

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
The City University of New York

COLLEGE COUNCIL

Minutes

October 28, 2015

Everyone attended except:

Sharon Avni	Amparo Lopez-Moreno
Joel Barker	Liany Marcial
Juan Batista	Chamutal Noimann
James Blake	Davendra Ranglall
Peter Bratsis	Sabrina Rodriguez
Marva Craig	Silvia Roig
Anthony Creaco	Joseph Spadaro
Francesco Crocco	Rachel Torres
Erik Freas	Bryant Vilorio
Toby Ginsberg	Chiaki Yanagisawa
Joel Hernandez	Joanne Zak
ShuHuey Jenner	

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

- II. APPROVAL OF MINUTES:
 - A. The May 27, 2015 College Council Meeting Minutes were unanimously approved.
 - B. The September 28, 2015 College Council Meeting Minutes were unanimously approved.

- III. STANDING COMMITTEE REPORTS
 - A. The Budget Committee presented a report. (See Appendix 1)
 - B. The Campus Facilities and Security Committee presented a report.(See Appendix 2)
 - C. The Campus Life and Student Issues Committee presented a report. (See Appendix 3)

- VI. OLD BUSINESS - None

- VII. NEW BUSINESS: - None

- VIII. President Pérez adjourned the meeting at 2:32 pm.



**BMCC FY14-15 Year-End Report
and Financial Highlights for FY15-16**

The City University of New York
2014-2015 Year-End Financial Report
BMCC

Comparison of Expenditures to Resources (\$000)

	Tax Levy Allocation	Pending Allocations	Compact Philanthropy	Technology Fee	Tuition Revenue Above (Below) Target	Total Resources	Expenditures	(Over)/Under Expenditure
FY2014 - FY2015	153,466.2	-	2,644.8	4,615.2	1,791.9	162,518.1	162,050.0	468.1

Expenditures (\$000)

	Tax-Levy Expenditures	Compact Philanthropy	Technology Fee	Total FY2015	FY2014 Tax-Levy Expenditures	# Change (Tax-Levy Expenditures)	% Change (Tax-Levy Expenditures)
PS Regular	82,929.0	-	930.7	83,859.7	79,014.1	3,915	5.0%
Adjuncts	21,879.5	-	-	21,879.5	19,651.4	2,228	11.3%
Temporary Service	5,896.7	-	127.4	6,024.1	5,507.0	390	7.1%
Total PS	110,705.2	-	1,058.1	111,763.4	104,172.5	6,533	6.3%
OTPS	44,084.7	2,644.8	3,557.1	50,286.7	33,712.9	10,372	30.8%
Total	154,790.0	2,644.8	4,615.2	162,050.0	137,885.4	16,905	12.3%

Tuition Revenue (\$000)

FY2014 Target	FY2015 Target	FY2014 Actual	FY2015 Projected	Tuition Revenue Change	% Change	Collections Above/(Below) Target
97,054.3	103,529.5	95,189.5	105,321.4	10,131.9	10.6%	1,791.9

Enrollment

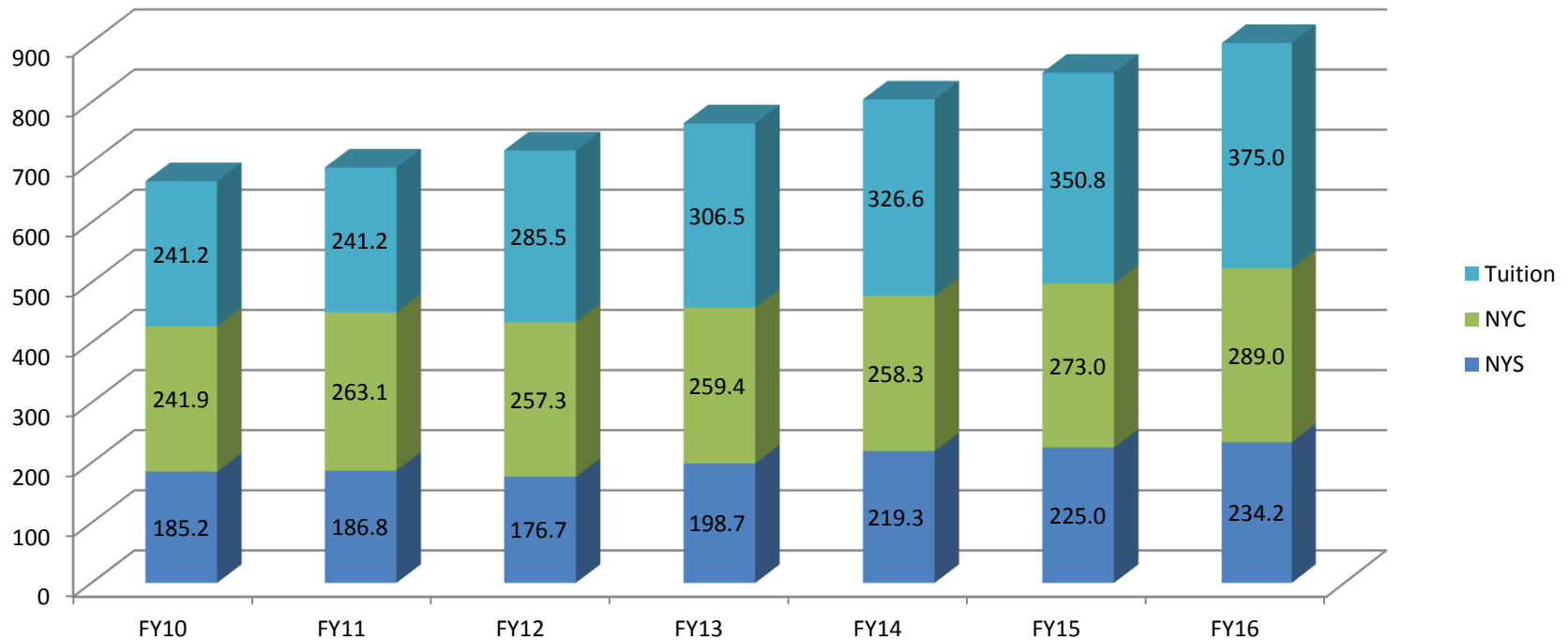
	FY2013	FY2014	FY2015	Change FY2014 - FY2015	
				#	%
FTE Undergraduate	18,564	17,884	19,641	1,757	9.8%
FTE Graduate	0	0	0	0	0.0%
Total FTE	18,564	17,884	19,641	1,757	9.8%
Headcount	24,517	23,672	25,971	2,299	9.7%

