

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
The City University of New York

COLLEGE COUNCIL

Minutes

May 25, 2016

- I. President Pérez called the meeting to order at 2:05 pm.

- II. APPROVAL OF MINUTES:
 - A. The minutes of the March 30, 2016 College Council Meeting were unanimously approved.

- III. STANDING COMMITTEE REPORTS – See Appendix
 - 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 BUSINESSs - None

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



College Council

2015-2016 Budget Committee Final Report

Committee Members:

Elena Samuels

Sunil Gupta

Elizabeth Chaney

Robert Reed

Geoffrey Kurtz

Hadar Baranes

Committee Accomplishments:

The Budget committee comprised of delegates from faculty, staff and students in order to ensure the representation of interests from the entire college community. The committee met first time in fall 2015 semester and discussed the fiscal year 2015-2016 budget allocation and financial plan. The State enacted budget provided an additional funding in FY16 that generated a \$100 increase in State base aid per student FTE. Tuition revenue is also greater than before as a result of tuition increase to \$2,400 per FTE for the semester. The revenue generated by tuition increase was allocated to the college in the form of the Compact investment plan.

Based on allocated budget the college budget department prepared the balanced Financial Plan. Financial Plan demonstrates how the combined financial resources comprised of tax levy, technology fees, philanthropy contributions and miscellaneous revenue will be used to meet the needs for anticipated mandatory and discretionary expenses to include the personnel services, goods, rentals and services, and tied to the activities outlined in the Strategic plan: Excellence in Teaching, Research and Learning, Student Success and Retention, Organizational Effectiveness and Institutional Accountability. Specific emphasis was made on increased investment in critical programs such as expansion of online programs, digitalization of libraries, and critical maintenance of aging classrooms and buildings.

The Budget Committee reviewed the details of proposed expenditures and approved the financial report for presentation at the College Council.

The Spring 2016 Budget committee meeting was devoted to the discussion about the Mid-year Financial Report, which reflected the six months progress towards the completion of the financial plan and approved the level of expenditures projected through the year-end. The details of expenditures funded through the Compact funds and Technology Fees were presented to review of the committee as well. A special consideration was given to the analysis of enrollment trends and impact of enrollment on tuition revenue overcollections.

The college had a great deal of flexibility in determining the best use of Compact funds. Hiring additional full time faculty and providing additional faculty development opportunities remained one of its priorities. 12 more full time faculty lines were filled in spring 2016 and over \$400,000 of Compact fund were used for various faculty support programs, including teaching academies, CETLS and e-learning projects, supplemental travel funds, support of faculty publications and upgrading the equipment for science labs.

Approximately \$1,000,000 of Compact funds was directed towards additional student services support, like single stop program, leadership training, expending internships, health services, mentoring and tutoring, veteran's support and pilot program of offering a free metrocards to students awarded the tuition waivers. There were several tuition waiver opportunities made available to eligible students in FY2015-16, including: \$572,000 funded by the Compact funds, \$1.4 Mil -funded by special allocation for STEM courses, \$1 Mil funded through Strategic Investment Initiative and \$500,000 Finish Line tuition waivers funded by revenue overcollections.

Over \$300,000 of Compact funds were used for purchase e-book databases for the library and the balance of \$3.6 Mil was directed to fund numerous projects to upgrade the facilities infrastructure and information management system. The most prominent projects were: upgrading staff and faculty computers coming out of warrantee, installation of fan coil units for HVAC system at Chambers Street, building of new sports and fitness center, renovation of student government, accessibility and several other offices, Purchase of hardware to be used to back up BMCC critical infrastructure to a remote site (managed by CUNY Central) in NJ.

The report was also approved by the Committee for presentation to the College Council.

Goals for Next Year's Committee:

Next Year's Committee should continue the oversight over the financial planning process in the college, in order to ensure that it is transparent, related to the strategic targets and goals, takes in consideration review and analysis of the outcome of assessment process and priorities set by the college community and approved by the management.



Administration and Planning

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M E M O R A N D U M

To: College Council

From: G. Scott Anderson 

Date: May 25, 2016

Subject: Facilities Committee Annual Report for 2015-16

During the course of the academic year, the Committee met several times to discuss issues that either contribute to or affect the quality of life in our learning and working environment. Some of the issues were ongoing, particularly the lengthy capital projects such as the swimming pool, roof and HVAC upgrades. Some of the upcoming projects will involve significant lead-time before completion and will include projects such as the bathroom renovations, Ramp replacement, Green Roof and Solar Panel installations.

