BOROUGH OF MANHATTAN COMMUNITY COLLEGE
The City University of New York

COLLEGE COUNCIL

Minutes   **May 28, 2014**

Everyone attended except:

Silvia Alvares-Olarra	Hakeem Ingram
Eugenio Barrios	Donald Jenner
Stacy Benoit	ShuHuey Jenner
James Blake	Cynthia Karasek
Yan Chen	Keneisha
Sophia Clark	Joosik Kim
Kay Conway	Amparo Lopez-Moreno
Marva Craig	Mary March
Corinne Crawford	Caterina Mata
Aneika Dailey	Jacqueline Nichols
Sidney Eng	Obaloji Olabodi
Domingo Estevez	Angel Panora
Erik Freas	Davendra Ranglall
Jasmine Fuller	Rofiqul Rubel
Yakov Genis	Rifat Salam
Toby Ginsberg	Abdramane Serme
Alyse C Hachey	Vernon Smith
Joyce Harte	June Soto
Dominic Henry	Cynthia Wiseman
Joel Hernandez	Zhana Yablokova
Doris Holz	
Okeena Humphrey	

I.   President Pérez called the meeting to order at 2:10 pm/

II.   The minutes of the April 23, 2014 College Council meeting were unanimously approved.

III.   STANDING COMMITTEE REPORTS – See Attachments.
   A. The Budget Committee submitted an end-of-year report.
   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.
   D. The Technology Committee submitted an end-of-year report.
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   VI.   OLD BUSINESS: None

VII.   NEW BUSINESS: None

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

College Council

2013-2014 Budget Committee Final Report

Committee Members:

Elena Samuels

Joel Evans

Geoffrey Kurtz

Meghan Fitzgerald

John Montanez

Eduardo Vera

Committee Accomplishments:

The members of Budget Committee represented the interests and concerns of wide college community and expressed the ideas, which have been implemented in planning the operating budget.

At its fall 2013 meeting the committee discussed the fiscal year 2013-14 budget allocation and financial plan. Following the recommendations of Middle States committee the budget process was transparent and aligned with strategic planning and CUNY Master Plan. After many years of growing or flat enrollment the college experienced a slight decrease in enrollment in fall 2013, which resulted in revenue shortfall of $1.8 Mil. However, an increase in NYS support by $150 per FTE and modest tuition increase approved by Board of Trustees, supporting the major share of $9.4 million Compact allocation, helped to overcome this revenue shortfall. As in the past, the balanced Financial Plan was prepared and the Budget Committee approved it for presentation at the College Council. Special attention was given to the Compact plan. The Budget Committee reviewed and approved the draft prepared based on the recommendations of the Compact committee. The Compact plan became an integral part of an overall college's operating budget.

In spring 2013 the Committee reviewed the Mid-Year Financial Report, which showed the six months progress towards the implementation of the financial plan and approved the level of expenditures projected through the year-end. During FY13-14 the college increased its number of full-time faculty by 38 and filled total of 40 new positions in academic and student support areas and administration. Other than personnel services expenses include funding for the following major projects: relocation of the data center, substantial completion of the new Academic Advisement, and Transfer Centers, as well as the renovation of computer labs on the first floor, upgrade of perimeter ventilation system and many others. The expenditures for Compact funds and Technology Fees have been reviewed in details, as well as the influence of enrollment trends on tuition revenue. Budget Committee approved the report for presentation at the College Council.

Goals for Next Year's Committee:

The Committee expressed the objective for the future members to continue their active participation in oversight of the financial planning activity in the college. Their constructive input should ensure that the budget process is transparent, connected to the strategic targets and goals, takes in consideration the priorities set by the college community and approved by the management.

