

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
The City University of New York

COLLEGE COUNCIL

Minutes

May 23, 2012

- I. President Pérez called the meeting to order at 2:10 PM.
- II. ATTENDANCE – Everyone attended except:

Felix Apfaltrer	Christine Jacknick
Maria Castillo	Angela Jervis
Louis Chan	Marlyne Jimenez
Toni-Marie Clarke	Cynthia Karasek
Francesco Crocco	Nadarajah Kirupaharan
Jon Dash	Debbie Lane
Alex D'Erizans	Jaewoo Lee
Beryl Duncan-Wilson	Carmen Martinez-Lopez
Sidney Eng	Dailea Miller
Shanady Eugene	Kanu Nagra
Paula Field	Jacqueline Nichols
Yvette Ghafoor	Kelvin Obasuyi
Chaim Ginsberg	Colin Persaud
Toby Ginsberg	Shirley Rausher
Dorothy Grasso	Lesley Rennis
Mesha Green	Joycelyn Samuel
Yi Annie Han	Elena Samuels
Joyce Harte	Jonae Smith
Jamell Henderson	Tushawana St. Paul
Joel Hernandez	Roselle Stephens
Jenna R. Hirsch	Philip Wander
Antoinette Holder	Marcos Zyman
Helen Huff	

- III. APPROVAL OF MINUTES:
 - A. The minutes of the April 25, 2012 College Council Meeting were unanimously approved.
- IV. STANDING COMMITTEE REPORTS
 - A. The Budget Committee submitted an end-of-the-year report. (See Attachment 1)

- B. The Campus Facilities and Security Committee submitted an end-of-the-year report. (See Attachment 2)
- C. The Campus Life and Student Issues Committee submitted an end-of-the-year report. (See Attachment 3?)
- D. The Technology Committee submitted an end-of-the-year report. (See Attachment 4)

VI. OLD BUSINESS: None

VII. NEW BUSINESS: None

VIII. President Pérez adjourned the meeting at 2:12 PM.

Attachment 1

College Council Meeting

May 23, 2012

Budget Committee Report

Presented for your attention is the FY 2012 Third Quarter College Financial Report, issued on May 11, 2012. This report was prepared in collaboration with the University Budget Office, and provides in the summary format information on the key financial indicators, including revenue, expenditures, enrolment and staffing.

After considering all available financial resources the college is projecting to end this fiscal year in a positive condition.

Projected tuition revenues of \$84 million are by \$9.4 million over the FY 2011 level and reflect the tuition increase and enrollment growth.

College tax levy spending is projected to increase by \$ 4 million from FY 2011 level.

This amount is being divided equally between personal service (PS) and other than personal services (OTPS) expenses. Full time personal services expenses have increased by more than \$1 million, due to increase of full-time faculty by 11%, adjunct expenses are projected to be increased by \$0.8 million as a result of enrollment increase and class size reduction. Increase in OTPS expenditures resulted from financing such major projects and purchases as upgrading the pressure control valves on our heating system, installation of the turnstiles at 199 Chambers Street, purchase and installation of the new phone system, replacement of tiles in the locker rooms and around the pool, purchase on furniture for the academic affairs departments, and these are just a few of them.

The projected savings in FY 2012 will constitute our building fund for next fiscal year and will be used for reprogramming of the space vacated at 199 Chambers Street and financing the maintenance contracts and purchases of supplies and equipment for the new building

**The City University of New York
2011-2012 Third Quarter Financial Report
Borough of Manhattan Community College**

Comparison of Expenditures to Resources (\$000)									
	Tax Levy Allocation	Pending Allocations	Compact Philanthropy	Ledger 3	Technology Fee	Tuition Revenue Above (Below) Target	Total Resources	Expenditures	(Over)/Under Expenditure
FY2011 - FY2012	117,318.9	764.9	1,103.7	497.6	3,969.7	2,314.9	125,969.7	123,546.3	2,423.4

Expenditures (\$000)							
	Tax-Levy Expenditures	Compact Philanthropy	Technology Fee	Total FY2012	FY2011 Tax-Levy Expenditures	# Change (Tax-Levy Expenditures)	% Change (Tax-Levy Expenditures)
PS Regular	63,767.5	-	842.0	64,609.5	62,760.1	1,007.4	1.6%
Adjuncts	21,479.4	-	-	21,479.4	20,702.5	776.9	3.8%
Temporary Service	5,045.0	-	75.8	5,120.8	4,865.2	179.8	3.7%
Total PS	90,291.9	-	917.8	91,209.7	88,327.9	1,964.1	2.2%
OTPS	28,181.0	1,103.7	3,051.9	32,336.6	26,136.6	2,044.4	7.8%
Total	118,472.9	1,103.7	3,969.7	123,546.3	114,464.4	4,008.5	3.5%

Tuition Revenue (\$000)						
FY2011 Target	FY2012 Target	FY2011 Actual	FY2012 Projected	Tuition Revenue Change	% Change	Collections Above/(Below) Target
71,702	81,702	74,575	84,017	9,442	12.7%	2,315

Enrollment				Change FY2011 - FY2012	
	FY2010	FY2011	FY2012	#	%
FTE Undergraduate	16,647	17,135	18,209	1,074	6.3%
FTE Graduate	0	0	-	0	0.0%
Total FTE	16,647	17,135	18,209	1,074	6.0%
Headcount	22,168	22,975	24,201	1,226	5.3%

