

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
The City University of New York

COLLEGE COUNCIL

Minutes

February 26, 2014

Everyone attended except:

Stacy Benoit

Hakeem Ingram

Arthur Cain

ShuHuey Jenner

Louis Chan

Keneisha

Sophia Clark

Joosik Kim

Aneika Dailey

Mary March

Domingo Estevez

Nancy Natelli

Jasmine Fuller

Peter Nguyen

Sunil Gupta

Obalaji Olabodi

Dominic Henry

Angel Panora

Okeena Humphrey

Alicia Perdomo

Davendra Ranglall

Rachel Torres

Rofiqul Rubel

June Soto

- I. President Pérez called the meeting to order at 2:15 PM.
- II. The minutes of the October 23, 2013 meeting were unanimously approved.
- III. **PRESIDENT'S REPORT**
 - A. President Pérez reported that BMCC did not meet its enrollment goal. More was said about this problem in the report from the Budget Committee.

- B. President Pérez announced the donation of a Speech Lab by an individual.

IV. STANDING COMMITTEE REPORTS

- A. The Budget Committee presented a report on the Compact Budget and discussed the budget process (See Attachment # 1):
1. BMCC had an enrollment reduction, the first since 2006.
 2. This reduction resulted in a \$1.8 million shortfall.
 3. The allocation from the University will therefore be affected.
 4. Explanation:
 - a. Continuing students may have gone back to work with the improving economy.
 - b. The number of entering freshmen were lower than usual, possibly because BMCC has gained a reputation of being hard to get into.
 - c. Vice President Marva Craig mentioned the financial aid issue regarding CunyFirst and changing University regulations.
 - d. Vice President Elena Samuels also pointed out that there are now different venues for remediation, such as CunyStart.
 5. CunyFirst also limits the hours of College Assistants to 20.
 6. Compact Funds:
 - a. Vice President Samuels outlined the four missions for which Compact funds are to be used.
 - b. Vice President Samuels solicited suggestions from the faculty about how these funds are to be used. The suggestions should go to the various department Chairs.
- B. The Campus Facilities and Security Committee will presented an update on major projects:
1. The major emphasis will now be on the refurbishment of 199 Chambers Street.
 2. The roof is being replaced.
 3. The pool renovation will take longer than planned.
- C. The Campus Life and Student Issues Committee presented an update:
- A. The students concern about the cost of books. Discussions with the library indicated that there are a few copies of each course book on reserve. Also a suggestion to look into working with faculty to not order the new edition every year as it prohibits students from buying used copies of the book.
 - B. We will have conversations with the Registrar about providing update to the minute information about courses during registration. Student have concerns that the listed faculty is "staff" and that sometimes faculty assignments are changed and students are not made aware of this. This is a concern as students elect to take a class with specific faculty and are upset on the first day that the assigned faculty has changed. Also we will discuss notifications about classes being cancelled after a student has registered for it.
- D. The Technology Committee presented a report. (See Attachment #2).

- VI. There was no Old Business
- VII. NEW BUSINESS: Dean John Montanez was to have presented an update on faculty research and grants but will do so during the March meeting because of time constraints.
- VIII. President Pérez adjourned the meeting at 3:10 PM.



BMCC - FY2013-2014 Mid-Year Financial Report

2013-2014 Mid-Year 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 |
|-----------------|---------------------|---------------------|----------------------|----------------|--------------------------------------|-----------------|--------------|--------------------------|
| FY2013 - FY2014 | 138,210.4 | 4,479.2 | 2,134.7 | 3,905.9 | (1,831.4) | 146,898.8 | 147,026.9 | (128.1) |

Expenditures (\$000)

