

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
The City University of New York

COLLEGE COUNCIL

Minutes

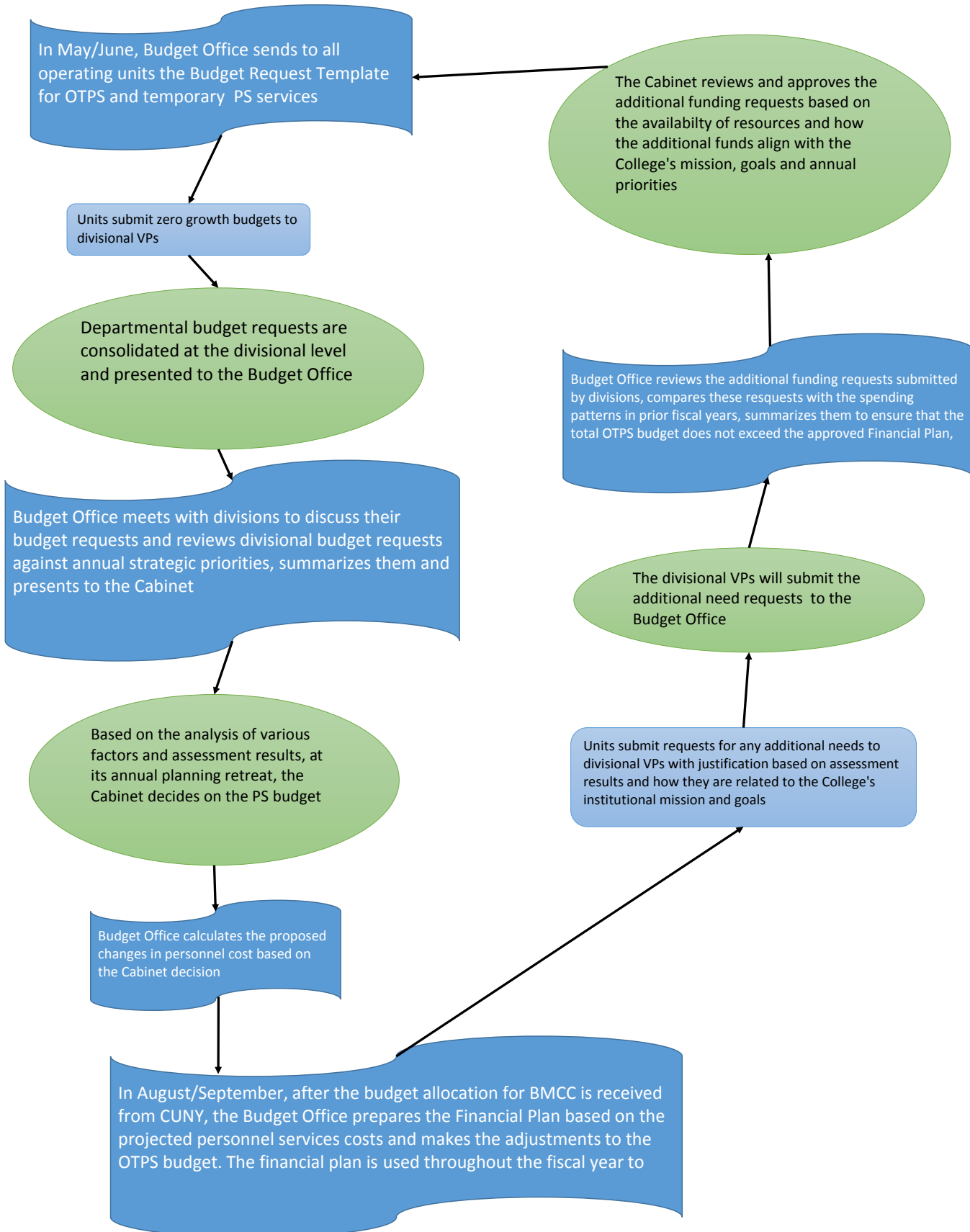
February 22, 2017

Everyone attended except:

Nur Ahamed	Michael Hutmaker
Sheldon Applewhite	Deborah Lane
Joao Bila	Jun Liang
Alejandro Binilla-Manjarrez	Liany Marcial
James Blake	Ousmane Mbodj
Sharon Brickman	Gloria McNamara
Robin Brown	Owen Meyers John Montanez
Hector Castellanos	Michelle Murillo
Mahamadou Diawara	Mahatapa Palit
Kaoutar Elharchaoui	Jonathan Ruiz
Joel Evans	Jason Ruiz Quintero
Erik Freas	Jason Silva
John Gallagher	Brett Simms
Joel Hernandez	Ibrahim Zavery
Maxine Hunter	

- I. President Pérez called the meeting to order at 2:10 pm.
- II. APPROVAL OF MINUTES:
 - A. The Minutes of the November 23, 2016 College Council Meeting were approved unanimously.
- III. STANDING COMMITTEE REPORTS (See Appendices)
 - A. The Budget Committee presented a report
 - B. The Campus Facilities and Security Committee gave an update.
 - C. The Campus Life and Student Issues Committee reported on support for students in light of the President's Executive Order.
 - D. The Technology gave a report.
- VI. OLD BUSINESS - None
- VII. NEW BUSINESS - None
- VIII. President Pérez adjourned the meeting at 2:45 pm

Budget Development and Allocation at BMCC



Budget Development and Allocation at BMCC

In June of every year the college Budget Office sends to all operating units (Division of Academic Affairs, Division of Student Affairs and individual Administrative Departments) the OTPS Budget Request template and memorandum, which establish the format and guidelines for next fiscal year budgetary considerations. This template shows three prior years approved OTPS budgets and actual expenditures, current fiscal year approved budget and actual expenditures, and the proposed allocation for next fiscal year equal to the current year initial budget. Due to the uncertainty of the next year budget allocation at that time, the Budget Office allocates to the individual departments the same amount for OTPS expenditures as in the current fiscal year. While there is no need to provide a justification for a flat budget, each operating unit is expected to determine their priorities based on their missions and goals within the parameters of their initial budget allocations. Utilizing the budget request template provided by the College Budget Office, units submitting zero growth budgets must identify which institutional goals and strategic planning outcomes are supported by the continued allocation of OTPS funds.

The operating units are also encouraged to submit their funding requests for any additional needs, related to programs, initiatives and acquisitions proposed to expand the institutional goals. If they exceed the initial budget allocation, the unit must identify which institutional goals, unit goals, and strategic planning outcomes are supported by the additional funds and explain how the goals and outcomes will be enhanced by the distribution of additional dollars. Before requesting additional funds, however, units will have to justify why existing resources cannot be reallocated to meet its needs. It is HIGHLY recommended that units provide annual assessment results and findings from AES Unit Reviews as their justification for additional funds.

The Budget Office meets with representatives of Academic Affairs and Student Affairs divisions and with each department outside of these two divisions to discuss their budget requests and justifications for additional funding. Through the completion and review of the budget request template, each operating unit demonstrates that their budget request is related to the College's institutional mission and goals.

Once all budget requests are received and discussed, the Budget Office summarizes them and presents the proposed initial budget to the Cabinet for review. In July, the president and the executive cabinet participate in a planning retreat in which assessment data is reviewed to ensure that budgetary decisions are aligned with the goals of the strategic plan. The College executives review the budget requests for continued funding levels and funding of additional needs related to programs, initiatives and acquisitions that exceed the initial budget allocations. Reviewing these documents against the annual strategic priorities established the Cabinet determines the funding priorities for the year and decides on the PS budget.

The operating units may be asked to revise their OTPS budget requests based on the expected amount of budget allocation for the college overall and projected PS cost for the next fiscal year. Units may also be asked to provide additional justifications as to how the additional requested funds align with the College's mission, goals, and annual priorities. Units providing a sound rationale for why existing funds cannot be reallocated will receive greater consideration by the Cabinet.

