

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
The City University of New York

COLLEGE COUNCIL

Minutes

May 27, 2015

Everyone attended except:

Sharon Avni
Juan Batista
Phil Belcastro
Namar Brown
Yan Chen
Cheryl Christopher
Francesco Crocco
Judy Eng
Meghan Fitzgerald
Nickla Galloway-Brown
Brian Garrido
Joyce Harte
Dominic Henry
Joel Hernandez
Doris Holz
Okeena Humphrey
ShuHuey Jenner
Alexandra Klugar

Jae Ki Lee
Kanu Nagra
Crystal Palacios
Alessandra Peralta-Avila
Davendra Ranglall
Lesley Rennis
Epiphany Samuels
Elena Samuels
Brett Simms
Rimel Smith
Bradley St. Martin
Chris Stein
Rachel Torres
Shalva Tsiklauri
Rayon Vangenderen
Anzalena Yusuf
ShengKun Zhang
Naida Zukic

- I. President Pérez called the meeting to order at 2:15 pm.
- II. APPROVAL OF MINUTES:
 - A. The minutes of the April 22, 2015 College Council Meeting were approved unanimously.
- III. STANDING COMMITTEE REPORTS
 - 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.
- VI. OLD BUSINESS - None
- VII. NEW BUSINESS - None

VIII. President Pérez adjourned the meeting at 2:15 pm after thanking the 2014-2015 College council members for their hard work



College Council

2014-2015 Budget Committee Final Report

Committee Members:

Budget Committee consists of four faculty or staff council members elected by the College Council, two persons appointed by the President, one of whom shall be appointed by the President to serve as chairperson of the committee, and one student selected by SGA.

Elena Samuels, Chair

Sunil Gupta, Dean

Joel Evans, Professor

Barry Rosen, Director

Geoffrey Kurtz, Professor

Alexandra Klugar, Student

Committee Accomplishments:

The composition of Budget Committee ensures representation of the interests and concerns of wide college community. The Committee met once per semester. At the meetings the members of Committee exchanged their opinions and expressed the ideas regarding planning and implementation of the operating budget. As per Middle States committee recommendations, the budget process at BMCC was transparent and aligned with strategic planning and CUNY Master Plan.

At its fall 2014 meeting the committee discussed the year-end financial report for fiscal year 2013-14. Regardless of a slight decline in enrollment in fall 2013, which caused the revenue shortfall of \$1.8 Mil., college has met all its financial obligations. An increase in NYS funding by \$150 per FTE and \$9.4 million Compact allocation, helped to overcome this revenue shortfall.

At this meeting the Budget Committee also reviewed the FY 14-15 Financial Plan, prepared by the Budget Office, and approved the report of the Committee Chair for presentation at the College Council. The Compact plan, as an integral part of the Financial Plan was discussed in a greater details. The Committee reviewed and ratified the draft prepared based on the recommendations of the Compact committee.

In spring 2015 the Committee discussed the progress in the completion of Financial Plan and the Financial Report presented by the Chair of the Committee. This report outlined the trends in student enrollment, ratio of students per full-time faculty, average class size and others. During FY14-15 the college increased its number of full-time faculty by 12 and filled the total of 36 new positions in academic and student support areas, as well as administration. Other than personnel services expenses include funding for the following major projects: completion of relocation of the data center, renovation of the college computer center on the first floor, installation of LED lights at the Murray Street campus, purchase a replacement for 30 year-old independent chiller, which will result in large energy savings on cooling, investment in improvements of building HVAC system, as well as continued upgrade of the perimeter ventilation system and many others. The initiatives funded through the Compact funds and Technology Fees have been reviewed by the Committee in details. The report was approved for presentation at the College Council.

Goals for Next Year's Committee:

The role of Committee is to be responsible for reviewing budget information and recommend policy relating to the financial and budgetary affairs of the college.

The Committee expressed the objective for the future members to continue their active participation in oversight of the financial planning activity in the college and pay special attention to the investments in efficiencies and cost avoidance. All savings from increase of productivities should be diverted towards improvement in academic instructions and student's services.



M E M O R A N D U M

To: College Council

From: G. Scott Anderson

Date: September 28, 2015

Subject: Facilities Committee Activities for Academic Year 2014-15

The Committee met several times during the year and discussed and addressed various issues. Of particular note were the following:

1. Space – The college is currently undergoing a review and compilation of data to create a new Physical Master Plan. The last one was done in 1994 and at that time, we were critically short of space. With a 50% increase in enrollment since 9/11, the college continues to be short of much needed congregational, office and instructional space even with the opening of Fiterman Hall in August 2012.
2. Critical Maintenance – The pool has been shut down for nearly three years and we have begun the process of reconstruction with an expected completion date of March 2016. This and other major capital improvement efforts have been affected by a shortage of capital funds. The college has made the rehabilitation of mechanical and electrical systems a high priority and will seek the funds necessary to retool and reengineer outdated equipment and our HVAC system.
3. Environmental and Energy Systems – BMCC has CUNY’s first real-time energy utilization systems available on the Web. The college will move our energy conservation initiatives forward with the acquisition of a new electric chiller and various upgrades of our air handling and temperature control systems. The solar panel project is scheduled to begin in April of 2016.
4. Environmental Health and Safety issues addressed were the influenza protocols for hand-washing and the college’s continued sponsorship of free certificated training in First Aid, CPR and AEDs for faculty, staff and students.
5. The Committee discussed the college’s campaign for RESO A funds (from City Council and the Borough President’s Office) for the installation of LED lighting, HVAC and Audio improvements to the Richard Harris Terrace and more energy efficient security lighting around the perimeter of the college.
6. BMCC received more than \$3 Million in support from New York City’s DCAS to further improve energy efficiency capability at the 199 Chambers Street building. BMCC has

been recognized as a leader among CUNY's colleges in its sustainability efforts to conserve energy.

7. Various renovation projects at 199 Chambers Street were reported including the Computer Center, ASAP offices, College Bookstore, TED classrooms and lab. Additional projects will be underway in the fall and summer 2016 including a new Reprographics Shop and Fitness Center.
8. The Committee received a verbal report on the efforts made by the college to address and codify the protocols for addressing and reporting instances of workplace violence.

There were many other projects and issues addressed by the Committee but these were the ones of particular importance and concern.



College Council

2014-2015 Committee on Campus Life and Student Issues

Final Report

Committee Members:

Eugenio Barrios-Staff
Juan Batista – Staff
Brian Garrido - Student
Michael Hutmaker – Chair
Alexandra Klugar –Student (spring)
Amparo Lopez-Moreno - Staff
Harry Mars- Staff
Ivelisse Rodriguez - Faculty
Bradley St. Martin - Student (fall)
Anzalena Yusuf -Student

Committee Accomplishments:

The committee met six times this past year. Items discussed pertaining to the concerns of students included: CUNYfirst, email, Murray building services, 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 how to improve electronic communication for students and faculty, Suggestions included developing a single sign-on, for all BMCC accounts. A plan was developed to get more students to activate their email account. This was followed by a campaign that to educate students how to access their email through mobile devices at the end of the fall semester and during registration and the start of the spring semester.

- The cost of books remains an important topic. Suggestions included not updating the required book each year to the newest edition. As a result students cannot buy or resell the last edition of the book. Another solution is using rent-a-books, and e-books (some students indicated that faculty do not allow electronic devices in class, which inhibits this type of book). With regard to the bookstore process, in-house bound copies of faculty published books need to be more affordable, the cost of the books seem to go down after the start of the semester – keep the price low from the start, books need to be in the book store prior to the start of the semester, and pre-paid books need to get to the person who ordered the book, not put on the shelf available to anyone who needs it.
- Issues were discussed regarding Fiterman and Murray buildings. A microwave was suggested and set up in the Fiterman café; WiFi connection in Fiterman needs to be improved; there was a request to look into communicating with faculty regarding the students coming from or going to Murray to another building as they face issues getting to class on time due to elevator issues
- Some processes were discussed with the following suggestions:
 - o Suggestion to send students close to graduation a “To Do” reminder as well as an confirmation letter that they have successfully registered for graduation.
 - o Fire drills need to have more seasoned staff directing people away from the buildings.
 - o Posting the faculty names on CUNYfirst as soon as they are assigned, rather than assigned “staff” Also if a faculty is switched from a section, the students in the section should be notified as student at times prefer to stay with a specific professor.
 - o Look into Degreeworks as it some times it does not always read the math requirement for courses.

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.

Prepared by:

Michael Hutmaker

Dean of Student Affairs

May 28, 2015



College Council

2014-2015 Technology Committee Final Report

Committee Members:

Prof Joe Bisz

Prof Frank Crocco

Mr William Guttenplan

Prof Revital Kaiser

Mr. Thomas Lew

Mr Oshane Messam

Prof Joyce Moorman

Mr Angel Panora

Observer: VP Joseph Spadaro

Committee Accomplishments:

The 2014-2015 academic year has been a year of continued changes at Borough of Manhattan Community college. The College Council Technology Committee has reviewed, discussed and recorded the changing technological landscape of the college. Below please find a record of recommendations and discussion items.

General:

The college has created and filled the position of Vice President for Technology. Mr. Joseph Spadaro, VP for Technology, has joined the college on September 3, 2014. The 3 areas which report to the VP for Technology are College Computer Center, Office of Instructional Technology and Media Center.

The problem reporting number for labs and TEC rooms is x8122.

The college has completed upgrading from MS Office 2010 to Office 2013.

Increased Macintosh support was requested. As a result several technicians have attended or are scheduled to attend classes during the summer break.

Required password updates have been extended from 45 days to 180 days alleviating mid-semester problems and reducing congestion at the helpdesk.

All instructor workstations in the computer labs and TEC rooms had both Skype and Turning Point clicker software installed beginning in the fall 2014 semester.

Kingston clickers and training were made available for loan at the media center.

Review Institutional Research Technology Survey data. See attachments 1&2
Review Technologically Enhanced Classroom survey questions.

The college has begun replacing instructor stations with all in one touchscreen computers in labs and Technologically Enhanced Classrooms with completion expected during the summer of 2015.

The college has received a donation of a Makerbot 3d printer which is being used by the Music and Art department for course development.

Blackboard usage:

Fall 2014 = 3461 total courses
fully online = 57
online = 9
hybrid = 37
web enhanced courses = 1367

Spring 2015 = 3242 total courses
fully online = 57
online = 10
hybrid = 53
web enhanced courses = 1482

Coding of classes to reflect the 6 modes of instruction have begun in Summer 2014. See attachment 3.

Fiterman Hall:

Upgraded 2 iMac labs used by the Music and Art department.

Installed Makerbot 3d printer.

Open Access Computer Labs:

Duplex printing in all computer labs via add on duplexing units. Replacement printers will have duplexing built in. The page limit per printout has been raised to 14 pages from 8 pages. Students have the ability override duplex printing to single sided printing.

Computer Center:

Replacement of wireless access points with 802.11ac units has begun providing faster connection speeds over one gigabit for mobile devices and wireless workstations.

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

CUNYfirst Review

As the technology committee has been charged by the council in October to review options regarding Cunyfirst usage by the college

That the Technology Committee investigate how CunyFirst can be altered or replaced to meet the needs of the College and its faculty and students in mission-critical applications by the February College Council meeting.

Upon consultation with both the registrar's office and Cunyfirst liaison we have found that as CunyFirst stores and maintains the official records for the university, the college does not have the ability to opt out of its usage.

CUNYfirst modules include but are not limited to:

Admissions

Human Resources

Online bill payment

Payroll

Personnel

Procurement

Purchasing

Registration

Schedule of classes

Student records

Travel reimbursements

In order to improve the adoption of Cunyfirst some committee members have suggested possible solutions for improving both training and access to CunyFirst. They include:

Training by appointment - provide just in time training at department meetings. Some faculty have indicated that training sessions are scheduled at inconvenient times. Perhaps a 10 minute focused training during department meetings would be both beneficial and convenient.

Liaison group - reactivate the CunyFirst liaison group which was initially created for the initial transition period to CunyFirst to provide information and assistance at the department level.

Joint meeting with Student Life committee 11/5/14:

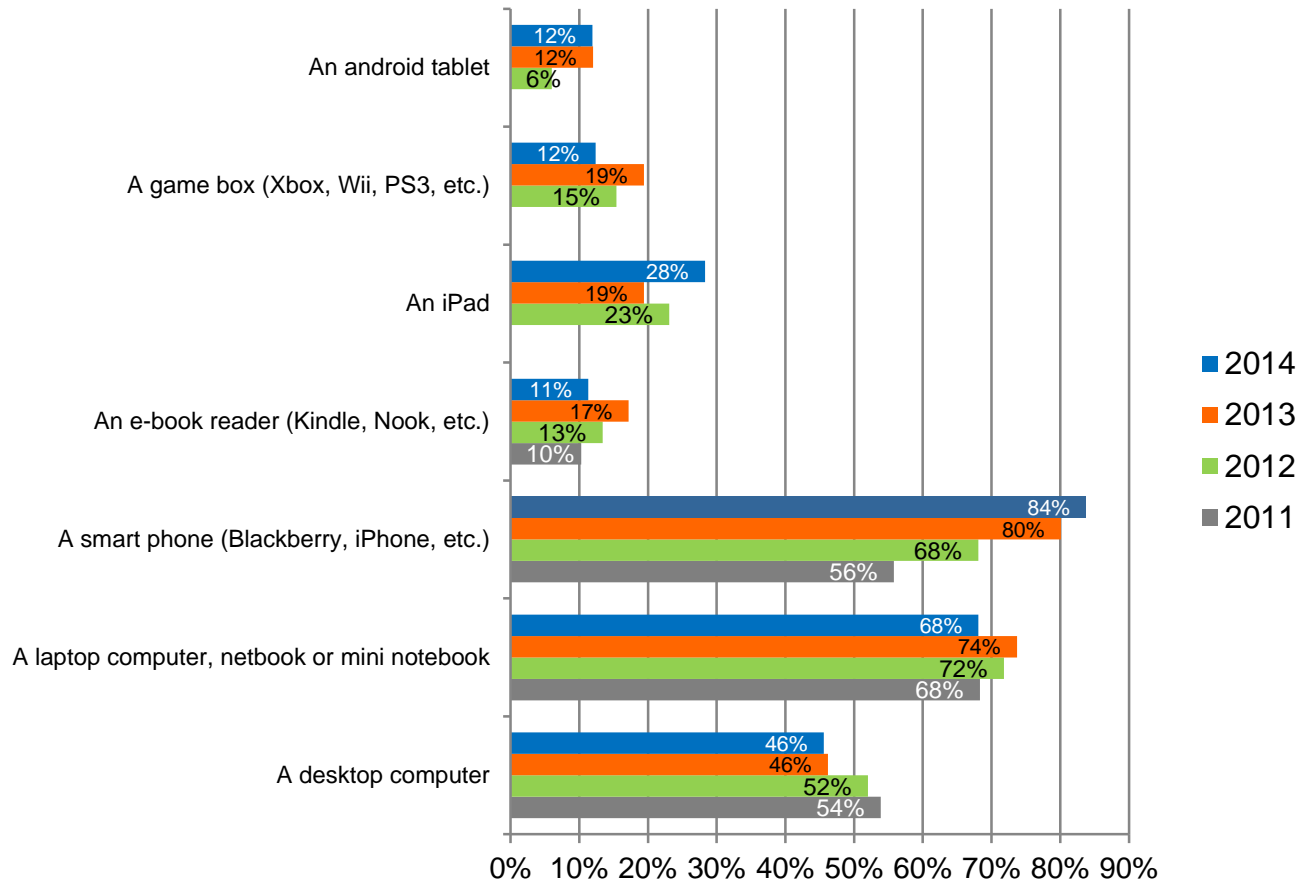
Student email discussion:

1. Timing for provisioning of email accounts cannot be changed as students need to complete the registration process before being assigned an email account.
2. Instructions for accessing email on smartphones
http://www.bmcc.cuny.edu/computing/upload/mobile_email_brochure.pdf
3. Provide information and assistance for item 2.
4. Staffed helpdesk tables were set up during registration and club hours during the early weeks of upcoming spring semester.

Goals for Next Year's Committee:

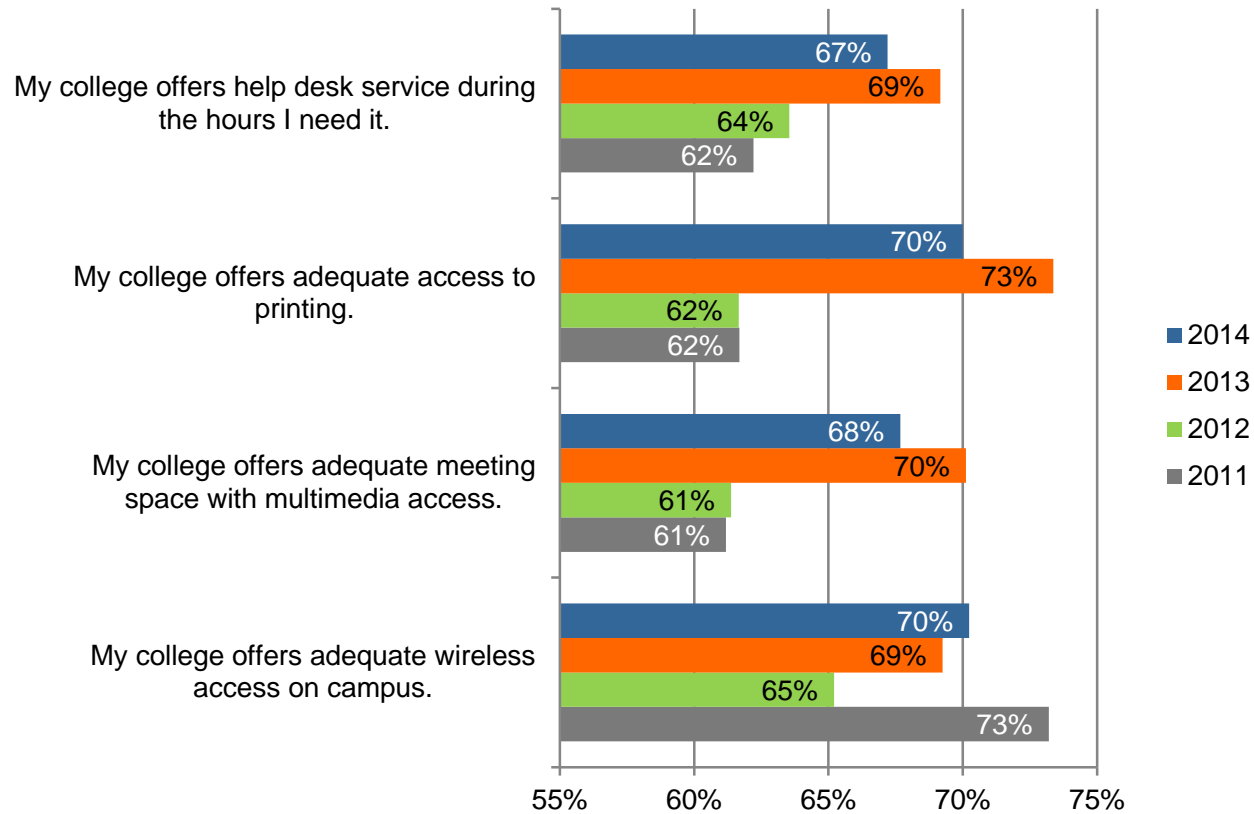
1. Improve electronic room scheduling process.
2. Better dissemination of instructional room type and locations for department planning purposes.
3. Provide better dissemination of information regarding open computer lab location and schedules.
4. Implement changes to the website to permit one to search for services in a more efficient manner.

BMCC Student Experience Survey “Which of the following technology devices do you use regularly? (multiple choices allowed)”

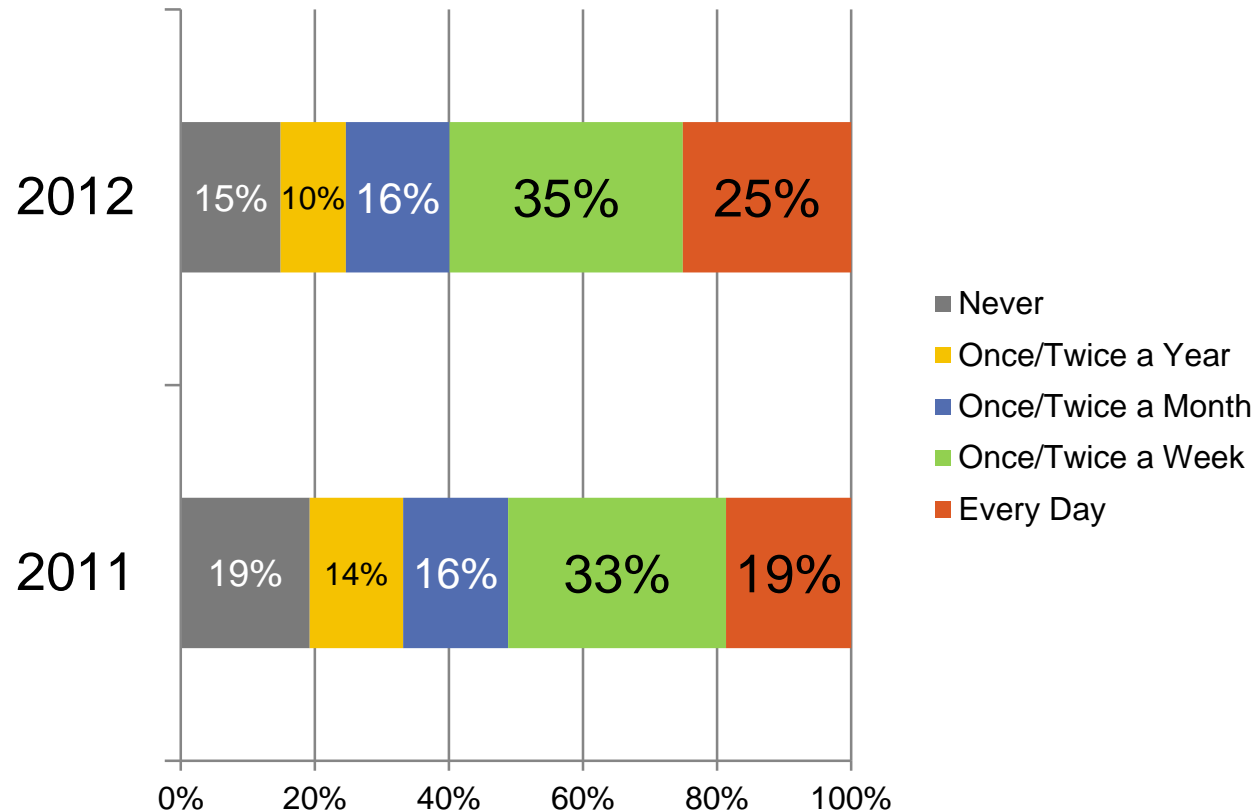


Note: 2011 Survey did not ask the first three items in this chart.

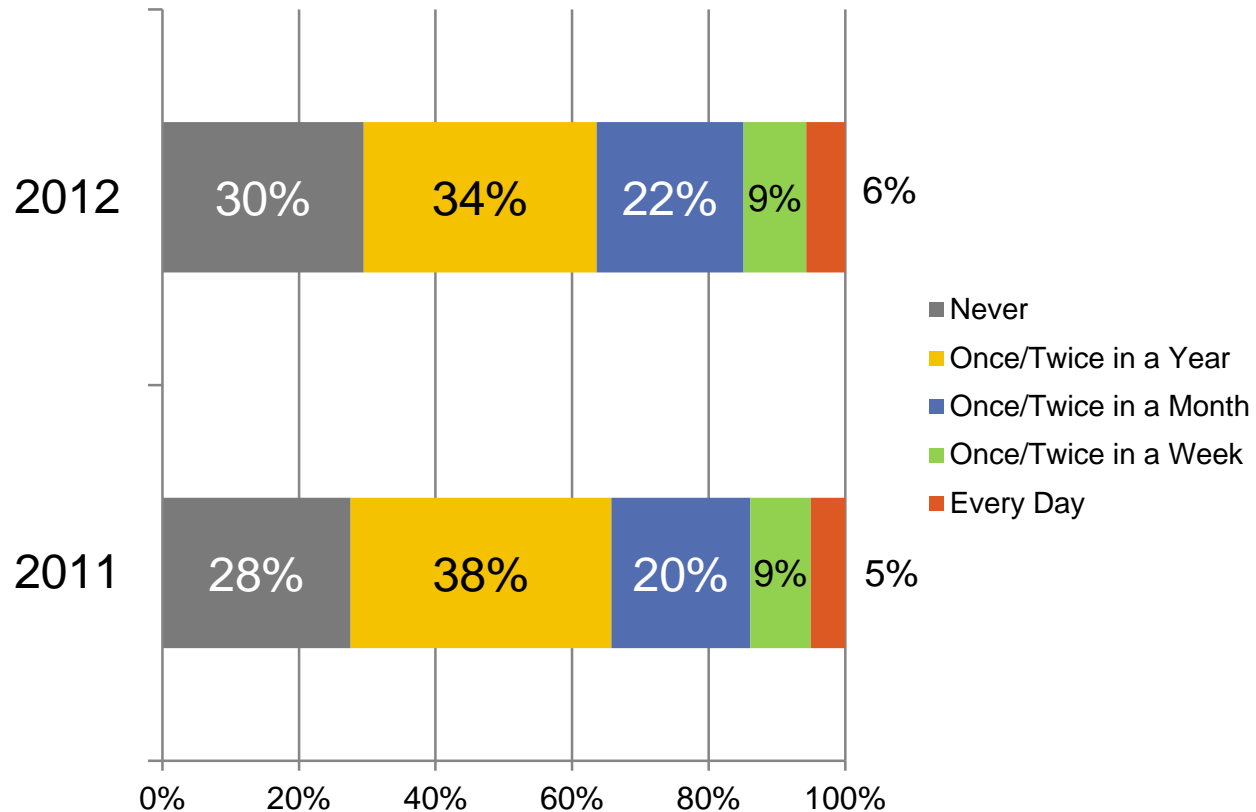
BMCC Student Experience Survey % Strongly Agreed/Agreed with “Statements about Technology” (of those students having used this technology)



