are authorized to speak publicly about the work of the PTAT. The PTAT, in collaboration with President Adams, will determine, when needed, the media and communication strategy.
9. Observe strict confidentiality in the conduct of its work and in perpetuity.
10. The PTAT Co-Chairs in collaboration with President Adams and the Academic Search consultants will make periodic reports to members of the LaGuardia community on the progress of its work.
11. The Academic Search consultants will provide quarterly reports to the Chancellor on the work of the PTAT and related activities regarding the President's transition.
12. At the conclusion of its work, the PTAT will provide the Chancellor with a summary report of its activities.



Félix V. Matos Rodríguez
Chancellor
CUNY

10.08.20

Date