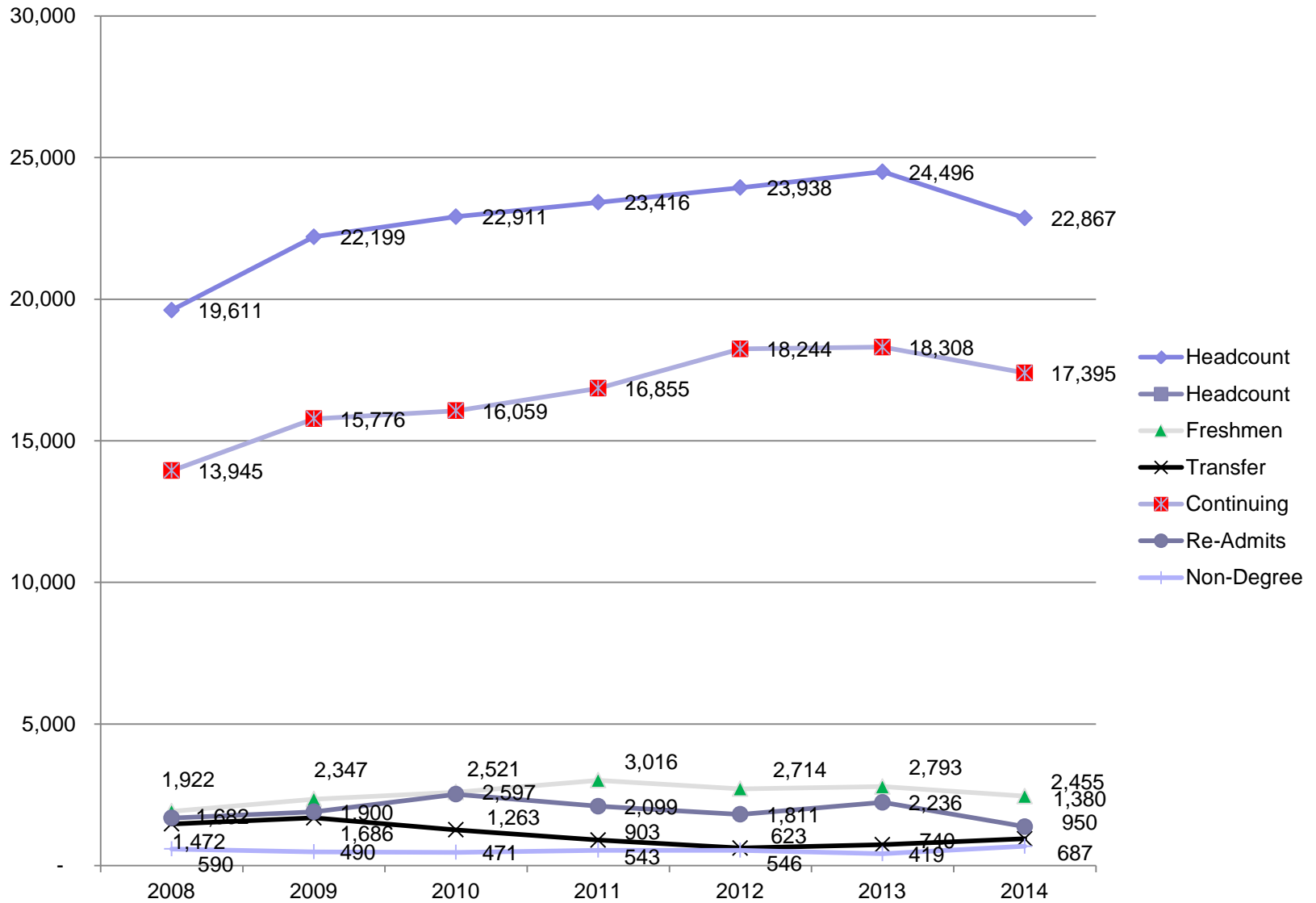
| | Tax-Lew Expenditures | Compact Philanthropy | Technology Fee | Total FY2014 | FY2013 Tax-Lew Expenditures | # Change (Tax-Lew Expenditures) | % Change (Tax-Lew Expenditures) |
|---------------------|----------------------|----------------------|----------------|--------------|-----------------------------|---------------------------------|---------------------------------|
| Full Time Employees | 78,500.0 | - | 910.3 | 79,410.3 | 72,636.5 | 5,863 | 8.1% |
| Adjuncts | 19,449.2 | - | - | 19,449.2 | 21,565.2 | (2,116) | -9.8% |
| Temporary Service | 5,299.0 | - | 150.8 | 5,449.8 | 5,207.2 | 92 | 1.8% |
| Total PS | 103,248.2 | - | 1,061.1 | 104,309.3 | 99,409.0 | 3,839 | 3.9% |
| OTPS | 37,738.1 | 2,134.7 | 2,844.8 | 42,717.6 | 31,629.3 | 6,109 | 19.3% |
| Total | 140,986.2 | 2,134.7 | 3,905.9 | 147,026.9 | 131,038.2 | 9,948 | 7.6% |


