

BOROUGH OF MANHATTAN COMMUNITY COLLEGE  
The City University of New York

**COLLEGE COUNCIL**

**Minutes**

**May 26, 2010**

- I. President Pérez called the meeting to order at 2:12 PM
- II. Everyone attended except:

Dash Jon  
Harte Joyce  
Nichols Jacqueline  
Hernandez Joel  
Jervis Angela  
Field Paula  
Powell Connett  
Apfaltrer Felix  
D'Erizans Alex  
Crocco Francesca  
Palit Mahatapa  
Pavel Manita  
Wander Philip  
Vozick Mike  
Romero Brian

Maimon Eric  
Fraser Indira  
Nunez Jason  
Narvaez Christian  
Carr John  
Gray Chad  
Dabkowski Kamil  
Ye Lin  
Rankin Kevon  
Palmer Lisa  
Montanez John  
Entin Howard  
Wist Gregory  
Law Jimmy

- III. APPROVAL OF MINUTES:
  - A. The minutes of the April 28, 2010 College Council Meeting were approved with corrections.
- IV. STANDING COMMITTEE REPORTS (See Appendix)
  - A. The Budget Committee submitted an end-of-the-year report.
  - B. The Campus Facilities and Security Committee submitted an end-of-the-year report.
  - C. The Campus Life and Student Issues Committee submitted an end-of-the-year report.
  - D. The Technology Committee submitted an end-of-the-year report.
- VI. OLD BUSINESS:
  - A. Professor Belcastro presented for action a motion to establish the Regulation Compliance Committee. (See Attachment # 1.)
  - B. This motion passed unanimously.
- VII. President Pérez adjourned the meeting at 2:15 PM.

## Attachment # 1

### Resolution on Regulation Compliance Committee

**RESOLVED**, that Article I, Part A, Section 5 (b) of the BMCC Governance Plan be amended adding a new standing administrative committee, the Regulation Compliance Committee, and adding section (iv) setting forth the duties of the Regulation Compliance Committee.

b. The standing administrative committees are:

The Committee on Committees

The Elections Committee [~~and~~]

The Executive Committee, and

#### The Regulation Compliance Committee

The function of the administrative committees is to provide for the execution of policy decisions. The members and the specific functions of each administrative committee are:

- i. The Committee on Committees consists of five members of the Senate elected at the first organizational meeting of the newly-elected Senate. No more than one person may serve from any one department and members may not succeed themselves. Each year the Committee appoints members of the Senate to standing policy committees and special committees, honoring the request of individual Senate members as far as practicable.
- ii. The Elections Committee consists of five members elected by the Senate. This committee certifies the procedures and results of all Academic Senate and College Council balloting, nominations, and elections.
- iii. The Executive Committee consists of the elected chair, the secretary of the Senate, and one representative of each standing committee, elected by each committee each new academic year. The functions of the Executive Committee are:
  1. To act for the Senate when it is not in session. All such actions are subject to review at the next session of the Senate.
  2. To prepare the agenda for Senate meetings. This agenda must include reports of all actions passed by the Senate committees and may include reports from the college president, College Council, SGA, and other relevant matters appropriate to the Senate.

3. To refer matters brought to its attention to the appropriate committee.
4. To implement Senate decisions.
5. To review the calendar for the academic year.
6. To meet with the president at least once per semester.
7. To meet at least once a month during the fall and spring semester.
8. To have the power to call the Senate into session and to coordinate the activities of all committees.

**iv.**

**The Regulation Compliance Committee consists of three members elected for one-year terms at the organizational meeting. The committee advises the Academic Senate, or any of its committees, on whether or not resolutions referred to the committee by the Senate or its committees comply with existing regulations within BMCC's Bylaws, CUNY's Bylaws, the union contract, or state or federal laws.**

College Council

2009-2010

End-of-the-Year Reports



# BMCC - 2009-2010 Year-End Financial Report

This report provides comprehensive information, including the projected resources and expenditures, student enrollment, tuition revenue and full-time staffing.

Revenue and expenditures on this report represent the projections as of March 31, 2010.

