

BMCC Student Technology Fee Plan

Academic Year 2021-2022



199 Chambers Street, New York, NY 10007

The Student Technology Fee Committee has been meeting monthly since September 2020 to monitor and adjust spending priorities for the 20-21 Plan. The Committee met on Monday, April 5 at 4:30pm via Zoom to develop the 21-22 Student Technology Fee Plan. Given the number of unknowns and possible significant budget constraints due to possible declining enrollment in the Fall of 2021, the Committee chose to take a conservative approach to developing the 21-22 Plan. The Committee continues to be guided by several principles:

- Recognition that instruction would be done in new modes, including HyFlex, for the foreseeable future and that any Plan should include provisions that would allow for rapid adoption of new classroom technologies
- Continuation of existing budgeted services necessary to function at current levels
- No budget increases for continuing proposals
- No new construction or renovation projects would be considered
- No new projects would be considered, recognizing however that projects such as EAB and Live Help Now are considered crucial for student success and will receive funding
- No laptop purchases would be considered given current stock, devices already on order and the possibility of additional funding for student devices through CRRSAA

Given these constraints, the Committee did not solicit new proposals from the BMCC community and agreed to continued funding for continuing projects. However, and contingent on enrollment-driven budget allocations in Fall 2021, the Committee will solicit proposals in September for projects occurring between January 1, 2022 and June 30, 2022. There is a set-aside of \$245,769 in the Student Technology Fee 2021-22 budget to fund those proposals should the overall budget allow. If new proposals can be funded, BMCC will submit a revised Plan in October, 2021.

The Committee also agreed to continue meeting monthly to revise the Plan to reflect any significant budget changes.

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Committee Members

6 of the 11 Committee members are students, 3 are faculty, 2 are staff, Chair is ex-officio

Joseph Spadaro, *Vice President, Information Resources and Technology (Chair, Ex-Officio)*

Erwin J. Wong, *Acting Provost and Senior Vice President for Academic Affairs*

Ahmet Mete Kok, *Professor, Computer Information Systems*

Christopher Stein, *Chair, Media Arts and Technology*

Michael A. Hutmaker, *Dean, Student Affairs*

Alison K. Young, *Business Manager*

Wendy Ilama, *Student*

N. Ernest, *Student*

Seunghye Jeong, *Student*

Irma Rodriguez, *Student*

Abdoul-Hanane Gbadamassi, *Student*

A. Lazzani, *Student*

2021-2022 Budget Summary

Project Name	Project Number	Expenditure Category	Who Proposed	New (N) or Continuing (C) Project	PS Cost	Fringe Cost	OTPS Cost	Tech Fee Funds Devoted to Project
Software	1	C	Staff	C			\$ 169,000	\$ 169,000
Lab Supplies	2	A	Staff	C			\$ 10,000	\$ 10,000
EAB	3	D	Staff	C			\$ 100,000	\$ 100,000
Live Help Now	4	D	Staff	C			\$ 50,000	\$ 50,000
SIS Applications	5	I	Staff	C			\$ 78,200	\$ 78,200
Cyber Security Enhancement	6	A	Staff	C			\$ 72,000	\$ 72,000
LinkedIn Learning	7	J	Staff	C			\$ 85,000	\$ 85,000
TutorTrac	8	C	Staff	C			\$ 5,000	\$ 5,000
Upswing	9	C	Staff	C			\$ 25,500	\$ 25,500
Lecture Halls Upgrade	10	H	Staff	C			\$ 150,000	\$ 150,000
AVID Media Services	11	J	Staff	C			\$ 70,000	\$ 70,000
Titanium Software	12	D	Staff	C			\$ 2,000	\$ 2,000
Remind	13	D	Staff	C			\$ 2,200	\$ 2,200
Symplicity CSM	14	D	Staff	C			\$ 14,000	\$ 14,000
Athletics webpage	15	D	Staff	C			\$ 2,700	\$ 2,700
Co-Curricular Transcript	16	D	Staff	C			\$ 10,000	\$ 10,000
Library Databases	17	F	Faculty	C			\$ 250,000	\$ 250,000
Laptop Kiosk Service Contract	18	J	Faculty	C			\$ 10,000	\$ 10,000
Laptop Warranties	19	J	Faculty	C			\$ 5,000	\$ 5,000
Career Coach	20	D	Staff	C			\$ 25,000	\$ 25,000
DegreeWorks Maintenance	21	D	Staff	C			\$ 23,000	\$ 23,000
Dynamic Forms FWS	22	D	Staff	C			\$ 7,000	\$ 7,000
FWS Online Placement	23	D	Staff	C			\$ 17,000	\$ 17,000
Human Patient Simulators	24	A	Faculty	C			\$ 35,000	
NextGen Scholarship Manager	25	D	Staff	C			\$ 8,000	
University-Wide Initiatives	26	K	Staff	C			\$ 881,000	
Strategic Technology Initiatives	27	K	IT Steering Committee	C			\$ 454,791	
Personnel Services, Salary	28	G	Staff	C	\$789,960			
Personnel Services, Fringes	29	G	Staff	C		\$ 402,880		
Future Projects	30	D	Students, Faculty and Staff	N			\$ 245,769	
TOTAL					\$789,960	\$402,880	\$ 2,807,160	\$ 4,000,000

