

BOROUGH OF MANHATTAN COMMUNITY COLLEGE  
The City University of New York

**COLLEGE COUNCIL**

**Minutes**

**January 27, 2021**

Everyone attended except:

Mamadou Bah  
Warren Benfield  
Anthony Bishop  
Corinne Crawford  
Yvonne Devers  
Junia Doccy  
Kathleen Dreyer  
Erik Freas  
Hollis Glaser  
Lisa Grace  
Sunil Gupta  
Quintasia Harris

Joel Hernandez  
Maxine Hunter  
Xinyu Ke  
Deborah Lane  
Fred Peskoff  
Sarah Salm  
Mohamadou Sawadogo  
Lourdes Serrano  
Achraf Seyam  
Ali Syed  
Daniel Torres  
Josh Wolfson

- I. President Munroe called the meeting to order at 2:06 pm.
- II. APPROVAL OF MINUTES:
  - A. The November 25<sup>th</sup>, 2020 College Council Meeting and organizational minutes were unanimously approved.
- III. STANDING COMMITTEE REPORTS/UPDATES
  - A. **Budget Committee**  
Report is provided below.

*Questions/Comments*

- a. President Munroe stated that the college is facing a projected budget deficit of about thirty million dollars. AVP Samuels confirmed that this is the worst case scenario and hopefully our situation will improve.
- b. TAP financial aid receipts in FY 20-21 are still 20% down.
- c. Of the forty-two million awarded to BMCC based on CRRSSA act how much CUNY is going to allocate BMCC? Not clear, CUNY is awaiting for DOE clarification on what the money can be used for.

- d. Perkins money has not been distributed. The College has been fronting the money in hope that the State will release the funds. The BMCC proposal was just approved with months delay; funds are expected within a month.
- e. Almost eight thousand students have outstanding tuition balances for fall semester and many more owe from previous semesters. BMCC will be able to use at least \$13.2 million dollars from the institutional portion of CRRSSA funds for emergency grants to students. This money can be applied toward accounts receivable with the written student's permission. The CRRSSA funds cannot be used for any outstanding balances incurred prior to December 27<sup>th</sup>.

**B. Technology Committee**

IT strategic planning is under discussion.

**C. Facilities and Security Committee**

Ongoing COVID operation protocols and capital projects are under discussion. CUNY in the Heights with predicted completion is Fall 2021.

**D. The Campus life and Student Issues Committee**

The plan on informing students about all the non-academic resources available through the advisement process is under way.

A student panel commented on the experience of distance learning. Students appreciate the instruction they are receiving and appeal to understanding of their situations. They request multiple and flexible ways to receive information.

**IV. PRESIDENT'S REPORT**

We continue to reflect and support an inclusive and respectful student focused environment. President Munroe thanks the Faculty and Staff and states this is possibly why BMCC was chosen by Ms Scott for her very generous thirty million dollars gift. The money is in a holding account and the investment of the money that will be part of the President's Fund for Excellence and Innovation is being planned.

More details in the attached President's Report.

*Questions/ Comments*

- a. Is "good-standing" a condition to receive tuition assistance? Could unrestricted funds be used to assist students to bring them to good standing? BMCC Strives the help as many students as possible the process in under discussion.
- b. The thirty-million gift will be invested to last for years to come, the money will not be used to pay student debt.

**VI. NEW BUSINESS**

- a. February the 3<sup>th</sup> is the opening of Black History Month at BMCC, the community is encouraged to see what is planned on the website.

VII. President Munroe adjourned the meeting at 3:07 pm.



# BMCC BUDGET COMMITTEE REPORT



## FY 20-21 PROJECTED TAX- LEVY RESOURCES

<b>Tax-Levy resources</b>	<b>FY2020</b>	<b>FY2021</b>	<b>I/(D) [\$]</b>	<b>I/(D) [%]</b>
Fall FTE Enrollment	19,680	17,172	(2,508)	-13%
Projected Allocations	190,055	156,013	(34,042)	-18%
Fall Revenue	51,231	45,815	(5,416)	-11%
Spring Revenue	44,249	34,748	(9,501)	-21%
Summer Revenue	8,814	9,042	228	3%
Prior Year Collections	3,751	4,208	457	12%
County Chargebacks	445	450	5	1%
<b>Total Actual/Projected Collection</b>	<b>108,490</b>	<b>94,263</b>	<b>(14,227)</b>	<b>-13%</b>
Revenue Target	116,185	110,836	(5,349)	-5%
Collection O/(U) Revenue Target	(7,695)	(16,573)	(8,878)	115%
Prior Year CUTRA and Reserves	8,220	4,854		
<b>Net resources</b>	<b>190,580</b>	<b>144,294</b>	<b>(46,286)</b>	<b>-24%</b>