Tuition Revenue (\$000)

| FY2013 Target | FY2014 Target | FY2013 Actual | FY2014 Projected | Tuition Revenue Change | % Change | Collections Above/(Below) Target |
|---------------|---------------|---------------|------------------|------------------------|----------|----------------------------------|
| 89,473.4 | 97,054.0 | 92,577.1 | 95,222.6 | 2,645.5 | 2.9% | (1,831.4) |

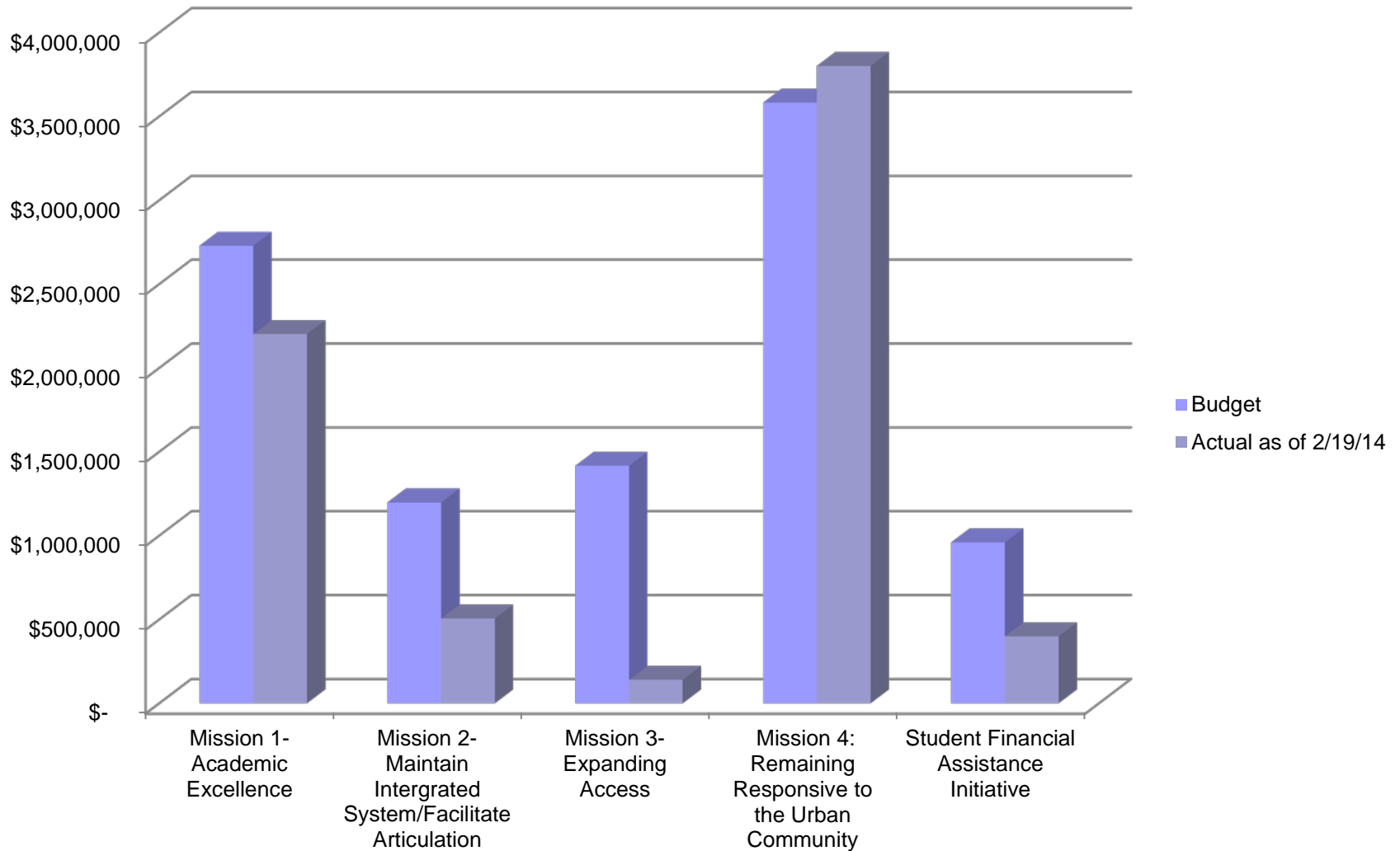
- 
- Spring 14 student enrollment at BMCC based on flash report is approximately 22,867, compared to 24,496 in spring 13
 - This is the first decline in our enrollment since 2006
 - Tuition Revenue loss per 100 students is approximately \$190,000 per semester, or about \$3 Mil.
 - Instead of originally projected tuition revenue over collection of \$1 Mil, the College projects to miss the revenue target first time in more than 12 years by an estimated \$1.8 Mil.

