



DARE TO DO MORE

**President's Cabinet Meeting
Monday, June 1, 2021
9:00 – 10:30 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 reported on the LaGuardia Challenge and indicated that the Campaign is moving ahead with commitments being made by Board members. A Board meeting is scheduled for 6/3/21.
- II. Review 5/24/21 Cabinet Meeting Notes:** Meeting notes were approved with a correction to the title for Faculty Council President Isaac.
- III. Enrollment**
 - a. Weekly Enrollment Update:** Associate Dean Baksh-Jarrett reviewed Fall 21 enrollment data (attached). She noted that applications are down for CUNY community colleges, including LaGuardia. To date, approximately 15,000 students have been admitted to the college and work is ongoing to convert them to registered students for Fall 21. President Adams asked about the utilization of the “PAR” (Proactive Advising and Registration) approach for continuing students. Associate Dean Baksh-Jarrett indicated PAR is in place and no abrupt changes are being made. PAR data is being collected and analyzed to inform next steps. Senate President Bruns noted that she has heard from faculty that the cap on class size for courses with labs, due to assumed social distancing guidelines, might be having the inadvertent effect of keeping students from registering for those classes. Vice President Erfan discussed how social distancing guidelines are under review by public health authorities and guidance from state and city officials is possible. He also indicated N-95 masks could potentially be provided to students working in close proximity depending on availability.

IV. Fall 2021 Return to Campus

- a. Update on Approach to Course Offerings: President Adams reiterated the need to have clarity with course offerings and meeting student need and that having only online offerings will negatively impact enrollment of students. Senate President Brunns noted that faculty leave for the summer begins on 6/17 and important to establish clarity to allow faculty to leave with a clearer plan for the Fall. Provost Arcario indicated the Chairs continue to work to address the need for more in-person/hybrid offerings.
- b. Update on Implementation of Remote Work Policies: Executive Director Edwards updated the Cabinet on developments, including: 1) updating policies for individuals who have traveled domestically; and, 2) the approach for handling requests of staff seeking to work 100% in a remote modality; 3) the holding of training for managers; 4) and a review of the process for managers and staff to establish a Flexible Scheduling/Remote Work policy. Vice President Erfan addressed the need for clarity surrounding requirements for individuals coming to campus and the need to have improved systems for screening. Provost Arcario asked if there's an appeal process. According to Legal Counsel Kim there is not an appeal mechanism built into the protocol. A manager may consult with their manager or Vice President, but no appeal mechanism is available for staff denied a request. There are provisions in the collective bargaining agreement for individuals to address complaints with senior campus leaders and/or to file a grievance. Executive Director Bartovics asked if it is appropriate for a manager to consider the overall staffing needs of an operation. Executive Director Edwards indicated that managers can examine the overall requests and the needs of the office in determining how to respond to a request for Flexible Scheduling/Remote Work. Vice President Erfan indicated that offices spaces are being examined to ensure safety and to assess office density in light of current and potential social distancing guidelines. The Cabinet was reminded that the provisions for Flexible Scheduling/Remote Work are in effect until 8/30/22 and can be adjusted with notice for employees. Technology for staff working remotely is an important consideration in assessing remote work. It was noted that giving staff a timeframe for action may be warranted. Associate Dean Baksh-Jarrett noted that many staff are ready to come to campus. The question for many is what aspect of remote work is kept in place and posited that some staff will have need capacity to operate in both an in-person/remote modality. She noted the need for staff on campus to have headsets/cameras to function in an in-person/remote fashion. Vice President Erfan noted that purchases of equipment are anticipated. Faculty Council President Isaac noted that students too will have classes in-person and remote and need technology to succeed.
- c. Review Return to Campus Update #2: The campus update was discussed in light of the above discussion.

V. Maintaining Institutional Records and History: Senate President Brunns noted the Senate's establishment of a History Working Group to collect and preserve LaGuardia stories, with a focus on stories related to the history of the Senate and the governance plan and potentially beyond. She also noted a related concern that's arisen in Middle States and elsewhere about the college's tendency to lose institutional knowledge when individuals leave and a lack of procedure for maintaining institutional memory.