Staffing

	Fall 2013	Fall 2014	Spring 2015	Change Fall 2013 - Fall 2014		Change Fall 2014 - Spring 2015	
				#	%	#	%
I&DR Teaching	517	522	534	5	1.0%	12	2.3%
I&DR Support	95	105	111	10	10.5%	6	5.7%
Academic Support	38	44	44	6	15.8%	0	0.0%
Student Services	120	141	166	21	17.5%	25	17.7%
Maintenance & Ops	148	143	139	(5)	-3.4%	(4)	-2.8%
General Administration	68	69	69	1	1.5%	0	0.0%
General Inst. Services	149	157	165	8	5.4%	8	5.1%
SEEK/CD	7	6	7	(1)	-14.3%	1	16.7%
Other	11	2	2	(9)	-81.8%	0	0.0%
Total Full-time	1,153	1,189	1,237	36	3.1%	48	4.0%

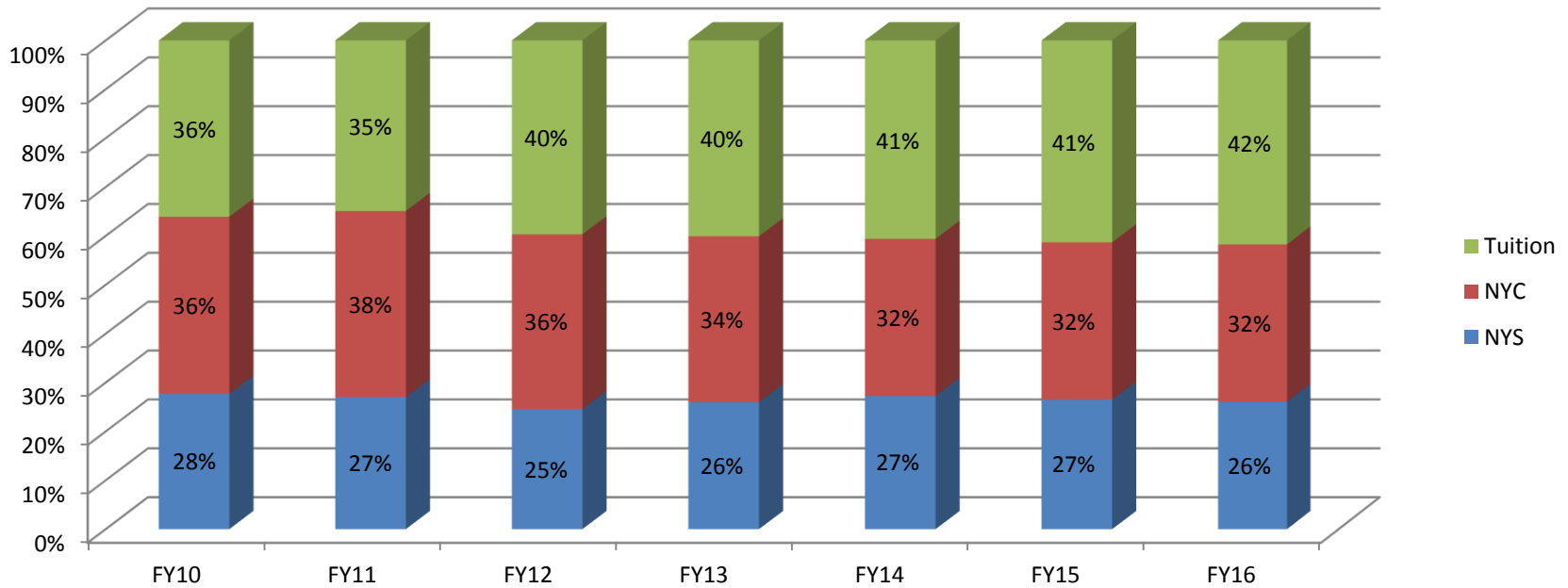
For Community Colleges FY2015 was financially secure and remains secure in FY2016. The modest tuition increase, which represented the major portion of Compact funding, and increase in NYS funding per student FTE provided for system stability.

Community College Funding by Source (\$Mil)



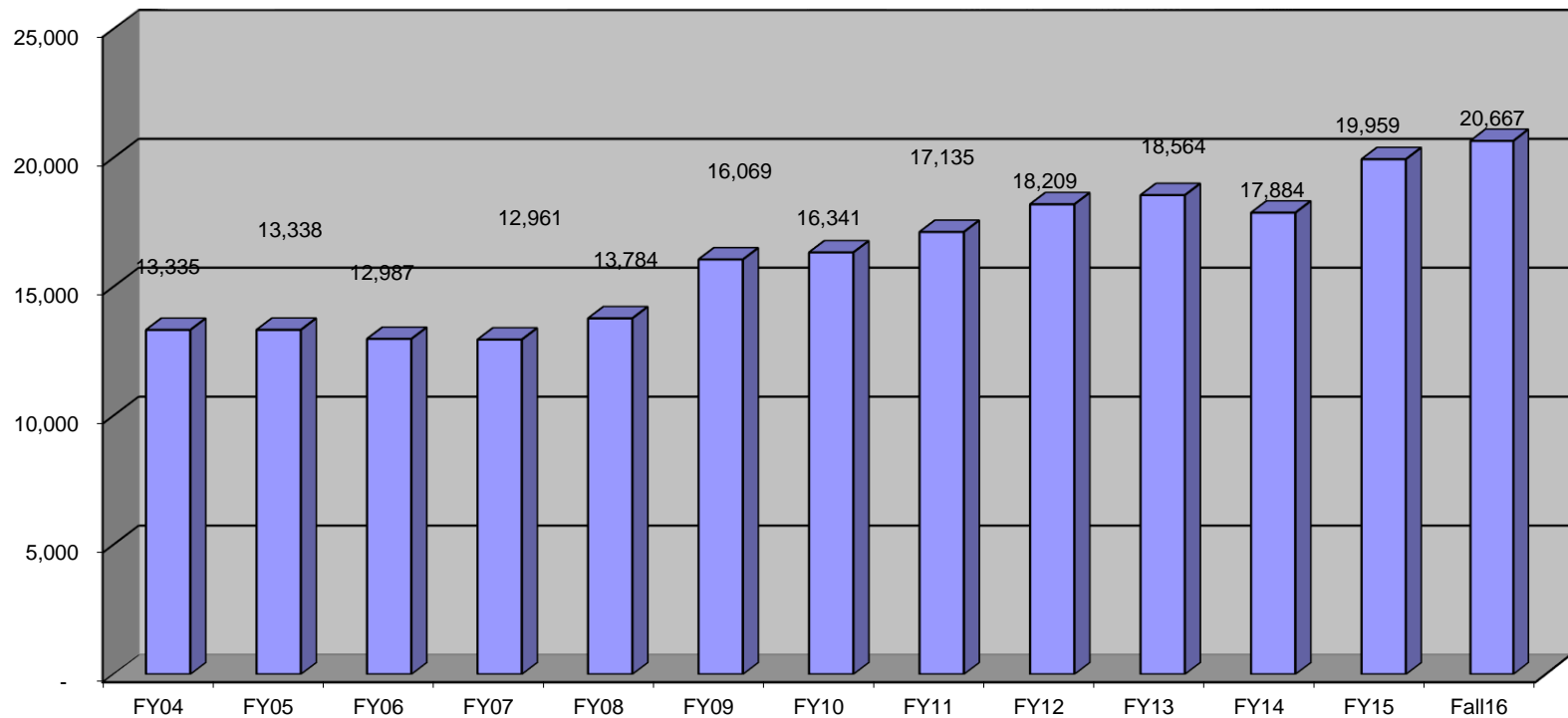
Over seven consecutive years the percentage of tuition in total Community Colleges financial resources increased from 36% to 42%, while the ratios of NYS and NYC funds decreased respectively from 28% to 26% and from 36% to 32%.

