

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
The City University of New York

COLLEGE COUNCIL

Minutes

May 22, 2013

Everyone attended except:

Martina Adams	Joel Hernandez
Shadae Blair	La Dana Jenkins
Arthur Cain	Angela Jervis
Maria Castillo	Cynthia Karasek
Louis Chan	Debbie Lane
Sophia Clark	Jimmy Law
Toni-Marie Clarke	Apmaro Lopez-Moreno
Kay Conway	Rajib Miah
Toria Davis	Jacqueline Nichols
Alex D'Erizans	Lynroy Osbourne
Howard Entin	Lisa Rose
Domingo Estevez	Barry Rosen
Yakov Genis	Kerry Ruff
Toby Ginsberg	Sarah Salm
Andrew Grant	Linda Wadas
William Guttenplan	Janice Walters
Yi Annie Han	Zhana Yablokova
Joyce Harte	Chen Yan
Dominic Henry	Igor Zaitsev

- I. President Pérez called the meeting to order at 2:12 PM
- II. APPROVAL OF MINUTES:
 - A. The Minutes of the April 24, 2013 College Council Meeting were unanimously approved.
- III. STANDING COMMITTEE REPORTS
 - A. The Budget Committee submitted an end-of-year report. (See Attachments)
 - B. The Campus Facilities and Security Committee submitted an end-of-year report.

C. The Campus life and Student Issues Committee submitted an end-of-year report.
(See Attachments)

D. The Technology Committee submitted an end-of-year report. (See Attachments)

VI. OLD BUSINESS: None

VII. NEW BUSINESS: None

VIII. President Pérez adjourned the meeting at 2:15 PM.



College Council 2012-2013 Budget Committee Final Report

Committee Members:

Elena Samuels
Sunil Gupta
Joel Evans
Barry Rosen
Geoffrey Kurtz
Andrew Grant

Committee Accomplishments:

The committee met in fall 2012 semester and discussed the fiscal year 2012-2013 budget allocation and financial plan. The budget allocation reflected an increase in NYS support by \$150 per FTE, the tuition increase approved by Board of Trustees and Compact funds of \$8.4 million. The financial plan exhibited the details of all resources, including the budget allocation, tuition revenue overcollections, technology fees, philanthropy resources and miscellaneous revenue. These combined resources were in line with anticipated mandatory and discretionary expenses to include the personnel services, goods, rentals and services, and tied to the activities outlined in the Strategic plan: Excellence in Teaching, Research and Learning, Student Success and Retention, Organizational Effectiveness and Institutional Accountability. The Committee reviewed the details of proposed expenditures and approved the report for presentation at the College Council.

At its spring 2013 meeting the Committee reviewed the Mid-year Financial Report, which reflected the six months progress towards the completion of the financial plan and approved the level of expenditures projected through the year-end. The Committee also reviewed the expenditure details for Compact funds and Technology Fees, the impact of enrollment trends on tuition revenue overcollections, the progress of hiring the additional full-time faculty and additional M&O and security personnel required for the new building – Fiterman Hall. The process of collecting the information on damages and preparation of claims to the insurance company and FEMA for losses sustained by the College as a result of hurricane Sandy was discussed in details. The report was also approved by the Committee for presentation to the College Council.

Goals for Next Year's Committee:

Next Year's Committee should continue the oversight over the financial planning process in the college, in order to ensure that it is transparent, related to the strategic targets and goals and takes in consideration the priorities set by the college community and approved by the management. The special emphasis should be made on the efficiencies in using the taxpayer's money. Any savings achieved should be diverted toward the improvement of the quality of instructions, enrichment of the student's life and enforcement of the physical plant. A special attention should be paid to the efficiency of using the energy in preparation to the decentralization of payments for the energy components.



