



DARE TO DO MORE

**President's Cabinet Meeting
Monday, June 14, 2021
8:30 – 10:00 a.m.**

Meeting Notes

Participants:

Kenneth Adams, President
Paul Arcario, Provost
Shahir Erfan, Vice President of Administration and Finance
Sunil Gupta, Vice President of Adult and Continuing Education
Gail Baksh-Jarrett, Interim Associate Dean for Enrollment
Fay Butler, Interim Associate Dean for Student Success
Robert Jaffe, Senior Advisor to the President/Interim Executive Director of Marketing and Communication
Ronald Edwards, Executive Director of Human Resources / Interim Chief Diversity Officer/
Affirmative Action Officer/Title IX Coordinator/504-ADA Coordinator
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 a Council of Presidents call conducted with the Chancellor. Topics included graduate education and whether a date should be specified in which all course offerings for Fall 2021 across CUNY are defined. President Adams also discussed his meeting with LaGuardia's senior advising staff and their concerns that limited in-person/hybrid course offerings in the fall will have a far-reaching negative impact on new student enrollment. The advising staff also indicated that having a date in which the course schedule is set is important since it is difficult for advisors and students to plan course schedules when things are in flux. Provost Arcario indicated that Academic Chairs and faculty are continuing to make changes to the course schedule, but in the coming days, as faculty take leave for summer break, the course schedule, with a few exceptions, will be set. Senate Chair Bruns indicated that once faculty leave for the summer it is unlikely that faculty will change their teaching plans.
- II. Review 6/7/21 Cabinet Meeting Notes:** Notes reviewed and no changes noted.
- III. Enrollment**
 - a. Weekly Enrollment Update: Associate Dean Baksh-Jarrett reported on the weekly enrollment report (attached). She noted that Spring enrollment numbers may see a decline due to course cancellations, bursar cancellations and WN grades being submitted. Associate Dean asked whether Bursar Cancellations can be delayed. Vice President Erfan expressed that students receive multiple reminders to address outstanding balances and that the cancellation often prompts students to act. Associate Dean Baksh-Jarrett indicated that federal stimulus funds are also being used to cover student balances based on the previous policy discussed and approved by the Cabinet

for Spring 2021. Provost Arcario indicated that he is going to be flexible in cancelling courses for low enrollment, but budget constraints will require cancellation of courses with low enrollment. Associate Dean Baksh-Jarrett reported on fall enrollment (attached) which shows a 15.4% decrease in enrollment, a dynamic seen across the nation's community colleges. She indicated that staff are outreaching to admitted students and part-time staff are being hired to assist in the outreach. She also indicated that the Proactive Advising and Registration (PAR) approach inflates the enrollment of continuing students and enrollment numbers will likely be decreased once students that have not confirmed their schedules are removed from the enrollment figures. Associate Dean Baksh-Jarrett reported that \$50,000 in funding will be available to support part-time staff to assist in enrollment outreach activities for a three month period. She indicated hiring and training are beginning. President Adams indicated that he is working with the Enrollment Management team to develop targets for the fall for all the categories of students, including new, continuing, transfer, readmits and non-degree.

IV. Fall 2021 Return to Campus

- a. Update on Approach to Course Offerings: Provost Arcario indicated work continues with Academic Chairs and faculty to finalize course offerings. Chairs are reporting some uptake in some departments with faculty willing to teach in-person/hybrid classes. He indicated he is meeting with Vice President Erfan to discuss technology needs of faculty. A discussion was held on concerns raised by faculty regarding return to campus and class size, including the limitations of the college's budget to address class size.
- b. Update on Implementation of Flexible Schedule/Remote Work Policies: Executive Director Edwards indicated that additional trainings for managers will be conducted the week of 6/21/21. The Cabinet discussed and determined that all staff will be asked to submit Remote Work Requests by 7/15/21. A discussion was held regarding the submission of the college's Reopening Plan to CUNY on 6/15/21. The Cabinet was encouraged to review the report and provide input to Vice President Erfan as soon as possible.

V. Priority Hires for CUNY Vacancy Review Board (VRB): Executive Director Edwards discussed a pending meeting with CUNY Central Office staff. Cabinet members were requested to identify their priority hires and submit these positions immediately. It was noted that the college's budget situation will make any hiring difficult.