## FY 20-21 PROJECTED TAX- LEVY RESOURCES

- BMCC continues to operate on the 7-months budget allocation that reflects 20% reduction in the base allocation.
- Tuition revenue is projected to miss the revenue target by \$14M-\$16M depending on the final Spring 21 enrollment.
- Revenue target is not realistic, as it is over \$2M higher than actual tuition collected in FY19-20.
- More than a half of the Reserve was already applied to cover the prior FY revenue shortfall.
- Total tax-levy resources are projected to be \$46M or 24% lower than in the prior FY.

## FY 20-21 TAX-LEVY EXPENDITURES

### Tax-Levy Expenditures

PS Regular	112,016	109,779	(2,237)	-2%
Adjuncts	30,447	27,792	(2,655)	-9%
Temporary Service	11,861	8,485	(3,376)	-28%
<b>Total PS</b>	<b>154,324</b>	<b>146,056</b>	<b>(8,268)</b>	<b>-5%</b>
OTPS	31,402	28,528	(2,874)	-9%
<b>Total Tax-Levy Expenditures</b>	<b>185,726</b>	<b>174,584</b>	<b>(11,142)</b>	<b>-6%</b>
<b>Suplus (Deficit)</b>	<b>4,854</b>	<b>(30,290)</b>	<b>(35,145)</b>	<b>-624%</b>

## FY 20-21 TAX-LEVY EXPENDITURES

- Tax-levy expenditures are projected to be reduced by \$11M or 6% compared to the prior FY.
- Full-time employees cost is projected to be lower by 2% than in FY19-20, mainly as a result of reduced overtime costs and the hiring freeze.
- Adjuncts cost is projected to be reduced by 9%, which is still very preliminary pending the final Spring 21 enrollment.
- Temporary services cost is being reduced by about 28% mainly due to reduction of college assistants hours.
- OTPS expenses are expected to be lower by approximately \$11M or 6%.
- As a result, a budget deficit of \$30M is projected for FY20-21.



# CARES ACT HEERF STIMULUS PACKAGE

- As a result of CARES Act, BMCC was allocated the following Higher Education Emergency Relief Funds (HEERF):

■ Emergency Financial Aid	\$13,210,414
■ Institutional Portion	\$13,210,414
■ Minority Serving Institutions (MIS)	\$1,720,729
■ Total:	\$28,141,557
- Emergency Financial Aid funds have been distributed to Pell eligible students centrally. \$940K was left for distribution at the college's discretion.
- Less than \$2M of the Institutional portion of funds was claimed for reimbursement of eligible expenses and the balance remains unspent.
- The college was not given access to MIS funds, which are less restrictive and can be used to offset the revenue losses.

# CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACTS

- The new stimulus package approved on 12/27/20 called the Coronavirus Response and Relief Supplemental Appropriations Acts (CRRSSA - phonetically – CRIS-A); these are considered supplemental grant funds.
- BMCC was allocated the following:
- CARES ACT Minimum Amount for Emergency Grants to Students \$13,210,414
- Maximum Amount for Institutional Portion \$42,008,078
- Total: \$55,218,492
- Amount allocated to Minority Serving Institutions have not been announced.

## STUDENT AID PORTION (EMERGENCY GRANTS TO STUDENTS)

- College will be required to disburse emergency grants to students for the same amount as the CARES Act HEERF.
- College must prioritize students with exceptional needs, such as students who received Pell Grants, in awarding financial aid grants to students. However, unlike CARES, students do not need to be only Pell recipients or students that are eligible for Pell. We are required to ‘carefully document’ how students with ‘exceptional need’ will be prioritized.
- Grants can be used to satisfy a student’s outstanding account balance with the student’s written (or electronic) ‘affirmative consent’. However, the consent cannot be a condition of receipt of or eligibility for the financial aid grant.