Project Count by Budget Category

PROJECT COUNT BY EXPENDITURE CATEGORY (include project count in each category)	
A	3
B	0
C	3
D	13
E	0
F	1
G	2
H	1
I	1
J	4
K	2

New and Continuing Projects

NEW OR CONTINUING PROJECT? (include count of New or Continuing projects)	
New	1
Continuing	29

Listing of Projects

Project 1—Software

Category C, Proposed by IT Staff

Budget \$169,000

Purchases and renewal of academic software licenses\maintenance including AccuCampus, Solidworks, Labstats, Quickbooks, Northstar, Cinema4D, Vision Software, Sibelius, Deepfreeze

Project 2—Lab Supplies

Category A, Proposed by IT Staff

Budget \$10,000

Paper, toner and maintenance kits to support printing in the Instructional labs.

Project 3—EAB

Category D, Proposed by Enrollment Management Staff

Budget \$100,000

Continuation of BMCC instance of EAB solution to improve retention and the student experience.

Project: 4—LiveHelpNow

Category D, Proposed by Enrollment Management Staff

Budget \$50,000

Continuation of BMCC instance of LiveHelpNow for Enrollment Management student assistance tickets, workflow and Chatbot feature to improve the student experience.

Project 5— Computer Center SIS Applications and Database Consulting

Category I, Proposed by IT Staff

Budget \$78,200

Create new applications for Students; maintain and troubleshoot existing applications; Upgrade, monitor and troubleshoot BMCC databases. This project has delivered strategic components to BMCC's infrastructure, such as the ID card system, grade change application, graduation, appeals process. The expertise of these consulting services is needed to maintain, enhance and create new applications.

Project 6-- Enhancement of cyber security for instructional areas to prevent malicious activity and prevent malware activity

Category A, Proposed by IT Staff

Budget \$72,000

This project is to enhance security measures in all instructional areas (Desktops, Servers, Wireless Devices) BMCC is improving and implementing various technologies that offer Artificial Intelligence in automation of threat detection and incidence response, via behavioral based machine learning and integration with our ticketing system. BMCC faculty and staff will occasionally get malicious attempts on gaining their data. This will allow our security team to pro-actively monitor and prevent network attacks, and enable the system to respond automatically to confirmed malicious activity, especially during off-shift hours or when staff expertise is absent or otherwise engaged.

Project 7--LinkedIn Learning (formerly Lynda.com)

Category J, Proposed by Academic Affairs Staff

Budget \$85,000

LinkedIn Learning (formerly Lynda.com), provides students with 24/7 access to instructional online training tutorials designed to supplement classroom instruction and strengthen course-related technical skills. The goal is to equip students with tools for success as they embark on becoming professionals in their field of choice.