VI. Reappointment of College Assistants: Associate Dean Baksh-Jarrett discussed the importance of having a process in place soon for reappointments of college assistants. Late reappointment procedures impose burdens on staff within Divisions and in the Human Resources Department. In addition, late reappointments impose a burden on staff awaiting reappointment. Executive Director Edwards indicated that the Human Resources Department is working on reappointments and is awaiting guidance from the CUNY Central Office. He indicated that preliminary steps will be taken to expedite the process.

VII. New Business: President Adams indicated that he will be sending to the Cabinet a survey to help inform the LaGuardia Foundation as they consider how best to support students with financial help.

LaGuardia Community College
 Weekly Enrollment Dashboard
 6/11/2021
 Prepared by: Jeffrey Weintraub

Fall 2021 Weekly Enrollment Dashboard

							Average CC Snapshot
	Fall 2021 snapshot	Fall 2020 snapshot	Fa21- Fa20	% change	Budget Targets	Fa21 as % of Target (CN excluded)	Fa21-Fa20 % change
	6/11/2021	6/11/2020					
THC							
Freshmen	963	1,352	-389	-28.8%	3,150	30.6%	-10.9%
Transfers	133	181	-48	-26.5%	1,850	7.2%	19.5%
Continuing	5,451	6,346	-895	-14.1%	10,958	49.7%	-23.0%
<i>**Re-Admit(Included in Continuing)</i>	83	70	13	18.6%			
Non-degree	456	396	60	15.2%	1,100	41.5%	-56.2%
College Now	0	0	0				
*Total LAGCC	7,003	8,275	-1,272	-15.4%	17,058	41.1%	
Total CUNY w/CN	7,003	8,275	-1,272	-15.4%			-22.4%
FTEs							
Freshmen	1,056	1,396	-340	-24.4%	3,076	34.3%	
Transfers	121	161	-40	-24.8%	1,585	7.6%	
Continuing	4,188	4,999	-811	-16.2%	8,876	47.2%	
<i>**Re-Admit(Included in Continuing)</i>	60	56	4	7.1%			
Non-degree	262	241	21	8.7%	622	42.1%	
College Now	0	0	0				
Total	5,627	6,797	-1,166	-17.2%	14,160	39.7%	

*College Now is not included in the totals

**Re-Admits are shown separately for comparison purposes. Re-Admits are included in the Continuing Student count for CUNY comparison

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: Fall 2021 Current Term Run Date: 6/10/2021 Prior Term Run Date: 6/11/2020

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Spring 2021 Weekly Enrollment Dashboard

	Spring 2021 snapshot 6/11/2021	Spring 2020 snapshot 6/11/2020	Sp21- Sp20	% change	Budget Targets	Sp21 as % of Target (CN excluded)	Average CC Snapshot Sp21-Sp20 % change
THC							
Freshmen	756	1,062	-306	-28.8%	1,317	57.4%	-15.8%
Transfers	895	1,169	-274	-23.4%	1,444	62.0%	-13.8%
Continuing	9,668	10,769	-1,101	-10.2%	12,628	76.6%	-12.3%
<i>**Re-Admit(Included in Continuing)</i>	482	423	59	13.9%			
Non-degree	884	946	-62	-6.6%	1,505	58.7%	-3.5%
College Now	2,634	2,679	-45				
*Total LAGCC	12,203	13,946	-1,743	-12.5%	16,894	72.2%	
Total CUNY w/CN	14,837	16,625	-1,788	-10.8%			-11.4%
FTEs							
Freshmen	771	1,045	-274	-26.2%	1,164	66.2%	
Transfers	735	992	-257	-25.9%	1,366	53.8%	
Continuing	7,744	8,771	-1,027	-11.7%	10,291	75.3%	
<i>**Re-Admit(Included in Continuing)</i>	353	275	78	28.4%			
Non-degree	430	452	-22	-4.9%	762	56.4%	
College Now	540	554	-14				
Total	10,220	11,814	-1,516	-12.8%	13,584	71.3%	

*College Now is not included in the totals

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