College Council

2013-2014 Committee on Campus Life and Student Issues

Final Report

Committee Members:

Winston Aitken - Student
Eugenio Barrios-Staff
Michael George – Faculty
Hicee Globio -Student
Michael Hutmaker - Chair
Andrew Levy - Faculty
Harry Mars- Staff
Ivelisse Rodriguez - Faculty
Rofiqul Rubel – Student

Committee Accomplishments:

The committee met six times this past year. Items discussed pertaining to the concerns of students included: CUNYfirst, technology, books, campus atmosphere, and SGA eligibility. 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 CUNYfirst and trying to enhance the features. Some items that were discussed and shared with the appropriate office included: building Panther-like features into CUNYfirst such as adding a message for items in cart not selected and navigation features, single sign on. It was suggested that the school email be activated at the point of acceptance.

- Technology was discussed including Faculty concerns about the readiness of the classrooms at the start of the semester and suggested that all rooms with AV equipment

be checked before classes begin. The suggestion to have a joint meeting with the Committee on Technology of the College Council was recommended and agreed upon for the November meeting. This resulted in a "print only" pilot to alleviate backlog of students waiting in line at a lab to use a printer.

- Services for students were discussed including tutoring, food services, and book availability in the library. This lead to the discussion of the cost of books for future consideration, including the increase use of on-line texts, and limiting the use of the newest edition where possible. Some departments are exploring these options.

- Another item raised was creating a welcome and inviting atmosphere on campus specifically for the cafeteria area. Using the current design of the Fiterman café is very pleasing. This lead to further discussion about the overall atmosphere on campus, both physical plant and civility. This dovetailed into discussing communication and using the BMCC email to share of information with the community.

- The committee proposed an upper credit limit of 56 earned credits for students to serve on the Student Government Association (SGA). Data was presented that showed many students were serving on SGA that have graduated prior to or during their 1-year term. Also of those students running for SGA with more than 56 credits, they averaged almost 67 credits earned (this is compared to the average number of earned credits for graduates during this time was between 66-67 credits over the same time period.) The College Council did not approve this proposal.

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 text options, printing issues, creating a welcoming environment.

Prepared by:

Michael Hutmaker

Dean of Student Affairs

May 14, 2014

M E M O R A N D U M

To: Professor Suzanne Schick

From: G. Scott Anderson   **Date:** October 15, 2014

Subject: Annual Report - Review of Facilities Committee Activities

Listed below are a few of the major issues addressed by the College Council Committee on Facility and Safety during the past academic year:

Reprogramming 199 Chambers Street		
FEMA and DASNY insurance	BMCC continues to process claims from the damages of Hurricane Sandy	• Emergency Generator project is proceeding and an electrical consultant has been hired to determine additional load requirements; • The Data Center which supports all network and telecommunications is being moved to a new location on the sixth floor; • BMCC is hiring consultant services to better plan for the protection of the exterior of the college from storm damage.
Staff Offices	Work on faculty offices is almost complete. Staff offices will be programmed next.	• As departments grow, additional work will be required.
Administrative Offices	Renovation of the Registrar's Office is nearly complete.	The relocated Advisement and Testing offices will be constructed next, on 1 South.
Fiterman Hall		
Staff Room	By the end of spring break, the provisioning of a staff room	The room's location is F-212.

	will be completed for employee use.	
Group Study Rooms	The Facilities office in F-601 will administer the keys and reservations.	These 6-person group study (-01) rooms are located on floors 4 through 11.
Capital Projects		
Gym AC	Preliminary estimates leave this project short on funding.	BMCC is negotiating the deficit with CUNY.
Pool Restoration	Serious unanticipated structural damage and mechanical work must be performed.	The college is working with CUNY and DASNY to accelerate the work.
Windows project	May be put on hold to begin work on the columns.	A structural engineer will reexamine the columns for structural integrity.
Pavers: Ramp and Plazas	The design is nearly complete.	BMCC is seeking a solution that does not involve pedestals which have failed in the past.
Trailer Removal	Demolition work has begun this week. Completion is targeted for April 78, 2014.	
New Bathrooms	Design on the ADA compliant Bathrooms is nearly complete. The start date for the construction will depend on the outcome of the construction bids.	The college is pushing for a fall semester start of construction.
Roof Replacement	Removal of the old roofing material will begin during spring break. The entire project is scheduled to take 100 days, barring weather conditions.	The first phase will include the main room and 4 and 5 floor setbacks.
Photovoltaic Installation	This project is not out of design yet but CUNY is revisiting the college's requests for a distributed power system, using batteries.	If the approved, the college could save on its energy budget and those savings would be used to offset our operating budget.
Theatre Rigging and Electrical Panels	The site survey was performed recently and the consultant is starting the design.	The Scope of Work will be reviewed further by the college.
IT Closets – Cooling	CUNY is putting out to consultants the design work and procurement bid for the cooling solution for the	