BMCC Spring semester enrollment



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- Full-time faculty was increased by 38
 - Total number of contractual release hours for tenure track faculty was 494 hours, which is equivalent to 165 sections or about 6% of total number of sections offered. Compare this numbers with additional 342 hours or equivalent to 114 sections to be taught by 38 full-time faculty, hired during this academic year.
 - Teaching Adjunct Cost in Fall 13 was \$800 lower than in the prior year, and we are expecting further reduction in Spring 14
 - Average class size will not be affected materially and will remain at approximately 26 FTEs per section
 - Temporary Services Personnel will remain almost flat. 15 college assistants have been converted to the appropriate full time titles, and 79 college assistants received a notice about mandatory reduction of their hours to 20hr per week

Compact Budget and Actual Expenses as of 2/19/14






Mission One: Academic Excellence

Principal Components of this mission are:

- Focus on full-time faculty
- Dedication to the ongoing mission of the Decade of Science
- Growth and enhancement of academic programs
- Extensive Library system
- Expansion of the use of academic technology



Projects completed under Mission One during FY13 and FY14:

- Additional FT faculty members were hired.
- Stipends were provided for faculty development.
- Testing coordinators were hired to support the increased demand in the testing areas.
- Additional FT support staff was hired to provide administrative & clerical assistance to the increased number of FT faculty in various academic departments.
- Director of Research was hired.
- Additional support staff was hired to improve customer services in the library.
- Funds are allocated to upgrade various software packages used by academic departments.




Mission Two: Maintain Integrated System/Facilitate Articulation

This mission includes initiatives that help students:

- Acclimate to college life
- Overcome obstacles that might prevent graduation
- Promote success after graduation

as well as programs to improve:

- Academic advising
- Career services
- Counseling
- Athletics



Projects completed under Mission Two during FY13 and FY14:

- Additional academic/transfer advisors were hired to provide direct guidance to students and work with various offices in order to improve the students' persistence, retention and graduation rates.
- A career advisor was hired to provide assistance in job placement for students.
- Testing Coordinator was hired.
- A coordinator for student peer mentoring was hired and stipends were issued to PT student mentors who provided the support to students from their initial enrollment through the completion of the associate degree.
- Funding was allocated to the Peer Mentoring Program.
- Funding was provided to support athletics and recreation programs.
- A temporary nurse was hired to provide services during periods when the office received a high volume of students.



