



DARE TO DO MORE

**President's Cabinet Meeting
Monday, November 16, 2020
9:00 a.m. – 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/Interim Vice President of Adult and Continuing Education
Robert Jaffe, Senior Advisor to the President
Maria Cook, Executive Counsel to the President
Cristy Bruns, Chair, College Senate
Rochell Isaac, President, Faculty Council

Guests:

Bartholomew Grachan, Associate Dean for Student Affairs
Georgina Taraskewich, Director of Marketing and Communications
Ramon De Los Santos, Interim Assistant Dean for Student Affairs

- I. Welcome/Campus Update:** President Adams updated on the search for the VP of Adult and Continuing Education (ACE) and Human Resources. He indicated he is meeting with the President's Advisory Council on Diversity, Equity and Inclusion to inform the job announcement for the Senior Director of Inclusion position. He also updated the Cabinet on pending changes being made to enhance fundraising operations. President Adams noted the tragic death of a LaGuardia student and has asked VP Seals to handle appropriate the appropriate steps to take with the family and requested that a written protocol be developed to guide the college's response for future tragedies. President Adams noted the receipt of a \$250,000 donation (\$50,000 in the summer and \$200,000 in recent days) and highlighted that the Foundation's goal for fundraising for the fiscal year is surpassing goals and will ask the Foundation Board to increase their goals for the fiscal year. President Adams urged Cabinet members to attend Diversity Week events.
- II. Review 11/9/20 Cabinet Meeting Notes:** Meeting notes were reviewed and no changes identified.
- III. Student Enrollment**
 - a. Weekly Enrollment Dashboard: VP Seals presented the dashboard (attached).
 - b. Fall 2 Enrollment Strategies: Deans De Los Santos and Grachan reviewed a comparison between enrollment for Spring 2020 and Spring 2021 as of 11/13/20. They addressed key initiatives being taken to support student enrollment, including improved communications, making it easier for students to schedule appointments and expanded weekend hours.
 - c. Update on Student Balances and College Actions: Provost Arcario indicated that a meeting was convened to address the data and research needs that will inform decision-making. The issue will be addressed at the Cabinet meeting on 11/23/20.

IV. Campus Operations

a. Weekly Reopening Dashboard: VP Erfan reported on the dashboard (attached)

V. Increasing Compliance with Mandatory Training for Sexual and Interpersonal Violence Prevention and Response Course (SPARC): President Adams indicated that he requests that all VPs and Deans take the training and encourage managers to promote the training with their staffs.

**LaGuardia Community College
Weekly Enrollment Dashboard**

11/16/2020

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
	11/16/2020	11/18/2019					
THC							
Freshmen	2,676	2,995	-319	-10.7%	3,150	85.0%	-15.1%
Transfers	1,144	1,638	-494	-30.2%	1,850	61.8%	-33.2%
Continuing	9,415	9,882	-467	-4.7%	10,958	85.9%	-4.3%
Non-degree	877	827	50	6.0%	1,100	79.7%	-17.0%
College Now	2,573	2,861	-288	-10.1%			
*Total LAGCC	14,112	15,342	-1,230	-8.0%	17,058	82.7%	
Total CUNY w/CN	16,685	18,203	-1,518	-8.3%			-10.8%
FTEs							
Freshmen	2,640	3,105	-465	-15.0%	3,076	85.8%	
Transfers	971	1,421	-450	-31.7%	1,585	61.3%	
Continuing	7,584	7,812	-228	-2.9%	8,878	85.4%	
Non-degree	510	526	-16	-3.0%	622	82.0%	
College Now	523	583	-60	-10.3%			
*Total	11,705	12,864	-1,159	-9.0%	14,161	82.7%	

*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 H14) includes both Non-degree and College Now

CUNY Data: Term: Fall 2020 Current Term Run Date: 11/15/2020 Prior Term Run Date: 11/17/2019

**LaGuardia Community College
Reopening - Weekly Dashboard**

11/19/2020

Report for the week ending: 11/19/2020

Prepared by: Betania Acosta

Week of: Monday November 9th - Sunday November 15th | Year: 2020.

On Campus Census	Avg. Daily Count	Undupl. Total for the Week
Students	47	328
Faculty	6	40
Staff	29	204
Contracted Workers, Visitors and ACE students	70	491
Total	152	1063

Health Screening	Avg. Daily Count	Total Denied for the Week
Total Denied Entrance by Everbridge App		
Faculty	0.29	2
Staff	0.29	2
RF Employee	0.14	1
Students	0.43	3
Guests*	0.00	0
*Contracted Workers, Visitors and ACE students		
Positive Case No Campus Nexus	0	0
Positive Case Campus Nexus	0	0
Total	1.14	8

Essential Supplies Available (ADMINISTRATION)	Start of Weekly Inventory (11-9)	Current Inventory (11-15) (Note 1)	Phase 1- Avg. Weekly Burn Rate* (Approx.)
Cleaning Disinfectant Liquid:			
(A276C) Performex RTU	600	600	0
(A305C) Handy-Klenz	214	214	0
(A309C) Champion Citrus Scent	35	35	0
(A242A) Lysol	34	34	0
(A272C) Avistat -D (8oz Bottles)	1466	1459	7
Disinfectant Wipes:			
(A299C) Oxivir Wipes [bucket 80ct- large wipes]	4	4	0
(A278C) Monk [80ct- small wipes]	41	41	0
(A306C) Vapor Fresh [large bags -1200ct]	2	2	0
Hand Sanitizer:			
(A298C) Hand Sanitizer [bottles]	39	35	4
(A297C) Hand Sanitizer [gallons]	6	6	0
(A208AB) (Hand Sanitizer [refills])	230	230	0
(A210A) Handwashing Soap [bottles]	2133	2129	4

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 - Respirators N95 [count]	230	230	0
(A230C)Face masks - surgical [count]	11127	11061	66
(A302C)Face masks -KN95 [count]	201	201	0
(A301C)Face-Shields - Resusable [count]	356	356	0
(A293C) Gloves [Nitrile - Small]	3190	3178	12
(A291C) Gloves [Nitrile - Medium]	10569	10457	112
(A289C) Gloves [Nitrile - Large]	1730	1162	568
(A281C) Gloves [Nitrile - X-Large]	2922	2826	96
(A292C) Gloves [Vinyl] - Small	1640	2150	0
(A290C) Gloves [Vinyl] - Medium	0	3990	10
(A288C) Gloves [Vinyl] - Large	4	5000	4
(A227ABC)Gloves [Vinyl] - X-Large	42100	42100	0
(A226ABC) Gloves [Latex] Small	23700	23700	0
(A225ABC) Gloves [Latex] Medium	9900	9900	0
(A287C) Gloves [Latex] Large	0	0	0
(A286C) Gloves [Latex] X-Large	1174	1102	72
(A294C) Safety glasses	53	52	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]	419	405	14
Face-Shields - Reusable [count]	63	60	3
Safety glasses	0	0	0
<p>*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.</p> <p>Note 1: Includes inventory added during this week.</p> <p>Note 2: Health Science inventory is accounted for in the Administration inventory.</p>			

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