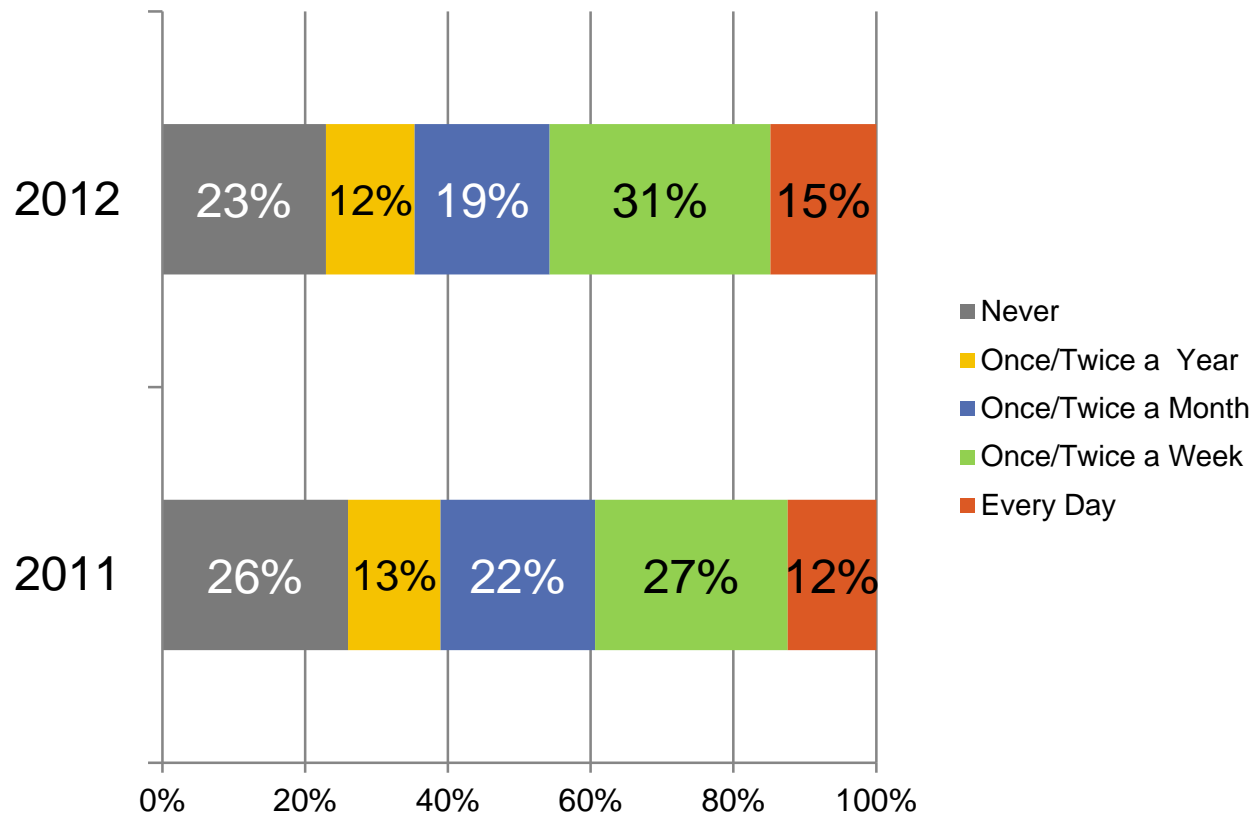
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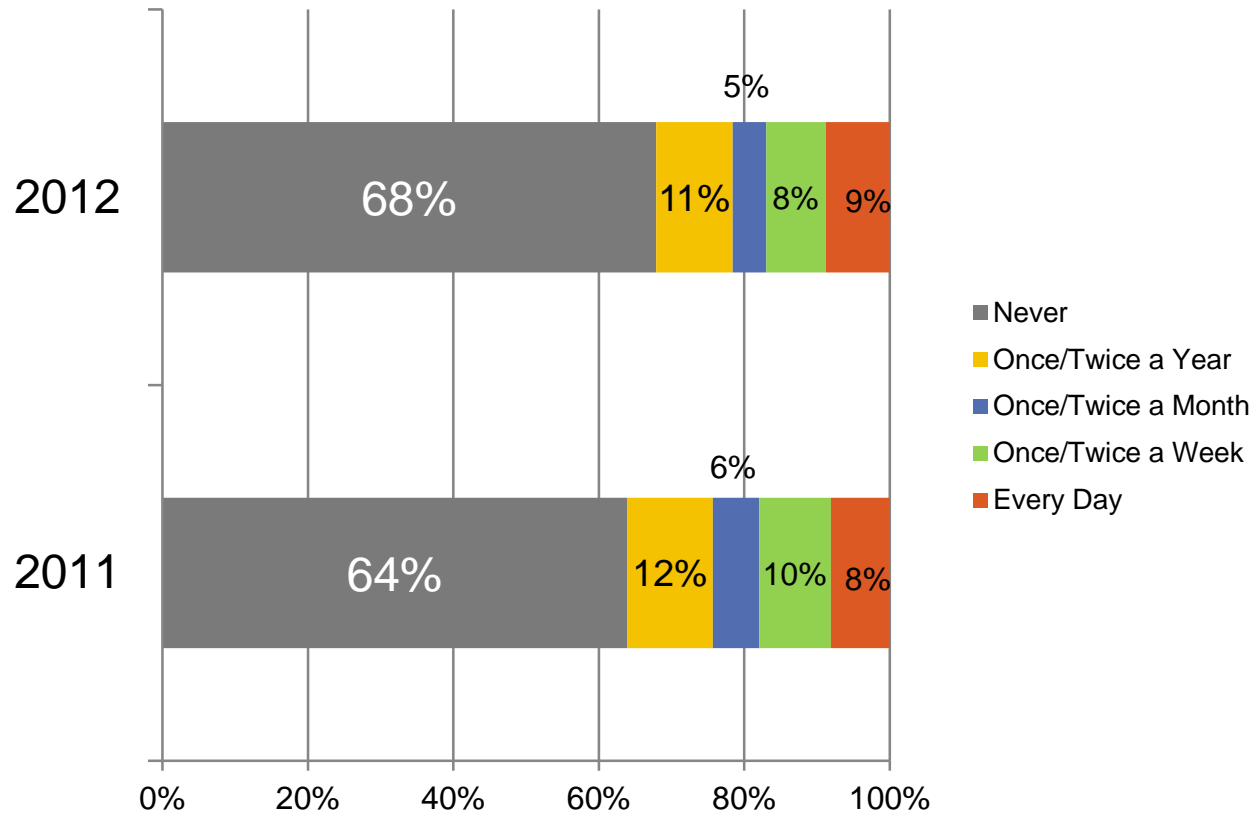
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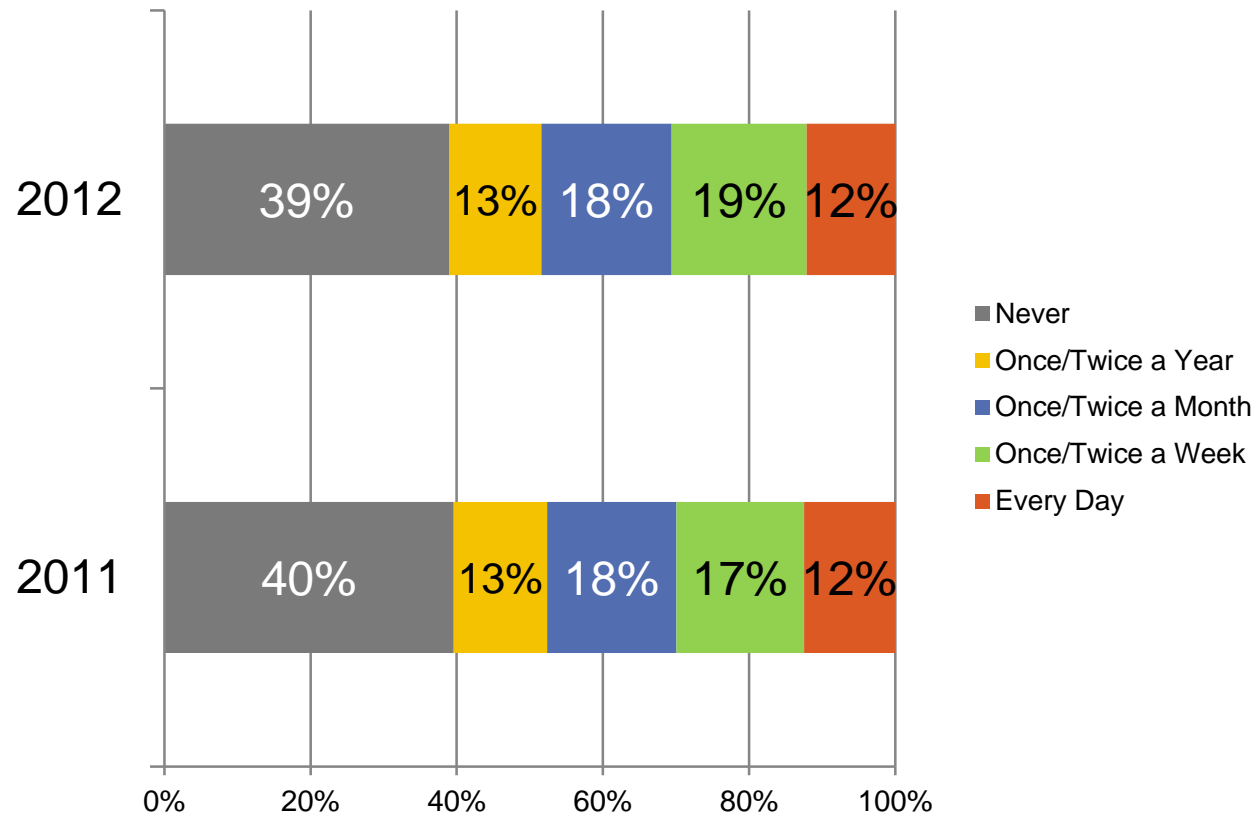
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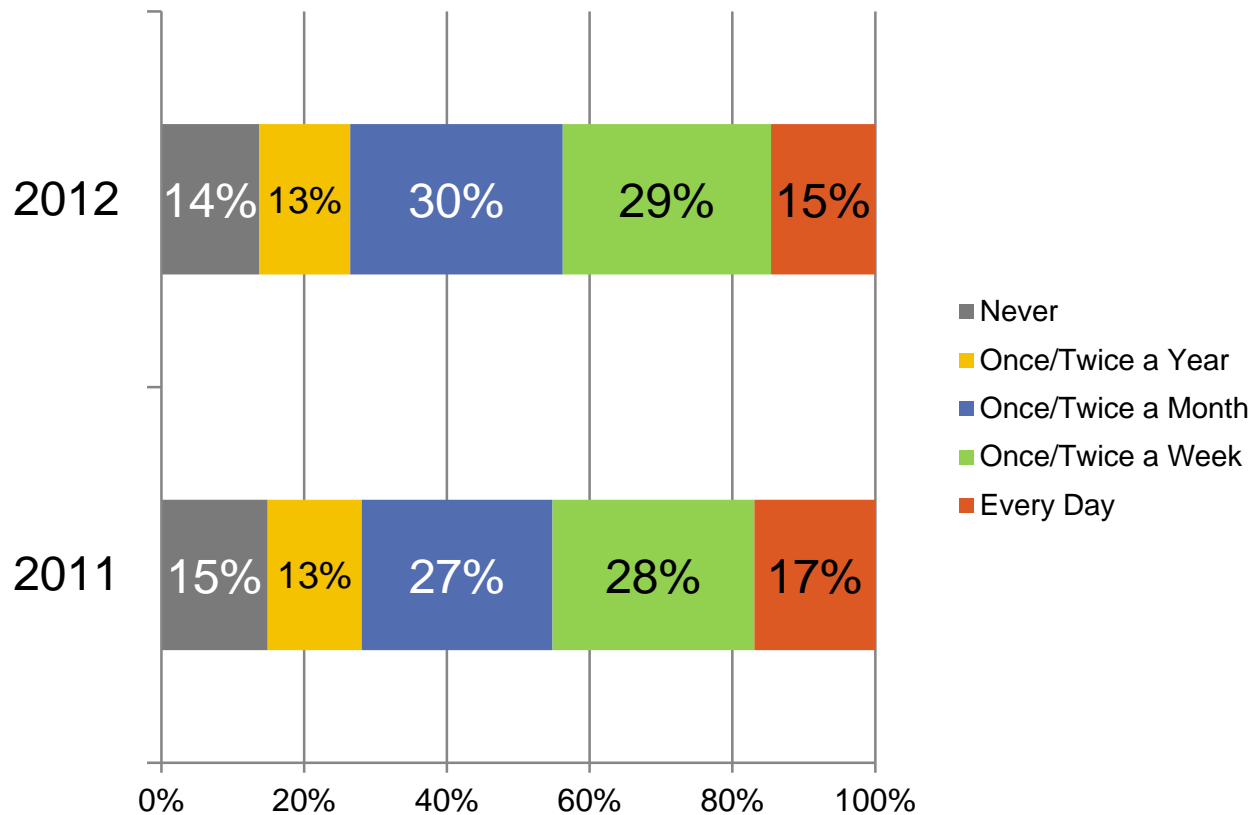
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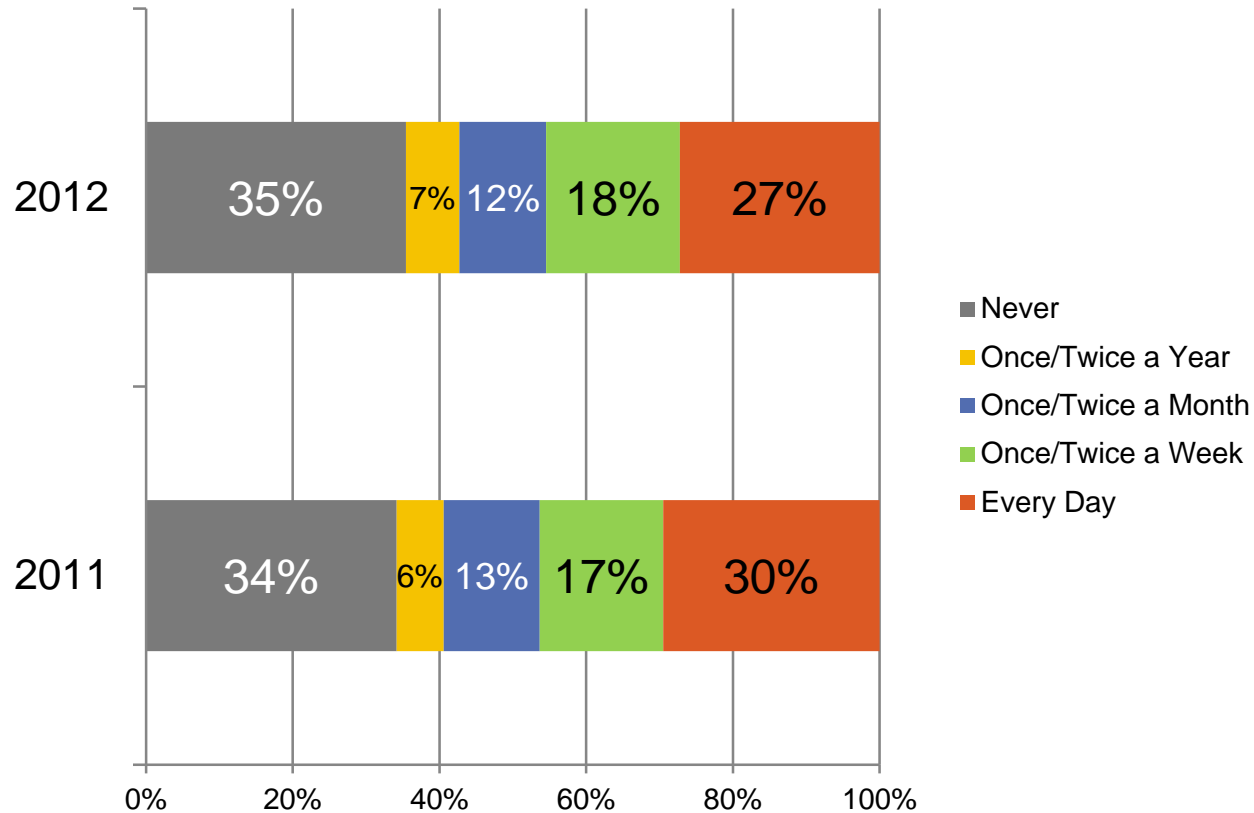
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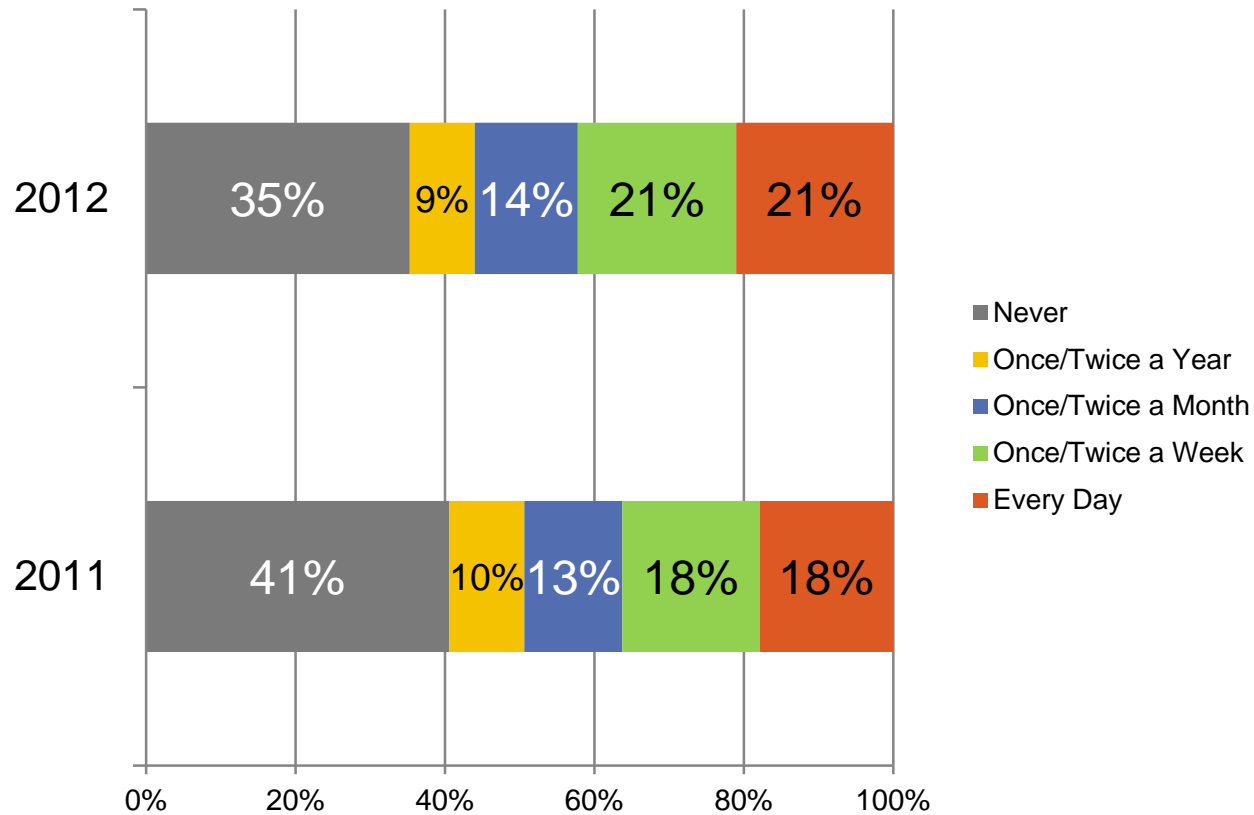
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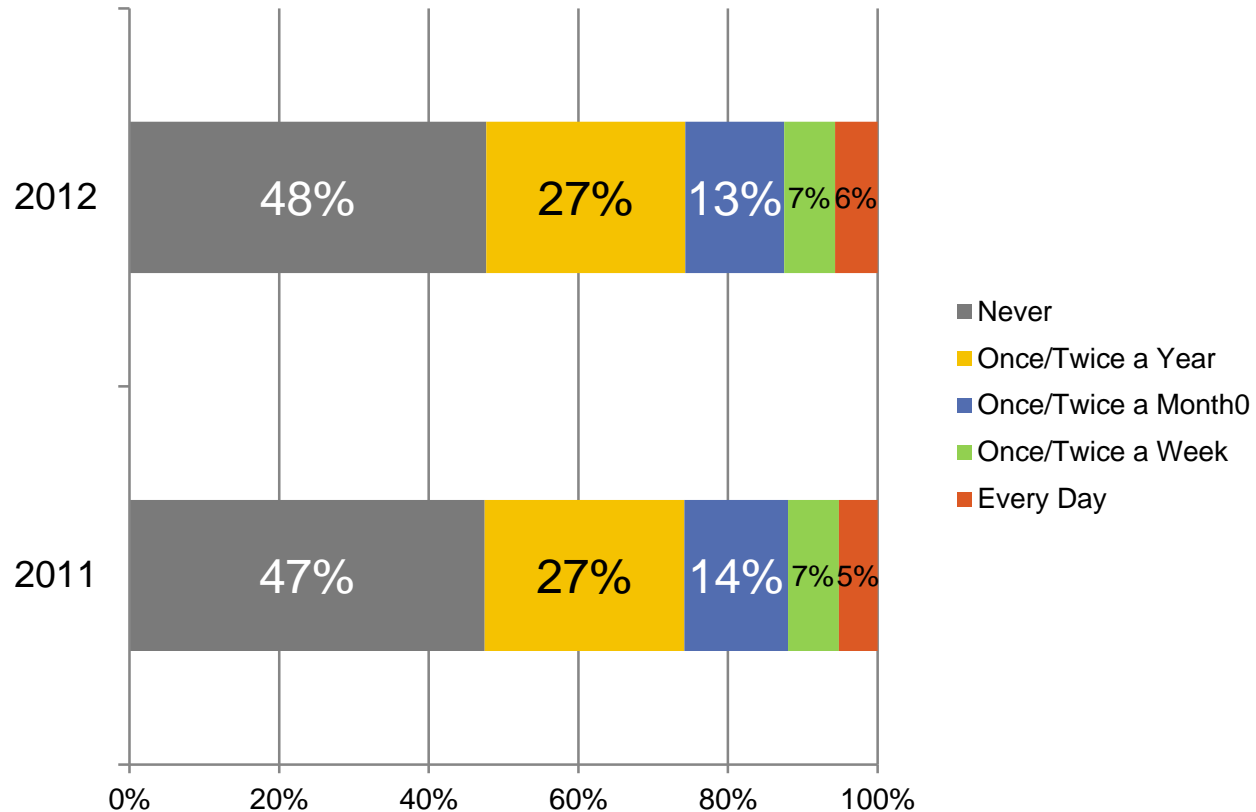
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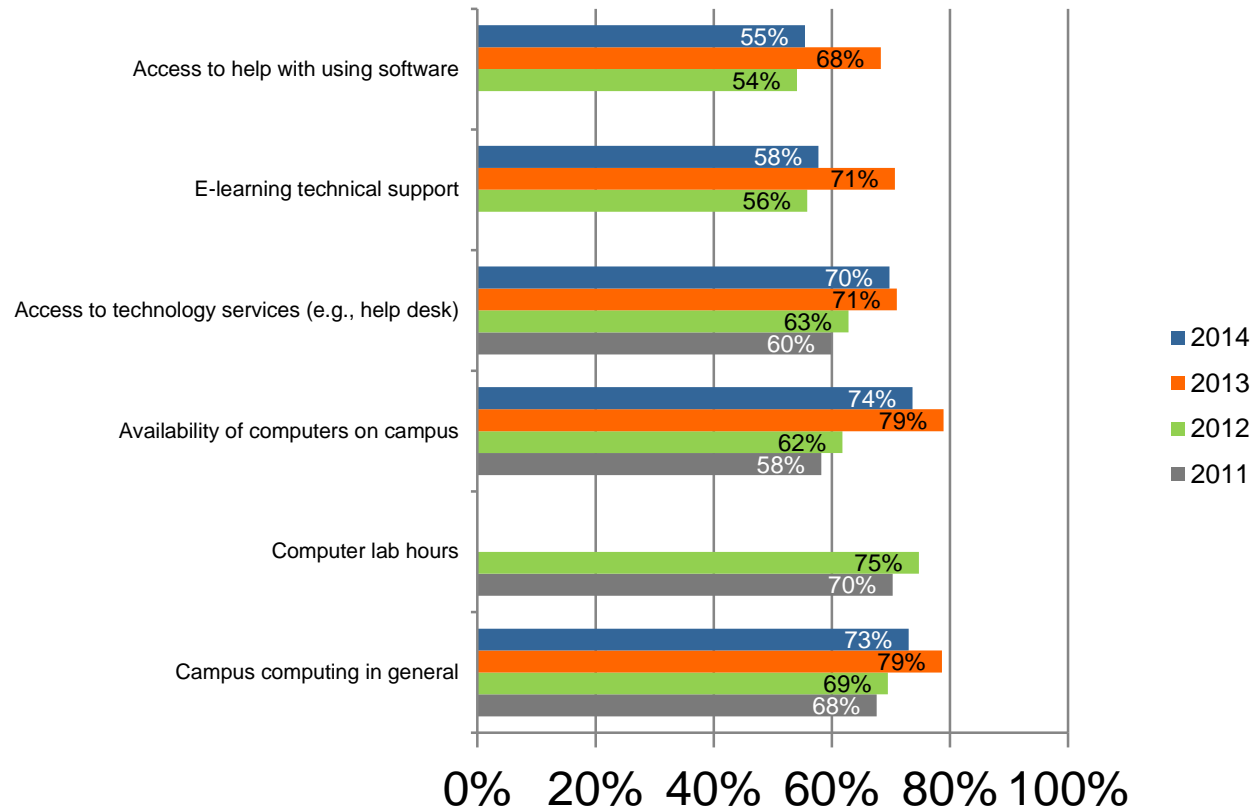
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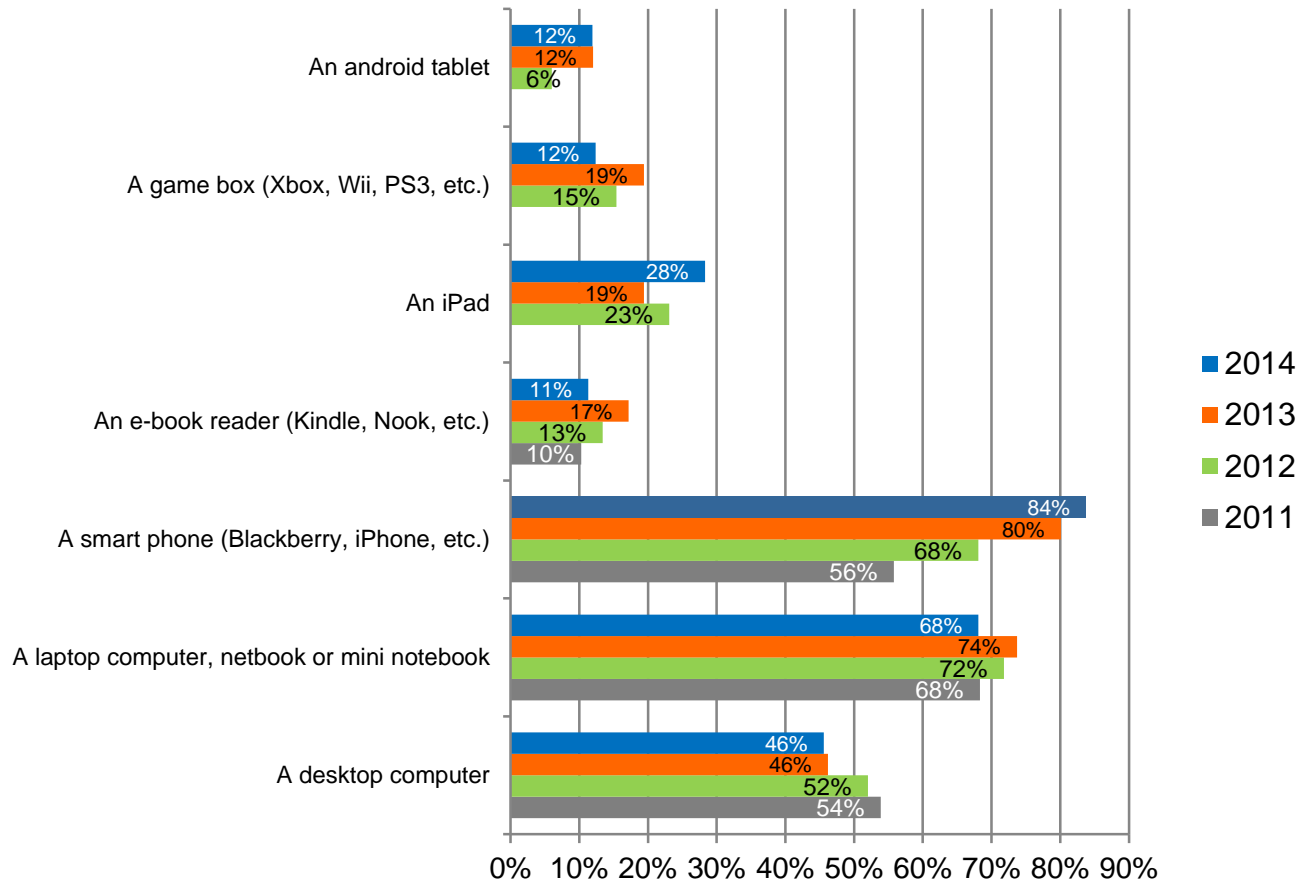


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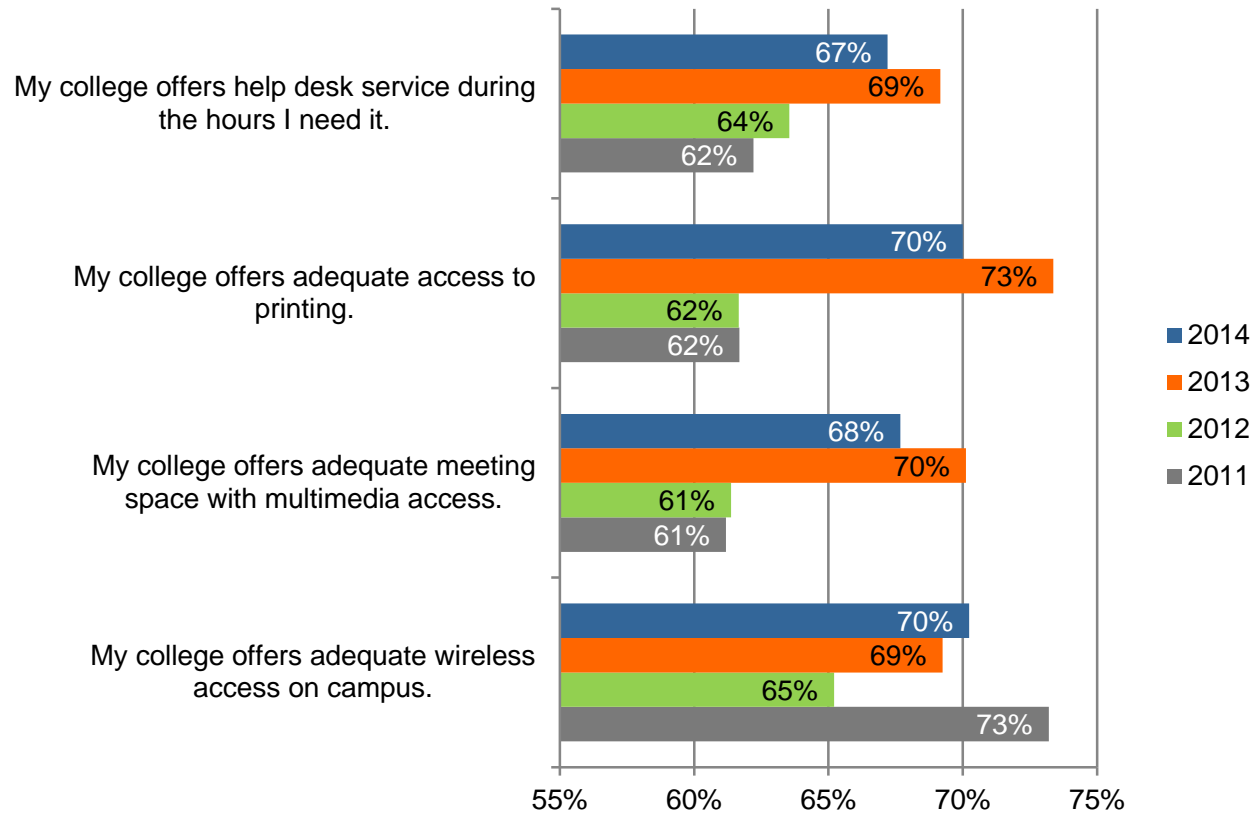
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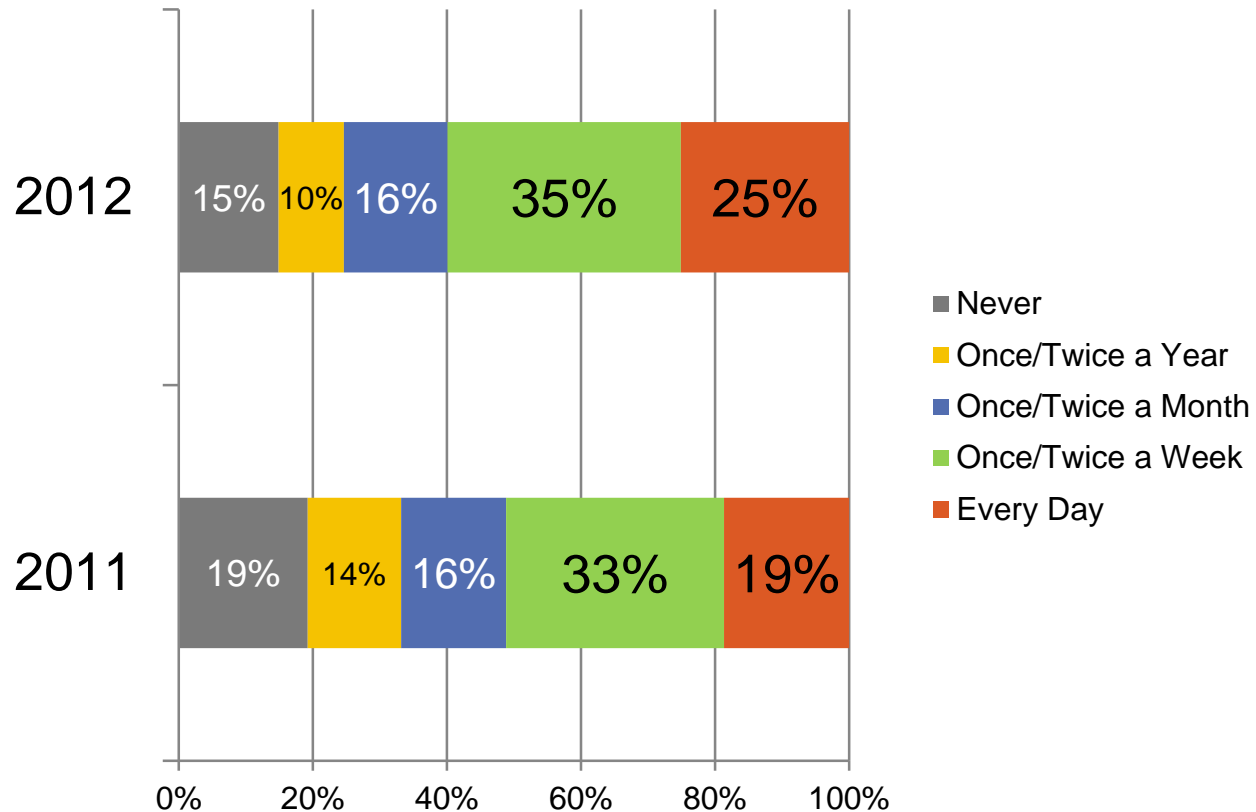


