

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
The City University of New York

COLLEGE COUNCIL

Minutes

November 29, 2017

Everyone attended except:

Aleksandra Artyfikiewicz
Melanie Aucelio
Khadeja Baldeh
Horace Brockington
Loreisy Bueno
Veronica De La Cruz
Judy Eng
Juan Garcia
Sunil Gupta
Maxine Hunter
Dana Johnson

Deborah Lane
Liany Marcial
Lucille Menzies
Rime Nakhlawi
Phillis Niles
Mahatapa Palit
Malika Sabirova
Brett Simms
Chris Stein
Hao Tang
Cynthia Wiseman

- I. President Pérez called the meeting to order at 2:15 pm
- II. APPROVAL OF MINUTES:
 - A. The October 25, 2017 College Council Meeting minutes were unanimously approved.
- III. STANDING COMMITTEE REPORTS – See Appendices
 - A. The Budget Committee presented a report.
 - B. The Technology Committee presented a report.
- VI. OLD BUSINESS - None
- VII. New Business - Vice President Scott Anderson presented a debriefing report of the response to the 10/31 terrorist incident.
 - A. CUNY Alert
 1. CUNY Alert is currently managed by CUNY Central, and the incident was deemed “non-life threatening.” No CUNY Alert message was sent.

2. Because of the particular history of BMCC and terrorist attacks, this non-response was unacceptable.
 3. BMCC's office of Public Relations will take over CUNY Alert for this campus to avoid such a problem in the future.
 4. We are testing out a system for using office telephones for disseminating information
- B. Police Presence
1. Our good relationship with the 1st Precinct was of no avail because the case was quickly taken over by the FBI.
 2. BMCC staff and students were not treated with respect by FBI personnel.
- C. We plan to restructure BMCC's Emergency Response System.
1. We will use the FEMA model, employing social media, Public Relations, Human Resources, and so forth.
 2. We will use the Public Address system from now on so that everyone will be informed of what is happening.
 3. There will be two drills during the winter break – a lockdown situation and an evacuation situation.
- D. Discussion
1. Why did this situation not warrant a lockdown, as happened at Stuyvesant High School and PS. 234? The two schools in question serve minors. BMCC does not, and the situation was under control quickly.
 2. Muslim students were treated rudely during and after the incident. Professor James Blake called on all faculty and staff to counter the erroneous claim that Islam = Terrorism.
 3. Should we be asking Public Safety officers for information during such an incident? Yes, we should. Public Safety officers will undergo additional training to deal with any lapses that occurred during the incident.
 4. There was a call for a comprehensive emergency plan, and Vice President Anderson said such a plan was being worked on.
 - 5.
- E. Professor Glenn Miller made a motion to form an Ad Hoc Committee for Emergency Planning to assist in the creation of a comprehensive emergency plan. The motion was seconded and unanimously approved. The following members volunteered for the committee:

John Gallagher
 Jim Berg
 Deborah Gams
 Orlando Justo
 Sheldon Applewhite
 Jennifer Longley
 Leslie Craigo
 Kathleen Dryer
 Louis Chan

Chris Shultz

- F. John Gallagher made a motion for a vote of thanks to retiring faculty member Marty Levine, who was instrumental in assuring our safety in the aftermath of 9/11. The motion was seconded and unanimously approved.
- IV. President Pérez adjourned the meeting at 3:05 pm

Budget Committee Report to the College Council 11/29/2017

1. The Business Manager, Alison Young and myself met with PMB Budget Subcommittee members on 11/13/2017. We answered their questions about the college budget process and reviewed FY17-18 1st Quarter Financial Report. The highlights of this report are the following:

Resources.

Total projected Campus based Allocation is higher than in the prior fiscal year by \$5.6Mil as a result of:

- The State base aid per student FTE increase by \$50.
- The City support increase, largely to support the expansion of ASAP.

Centrally administered resources remain at the same level.

Technology Fee expenditures proposed by the Technology Fee Committee were approved at the level of \$5.6Mil., which is \$1.2Mil. higher than in FY16-17. If all initiatives will be completed, no rollover of FY17-18 technology fee revenue is expected.

