1. **Meeting called to order** at 2:15 p.m. by F. Moore.

2. **Approval of November 17, 2014 SEC agenda:** The agenda was approved unanimously by voice vote.

3. **Approval of October 20, 2014 SEC Minutes:** The amended minutes were unanimously by voice vote.

4. **Elections to fill vacancies in the Senate:** F. Moore reported that all three of the HEOs, previously nominated to the Senate, affirmed their interest in filling the HEO vacancy. Additionally, he reported that he had reached two out of the three adjunct nominees and they also confirmed their continued interest in filling the available seat. Q. Price asked about the possibility of electing SGA alternates to the SEC. F. Moore reiterated why that was not possible as per the governance plan. D. Gonsher repeated her suggestion that the College facilitate class changes for SGA members who need to make schedule adjustments to attend the SEC meetings. F. Moore agreed. H. Skinner suggested that students be advised about the potential meeting conflicts before they are elected. With respect to the election of a HEO and adjunct senator, F. Moore suggested, for a more timely election process, that Robert’s Rules be suspended, and that the candidate with the lowest vote be dropped followed by a second vote with the remaining candidates. In response, M. Fein made a motion to suspend Robert’s Rules. H. Clampman and D. Gonsher spoke against the motion. The motion was not seconded. Moore invited anyone who wished to speak on behalf of the candidates to do so. Ballots were distributed. Following the elections, F. Moore noted he would confirm with J. Paoli and D. Pearson.
   a. **HEO vacancy:** In the first ballot, no one received a majority (Bush 1, McGrath 2, Macario 2, Paoli 6) so a second vote was held. Following the second ballot, J. Paoli was elected (Paoli 8, McGrath 1, Macario 2, Bush 0).
   b. **Adjunct vacancy:** D. Gonsher spoke on behalf of D. Pearson. Ballots were distributed. D. Pearson was elected (Pearson 9, Lotstein 1, Karimi 1).

5. **Report of the Chair:** F. Moore congratulated Q. Price on his election as Vice-Chair. He thanked Price for his leadership in the October Senate meeting. Interim President Martí also complimented Price on the excellent job he did administering his Senate role, especially on such short notice.
   a. **Request for clarification of enrollment numbers and update on the de-tally issues previously reported to the Senate:** (see report) A. Brewer reviewed the numbers including that overall enrollment had exceeded its goal by 421 (11,846) and also exceeded the number of FTEs by 21 (8,121). Brewer noted that, in response to an earlier question about how much money was owed by students late in making payments, they discovered 218 students each owed less than one dollar to the school.
b. **Request for status of budget report – clarification of hiring freeze:** E. Martí reiterated that the hiring freeze does not apply to faculty hires – including CLTs. Martí noted the importance of achieving an enrollment of 8000 students for the spring semester. In comparison, the enrollment for the spring of 2014 was 7500 FTEs. Martí offered some suggestions for improving enrollment rates including holding a reception in March for students who had been accepted and asking for a $100 deposit towards their tuition from prospective students at that time. D. Gonsher asked regarding the status of the budget. Martí reported D. Thompson has promised to present a plan that week that will go to CUNY for approval. C. Schrader clarified the question was referencing the current year’s budget. Martí said he hoped to have answers shortly.

6. **President’s Report:** (see attached) Interim President Martí reiterated the idea of donor receptions for raising funds. He suggested power washing Meister Hall and inviting architects to a reception, as it is one of two Marcel Breuer buildings in New York City, thus highlighting the cultural significance of the building and generating awareness of the College. Martí also suggested, with funding, that the old library space could be turned into a One Stop Advisement and Registration Center. He further suggested reaching out to NYU alumni who attended school on this campus as additional sources of support.

7. **Report from SGA:** Q. Price reported on an upcoming BCC Town Hall. He also shared the concern of SGA members as to the revision of Article 15 in the by-laws, as the change means a student’s silence at a hearing can be used against them.

8. **Report from the Faculty Council:** F. Moore reported the committee to review the former president’s tenure has been disbanded.

9. **Approval of November 20, 2014 Senate agenda:** After F. Moore noted that nominees for the CCCRC have been submitted, the agenda was approved by unanimous voice vote.

10. **New Business:** H. Skinner noted there was flooding in the front of campus buildings.

