



DARE TO DO MORE

**President's Cabinet Meeting
Monday, November 9, 2020
9:00 a.m. – 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
Maria Cook, Executive Counsel to the President
Cristy Bruns, Chair, College Senate
Rochell Isaac, President, Faculty Council

- I. Welcome/Campus Update:** President Adams discussed that at future Cabinet meetings he would like each Cabinet member to present their “top 3 priorities” they will be addressing in the coming week. These should be short updates that allow the Cabinet to understand priorities and identify possible areas of connection. President Adams reported that the CUNY Vacancy Review Board has approved the position of Senior Director of Diversity and Inclusion and members of the President’s Advisory Council on DEI will inform the development of a job announcement. President Adams highlighted the need for Vice Presidents to work with Maria Cook to ensure supervisors understand the rules around workload. President Adams informed the Cabinet that he is moving forward on the reorganization of the college’s fundraising operations and announcements relating to structure and personnel are anticipated in the coming weeks.
- II. Review 11/2/20 Cabinet Meeting Notes:** Cabinet meeting notes were reviewed and no changes cited.
- III. Student Enrollment**
 - a. Weekly Enrollment Dashboard: Vice President Seals presented the weekly dashboard (attached).
 - b. President Adams noted that “JumpStart”, the offering of mini-courses placed within a semester, was approved by the Central Office for LaGuardia and BMCC.
 - c. Vice President Seals indicated that Student Affairs staff and Marketing and Communications staff can present at the subsequent Cabinet meeting the strategies to increase Fall 2 enrollment.
- IV. Campus Enrollment**
 - a. Weekly Reopening Dashboard: Vice President Erfan presented the weekly dashboard (attached).

- V. Update on Fiscal Year 2020-21 Budget:** Vice President Erfan presented the budget update (attached). Noted the gap between expenditures and revenues has risen to \$23 million due to several reasons, including a reduction in state TAP payments and lower enrollment. It was noted that it's important that the campus community understand that college-affiliated units, including the LaGuardia Foundation, are not a source of revenue to reduce the deficit as they are limited by law, policy and practice from providing funds to the college.

**LaGuardia Community College
Weekly Enrollment Dashboard**

11/9/2020

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
	11/9/2020	11/11/2019					
THC							
Freshmen	2,679	2,992	-313	-10.5%	3,150	85.0%	-15.1%
Transfers	1,143	1,637	-494	-30.2%	1,850	61.8%	-33.3%
Continuing	9,407	9,865	-458	-4.6%	10,958	85.8%	-4.4%
Non-degree	875	827	48	5.8%	1,100	79.5%	-18.0%
College Now	2,573	2,861	-288	-10.1%			
*Total LAGCC	14,104	15,321	-1,217	-7.9%	17,058	82.7%	
Total CUNY w/CN	16,677	18,182	-1,505	-8.3%			-11.0%
FTEs							
Freshmen	2,636	3,100	-464	-15.0%	3,076	85.7%	
Transfers	967	1,415	-448	-31.7%	1,585	61.0%	
Continuing	7,552	7,779	-227	-2.9%	8,878	85.1%	
Non-degree	507	523	-16	-3.1%	622	81.5%	
College Now	523	583	-60	-10.3%			
*Total	11,662	12,817	-1,155	-9.0%	14,161	82.4%	

*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 H14) includes both Non-degree and College Now

CUNY Data: Term: Fall 2020 Current Term Run Date: 11/8/2020 Prior Term Run Date: 11/8/2019

**LaGuardia Community College
Reopening - Weekly Dashboard**

11/4/2020

Report for the week ending: 11/4/2020
Prepared by: Betania Acosta

Week of: Monday October 26th - Sunday November 1st | Year: 2020.

