



DARE TO DO MORE

**President's Cabinet Meeting
Monday, August 23, 2021
9:00 – 10:30 a.m. in E-500**

Meeting Notes

Participants:

Paul Arcario, Provost

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

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

Laura Bartovics, Interim Executive Director of Development

Taejong Kim, Legal Counsel/Labor Relations Manager

I. Campus/CUNY Updates: VP Erfan reported that the campus did not see any water damage as a result of Hurricane Henri.

II. Review 8/16/21 Cabinet Meeting Notes: Notes reviewed and no changes noted.

III. Enrollment

- a. Weekly Enrollment Update: Associate Dean Baksh-Jarrett reported on the weekly enrollment dashboard (attached). She noted the large number of students that have not yet been converted to registered students. She anticipates an increase in enrollment activity as the Fall 2021 semester begins in September. Senior Advisor Jaffe discussed various efforts to reach students with messages around affordability and options to learn online or in-person/hybrid.

IV. Fall 2021 Return to Campus

- a. Update on Fall 2021 Return to Campus Planning: Provost Arcario discussed meetings held with the University Provosts and the LaGuardia Fall 2021 Planning Group. He noted that the FDA approval of the Pfizer vaccine will result in a mandate that students attending in-person/hybrid classes be vaccinated. He noted that the schedule for implementation is creating concern amongst administrators and faculty that classes will have vaccinated and unvaccinated students in the same room. He noted that at LaGuardia there are many challenges to imposing a physical distancing requirement given the small size of classrooms and the difficulty of faculty identifying and separating students. He noted that some faculty have expressed an interest in converting to in-person classes given the Delta variant. He discussed options being considered to inform students about enrollment options

if unvaccinated, including informing students now that they should either get vaccinated or enroll in online classes. Another option is to encourage faculty teaching hybrid classes to delay any in-person meetings until the deadline has passed for all students attending in-person classes to be vaccinated. Discussions are continuing. He indicated that campuses will be receiving lists of students that have been vaccinated by course section. This information, not to be shared with faculty, can help with planning and outreach to student cohorts. Senate Chair Bruns noted that the option (Plan B) of delaying in-person instruction till after the vaccinate is not ideal, but viable. VP Erfan noted preliminary data suggests that large numbers of students have not uploaded vaccine verification information. Senior Advisor Jaffe noted that there are numerous efforts, by the college and CUNY, to inform students about verification requirements. Faculty Council President Isaac discussed the need to inform faculty of changes and requirements. She discussed the need to provide information to faculty prior to classes to include in the syllabus. Provost Arcario will work with his staff to develop a message for faculty around what they could include, should they wish, in the syllabus. The Cabinet agreed that early communication of information is needed, but needs to be balanced with ensuring accurate information is flowing and the need to avoid messages that are frequently changing. Associate Dean Butler indicated that changing messages leads to confusion and anxiety. VP Erfan discussed efforts to allow students to more easily upload vaccine verification information, including providing on-site assistance to students. VP Erfan discussed the issue of contact tracing for identified cases. The Cabinet noted the need for communication to faculty, staff and students on what occurs when a positive case is identified. This will be important to create a sense of safety and to allow individuals to understand what they should do if a case is reported to them (for instance, in the case of a student notifying a faculty member that they have COVID). VP Erfan will work with Cabinet members on a one-pager describing these protocols. Associate Dean Butler is working on protocols for addressing situations where a student doesn't wear a mask and will circulate that to the Cabinet. Senior Advisor Jaffe discussed the need to have phased messages to students and the main message right now is around vaccine verification. As we get closer to the beginning of the semester the messaging will emphasize entry and safety protocols when coming to campus. The Cabinet discussed the multiple challenges in getting students, faculty and staff to read messages and updates. It was agreed that Cabinet members should forward the President's Updates to their respective staff. In addition, the use of videos was discussed. Senior Advisor Jaffe discussed having Denise Gomez, Chair of the Return to Campus Operational Committee, attend staff meetings to answer questions (although not on HR-related issues). Provost Arcario indicated that the College is strongly emphasizing safety and that campus safety is our foremost priority. Senate Chair Bruns agreed that the College has shown a strong commitment to safety in its decision-making and implementation of policy.

- b. Discussion on Physical Distancing Protocols: Given changing circumstances, the Cabinet did not discuss this issue. Senate President Isaac noted that CUNY's policy on distancing may change and we should await their action. It was reaffirmed that in shared spaces physical distancing for all individuals should be emphasized whether they are vaccinated or not. Senate Chair Bruns noted the difficulty of having situations where physical distancing is not required (classrooms) and is required in shared spaces. Consistency in approach may be needed to avoid confusion.
- c. Discussion on Remote Work-related Issues: Senate Chair Bruns discussed the need for a more lenient approach to requests for 100% remote work given the Delta variant and rising COVID cases. Executive Director Edwards reported that there are 42 individuals that have requested 100% remote work. He indicated that at the President's request cases that are pending or were denied are being re-reviewed and discussions re-opened with those employees and managers. In response to a question about what standards are being used, he indicated that everything is being taken into consideration during the re-review process. He also noted that a large proportion of staff have submitted proof of vaccination and HR is rapidly verifying vaccination documents.

- V. **New Business:** VP Saltiel inquired about the opening of the library to students and the need to have library resources, including study spaces, available to students. Provost Arcario indicated that he's been meeting with library faculty about reopening. VP Saltiel indicated that at most CUNY campuses the library has allowed for in-person library services to be available. It was discussed that designating the library a "classroom" could result in only students that have been vaccinated entering the space.

LaGuardia Community College
 Weekly Enrollment Dashboard
 8/20/2021
 Prepared by: Jeffrey Weintraub

Fall 2021 Weekly Enrollment Dashboard

	Fall 2021 snapshot	Fall 2020 snapshot	Fa21- Fa20	% change	Budget Targets	Fa21 as % of Target (CN excluded)	Average CC Snapshot Fa21-Fa20 % change
	8/20/2021	8/20/2020					
THC							
Freshmen	1,795	2,053	-258	-12.6%	3,150	57.0%	-22.9%
Transfers	700	609	91	14.9%	1,850	37.8%	3.9%
Continuing	6,953	8,182	-1,229	-15.0%	10,958	63.5%	-17.2%
<i>**Re-Admit(Included in Continuing)</i>	321	332	-11	-3.3%			
Non-degree	733	746	-13	-1.7%	1,100	66.6%	24.6%
College Now	0	5	-5				
*Total LAGCC	10,181	11,590	-1,409	-12.2%	17,058	59.7%	
Total CUNY w/CN	10,181	11,595	-1,414	-12.2%			-14.6%
FTEs							
Freshmen	1,914	2,125	-211	-9.9%	3,076	62.2%	
Transfers	594	515	79	15.3%	1,585	37.5%	
Continuing	5,326	6,547	-1,221	-18.6%	8,876	60.0%	
<i>**Re-Admit(Included in Continuing)</i>	233	267	-34	-12.7%			
Non-degree	378	419	-41	-9.8%	622	60.8%	
College Now	0	3	-3				
Total	8,212	9,609	-1,431	-14.9%	14,160	58.0%	

*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: 8/19/2021 Prior Term Run Date: 8/20/2020