



DARE TO DO MORE

**President's Cabinet Meeting
Monday, February 8, 2021
9:00 – 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

Henry Saltiel, Vice President of Information Technology

Robert Jaffe, Senior Advisor to the President

Cristy Bruns, Chair, College Senate

Rochell Isaac, President, Faculty Council

Taejung Kim, Legal Counsel/Labor Relations Manager

- I. Welcome/Campus Update:** President Adams noted that the Ecuadorian election will not be held at LaGuardia due to concerns about Covid spread. The DEI Director position is awaiting final approval and then will be posted. A notice will go to the campus. The Enrollment Solutions Work Group is established, charge complete and meeting will commence when incoming VP Sunil Gupta joins the college on 2/8/21.
- II. Review 2/1/2021 Cabinet Meeting Notes:** Cabinet reviewed notes and no changes noted.
- III. Proposing Committee on Information Technology as Senate Committee:** College Senate Chair Bruns discussed creation a Senate Committee that will have representatives from Academic Departments, Student Affairs, and other departments to work with the Division of IT on technology need assessment and planning. A proposal for the creation of the Committee will be considered at the Senate meeting on 2/10/21.
- IV. Enrollment**
 - a. Weekly Enrollment Dashboard: VP Seals presented the enrolment dashboard (attached).
 - b. Update on “W” Grade Frequency: VP Seals presented the “W” grade update (attached). The college is also reviewing data on the impact of the No Credit grading policy and data analysis will be available in the near future.
 - c. Review of Retention Data: VP Seals reviewed retention data by department and by year (attached).

V. Campus Operations:

- a. Weekly Reopening Dashboard: VP Erfan reviewed the dashboard (attached).
- b. Provost Arcario discussed the Fall 21 Planning Committee and the potential need to get a state waiver if a large segment of the student population is attending online classes.
- c. VP Seals addressed the Student Affairs redesign and noted the need for continuing conversations with affected employees and the Division. President Adams will attend the Student Affairs Cabinet meeting on 2/3/21.

VI. Update on Utilization of CARES and CRRSSA Funding: President Adams discussed the opportunities and limitations of federal funding. Discussed how the College needs to see the areas of potential investment (eg. Aid for Students; Campus Improvements to reduce Covid transmission; technology to support online learning) and have input into how the college will allocate these resources. VP Erfan addressed that we are still awaiting guidance from the CUNY Central Office and the timeline for plan submission.

**LaGuardia Community College
Weekly Enrollment Dashboard**

2/1/2021

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	Sp21-Sp20 % change
	2/1/2021	2/3/2020					
THC							
Freshmen	360	519	-159	-30.6%	3,150	11.4%	-19.2%
Transfers	454	604	-150	-24.8%	1,850	24.5%	-19.9%
Continuing	8,386	9,164	-778	-8.5%	10,958	76.5%	-14.3%
Non-degree	778	811	-33	-4.1%	1,100	70.7%	-9.7%
College Now	0	1	-1				
*Total LAGCC	9,978	11,098	-1,120	-10.1%	17,058	58.5%	
Total CUNY w/CN	9,978	11,099	-1,121	-10.1%			-14.4%
FTEs							
Freshmen	403	527	-124	-23.5%	3,076	13.1%	
Transfers	390	502	-112	-22.3%	1,585	24.6%	
Continuing	6,538	7,351	-813	-11.1%	8,878	73.6%	
Non-degree	359	385	-26	-6.8%	622	57.7%	
College Now	0	0	0				
*Total	7,690	8,765	-1,075	-12.3%	14,161	54.3%	

*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: 1/31/2021 Prior Term Run Date: 1/31/2020

