

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
The City University of New York

COLLEGE COUNCIL

Minutes

October 24, 2012

I. President Pérez called the meeting to order at 2:15 PM

II. ATTENDANCE: Everyone attended except:

Winston Aiken
Shadae Blair
Sadie Bragg
Maria Castillo
Louis Chan
Sophia Clark
Toni-Marie Clarke
Alex D'Erizans
Jon Dash
Howard Entin
Domingo Estevez
Andrew Grant
Alyse C. Hachey
Yi Annie Han
Joel Hernandez

Adam Ibrahim
Hakeem Ingram
La Dana Jenkins
Joanne Joseph
Debbie Lane
Rajib Miah
Stephanie Morocho
Peter Nguyen
Mahatapa Palit
Pedro Perez
Rochelle Rives
Barry Rosen
Philip Wander
Zhana Yablok

III. APPROVAL OF MINUTES:

- A. The minutes of the May 23, 2012 College Council Organizational Meeting were unanimously approved.
- B. The minutes of the May 23, 2012 College Council Meeting will be presented at the October 31, 2012 meeting.

IV. STANDING COMMITTEE REPORTS.

A. The Budget Committee presented a report. (See Attachment 1.)

- 1. There were questions about the specifics of the budget allocation for Faculty Development.
- 2. The answers are in the full report, which is attached to this document.

B. The Technology Committee presented a report. (See Attachment 2.)

- 1. There was a discussion about support services in Murray Street and Fiterman Hall.

2. Vice President Scott Anderson encouraged faculty to call X 8122 for assistance.
3. Vice President Anderson stated that he was aware of many of the faculty's concerns and that his department was working on correcting the problems.

VI. OLD BUSINESS: There was no Old Business

VII. NEW BUSINESS: There was no New Business

VIII. President Pérez adjourned the meeting at 2:45 PM.

College Council Meeting

October 24, 2012

Budget Committee Report

At the end of July BMCC received its FY12-13 budget allocation. The following provides an overview of this year's financial plan.

The FY12-13 CUNY Community Colleges total funding is \$764.6 million, a net increase of \$45.3 million, or 6.3% over the prior year plan. Compare this to the net decrease of \$2.1 million, or 0.3% in a year before.

The change in NYS support reflects an increase in per FTE funding of \$21.9 million from FY11-12 level. Per –FTE base aid is increased by \$150 to \$2,272.

NYC support for Community Colleges has increased by \$0.5 million over the FY11-12, and revenue appropriation was increased to reflect the fall 2012 tuition increase by \$22.9 million. The Compact funding in FY12-13 provided additional resources on the top of Compact funds from prior years, which are included in the college's budget allocations.

The University Budget Office slightly modified the Community Colleges budget allocation model last year. The new model makes the budget allocation for general institutional services (including student services, general administration, library, computer center, security, M&O) more equitable, and provides a modest additional funding for colleges based on the number of students per square footage of space.

As a result of these changes and estimated revenue overcollections of approximately \$12.7 million BMCC's total financial resources in FY12-13 are projected to be in line with anticipated expenditures.

The full-time personnel services cost is projected to be higher than in the prior year by \$3.6 million due to scheduled salary step increases and Fiterman Hall vacancies being filled. The cost of adjunct faculty projected to be \$1 million lower than in FY11-12 as result of additional 45 faculty hired during the prior year.

The Compact funds of \$8.4 million will provide funding for the initiatives aligned with key elements of CUNY's historic mission – maintaining academic excellence, sustaining an integrated system, expanding access and remaining responsive to its urban setting. The Compact plan committee consisting of representatives from the college faculty, students and staff, proposed the initiatives for FY12-13 Compact plan, was reviewed and approved by the College Cabinet. Based on this plan, an additional 39 full-time faculty positions will be filled in spring 2013. Additional support will be extended for faculty development, hiring the administrative and clerical staff for the office of Academic affairs. The plan also includes hiring of 10 additional academic and transfer advisors, career advisor, international student coordinator and other professionals who will improve the student services, retention and graduation rates. About \$4 million will be expended for sustainability projects and upgrading the facilities and infrastructure. Replacement of LED lighting and ceiling in the hallways at Chambers street, replacement

of emergency generator, purchase of cooling system for IT closets, reprogramming of space at Chambers street are just a few examples of these projects.