On Campus Census	Avg. Daily Count	Undupl. Total for the Week
Students	53	373
Faculty	6	41
Staff	35	244
Contracted Workers, Visitors and ACE students	80	558
Total	174	1216

Health Screening	Avg. Daily Count	Total Denied for the Week
Total Denied Entrance by Everbridge App		
Faculty	0.14	1
Staff	0.14	1
Students	1.00	7
Guests*	0.00	0
*Contracted Workers, Visitors and ACE students		
Positive Case No Campus Nexus	0	0
Positive Case Campus Nexus	0	0
Total	1.29	9

Supplies Available (ADMINISTRATION)	Start of Weekly Inventory (10-26)	Current Inventory (11-1 (Note 1))	Phase 1- Avg. Weekly Burn Rate* (Approx.)
Cleaning Disinfectant Liquid:			
(A276C) Performex RTU	600	600	0
(A305C) Handy-Klenz	214	214	0
(A309C) Champion Citrus Scent	35	35	0
(A242A) Lysol	37	34	3
(A272C) Avistat -D (8oz Bottles)	1,493	1,477	16
Disinfectant Wipes:			
Oxivir Wipes [bucket 80ct- large wipes]	4	4	0
(A278C) Monk [80ct- small wipes]	60	51	9
(A306C) Vapor Fresh [large bags -1200ct]	2	2	0
Hand Sanitizer:			
(A298C) Hand Sanitizer [bottles]	39	39	0
(A297C) Hand Sanitizer [gallons]	6	6	0
(A208AB) (Hand Sanitizer [refills])	230	230	0
(A210A) Handwashing Soap [bottles]	1,303	2,138	3

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]	150	150	0
Coveralls [XXL]	0	0	0
(A235c)Coveralls [XL]	190	190	0
(A304C)Coveralls [L]	50	50	0
(A303C)Face masks - Resiprators N95 [count]	230	230	0
(A230C)Face masks - surgical [count]	11,503	11,339	164
(A302C)Face masks -KN95 [count]	201	201	0
(A301C)Face-Shields - Resusable [count]	296	296	0
(A293C) Gloves [Nitrile - Small]	3,200	3,190	10
(A291C) Gloves [Nitrile - Medium]	1425	1,247	178
(A289C) Gloves [Nitrile - Large]	1966	1,910	56
(A281C) Gloves [Nitrile - X-Large]	0	0	0
(A292C) Gloves [Vinyl] - Small	130	130	0
(A290C) Gloves [Vinyl] - Medium	52	22	30
(A288C) Gloves [Vinyl] - Large	30	4	26
(A227ABC)Gloves [Vinyl] - X-Large	42,200	42,200	0
(A226ABC) Gloves [Latex] Small	24,700	24,700	0
(A225ABC) Gloves [Latex] Medium	11,200	11,200	0
(A287C) Gloves [Latex] Large	80	0	80
(A286C) Gloves [Latex] X-Large	1484	1,334	150
(A294C) Safety glasses	3	42	1

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]	463	431	32
Face-Shields - Resusable [count]	66	65	1
Safety glasses	0	0	0

*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 accounted for in the Administration inventory.

Number of Classroom/Labs Utilized for On-Campus Sessions (Fall 1):

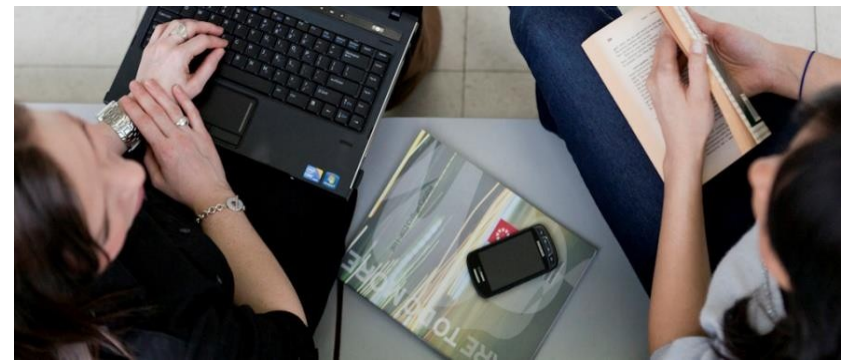
Building	Number of Rooms	Cumulative Normal Seating Capacity	Cumulative Social Distancing Seating Capacity
E and M Building	20	630	186
C Building	10	405	94
B Building	-	Closed Ph 1	Closed Ph 1

***LaGuardia Community College
Update of the FY2021
Operating Budget
and Capital Budget***

Operating Budget – A projection of the revenue and expenses needed to accomplish the college agenda for the fiscal year.

