



**DARE TO DO MORE**

**President's Cabinet Meeting  
Monday, June 7, 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 thanked the Cabinet for their input on responding to questions about return to campus that were posed at the Town Hall on 6/4/21. The President noted the Cabinet will be meeting on 6/7/21 with the Chairs of the Middle States accreditation process and with the IR Director of Bronx Community College to discuss the draft self-study report.
- II. Review 6/1/21 Cabinet Meeting Notes:** Notes reviewed and no changes noted.
- III. Enrollment**
  - a. Weekly Enrollment Update: Associate Dean Baksh-Jarrett reviewed the weekly enrollment dashboard (attached) and indicated efforts are underway to reach students that have been accepted to the college, but have not accepted the college's offer of admission.
  - b. Update on Enrollment Management Activities: Associate Dean Baksh-Jarrett indicated the need for additional support to outreach to prospective students. Training will be required and it was recommended that up to 20 part-time staff be appointed to assist in these outreach efforts. Current staff, including Student Success Mentors and Peer Advisors, can be assigned to support this work. A discussion was held to ensure timely hiring and placement of these individuals. Vice President Erfan and Associate Dean Baksh-Jarrett will discuss potential sources of funds to allow for expeditious hiring. It was suggested that perhaps Summer Youth Employment Program (SYEP) participants could assist. It was pointed out that they may not have the skills nor college experience to effectively do this outreach. Provost Arcario pointed to the successful effort in the

spring to reach current students and suggested that Peer Advisors are very capable of assisting. Vice President Erfan noted that SYEP participants may assist in college reopening functions. President Adams suggested that advisors with capacity to assist could assist in this effort. Associate Dean Butler will discuss with the senior advising staff whether that is feasible. The Cabinet indicated approval for using college funding to support the work of up to 20 part-time individuals to assist in enrollment efforts.

Associate Dean Baksh-Jarrett indicated a review of the Jump Start and PAR processes are underway and preliminary results will be available soon. Senior Advisor Jaffe discussed efforts by Student Affairs staff and Marketing and Communications to have program-specific information sent to prospective students. President Adams indicated that the LaGuardia Foundation is considering providing scholarships to new and part-time students and will be discussing this issue with the Foundation Board leadership. Vice President Erfan indicated that payments of over \$600 per year require the issuance to tax-related forms. Executive Director Bartovics discussed the Foundation's interest in supporting on-campus employment for students and whether new students could be encouraged to attend if a commitment to an on-campus job was offered. Associate Dean Baksh-Jarrett noted that Federal Work-Study is available to eligible students. During Covid, fewer students accepted work study, but federal monies are available for qualifying students. Associate Dean Butler noted that technology can also be made available to prospective students. President Adams indicated that the college could consider covering the costs of technology loaned to a student that isn't eventually returned. These costs, he noted, would be minimal to the college.

#### **IV. Fall 2021 Return to Campus**

- a. Update on Approach to Course Offerings: Provost Arcario discussed the continuing efforts to engage with faculty in dialogue around teaching hybrid/in-person classes in Fall 2021. He noted that faculty have raised the issue of having adequate space for students to be on campus to do remote learning. President Adams indicated that any requests for technology purchases should be made to Vice President Erfan and Vice President Saltiel. Vice President Erfan noted that even where funds may be available, obtaining the equipment could be difficult given limited supply from vendors. Senate Chair Brunns noted the Centers for Disease Control (CDC) has issued a 6/4/21 guidance for institutions of higher education (<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>) Senate Chair Brunns indicated there needs to be a balance between what students are seeking and what faculty want. She indicated that many faculty believe students want to continue with online learning. Faculty Council President Isaac noted that it's important that faculty and staff hear the administration speak more to safety and guaranteeing optimal conditions. President Adams noted that the CUNY Board of Trustees are meeting on 6/29/21 and we can anticipate that they will take steps on issues of safety, including vaccination and Covid testing policy. President Adams indicated that in moving forward he would like faculty to plan in light of the optimal conditions given that it is easier to roll back teaching modality from in-person/hybrid to remote teaching. Senate Chair Brunns noted that it's important that all members of the community—students, faculty and staff—feel as if their concerns are being heard and addressed.
- b. Update on Implementation of Flexible Schedule/Remote Work Policies: Executive Director Edwards noted that information workshops are planned for the week of 6/14/21. Associate Dean Baksh-Jarrett asked whether the expectation is to have 60% of staff on campus. It was noted that the decisions regarding flexible schedule/remote work are decisions left to managers.

LaGuardia Community College  
 Weekly Enrollment Dashboard  
 6/4/2021  
 Prepared by: Jeffrey Weintraub