**Adjournment** at 3:15 p.m. by F. Moore.

Respectfully Submitted,

Debra Gonsher, Secretary

**Attachment(s):**
- Enrollment numbers
- Interim President’s report
President's Report
Senate Executive Committee
November 17, 2014

1. **Budget:**

The stabilization of the tax levy budget has consumed most of my time. I am addressing this budget gap by reducing expenditures and by taking steps to enhance revenues.

**A) Reducing Expenditures:** A temporary freeze on hiring except faculty, security and physical plant personnel was instituted. Also, all merit increases and reclassifications of HEOs were frozen. Attached is the memo that I sent to the entire college community.

These actions reduced our existing gap to about $700,000.

**B) Increasing Revenue:** We calculate that each FTE student increases the budget by approximately $7000. Even though this amount is weighted over a three year span, we hope that increasing our FTE count by about 100 for the upcoming spring semester; this can go a long way in reducing the existing gap.

If we do not achieve this goal, then I am asking all individuals to scrutinize the reappointments of HEOs very careful with an eye to efficiencies.

My expectation is that by the time a new president is named, the budget will be stable. As I’ve said around the campus, without stability, we cannot be creative.

2. **Enrollment:**

We are engaging in an all-out campaign to recruit new students and retain existing students. I am pleased to report that the campus community is mobilized.

**A) Returning Students:**

- Over 80 volunteers have called 650 students to encourage them to register.
- Full-time students who have 45 or more credits are being encouraged to register for their last semester. A celebration of this milestone is planned for January.
- Academic Advisement has migrated to the Provost’s Office with the intention of centralizing advisement. Currently, advisement resides in the academic departments.
- Degree Works will be instituted during the spring.
- Advisement dates were moved to an earlier date.
B) New Student Registration:

- Advertising for direct admits is in progress. We had not previously advertised for incoming students.
- The Admissions Office has been working with the Communication and Marketing Department in developing this strategy.
- Flyers announcing registration are going to be mailed to the community and to the businesses in the surrounding area.

3. Development:

There is a great deal of potential for seeking private support of BCC.

- Taking advantage of the beauty and importance of our buildings is a way to attract people of means to hear about our mission.
- We have requested a small allocation to clean Meister Hall, designed by renowned architect, Marcel Breuer, and to create an attractive lobby for students to congregate. In addition, we could hold receptions for potential donors who might be interested in the use of this important building for a strong social mission.
- We are using some of the Auxiliary reserves to convert the old stacks room of the old library in the basement of Meister Hall into a centralized tutoring center. We hope to have this complete before the start of the spring semester.
- We are hoping to get some funding to convert the 18,000 square feet area that housed the old library into a One Stop Center for registration of new students. We hope to have this completed by the end of the spring term.
- We are organizing donor receptions and architectural tours to attract potential donors to the campus. The NYU alumni who attended school at this campus, are being cultivated to help the present population of students.

Development for BCC is much more than the amount of money being raised. It is about validating the importance of our College for those people that will eventually hire our graduates.

4. Strategic Plan:

- Once it is passed, an implementation plan will be prepared, vetted and adopted. The budget for next year's expenditures will be based on this Strategic Planning Process.

I sincerely hope that we can start a search for a new president in January as this college needs a stable and effective administration to thrive.
Fall 2014

Enrollment:

- Form A headcount: 11,846; representing 421 over enrollment target of 11,425
- Total FTEs: 8,121; 21 over 8100 FTE target
- DNC conducted on August 27, 2014 and ghost cleanup after COA on September 26, 2014

Financial Aid

- According to the Budget office, 1774 students have an unpaid balance for Fall 2014. 107 of those are College Now students so the number with an outstanding debt is 1667 students.
  - 442 students are pending financial aid.
  - 254 students failed SAP.
  - 400 students did not file a FAFSA (reasons - international students, undocumented and non-degree).
  - 571 students filed for financial aid but award amount was insufficient to cover tuition.
- Financial aid office processed 1051 students financial aid appeals. 996 were approved and 55 were denied.
- According to the Budget office, 91% of unpaid amounts have been collected. There is one more financial aid and Sallie Mae payment in December so revenue amounts and collection rate will rise.

Spring 2015

- Enrollment for Winter and Spring 2015 began on November 3, 2014 for special programs and November 10, 2014 for all other continuing students.
- Advisement will be conducted in the Academic Success Center from 11/24/14 – 12/23/14.
- Spring 2015 – approximately 1700 students have registered so far.