Accounts for salaries, purchase of supplies and equipment, and other activities incurred for our day-to-day operations.

Capital Budget – Accounts for the acquisition or maintenance of fixed assets such as land, buildings and expensive equipment, using bonded funds.



Sense of Scale

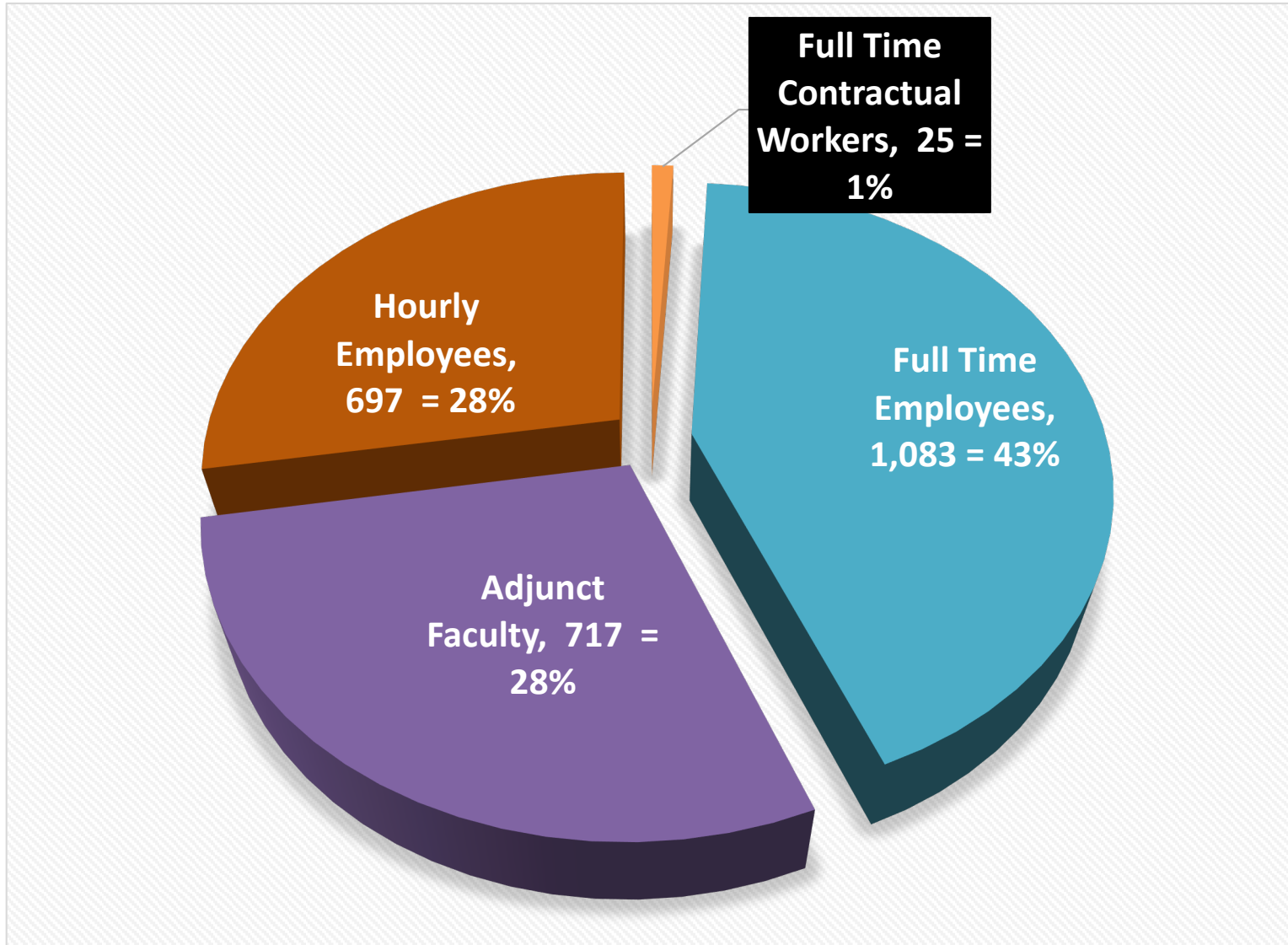
Some Highlights of Operations

- Number of Students in Fall 2019 Semester
 - Credit Bearing Programs – 14,729
 - High Schools -- 3,467
 - CUNY Start -- 162
- Number of Employees as of October 31, 2020 -- 2,522
- Projected FY21 Campus Based Expenditures Budget - \$134.1 million
- Interior Space -- 1.8 million gross square feet