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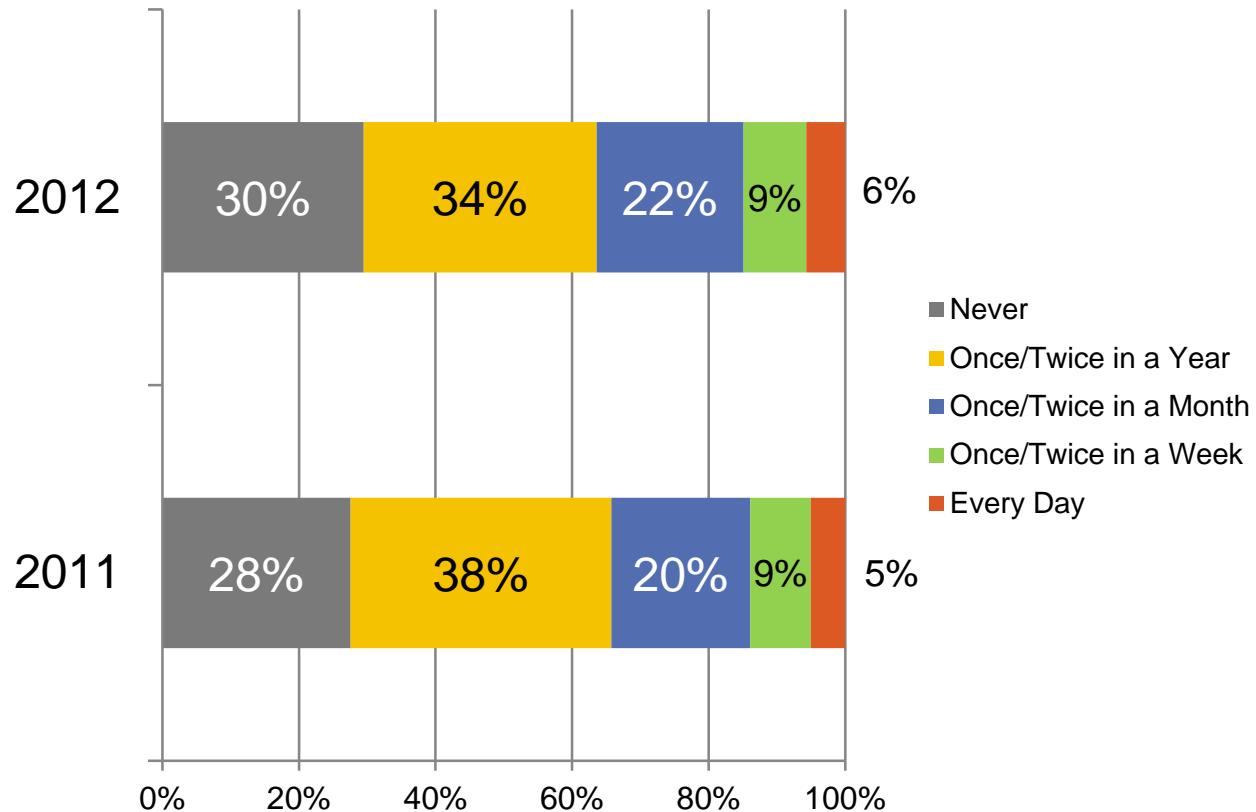
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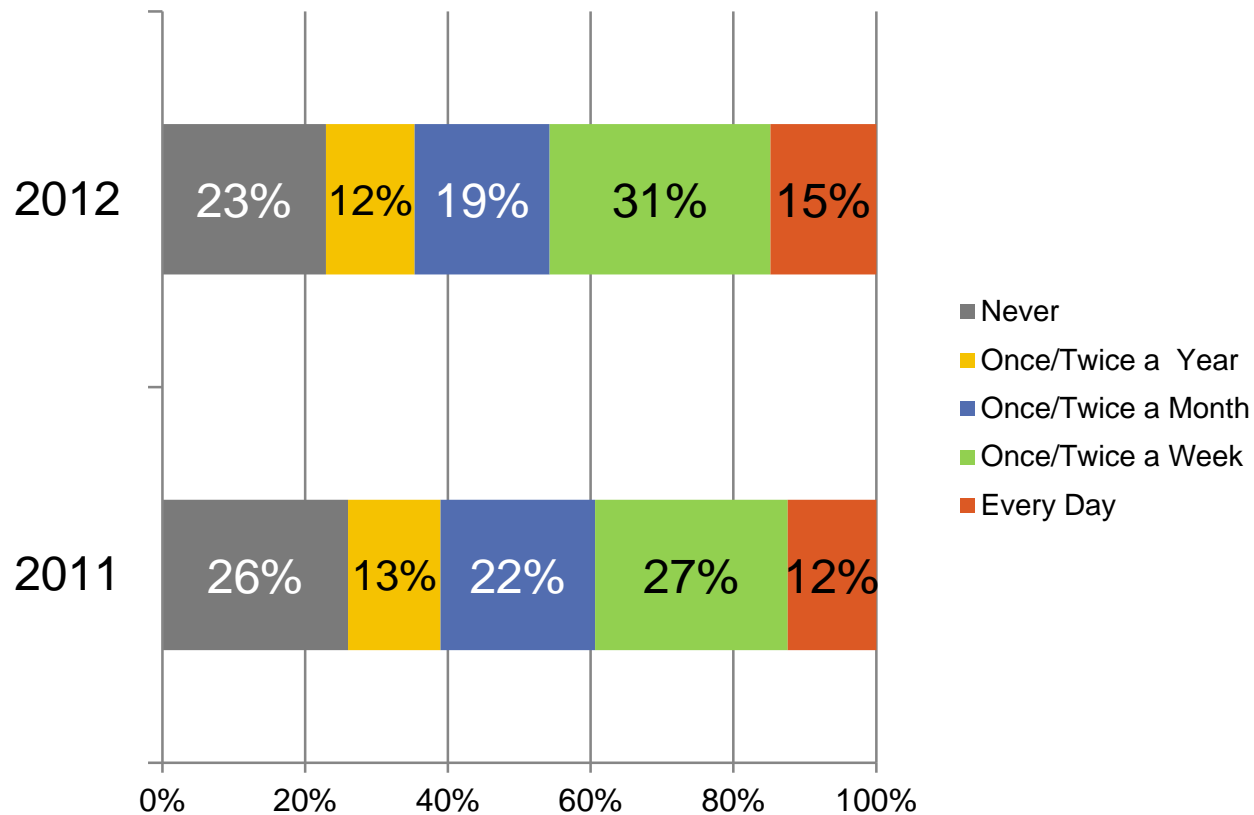
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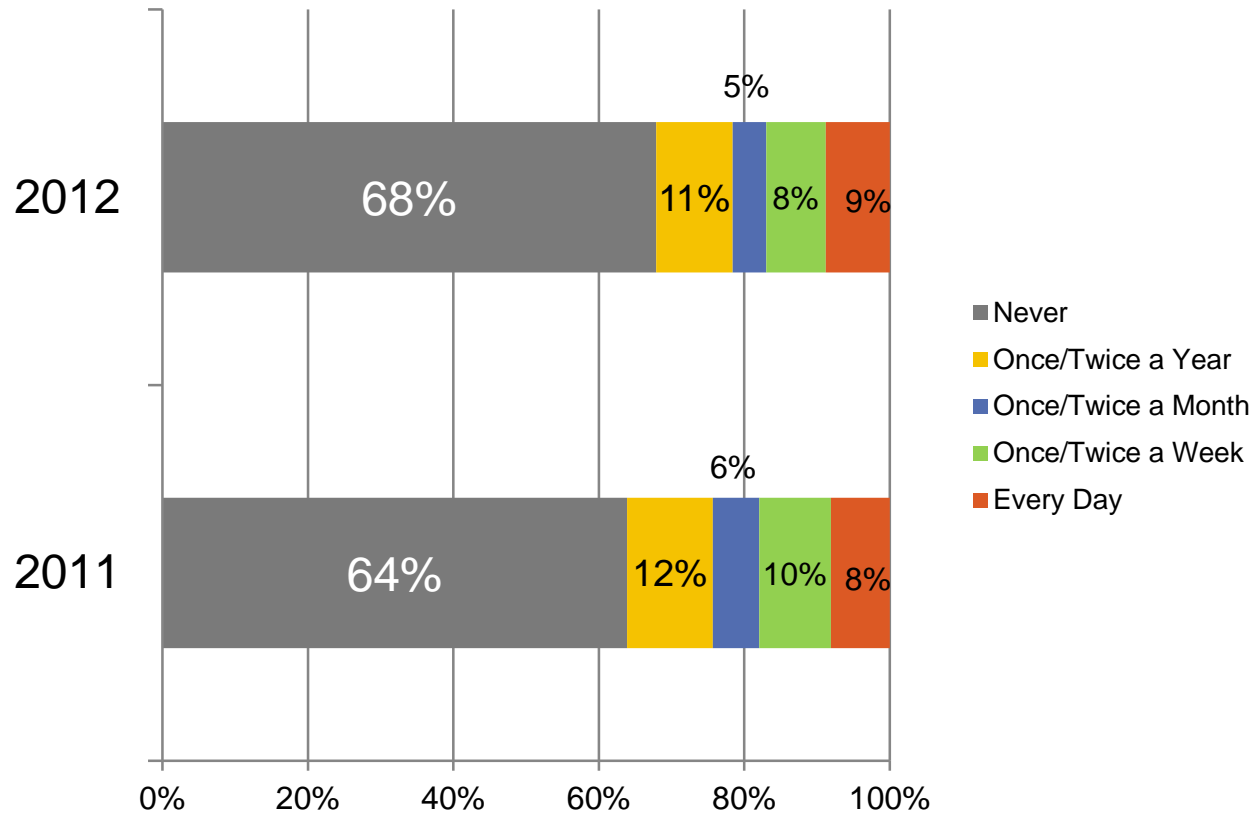
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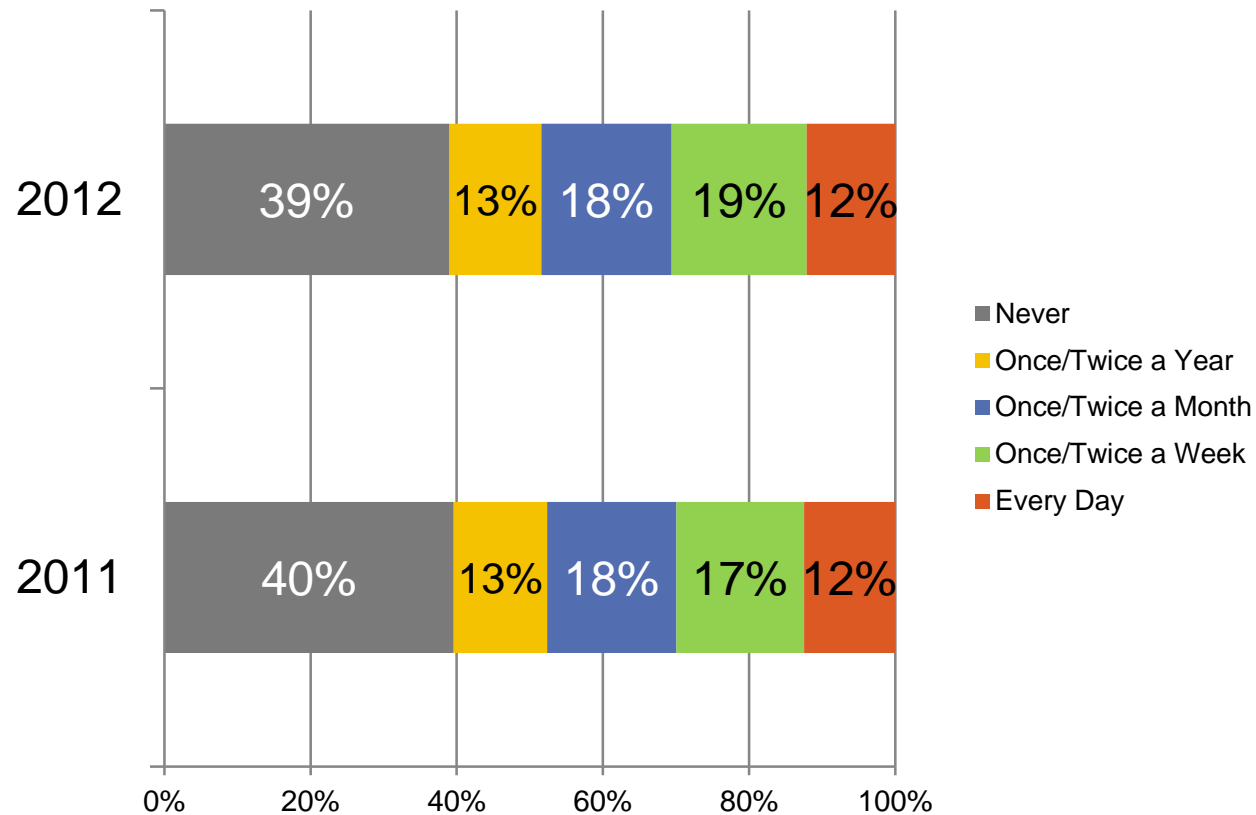
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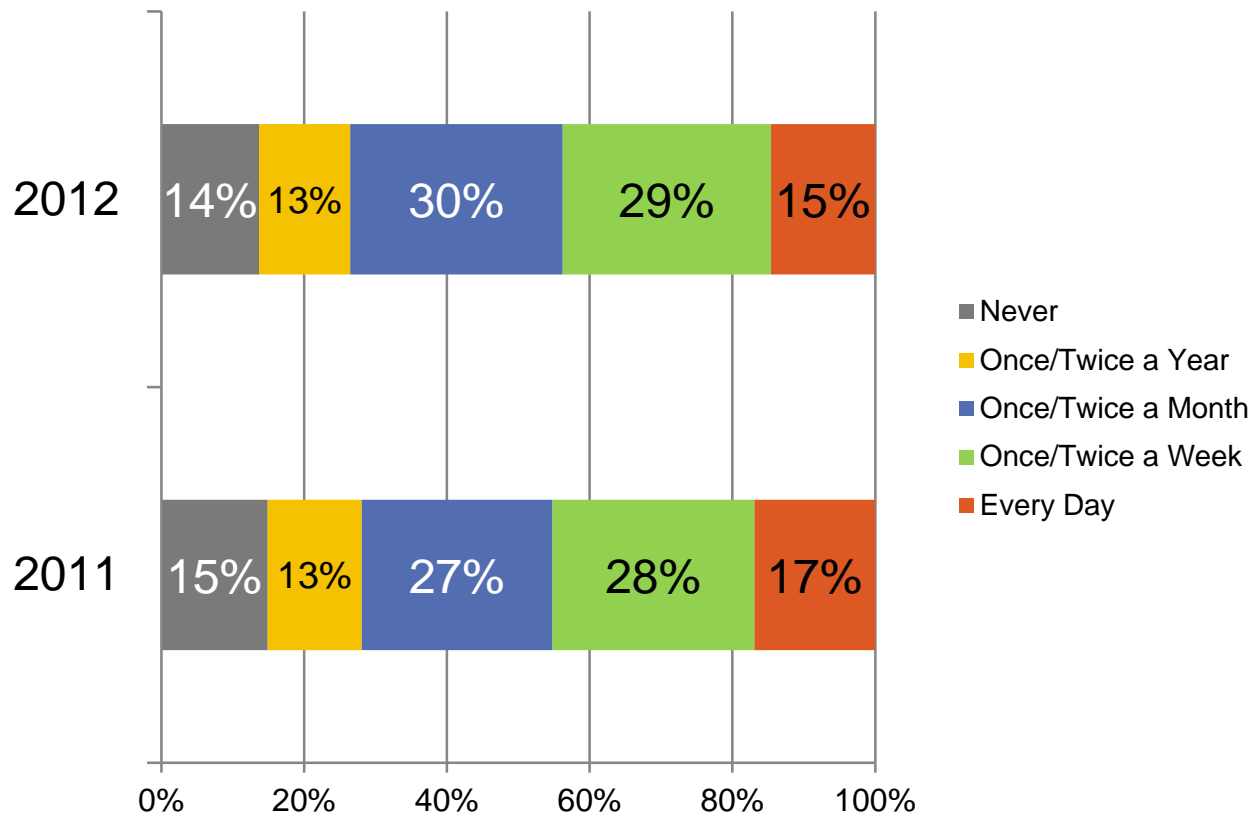
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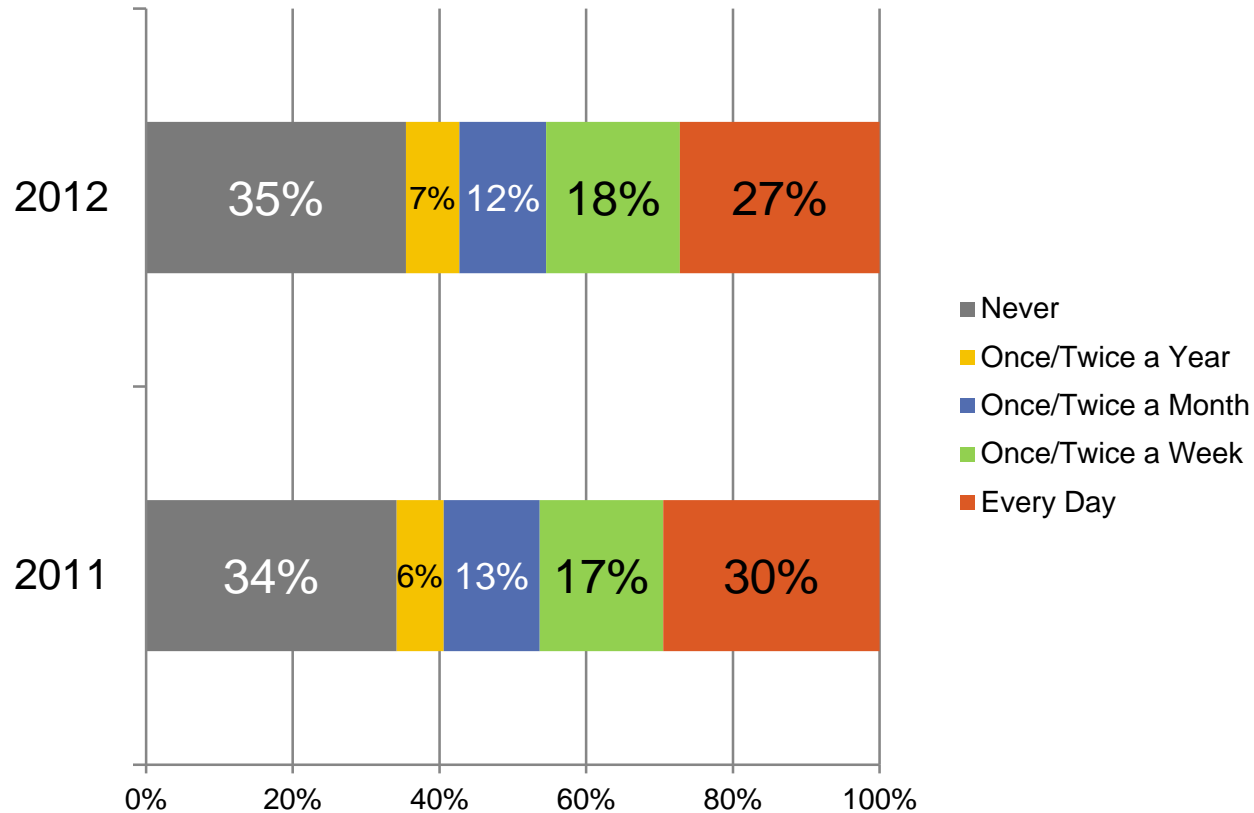
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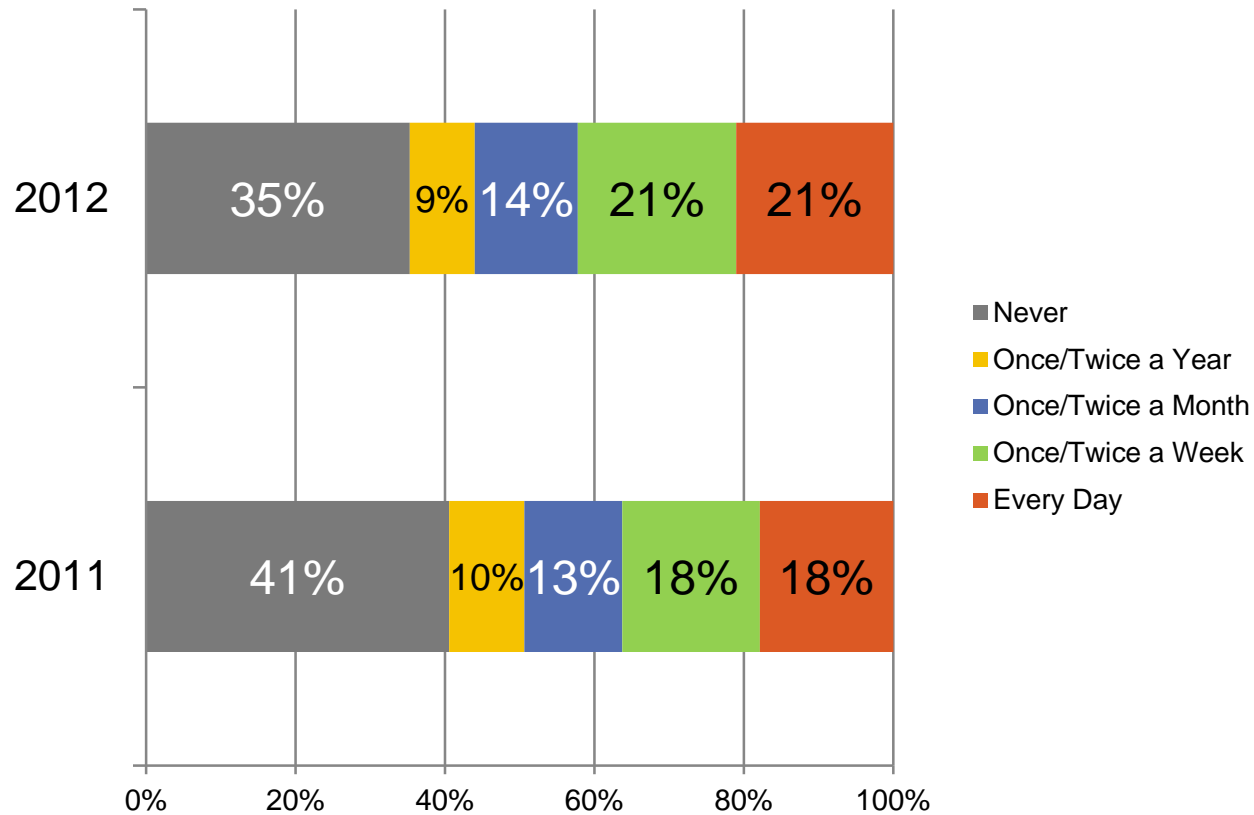
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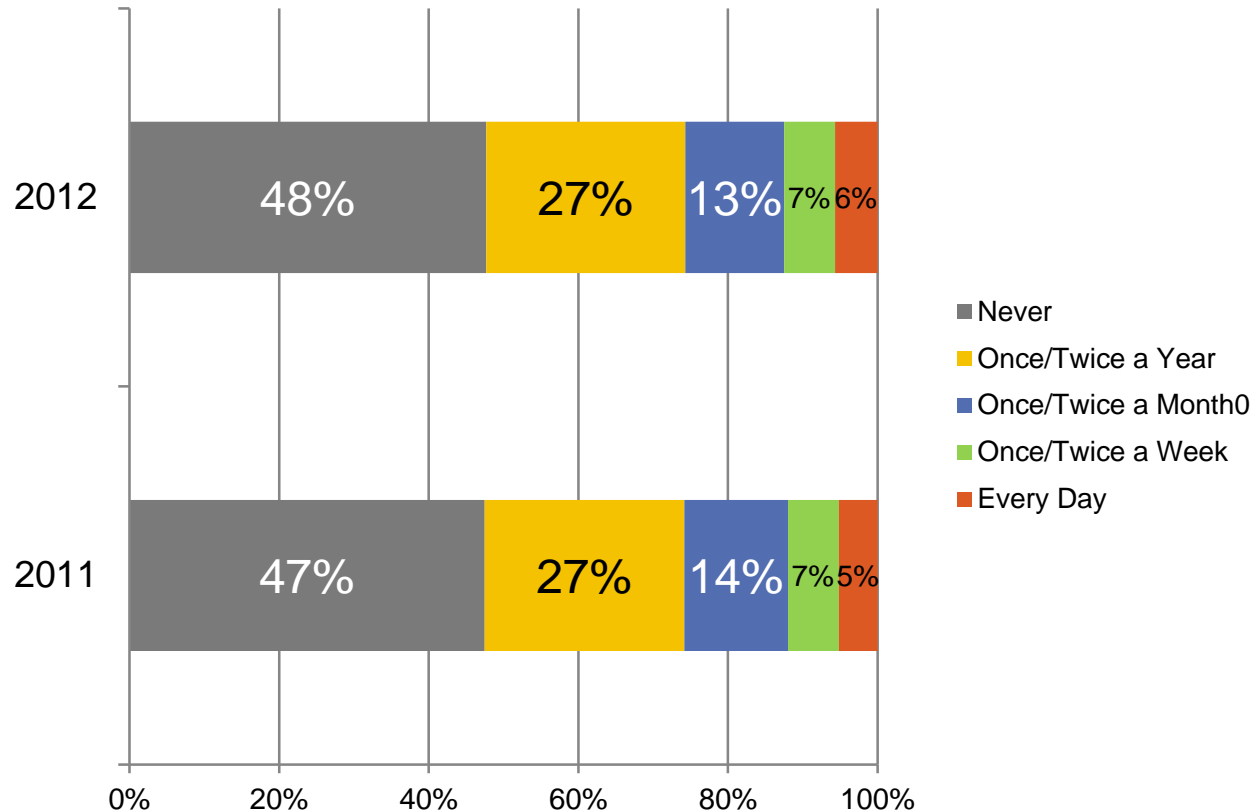
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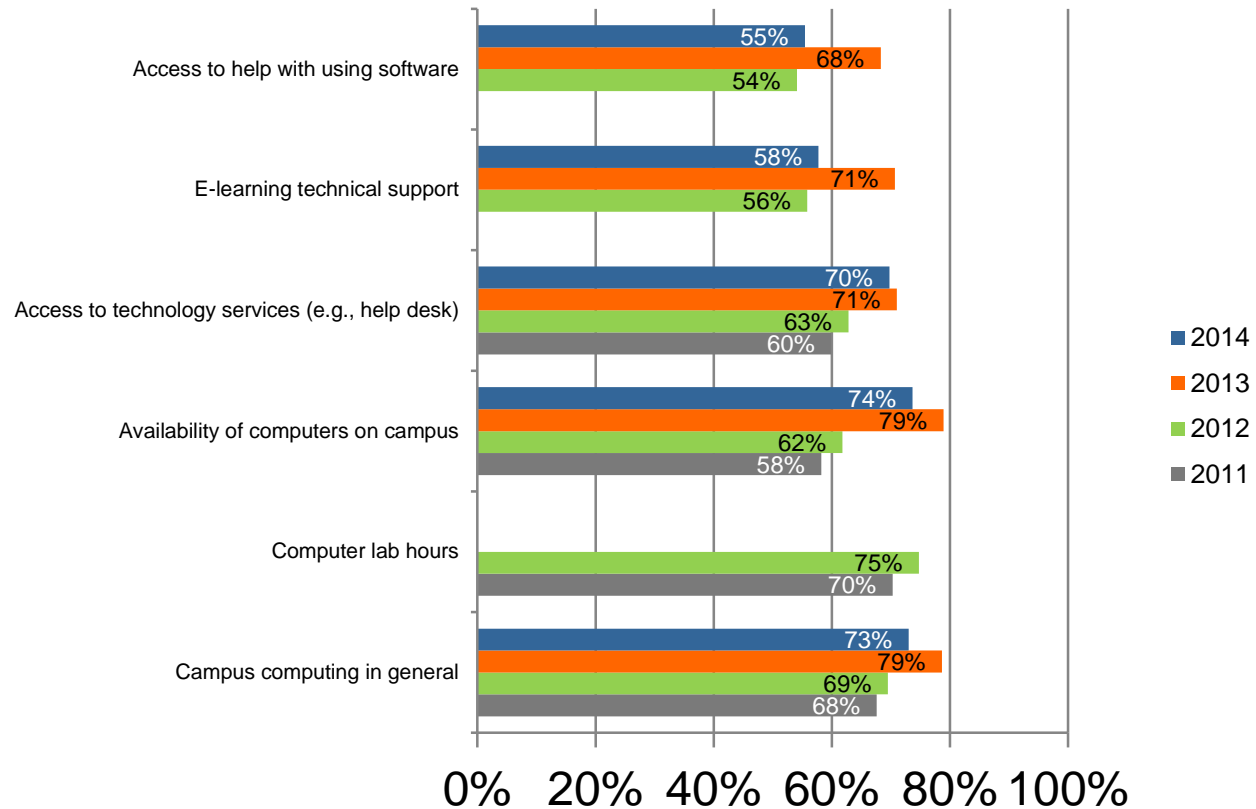
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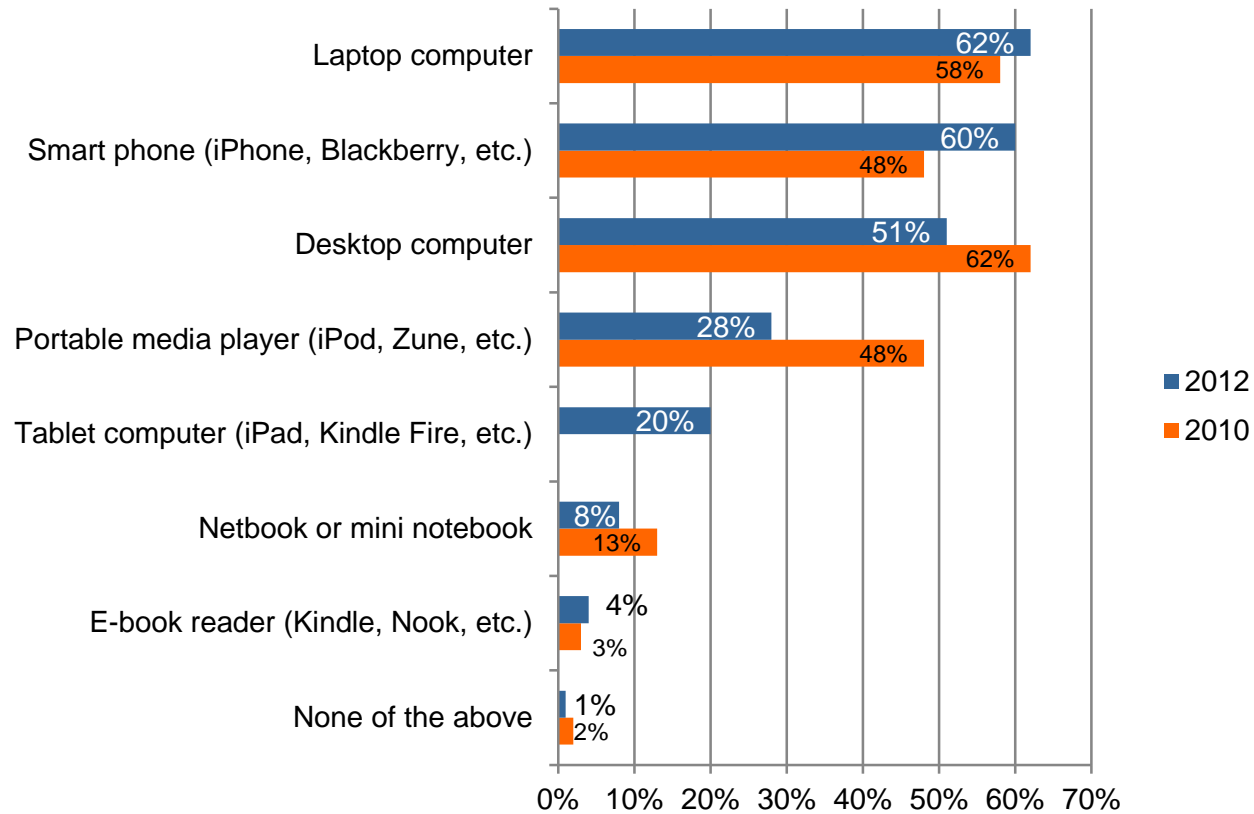