Project 8—TutorTrac

Category C, Proposed by Academic Affairs Staff

Budget \$5,000

TutorTrac allows the Learning Resource Center to track student attendance, schedule tutoring visits, receive appointment alerts and generate reports for data collection and analysis. Students currently have the ability to schedule visits online using any device with internet access and view their visits from a tutoring session to receive extra credit at the request of their professor

Project 9—UpSwing

Category C, Proposed by Academic Affairs Staff

Budget \$25,500

In an effort to continue to provide students access to innovative and cutting-edge technology, the Learning Resource Center will continue to supplement face-to-face tutorial services by using Upswing as a platform to provide live online tutoring services to all BMCC students. The goal of Online Tutoring is to mirror the in-house services in an interactive atmosphere, particularly to students who may not otherwise be able to visit the LRC in person. Upswing is a web service that allows educators and students to meet online in real time for virtual tutorial sessions. Upswing will enable the LRC to deliver synchronous online tutorial services with tools like a real-time virtual learning center, live audio/video streams, integrated chat, online whiteboard, application sharing, file transfer, multiple tutoring sessions, and attendance reports.

Project 10— Lecture Halls Audio & Video System Upgrade

Category H, Proposed by Media Center Staff

Budget \$150,000

The College intends to upgrade Lecture Halls N451, N452 and N453 located at 199 Chambers Street so it can meet contemporary standards for audiovisual and instructional technology needs, including the presentation of materials in HD formats. These 3 lecture halls will complete the upgrade of the 3 largest teaching spaces at BMCC and are most heavily used by the student/faculty community. They are used by many courses in various curricula. They are also used for guest lectures and other events of an academic nature as well as large-scale testing. Upgrading these facilities will provide a real benefit to the college community overall as well as providing significant enhancement to classroom instruction.

Project 11—AVID Media Services/Networking Category J, Proposed by Media Center Staff

Budget \$70,000

This project is to support and upgrade the AVID network (including servers, switches and power) used across the curriculum throughout the Media Center facilities. This covers the continuing support and upgrade contract as well as upgrading the network switches, adjusting the power capabilities and enhancing the network up to better handle higher bandwidth video. This will allow those who use the facilities to continue working with high resolution projects and provide upward compatibility to better bandwidth management.

Project 12—Titanium Software

Category D, Proposed by Student Affairs Staff

Budget \$2,000

This license will cover remind texts for over 600+ students, with no limit on messages sent over the license year. It covers unlimited 2-way messaging and calling for 600+ students. (The discounted unit price is \$3.60 per student.) Titanium is an electronic medical records (EMR) system designed specifically for university and college counseling centers. They're budget-friendly software is used at over 1000 locations in the United States and internationally. In addition to counseling centers, Titanium is used by disability centers, psychology department teaching clinics, employee assistance programs, as well as customers other than educational institutions. The Titanium Schedule also includes access to the Listserv. Listserv offers the opportunity to directly interact with other Titanium Schedule users across the U.S. and around the world. The Listserv is free to join, and it's a great resource for exchanging ideas and getting advice about Titanium from a colleague perspective. There is also a searchable archive with years of previous postings.

Project 13—Remind

Category D, Proposed by Student Affairs Staff

Budget \$2,200

Remind is an online program designed to provide educators a platform to be able to communicate with their students on a regular basis. The program allows for instantly reaching people to share updates and relevant resources. Remind helps to manage setting program goals and even running day-to-day projects. It is built for people in education, and it maintains personal information secure and private using iKeepSafe. Remind has free offerings to educators that include basic messaging, text messaging, attachments, and translations. The upgraded plan includes those features as well as longer messages, voice calling, access to communication logs, administrative management controls, communication statistics, districtwide messaging, rostering and priority support.

Project 14—Symplicity CSM Platform

Category D, Proposed by Student Affairs Staff

Budget \$14,000

Symplicity is our vendor for our Career Services module called Career Express. We currently have the Career Service Manager Full Edition plus single sign-on (SAML), which includes on-campus interviews, counseling, professional networks, career outcomes, experimental learning, faculty, email analytics, LDAP/CAS, invoicing, unlimited resume books, granular rights, event logs, kiosks, and Radius API access. Career Express is the system that the Center for Career Development uses to post all positions that we receive from employers. In addition, it is the system that students use to schedule appointments to meet with career advisors in the office and it tracks students participation/attendance for counseling sessions, workshops, career fairs and all other events that the Center for Career Development offers to students. Career advisors write their counseling session notes on Career Express as well.