Tuition revenue target, established in the original budget allocation was frozen for the third fiscal year in the row at the level of \$111.6Mil. However, it was adjusted upward for two reasons:

- \$5.5 Mil increase due to the transfer of funds to the capital budget to support the construction work at the newly leased additional space at the 3rd Floor in Murray Street campus.
- \$743K increase due to collection rate increase target established by the University as part of Administrative Efficiencies plan.

Projected tuition revenue collections are higher by \$5.1 Mil. Two major factors affecting this variance are:

- Additional 2.6Mil due to FY16-17 ASAP waivers payment of \$1.3 Mil received on 7/1/2017, which was not counted towards FY16-17 revenue.
- Fall17 tuition billed to international students and out of state residents is up by \$2.6Mil.

Expenditures.

Full Time personnel services expenses are projected to be higher by \$4.6 Mil. than in the prior fiscal year. \$3.2 Mil of this variance covers the vacancies, and may not completely materialize by the end of year.

Adjuncts and hourly employee's costs are projected to remain almost at the same level as in a year before.

Based on the projected resources it looks like we may have \$5 Mil more than in the prior fiscal year to be spent on OTPS expenses.

Enrollment.

- Current fall 2017 enrollment numbers show a decrease from last fall's level, which may have some negative tuition revenue implications. While there are demographic and economic trends that are contributing to this decline, it should not be viewed as a short-term problem.
- It was approved to increase the contingency reserves from 3% to 4% by the end of FY16-17 and BMCC met this recommendation.

Staffing.

The numbers in the report demonstrate that BMCC continues to invest the resources in Instructional and Departmental Research staff, which includes faculty and support. The Academic Support increase was mainly due to increase of number of academic advisors and CUNY Start staff.

There were no significant changes in other personnel services categories.

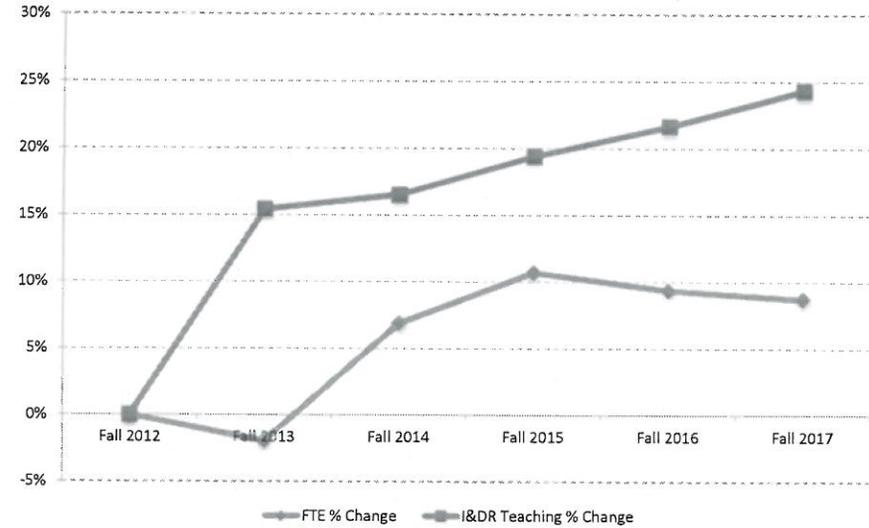
The College submitted its balanced financial plan in September, which outlines in the aggregated form its financial resources and their allocation to personnel services and OTPS expenses. This plan was approved by University Budget Office.