The Executive Cabinet reviews the prior year's CUNY Performance Management Plan (PMP) College Goals, targets, and outcomes during the annual Cabinet Planning Retreat. Based on the attainment of these goals, priorities are set that aid in determining the proposed personnel changes. The analysis of a number of trends, including the following, is taken into consideration: projected student enrollment, student outcomes data, desired average class size and space utilization, proposed ratio of full time faculty to student FTE, contractual salary obligations, required enhancements in the areas of academic and students support, vacancies to be filled. The proposed personnel changes are also affected by the review conducted at the Cabinet level of the assessment results of student learning, the survey of student satisfaction and trends in retention and graduation rates. The results of this process are codified and formalized in an annual report. This process demonstrates how both planning and assessment results assist the College in data influenced budgetary decision making.

Once the changes in full-time personnel are defined at the Cabinet level, the Budget Office refines the projected adjunct faculty and part time personnel costs and makes the adjustments to the OTPS budget projections that may affect the funding for some additional OTPS requests proposed by the operating units.

After this review and approval process of the initial budget requests is completed, the proposed budget is awaiting the notification from CUNY about the next fiscal year budget allocation, which is usually received in August. In the meantime the operating units are given access to initial allocations in CUNYFirst.

CUNY allocates tax levy budget to BMCC according to a community college budget model driven largely by student enrollment. (The methodology can be obtained by a review of the Community Colleges Operating Budget Allocation Methodology.) Based on a three-year weighted average of college enrollments the Model distributes the Controllable Allocation, which is the sum of the Model Allocation plus 90% of the estimated revenue over-collection, to various areas of college operations. These areas include: Instructional Services, Library and Organized Activities, Student Services, General Administration, General Institutional Services. The model allocates funds to two broad categories of expenditures: personnel services (PS); and other than personnel services (OTPS). In addition to the Controllable Allocation, the Model indicates specific amounts to be budgeted for certain purposes, like Adult and Continuing Education, Building Rentals, Child Care, College Now etc. The integral part of the Allocation Model is the Tuition Revenue Target.

Once an actual budget allocation is received by BMCC, the Budget Office prepares the Financial Plan – a working document, which is used throughout the fiscal year to monitor the expenditures. The Budget Office also distributes the part-time PS and OTPS allocations to the operating units. The Executive Cabinet conducts a comprehensive review of the budget allocations and the financial plan. Once President Perez and the Cabinet approve the financial plan and divisional/departmental allocations, they become the College's official operating budget.

During the course of the fiscal year the Budget Office monitors the PS and OTPS expenditures via various reports and analytical schedules. The University Budget Office is monitoring the overall PS and OTPS expenditures by the college, compared to the Financial Plan, as well as attaining the tuition revenue target. All significant budget variances are analyzed, and appropriate actions are taken.

Borough of Manhattan Community College Energy Conservation Projects 2014-Present

Energy Conservation Measure	Project Cost (dollars)	Estimated Energy Saved Kilowatts per hour of electricity Million pounds of steam	CO2 Emission Reduction (metric ton)	10 Year Old Trees Planted	Coal Burned (Pounds)	Gasoline Used (Gallons)	Annual Cost Savings (dollars)	ROI (years)
Main Theatre Independent Chiller	533,000	9,316 Mlbs steam 1,356 kWh electricity	514	13,364	551,006	58,104	308,000	1.73
100 kWh Zinc Manganese Dioxide Battery Storage System	300,000	36,500 kWh electricity	25.7	665	27,372	2886	53,500	5.6
AHU Cooling Coils UV Filtration System	275,000	201,300 kWh electricity	141	3666	150,961	15,919	326,000	.84
Control Valve Thermal Blankets	109,000	5,812 Mlbs steam	321	8346	342,681	39,136	192,000	.52
Steam Traps	89,800	65,567 Mlbs steam	426	11,071	455,902	109,131	69,444	1.29
Variable Frequency Drives for AHUs and Pumps	966,750	3,746,800 kWh electricity	2633	68,241	2,809,833	296,294	606,982	1.59
Lighting Controls, Sensors and Ballasts	775,725	792,029 kWh electricity	557	14,425	593,965	62,633	128,308	6.05
Pool Cover	129,200	4452 kWh electricity	3.1	81	3329	352	40,013	3.23
Gym LED Lights	124,635	190 Mlbs steam 136,727kWh electricity	96.1	2490	102,536	10,812	94,045	1.32
Total	\$3,303,110	80,885 Mlbs steam 4,919,164 kWh electricity	3306 metric tons	122,349 trees	5,037,585 pounds	595,267	\$1,818,292	1.8 years

