



DARE TO DO MORE

**President's Cabinet Meeting
Monday, September 28, 2020
10:00 a.m. – 11:00 a.m.**

Meeting Notes

Participants:

Kenneth Adams, President
Paul Arcario, Provost
Nireata Seals, Vice President of Student Affairs and Associate Provost
Janet Corcoran, Vice President of Institutional Advancement/Foundation
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
Maria Cook, Executive Counsel to the President
Rochell Isaac, President, Faculty Council

Guest: Dr. Shirley R. Pippins, Senior Consultation, Academic Search

- I. Welcome/CUNY Updates:** President Adams provided an update on the following: 1) convening of an enrollment marketing meeting to be held on 9/29/20; 2) tabling a discussion on proctoring software until 10/5/20 Cabinet meeting; 3) noting the Learning and Listening Tour continues with all events posted on the website; 4) the search for a VP for ACE is close to being made public; and 5) the process to secure approval to commence a search for a Director of Human Resources is underway.
- II. Review Meeting Notes from 9/21/20:** Notes reviewed and no changes needed.
- III. Presidential Transition Planning:** Dr. Pippins addressed the Cabinet and discussed how the transition is a time to respond to challenges and seize opportunities and make the transition work for students, staff, faculty and the community outside of the campus. Noted that at each Cabinet meeting there should be time set aside for President's transition items. Noted that a President's Transition Action Team is being formed comprised of students, faculty and staff. Noted that her role is to provide support to the President and assist with the transition as it moves from the Listening and Learning Tour to action.
- IV. Student Enrollment**
 - a. **Weekly Enrollment Dashboard:** Vice President Seals presented on the enrollment dashboard which shows a 7% decrease in FTEs from Fall 2019 to Fall 2020.
 - b. **Update on "JumpStart":** Provost Arcario indicated that plans continue to create a pilot "mini-semester" beginning on 10/27 that would potentially serve up to 200 students. LaGuardia continues to engage with CUNY staff to address issues around financial aid, tuition reimbursement and related issues. President Adams indicated he will reach out to CUNY staff to address any questions.

- c. Balance Thresholds and Bursar Holds: VP Erfan discussed current LaGuardia policy on Bursar holds. Implications for students and LaGuardia finances were examined. President Adams requested data to be shared with the Cabinet on the number of students impacted by student balances and wants to review approaches taken at other CUNY campuses.

V. Campus Opening

- a. Weekly Reopening Dashboard: Vice President Erfan reviewed the weekly reopening charts. On average, approximately 266 persons are coming to campus
- b. Technology /Hotspot Distribution to Students: Vice President Seals reviewed technology distribution and indicated that approximately 160 devices were disseminated with the remaining 140 devices to be distributed by 10/1/20. Discussed that staff are requesting access to their desktops and college will seek to expedite distribution with appropriate inventory controls.
- c. Protocols on Handling COVID Cases on Campus: Vice President Erfan reviewed COVID contact tracing protocols that have received CUNY approval.
- d. Science Tutoring Labs: Discussed a concern that faculty were encouraging students to come to tutoring labs that are not open. Rumors of students actually coming to campus were not accurate.

**LaGuardia Community College
Weekly Enrollment Dashboard
9/28/2020**

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
	9/28/2020	9/30/2019					
THC							
Freshmen	2,693	3,026	-333	-11.0%	3,150	85.5%	-15.2%
Transfers	1,146	1,639	-493	-30.1%	1,850	61.9%	-34.0%
Continuing	9,395	9,823	-428	-4.4%	10,958	85.7%	-4.5%
Non-degree	882	835	47	5.6%	1,100	80.2%	-35.5%
College Now	120	7					
Total	14,116	15,330	-1,207	-7.9%	17,058	82.8%	-13.3%
FTEs							
Freshmen	2,769	3,107	-338	-10.9%	3,076	90.0%	
Transfers	965	1,404	-439	-31.3%	1,585	60.9%	
Continuing	7,601	7,653	-52	-0.7%	8,878	85.6%	
Non-degree	449	510	-61	-12.0%	622	72.2%	
College Now	26						
Total	11,784	12,674	-890	-7.0%	14,161	83.2%	

Continuing Students consist of Continuing and Readmits

LaGuardia Non-Degree Excludes College Now

THC is the unduplicated count of Session 1 and Session 2 students

FTEs are the sum of Session 1 and Session 2

**LaGuardia Community College
Reopening - Weekly Dashboard**

DRAFT

9/23/2020

Report for the week ending: 9/23/2020

Prepared by: Betania Acosta

Week of: Monday September 14th - Sunday September 20th | Year: 2020.

On Campus Census	Avg. Daily Count	Undupl. Total for the Week
Students	91	341
Employees	108	92
Contracted Workers, Visitors and ACE students	66	170
Total	266	603

Health Screening	Avg. Daily Count	Total Denied for the Week
Total Denied Entrance by Everbridge App		
Faculty	0.29	2
Staff	1.00	6
Students	3.17	19
Guests*	0.00	0
*Contracted Workers, Visitors and ACE students		
Positive Case No Campus Nexus	0	0
Positive Case Campus Nexus	0	0
Total	4.45	27

Supplies Available (ADMINISTRATION)	End of Weekly Inventory	Current inventory	Phase 1- Avg. weekly burn rate (approx.)
Cleaning Disinfectant Liquid:			
Performex RTU	600	600	0
Handy-Klenz	216	216	0
Champion Citrus Scent	36	36	0
Lysol	44	44	0
Avistat -D (8oz Bottles)	1,569	1569	35
Disinfectant Wipes:			
Oxivir Wipes [bucket 80ct- large wipes]	4	4	0
Monk [80ct- small wipes]	74	74	0
Vapor Fresh [large bags -1200ct]	3	3	1
Hand Sanitizer:			
Hand Sanitizer [bottles]	39	39	0
Hand Sanitizer [gallons]	6	6	1
Hand Sanitizer [refills]	3	3	2
Handwashing Soap [bottles]	1,350	1350	95

Supplies Available (ADMINISTRATION)	End of Weekly Inventory	Current inventory	Phase 1- Avg. weekly burn rate (approx.)
PPE:			
Coveralls [XXXL]	150	150	0
Coveralls [XXL]	0	0	0
Coveralls [XL]	190	190	0
Coveralls [L]	50	50	0
Face masks - Respirators N95 [count]	230	230	0
Face masks - surgical [count]	12,540	12540	715
Face masks -KN95 [count]	201	201	0
Face-Shields - Resusable [count]	309	309	65
Gloves [Nitrile - Small]	3,200	3200	0
Gloves [Nitrile - Medium]	2,747	2747	250
Gloves [Nitrile - Large]	2,836	2836	170
Gloves [Nitrile - X-Large]	0	0	0
Gloves [Vinyl] - Small	290	290	10
Gloves [Vinyl] - Medium	0	0	0
Gloves [Vinyl] - Large	0	0	0
Gloves [Vinyl] - X-Large	0	0	0
Gloves [Latex] Small	0	0	0
Gloves [Latex] Medium	0	0	0
Gloves [Latex] Large	0	0	0
Gloves [Latex] X-Large	2,414	2414	
Safety glasses	14	14	

Health Sciences

Face masks - surgical [count]	605	605	45
Face-Shields - Resusable [count]	96	96	100
Safety glasses	8	8	7

Instructions:

1. Email the updated information by Monday morning of every week to Lhamo Tshering (ltshering@lagcc.cuny.edu)

2. If new products not listed above have been purchased, please add them into the chart in the new products section