- In FY 09-10 student enrollment at BMCC based on FTEs was 2.1% higher than in the prior fiscal year, while the headcount experienced a slight decline of 1.2%, as a result of taking a fewer number of credits by students.

Enrollment				Change FY2009 - FY2010	
	FY2008	FY2009	FY2010	#	%
FTE Undergraduate	13,846	16,031	16,369	338	2.1%
FTE Graduate	0	0	0	0	0.0%
Total FTE	13,846	16,031	16,369	338	2.1%
Headcount	19,435	22,199	21,937	(262)	-1.2%

- Revenue data provided includes the FY2009 and FY2010 targets, and a comparison of FY2010 projected collections to FY 2009 actual collections. Projected Tuition Revenue collections above the Revenue Target are estimated at about \$465K.

Tuition Revenue (\$000)						
FY2009 Target	FY2010 Target	FY2009 Actual	FY2010 Projected	Tuition Revenue Change	% Change	Collections Above/(Below) FY2009
54,611	67,660	60,165	68,125	7,960	13.2%	465

- The robust enrollment generated additional tuition revenues that allowed maintaining financial stability on our campus regardless of the budget reduction of \$492K in the forth quarter.
- Total resources at BMCC in FY 2010 estimated to reach \$115,315.7K, and the college's expenditures will be fully funded.

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
FY2009 - FY2010	111,123.2	98.1	535.0	202.0	2,884.7	464.8	115,307.8	115,315.7	(7.9)



- Full-time staff figures are provided for I&DR (instructional & departmental research )Teaching, Counselors & Librarians, I&DR Support, Non-Instructional and Civil Service staff.
- In FY 09-10 BMCC continued to support the growth of its full-time faculty and instructional & departmental research support staffing.

Staffing							
	Fall 2008	Fall 2009	Spring 2010	Change Fall 2008 - Fall 2009		Change Fall 2009 - Spring 2009	
				#	%	#	%
I&DR Teaching	367	399	398	32	8.7%	(1)	-0.3%
Counselors & Librarians	28	27	27	(1)	-3.6%	0	0.0%
Total Faculty	395	426	425	31	7.8%	(1)	-0.2%
I&DR Support	71	83	80	12	16.9%	(3)	-3.6%
Non-Instructional	123	121	122	(2)	-1.6%	1	0.8%
Civil Service	235	250	254	15	6.4%	4	1.6%
Total Full-time	824	880	881	56	6.8%	1	0.1%

- In FY 09-10 BMCC continued investing considerable operating funds in maintenance of the college's infrastructure, informational technology network, instructional and research equipment. The projected increase in total OTPS expenses by \$2,260K is associated mainly with the cost of additional rental space at 25 Broadway.

The projected increase in personal services expenditures is attributed mainly to increase of full-time faculty and I&DR support staff, as well as increase in teaching adjuncts, due to a reduction of average class size. The contractual salary increases also contributed to an overall change in personal services expenses in FY 09-10 by 7.2%.

<b>Expenditures (\$000)</b>							
	Tax-Levy Expenditures	Compact Philanthropy	Technology Fee	Total FY2010	FY2009	# Change	% Change
PS Regular	60,518.5	-	635.8	61,154.3	56,352.2	4,802	8.5%
Adjuncts	19,195.0	-	-	19,195.0	18,056.9	1,138	6.3%
Temporary Service	4,980.1	-	95.2	5,075.3	5,266.8	(192)	-3.6%
Total PS	84,693.6	-	731.0	85,424.6	79,675.9	5,749	7.2%
OTPS	27,202.4	535.0	2,153.7	29,891.1	27,631.2	2,260	8.2%
Total	111,896.0	535.0	2,884.7	115,315.7	107,307.1	8,009	7.5%



## MEMORANDUM

**To:** Professor Suzanne C. Schick

**From:** G. Scott Anderson

**Date:** May 24, 2010

**Subject:** Summary Report of Campus Facilities and Safety Activities

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The Committee met several times during the 2009-2010 academic year and addressed numerous issues related to campus facilities and safety. Some of the more notable issues were:

- H1N1 Campus Protocols
- Evacuation Drills for Chambers and Murray Streets
- Local Law 11 Construction Progress Reports
- New Vertical Transportation Installation Schedule
- Fiterman Hall Construction Schedule
- Reporting of Sustainability Projects
  - Roof Replacement
  - Solar Panel Project
  - Campus Activities
- Reporting of Risk Management Related Projects
  - Snow Closing Protocol
  - CUNY Alert
  - Campus Safety Day Activities
  - More Extensive Access Control
- HVAC at Chambers Street
- Regularized Safety Training Schedules of Staff
- Faculty and Staff Dining Room Project

There were many other issues addressed however, the most significant aspect of the meetings was the fact that they represented an earnest effort on the part of all the committee members to help contribute to a better learning and working campus environment. Our discussions were animated, serious and always informative. The committee members should be congratulated on their commitment and positive contributions to the college community.



**Student Affairs**

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New York, NY 10007-1097  
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## **Committee on Campus Life and Student Issues of the College Council**

2009-2010 End of Year Report

Members: Michael Hutmaker, Regina Galasso, Kevon Rankin, Eric Maimon, Harry Mars, Precious Sellars-Mulhern, John Carr, Amparo Lopez-Moreno, Naida Zukic,

Meetings:

November 11, 2009

December 2, 2009

February 3, 2010

March 3, 2010

April 7, 2010

May 5, 2010

Summary of Meetings:

The new Dean of Student Affairs, Michael Hutmaker, joined the committee at the mid-year point and was brought up to date on the work of the committee. The committee decided to continue to pursue the issue of promoting civility and appropriate behavior on campus. Members revisited past articles and did additional research on the topic. A survey was developed by the committee and reviewed by Institution Research. A pilot survey was conducted through one of the member's classes. The survey was then developed into an on-line version with the assistance of the Office of Public Affairs. The survey was sent out and the results will be tabulated to give direction to the areas of focus for upcoming semesters.

The committee also provided feedback to the Co-Curricular Transcript (CCT) initiative.

Attachments

Attached please find the minutes of the committee meetings and the survey on Civility.

Prepared by:

Michael Hutmaker

Dean of Student Affairs

May 18, 2010



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

Minutes  
November 11, 2009  
S206A

Present: Regina Galasso, Kevon Rankin, Eric Maimon, Harry Mars (Acting Chair), Precious Sellars-Mulhern

Absent: John Carr, Amparo Lopez-Moreno, Naida Zukic

1. Review of BMCC Governance Plan
2. Review of committee minutes from 2008-2009
3. Discussion of Co-Curricular transcript. Presentation will be given at December 2, 2009 meeting.
4. Discussion of Academic Probation
5. Agreement to continue work on civility campaign from 2008-2009 committee.
6. Next Meeting – December 2, 2009, 3pm, S206A



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

Minutes  
December 2, 2009  
N411

Present: John Carr, Regina Galasso, Kevon Rankin, , Eric Maimon, Harry Mars (Acting Chair),  
Amparo Lopez-Moreno, Matty Punnett (guest), Kimberly Chu (guest), Marva Craig (guest)

Absent: Precious Sellars-Mulhern, Naida Zukic,

1. Presentation of Co-Curricular Transcript by VP Marva Craig
2. Next Meeting – February 3, 2010, 3pm, S138



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

Minutes  
February 3, 2010  
S138

Present: John Carr, Regina Galasso, Michael Hutmaker (Chair), Eric Maimon, Harry Mars,  
Precious Sellars-Mulhern

Absent: Amparo Lopez-Moreno, Naida Zukic, Kevon Rankin

1- Introductions

- Dean Hutmaker will now serve as Chair. Thanks to Harry Mars for serving in this capacity.