VI. New Business: Legal Counsel Kim noted the College, along with other CUNY colleges, has received a Freedom of Information Law (FOIL) request regarding the number of overdue student accounts and the total dollars of those accounts that have been sent and are now with private debt collection agencies, the names of the agencies used by the college

between 2018 and 2021 and the fee, or additional percentage of the student's original balance, that a student must pay once the balance is sent to a debt collection agency. The College is responding to the request pursuant to CUNY Legal Counsel guidance.

LaGuardia Community College
 Weekly Enrollment Dashboard
 5/21/2021
 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 |
| | 5/21/2021 | 5/21/2020 | | | | | |
| THC | | | | | | | |
| Freshmen | 344 | 725 | -381 | -52.6% | 3,150 | 10.9% | -14.4% |
| Transfers | 36 | 89 | -53 | -59.6% | 1,850 | 1.9% | 18.8% |
| Continuing | 4,157 | 4,716 | -559 | -11.9% | 10,958 | 37.9% | -22.7% |
| <i>**Re-Admit(Included in Continuing)</i> | 43 | 32 | 11 | 34.4% | | | |
| Non-degree | 394 | 163 | 231 | 141.7% | 1,100 | 35.8% | -14.8% |
| College Now | 0 | 0 | 0 | | | | |
| *Total LAGCC | 4,931 | 5,693 | -762 | -13.4% | 17,058 | 28.9% | |
| Total CUNY w/CN | 4,931 | 5,693 | -762 | -13.4% | | | -21.1% |
| FTEs | | | | | | | |
| Freshmen | 382 | 766 | -384 | -50.1% | 3,076 | 12.4% | |
| Transfers | 32 | 78 | -46 | -59.0% | 1,585 | 2.0% | |
| Continuing | 3,247 | 3,755 | -508 | -13.5% | 8,876 | 36.6% | |
| <i>**Re-Admit(Included in Continuing)</i> | 32 | 24 | 8 | 33.3% | | | |
| Non-degree | 216 | 143 | 73 | 51.0% | 622 | 34.7% | |
| College Now | 0 | 0 | 0 | | | | |
| Total | 3,877 | 4,742 | -857 | -18.1% | 14,160 | 27.4% | |

*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: 5/21/2021 Prior Term Run Date: 5/22/2020

LaGuardia Community College
 Weekly Enrollment Dashboard
 5/21/2021
 Prepared by: Jeffrey Weintraub

Spring 2021 Weekly Enrollment Dashboard

| | Spring 2021 snapshot 5/21/2021 | Spring 2020 snapshot 5/21/2020 | Sp21- Sp20 | % change | Budget Targets | Sp21 as % of Target (CN excluded) | Average CC Snapshot Sp21-Sp20 % change |
|---|--------------------------------------|--------------------------------------|---------------|---------------|-------------------|---|---|
| THC | | | | | | | |
| Freshmen | 759 | 1,063 | -304 | -28.6% | 1,317 | 57.6% | -18.1% |
| Transfers | 900 | 1,170 | -270 | -23.1% | 1,444 | 62.3% | -18.6% |
| Continuing | 9,634 | 10,706 | -1,072 | -10.0% | 12,628 | 76.3% | -12.0% |
| <i>**Re-Admit(Included in Continuing)</i> | 473 | 401 | 72 | 18.0% | | | |
| Non-degree | 869 | 931 | -62 | -6.7% | 1,505 | 57.7% | -3.9% |
| College Now | 2,643 | 2,708 | -65 | | | | |
| *Total LAGCC | 12,162 | 13,870 | -1,708 | -12.3% | 16,894 | 72.0% | |
| Total CUNY w/CN | 14,805 | 16,578 | -1,773 | -10.7% | | | -11.5% |
| FTEs | | | | | | | |
| Freshmen | 782 | 1,049 | -267 | -25.5% | 1,164 | 67.2% | |
| Transfers | 746 | 991 | -245 | -24.7% | 1,366 | 54.6% | |
| Continuing | 7,681 | 8,658 | -977 | -11.3% | 10,291 | 74.6% | |
| <i>**Re-Admit(Included in Continuing)</i> | 344 | 263 | 81 | 30.8% | | | |
| Non-degree | 427 | 437 | -10 | -2.3% | 762 | 56.0% | |
| College Now | 541 | 561 | -20 | | | | |
| Total | 10,177 | 11,696 | -1,438 | -12.3% | 13,584 | 70.9% | |

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