Ratios of NYS, NYC and Tuition funds in total Community College resources



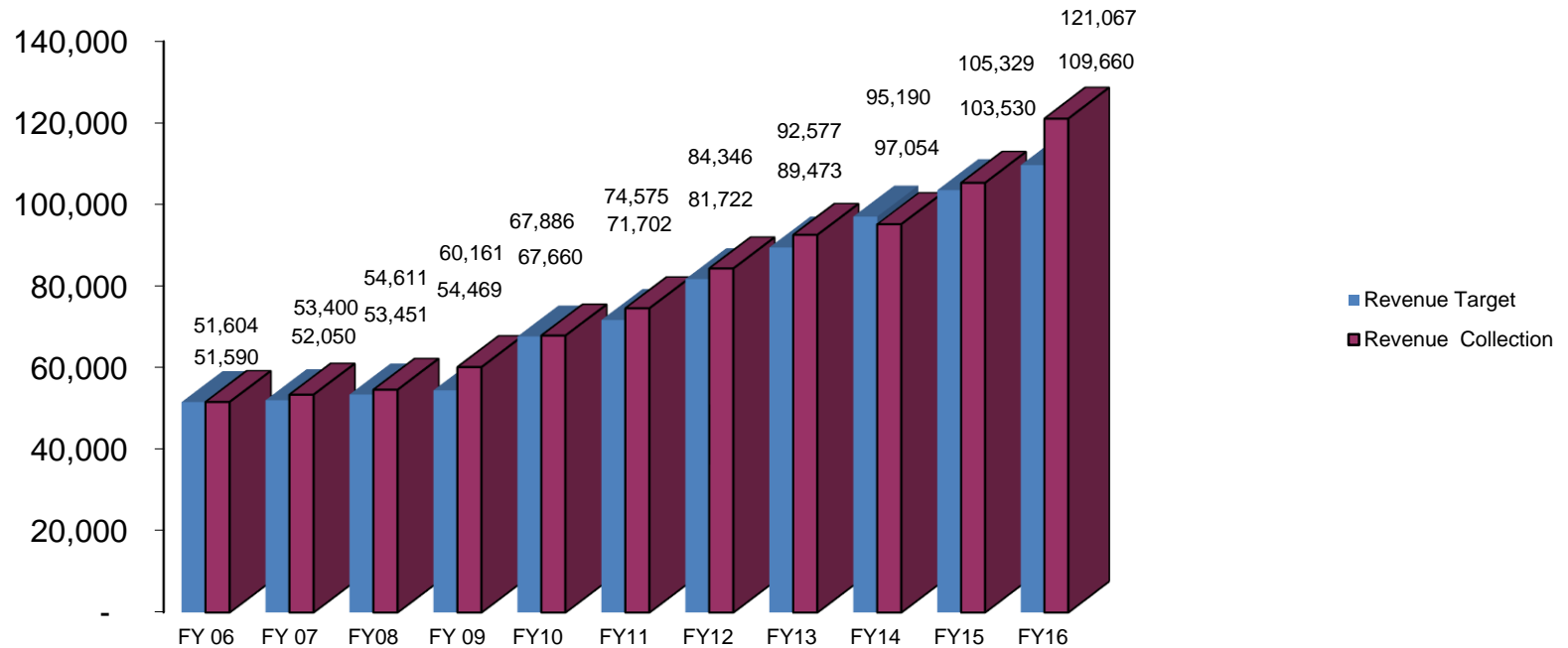
Student enrollment at BMCC based on FTEs experiences continued growth. In FY15-16 we have a record high enrollment.

BMCC Enrollment (FTEs)