2- Old Business – Civility on Campus

- Continued discussion on this topic.
- Suggested ways to start campaign.
- begin with focus groups (Nicole Leach did the same for the CCT).
- go to the students – survey in the café, library, etc.
- contact faculty advisers to share with groups.
- goal is to send a positive message.
- educate people on how to respond to concerns (who/where to go).
  - partner with Matty Punnett, Student Conduct Coordinator
- set up a sub-committee to discuss (Thurs Feb 25 @ 3:30)

3- Items for Academic Senate & College Council agenda

- Plan to update College Council at March meeting

4- Next Meeting – Wednesday, March 3, 2010, 3pm, Room S138



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

Minutes  
March 3, 2010  
S206

Present: Regina Galasso, Michael Hutmaker (Chair), Amparo Lopez-Moreno, Precious Sellars-Mulhern

Absent: Naida Zukic, Kevon Rankin, John Carr, Eric Maimon, Harry Mars,

1. Review and acceptance of February minutes
2. Old Business – Civility on Campus
  - Continued discussion on this topic.
  - Prof. Galasso recommended reviewing work by Prof. Forni at Johns Hopkins University who specializes in campus civility. She will send email link to share with group.
  - Dr. Hutmaker will put together a draft survey.
  - Set up a planning meeting to review develop the survey subcommittee meeting.
  - Set goals to: 1- develop survey
  - 2- use the information for programming
  - 3- create a campaign from data
  - Suggested to put information regarding civility the BMCC Faculty Newsletter.
3. Items for Academic Senate & College Council agenda
  - Plan to update College Council at March meeting.
4. Next Meeting – Wednesday, April 7, 2010, 3pm, Room TBA





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

Minutes  
April 7, 2010  
S341

Present: Regina Galasso, Michael Hutmaker (Chair), Precious Sellars-Mulhern, Amparo Lopez-Moreno

Absent: Naida Zukic, Kevon Rankin, John Carr, Eric Maimon, Harry Mars

1. Review and acceptance of March minutes
2. Old Business – Civility on Campus survey
  - 5- Reviewed pilot results of the civility survey that Professor Galasso handed to her classes.
  - 6- Discussed changes to survey for more clarity.
  - 7- Suggested to have Institutional Research review the survey.
  - 8- A suggestion was made to have the survey sent electronically via email.
  - 9- A request will be sent to Public Affairs to create an electronic version of the survey.
3. New Business
4. Next Meeting – May 5, 2010



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

Minutes  
May 5, 2010  
S341

Present: Regina Galasso, Michael Hutmaker (Chair), Precious Sellars-Mulhern, Matty Punnett (guest)

Absent: Naida Zukic, Kevon Rankin, John Carr, Eric Maimon, Harry Mars, Amparo Lopez-Moreno

1. Review and acceptance of April minutes
2. Old Business – Civility on Campus
  - 10- Reviewed web version of the Civility survey.
  - 11- Will send changes to web team for changes.
  - 12- Will try to send out the survey to students before the end of the spring 2010 semester.
3. Next Meeting – Fall 2010

5/24/10

## **2009-2010 College Council Technology Committee Final Report**

### **Blackboard usage for 2009-2010:**

Fall semester 2009 = 566 courses

Spring semester 2010 = 672 courses

### **Technologically Enhanced Classrooms:**

Chambers Street-  
87 TEC rooms general purpose  
12 Science Labs/TEC rooms  
3 Music TEC rooms

Murray Street-  
12 TEC rooms general purpose  
20 Smartboard rooms

Faculty will be surveyed for both Fall 2009 and Spring 2010 Technologically Enhanced Classroom usage (see attached for Fall 2009 results).

### **Faculty Office Workstations:**

Faculty workstations will be updated at 9pm in the evening instead of 7:30pm which will minimize and interruption for faculty working in the evening hours. Updates have been causing machines to shutdown and reboot.

Faculty will be able to access their "G" and "H" drives from TEC rooms. Instructions are in the process of being drafted.

### **Faculty and Staff Training:**

The Office of Instructional Technology conducted 49 workshops over the past year. Attached is a list of workshops offered.

### **Netbook Project:**

Use of netbooks was piloted by the math department for their remediation program. Results for this project will be obtained during the summer.

### **Floppy Diskettes Drives:**

As computer manufacturers have discontinued placement of the IDE chip on the computers motherboard floppy diskette drives are no longer available. The college will no longer be able to order floppy diskette drives. After checking with various lab technicians it has been determined that students have already migrated to using USB flash drives and CDs.

**Hardware Upgrades:**

Three computer labs, parts of the Library, Media Center and the Office of Services for Students with Disabilities have been upgraded with new system units.