

Appendix I

Budget Committee Report to the College Council 02/28/2018

I would like to update the College Council on the status of OTPS expenses. As of the end of February, out of \$23Mil allocated to the divisions and departments (excluding rent) almost \$7Mil. or 30% remains uncommitted. The Budget department distributed up-to-date reports to major divisions and departments showing the status of expenditures and encumbrances. Some areas did not commit even 50% of their OTPS budget allocations. It is critical that departments review their OTPS budgets and expedite the planned procurement of goods and services.

The annual memo regarding the deadline for OTPS expenditures was distributed. I would like to remind you that March 16 is the deadline for submission of purchasing requisitions against FY17-18 budget. After this date the Budget Office has a discretion of sweeping the available uncommitted departmental OTPS budget balances in CUNY1st. for the purpose of reallocating the funds to the college renovation and construction projects.

It is also important to comply with deadlines established for processing the reimbursement for travel expenses. All travel authorizations for travel before June 30, 2018 must be entered in the system before May 31, 2018, and travel expense reports must be submitted within 30 days after return from travel, but no later than July 6, 2018.

The total college's budget allocation was recently reduced by \$1.7Mil. as a result of reduction in NYS funding due to reduced community colleges enrollment. It is highly possible that a similar mid-year budget reductions will be implemented in the future years as long as the downward enrollment trend will continue. University Budget Office advised that colleges must establish the reserves for such future reductions in their budgets. Therefore, we would have to take this negative reduction in consideration when plan for FY18-19 budget.

FY18-19 Budget request call letter will be sent out soon. As in the past, the departments will be provided the history of OTPS expenses for the prior year and anticipated expenses for the current year. The departments must submit their OTPS budget requests for 18-19 for the review of respective divisional VP. All requests for additional funding or new initiatives must be substantiated by justification showing the link with the goals and objectives of current college strategic plan.

Resources for the new full-time hires also will be allocated based on the analysis of the assessment data and periodic evaluations, aligned with BMCC's mission and strategic goals.

February 28, 2018

Appendix II

Report of the Technology Committee College Council February 28, 2018

The Technology Committee last met on February 7, 2018

The Committee reviewed the IRT planning framework and how projects relate to the College's strategic plan

Projects discussed include:

- Lecture Hall AV equipment is due to be updated this year

- Co-curricular transcript development continues, phase 3 and (go live Fall 2018)
 - Will explore the use of Blockchain technology for increased student access

- Virtual ID cards
 - Basic development/testing is underway with AMAG and HID

- Classroom AV systems
 - Ongoing issues are being addressed with manufacturer and B&G
 - Will add a second HDMI cable for instructor laptops to minimize breakage

- Virtual queuing software
 - Had vendor kick-off meeting and moving forward

- Discussion of the possibility of installing video walls and refreshing existing monitors
 - Updating transmission system to all monitors to include cable TV services in case of need to broadcast news to every monitor

Submitted by Joe Spadaro, VP for Technology

February 28, 2018

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
The City University of New York

COLLEGE COUNCIL

**Minutes
28, 2018**

February

Everyone attended except:

Aleksandra Artyfikiewicz
Melanie Aucelio
Khadeja Baldeh
Joel Barker
Sharon Brickman
Horace Brockington
Robin Brown
Loreisy Bueno
Louis Chan
Kay Conway
Veronica De La Cruz
Marcelle Edinboro
John Gallagher
Juan Garcia
Sunil Gupta
Joel Hernandez
Samvel Jesmaridian
Dana Johnson

Cara Kronen
Deborah Lane
Marci Littlefield
Liany Marcial
Lucille Menzies
John Montanez
Rime Nakhlawi
Mahatapa Palit
Fred Peskoff
Malika Sabirova
Christopher Shults
Brett Simms
Andre Simon
Ali Syed
Diane Walleser
Cynthia Wiseman

- I. President Pérez called the meeting to order at 2:10 pm
- II. APPROVAL OF MINUTES:
 - A. The November 29, 2017 College Council Meeting minutes were unanimously approved.
- III. STANDING COMMITTEE REPORTS (See Appendices)
 - A. The Budget Committee presented an update.
 - B. The Technology Committee presented a report.

VI. OLD BUSINESS

VII. NEW BUSINESS:

A. Senior Vice President Karrin Wilks presented information about the Middle States Team Visit March 11-14, 2018.

1. Vice President Wilks thanked all faculty, staff, and students for their participation in the Middle States process.
2. Vice President Wilks mentioned the Guided Pathways 2.0 Initiative and the importance of a curriculum map for the student to follow as a means to increase momentum towards the degree.
3. Vice President Wilks also mentioned the concept of related majors, and she recommended that faculty look at the Columbia Community College web site to see what they have done with related majors.

VIII. President Pérez adjourned the meeting at 2:55 pm.