

Executive Committee, College Council

Minutes

October 9, 2013

Attendance: Vice President Scott Anderson, Dean Michael Hutmaker, Mr. Thomas Lew, Dean John Montanez, Vice President Elena Samuels, Professor Suzanne Schick.

- I. Dean John Montanez called the meeting to order at 4:22 PM.
- II. The minutes of the September 11, 2013 College Council Executive Committee were unanimously approved.
- III. Agenda Items for October 23, 2013 College Council meeting.
 - A. The Campus Facilities and Security Committee will give a report
 - B. Campus Life and Student Issues Committee
 1. The Campus Life and Student Issues Committee will give a report.
 2. There are two new members on the committee – Ivelisse Rodriguez and Michael George.
- IV. Old Business - None
- V. New Business - None
- VI. Dean Montanez adjourned the meeting at 4:25 PM.



Administration and Planning

Borough of Manhattan Community College 199 Chambers Street

The City University of New York New York, NY 10007-1097

WWW.bmcc.cuny.edu tel.212-220-8015

fax 212-220-2370

MEMORANDUM



From: G. Scott Anderson

Date: October 9, 2013

To: Professor Suzanne C. Schick

Subject: Facilities Committee – October 3, 2013 Report

The College Council Campus Facilities and Security Committee met on October 3, 2013. Members of the committee and resource staff members present were: G Scott Anderson, Jane L Delgado, Catarina Mata, Francesco Crocco, Rifat Salam, Thomas Ching, Martin Levine and Ed Moss.

The critical issue addressed by the committee was a commitment to review a first draft of the college's emergency response with specific reference to shelter in place and lock down procedures. The committee discussed the importance of educating the college community about what to expect in a violent intruder scenario. The committee reviewed a training video used by NYPD for this purpose. The college would like to post the emergency response advisory on the web to begin a sensitivity and educational campaign around campus safety.

Recycling: The committee was informed of the most recent college submission of recycling data forwarded to the University as part of the Executive Order 4 requirements. The committee will receive a preliminary report on the submissions.

IT security: The committee discussed various issues affecting IT security particularly the importance of logging-off of instructional machines.

Reprogramming of Chambers Street Facility: The issue of the refurbishment and enlargement of the math lab was discussed. The committee will receive the latest facilities and capital projects listing with projected timetables.

Health/Safety Training: It was agreed that a special training program would be scheduled for interested members of the committee and College Council in first aid, CPR and AED.