Project 15--BMCC Athletic and Recreation webpage

Category D, Proposed by Student Affairs Staff

Budget \$2,700

This website allows the Athletics department to share scheduling information on the recreational, intramural and athletic activities at BMCC. It is used to promote our 6 athletic teams and provide information to the BMCC community. We also use it to have students sign up for various activities such as swim lessons and intramural teams.

Project 16--Co-Curricular Transcript (CCT): Digital Attendance for Clubs and Events

Category D, Proposed by Student Affairs Staff

Budget \$10,000

This effort will provide thousands of students a more efficient collection system for CCT credit. The transition from paper attendance sheets to digital attendance for clubs and on-campus events will make a significant impact on the accuracy, efficiency and sustainability of the CCT data collection process. The RFID readers must be compatible with feeding the data into our CCT system. RFID readers will be placed in all club rooms to the computer desktop through USB/Bluetooth connection. The swipe will be used to collect attendance of members in and out of club meetings. Providing an automated data collection process for the club attendance directly into the CCT database system. They will also be used strategically for high traffic rooms such the OSA front desk, Richard Harris Terrace, S-341, N-451, N-471, where club and event activities that need more flexibility with check-in location.

Project 17--Streaming media databases (Library)

Category F, Proposed by Library Faculty

Budget \$250,000

This project will fund non-streaming media/text databases and streaming media databases. This amount reflects price increases for databases. Students and faculty rely on access to our streaming media databases for assignments and to enhance pedagogy. Now, that we are working remotely we cannot purchase DVDs for faculty to show in class. Our streaming media databases have always been heavily used and now that so many classes will be held remotely into the fall semester, these subscriptions are more important than ever. Students and faculty rely on access to journals, ebooks, and other textual databases for their research and assignments.

Project 18--Service contract for laptop kiosk

Category J, Proposed by Library Faculty

Budget \$10,000

The self check-out kiosk is very popular (as are the laptops). This service contract will allow to maintain the equipment so that it works properly for students.

Project 19--Warranty renewal for current laptops and tablets

Category J, Proposed by Library Faculty

Budget \$5,000

We are renewing the warranties for laptops that we already have. By keeping the warranties current, we can have damage repaired and keep as many laptops in circulation as possible. Since the laptops circulate so frequently, they are often damaged. Most of the damage can be repaired under the warranty. The more laptops we have available, the better it is for students.

Project 20—CareerCoach

Category D, Proposed by Student Affairs Staff

Budget \$25,000

EMSI provides institutions with the Career Coach product that offers a customized online software tool to help prospective and current students explore regional career information. In addition, Career Coach provides a website that will site on our institution's site and will allow students to seamlessly make the connection between majors and careers. Currently, the College is using Burning Glass software to generate career outlook reports that can be used to provide a richer picture for students interested in a particular major. However, pulling the reports and putting them in a student-digestible format is a very laborious and manual process. In addition, with the Burning Glass software the College has a very limited number of user accounts (less than 20 people have access). With the Career Coach product, ESMI will work with the College on implementation of the software (mapping the majors to careers and vice versa) and will integrate it on our website. Anyone with access to our website will be able to utilize the information. Connecting majors to careers is an essential part of the Guided Pathways work of which we are currently in the planning stage. This software will allow us to display the meta majors, prior-learning, program and career information in a clear and concise manner for student consumption. As the College is engaging in Complete College America and Guided Pathways work, procuring this software will allow us to complete much of this work. In addition, the information from Career Coach is an integral part of the BMCC website redesign. The API from Career Coach, always real-time career data to display on the website.

Project 21--DegreeWorks Maintenance

Category D, Proposed by Student Affairs Staff

Budget \$23,000

DegreeWorks is the University's online degree auditing and advisement tool. At BMCC, the product is used to advise students each semester and provide them with some self-service functioning (i.e. GPA Calculators, What-If generator, etc.) In addition, DegreeWorks information is used to feed the FACT system that allows for the certification of New York State Financial Aid (TAP). This yearly maintenance fee is required by Ellucian to provide tech support and updates, when applicable, to the College. As all schools in CUNY must be on the same version of the software, CUNY requires that we remain up-to-date with our service contract.