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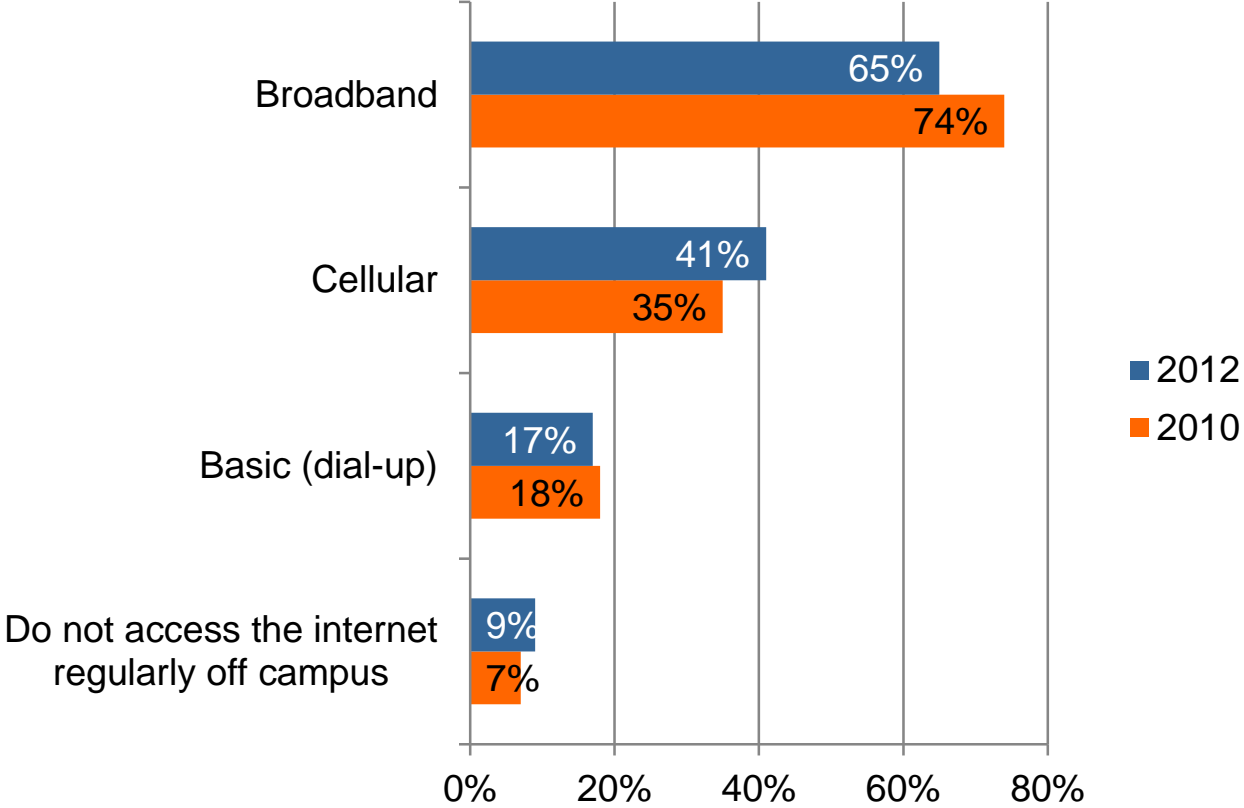
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CUNY Experience Survey Results for “Regular Use of - Devices (multiple responses allowed)”

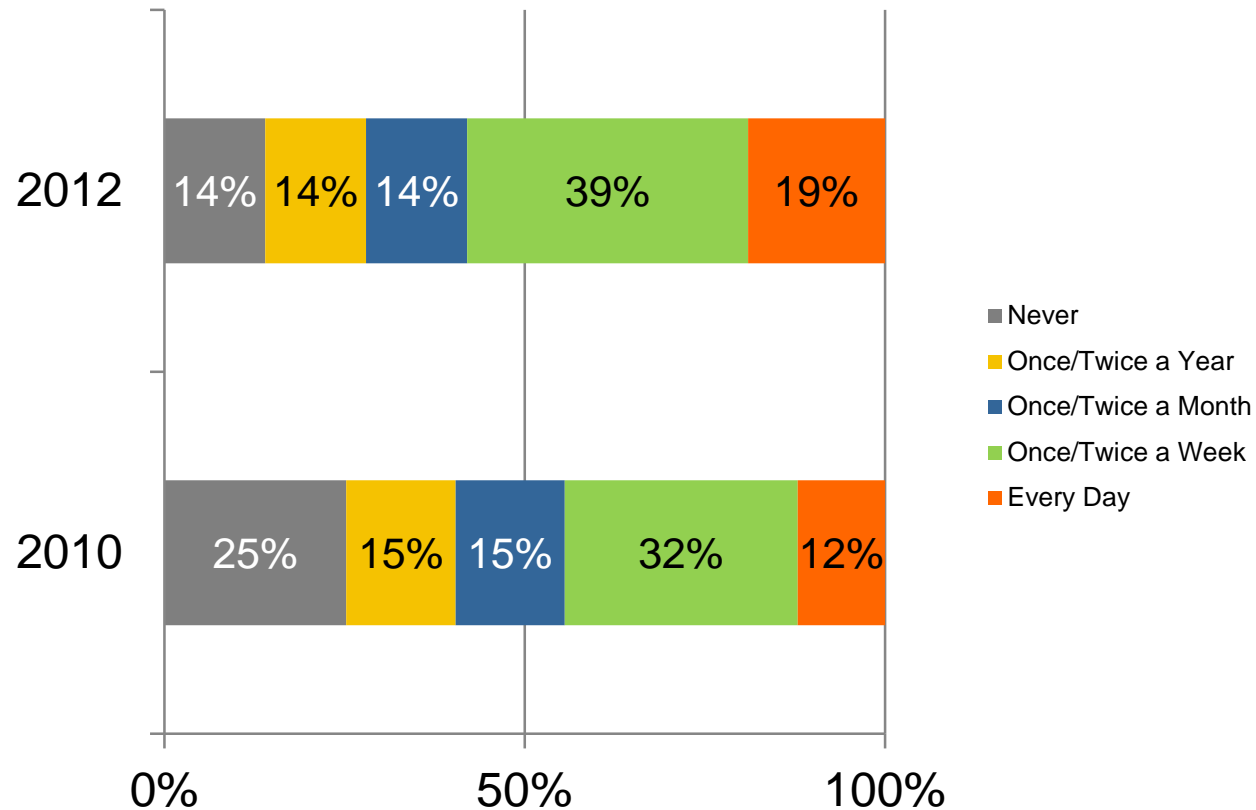


Note: 2010 Survey did not ask “tablet computer” item.

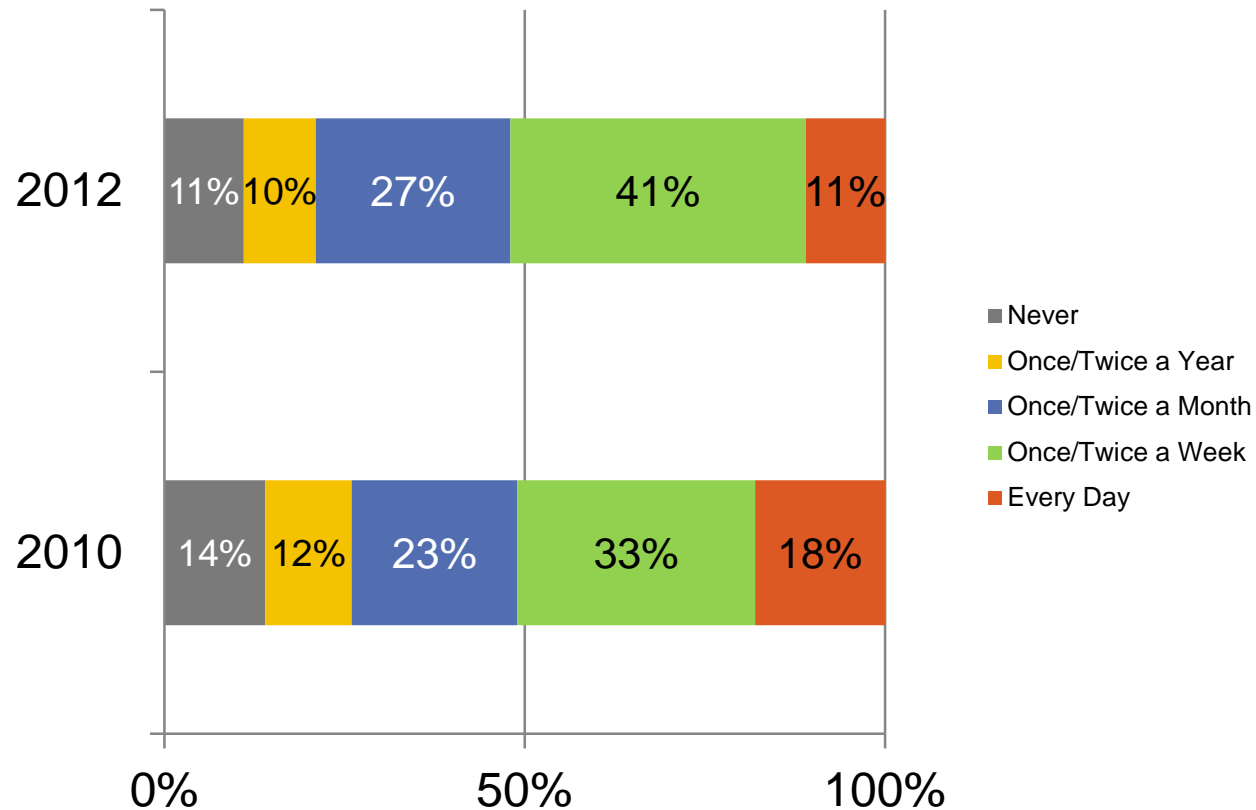
CUNY Experience Survey Results for “Regular Use of - Internet Access Off-Campus (multiple responses allowed)”



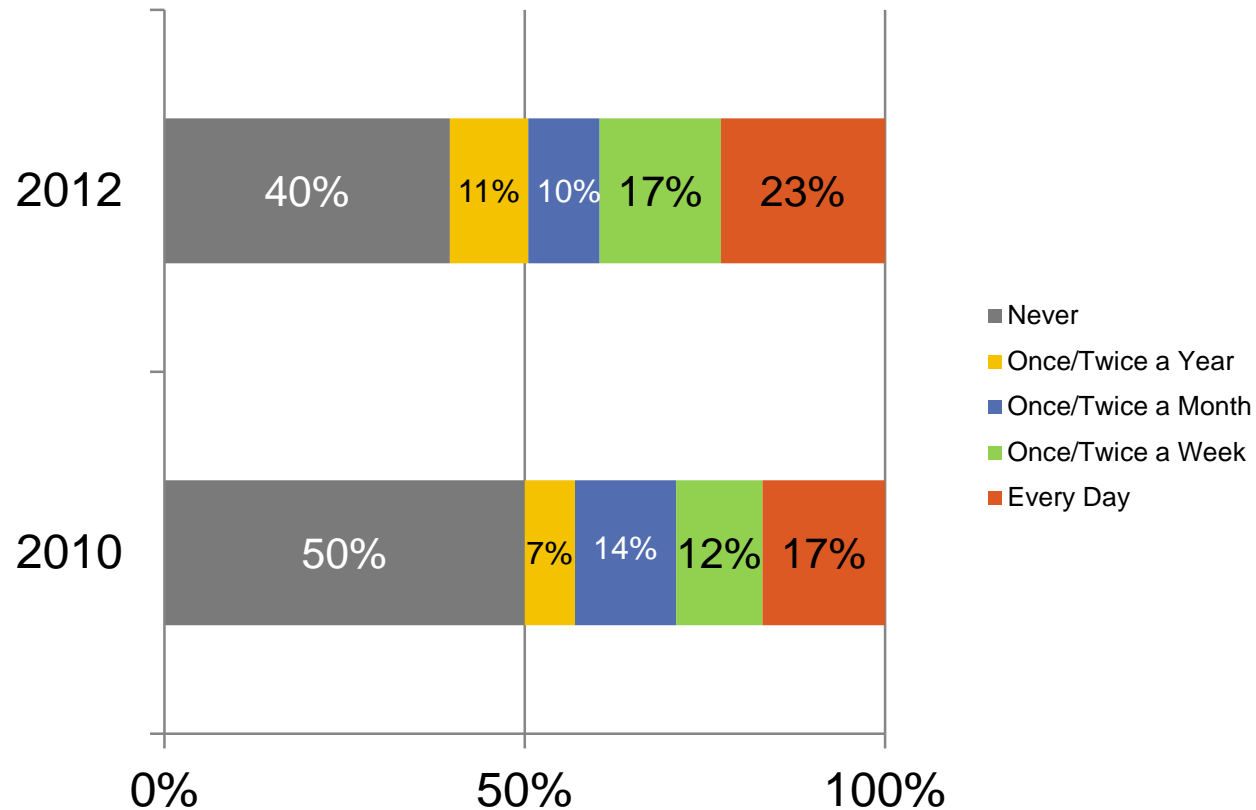
CUNY Experience Survey Results for “Frequency of College-Related Technology Use – Blackboard”



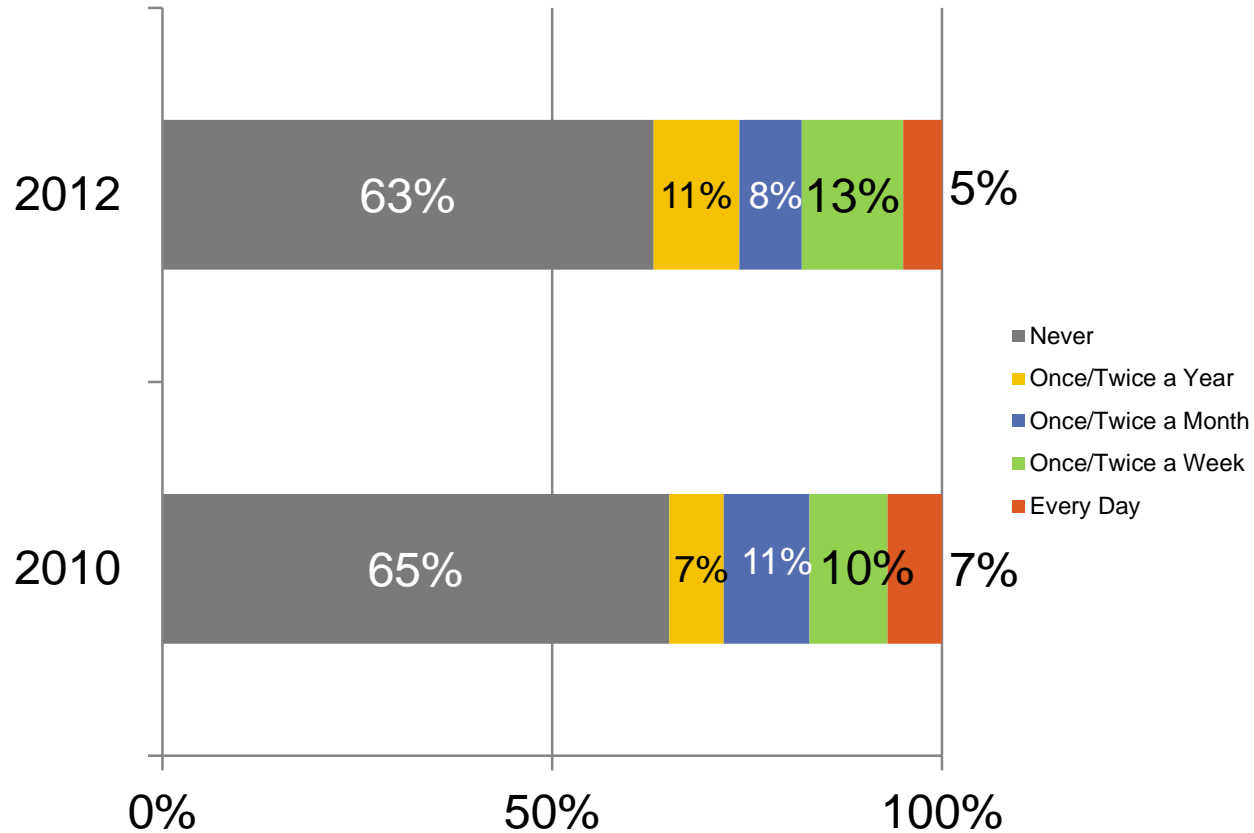
CUNY Experience Survey Results for “Frequency of College-Related Technology Use – Computer Lab”



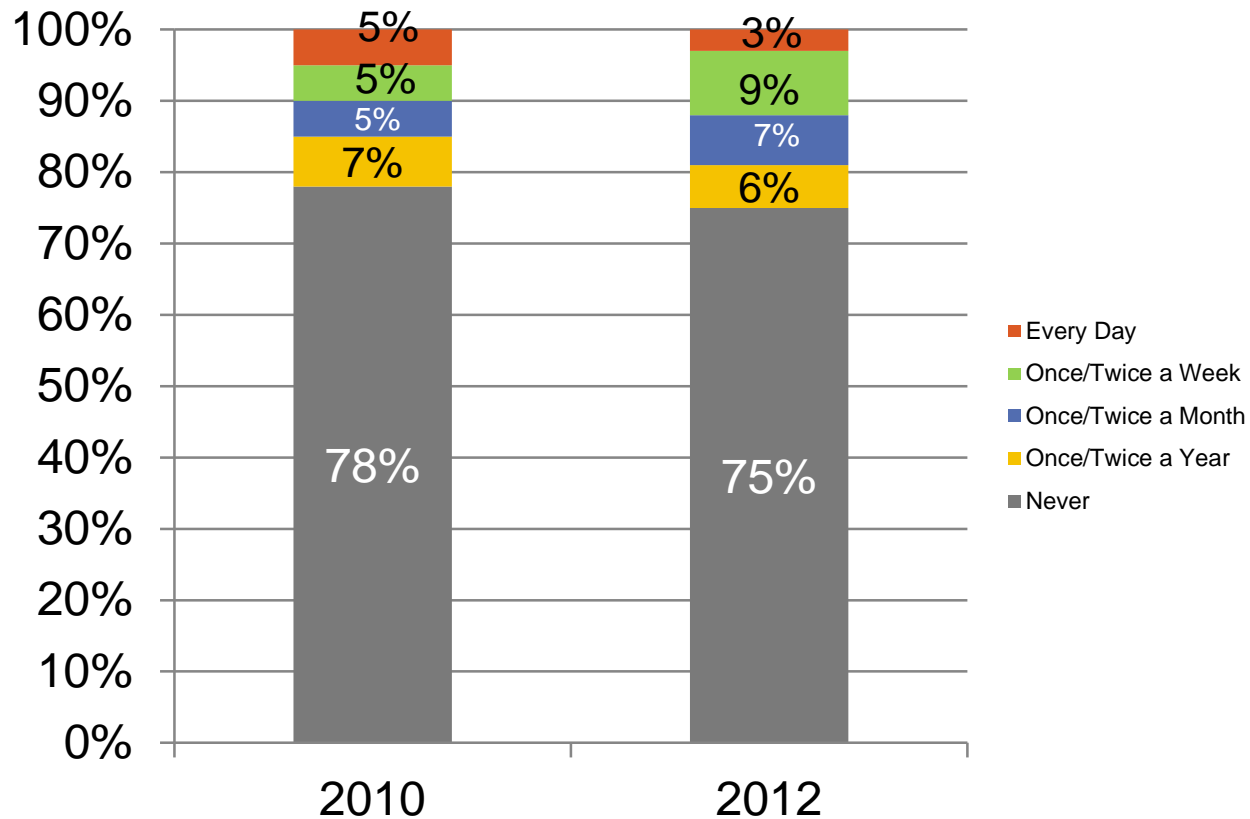
CUNY Experience Survey Results for “Frequency of College-Related Technology Use – Wireless Access on Campus”



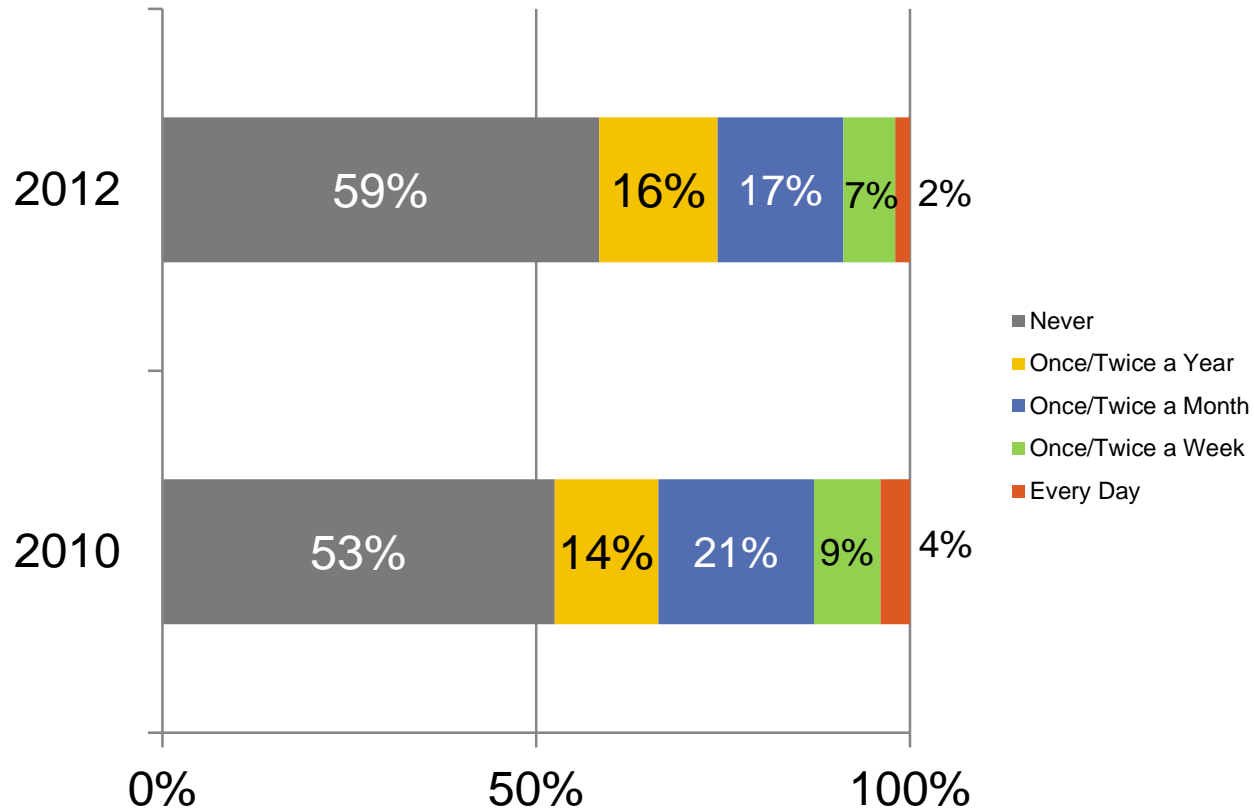
CUNY Experience Survey Results for “Frequency of College-Related Technology Use – College-provided Software for Home Use”



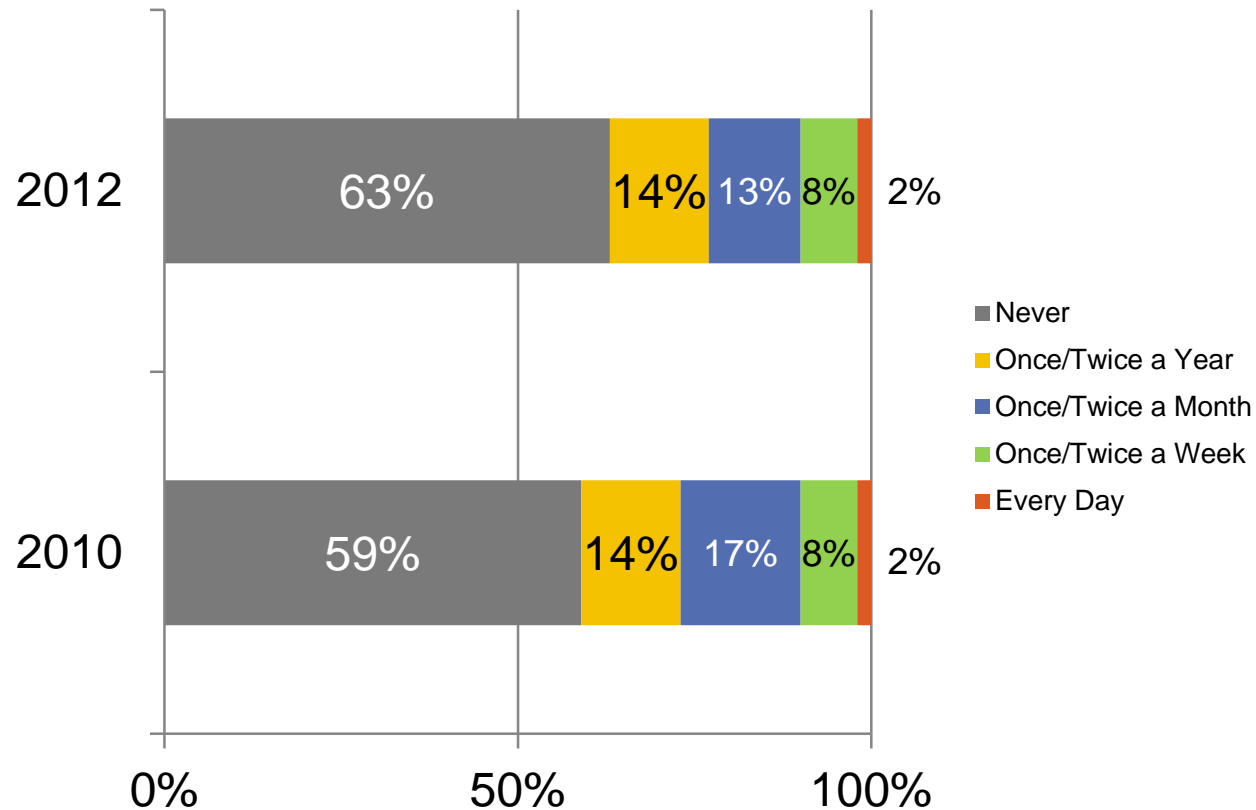
CUNY Experience Survey Results for “Frequency of College-Related Technology Use – Courses with Online Instruction/Discussion/Interaction”



CUNY Experience Survey Results for “Frequency of College-Related Technology Use – Library’s Online Services”