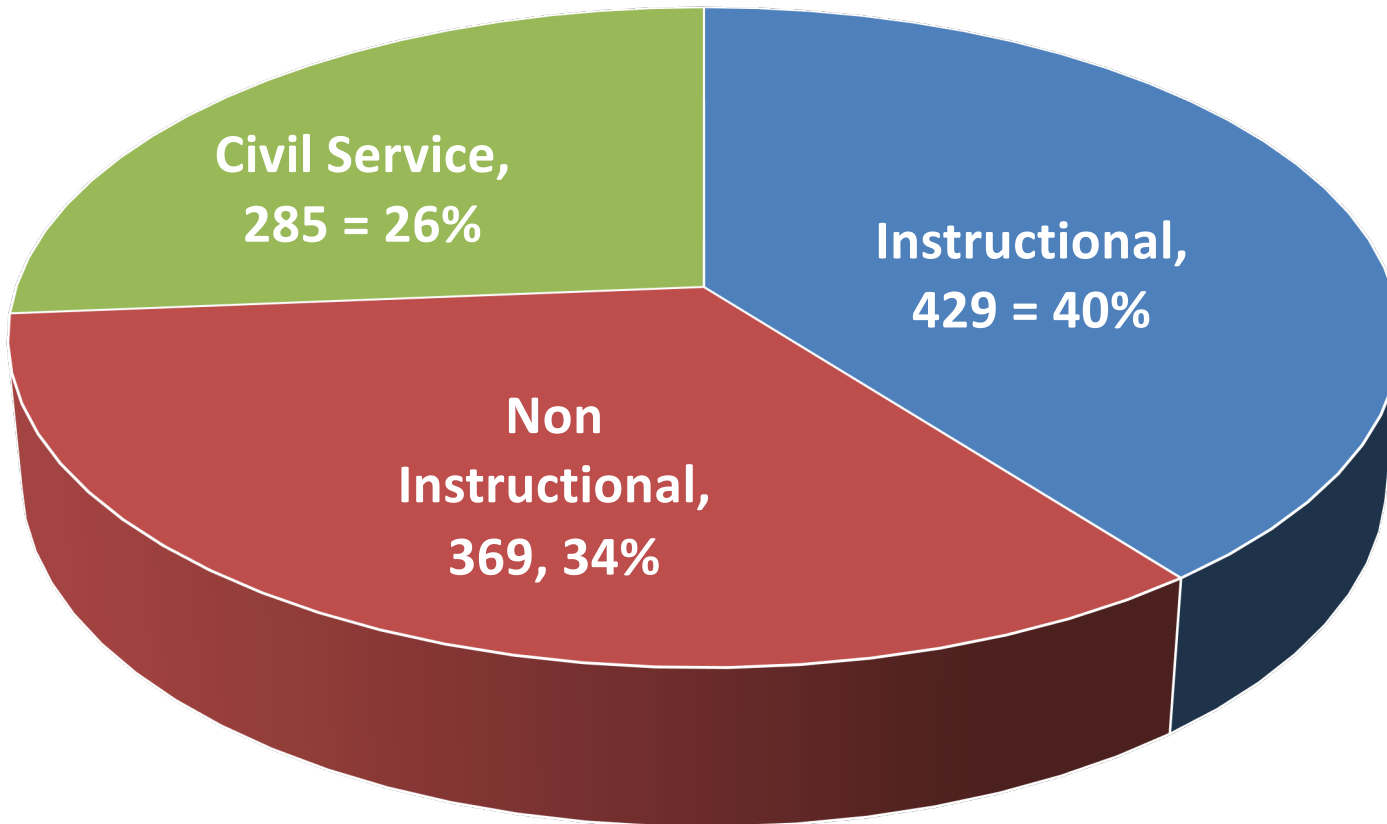
LAGUARDIA COMMUNITY COLLEGE

2,522 Employees

As of October 31, 2020



1,083 Full Time Employees



LAGUARDIA COMMUNITY COLLEGE
STEPS TO DEVELOP THE OPERATING BUDGET

1. Understand all sources of revenues and expenses
2. Review the financial condition of the current fiscal year
3. Calculate each Division's base budget
4. Determine mandatory increases in expenses
5. Figure out what we can afford
6. Prioritize initiatives and commit available funds

***Financial Entities Used by
LaGuardia Community College
Fund Balances - Restricted
September 30, 2020***

- Tax Levy- New York City General Fund - \$167,000 Tuition Reserve
- Research Foundation CUNY - \$3.2 million
- Fiorello H. LaGuardia Community College Foundation - \$10.9 million
- LaGuardia Education Fund, Incorporated - \$1.9 million
- Fiorello H. LaGuardia Community College Association, Inc. - \$1.4 million
- Fiorello H. LaGuardia Community College Auxiliary Enterprises Corporation - \$6.6 million
- LaGuardia Community College Early Childhood Learning Center Programs Inc. - \$3 million
- Fiorello H. LaGuardia Community College Alumni Association, Inc. - \$17,530

FY 2021- Estimated of Tax Levy Allocation vs Expenses - **DRAFT** -

(in 000's)

	<u>Estimated Budget Allocation</u>	<u>College's Operating Expenses</u>	<u>Surplus (Deficit)</u>
Campus Base *	\$ 90,946	\$ 113,218	\$ (22,272)
Additional Programs **	\$ 19,971	\$ 20,880	\$ (909)
Total	\$ 110,917	\$ 134,098	\$ (23,181)
Centrally Administered Allocations & Expenses thru CUNY (e.g., Energy, Fringe and Financial Aid)	\$ 59,230	\$ 59,230	\$ -
Total College Budget and Expenses	\$ 170,147	\$ 193,328	\$ (23,181)