## ENHANCED FLEXIBILITY FOR INSTITUTIONAL PORTION OF CRRSSA FUNDS

- Defraying expenses associate with coronavirus (including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll).
- Carrying out student support activities authorized by the Higher Education Act of 1965, like GEAR UP, that addresses needs related to coronavirus.
- Making additional financial aid grants to students.
- Institutions have the expanded flexibility to use unliquidated (unspent) CARES funds effective December 27, 2020.



# President's Report College Council

January 27, 2021

**Anthony E. Munroe, BMCC President**

## Time for Unity and Healing

- We celebrate, congratulate and welcome Joe Biden as the 46th President of the United States of America and Kamala Harris, who is the first woman, first black and first Asian-American to serve as our country's Vice President.
- I encourage all of us at BMCC to reflect on the challenges we have faced these past months – the pandemic, racial injustices, and the unsettling political divide that fueled hatred and the insurrection at the U.S. Capitol – and focus on healing and unification to carry us forward into the Spring 2021 semester and beyond.
- Perhaps the most important contribution each of us can make during these highly emotional times is to create a learning environment that is fully inclusive, respectful of all points of view, and most importantly safe and comfortable for all students and every member of the BMCC Community.

## Transformational Gift; Establishment of the President's Fund for Excellence and Innovation

- \$30 million unrestricted gift from philanthropist and author MacKenzie Scott. I know you join me in thanking Ms. Scott, for this extraordinary gift.
- A vast majority of funds from this one-time gift will be invested in order to generate an on-going annual income that will be used to support important and forward-thinking initiatives. In this way, we will benefit both our current and future students and College.
- The President's Fund for Excellence and Innovation has been established. This fund will boost BMCC's efforts to improve student learning and success, enhance research and knowledge creation, and advance socioeconomic mobility through the transformative power of education. It will support and allow for strategic investment in innovative projects, initiatives, and programming that advance the College's mission, move BMCC towards realization of the vision, and honor Ms. Scott's desire to focus on basic needs, equity and inclusion, economic mobility, and support the communities that are disproportionately disadvantaged.

## Transformational Gift; Establishment of the President's Fund for Excellence and Innovation

- Consistent with the donor's intent, we are developing a process by which proposed projects can be formally submitted to a committee that will review all proposals and make recommendations to the President, who will make the final decision on projects that will be funded. This committee will be comprised of members of the BMCC community, including faculty, staff, students, and representatives from governance.
- *More details will be shared as they become available.*



## Updates on the Pandemic

[www.bmcc.cuny.edu/reimagining-bmcc/](http://www.bmcc.cuny.edu/reimagining-bmcc/)

- BMCC continues to follow CDC and New York State Department of Health guidelines in repopulating campus buildings. To protect the health of the college community, the majority of BMCC classes are being delivered from a distance for the Spring 2021 semester.
- BMCC is operating at 25% capacity in the 199 Chambers Street Building and Murray Street Building. Fiterman Hall is now active.
- The BMCC campus is reprogramming in phases approved by CUNY and the State of New York. This plan is guided by reduced capacity (number of people on campus) in each phase and careful monitoring before increasing that capacity for the next phase.

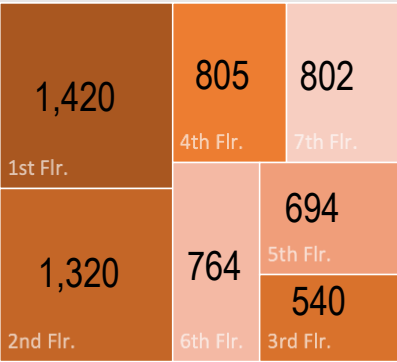


# BMCC Spring 2021

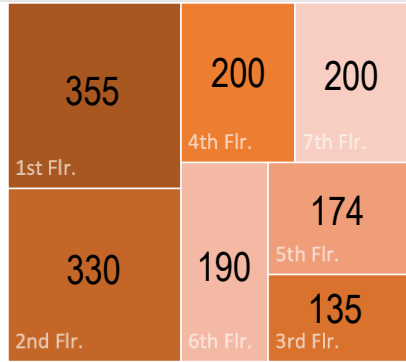
(I-A) Physical Distancing – Limit Occupancy and Congestion (Not to Exceed 25%)