Through the Compact plan funds will be made available to provide the assistance to students whose financial aid packages do not cover fully the cost of tuition. This aid must be need-based and will be provided to those students whose matriculation is at risk due to tuition increase.

In addition, Compact plan includes funds to support acquisition of text books and enhancement of Federal work study program, as well as targeted college priorities.

As part of Compact plan the colleges are expected to maintain the prior year's Compact philanthropy levels to support the ongoing activities of those plans. The combined total philanthropy revenue target for FY12-13 is \$1,653K, and largest share of this amount will be spent for the scholarships.

UBO accepted our submitted balanced financial plan and approved the proposed hiring plan.

| BMCC | | | | | | | | | | |
|--|-------------|-------------------|-------------------|-------------|-------------------------|---------------|------------------|----------------|----------|------------------|
| COMPACT Plan for FY12-13 | | | | | | | | | | |
| | | | | | APPROVED BUDGET FY12-13 | | | | | |
| Initiatives | | | Date | Annual | | | Total | | | |
| FY12-13 | PS Titles | Dept. | of hire/increment | salary FY13 | PS FT | PS PT | PS | Fringes | OTPS | Budget |
| Mission 1-Academic Excellence | | | | | | | | | | |
| Full-Time faculty | | | | | | | | | | |
| 39 FT faculty | | | Spring 2013 | | 877,500.00 | | 877,500 | 289,575 | | 1,167,075 |
| Library Systems | | | | | | | | - | | - |
| | | | | | | | | - | | - |
| | | | | | | | | - | | - |
| Academic Support | | | | | | | | | | |
| | | | | | | | | - | | - |
| Faculty Dev. - four workshops in Spring: | | | | | | | | - | | - |
| Stipends to 60 participants | TA | Dev. Skills | | | | 30,000 | 30,000 | 3,000 | | 33,000 |
| Stipends to 8 leaders | NTA | Dev. Skills | | | | 8,000 | 8,000 | 800 | | 8,800 |
| Books for participants | NTA | Dev. Skills | | | | 3,000 | 3,000 | 300 | | 3,300 |
| | | | | | | | | - | | - |
| Assistants to Deans and Provost | HE Assoc | Acad Affairs | 10/1/2012 | 70,000 | 52,500.00 | | 52,500 | 17,325 | | 69,825 |
| | HE Assoc | Acad Affairs | 10/1/2012 | 70,000 | 52,500.00 | | 52,500 | 17,325 | | 69,825 |
| Administrative and Clerical support for Office of Academic Affairs: | | | | | | | | | | |
| | Asst to HEO | Acad Affairs | 10/1/2012 | 50,568 | 37,926.00 | | 37,926 | 12,516 | | 50,442 |
| | Asst to HEO | Acad Affairs | 10/1/2012 | 50,568 | 37,926.00 | | 37,926 | 12,516 | | 50,442 |
| | Asst to HEO | Acad Affairs | 10/1/2012 | 50,568 | 37,926.00 | | 37,926 | 12,516 | | 50,442 |
| | Asst to HEO | Testing | 10/1/2012 | 50,568 | 37,926.00 | | 37,926 | 12,516 | | 50,442 |
| | Asst to HEO | Testing | 10/1/2012 | 50,568 | 37,926.00 | | 37,926 | 12,516 | | 50,442 |
| Director of Research | HEO | Acad Affairs | 10/15/2012 | 95,000 | 67,291.67 | | 67,292 | 22,206 | | 89,498 |
| Research Asst. Pool | Col. Asst. | Acad Affairs | | \$9.55/hr | | 50,000 | 50,000 | 5,000 | | 55,000 |
| | | | | | | | | - | | - |
| Total Mission 1- Academic Excellence | | | | | 1,239,422 | 91,000 | 1,330,422 | 418,109 | - | 1,748,531 |
| Mission 2-Maintain Intergrated System/Facilitate Articulation | | | | | | | | | | |
| Academic Advising | | | | | | | | | | |
| Add'l Academic Advisors | Asst to HEO | Acad. Adv.&Transf | 10/1/2012 | 55,126 | 41,344.50 | | 41,345 | 13,644 | | 54,988 |
| | Asst to HEO | Acad. Adv.&Transf | 10/1/2012 | 55,126 | 41,344.50 | | 41,345 | 13,644 | | 54,988 |
| | Asst to HEO | Acad. Adv.&Transf | 10/1/2012 | 55,126 | 41,344.50 | | 41,345 | 13,644 | | 54,988 |
| | Asst to HEO | Acad. Adv.&Transf | 10/1/2012 | 55,126 | 41,344.50 | | 41,345 | 13,644 | | 54,988 |
| | Asst to HEO | Acad. Adv.&Transf | 10/1/2012 | 50,568 | 37,926.00 | | 37,926 | 12,516 | | 50,442 |
| | Asst to HEO | Acad. Adv.&Transf | 10/1/2012 | 50,568 | 37,926.00 | | 37,926 | 12,516 | | 50,442 |
| | | | | | | | | - | | - |
| Career Services | | | | | | | | | | |
| | | | | | | | | - | | - |
| Career Advisor/Job Placement specialist | HE Asst | Career Services | 10/1/2012 | 55,782 | 41,836.50 | | 41,837 | 13,806 | | 55,643 |
| | | | | | | | | - | | - |
| Counseling | | | | | | | | | | |
| Student Mentoring Coordinator | HE Asst | Counseling | 10/1/2012 | 55,782 | 41,836.50 | | 41,837 | 13,806 | | 55,643 |
| Student Mentors | Col. Asst. | Counseling | 10/1/2012 | 9.55/hr | | 50,000 | 50,000 | 5,000 | | 55,000 |
| OTPS for Mentoring program | | Counseling | | | | | | | 20,000 | 20,000 |
| | | | | | | | | | | |
| International Stud.Serv. Coordinator | HE Asst | Admissions | 10/1/2012 | 55,782 | 41,836.50 | | 41,837 | 13,806 | | 55,643 |
| | | | | | | | | - | | - |
| Athletics | | | | | | | | | | |
| | | | | | | | | - | | - |
| Athletic Coaches & Recreational Lifeguards | | Athletics | | | | | | - | 77,000 | 77,000 |
| | | | | | | | | - | | - |
| Athletic Equipment and Supplies | | Athletics | | | | | | - | 35,000 | 35,000 |
| | | | | | | | | - | | - |
| Athletic Team Transportation Buses | | Athletics | | | | | | - | 28,000 | 28,000 |
| | | | | | | | | - | | - |
| Pathways | | | | | | | | | | |
| Academic/Transfer Advisors | HE Asst | Acad. Adv.&Transf | 10/1/2012 | 55,782 | 41,836.50 | | 41,837 | 13,806 | | 55,643 |
| | HE Asst | Acad. Adv.&Transf | 10/1/2012 | 55,782 | 41,836.50 | | 41,837 | 13,806 | | 55,643 |