Mission Three: Expanding access

This category focuses on the commitment to provide access to a quality education to a diverse New York population, including:

- College readiness
- Services for students with disabilities
- Veteran's services
- Black Male Initiative

Projects completed under Mission Three during FY13 and FY14:


- Funding was provided to hire PT student welcome ambassadors and CUNYfirst ambassador team members with increased hours and weeks of service for Fiterman Hall, Murray building and 199 Chambers Street locations. The ambassadors were assisting fellow students with accessing and learning the CUNYfirst, as well as serving at the increased number of activities for new students, and other campus wide activities.
- PT college assistants were hired to work in the student social media team and funding was provided for the operating expenses of the team in order to give students perspective of life at the BMCC through social media (Facebook, YouTube, Blogs, Twitter, etc.).
- Funding was provided to hire PT tutors, mentors, readers and note takers in order to assist the students who are eligible to receive special need services from the Accessibility Office.
- A Veterans services coordinator and PT mentors were hired to enhance services for student veterans: recruiting, admissions, certification, financial aid, registration, outreach, programming and counseling.
- Additional FT staff members were hired in various departments (e.g. counseling, financial aid) in the Student Affairs division to provide students with better access to the existing services/facilities within the campus.
- Asst. Director Stud. Activities Involvement Coordinator was hired.



Mission Four: Remaining Responsive to the Urban Setting


This mission focuses on the University's role in contributing to the well-being of the City and State. Initiatives within this area center on:

- Workforce and economic development
- Expanding and enhancing healthcare education
- Sustainability efforts
- Improving the University's facilities



Projects completed under Mission Four during FY13 and FY14:

- Funding was provided to fund the upgrade of Perimeter Ventilation System.
- Funding was allocated to complete the data center abatement project.
- Funding was provided to upgrade/improve the college's facilities (e.g. renovation of existing departments like Allied Health Sciences, Registrar's Office, office of Institutional Research, renovation project for the 6th floor data center, Testing Center (in progress)).
- VP for Office of College Development and Raiser's Edge specialist were hired to facilitate the fundraising activity.
- FT staff members were hired in various departments to provide support for the CUNYfirst implementation.
- Installation of proximity locks was extended through the Fiterman Hall.
- FT IT support assistant was hired to provide technical support in the computer center.



Projects completed under Student Financial Assistance Initiative during FY13 and FY14:

- Funding was provided to the Library for acquisition of text books for the students.
- Tuition waivers were provided for the eligible students in fall and spring semesters.
- College received \$34k in FY14 for Veteran's Emergency Loans.
- Funding was provided for expanding the Federal Work Study program.



FY 13-14 Compact Committee

Scott Anderson

Vice President

Maria Enrico

Professor

Everett Flannery

Professor

Marva Craig

Vice President

Robert Cox

Director of Purchasing

Ena Jordan

Exec. Assoc. to the Provost

Domingo Estevez

Student

Justin Vargas

Student

Amish Batra

Director of College Computer Center

Sadie Bragg

Senior Vice President

Ervin Wong


Dean

Michael Hutmaker

Dean

Elena Samuels

Business Manager

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- BMCC is going to intelligently plan for FY15 Compact earlier, beginning from this semester, in order to be able to get a full benefit of new hires starting from early fall and not from the second half of FY15.
 - If faculty would like to submit their ideas for the Compact plan they must communicate them through their department chairs.

Technology Committee

Report from the Feb 5, 2014 meeting

Present: Prof Yakov Genis, Thomas Lew

Absent: Dean Sunil Gupta, Prof Alyse Hachey, Prof Donald Jenner, Rajib Miah

The meeting was called to order at 2:00pm in S114

1. Reviewed and approved 11/5/13 minutes.
2. Updates:
 - a. College has upgraded Windows XP operating system to Windows 7 in all labs and technologically enhanced classrooms.
 - b. Create 2 new Macintosh labs at Fiterman Hall for MEA program.
 - c. Created computer operations lab at Fiterman Hall for CIS dept.
 - d. Electronic room scheduling program is under review by the administration.
 - e. Express Print station is being piloted in the administrative area of the Learning Resources a Center as previous pilots had limited success in the computer labs due to logistics.
 - f. Dell all in one touchscreen computers are being tested in a limited number of classroom.
3. New Business:
 - a. Professor Genis indicates that internet speed in both Murray Street and Fiterman Hall are slow.

The next meeting of the committee is scheduled for March 5, 2014.

Respectfully submitted,

Thomas Lew