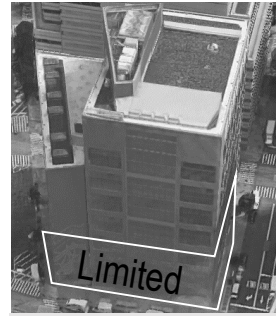
199 Chambers Street (MC)



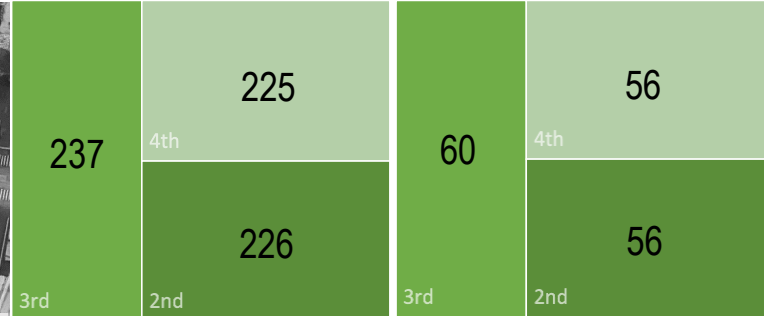
Normal Occupant Load (6,354 ppl)



Reduced Occupant Load (1,583 ppl)



Fiterman Hall (FH)

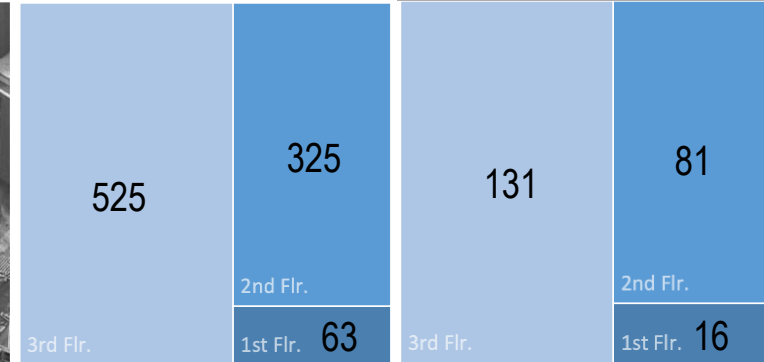


Normal Occupant Load (688 ppl)

Reduced Occupant Load (172 ppl)



70 Murray St. (M)



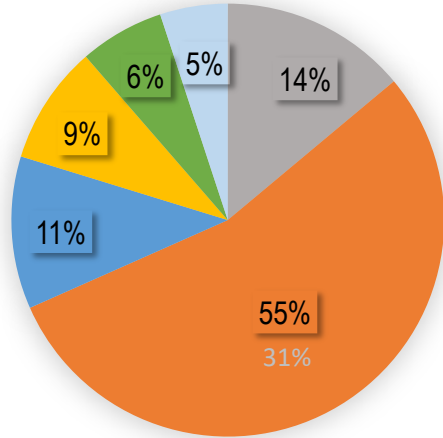
Normal Occupant Load (913 ppl)

Reduced Occupant Load (228 ppl)

# BMCC Spring 2021

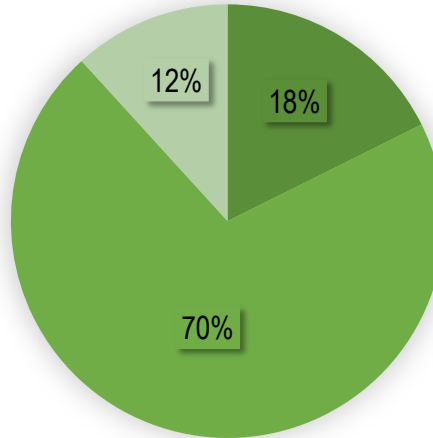
(I-A) Physical Distancing – Limit Occupancy and Congestion (Building Program)