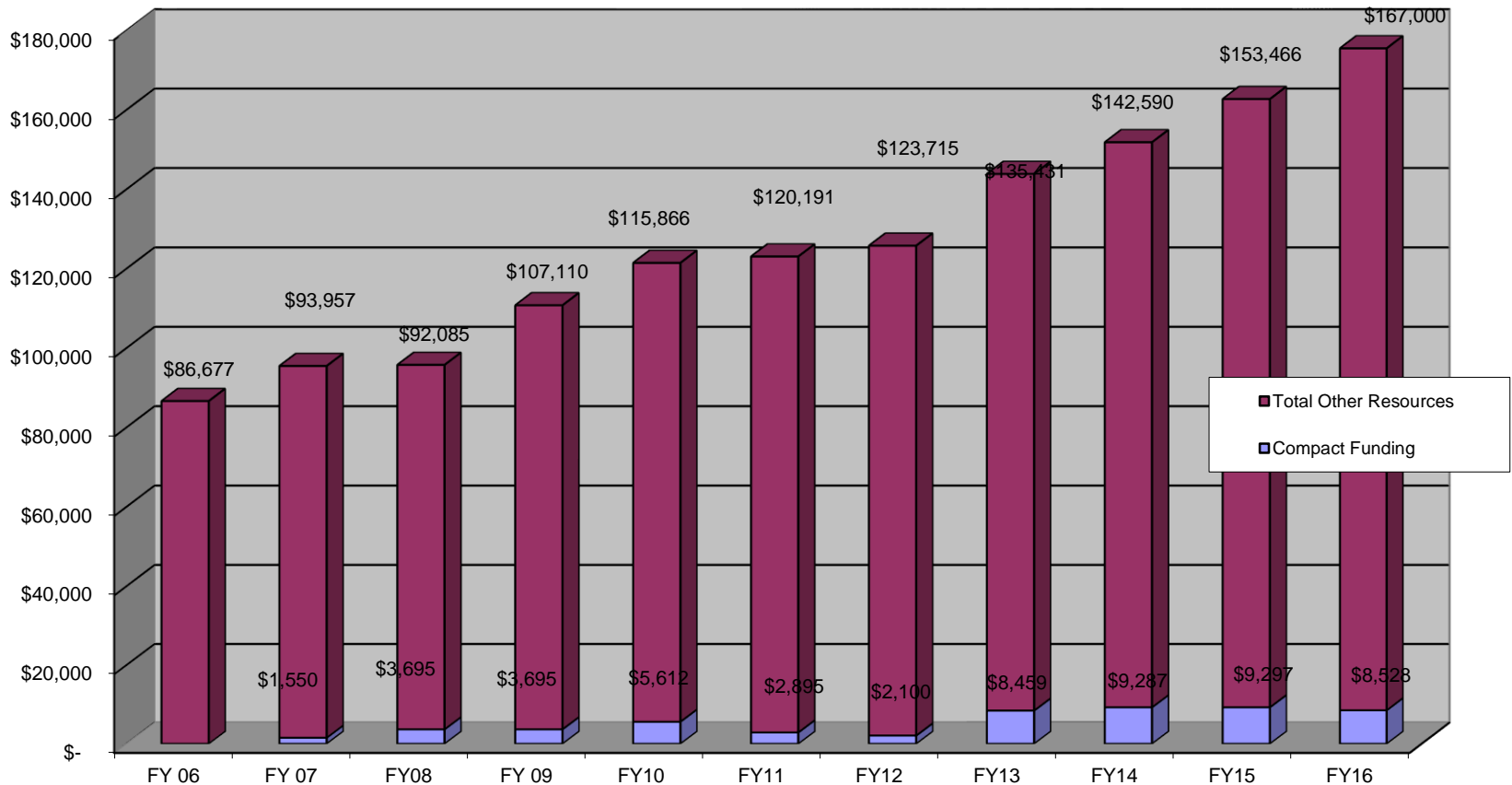
Enrollment growth and modest tuition increases in the last five years generated tuition revenue exceeding the revenue targets. If Spring 16 enrollment will remain as high as Fall 15 we are expecting revenue overcollections in the range of \$10-11 mil in FY15-16.

Tuition Revenue: Target vs. Collection (\$000)



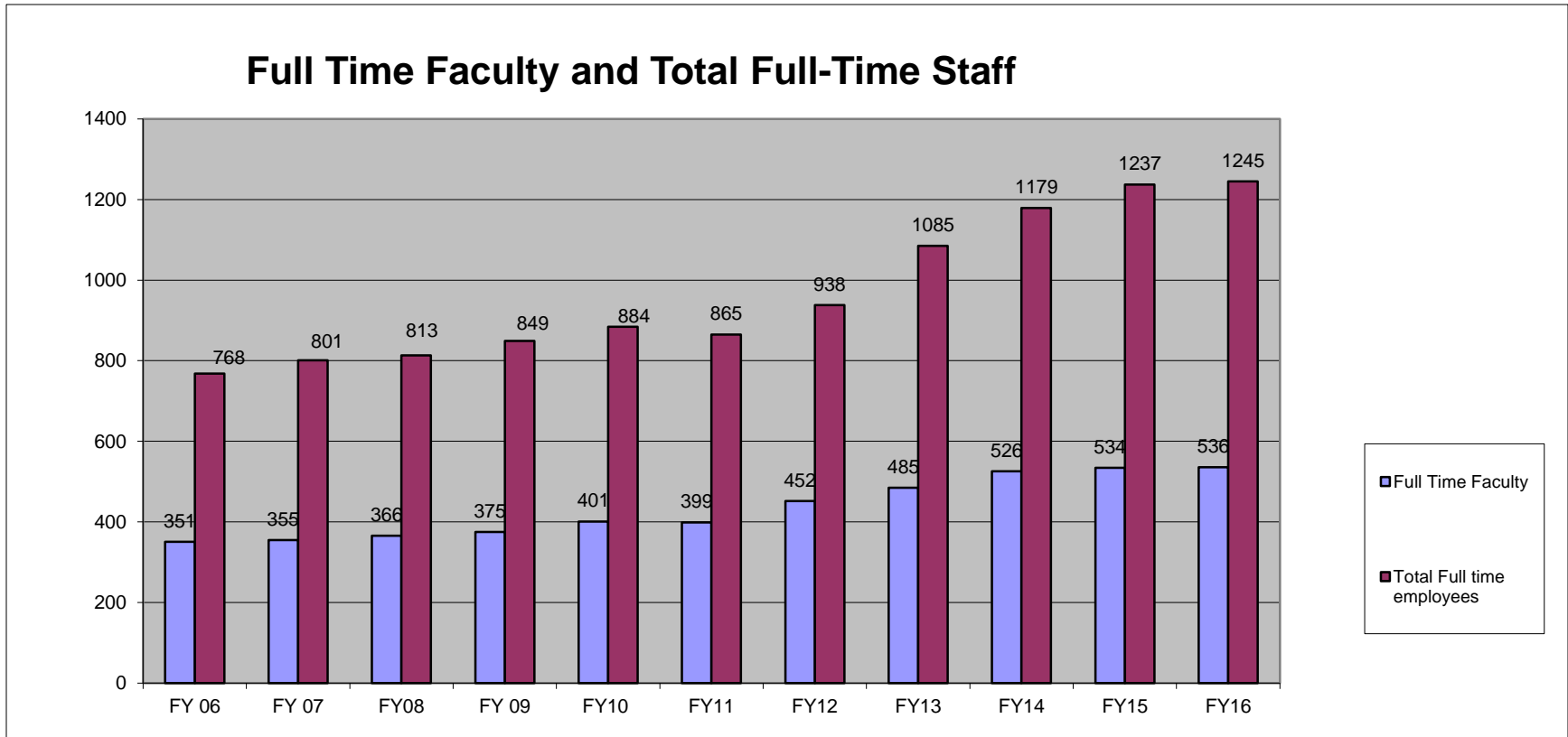
The Compact allocation consisting mainly of tuition increase funds remains essential component of overall college resources.