Administration and Planning

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MEMORANDUM

To: Professor Suzanne C. Schick

From: G. Scott Anderson

Date: September 25, 2013

Subject: Facilities Committee – 2012-2013 Annual Report

The College Council Campus Facilities and Security Committee met several times during the past academic year: October 3, 2012, November 14, 2012 March 6, 2013. Members and resource staff of the committee included Jane Delgado, Cynthia Wiseman, James Law, Winston Aitkin, Igor Zaitsev, Martin Levine, Ed Sullivan, Terry Dunne, Kevin Domroe, Amish Batra and Edwin Moss.

Some of the issues addressed during the academic year included reviews of the Reprogramming of the Chambers Street building with the timetable for faculty office upgrades; explanation of MSDS materials; logistical and operational plans for Fiterman Hall; facility staff uniforms; biohazard protocols and training; waste stream management of toxic, medical, universal and recycling materials.

In the aftermath of Hurricane Sandy, the committee toured the damaged mechanical and electrical room, data center and music and art department. The committee also reviewed the college's preparation for the storm and the coastal storm mitigation preparations going forward. The committee received estimates of the cost for repairs, equipment replacement and operations recovery.

Additional issues addressed were the updates on the signage and way-finding program for Chambers Street; assessment of the damage to the pool from materials deterioration; snow closing notices and CUNY Alert; progress report on the abatement and mitigation efforts necessitated by Hurricane Sandy; review of the vermiculite issue and a review of the colleges various tabletop and full emergency preparedness exercises including the FDNY Hazmat, NYPD shelter-in-place, cooling/POD shelter exercise and the CPR/first aid program.



College Council

2012-2013 Committee on Campus Life and Student Issues

Final Report

Committee Members:

Joseph Akhuetie - student (fall 2012 only)
 Eugenio Barrios - staff
 Domingo Estevez - student (spring 2013 only)
 Meghan Fitzgerald - faculty
 Michael Hutmaker – chairperson
 Dacheng Liu, - student

Amparo Lopez-Moreno staff
 Harry Mars - staff
 Kerry Ruff - faculty
 Moriah Stephens- student (fall 2012 only)
 Roselle Stephens- student (spring 2013 only)

Committee Accomplishments:

The committee met seven times this past year. Items discussed pertaining to the concerns of students can be grouped into two general categories: services and facilities. These concerns were shared with the appropriate areas on campus including Academic Affairs, Instructional Technology, Library, Academic Advising, Student Activities, and Facilities. Many items were addressed or will be followed up next academic year.

The discussion on services included:

- The committee discussed the implementation of CUNYfirst and asked that faculty report back to their peers and that students report back to Student Government Association (SGA) to assist with informing the campus of the process of claiming their CUNYfirst accounts. The campus was successful in the number of accounts claimed by the end of the semester through the CUNYfirst student team, open CUNYfirst labs, and the overall publicizing campaign.

- A topic of concern raised by the students was academic advisement. The committee invited members of the Academic Advising and Transfer Center (AATC) and Dean Erwin Wong to hear the concerns. The implementation of the new DegreeWorks software and CUNYfirst will lead to a paperless advising and registration process. Academic Affairs will monitor the new process and ensure that the methods in place are best serving the students.
- The library is heavily used and the concerns raised in the committee included a request that there be additional staffing during peak hours, the creation of an “express” book drop off line, and additional textbooks be made available. These concerns were shared and addressed by the library.
- Students recommended that the ability to print be examined. It was suggested that there be an increase in the number of pages to 20 per print and to ensure that all printers have the default settings to double-side print. A recommendation was made that a policy be set that all professors accept double-sided printed assignments, as some will only accept single-sided assignments. This was shared with Academic Affairs and the Sustainability Committee and will be followed up for next year.