Project 22--Dynamic Forms software to integrate with Federal Work Study Online Job Placement System

Category D, Proposed by Enrollment Management Staff

Budget \$7,000

The goal of this project is to enhance our current FWS and Scholarship Manager applications through an electronic forms integration that will allow for a number of current PDF forms to be transitioned to online forms with e-signature capability. The dynamic forms platform interfaces and works seamlessly integrate with our other Nextgen FWS JobX, FWS TimesheetX and Scholarship Manager applications. We are able to integrate this tool with our FWS JobX application with transforming the federal W-4 and I-9 form, New York state IT-2104 form, and the required rights and responsibility form as part of job placement into online forms with e-signatures. Our current process requires in-person submission of paper forms (the PDF forms in JobX needed to be printed out and signed with a wet signature). This online forms capability frees the student from visiting the office in-person to complete placement, as all the other features of placement can be virtual. This solution will assist in streamlining the job placement process and offering students 24/7 ability to submit these forms. For the scholarship manager application, the online forms tool will provide enhancements to the current scholarship process such as the creation of an online needs assessment form for international students who apply for need-based scholarships and the ability for students to upload photos and thank you letters to send to donors.

Project 23—Federal Work Study (FWS) Online Job Placement System

Category D, Proposed by Enrollment Management Staff

Budget \$17,000

The goal of this project was to design and implement a web-based multifunctional student employment system for the FWS program which will permit electronic submission and web display of job opportunities; candidate/employer match; placement, referral and tracking; e-forms processing; and automated time entry for payment. Initially funded through the 2006-2007 Technology Fee program the development phase is completed and began with a soft launch in summer '10 and the jobs component fully implemented with the fall 2010 semester. All components of the software were implemented in production in Spring 2012. During the 2014-15 year, the interfaces to CUNYfirst were tested and implemented and the product is now seamlessly integrated with CUNYfirst. In production, this externally hosted system carries an annual licensing fee of approximately \$15,560.

Project 24--Warranties for Human Patient Simulators

Category A, Proposed by Allied Health Faculty

Budget \$35,000

The simulators that were purchased more than 25 years ago are very to maintain and require both upgrades and preventive maintenance.in order to function optimally. All medical educators believe that training students with high fidelity simulators is the gold standard.

Unfortunately, the equipment that is utilized is highly technical, very expensive and requires periodic upgrades and preventive maintenance. As such, almost all institutions that have purchased CAE simulators have also purchased equipment warranties as well because the company is located in Florida and the cost to repair the equipment involves the cost of sending repair technicians from Florida to New York. The company also charges the cost of housing them plus labor and materials. Purchasing equipment warranties is the prudent way to insure optimal functionality.

Project 25--NextGen Web Solutions - Scholarship Manager

Category D, Proposed by Student Affairs Staff

Budget \$8,000

Scholarship Manager is web-based software that matches students with school specific scholarships based upon their unique profile. With Scholarship Manager, the Scholarship Office can maintain scholarship details and manage the entire scholarship process through a single, easy-to-use application. The software enables students to apply for the BMCC Foundation Scholarship and several other outside scholarships on-line. It helps students increase their funding options and make applying for scholarship faster and easier. We will be able to enter new scholarships, manage and award scholarships, review and edit the student application information faster. It has also made it easier for students to find scholarships in our database; instead of them going through over 300 scholarships on the scholarship page, they would be able to enter their profile and all the scholarship with that profile will show up, allowing them to choose and apply for the scholarships that match their student profile.

Project 26—University Wide Initiatives

Category K

Budget \$881,000

Project 27—Strategic Technology Initiatives

Category K

Budget \$454,791

Project 28--Personnel Services, Salary

Category G

Budget \$789,960

Project 29—Personnel Services, Fringes @ 51%

Category G

Budget \$402,880

Project 30—Future Projects

Category, TBD

Budget \$245,769

BMCC intends to solicit additional funding proposals from students, faculty and staff once the Fall enrollment levels are realized. The intent is to solicit proposals, using the procedures established during previous years, for projects that could be completed between January 1, 2022 and June 30, 2022. This budget number is an estimate based on enrollment projections as of April, 2021 and may increase or decrease based on enrollment. The call for proposals and subsequent funding will be based on revenues projected in Fall 2021 and, in line with BMCC's Strategic Plan, is intended to focus on improving and implementing student-facing services.