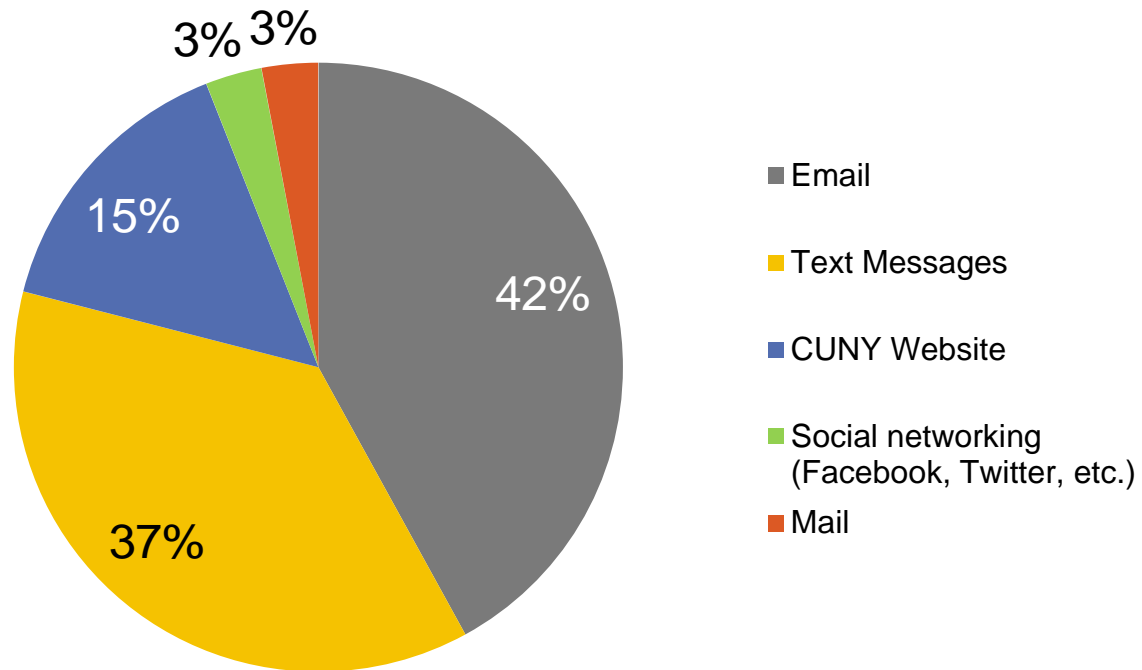


CUNY Experience Survey Results for “Frequency of College-Related Technology Use – Online Collaboration with a Classmate”

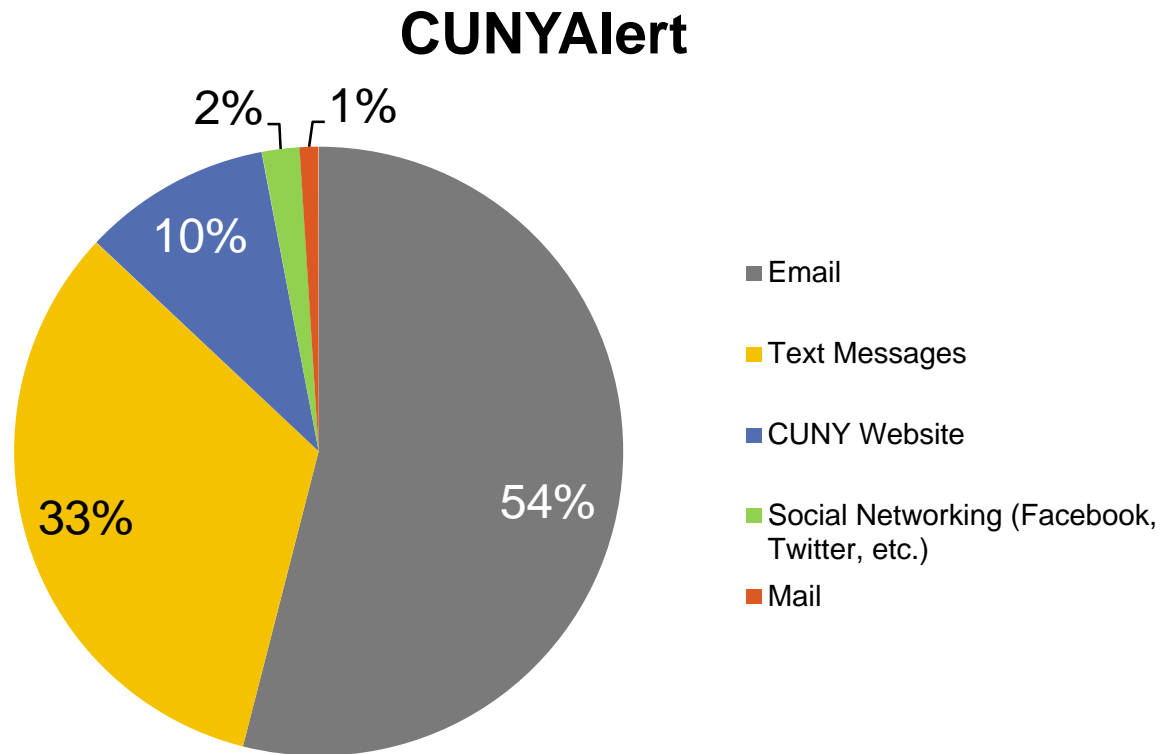


2010 CUNY Experience Survey Results for “Preferred means for receiving”

CUNYAlert

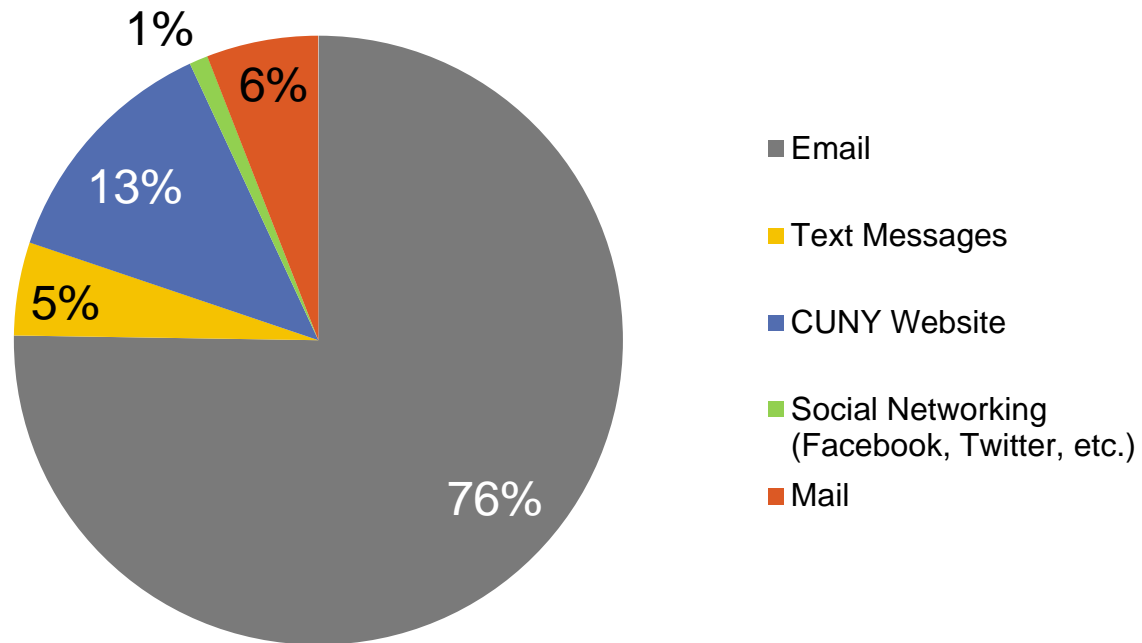


2012 CUNY Experience Survey Results for “Preferred means for receiving”



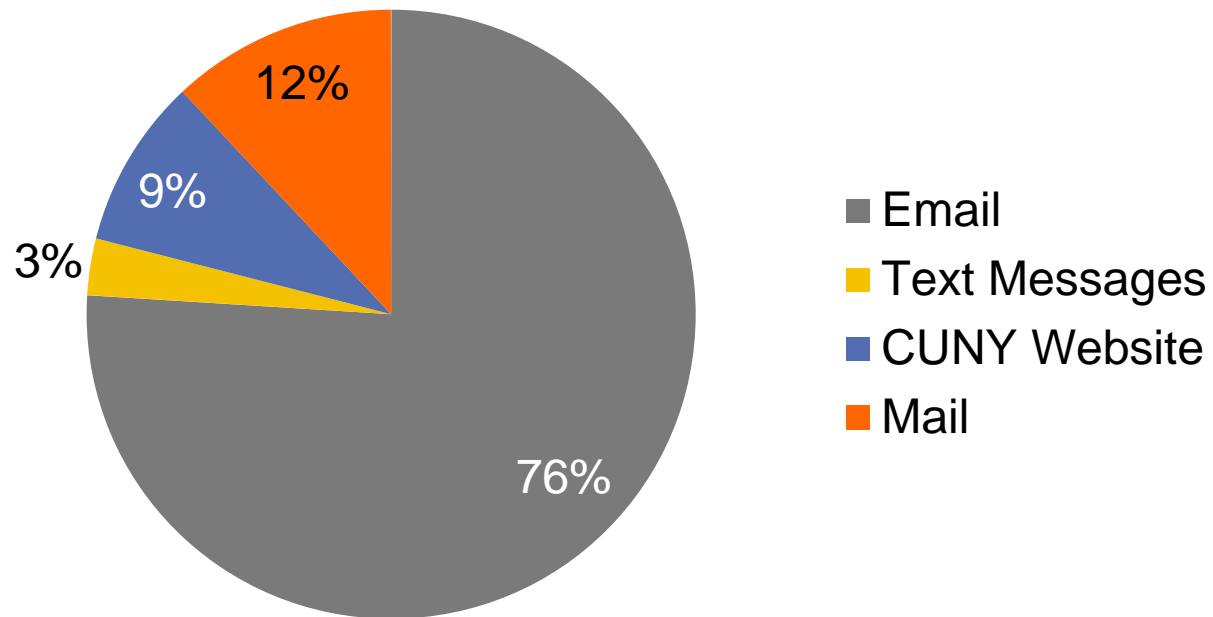
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Information about Financial Aid



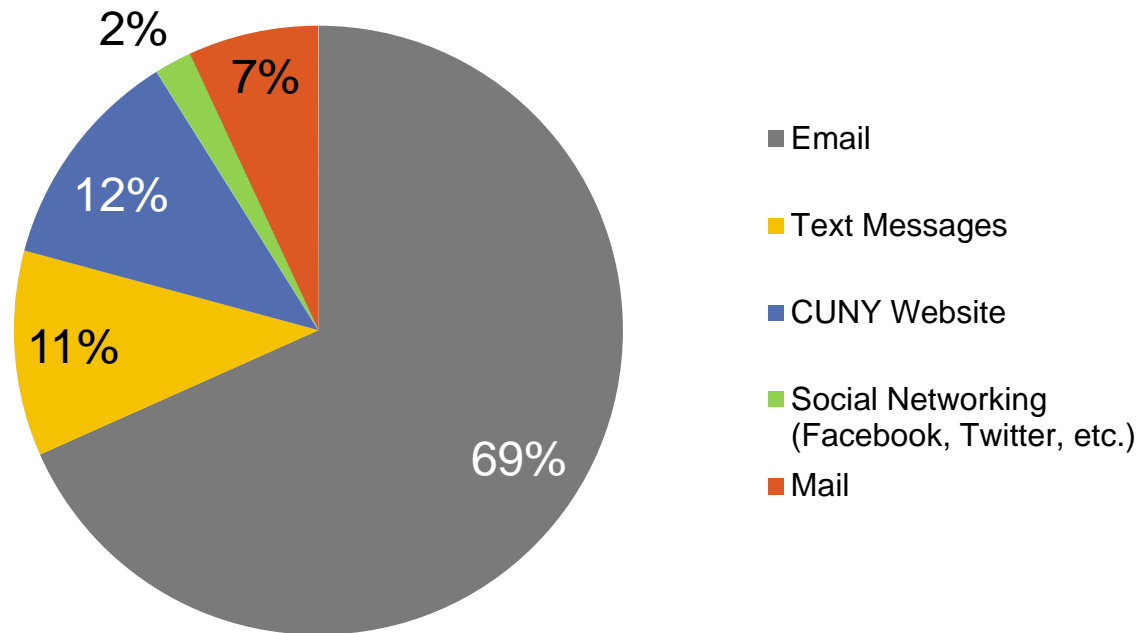
2012 CUNY Experience Survey Results for “Preferred means for receiving”

Information about Financial Aid



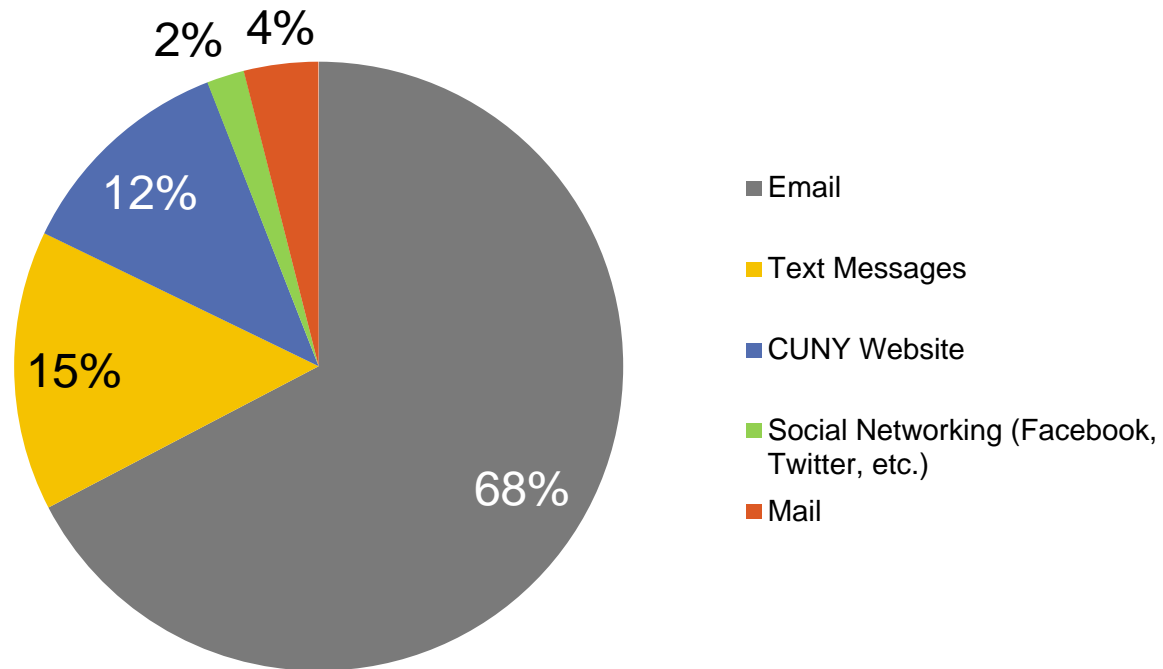
2010 CUNY Experience Survey Results for “Preferred means for receiving”

IT Alerts and Updates



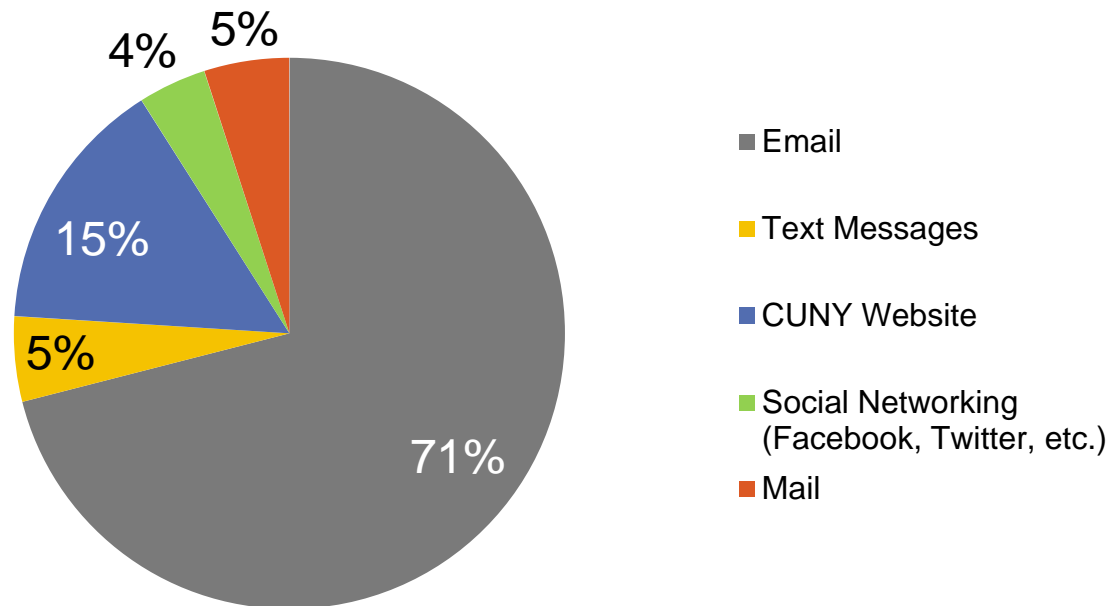
2012 CUNY Experience Survey Results for “Preferred means for receiving”

IT Alerts and Updates



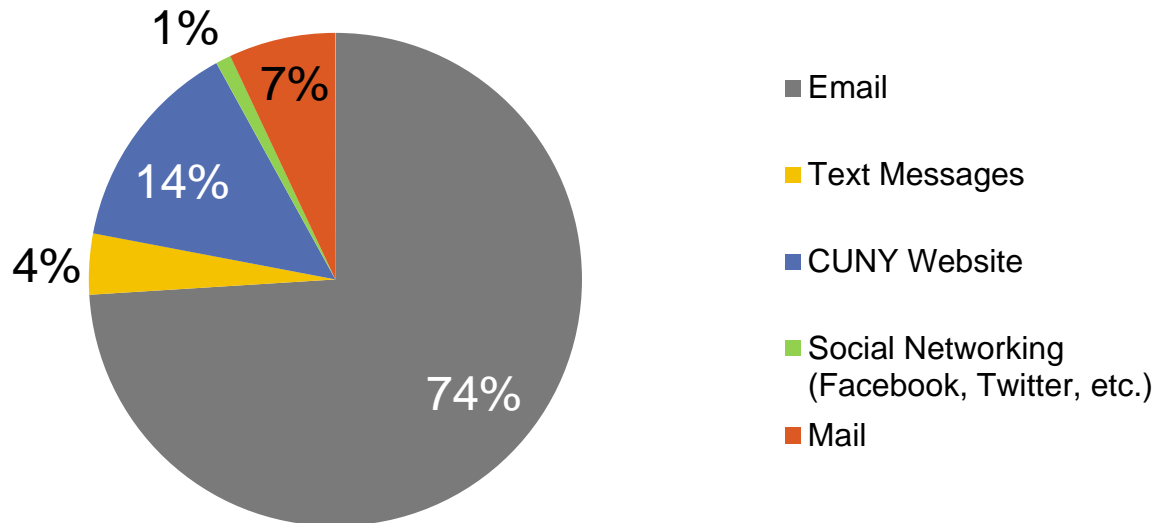
2010 CUNY Experience Survey Results for “Preferred means for receiving”

Information about social events, student services, clubs, athletics



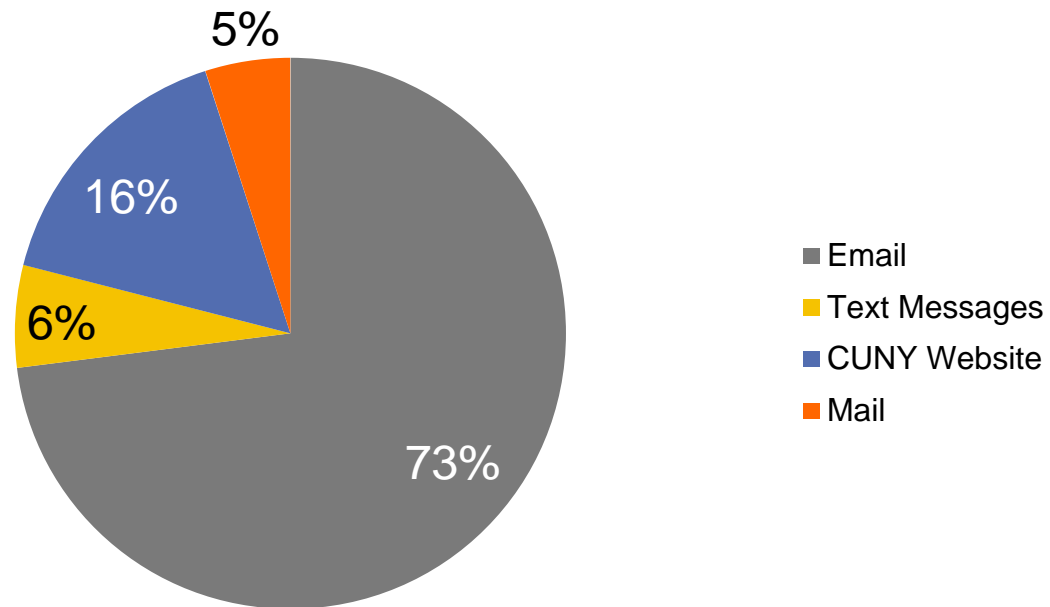
2012 CUNY Experience Survey Results for “Preferred means for receiving”

Information about social events, student services, clubs, athletics, etc.



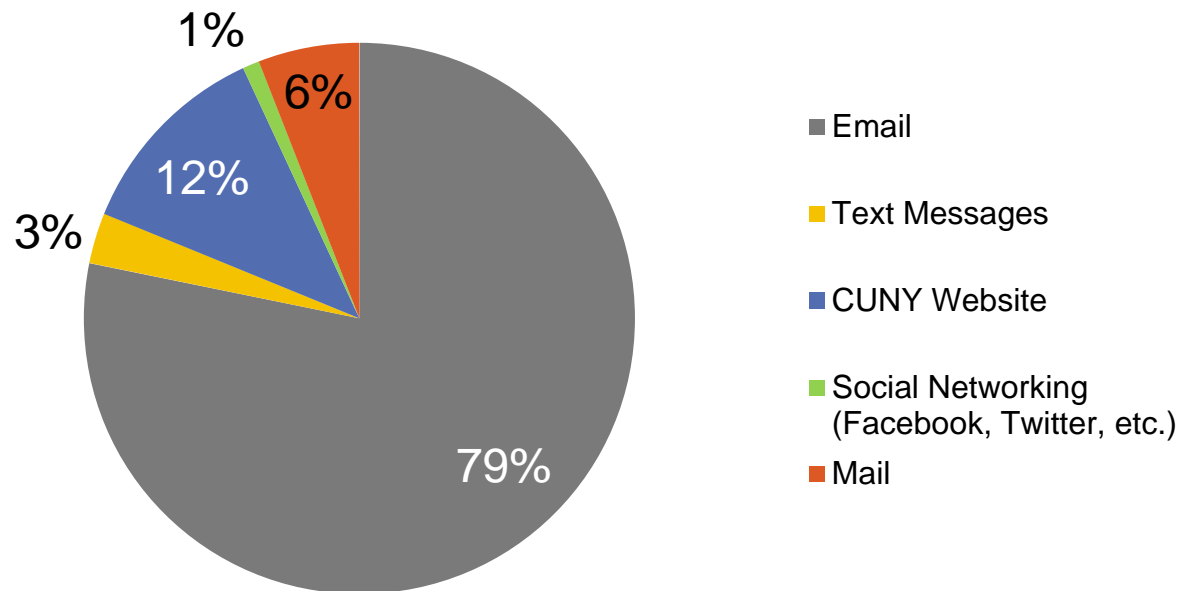
2010 CUNY Experience Survey Results for “Preferred means for receiving”

Information about courses, lectures, conferences, etc.



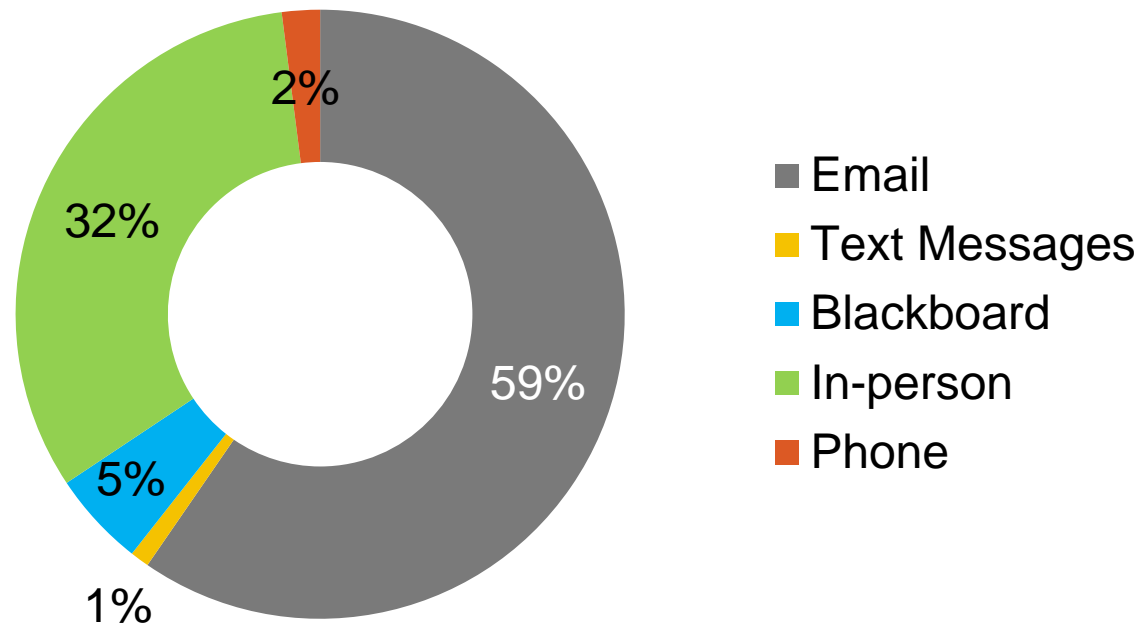
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Information about courses, lectures, conferences, etc.



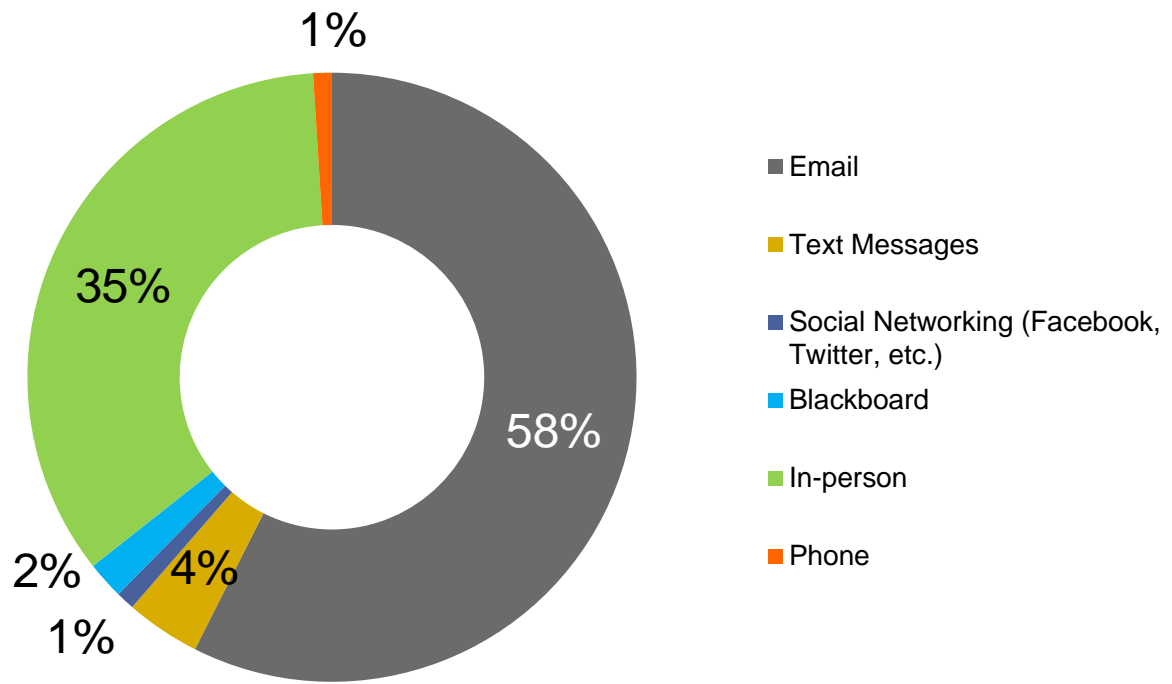
2012 CUNY Experience Survey Results for “Preferred means for communication with”

Faculty



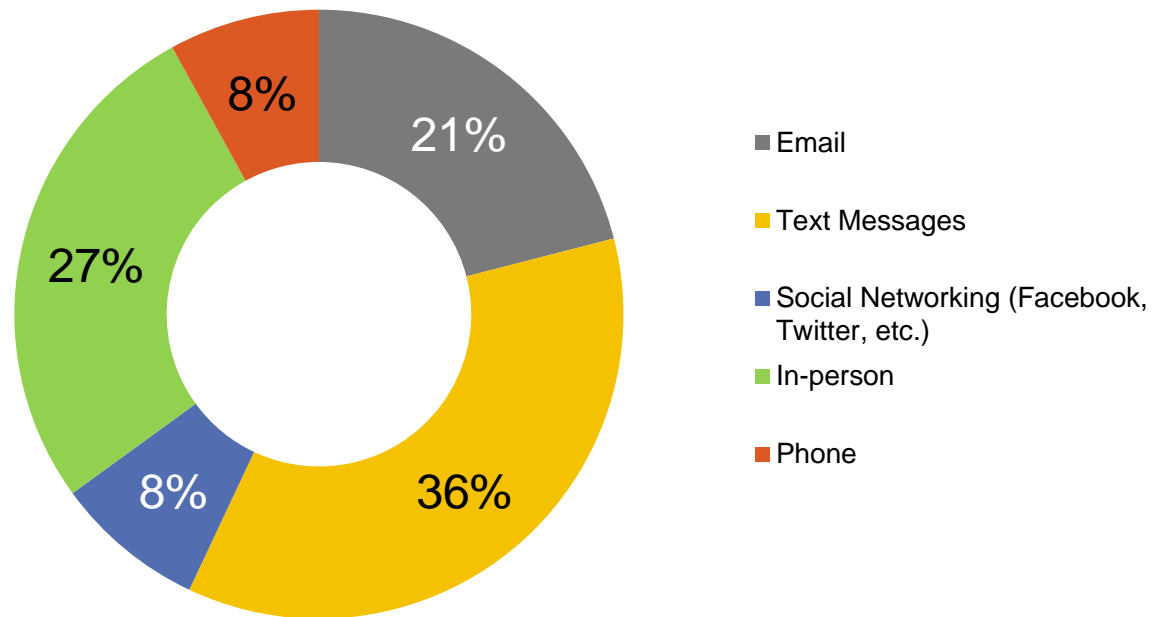
2010 CUNY Experience Survey Results for “Preferred means for communication with”