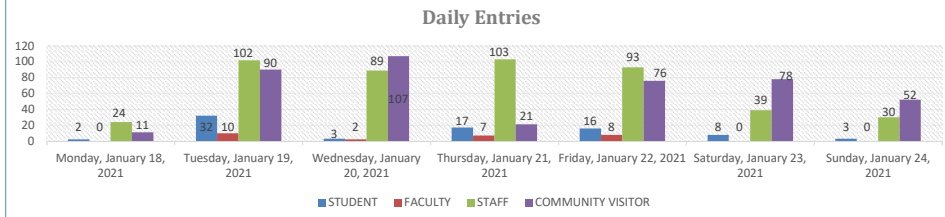
LaGuardia Community College

Reopening - Weekly Dashboard

Prepared by: SE, KC

IT
VP of Administration
Support Services

Week of: Monday January 18th through Sunday January 24th Year: 2021		
On Campus Census	Avg. Daily Count	Undupl. Total for the Week
Students	8	55
Faculty	2	16
Staff	25	178
Contracted Workers, Visitors and ACE students	54	375
Total	89	624



Essential Supplies Available (ADMINISTRATION)	Start of Weekly Inventory (1-18)	Current Inventory (1-24) (Note 1)	Phase 1- Avg. Weekly Burn Rate* (Approx.)
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Cleaning Disinfectant Liquid:			
(A276C)Performex RTU	600	595	5
(A305C) Handy-Klenz	197	197	0
(A309C) Champion Citrus Scent	35	35	0
(A242A) Lysol	29	29	0
(A272C) Avistat - D (8oz Bottles)	1415	1410	5

Disinfectant Wipes:			
(A299C)Oxivir Wipes [bucket 80ct- large wipes]	4	4	0
(A278C)Monk [80ct- small wipes]	10	10	0
(A306C)Vapor Fresh [large bags -1200ct]	2	2	0
(A316C)SCRUBS Wipes	47	46	1

Hand Sanitizer:			
(A298C)Hand Sanitizer [bottles]	30	30	0
(A297C) Hand Sanitizer [gallons]	6	6	0
(A208AB) (Hand Sanitizer [refills]	217	217	0
(A311C) Hand Sanitizer SAN IT (gallons)	187	187	0
(A210A) Handwashing Soap [bottles]	2120	2120	0

Essential Supplies Available (ADMINISTRATION)	Start of Weekly Inventory	Current Inventory (Note 1)	Phase 1- Avg. Weekly Burn Rate* (Approx.)
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PPE:			
(A237C) Coveralls [XXXL]	148	148	0
Coveralls [XXL]	0	0	0
(A235c)Coveralls [XL]	183	183	0
(A304C)Coveralls [L]	50	50	0
(A303C)Face masks - Respirators N95 [count]	222	222	0
(A230C)Face masks - surgical [count]	56865	56790	75
(A302C)Face masks -KN95 [count]	3194	3194	0
(A301C)Face-Shields - Reusable [count]	349	349	0
(A293C) Gloves [Nitrile - Small]	10458	10448	10
(A291C) Gloves [Nitrile - Medium]	27577	27475	102
(A289C) Gloves [Nitrile - Large]	14242	14000	242
(A281C) Gloves [Nitrile - X-Large]	1494	1278	216
(A292C) Gloves [Vinyl] - Small	2150	2150	0
(A290C) Gloves [Vinyl] - Medium	3890	3890	0
(A288C) Gloves [Vinyl] - Large	4880	4880	0
(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	1056	1056	0
(A294C) Safety glasses	642	642	0

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]	Note 2	Note 2	Note 2
Face-Shields - Reusable [count]	Note 2	Note 2	Note 2
Safety glasses	Note 2	Note 2	Note 2

*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.
 Note 1: Includes inventory added during this week.
 Note 2: Health Science inventory is now supplied (1/3/21) directly through Administration and accounted in Administration Supplies above.

Number of Classroom/Labs Utilized for On-Campus Sessions (Fall 2):		* Fall 2 Seating includes 2 ECLC rooms and C410 office. (Seating not included.)	
Building	Number of Rooms	Cumulative Normal Seating Capacity	Cumulative Social Distancing Seating Capacity
E and M Building *	22	630	186
C Building *	12	405	94
B Building	-	Closed Ph 1	Closed Ph 1