***Assumptions:**

\$14.4 million in State and City PEG reductions

\$2.4 million in TAP Reduction

\$8.7 million shortfall projected due to lower enrollment & undercollection

** Additional Programs includes \$7.4 million in B Building Rent

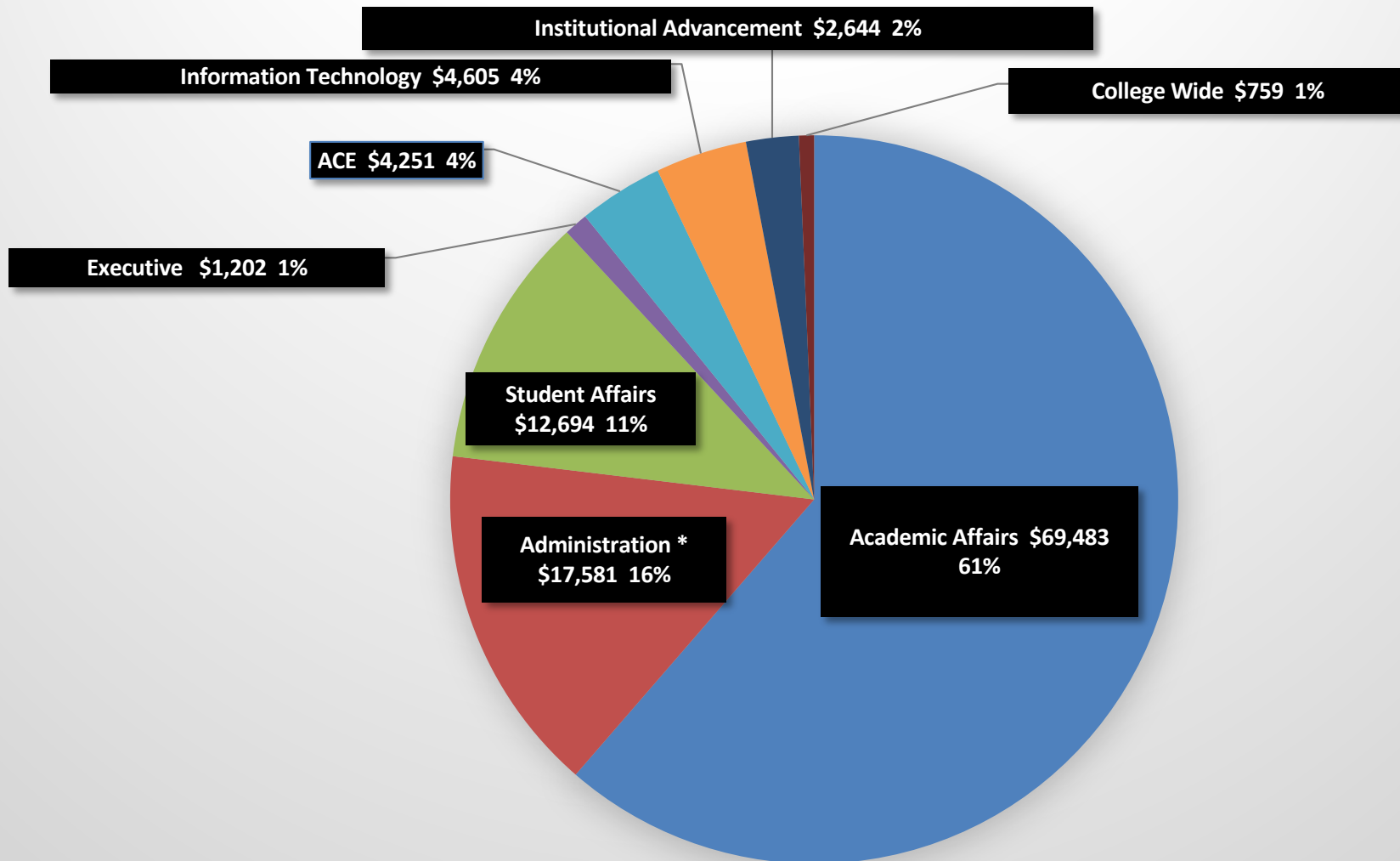


FY21 OPERATING EXPENSES EXCLUDING PROGRAMS WITH SPECIFIC FUNDING

	<u>Total in 000's</u>	<u>%</u>
<u>Personnel Services</u>		
Full Time	\$ 82,317	72.7%
Adjunct	\$ 20,239	17.9%
Part Time	\$ 4,923	4.3%
Maintenance Staff	\$ 2,841 *	2.5%
Total Personnel Services	\$ 110,320	97.4%
Other Than Personnel Services	\$ 2,898	2.6%
TOTAL	\$ 113,218	100.0%

* Cost was reduced due to staff was on furlough , actual expenses is \$3.5 mil.