Faculty



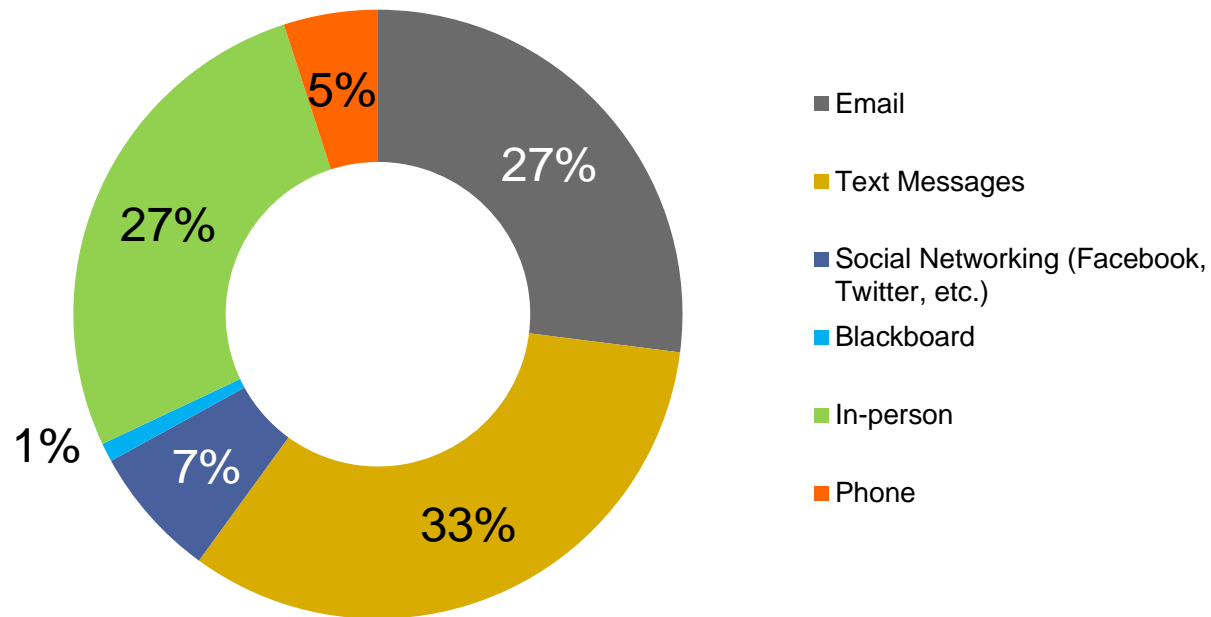
2012 CUNY Experience Survey Results for “Preferred means for communication with”

Classmates or Fellow Students



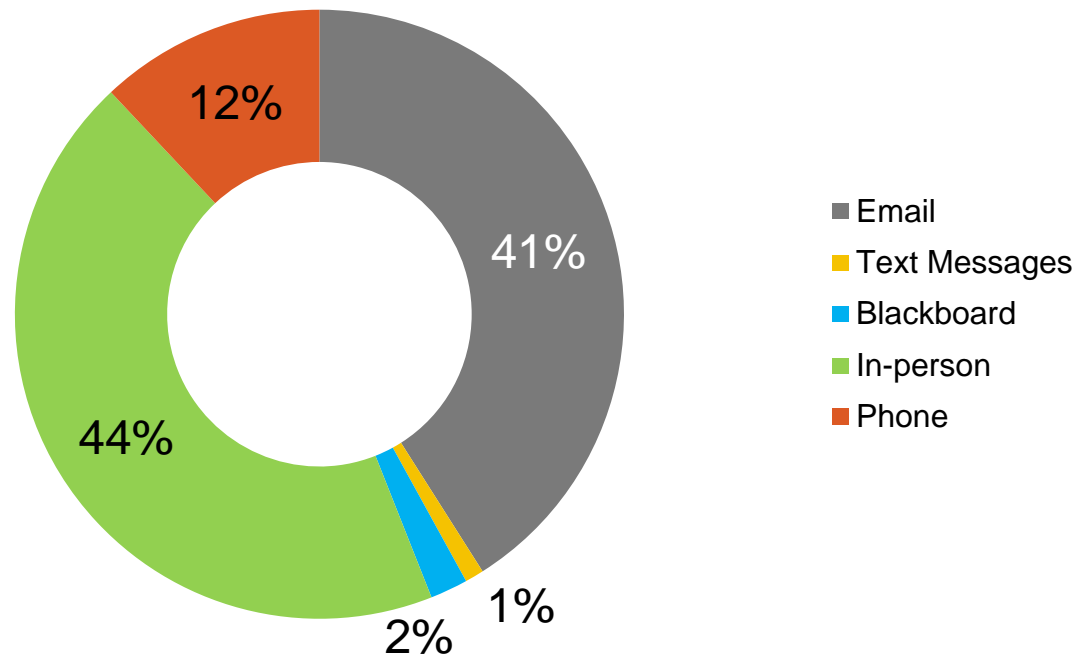
2010 CUNY Experience Survey Results for “Preferred means for communication with”

Other Students



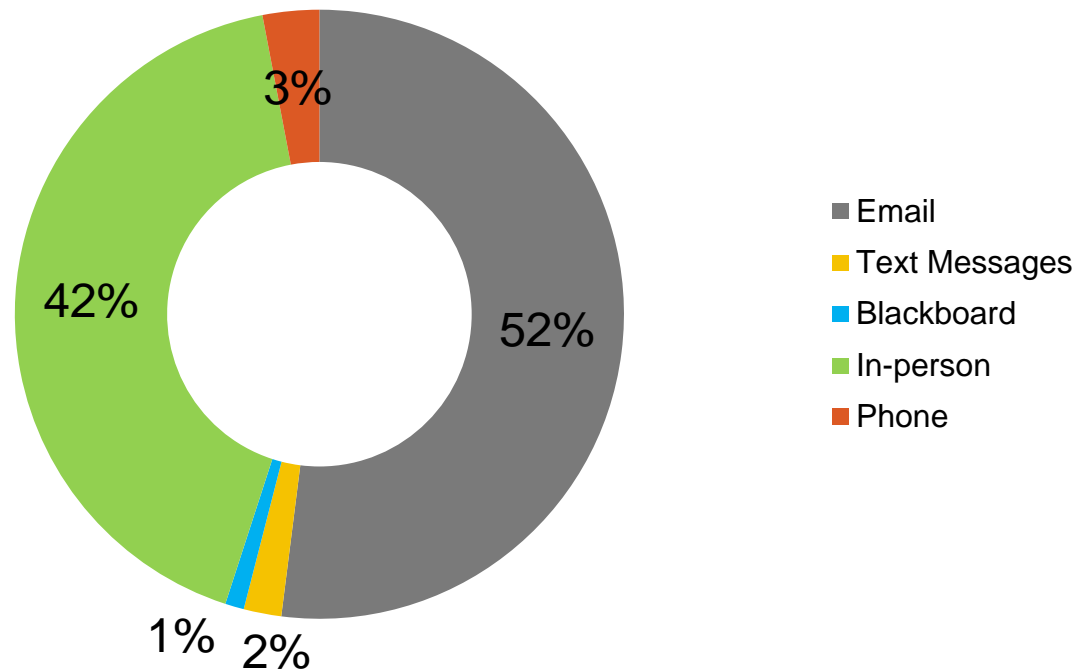
2012 CUNY Experience Survey Results for “Preferred means for communication with”

Administrative Personnel

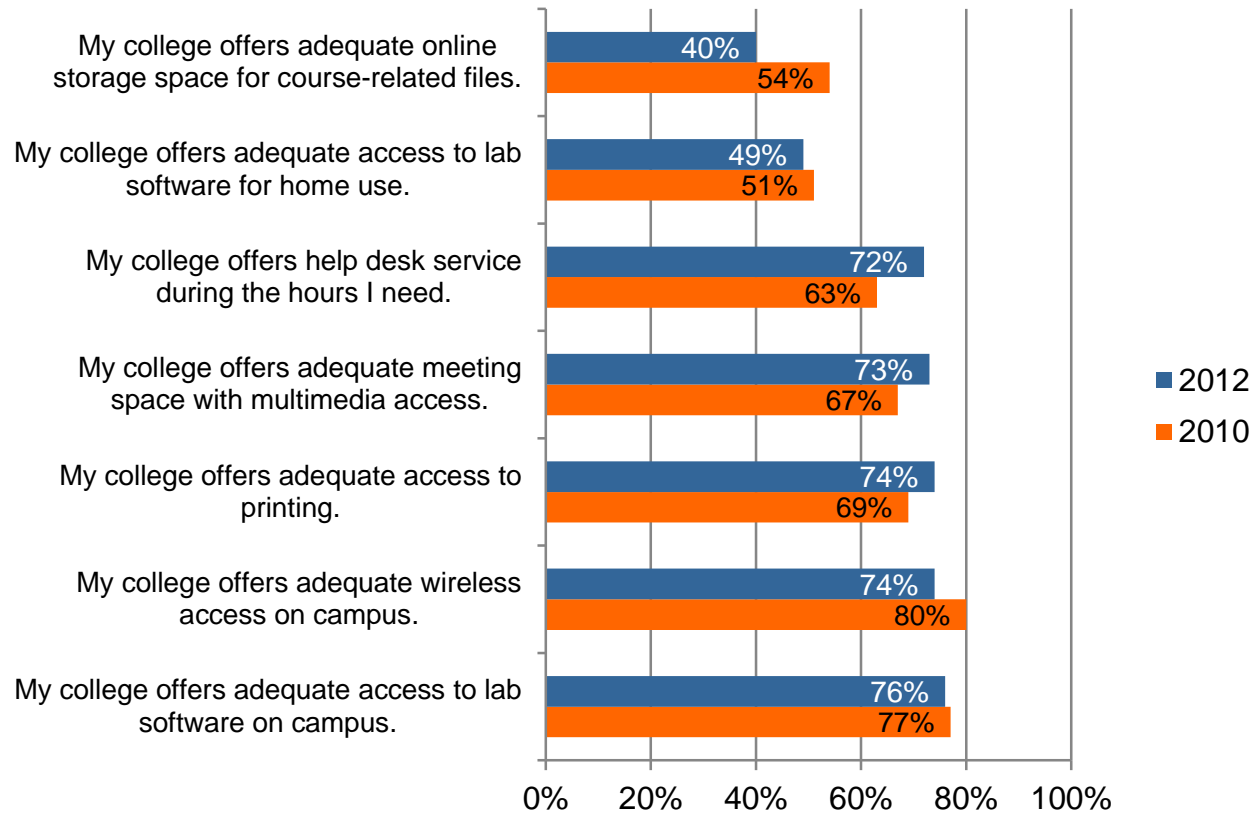


2010 CUNY Experience Survey Results for “Preferred means for communication with”

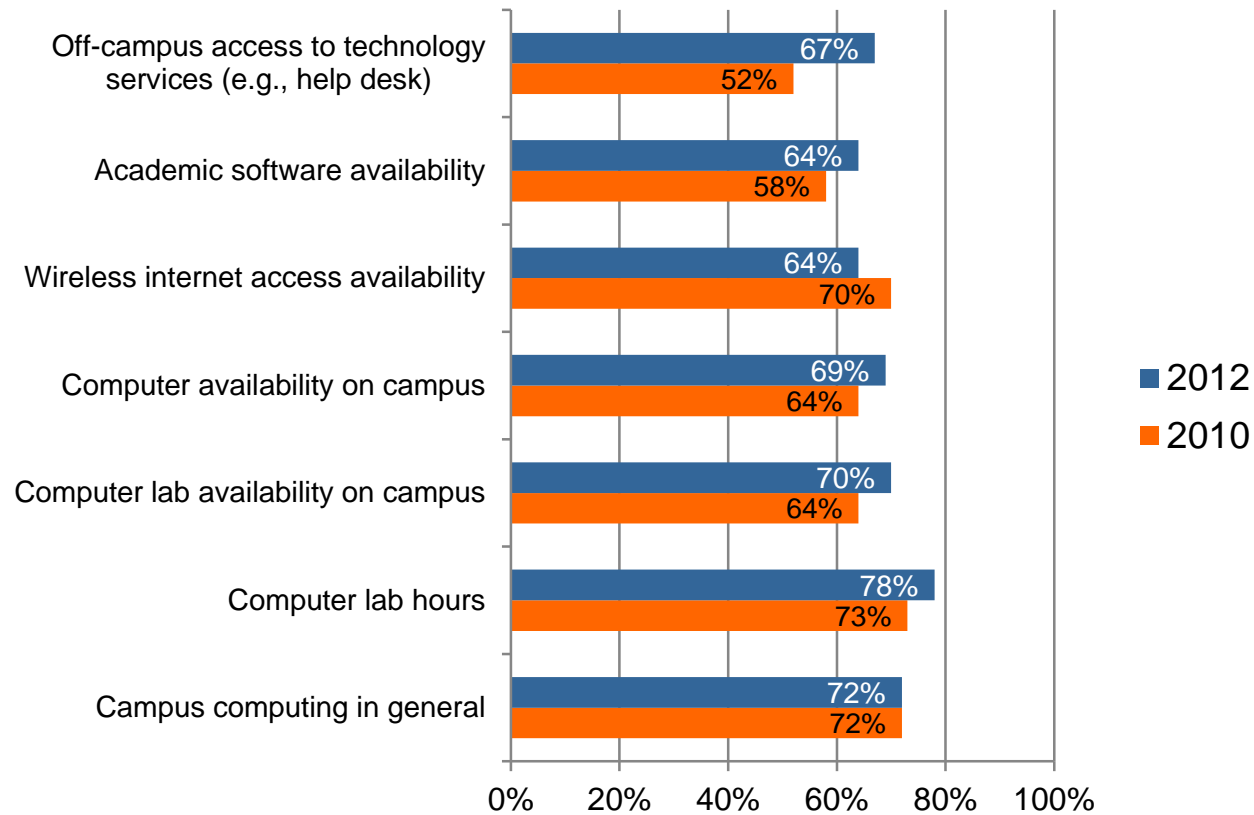
Administrative Personnel



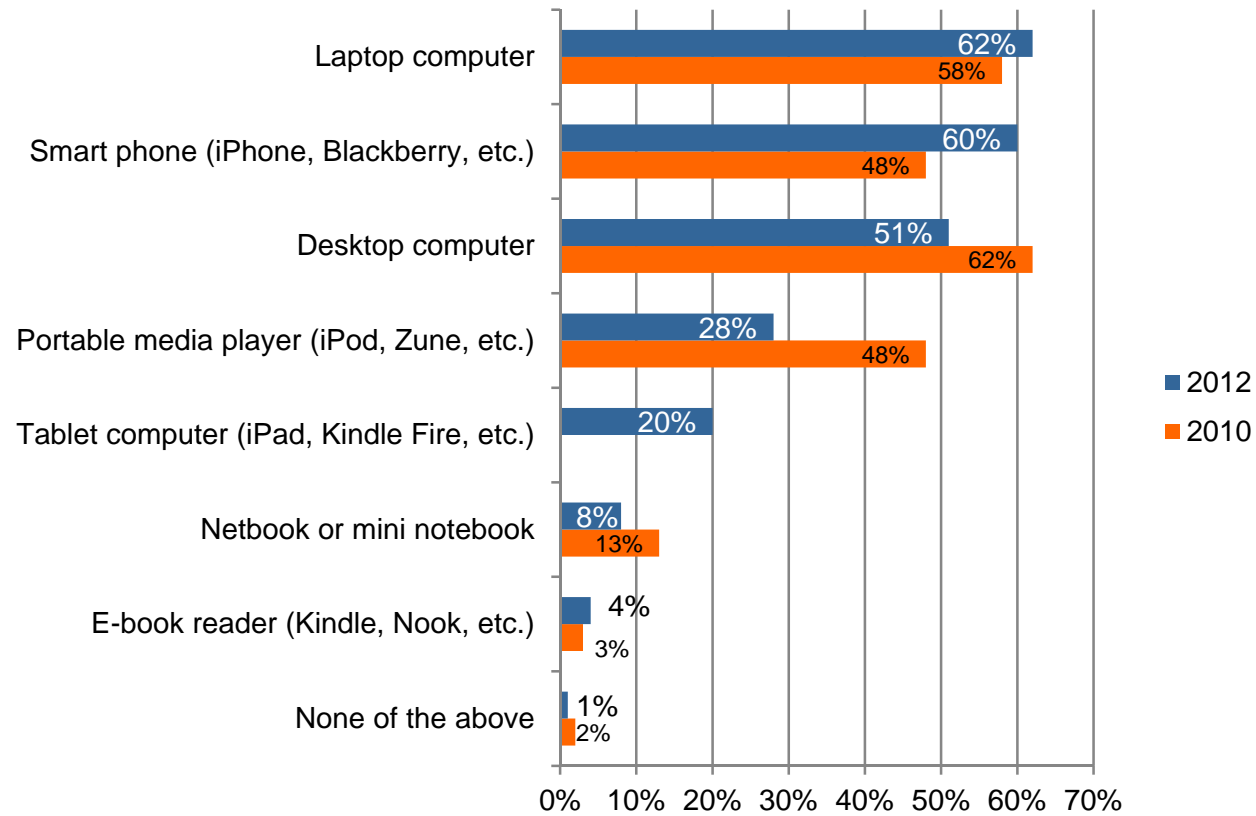
CUNY Experience Survey % Strongly Agreed/Agreed about “Attitude toward technology offerings”



CUNY Experience Survey % Strongly Agreed/Agreed about “Indicate your level of satisfaction with each of the COMPUTER SERVICES listed below”

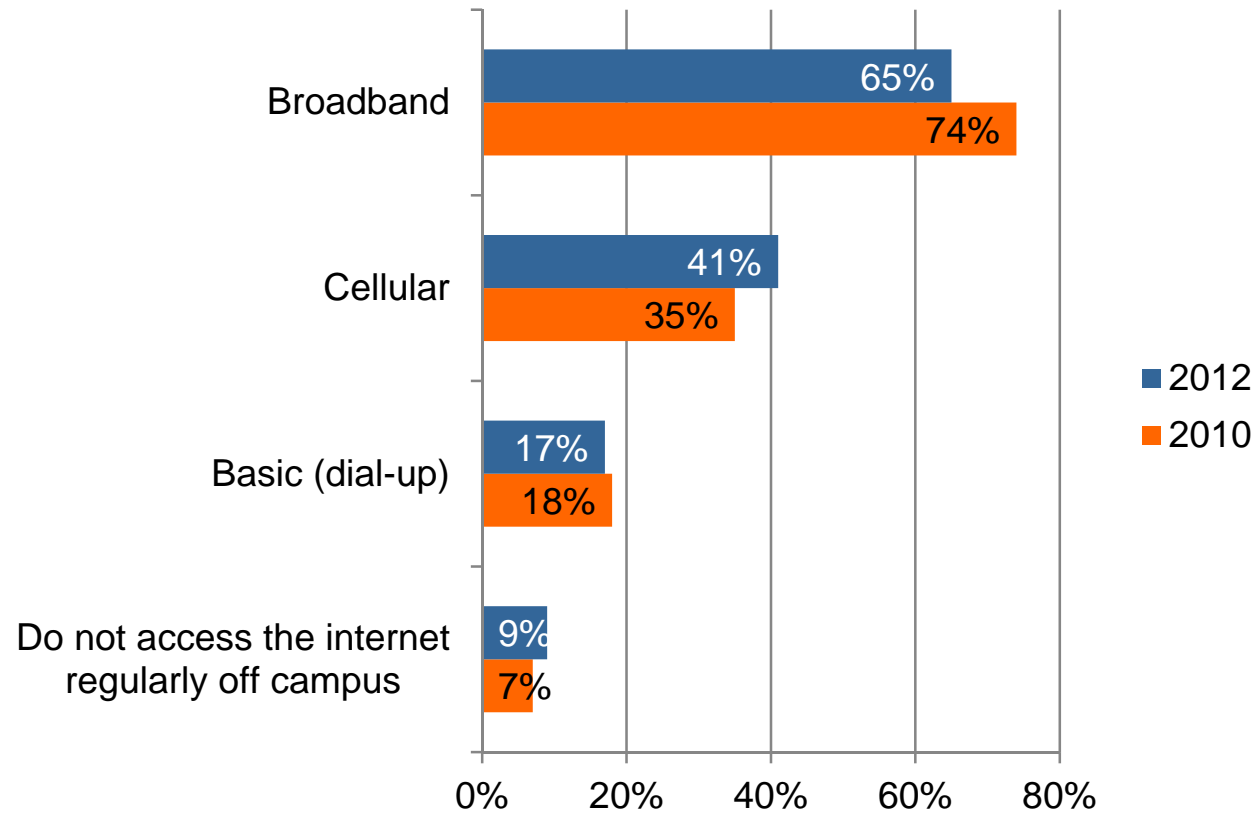


CUNY Experience Survey Results for “Regular Use of - Devices (multiple responses allowed)”

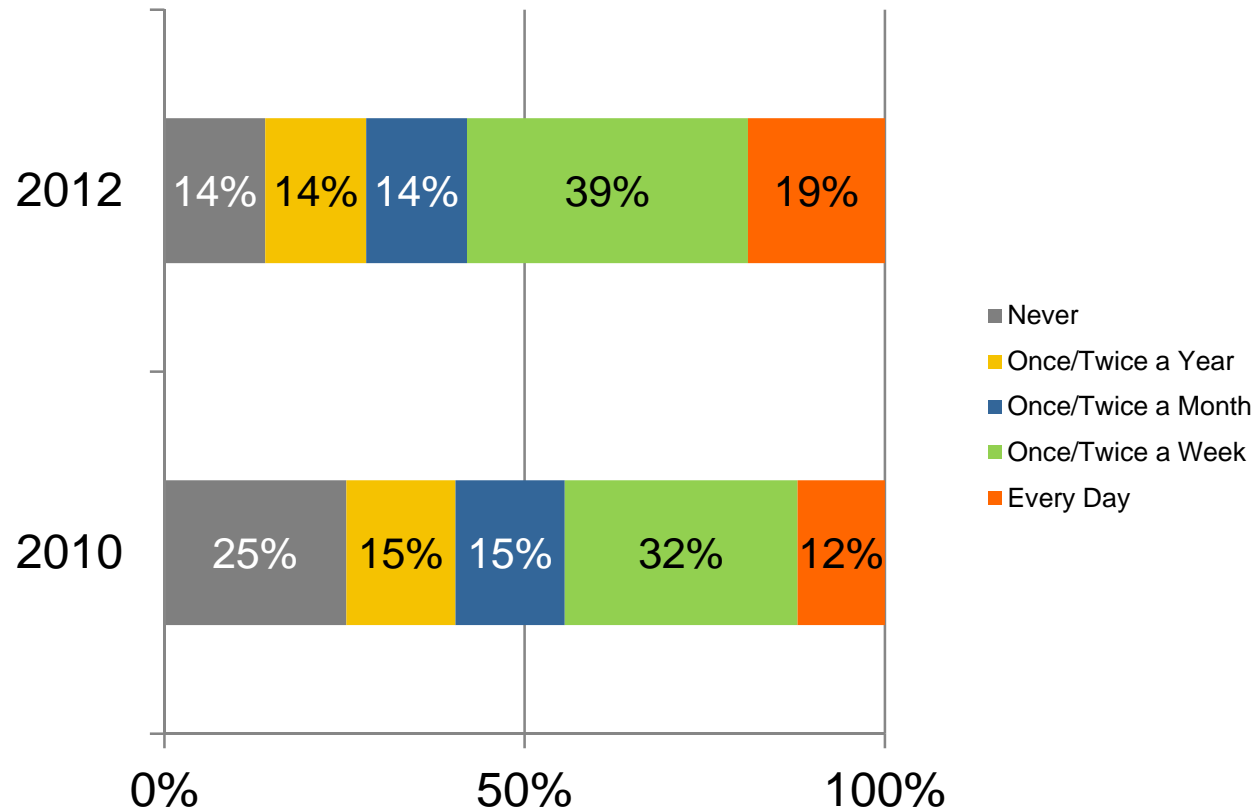


Note: 2010 Survey did not ask “tablet computer” item.

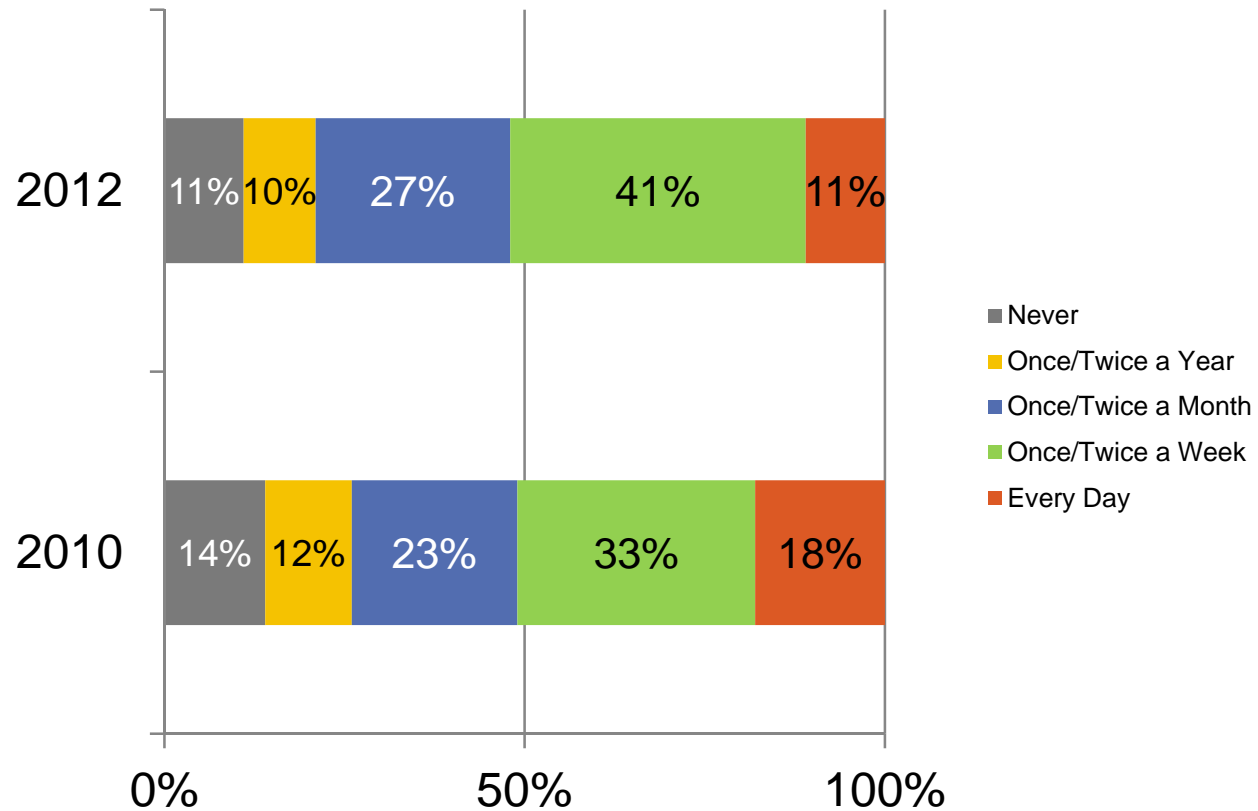
CUNY Experience Survey Results for “Regular Use of - Internet Access Off-Campus (multiple responses allowed)”



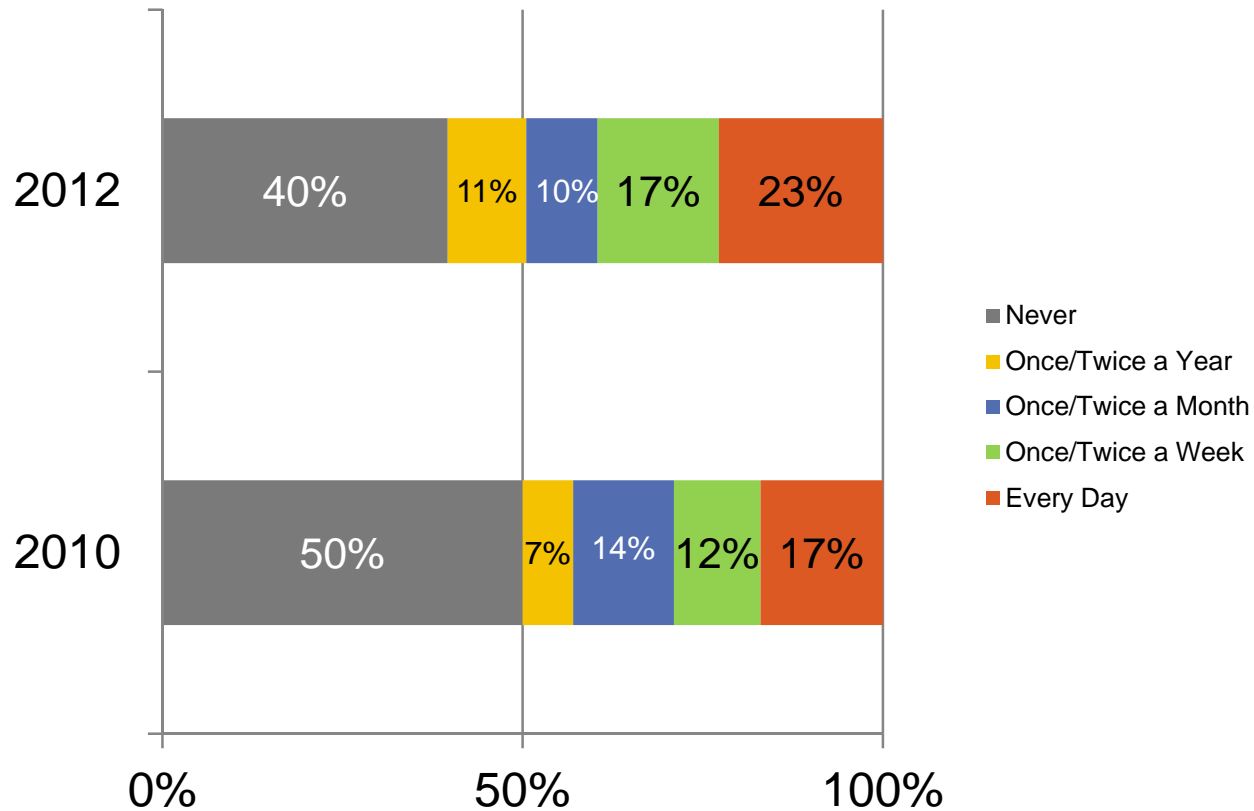
CUNY Experience Survey Results for “Frequency of College-Related Technology Use – Blackboard”