199 Chambers (Occupants/1580)



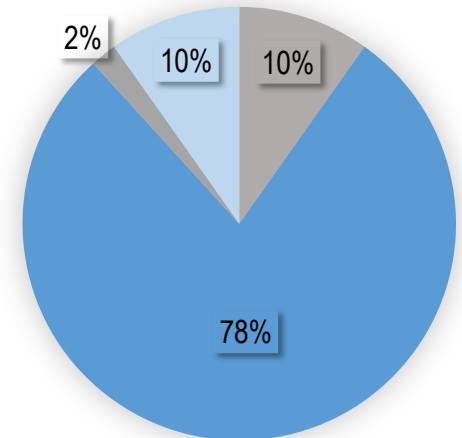
- Essential Staff
- Instructional
- Support Programs
- Administrative
- Scheduled Access
- Overflow

Fiterman Hall (Occupants/172)



- Essential Staff
- Instructional/Support Programs
- Overflow

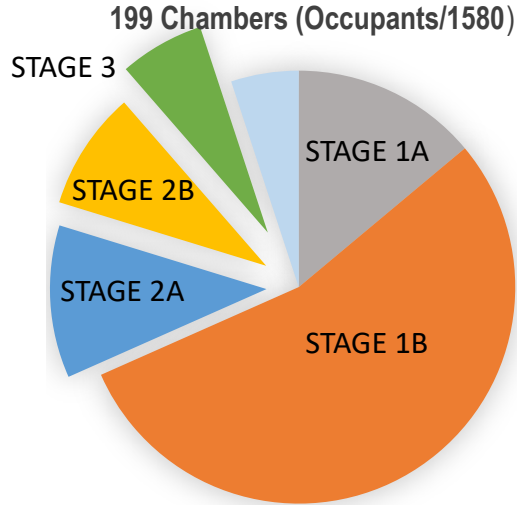
70 Murray Street (Occupants/228)



- Essential Staff
- Support Programs
- Administrative
- Overflow

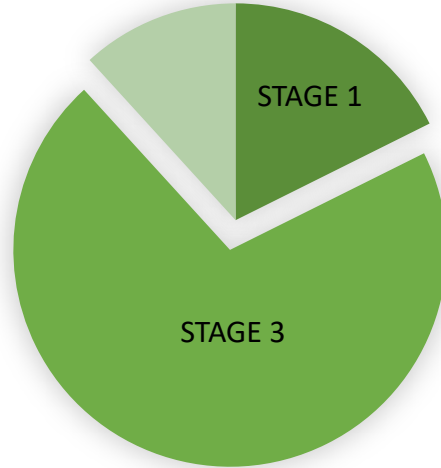
# BMCC Spring 2021

(2-C) Places – Staged Reprogramming



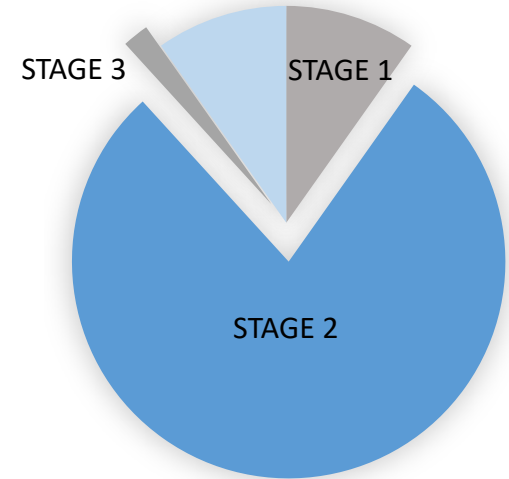
- Essential Staff
- Instructional
- Support Programs
- Administrative
- Scheduled Access
- Overflow

Fiterman Hall (Occupants/172)



- Essential Staff
- Instructional/Support Programs
- Overflow

70 Murray Street (Occupants/228)



- Essential Staff
- Support Programs
- Administrative
- Overflow



## Updates on the Pandemic

[www.bmcc.cuny.edu/reimagining-bmcc/](http://www.bmcc.cuny.edu/reimagining-bmcc/)

### REMINDERS

- Before returning to campus, all staff and faculty must complete a COVID-19 return-to-work training on Blackboard, under the tab “My Organizations.” Be sure to take a screenshot of the completion certification before selecting "submit," and direct questions to Lori Mazzola in Human Resources at [lmazzola@bmcc.cuny.edu](mailto:lmazzola@bmcc.cuny.edu).
- All faculty, staff, students and guests must complete a two-minute, COVID-19 Daily Health Screening before entering the BMCC campus. To do so, first download the Everbridge Health Screening Application. Also, when re-entering the campus don't forget your mask!