Total Financial Resources (\$000)

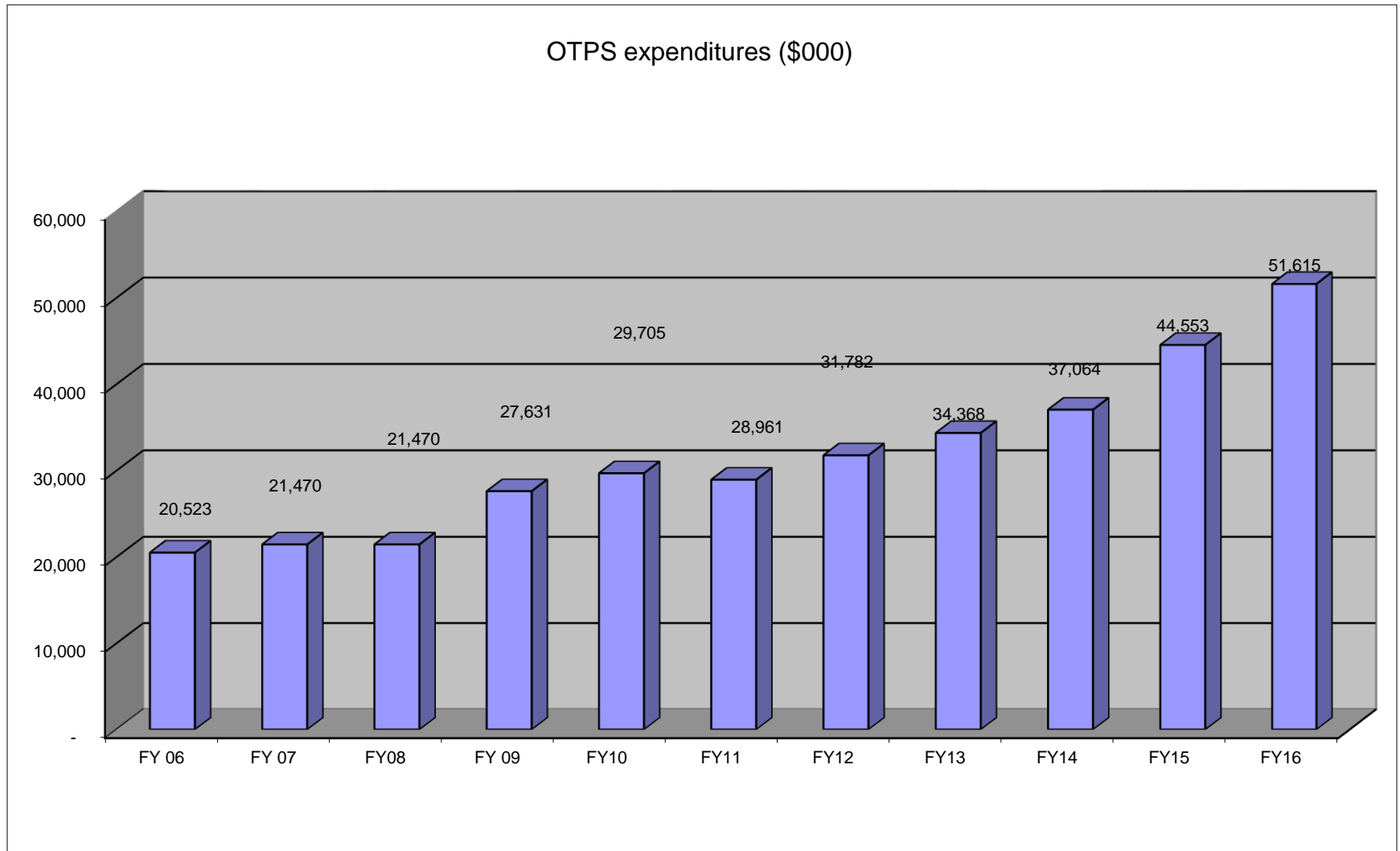


According to the university guidance, BMCC continued to grow its full time faculty up to 536 in Fall 15, and 13 additional full time faculty are planned to be hired in Spring 2016.

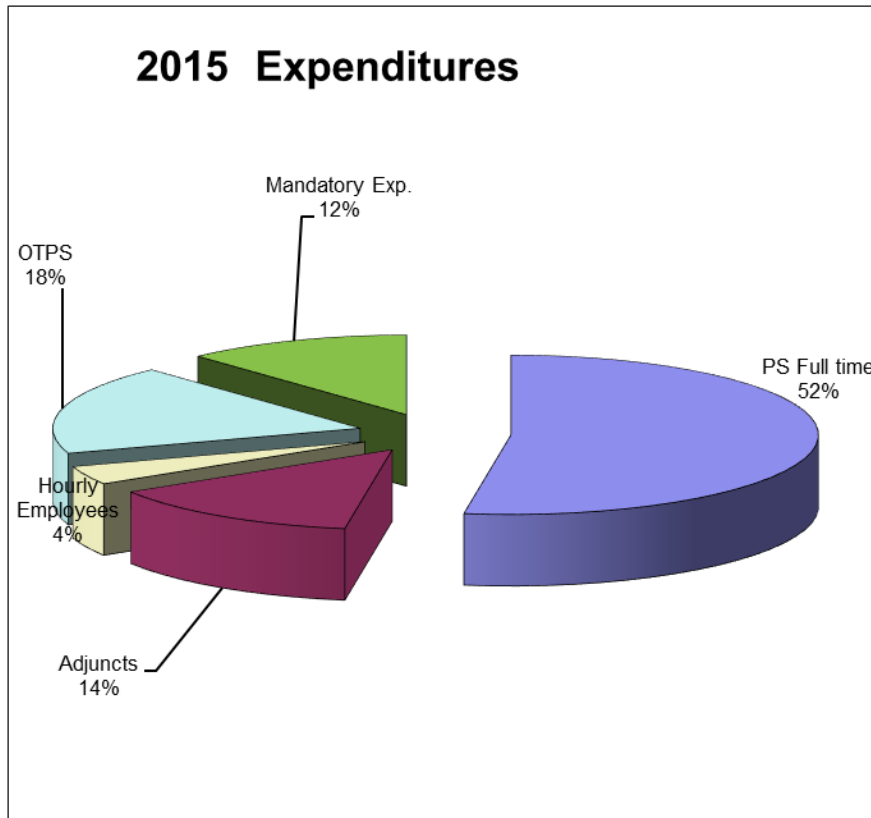
Overall full time personnel also experienced substantial growth in the last three fiscal years mainly due to implementation of the Fiterman Hall and support from Compact funding.