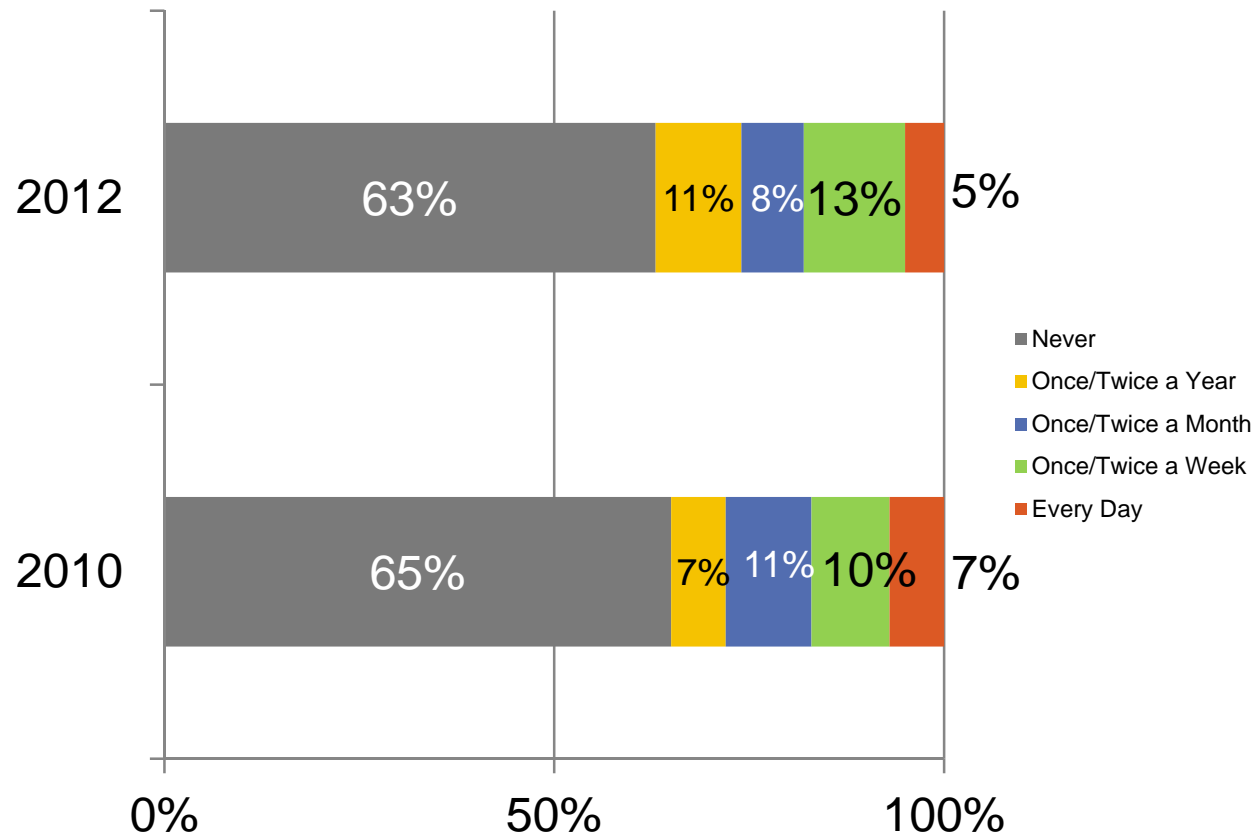
CUNY Experience Survey Results for “Frequency of College-Related Technology Use – Computer Lab”



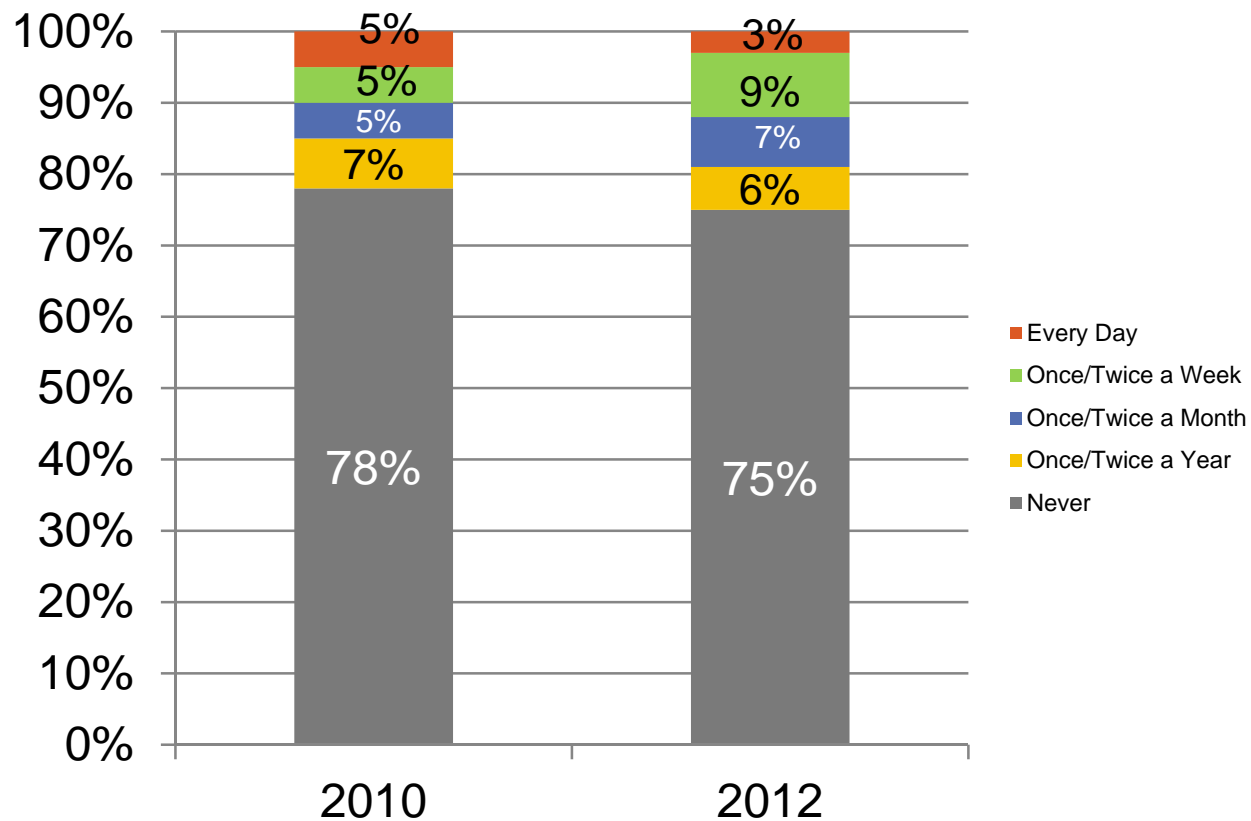
CUNY Experience Survey Results for “Frequency of College-Related Technology Use – Wireless Access on Campus”



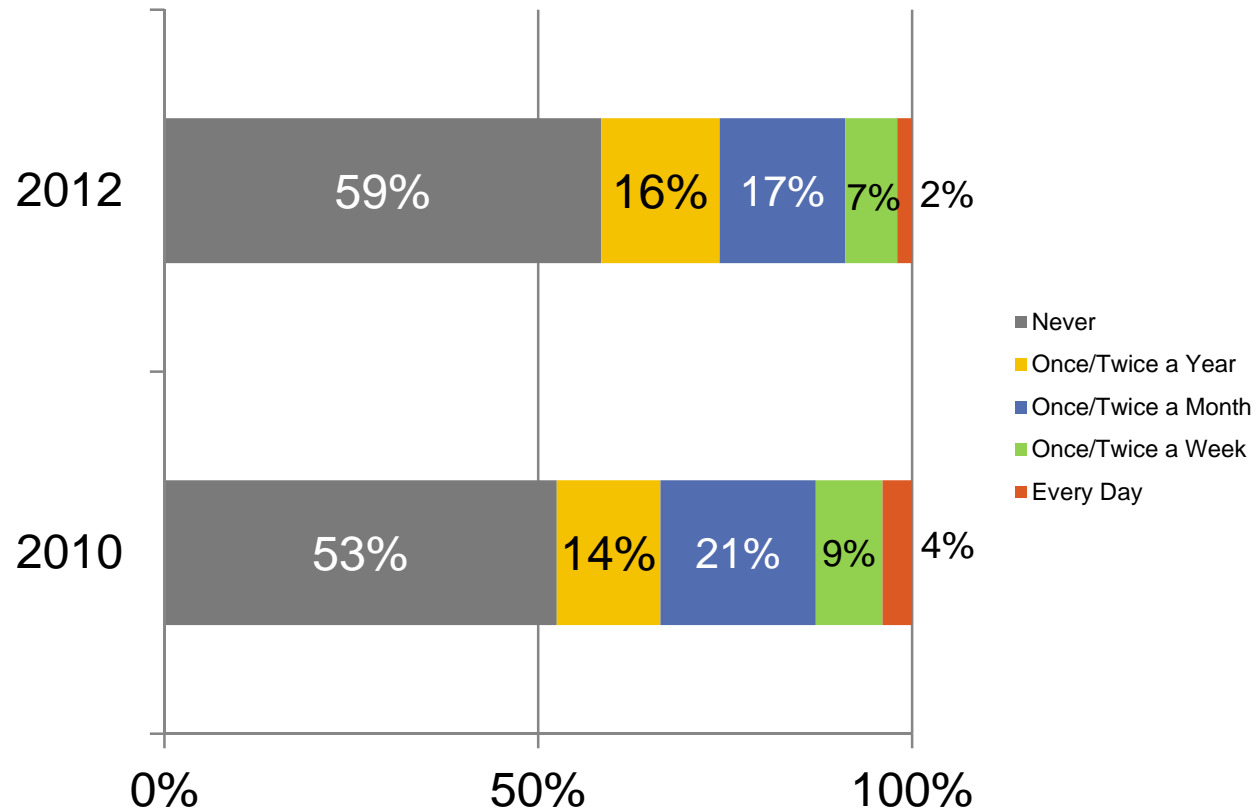
CUNY Experience Survey Results for “Frequency of College-Related Technology Use – College-provided Software for Home Use”



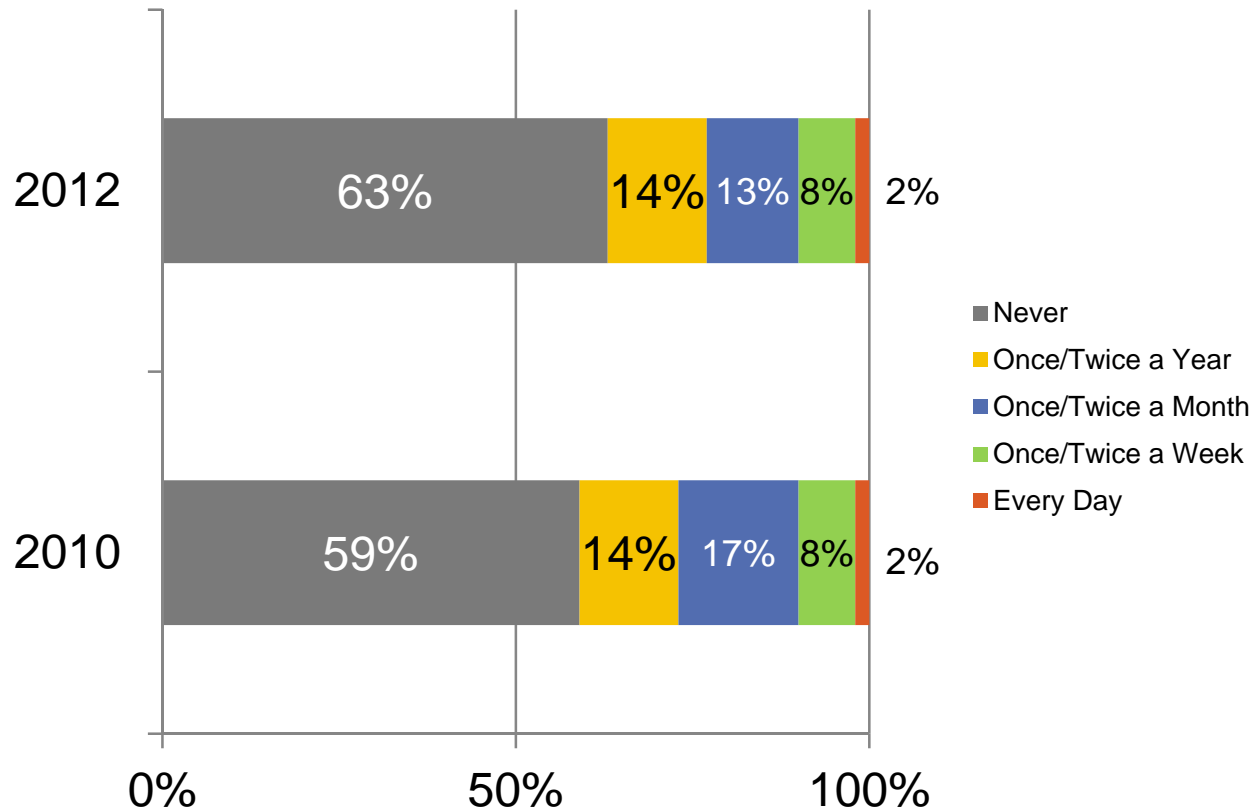
CUNY Experience Survey Results for “Frequency of College-Related Technology Use – Courses with Online Instruction/Discussion/Interaction”



CUNY Experience Survey Results for “Frequency of College-Related Technology Use – Library’s Online Services”

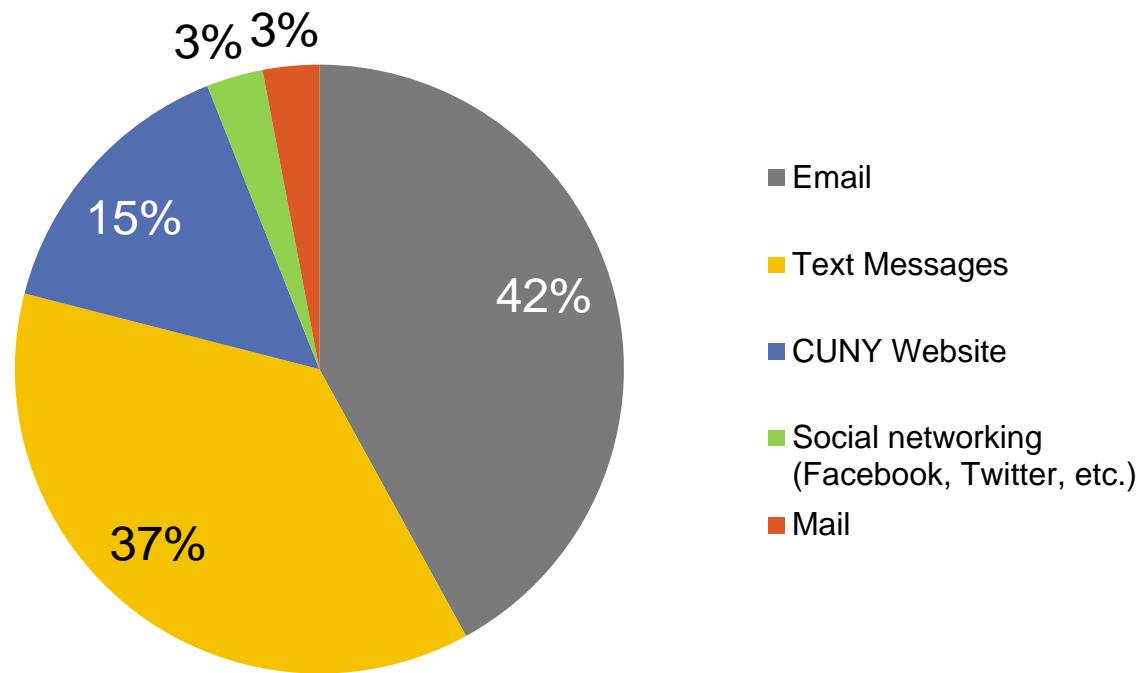


CUNY Experience Survey Results for “Frequency of College-Related Technology Use – Online Collaboration with a Classmate”



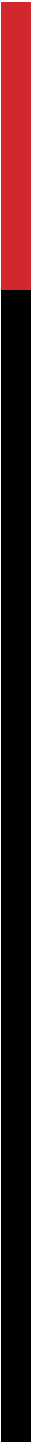
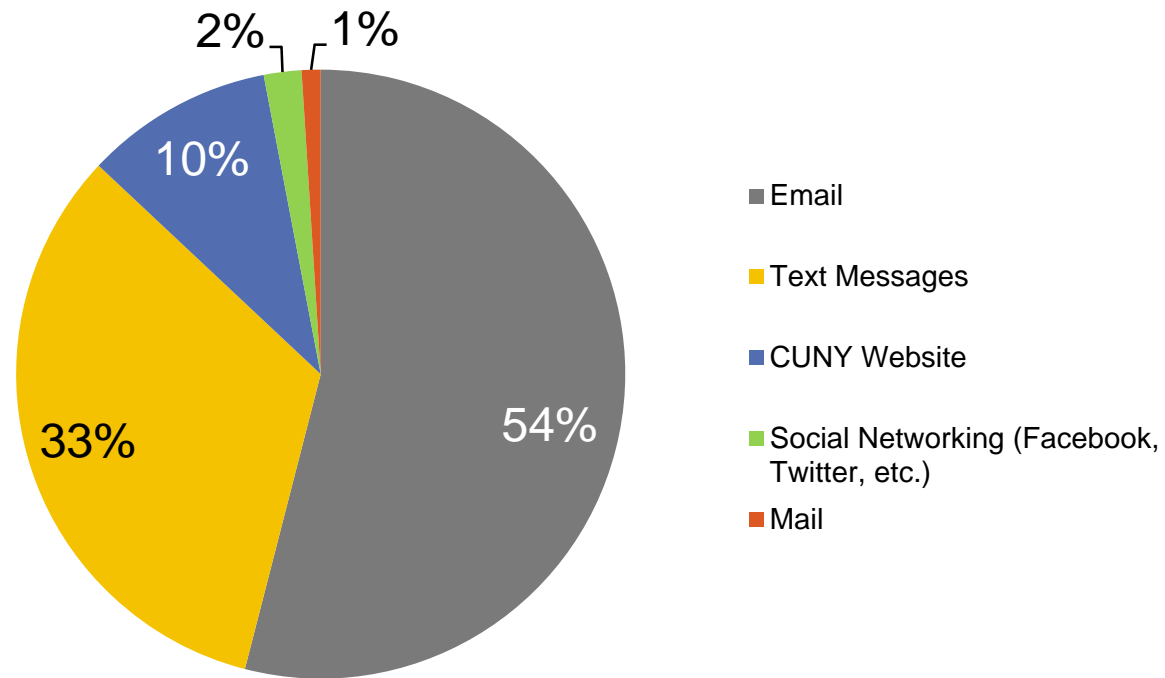
2010 CUNY Experience Survey Results for “Preferred means for receiving”

CUNYAlert



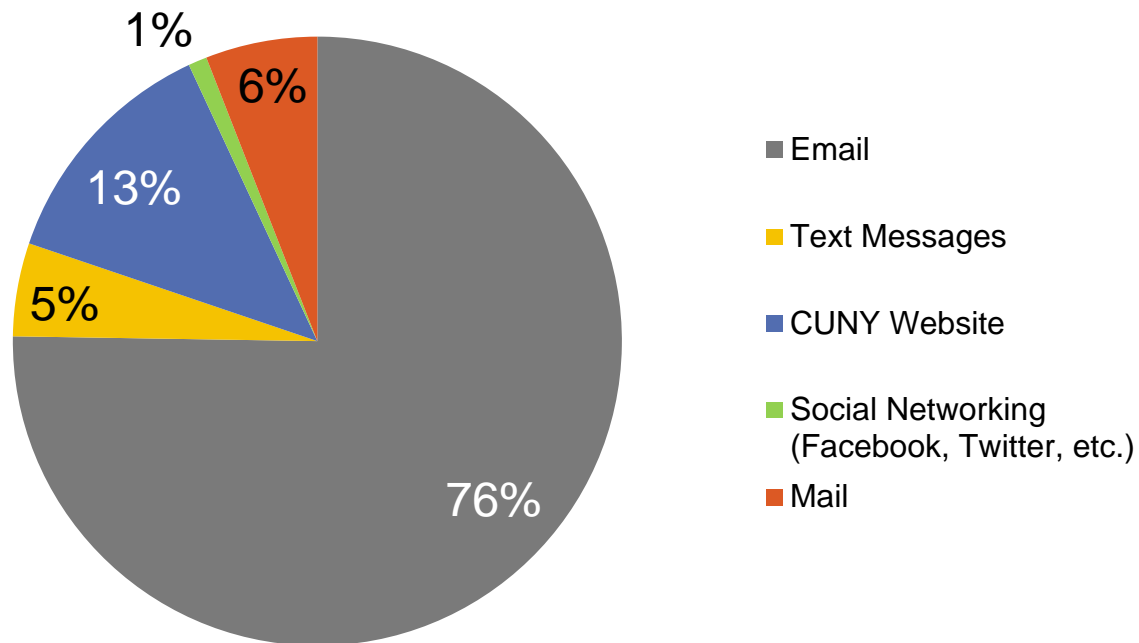
2012 CUNY Experience Survey Results for “Preferred means for receiving”

CUNYAlert



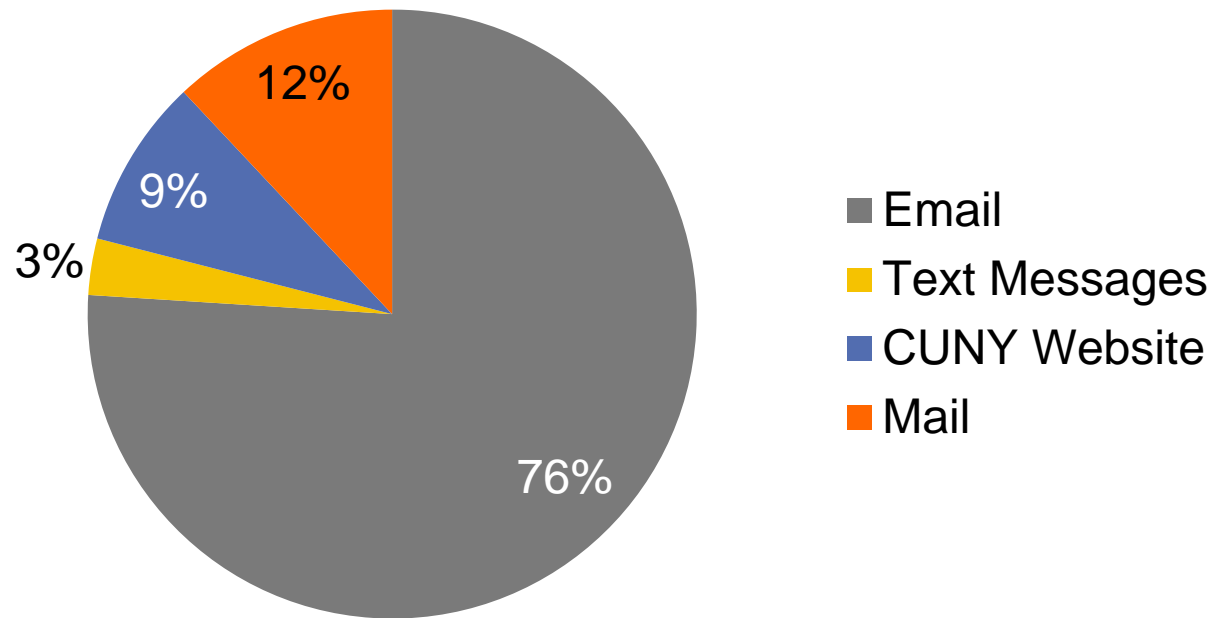
2010 CUNY Experience Survey Results for “Preferred means for receiving”

Information about Financial Aid



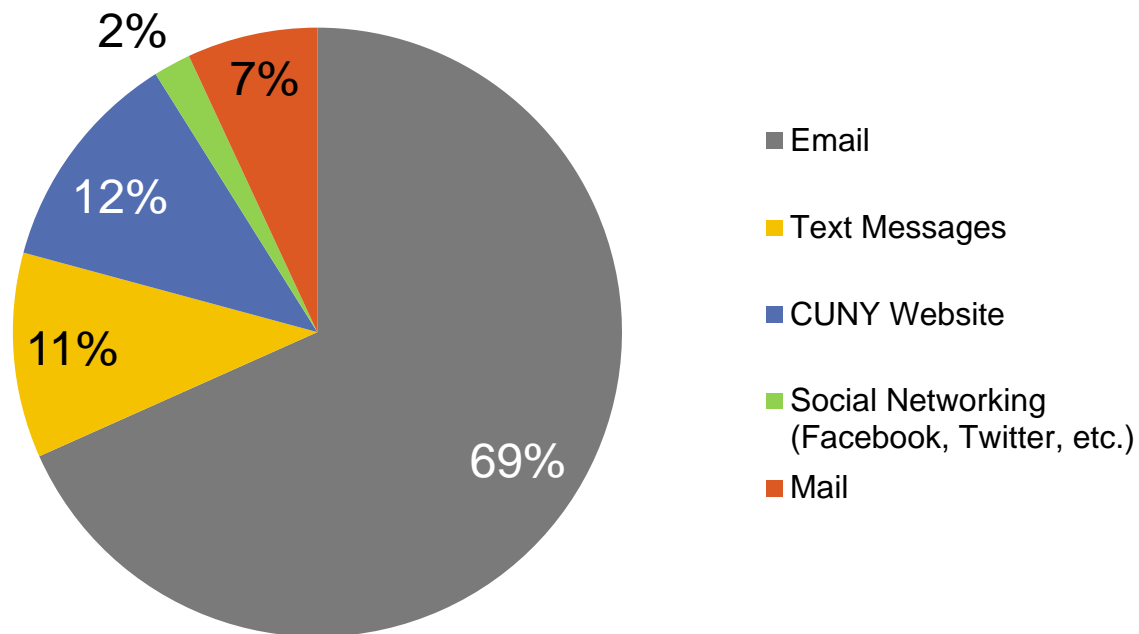
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Information about Financial Aid



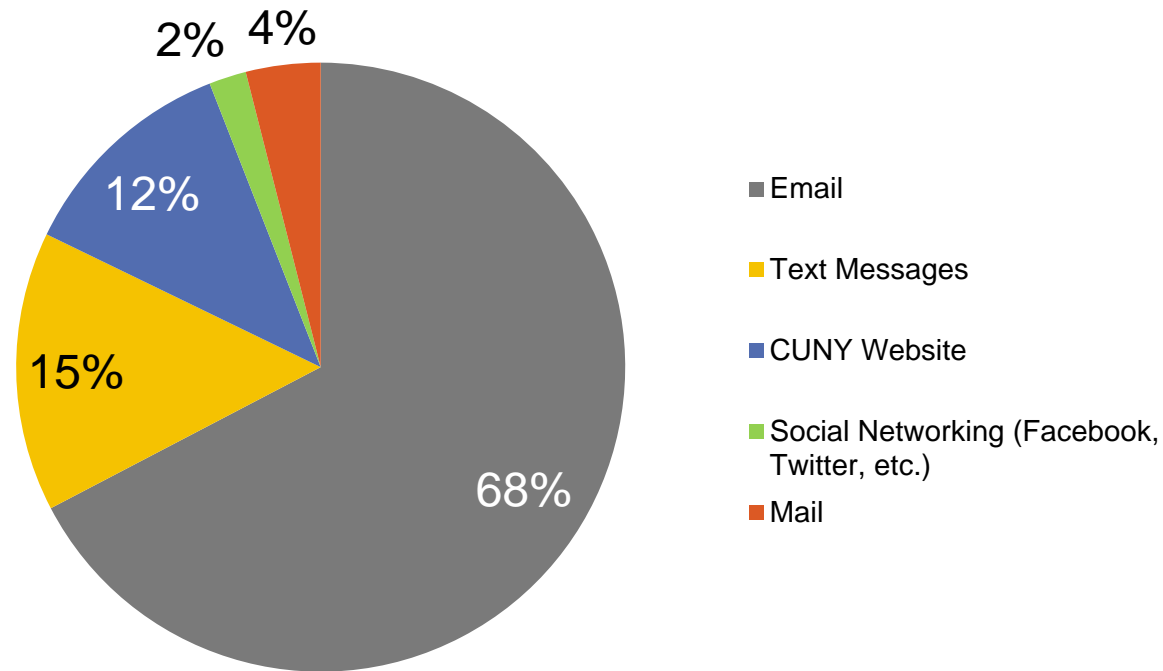
2010 CUNY Experience Survey Results for “Preferred means for receiving”

IT Alerts and Updates



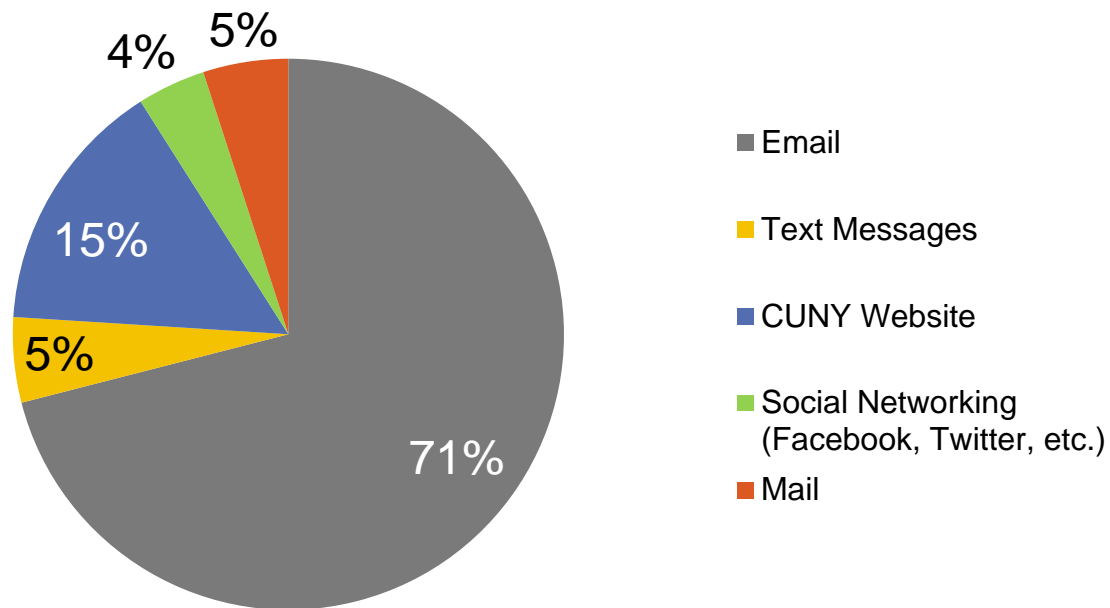
2012 CUNY Experience Survey Results for “Preferred means for receiving”