# Updates on the Pandemic

[www.bmcc.cuny.edu/reimagining-bmcc/](http://www.bmcc.cuny.edu/reimagining-bmcc/)

## FOR STUDENTS

- **Laptop and iPad Distribution:** Eligible BMCC students can borrow a laptop or iPad on Mondays and Thursdays, from 10 a.m. to 1 p.m. in the BMCC gym, 100 North Moore Street. Students must apply and choose a day to pick up their device. For more information, students can contact [studentaffairs@bmcc.cuny.edu](mailto:studentaffairs@bmcc.cuny.edu).
- **Quiet Study and Computer Lab Reservations:** Students can reserve a single-seat study space (on [bmcc-cuny.Libcal.com](http://bmcc-cuny.Libcal.com)) on the second floor of the Murray Building at 70 Murray Street, Monday through Friday from 8 a.m. to 4 p.m. Students must bring a photo ID with them and complete the daily health screening each day they visit campus.

*\* Jorge Yafar, Assistant Vice President for Campus Planning and Facilities, will provide additional details and updates.*



## Strategic Plan 2020-2025

- The Strategic Plan website is now ready for view: [www.bmcc.cuny.edu/bmcc-strategic-plan-2020-2025/](http://www.bmcc.cuny.edu/bmcc-strategic-plan-2020-2025/)
- The input from more than 1,000 members of the BMCC community in the Designing for Success initiative is foundational to our efforts to redesign for student learning and success – I want to thank all those involved in this important work.
- Strategic Planning Continued their Work in spring and summer 2020 – this work was honored.
- Designing for Success work did culminate in the fall with the reconvening of the group and a review of information on impacts of the pandemic.



## Enrollment Management

- Enrollment is following nationwide, statewide and systemwide trend and double-digit declines are expected.
- Student financial holds were lifted for students with balances less than \$2600 and in good standing.
- Spring 2 registration will begin on February 4th. Term begins on March 19th and runs through May 20th. 34 sections (~ 850 heads) will be offered
- Rapid Response Enrollment Management Task Force is wrapping up
- Formal Strategic Enrollment Management Committee will launch in February/March.



## News and Developments

- The **BMCC Nursing Program** recognized 143 graduates from the classes of June 2020 and January 2021 during a virtual pinning ceremony January 6. The most recent BMCC graduates will take the National Council Licensure Examination for Registered Nurses (RNs). Congratulations!
- BMCC has been selected as one of 17 colleges and universities nationwide to be part of the **NBCU Academy**, just launched by NBCUniversal News Group. The NBCU Academy is a multi-platform journalism training and development program providing on-campus training and online programming. The initiative also provides a curriculum for hands-on learning with world-class NBCU News Group journalists, as well as funding for accredited journalism programs and scholarships.
- The Office of Academic Affairs is hosting “**Recharge, Reconnect, Restart,**” two half-day virtual events to kick off the new semester on January 26. I hope faculty and staff are taking advantage of the activities focused on trauma-informed and anti-racist pedagogy.

## News and Developments



After 14 years of serving as Dean of Workforce Development and Continuing Education, **Sunil B. Gupta** will be leaving BMCC to serve as Vice President of Adult and Continuing Education at LaGuardia Community College. Sunil's last day at BMCC will be February 5. THANK YOU, Sunil for your dedicated leadership and service to BMCC. As part of our transition plan, we will continue to explore new and innovative ways to enhance programs and services offered through the Workforce Development and Continuing Education division. I will provide details in the near future.



BMCC's Office of Sponsored Programs welcomes Development Manager/Assistant Director of Grants **Aleksandra Cataruzolo**. Cataruzolo will serve as the liaison between the CUNY Research Foundation and BMCC. She will communicate government and private grant application guidelines to the BMCC community and review proposal submissions, as well as conduct workshops for faculty and staff on grants management.

**THANK YOU!**

Questions?