	closets.	
Greenwich Welcome Center	DASNY is putting out to bid the construction work needed for this 4,000 SF space. Expected completion is November 2014.	The college intends to use this space as Welcome Center and remote site for other support and educational services.

College Council

2013-2014 Technology Committee Final Report

Committee Members:

Professor Yakov Genis

Dean Sunil Gupta

Professor Alyse Hachey

Professor Donald Jenner

Mr. Thomas Lew

Mr. Rajib Miah

Committee Accomplishments:

The 2013-2014 academic year has been a year of continued 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 a record of changes and discussion items.

General:
Completed the upgrade of all windows computers from Windows XP to Windows 7.

Implemented Microsoft Active Directory login system college wide. Password changes required every 45 days.

Establish x8122 as the only voice contact number for any problems regarding technology in teaching spaces. This is designed to eliminate calling different numbers for support groups assigned to the various rooms.

Registrar's microfilm records have been converted to searchable PDF files.

Student Evaluation of Faculty forms have been replaced with Smart Evals electronic system beginning in the spring 2014 semester.

The library's website has been upgraded to incorporate responsive web design to provide a better viewing experience for users with any device.

A pilot program to replace instructor stations with all in one touchscreen computers in labs and Technologically Enhanced Classrooms has begun in the spring 2014 semester.

Coding of classes to reflect 6 modes of instruction to begin Summer 2014.

Chambers Street:
Math Lab, S506, renovated and expanded.
Oki Data B710 duplexing printers have replaced Lexmark T650N printers.

Fiterman Hall:
Creation of 2 Media Arts and Technology computer labs.
Creation of a Computer Operations lab.

Murray Street:
Oki Data B710 duplexing printers have replaced Lexmark T650N printers.

Blackboard usage for 2013-2014:
      Fall semester 2013 = 1016/3205 courses
      Spring semester 2014 = 1420/3461 courses

Open Access Computer Labs:
Duplex printing in all computer labs via add on duplexing units. Replacement printers will have duplexing built in.

Computer Center:
Replacement of wireless access points to 802.11ac has begun providing faster connections.

Computer Center has completed moving it's backroom equipment operation to the 6th floor at Chambers Street.

Student Helpdesk created at S112 in Chambers Street.

Learning Resources Center:
Online Tutoring pilot program has been implemented during the fall 2013 semester.
Pilot program for "Quick Print" stations installed. Will continue this pilot during the summer.

Announcements:
Technology Day 2014 theme: Creating Community Through Technology
See attached flyer1.

BMCC placed first in the NYS 16th Annual STEP Conference (Science Technology Entry Program) Robotics competition

Goals for Next Year's Committee:

1. Instructional room electronic scheduling process.
2. Better dissemination of instructional room type and locations for department planning purposes.
3. Better dissemination of information regarding open computer lab location and schedules.
4. Review instructor station auto timeout and screen savers to be disabled. Currently set at 20 minutes.
5. Review screen wallpaper to include problem reporting and logoff reminder information.
6. Review policy and procedures regarding temporary replacement equipment for instructor equipment to be used pending successful repairs.
7. Implement changes to the website to permit one to search for services in a more efficient manner.