Other than personnel services expenses (OTPS) also experienced continued growth. Compact funding remains critical to maintain the level of required OTPS expenses.

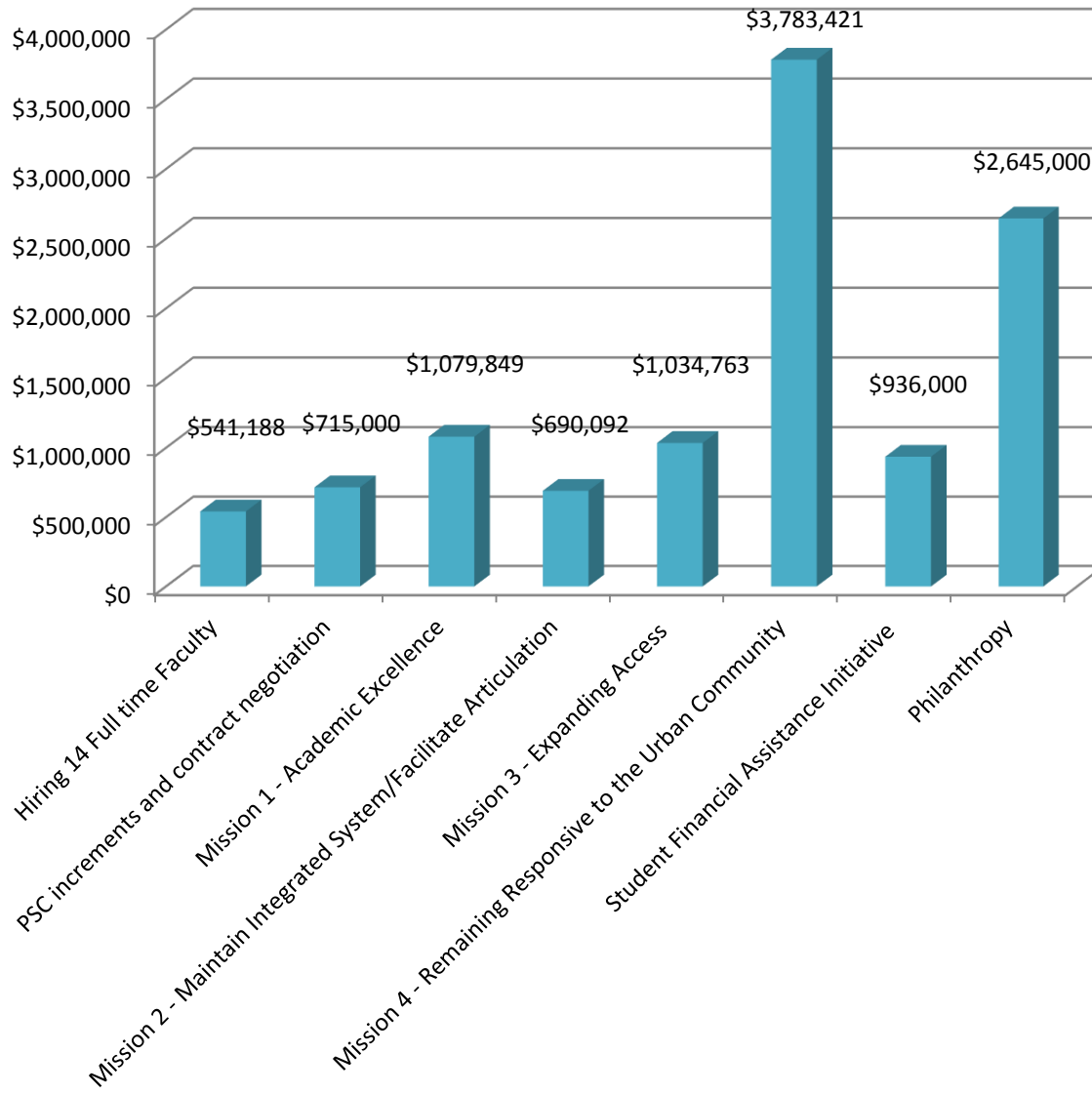


Substantial portion (about 40%) of OTPS expenditures is comprised of mandatory recurring costs, leaving only about 60% for discretionary OTPS expenditures.