Notes: (1) Energy calculations of Estimated Energy Saved and Annual Cost Savings prepared by the NYC Department of Citywide Administrative Services.

(2) The Annual Cost Savings calculations is based on the New York Power Authority rates for public agencies.

(3) Energy savings conversion to other units is based on the EPA Clean Energy Calculations and References database (www.epa.gov/cleanrgy/energy-resources/refs.html).

BMCC Sustainability Fair 2017

Prepared by Chief Engineer Roy Montgomery and Chief Superintendent Thomas Ching

Committee on Campus Life and Student Issues - February 1, 2017

The committee had an engaging discussion on how to respond to the travel ban and immigration enforcement. As a result, we wanted to update the College Council on what the college has done in response to this executive order, even though a 9th U.S. Circuit Court of Appeals stopped the executive order from being enforced and will most likely will be appealed.

BMCC has been developing support services for students and other members of our college community who may be affected. To date, our outreach has included the following:

- Reaching out and speaking to all international students from the seven named countries (VP Craig can elaborate if needed)
- Holding immigration forums for students
- Holding immigration clinics for one-on-one conversation with students
- Having an attorney available once a week for consultation and referral through the Single Stop office
- Creating a web page that will serve as a hub for relevant information at <http://www.bmcc.cuny.edu/immigration/>
- Designating staff members in Student Affairs - Monique Atherley and Albert Lee to serve as resources for our students with immigration questions

Meanwhile, staff in various departments are up to date with issue and will continue to be available for all students.

- **The Counseling Center**, located in S343, will offer crisis and personal counseling for students who may be experiencing stress associated with immigration concerns.
- **The Office of Student Affairs**, located in S350, will assist students having general difficulty.
- **International Student Services**, located in S115N, will assist students who may have questions about their status as international students.
- **Single Stop**, located in S235, has staff members who are also available to discuss options for those who have been financially impacted.

**Technology Committee
Report for the College Council
February 22, 2017**

The classrooms are all capable of working with wireless transmission from tablets and handheld devices to the projection systems using AirServer software. The software is loaded onto the machines and ready to go.

A handout on how to use the software and an announcement are being prepared.

Access to files from off-campus using the myfiles.bmcc.cuny.edu is available to faculty and staff. More information on this will be sent out to the college community.

The student log-in process is being changed effective June 1, 2017. Announcements and messages on campus computers will be going out in the near future.

The classroom audiovisual systems at 199 Chambers Street are going to be upgraded to meet the same standards as those at Fiterman Hall and Murray Street. 73 classrooms are impacted by this. The college is awaiting the issuance of a purchase order to a vendor. It is hoped this will take place during Spring Break.

The Media Center recently completed the installation of LED lighting in both television studios to replace traditional high wattage instruments and dimmer systems. This will result in substantial energy savings as the new equipment uses significantly less power for the same illumination and generates much less excess heat. For example, in the large studio the new LED lighting uses 6 times less electricity than the old fixtures, from over 54,000 total watts to 8600 total watts. The new lights are also color adjustable and will give our students hands-on experience with the type of lighting technology that is used in state of the art industry studios today.

New digital signage screens have been installed in the A. Phillip Randolph Library.

The Technology in the lecture halls will also be updated before the end of the academic year. Vinton is currently working through the procurement process.