| | | | | | APPROVED BUDGET FY12-13 | | | | | |
|--|--------------|--------------------------|-------------------|-------------|-------------------------|----------------|------------------|----------------|------------------|------------------|
| Initiatives | PS Titles | Dept. | Date | Annual | PS FT | PS PT | PS | Fringes | OTPS | Budget |
| FY12-13 | | | of hire/increment | salary FY13 | | | Total | | | |
| | HE Asst | Acad. Adv.&Transf | 10/1/2012 | 50,000 | 37,500.00 | | 37,500 | 12,375 | | 49,875 |
| | HE Asst | Acad. Adv.&Transf | 10/1/2012 | 50,000 | 37,500.00 | | 37,500 | 12,375 | | 49,875 |
| | | | | | | | - | - | | - |
| Student Health Services | | | | | | | | | | |
| Temporary Nurse to extend the hrs of service | | Health Serv. | | | | | - | - | 40,000 | 40,000 |
| | | | | | | | - | - | | - |
| Total Mission 2-Maintain Intergrated System/Facilitate Articulation | | | | | 525,413 | 50,000 | 575,413 | 178,386 | 200,000 | 953,799 |
| Mission 3-Expanding Access | | | | | | | | | | |
| Scholarships and emergency support for stud. | | | | | | | | | | 549,291 |
| Fund Raising Specialist | Asst. to HEO | Scholarships Development | 1/1/2013 | 50,126.00 | 25,063 | | 25,063 | 8,271 | | 33,334 |
| Fund Raising Specialist | Asst. to HEO | Scholarships Development | 1/1/2013 | 50,126.00 | 25,063 | | 25,063 | 8,271 | | 33,334 |
| | | | | | | | | | | |
| College Readiness | | | | | | | | | | |
| Student Leadership Training | | Stud. Affairs | | | | | - | - | 25,000 | 25,000 |
| Student Ambassadors | Col. Asst. | Stud. Affairs | | \$9.55/hr | | 22,000 | 22,000 | 2,200 | | 24,200 |
| Student Social Media Team | Col. Asst. | Stud. Affairs | | \$9.55/hr | | 15,500 | 15,500 | 1,550 | | 17,050 |
| OTPS for Stud. Social Media | | | | | | | - | - | 12,000 | 12,000 |
| | | | | | | | - | - | | - |
| Services for Students with disabilities | | | | | | | | | | |
| Tutors, Mentors, Readers, Note Takers | Col. Asst. | Disabilities | | \$9.55/hr | | 55,000 | 55,000 | 5,500 | | 60,500 |
| | | | | | | | - | - | | - |
| Veterans' services | | | | | | | | | | |
| Veterans' services Coordinator | HE Asst | Stud. Affairs | 10/1/2012 | 55,782 | 41,836.50 | | 41,837 | 13,806 | | 55,643 |
| Student Veteran's Mentors | Col. Asst. | Stud. Affairs | | | | 9,500 | 9,500 | 950 | | 10,450 |
| Programming for Stud. Veterans | | Stud. Affairs | | | | | - | - | 10,000 | 10,000 |
| | | | | | | | | | | |
| Male Students Services | | | | | | | | | | |
| Male Student Services Coordinator | HE Asst | Acad. Affairs | 10/1/2012 | 55,782 | 41,836.50 | | 41,837 | 13,806 | | 55,643 |
| | | | | | | | - | - | | - |
| Child Care Services | | | | | | | | | | |
| Support for BMCC ECC | | ECC | | | | | - | - | 100,000 | 100,000 |
| | | | | | | | - | - | | - |
| | | | | | | | - | - | | - |
| Total Mission 3-Expanding Access | | | | | 83,673 | 102,000 | 185,673 | 37,812 | 147,000 | 437,153 |
| Mission 4: Remaining Responsive to the Urban Community | | | | | | | | | | |
| Workforce and Economic Development | | | | | | | | | | |
| | | | | | | | - | - | | - |
| Fiterman Hall Art Center | | | | | | | | | | |
| Art Center manager | HEO | President | 1/1/2013 | 85,000.00 | 42,500.00 | | 42,500 | 14,025 | | 56,525 |
| | | | | | | | - | - | | - |
| Lecture series for Tribeca Community | | | | | | | | | 10,000 | 10,000 |
| | | | | | | | | | | |
| Sustainability efforts | | | | | | | | | | |
| community (speaker) | | Adm. | | | | | - | - | 10,000 | 10,000 |
| Upgrade (Phase 1) | | B&G | | | | | - | - | 500,000 | 500,000 |
| 1) | | B&G | | | | | - | - | 60,000 | 60,000 |
| | | | | | | | - | - | | - |
| Upgrading/Improving Facilities | | | | | | | | | | |
| Reprogramming and Refurbishment of Chambers St. (Phase 1) | | B&G | | | | | - | - | 741,016 | 741,016 |
| Critical Maintenance, Health and Safety | | B&G | | | | | - | - | 350,000 | 350,000 |
| Cooling for IT Closets (Phase 1) | | B&G | | | | | | | 255,000 | 255,000 |
| Replacement of 350-Ton Chiller | | B&G | | | | | | | 225,000 | 225,000 |
| Replacement of Emergency Generator | | B&G | | | | | | | 400,000 | 400,000 |
| | | | | | | | - | - | 1,400,000 | 1,400,000 |
| | | | | | | | - | - | | - |
| | | | | | | | - | - | | - |
| Total Mission 4: Remaining Responsive to the Urban Community | | | | | 42,500 | - | 42,500 | 14,025 | 3,951,016 | 4,007,541 |
| FY12-13 Total Master Plan Targeted College Priorities | | | | | 1,891,007 | 243,000 | 2,134,007 | 648,332 | 4,298,016 | 7,147,023 |
| | | | | | | | | | | |
| CUNY Student Success Initiative | | | | | | | | | | |

