



DARE TO DO MORE

**President's Cabinet Meeting
Monday, July 26, 2021
9:00 – 10:30 a.m. in E-500**

Meeting Notes

Participants:

Kenneth Adams, President

Shahir Erfan, Vice President of Administration and Finance

Sunil Gupta, Vice President of Adult and Continuing Education

Henry Saltiel, Vice President of Information Technology

Gail Baksh-Jarrett, Interim Associate Dean for Enrollment

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

Taejong Kim, Legal Counsel/Labor Relations Manager

I. Review 7/19/21 Cabinet Meeting Notes: Notes reviewed and no changes noted.

II. Enrollment

- a. Weekly Enrollment Update: Associate Dean Baksh-Jarrett presented the weekly dashboard (attached). She noted that the Spring 2021 enrollment numbers have stabilized and the Fall 2021 show a slight improvement in enrollment compared to the previous week. She noted that outreach is beginning to approximately 5400 students eligible for the newly launched merit scholarships. President Adams sought clarification on concerns raised at the 7/19/21 meeting regarding whether the eligibility criteria is too strict. Associate Dean Baksh-Jarrett explained that the number of eligible students should be sufficient and the utilization of the merit scholarship funding will be monitored to ensure it is fully utilized. Associate Dean Baksh-Jarrett noted that one of the issues she's identified as problematic was the long delay in engagement with admitted students. In certain cases, students admitted to the college did not receive follow-up for months. President Adams requested that we begin to examine whether low enrollment is connected to the lack of in-person/hybrid offerings. He noted that advisors and the Student Information Center staff could be useful in helping to assess the extent of the problem between student preferences for class modality and course offerings. President Adams indicated that he will be meeting with advisors and is looking forward to hearing their perspectives. Vice President Saltiel noted that the Proactive Advising and Registration (PAR) process could have assigned students to classes not taking into consideration their preferred modality. Senior Advisor Jaffe noted that it might be useful to do a survey and/or focus groups with students that did

not select LaGuardia. Vice President Gupta discussed how the ACE scholarships have provided an incentive for enrollment and are a useful tool in outreach and marketing. President Adams requested that Associate Dean Baksh-Jarrett identify a “point of contact while she is on vacation.”

III. Fall 2021 Return to Campus

- a. Update on Fall 2021 Reopening Plan: President Adams noted that an announcement is pending delaying the return to campus of staff till 8/16/21. Vice President Erfan noted that Return to Campus Operational Committee has met, reviewed recent CUNY guidelines and is making changes to the college’s Reopening Plan. He noted that the Committee is reviewing various issues, including elevator capacity and screening protocols. President Adams noted the importance of emphasizing stair use as a way to reduce elevator capacity. Vice President Erfan noted that he has received the independent consultant report regarding the HVAC system. The one change identified has been made. He also noted that Plexiglass has been ordered and will be installed in designated locations. In addition, face shields will be available for staff requesting this equipment. Vice President Saltiel discussed the IT solutions under development by CUNY and the college to ensure entry of vaccinated and/or COVID tested individuals, including Research Foundation employees and ACE students. Vice President Gupta indicated that the ACE leadership across CUNY is working with the Central Office to develop a solution for continuing education students. The Cabinet noted the issues for high school students and College Now students gaining entry must be addressed. President Adams requested that Vice President Erfan prepare estimates of the number of individuals that will be coming to campus starting on 8/16/21 and when classes begin on 9/8/21. It’s essential, he noted, that we avoid bottlenecks at the doors and have sufficient staff on hand to ensure swift entry. Vice President Saltiel highlighted that the systems will need to be in place to allow staff at the entrances to quickly identify those eligible for entry. He noted that the communications to students will need to be frequent and clear and students need to be encouraged to come early for their first days of in-person instruction to allow for potential delays in gaining entry. Executive Director Edwards noted that he envisions having within Human Resources a staff person that can help support Research Foundation staff. President Adams noted that if we do not feel the systems are sufficiently in place to welcome all staff back on 8/16/21 we should consider a phased in approach for that first week.
- b. Update on Flexible Scheduling/Remote Work: Executive Director Edwards discussed employees that have requested 100% remote work. In most cases, those requests have been processed. Many were found not to have met the criteria necessary for approved 100% remote work and alternative plans have been developed between the employee and their manager.

- ### **IV. Update on ACE Enrollment and Programming:**
- Vice President Gupta reported on ACE enrollment and revenue for tuition-based programs (attached). He noted steady growth in registrations and revenue between Summer 2020 and Summer 2021. He also noted that we have not returned to the levels of registration and revenues found in Summer 2019 (approximately a 50% drop in comparing Summer 2021 to Summer 2019). Vice President Gupta indicated that projections for Fall 2021 suggest continued growth. He also noted that an between 300-6000 students are expected to take in-person ACE classes in the Fall 2021 session. He also reported on two grants received by ACE, including a grant from NYSERDA to support wind energy technician training and a grant from the NYCEDC to support entrepreneurship development at NYDesigns. Finally, he noted that the Career



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Start program is underway with funding support from the CUNY Central Office. 25 students are receiving intensive math instruction in addition to career planning led by LaGuardia faculty.

- V. **New Business:** President Adams reported that he will be interviewing finalists for the position of Executive Director for Diversity and Inclusion. He anticipates the position being filled in the near future.

ACE Tuition and Fees Enrollment and Revenue Data (Excludes Grant Funded and Business Services Enrollment)

Final Registration Data - Summer 2019 vs. Summer 2020	7/1/19 - 7/6/19	7/1/20 - 7/6/20	7/1/21 - 7/6/21	Summer 2021 vs Summer 2020		Summer 2021 vs Summer 2019	
	Summer 2019*	Summer 2020**	Summer 2021**	Variance	% Variance	Variance	% Variance
Registrations	1,449	313	607	294	94%	-842	-58%
Revenue	\$ 676,574.90	\$ 213,093.00	\$327,087.50	\$113,994.50	53%	-\$349,487.40	-52%

*Includes 256 CLIP students paying \$19,068
 **CLIP not included. Moved to CUNYfirst

Final Registration Data - Summer 2019 vs. Summer 2020	7/1/19 - 7/6/19	7/1/20 - 7/6/20	7/1/21 - 7/6/21	Summer 2021 vs Summer 2020		Summer 2021 vs Summer 2019	
	Summer 2019*	Summer 2020**	Summer 2021**	Variance	% Variance	Variance	% Variance
Registrations	1,193	313	607	294	94%	-586	-49%
Revenue	\$ 657,506.90	\$ 213,093.00	\$327,087.50	\$113,994.50	53%	-\$330,419.40	-50%

*Excludes 256 CLIP students paying and \$19,068