Staffing							
	Fall 2010	Fall 2011	Spring 2012	Change Fall 2010 - Fall 2011		Change Fall 2011 - Spring 2012	
				#	%	#	%
I&DR Teaching	401	407	453	6	1.5%	46	11.3%
Counselors & Librarians	26	26	26	0	0.0%	0	0.0%
Total Faculty	427	433	479	6	1.4%	46	10.6%
I&DR Support	80	81	86	1	1.3%	5	6.2%
Non-Instructional	131	119	121	(12)	-9.2%	2	1.7%
Civil Service	252	237	253	(15)	-6.0%	16	6.8%
Total Full-time	890	870	939	(20)	-2.2%	69	7.9%



**Committee on Campus Life and Student Issues
of the College Council**

2011-2012 End of Year Report

Members: Michael Hutmaker, Harry Mars, Kerry Ruff, Eugenio Barrios, Bill Guttenplan, Barry Cooper (mid-year replacement for Jenna Hirsch), Student Representatives (first attended in February meeting) - Mesha Green, Yvette Ghafoor

Meetings: Wednesday, September 7, 2011
Wednesday, December 7, 2011
Wednesday, February 1, 2012
Wednesday, March 7, 2012
Wednesday, April 4, 2012

Summary of Meetings:

The committee decided to pursue the issue of promoting civility and appropriate behavior on campus. An awareness campaign was approved to put up posters and hand out notes on promoting respectfulness and courtesy on campus (see attached). This will be discussed with buildings and grounds to see how this can be accomplished. In addition, the committee discussed the new CUNY Tobacco-free policy that is to be implemented in September 2012 and how it can be linked to the courtesy campaign.

The committee will encourage other members of the college community to participate in these endeavors moving forward to create a collegial environment on campus.

In addition, the committee involved students in the Academy of Leadership and Services to attend the meetings to provide additional student perspectives on issues. The committee discussed items brought up by the students and assisted in resolving them including:

- some issues regarding classroom computers
- women's locker room shower
- scanner in the library is not always functioning
- second floor restrooms near the escalator be cleaned
- change machines in the library for copies

Also discussed were:

- recommendations to improve number of and clarity of signage
- how to best use the new Fiterman building to add to student space

Prepared by:

Michael Hutmaker
Dean of Student Affairs
May 23, 2012



Draft Sample Signage for Courtesy Campaign

BMCC

- ★ Eat* Healthy
- ★ Get enough Sleep*
- ★ Exercise*

*(not in class)

Be Respectful ★ Be Successful

BMCC

- ★ Arrive on Time
- ★ Pay Attention
- ★ Participate

Be Respectful ★ Be Successful

BMCC

- ★ This is Your School.
- ★ This is Your Home.
- ★ This is Your Future.

Be Respectful ★ Be Successful

BMCC

- ★ Dream Your Future
- ★ Plan Your Future
- ★ Be Your Future

Be Respectful ★ Be Successful

BMCC

- ★ Take Care of Yourself
- ★ Take Care of Others
- ★ Take Care of BMCC

Be Respectful ★ Be Successful

BMCC

Today, be sure to:

- ★ Listen
- ★ Share
- ★ Help

Be Respectful ★ Be Successful



Today, be sure to:

- ★ Smile
- ★ Say Hello
- ★ Say Thank You

Be Respectful ★ Be Successful



- ★ Don't Insult – Compliment
- ★ Don't Shout – Talk
- ★ Don't Run - Walk

Be Respectful ★ Be Successful



- ★ Be Prepared
- ★ Take Notes
- ★ Plan Ahead

Be Respectful ★ Be Successful



- ★ Be a Leader
- ★ Get Involved
- ★ Make a Difference

Be Respectful ★ Be Successful



Plan Your Day

- ★ Make time to Study.
- ★ Make time for Family & Friends.
- ★ Make time for YOU.

Be Respectful ★ Be Successful

5/20/12

2011-2012 College Council Technology Committee Final Report

Members:

Sunil Gupta, Workforce Development
William Guttenplan, business Management
Antoinette Holder, Student
Thomas Lew, Instructional Technology
Kanu Nagra, Library
Barry Williams, Computer Center

New York Simulation Center:

The New York Simulation Center (NYSIM) features a 25,000 square foot disaster training room, a 5-bed ICU, two operating rooms, trauma rooms, a labor and delivery room and 14 patient examination rooms, all equipped with over 100 cameras to record training sessions for students to review in debriefing sessions. The NYSIM Center will give students the ability to practice, and learn the application of simulation learning to support their course of study.

Blackboard usage for 2011-2012:

Fall semester 2011 = 878 courses
Spring semester 2012 = 913 courses

Open Access Computer Lab Policy :

Access to college computer lab facilities are restricted to currently enrolled students. A validated BMCC id is required for both access and service. Signs have been posted in all computer labs. Computer lab personnel have been instructed to enforce this policy.

Library Loaner Laptop program:

The library has added 8 additional laptops to their loaner program with Intel i5 processor based units which provides greater processing speeds resulting in improved efficiency in student research.

Software licensing:

The university has completed a license for SPSS for college workstations. Department approval is required. All interested faculty should contact the helpdesk for installation.