BOROUGH OF MANHATTAN COMMUNITY COLLEGE
The City University of New York

COLLEGE COUNCIL

Minutes   **September 29, 2016**

Everyone attended except:

Joel Barker   Deborah Lane
James Blake   Liany Marcial
Sharon Brickman   John Montanez
Rron Dedushi   Mahatapa Palit
Mahamadou Diawara   Jason Ruiz Quintero
Kaoutar Elharchaoui   Christopher Shults
Meghan Fitzgerald   Brett Simms
Everett Flannery   Shalva Tsiklauri
John Gallagher   Linda Wadas
Joel Hernandez   Ibrahim Zavery
Maxine Hunter

I.   President Pérez called the meeting to order at 2:20 pm/

II.   APPROVAL OF MINUTES:

   A. The minutes of the May 25, 2015 College Council Meeting were
       unanimously approved
   B. The minutes of the May 25, 2015 College Council Organizational Meeting
       were approved with corrections.
III.   President Pérez introduced:
   A. The SGA Representatives (Get names)
   B. Diane Wassler, Vice President for Enrollment Management
   C. Doug Israel, Director of Government and Community Relations

IV.   STANDING COMMITTEE REPORTS (See Appendices)
   A. The Budget Committee
   B. Campus Facilities and Security
   C. Campus Life and Student Issues
   D. Technology
                            .
VI.   OLD BUSINESS - None

VII.   NEW BUSINESS - None

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

Budget Committee Report to the College Council
9/28/2016

1. The Budget Committee met on 9/26/16 and reviewed FY16-17 operating budget allocation memo from Matthew Sapienza, CUNY Vice Chancellor for Budget and Finance. The highlights of FY 16-17 budget allocation are the following:

   - The State base aid per student FTE increased by $100.
   - The City support has increased, largely to support the expansion of ASAP and STEM programs.
   - Current fall 2016 enrollment numbers show a decrease from last fall's level, which may have significant tuition revenue implications. While there are demographic and economic trends that are contributing to this decline, it should not be viewed as a short-term problem. University is not imposing a mandatory revenue reserve at this point, but cautions the colleges to accumulate their contingency funds and consider reductions of expenditures in their financial plans, which should allow to manage future enrollment levels. It was approved to increase the contingency reserves from 3% to 4% by the end of FY16-17 and BMCC is planning to meet this recommendation.
   - Beginning from FY16-17 state funding for community colleges will be used to cover a portion of University-wide shared services, and hosting services of CUNY's IT system.
   - FY16-17 base budget includes items funded outside of the model, similar to the prior year, including the revenue from tuition increases, efficiency and philanthropy targets. This addition makes a big difference and will allow BMCC and other community colleges to provide financial support to the initiative and programs, which were funded thru the Compact budget in the past.

In addition, the college will receive traditional Lump Sum allocations including recurring allocations for College Now, CUE, College Discovery, CUNY Start, and some other new programs.

College will continue using the Technology fee to support the improvements in IT infrastructure and equipment upgrades that directly benefit the instructions and students services.

The Revenue budget was discussed. FY 16-17 revenue targets for community colleges are aligned with revenue collected the previous year and adjusted to ensure that funds are distributed equitably across the colleges. The FY16-17 tuition revenue target for BMCC is $111,660.

The College submitted the draft of its balanced financial plan, which outlines in the aggregated form its financial resources and their allocation to personnel services and OTPS expenses. This draft was presented to the Budget Committee for review. The recommendations of budget

committee members to increase spending for faculty development (including travel) and upgrading the software packages used by the academic departments was communicated to the Office of Academic Affairs.

The University Budget Office is working with College budget personnel on closing the FY15-16 and once the year-end report will be issued it will be presented to the committee and College Council.

MEMORANDUM

To: College Council

From: G. Scott Anderson

Date: September 28, 2016

Subject: Facilities and Safety Report

Projects accomplished over the summer were:
- Creation of three computer labs on One South
- Creation of two media labs on 5 South
- Installation of new air handler and lab extraction for fume hoods
- Near completion of a new research lab for faculty (S643)
- Complete build of a new ASAP Center on the 14th floor of Murray
- Complete build of new offices for CUNY Start on the 10th floor of Murray
- New offices for Accessibility, Veterans Affairs, International Students and the Health Services Offices
- New offices for Purchasing and Fiscal and SGA
- First phase of the refurbishment of the RHT including the installation of blackout shades and flooring

Ongoing Projects include:
- Pool is being lined with water retardant materials and the tiling will begin in two weeks
- HVAC upgrades will continue for the next 15-18 months with the installation of new equipment to replace old air handling units
- Bathroom renovations will begin this Thursday with shutoffs and demolition scheduled for next Monday, October 3. The North tower units, 12 bathrooms, will be under construction with full replacement of all tiling, fixtures, stalls, ceiling and lighting, including ventilation fans. The project will take four months before work begins on the South tower units. The second phase will include the staff bathrooms.
- Solar Panel installation to begin April 2017
- Ramp and Plaza project to begin June 2017

Note: This verbal report was presented at College Council on September 28, 2016

Summary of Oral Presentation, College Council Meeting 9/28/16

Elevators long lines in Murray. Public Safety is working with student leaders and volunteers to ease the flow and guide users.

- Need to improve signage around campus. Suggestions include placing directories at the top and bottom of each escalator and outside each elevator and in the stairwell doors.

- Bathrooms – Need notification to campus regarding the gender neutral bathroom policy

- "Faculty Guide to Services for Students" brochure was handed out. This was a project the committee work on last year.

Report of the Technology Committee
College Council Meeting
September 28, 2016

The Technology Committee had its first meeting of the year on September 7. The members of the committee are new this year and include Kanu Nagra, Chris Shults, John Gallagher, Yan Chen and the students Hector Ortiz and Ousname Mbodj. Since all members are new, we first reviewed the purpose of the committee, which is to "review new technologies, including hardware and software, for the enhancement of teaching and learning and recommending policies related to technology in the college community."

We then discussed current issues, which include the Committee working to ensure an alignment of the IT roadmap with the goals of the Strategic Plan. The Committee members were asked to identify areas of alignment for discussion at our next meeting. There was also discussion of the possibility of using the new TracDat system, currently being implemented by the Office of Institutional Effectiveness and Analytics, to assist with this effort.

We also discussed the Student Technology Fee Plan and I explained the process of how the plan is developed with its own committee comprised of students, faculty and staff.

We also discussed planning for Technology Day, which has a separate planning committee. It was suggested that we might consider showcasing projects funded by the Student Technology Fee at the annual Technology Day.

We then briefly discussed projects underway this year, including a continuation of the development of digital wayfinding and an electronic queuing system within the BMCC app.

Our next meeting is scheduled for October 5.

Respectfully submitted

Joseph Spadaro
Vice President for Technology