**Fall 2021 Weekly Enrollment Dashboard**

|   |                       |                       |               |               |                   |   | Average CC Snapshot |
|---|-----------------------|-----------------------|---------------|---------------|-------------------|---|---------------------|
|   | Fall 2021<br>snapshot | Fall 2020<br>snapshot | Fa21- Fa20    | % change      | Budget<br>Targets | Fa21 as % of<br>Target (CN<br>excluded) | Fa21-Fa20 % change  |
|   | 6/4/2021              | 6/4/2020              |               |               |                   |   |                     |
| <b>THC</b>                                |                       |                       |               |               |                   |   |                     |
| Freshmen                                  | 774                   | 1,119                 | -345          | -30.8%        | 3,150             | 24.6%                                   | -5.2%               |
| Transfers                                 | 94                    | 146                   | -52           | -35.6%        | 1,850             | 5.1%                                    | 22.1%               |
| Continuing                                | 5,084                 | 6,069                 | -985          | -16.2%        | 10,958            | 46.4%                                   | -24.3%              |
| <i>**Re-Admit(Included in Continuing)</i> | 72                    | 61                    | 11            | 18.0%         |                   |   |                     |
| Non-degree                                | 435                   | 384                   | 51            | 13.3%         | 1,100             | 39.5%                                   | -51.4%              |
| College Now                               | 0                     | 0                     | 0             |               |                   |   |                     |
| <b>*Total LAGCC</b>                       | <b>6,387</b>          | <b>7,718</b>          | <b>-1,331</b> | <b>-17.2%</b> | <b>17,058</b>     | <b>37.4%</b>                            |                     |
| <b>Total CUNY w/CN</b>                    | <b>6,387</b>          | <b>7,718</b>          | <b>-1,331</b> | <b>-17.2%</b> |                   |   | <b>-22.5%</b>       |
| <b>FTEs</b>                               |                       |                       |               |               |                   |   |                     |
| Freshmen                                  | 850                   | 1,150                 | -300          | -26.1%        | 3,076             | 27.6%                                   |                     |
| Transfers                                 | 85                    | 128                   | -43           | -33.6%        | 1,585             | 5.4%                                    |                     |
| Continuing                                | 3,942                 | 4,801                 | -859          | -17.9%        | 8,876             | 44.4%                                   |                     |
| <i>**Re-Admit(Included in Continuing)</i> | 54                    | 48                    | 6             | 12.5%         |                   |   |                     |
| Non-degree                                | 242                   | 234                   | 8             | 3.4%          | 622               | 38.9%                                   |                     |
| College Now                               | 0                     | 0                     | 0             |               |                   |   |                     |
| <b>Total</b>                              | <b>5,119</b>          | <b>6,313</b>          | <b>-1,188</b> | <b>-18.8%</b> | <b>14,160</b>     | <b>36.2%</b>                            |                     |

\*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: 6/3/2021 Prior Term Run Date: 6/4/2020**

LaGuardia Community College  
 Weekly Enrollment Dashboard  
 6/4/2021  
 Prepared by: Jeffrey Weintraub

**Spring 2021 Weekly Enrollment Dashboard**

|   | Spring 2021<br>snapshot<br>6/4/2021 | Spring 2020<br>snapshot<br>6/4/2020 | Sp21- Sp20    | % change      | Budget<br>Targets | Sp21 as % of<br>Target (CN<br>excluded) | Average CC Snapshot<br><br>Sp21-Sp20 % change |
|---|-------------------------------------|-------------------------------------|---------------|---------------|-------------------|---|---|
| <b>THC</b>                                |                                     |                                     |               |               |                   |   |   |
| Freshmen                                  | 758                                 | 1,062                               | -304          | -28.6%        | 1,317             | 57.6%                                   | -18.0%  |
| Transfers                                 | 898                                 | 1,170                               | -272          | -23.2%        | 1,444             | 62.2%                                   | -18.7%  |
| Continuing                                | 9,652                               | 10,750                              | -1,098        | -10.2%        | 12,628            | 76.4%                                   | -12.0%  |
| <i>**Re-Admit(Included in Continuing)</i> | 478                                 | 413                                 | 65            | 15.7%         |                   |   |   |
| Non-degree                                | 881                                 | 942                                 | -61           | -6.5%         | 1,505             | 58.5%                                   | -4.0%   |
| College Now                               | 2,635                               | 2,679                               | -44           |               |                   |   |   |
| <b>*Total LAGCC</b>                       | <b>12,189</b>                       | <b>13,924</b>                       | <b>-1,735</b> | <b>-12.5%</b> | <b>16,894</b>     | <b>72.1%</b>                            |   |
| <b>Total CUNY w/CN</b>                    | <b>14,824</b>                       | <b>16,603</b>                       | <b>-1,779</b> | <b>-10.7%</b> |                   |   | <b>-11.5%</b>                                 |
| <b>FTEs</b>                               |                                     |                                     |               |               |                   |   |   |
| Freshmen                                  | 782                                 | 1,054                               | -272          | -25.8%        | 1,164             | 67.2%                                   |   |
| Transfers                                 | 744                                 | 991                                 | -247          | -24.9%        | 1,366             | 54.5%                                   |   |
| Continuing                                | 7,726                               | 8,735                               | -1,009        | -11.6%        | 10,291            | 75.1%                                   |   |
| <i>**Re-Admit(Included in Continuing)</i> | 348                                 | 268                                 | 80            | 29.9%         |                   |   |   |
| Non-degree                                | 431                                 | 447                                 | -16           | -3.6%         | 762               | 56.6%                                   |   |
| College Now                               | 540                                 | 553                                 | -13           |               |                   |   |   |
| <b>Total</b>                              | <b>10,223</b>                       | <b>11,780</b>                       | <b>-1,477</b> | <b>-12.5%</b> | <b>13,584</b>     | <b>71.3%</b>                            |   |

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**CUNY Data:**

**Term: Spring 2021 Current Term Run Date: 6/3/2021 Prior Term Run Date: 6/4/2020**