The items regarding campus facilities included:

- With the opening of Fiterman Hall and the re-numbering of the 199 Chambers Street building, it was suggested that directional signage for new department locations be created, including signs for each floor and a website link. These strategies were implemented by the college.
- The need for increased space for the highly used Math Lab was met with a suggestion to try to increase the space. It was suggested to use open classrooms for ‘satellite’ math labs. Once the room schedule is set for the semester, possibly use unused rooms for additional math tutoring. This will add additional set hours for math tutoring. This was shared with Academic Affairs and will be followed up for next year.
- The use of available computer lab space was recommended (specifically with regard to department specific computer labs) to be used when not being occupied by the department classes. This is being looked into by Academic Affairs and Instructional Technology.
- Club space is limited and the ability to reserve space by the clubs is difficult. It was discussed and suggested that rooms be temporarily reserved by Student Activities. Student Activities and SGA will work to “pre-reserve” rooms, hold for a limited amount of time and then release if not being used. SGA will work to provide a projected budget for the clubs for the following semester so they can plan events earlier. This will be piloted next semester. In addition, Student Affairs worked with Facilities to secure a “practice/rehearsal” room for the remainder of the semester for clubs that have performance events, (i.e. fashion shows, dance, cheerleading). Clubs can reserve the space through student activities which will staff the room while in use.

Goals for Next Year’s Committee:

The committee will continued to address the concerns raised at the meetings as well as following up on some of the concerns raised this year to ensure that they have been addressed. Specific items to be follow up on are

printing issues, an assessment of the student room reservation pilot, and the “satellite” math lab recommendation.

Prepared by: Michael Hutmaker
Dean of Student Affairs

May 21, 2013



**College Council
2012-2013 Technology Committee Final Report**

Committee Members:

Francesco Crocco, English
 Yakov Genis, Computer Information Systems
 William Guttenplan, business Management
 Alyse Hachey, Teacher Education Student
 Thomas Lew, Instructional Technology
 Hardeo Suruj, Student Representative

Committee Activities:

The 2012-2013 academic year has been a year of many changes at Borough of Manhattan Community college. The College Council Technology Committee has reviewed and discussed the changing technological landscape of the college. Below please find the key topics of discussion.

Fiterman Hall:

61 Technologically Enhanced classrooms
 22 Computer Labs
 9 Art Studios

All workstations are equipped with a one gigabit access to the college network.

Installation of kiosks has begun.

Blackboard usage for 2012-2013:

Fall semester 2012 = 1036/3116 courses
 Spring semester 2013 = 1064/3542 courses

Open Access Computer Labs :

Eflyer was produced and distributed containing locations and hours of operation of student computer facilities.

Duplex printing is being tested in 4 open labs via add on duplexing units. Replacement printers will have duplexing built in.

Library orientation room:

The 30 laptops in the library orientation room have been replaced with Intel i7 processor based units which provides greater processing speeds and better graphics resulting in improved research orientation experience.

Computer Center:

The college has migrated to Microsoft Outlook for email. Lotus Notes has been discontinued at the end of March.

Computer Center is planning to move it's backroom (hardware) operation to the 6th floor south side.

Virtual applications are available on demand via the BMCC portal.

Access to faculty "home drives" from off campus locations is available via the BMCC portal.

Software:

Quickbooks 2012 distribution in the open labs was reconfigured to increase availability at Fiterman Hall where accounting classes using computers are taught. Future open lab software licensing will closely reflect class locations.

Professor Crocco demonstrated the "College Quest" program for possible use in the tutoring areas.

CUNYfirst:

Human Resources functions have been implemented 2 years ago.

Purchasing and accounts payable functions have been implemented last year.

Accounts claimed as of April 2013

Students appx 17,000

Faculty appx 650

Effective 4/8 in conjunction with CUNYfirst, DegreeWorks will be the software to be used for advisement. Both CUNYVM and Panther will no longer be used. Data contained in CUNYVM has been stabilized (no updates).

Spring 2013 grades must be submitted via CUNYfirst.

Training is ongoing and telephone support is available via the helpdesk at x8379.

Customer Relationship management, CRM, is the CUNY helpdesk ticketing system. Our local helpdesk will need to determine if requests are to be routed locally or to the university.

See link for <https://sites.google.com/a/bmcc.cuny.edu/cunyfirst-faqs/home> FAQ CUNYfirst information.

Technology Day:

Theme was Sustainability and Technology: New Directions in Teaching and Learning

See attached.

Learning Resources Center:

Pilot program for Online Tutoring has begun during the spring 2013 semester to conclude at the end of Summer 1.