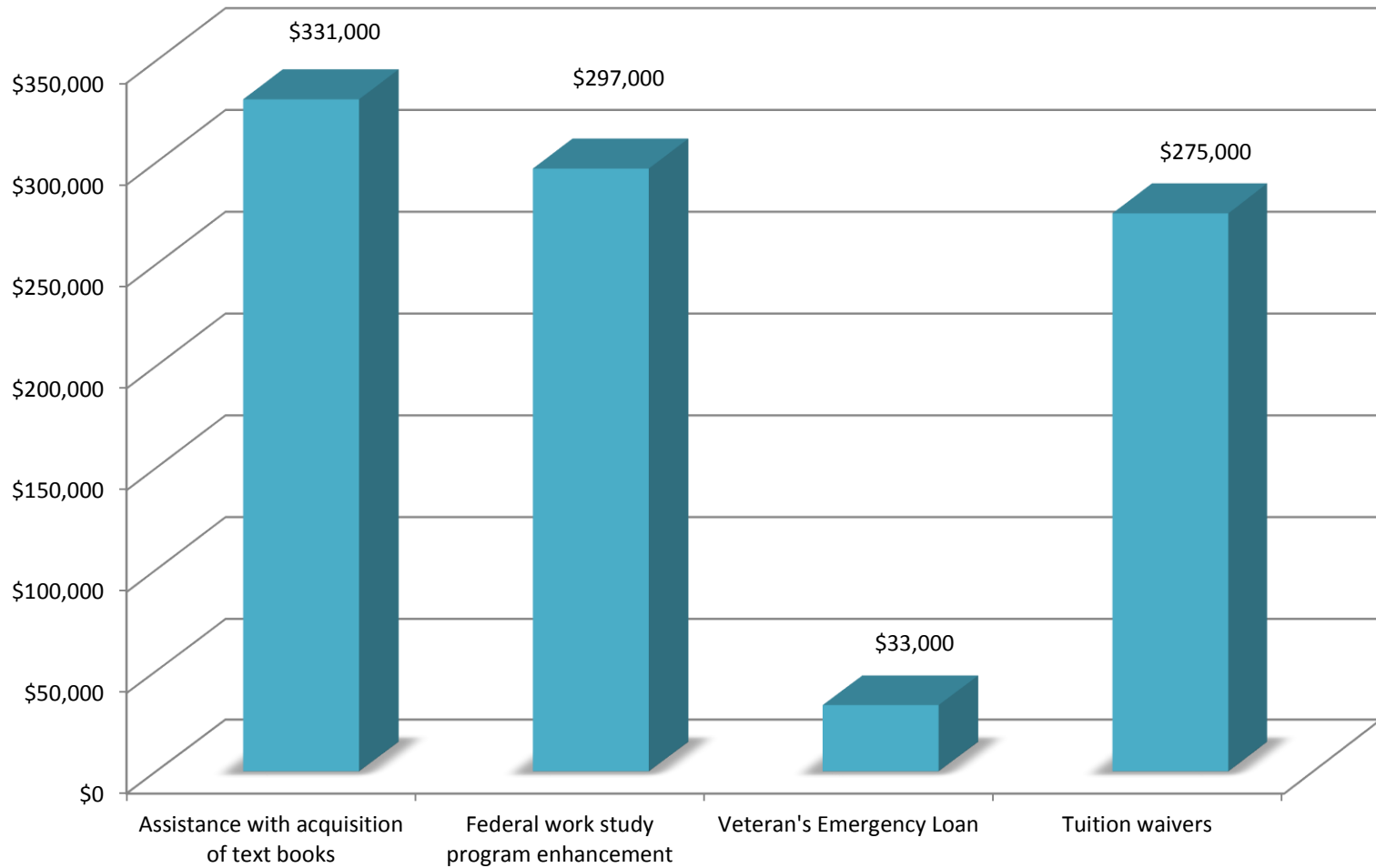
Category of mandatory recurring expenses	FY2015 Expense
Rent	13,975,314.00
Cleaning Services	1,133,168.21
Engineering Services	600,959.96
Elevator/escalators repairs & maintenance	579,503.57
Exterminating Service	77938.24
Fire Alarm Maintenance	182,126.92
Security Services	517,877.25
HVAC maintenance	380,965.87
Copier maintenance	211,496
Armored car service	4,024.65
AMAG Site Support Agreement	34,265.71
Security Equipment Maintenance	44,720.40
Telephone	182,955.15
Computer hardware and software maintenance	1,064,422.00
Total maintenance and services contracts	18,989,737.99

Compact FY 2014 - 2015



FY 14-15 Compact Committee	
Karrin Wilks	Provost
Scott Anderson	Vice President
Marva Craig	Vice President
Jean Richard	Faculty
Janice Walters	Faculty
Joyce Harte	Faculty
Hollis Glaser	Faculty
Benjamin Kim	Student
Fauziya Abdul Rahman	Student
Okeema Humphrey	Student
Amish Batra	Director of Computer Center
Ena Jordan	Exec. Assoc. to the Provost
Robert Cox	Director of Purchasing

Compact initiatives Specified by CUNY





MEMORANDUM

To: College Council

From: G. Scott Anderson

Date: October 28, 2015

Subject: Facilities Committee Meeting – October 7, 2015

The Committee met to discuss the work of the last academic year and received a progress report of renovation and work accomplished over the summer months. A few of these latter activities included completion of the new Advisement area and Student Services support areas on One South and the building-out of the new IT Department's offices and new campus bookstore. In addition, the college completed the new teaching and learning labs for the Department of Teacher Education. There were several other projects as well and additional projects for this semester were identified. The committee was also informed of the difficulties involved in these construction and renovation projects because of the time constraints of working in occupied spaces. The next projects will include the new Reprographics Department, College Fitness Center and Redesign of the Media Center.

The Committee was also informed of the various environmental health and safety projects including Right to Know training conducted over the summer. We were informed also of the college's efforts to ensure that all facilities were tested and cleaned as a defense against the Legionnaire's virus currently in the headlines. The campus will also begin its seasonal campaign reminding everyone to prepare for the upcoming influenza season.

The Committee had a discussion about the recent campus shooting incidents and how we should be prepared. It was reported that the Campus Safety Department has increased the drills and tabletop exercises of its staff. The college will also further refine the information on the Web and provide a video of what to expect from law enforcement if they are called on campus to respond to a violent intruder.

Finally, the Committee received a report on the various sustainability projects that have positioned BMCC as a lead institution in CUNY regarding energy conservation. The Web contains a real-time App with actual energy readings. To date, the college saved 17% in energy consumption in one time period. Other capital projects to further increase energy conservation are underway.

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
City University of New York
Department of xxx

Title of Course	Class hours
XXX xxx	Lab hours (if applicable)
Semester	Instructor Information (e.g. phone numbers, office number, email address)

Credits

Course Description

Prerequisites/Co-requisites

Student Learning Outcomes (e.g. “Students will be able to...”)

Required Text & Readings

Other Resources

Use of Technology (if applicable)

Evaluation & Requirements of Students

Outline of Topics

College Attendance Policy

At BMCC, the maximum number of absences is limited to one more hour than the number of hours a class meets in one week. For example, you may be enrolled in a three-hour class. In that class, you would be allowed 4 hours of absence (not 4 days). In the case of excessive absences, the instructor has the option to lower the grade or assign an F or WU grade.

Academic Adjustments for Students with Accommodation Needs

Students who require reasonable accommodations or academic adjustments for this course must contact the [Office of Accessibility](#). BMCC is committed to providing equal access to all programs and curricula to all students.

BMCC Policy on Plagiarism and Academic Integrity Statement

Plagiarism is the presentation of someone else’s ideas, words or artistic, scientific, or technical work as one’s own creation. Using the idea or work of another is permissible only when the original author is identified. Paraphrasing and summarizing, as well as direct quotations, require citations to the original source. Plagiarism may be intentional or unintentional. Lack of dishonest intent does not necessarily absolve a student of responsibility for plagiarism.

Students who are unsure how and when to provide documentation are advised to consult with their instructors. The library has guides designed to help students to appropriately identify a cited work. The full policy can be found on BMCC’s web side, www.bmcc.cuny.edu . For further information on integrity and behavior, please consult the college bulletin (also available online).

<http://www.bmcc.cuny.edu/faculty-staff/upload/syllabus.pdf>



Outlined below is additional information regarding your role as a student here at BMCC. This information will allow you to meet your academic responsibilities and goals. All this information is available on the web. You can also visit the Office of Student Affairs for information.

Communication and CUNY Alert

All students are responsible for information sent through the official means of communications including BMCC e-mail, letters, web updates, and postings around campus.