The City University of New York
2017-2018 First Quarter Financial Report
BMCC

Comparison of Expenditures to Resources (\$000)	FY2017	FY2018	\$ Change	% Change
Resources				
Campus based Allocation	171,649	177,251	5,601	3.3%
Pending Allocation	-	1,603	1,603	0.0%
Centrally Administered Resources	59,503	59,595	92	0.2%
Technology Fee	4,452	5,640	1,188	26.7%
Total Budget	235,604	244,089	8,485	3.6%
Allocated Revenue Target		111,660		
Macaulay Waiver		-		
Other Adjustments		7,243		
Adjusted Revenue Target	116,826	118,903	2,078	1.8%
Revenue Collected/Projected	115,267	120,399	5,132	4.5%
Collection Above/(Below) Target	(1,559)	1,495	3,054	-195.9%
Total Resources	234,045	245,584	11,539	4.9%
Expenditures				
PS Regular	100,056	104,706	4,650	4.6%
Adjuncts	26,735	26,930	195	0.7%
Temporary Service	6,910	7,185	275	4.0%
Total PS	133,701	138,821	5,120	3.8%
OTPS	36,344	41,528	5,184	14.3%
Campus Based Expenditures	170,045	180,349	10,304	6.1%
Centrally Administered Expenditures	59,503	59,595	92	0.2%
Technology Fee	4,452	5,640	1,188	26.7%
Total Expenditures	234,000	245,583	11,584	5.0%
(Over)/Under Expenditure	45	0	(45)	-99.3%
Prior Year CUTRA & Reserves	4,949	4,994	45	0.9%
Year-End Balance	4,994	4,995	0	0.0%

Centrally Administered Funds (\$000)	FY2017	FY2018	\$ Change	% Change
Fringes Actual/Projected	51,171	52,945	1,774	3.5%
Energy	5,934	6,117	183	3.1%
Building Rentals	-	-	-	0.0%
Financial Aid	532	532	-	0.0%
Centralized Purchasing	1,866	-	(1,866)	-100.0%
Total Centrally Administered Funds	59,503	59,595	92	0.2%

FTE Enrollment and I&DR Teaching change since Fall 2012



Enrollment	Fall 2015	Fall 2016	Fall 2017	1 Yr \$ Change	1 Yr % Change
FTE Undergraduate	20,667	20,421	20,298	(123)	-0.6%
FTE Graduate	-	-	-	-	0.0%
Total FTE	20,667	20,421	20,298	(123)	-0.6%
Total Headcount	27,309	26,748	27,268	520	1.9%

Staffing	Fall 2015	Fall 2016	Fall 2017	1 Yr \$ Change	1 Yr % Change
I&DR Teaching	535	545	557	12	2.2%
I&DR Support	118	131	153	22	16.8%
Academic Support	45	44	64	20	45.5%
Student Services	158	168	166	(2)	-1.2%
Maintenance & Operations	136	147	142	(5)	-3.4%
General Administration	68	71	72	1	1.4%
General Institutional Services	165	157	152	(5)	-3.2%
SEEK/CD	7	7	6	(1)	-14.3%
Other	6	2	6	4	200.0%
Total Full-time	1,238	1,272	1,318	46	3.6%

FY2018 Energy based on FY17 actuals and Financial Aid uses prior year actuals prorated based on current year budget
Staffing Fall 2017 as of 10/20/17, Prior Year(s) from last payroll in October of that year

Technology Committee Report
College Council
11-29-17

The Committee has met twice this fall semester. Discussion items included:

Classroom updates

Chambers, Murray and Fiterman now complete

Addressed faculty issues to update digital projection, bulb less projectors

Standardizing classrooms

Note: IRT is aware of some intermittent issues in some classrooms and are working with our own AV engineer and manufacturer to resolve.

Usage statistics for labs, registration and Printing statistics are collected and assessed to provide the best services possible.

Lab, classroom and office replacement cycles were explained for new members

The Technology Committee will revisit the IT strategic roadmap at its next meeting

Discussion of electronic IDs for students (smartphone based)

Testing is currently underway

Discussion of virtual queuing app Qless

Works with smartphone similar to waiting for a table at a restaurant

In line with strategic goal #2 of "Improving the Student Experience" and increasing student satisfaction with services

Queuing is a joint project between IT, Enrollment Management & Student Affairs, from an original suggestion from VP Craig

Discussion of 5-year forward-looking budget model

Discussion of Service Desk Manager Search

The position has been filled and the new person will start on January 2, 2018.