| | | | | APPROVED BUDGET FY12-13 | | | | | | |
|---|-------------|---------------|-------------------|-------------------------|----------------|------------------|----------------|------------------|----------------|------------------|
| Initiatives | | | Date | Annual | Total | | | | | |
| FY12-13 | PS Titles | Dept. | of hire/increment | salary FY13 | PS FT | PS PT | PS | Fringes | OTPS | Budget |
| On-Line learning | | | | | | | | | | |
| On-line tutoring Coordinator/ Developing/Accessing on-line open source materials for students | Asst to HEO | LRC | 10/1/2012 | 50,000.00 | 37,500.00 | | 37,500 | 12,375 | | 49,875 |
| Creating on-line video modules for ESL, Math, ACR, ENG students | NTA | Dev. Skills | | | | 16,000 | 16,000 | 1,600 | | 17,600 |
| | | | | | | | - | - | | - |
| Programs that engage students more and earlier in their college careers and help balance education with family and work issues | | | | | | | | | | |
| Stud. Activities Involvement Coordinator | HE Asst | Stud. Affairs | 10/1/2012 | 46,302 | 34,726.50 | | 34,727 | 11,460 | | 46,186 |
| | | | | | | | | | | |
| Creating cross campus Retention teams, educating the faculty, producing the booklet: | | | | | | | - | - | | - |
| Stipends faculty for creating the booklet | NTA | Stud. Affairs | | | | 15,000 | 15,000 | 1,500 | | 16,500 |
| Printing Supplemental Instructions | | | | | | | | | 15,000 | 15,000 |
| Tutors | Coll. Asst. | Stud. Affairs | | | | 60,000 | 60,000 | 6,000 | | 66,000 |
| Tutor Coordinators | TA | Stud. Affairs | | | | 8,100 | 8,100 | 810 | | 8,910 |
| Tutoring books | | | | | | | - | - | 800 | 800 |
| | | | | | | | | | | |
| Institutionalization of Single Stop program: Director of Single Stop Pr. | HE Assoc | Stud. Affairs | 10/1/2012 | 74,000.00 | 55,500.00 | | 55,500 | 18,315 | | 73,815 |
| OTPS for Single Stop pr. | | | | | | | - | - | 3,000 | 3,000 |
| Total:CUNY Student Success Initiative | | | | | 127,727 | 99,100 | 226,827 | 52,060 | 18,800 | 297,686 |
| Student Financial Assistance Initiative | | | | | | | | | | |
| Assistance with acquisition of text books | | Library | | | | | | | | 162,894 |
| | | | | | | | | | | - |
| Federal work study program enhancement | | Fin Aid | | | | | | | | 200,000 |
| | | | | | | | | | | - |
| Tuition waivers Fall 2012 (email from S. Reis 9.21.12) | | Bursar | | | | | | | | 102,000 |
| | | | | | | | | | | - |
| Total:Student Financial Assistance Initiative | | | | | | | | | | 464,894 |
| FY12-13 Total Compact Investment Program: | | | | | | | | | | |
| | | | - | - | - | 2,018,734 | 342,100 | 2,360,834 | 700,392 | 4,316,816 |
| | | | | | | | | | | 8,458,894 |