FY21 Base Budget Expenses by Division Before Funding of Strategic Plan and Other Needs (in000's)



* Division of Administration includes PS and OTPS costs for Business Office, Human Resources, Building Operations, Public Safety, Environmental Health & Safety, Campus Facilities Office, maintenance & repair contracts, printing/mailroom, loading dock, etc.

FY21 Recurring Additional Programs

	Total in 000's		
	Allocation	Expenses Budget	Variance
Accelerated Study in Associate Programs (ASAP)	\$ 2,793	\$ 2,793	\$ -
Archives	\$ 284	\$ 338	\$ (54) *
Black Male Initiative	\$ 61	\$ 61	\$ -
Building Rentals	\$ 7,402	\$ 7,402	\$ -
Child Care **	\$ 550	\$ 495	\$ 55 **
City Council	\$ 476	\$ 476	\$ -
Collaborative Funding for High Schools - Energy Tech HS	\$ 277	\$ 318	\$ (41) *
Collaborative Funding for High Schools - I.H.S	\$ 226	\$ 249	\$ (23) *
Collaborative Funding for High Schools - Middle Collge	\$ 221	\$ 250	\$ (29) *
College Discovery	\$ 652	\$ 652	\$ -
College Now	\$ 1,009	\$ 1,338	\$ (330) *
Coordinated Undergraduate Education (CUE)	\$ 706	\$ 706	\$ -
CUNY Math Start	\$ 584	\$ 584	\$ -
CUNY Start	\$ 628	\$ 628	\$ -
Disabled Funding	\$ 78	\$ 78	\$ -
Fatherhood Academy	\$ 1,074	\$ 1,074	\$ -
Food	\$ 5	\$ 5	\$ -
Language Immersion Program	\$ 532	\$ 532	\$ -
Mental Health Initiative	\$ 100	\$ 100	\$ -
NYC Men Teach Program	\$ 61	\$ 61	\$ -
Part time completion initiative	\$ 101	\$ 101	\$ -
Program for Deaf Adults**	\$ 135	\$ 622	\$ (486) ***
Single Stop	\$ 10	\$ 10	\$ -
Student Technology Fee	\$ 2,008	\$ 2,008	\$ -
Total Additional Programs	\$ 19,971	\$ 20,880	\$ (908)

* Collective Bargaining supported by the college prior to FY19

** College recoup 10% overhead cost

*** Net of 10% college recoup overhead cost and an additional \$500 college support for interpreter services

How Does FY21's Budget Look As of October 31, 2020?

Potential Risks for FY21

- Enrollment decline
- Revenue under collection
- Increased Operational Costs due to
 - COVID
 - Unfunded PS Increases

CARES ACT – LaGuardia Community College

CARES Act Funding

DOE (Section 18004(a)(1))*	\$ 12,917,232
DOE -Minority Serving Institutions (Section 18004(a)(2))	\$ 858,301
Total CARES Act Funding	\$ 13,775,533

Restricted Allocation as of October 30, 2020

Emergency Financial Aid Grants to Students	\$ 6,458,616
Refunds of Tuition & Fees	\$ 205,220
Health and Wellness Services	\$ 277,778
Information Technology Infrastructure	\$ 1,415,791
Total Restricted Allocation as of October 30, 2020	\$ 8,357,405

Summary

Total CARES Act Funding	\$ 13,775,533
Less- Total Restricted Allocations as of October 30, 2020	\$ (8,357,405)
Remaining CARES Act Funding to be Allocated through CUNY**	\$ 5,418,128

* Funds can only used to cover any costs associated with the significant changes to the delivery of instruction due to coronavirus.

**Use of funds is subject to possible restrictions when released by CUNY



Capital Projects for fiscal 2021

*NYS & NYC Bonded Projects Administered through DASNY
(Not part of LaGCC's Operating Budget)*

Capital Projects (already funded)

- \$7 million for Replacement of C-Building Façade
- \$4.5 million for Replacement of M-Building Boilers
- \$0.6 million for Replacement of portion of E-Building Roof

<https://www.laguardia.edu/business-office/>

Thank You