IT Alerts and Updates



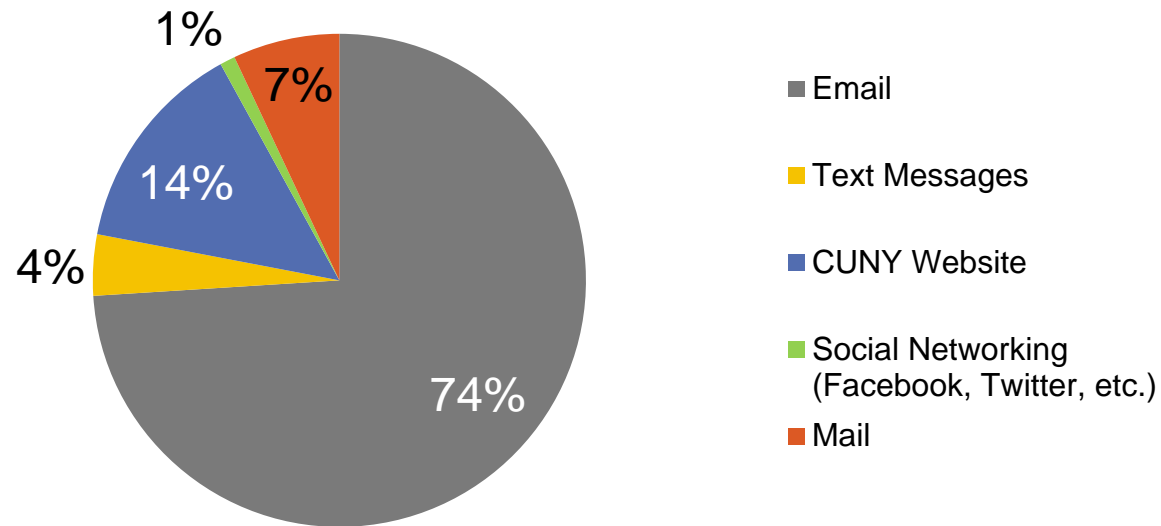
2010 CUNY Experience Survey Results for “Preferred means for receiving”

Information about social events, student services, clubs, athletics



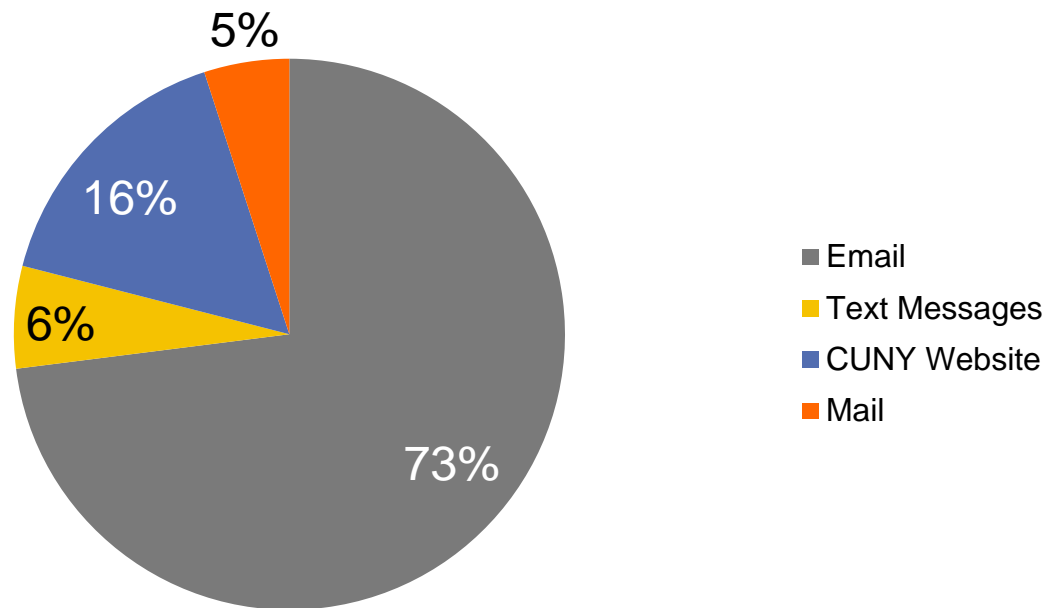
2012 CUNY Experience Survey Results for “Preferred means for receiving”

Information about social events, student services, clubs, athletics, etc.



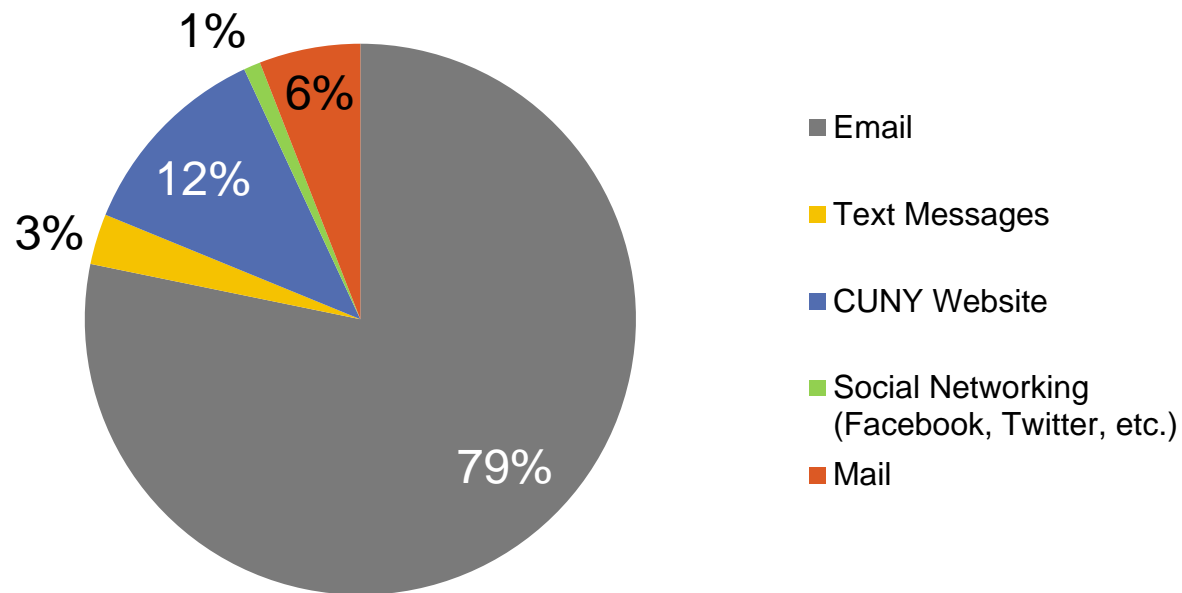
2010 CUNY Experience Survey Results for “Preferred means for receiving”

Information about courses, lectures, conferences, etc.



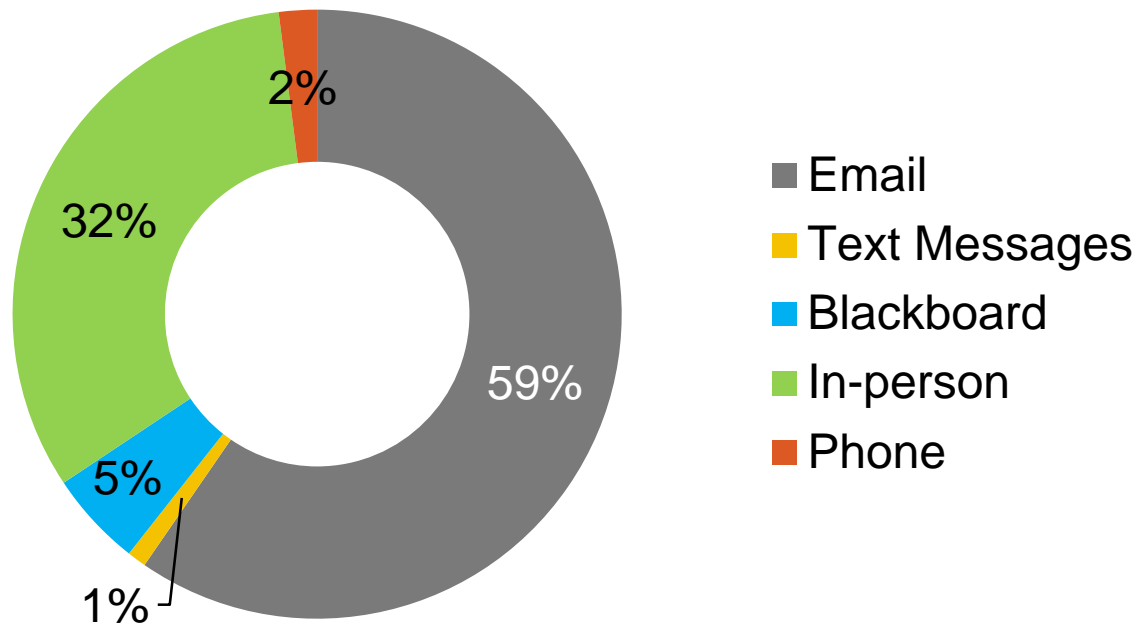
2012 CUNY Experience Survey Results for “Preferred means for receiving”

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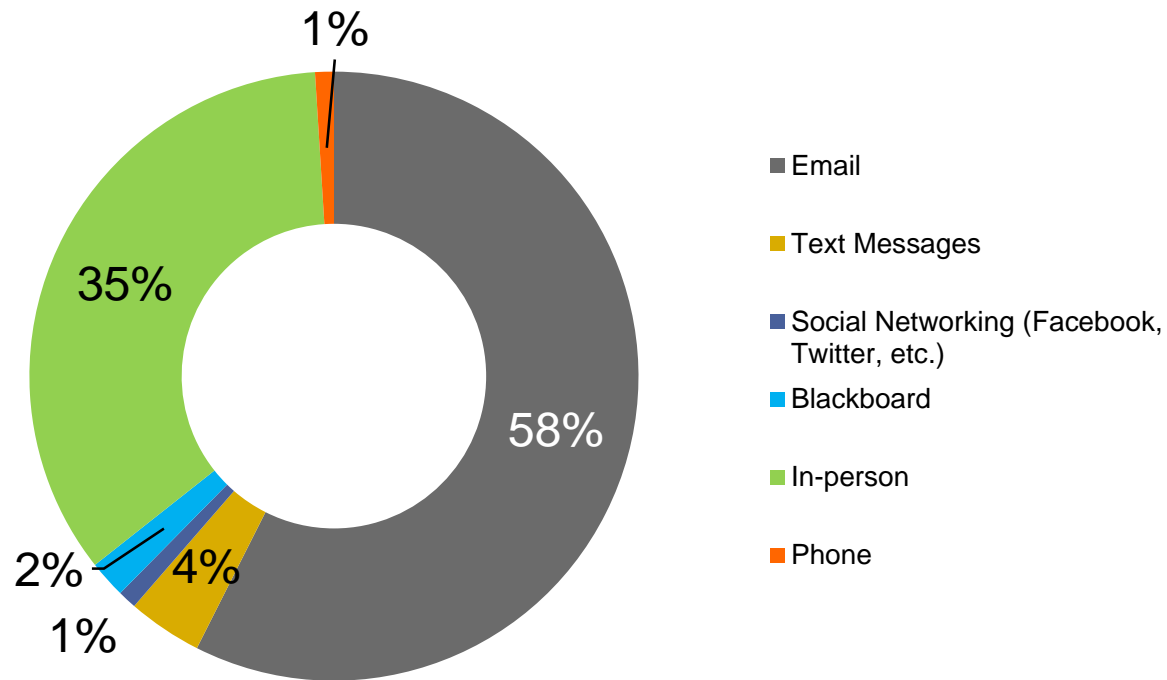
2012 CUNY Experience Survey Results for “Preferred means for communication with”

Faculty



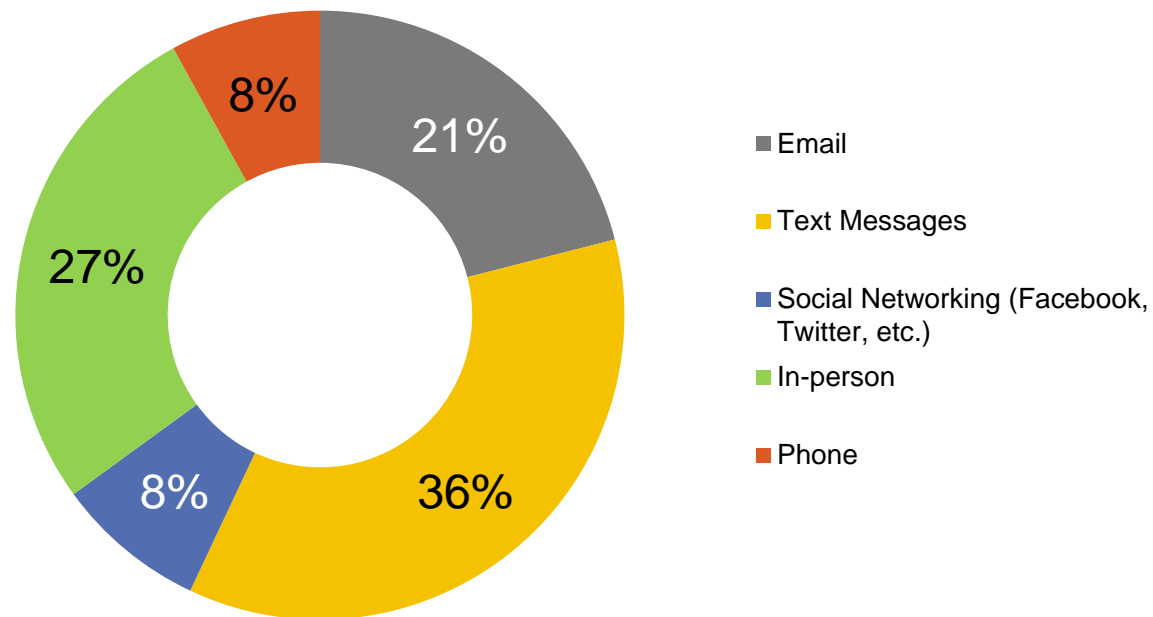
2010 CUNY Experience Survey Results for “Preferred means for communication with”

Faculty



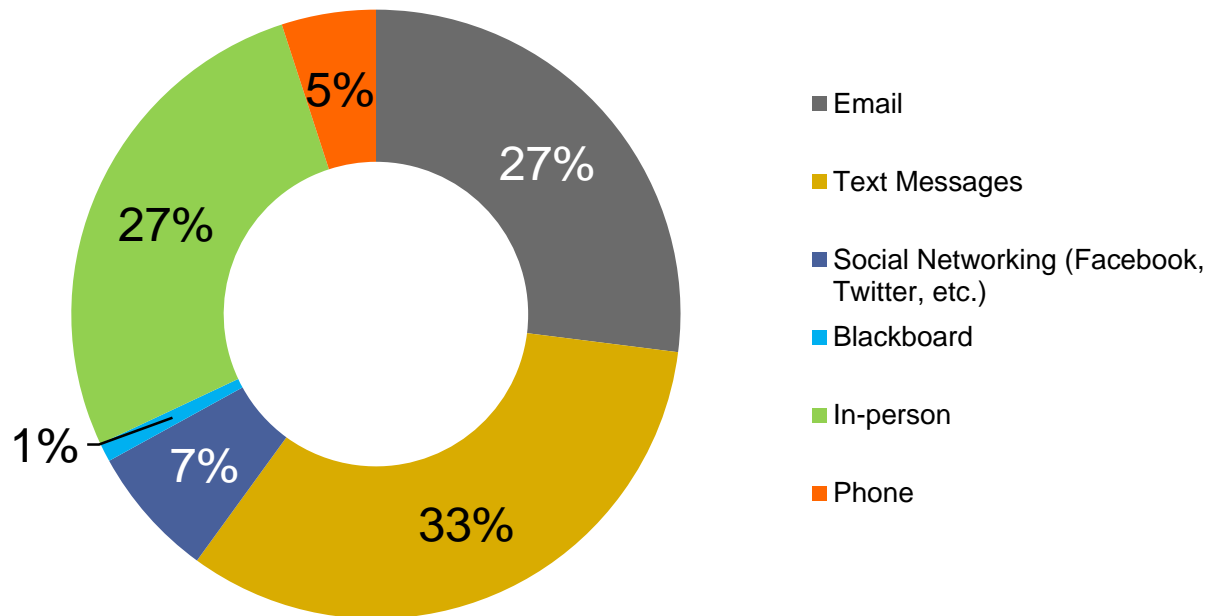
2012 CUNY Experience Survey Results for “Preferred means for communication with”

Classmates or Fellow Students



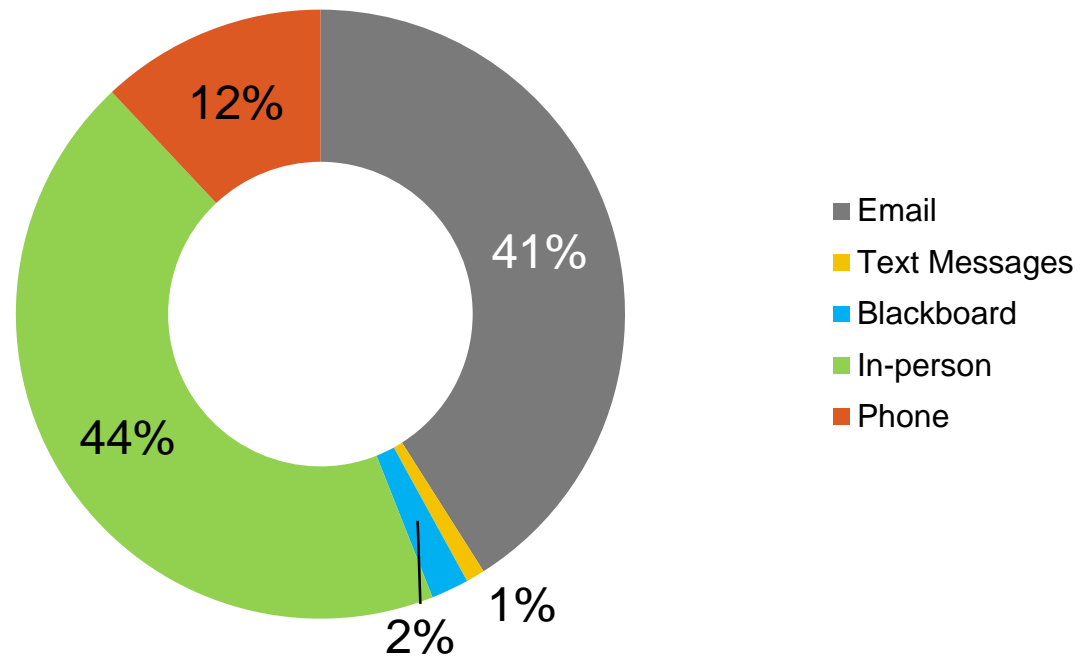
2010 CUNY Experience Survey Results for “Preferred means for communication with”

Other Students



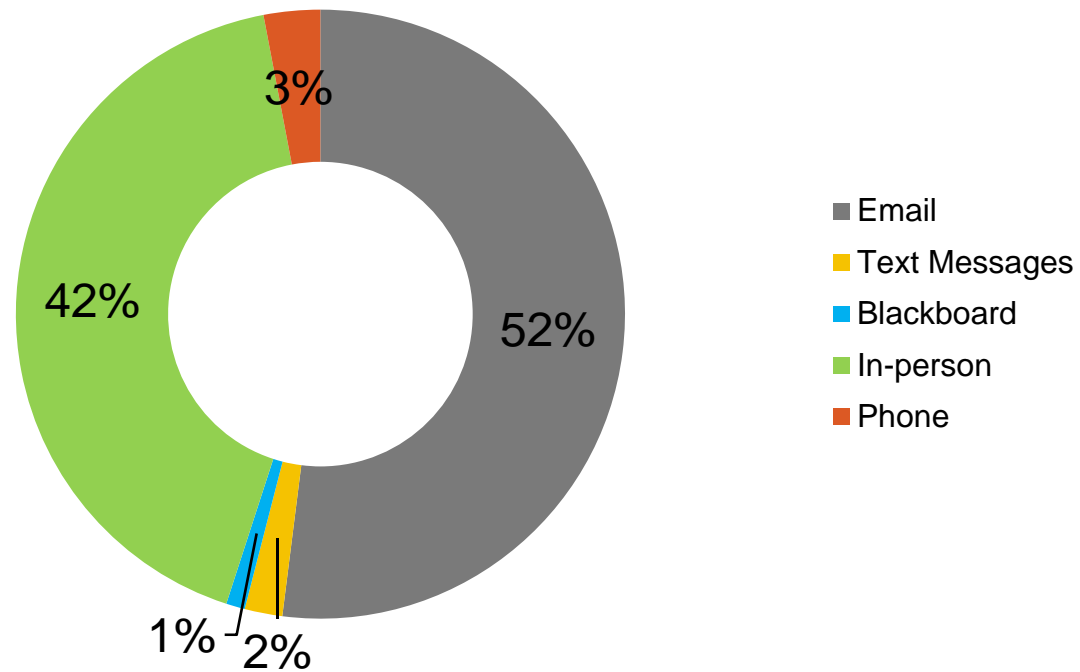
2012 CUNY Experience Survey Results for “Preferred means for communication with”

Administrative Personnel

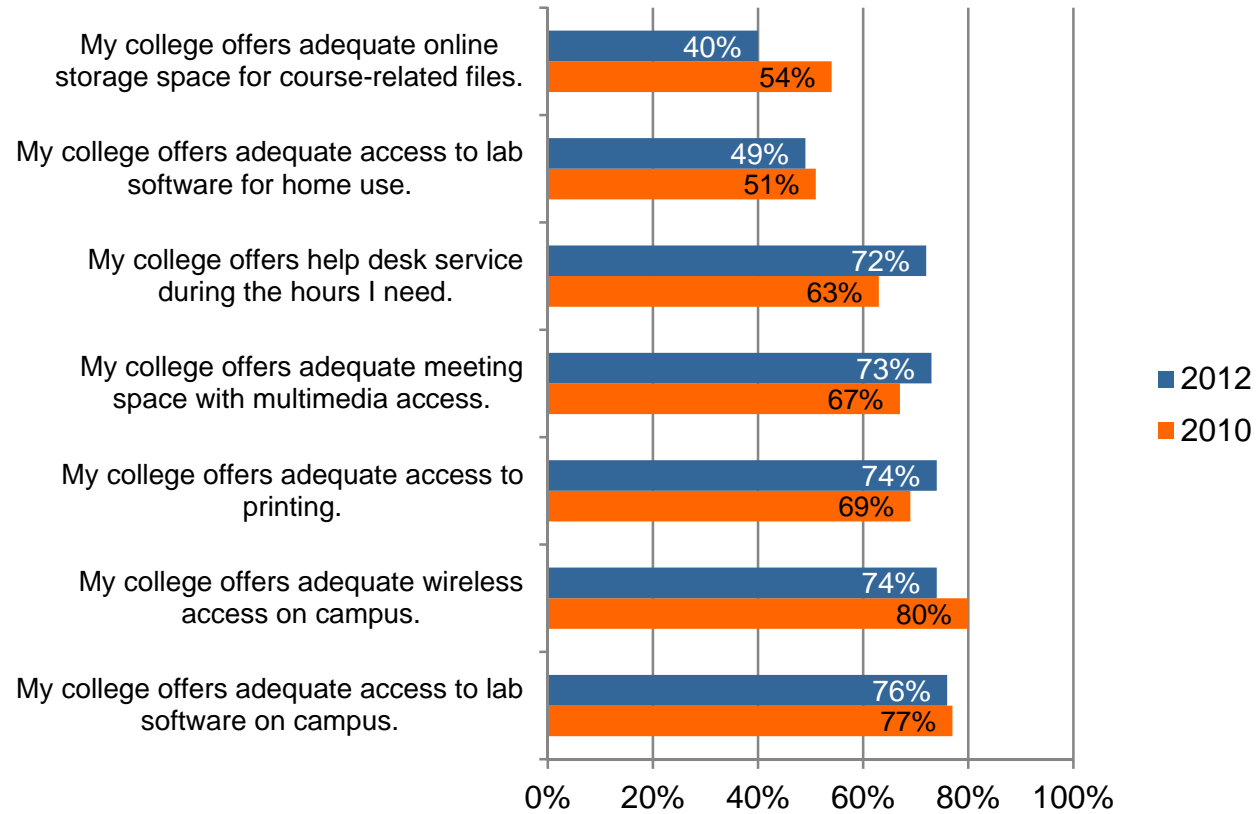


2010 CUNY Experience Survey Results for “Preferred means for communication with”

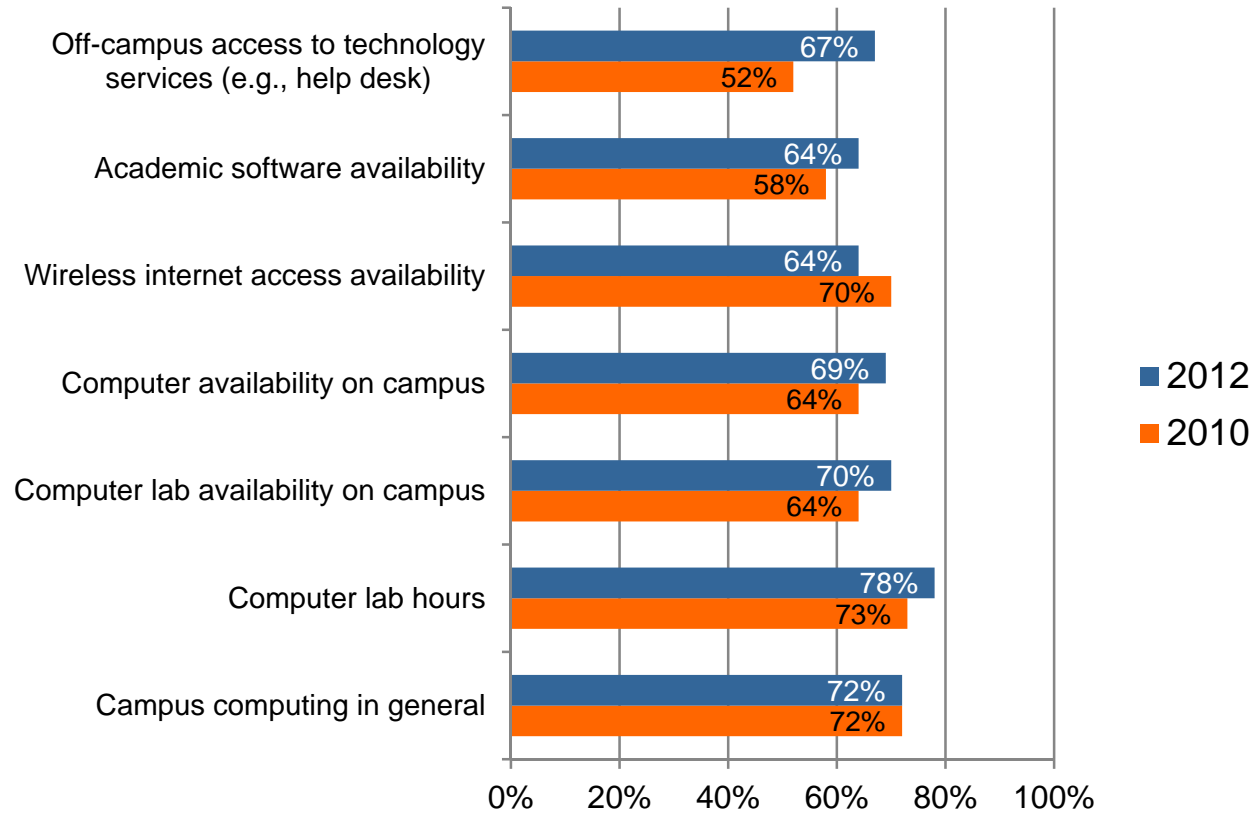
Administrative Personnel



CUNY Experience Survey % Strongly Agreed/Agreed about “Attitude toward technology offerings”



CUNY Experience Survey % Strongly Agreed/Agreed
about “Indicate your level of satisfaction with each of the
COMPUTER SERVICES listed below”



11/5/14

CUNYfirst Review

As the technology committee has been charged by the council in October to review options regarding CUNYfirst usage by the college

That the Technology Committee investigate how CUNYFirst can be altered or replaced to meet the needs of the College and its faculty and students in mission-critical applications by the February College Council meeting.

Upon consultation with both the registrar's office and CUNYfirst liaison we have found that as CUNYFirst stores and maintains the official records for the university, the college does not have the ability to opt out of its usage.

CUNYfirst modules include but are not limited to:

Admissions

Human Resources

Online bill payment

Payroll

Personnel

Procurement

Purchasing

Registration

Schedule of classes

Student records

Travel reimbursements

In order to improve the adoption of CUNYfirst some committee members have suggested possible solutions for improving both training and access to CUNYFirst. They include:

Training by appointment - provide just in time training at department meetings. Some faculty have indicated that training times are inconvenient. Perhaps a 10 minute training during department meetings would be both beneficial and convenient.

Liaison group - reactivate the CUNYFirst liaison group which was initially created for the initial transition period to CUNYFirst to provide information and assistance at the department level. This group would receive updated information and disseminate information at the department level.

Reskinning – given that many critiques of CUNY First are of the user interface, the college might consider “reskinning” the user interface for CUNY First through a 3rd party application, and that we’re doing the work of investigating that application.

CunyFirst online training materials and guides can be accessed at
<http://www.cuny.edu/about/administration/offices/CIS/CUNYfirst/training/facultyadvisors/faculty.html>

Favorites tab - Expand the use of the favorites to quickly access reports.