All students should to enroll in the CUNY Alert Emergency text system that is capable of sending notifications instantly and simultaneously to all registered mobile phones, Blackberry's, wireless PDAs, pagers, Smart or Satellite phones, email addresses.. Please visit <http://www.cuny.edu/special/cuny-alert.html> for registration.

Conduct Policies and Procedures

All members of the BMCC community are expected to be aware of, understand, and abide by the Campus and CUNY policies and procedures. Be sure to become reacquainted with these policies. Student Conduct Advisors act on behalf of BMCC regarding matters of student discipline and investigate alleged instances of student misconduct and academic dishonesty under the direct supervision of the Dean of Students. Provides insight and guidance for student development and success. Serves as a resource for behavioral issues both in and out of the classroom.

Academic Resources

A. Philip Randolph Memorial Library – 4th Floor 199 Chambers Street

Houses textbooks on reserve, paperbacks, periodicals and microfilm. Also, provides internet access, video, database training and copiers for students.

Basic Skills/English Lab -RoomS510

Trains students in ENG 095 and ENG 088 for fluency and grammatical correctness in their writing. Teaches students strategies to prepare them for the CATW and the English 088 final.

English as a Second Language Lab - Room S510J

Offers weekly tutoring sessions for all ESL courses in addition to walk-in tutoring and conversation groups. Provides computer programs for practice in grammar, writing and speaking/listening for students enrolled in ESL classes. Provides books and audio CD for use in the lab (some books may be borrowed).

Learning Resource Center - Room S510

Provides small group tutoring. Conducts study skills workshops in test taking skills, note taking skills, etc. Instructional computer labs that support course specific software, computer training workshops, and instructional software offers

Math Lab - S535

Provides tutoring, which is offered on a drop-in basis. Provides a collection of computer programs for various math courses, tutorial videos, and worksheets to supplement classroom instruction. Provides

open lab hours for students to complete assignments and to explore and practice computer skills that relate to their math courses.

Reading Lab - S510E

Helps students strengthen their reading ability and prepare for the CUNY-ACT reading test. Provides students with computers, textbooks, teacher prepared assignments and audio/video materials to help them develop and improve their reading performance.

Writing Center - S510

Helps students to develop and revise writing in all subject areas except composition and remedial courses. Assists students in understanding assignments, generating ideas, organizing papers, learning grammar, and citing sources. Assists students with transfer and application essays.

Online Tutoring - Room S510

Online Tutoring is one of the many ways that BMCC is extending its academics support services to students to make their college career a success. Online Tutoring provides students with live online tutorial sessions from anywhere they have internet access. Students can register for a virtual appointment, participate in live chat sessions or submit a question for e-tutoring (email tutoring). For e-tutoring please submit your questions at www.bmcc.cuny.edu/etutoring. Please visit www.bmcc.cuny.edu/onlinetutoring for a list of subjects and available online tutoring sessions.

Student Affairs Services

The Office of Student Affairs serves as the contact for students that may have concerns about their experience at BMCC both in and outside the classroom. There are times when students need assistance with concerns that may interfere with their success as students at BMCC. We provide services, opportunities, and support for students with a variety of needs including: undocumented students (DREAMERS), students with experience within the foster care system, and other unique situations.

The Center for Career Development – S342

Delivers comprehensive career planning, workshops and career preparation to students. Provides 24-hour access to online career resources.

Co-Curricular Transcript –S234

A self-initiated comprehensive record organized around six categories which reflect various co-curricular activities at BMCC: athletics; clubs and organizations; community service; honors and awards; leadership training and work-shops and seminars. Is of value to the student when applying to colleges, for scholarships, or for professional positions.

The Counseling Center – S343

Provides free, confidential, individual, group, and couples consultation services for BMCC students, faculty and staff. Helps with relationship issues, identity issues, concerns about family and friends, academic issues, and coping with feelings of depression, anxiety or grief. Services are offered in English and Spanish.

Early Childhood Center and Family Child Care Network- N375

Delivers developmentally appropriate programs that provide quality early care education for the children of BMCC student parents, enabling them to pursue their college education. The Family Child Care Network, supervised by the BMCC Childhood Center, consists of a group of licensed day care homes serving children between two months and 12 years of age.

Emergency Loans – S350

Provides assistance when students need help finding money to pay for tuition, books, and other necessities, when federal and state financial aid is not enough. In partnership with Single Stop, both areas

help provide emergency loans or grants, food, and transportation assistance to those who may otherwise be at risk of not successfully completing the semester.

[Financial Aid](#) – N365

The Office of Financial Aid works with students to ensure that every eligible BMCC student has access to the financial resources needed to attain a post-secondary education.

[International Student Office](#) – S115N

Provides assistance for international students.

[Office of Student Activities, Leadership and Volunteer Service](#)– S234

Plans and coordinates extracurricular educational, cultural and social programs to enhance the college experience of BMCC students.

Oversees the registration of all student clubs, assigns classrooms for clubs to meet during club hours on Wednesdays and assists in the production of club events.

[Scholarships, Awards & Other Opportunities](#) – S350

Provides information on funding their educational endeavors through fellowships, essay contest, scholarships and short-term emergency assistance for students experiencing financial difficulties.

[Single Stop](#) – S235

Single Stop provides referrals to social service agencies and programs that help at-risk students address the barriers which may prevent them from attending, and completing, college. Primary services offered include: free tax preparation, financial counseling, legal counseling, and information on government-sponsored programs.

[Student Peer Mentoring Success](#) – S136

Matches students with mentors who provide information, support and guidance toward their degree completion. Peer Mentors are trained to cultivate leadership and organizational skills in order to assist their mentees in developing strong interpersonal and academic skills.

[Study Abroad](#) – S106

Studying in a foreign country is one of the most exciting opportunities that BMCC extends to our students. Incorporating international experience into your college education may earn credit toward your degree, strengthens your professional resume, improves your foreign language skills, creates lifelong memories and broadens your perspectives on the world

[Veteran Resource Center](#) – S115C

Serves the needs of prospective and enrolled service persons, veterans, their dependents, their survivors, and other persons eligible to receive education benefits under various Department of Veterans Affairs (DVA) programs. Supplements recruitment and retention efforts, provides counseling, program information, and certifies eligible students to receive DVA education benefits while maintaining productive relations with the Veterans Administration and other agencies serving veterans.

[Women's Resource Center](#) – S340

Facilitates weekly support groups and collaborates with students through its Sister2Sister Peer Mentoring Program. Conducts special programs, seminars, and workshops designed to educate and bring awareness to the entire BMCC Community.