The renovation of faculty offices was completed and currently half the number of staff offices are or will be under construction by the end of summer and will include the Nurse's Office, Office of Disabilities, International Students, Veterans Affairs and the Media Center. ASAP and CUNY Start will be relocated to Murray Street that should help to alleviate vertical transport congestion while allowing for programmatic growth.

The college's new Fitness Center and Express was opened this year and the roof replacement was completed. The rebuilding of the pool deck and infrastructure is in its final stage of completion and is scheduled to be fully operational by the first day of fall classes. The refurbishment and redesign work on One South completed the creation of offices for the computer center and student services. Two multi-purpose computer labs are nearly complete pending additional fire safety equipment installation.

Various energy savings initiatives will be supported by several DCAS and capital construction grants that will include installation of LED lighting in new offices, the Gym and public areas including hallways. Also supported was the installation of a new 350-ton chiller that is helping us to offset our energy use during the cooling season.

This summer the college will begin to refurbish the Richard Harris Terrace to improve lighting, visual and sound projection. New flooring and window treatments will also be included. The Media Center will begin the first of several phases of refurbishment to improve its instructional and laboratory capacity. The first phase of the bathroom renovation project will begin late summer and will last 6 months for each side of the Chambers Street building (North and South). The solar panel installation project is also scheduled to begin this fall.

The environmental testing and monitoring of water quality will continue as will the cooling tower inspections for Legionnaire's. A new cycle of Right To Know training for affected staff

will be conducted before the start of the fall semester. Training of Fire Wardens will be held during the summer in preparation for the new academic year. Additional training will be conducted to create ongoing Violent Intruder and overall evacuation training for all buildings. Over the summer, the college will also conduct a threat assessment of our buildings with an outside consultant.

Most recently the issues and accommodation policies regarding gender neutral facilities has become an important part of our discussion and as we move forward, the college will meet with interested members of the college community to address concerns. In the meantime, recommended advisory notices have been posted in our bathrooms. Attached is a policy memorandum issued by CUNY's Office of General Counsel regarding the relevant and emerging laws and protections that should help to guide us as we move forward.

NOTE: The contributions and commitment of the committee membership during the past year was acknowledged and greatly appreciated.

Attachment: Gender Identity/Gender Expression and Use of College Facilities memorandum



College Council

2015-2016 Committee on Campus Life and Student Issues

Final Report

Committee Members:

John Aderounmu - Student (fall only)
Jean Amaral - Faculty
Eugenio Barrios - Staff (fall only)
James Berg – Staff (spring only)
Tredesha Howard – Student (spring only)
Michael Hutmaker – Chair
Katherine Jaramillo - Student (fall only)
Amparo Lopez-Moreno - Staff
Harry Mars - Staff
Nuhall Nuare - Student
Fanny M. Rodriguez - Faculty
Khaddy Sanyang - Student (spring only)

Committee Accomplishments:

The committee met six times this past year. Items discussed pertaining to the concerns of students included: communicating services and resources for students, extended services during final exams, library services (scanning copying, reserve books), International student services, Title IX training, student housing, campus atmosphere, and course requirements (specifically math and CIS). 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 dissemination of communication for students and faculty. The committee presented a Syllabus addendum contacting services and resources for students. This information will be presented by the faculty when they review the course

syllabus. This was not accepted by the Council due to the perception that it would be time consuming and add to an already long syllabus for some course. The committee will review these comments and reconsider the plan. In addition, the IT department developed a BMCC phone app to provide another access point for students.

- The cost of books remains an important topic. Suggestions included not updating the required book each year to the newest edition. The library has begun working with Academic Affairs to create more open access, open source courses. It was piloted with over 30 faculty with an estimated saving of over \$100,000 for students.

- Facilities upkeep is good and appreciated. However the committee suggested working with B&G and IT to develop a text messaging system so members of the community can report items that need to be addressed. Student would also like to see if microwave services can be installed on some floors in Fiterman.

- International student services aware discussed and the services explained. There is an increase in these services and workshops, The students will assist in getting the message out to the international students to take advantage of these resources.

- The committee discussed clarifying the requirements for courses to avoid confusion and the taking of additional courses, this was specifically discussed for CIS and Math. We were able to discuss this with Academic Affairs and they are reviewing this information and ways to communicate to students through academic advising

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 for Student Affairs

May 18, 2016



College Council

2015-2016 Technology Committee Final Report

Committee Members:

Mr Kasson Colon-Mangin

Mr Louis Chan

Ms Shannon Kidd

Prof Aldolfina Koroch

Mr. Thomas Lew

Ms Liany Marcial,

Prof Joyce Moorman

VP Joseph Spadaro

Mr Bryant Vilora

Committee Accomplishments:

The 2015-2016 academic year has been a year of continued technological 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 the committee discussion items and recommendations.