Technology Committee

Minutes for the October 3, 2012 meeting

Present: Yakov Genis, William Guttenplan, Alyse Hachey, Thomas Lew,

Absent: Mahatapa Palit, Rajin Suruj

The meeting was called to order at 3:00.

Old Business: None

New business:

1. Future meeting time – there was concensus for 2pm start time for future meetings.
2. Computer Center update – Mr Amish Batra
 - a. Within the next two weeks all workstations in Fiterman Hall will have a bandwidth of 1 gigabyte.
 - b. Students will be using Sharepoint and have 100 meg virtual space.
 - c. All faculty machines will be maintained by the College Computer Center and software installations will be done by their technicians.
 - d. Four technicians are at Fiterman, 2 network, 2 pc technicians.
 - e. Policies regarding the time required for password changes can be discussed with departments. Current policy is password must be changed every 45 days.
3. Fiterman Hall overview – 56 TEC rooms plus 15 computer labs
4. E-Learning – Fall 2012:

| | |
|----------------|-----|
| Web-enhanced | 952 |
| Online Courses | 55 |
| Hybrid Courses | 29 |

1036/3116 courses on Blackboard
5. Computer Lab Policies and schedules:
 - a. CUNY computer lab policies
 - b. Open Access Lab locations and schedules
 - c. Learning resources Center schedule
6. Technology Day 4/18/13 – meeting announcement 10/15, 12pm S501b.

The next meeting of the committee is scheduled for November 7th.

Respectfully submitted,

William Guttenplan