1. Technology updates:
 - a. Mobile App – launched April 4, 2016. Chat feature was successfully tested. VP Spadaro has requested feedback and has asked for suggestions for future upgrades to the app.

- b. Media Center studio was updated to support 4K with new control room equipment and cameras.
- c. Television studios (Media Center) will have old lighting replaced with LED fixtures.
- d. Tribeca Performing Arts Center technical staff has been merged with the Media Center. Both technical staffs have been combined into one unit. A Standard Operating Procedures manual has been created and distributed to the combined staff.
- e. Library technical staff were incorporated into IRT
- f. ACE (continuing education) technical staff were incorporated into IRT
- g. Replace 20 Avid editing stations in the lab with Mac computers and 4K monitors.
- h. A whisper booth was acquired for student use for sound recording.
- i. Fiterman Hall workstation replacements are expected to number about 700 units. Future replacements will include touch screen support.
- j. All computer lab printers were replaced during the winter break with Dell D5460N duplexing printers.
- k. PC replacements for offices throughout Fiterman Hall has begun.
- l. Wireless connection from tablets and phones to classroom projectors will be made available over the summer. Instructions and guides will be made available. Training sessions will be offered based upon need.
- m. College network upgrades are ongoing.
- n. Wireless network upgrade to support 802.11ac standard is complete across all buildings.
- o. IRT division physical consolidation– A new center and Service Desk was created to house the division in one physical space. The S140 suite of offices now houses employees from both the former College Computer center and the former Office for Instructional Technology.
- p. Team Dynamics service desk system has been implemented.
- q. The name for the Helpdesk was changed to Service Desk.
- r. Elearning reports:
 Spring 2016 – 1894 Blackboard courses
 Online: 124 = 3%
 Hybrid: 85 = 2.5%
 Web-enhanced: 1685 = 50%
 Total BB = 1894
 Total number of sections offered: 3362

2. Technology fee updates included:

- a. Equipment plans – workstation and printer replacements.
- b. Digital wayfinding – prototype under development.
- c. Mobile wayfinding – prototype under development.
- d. Studio lighting and control room – in process.
- e. Service Desk software - implemented
- f. Software license renewals – completed

- g. Labstats tracking software will be one of the guides for determining number of software licenses to be purchased/renewed and for understanding how public access computers are utilized.
- 3. Compact funds updates included:
 - a. Replace projectors in all instructional spaces with NEC 502HL projectors.
 - b. Install Extron control panels in all instructional spaces at Murray Street.
- 4. Discussion items and recommendations:
 - a. Q&A Email maximum attachment size = 35 MB.
 - b. Instructions for accessing "G" drive on imacs – instructions forwarded/.Recommendations:
 - c. Faculty notifications prior to upgrades to labs – implemented.
 - d. Imacs – blu-ray players on teacher stations in labs to be replaced with super drives or equivalent – in process.
 - e. Mobile upgrade suggestions may include: student evaluations, bookstore and inventory.
 - f. There was a discussion regarding the instability and slowness of Blackboard. VP Spadaro has explained slowness has been due to vendor caused problems.
 - g. Library material availability – under consideration.
 - h. Wireless connection to the projectors – in process.
 - i. It was recommended that there should be a goal of single sign on via CUNY portal.
 - j. CUNY is planning to release their version of a mobile app which will handle CUNYFirst and registration functions. VP Spadaro will discuss common goals for mobile apps with CUNY central.

Attendance for May 25, 2016 Final Meeting of the 2015-2016 College Council

Everyone attended except:

Priscilla Aduampong

Hao Tang

Hadar Baranes

Giselle Toby

Juan Batista

Rachel Torres

James Blake

Shalva Tsiklauri

Arthur Cain

Bryant Viloría

Yan Chen

Shannon Williams

Kasson Colon-Mangin

Hasan Yumak

Francesco Crocco

Igor Zaitsev

Ozgur Ecevit

Joanne Zak

Jeffrey Ekwealor

Nickla Galloway-Brown

Joyce Harte

Joel Hernandez

Teresia Huggins

ShuHuey Jenner

Brianna Johannes

Shannon Kidd

Barbara Lawrence

Amparo Lopez-Moreno

Liany Marcial

Benjamin Oluwole

Davendra Ranglall

Elena Samuels

Brett Simms