Budget and Planning

FY10 Budget Update
Despite deepening of the State's economic difficulties, through careful planning and management, Baruch has been able to hold to the spending plans adopted at the beginning of the academic year. The continued hiring pause for positions other than faculty and those providing direct services to students, combined with the strategic reductions in OTPS and part-time salary expenditures discussed at the fall General Faculty Meeting, have allowed the college to preserve its core.

The key service restorations and $2.1M of new Compact investments made in the fall have continued as planned and were further expended when President Altman released an additional $490K of Baruch's tax-levy fund balance (CUTRA) to support additional strategic investments and restorations. This additional release of funds brought total restorations from the tax-levy fund balance to $1.64M for the fiscal year.

Based on current spending levels and projected tax-levy resources, the college expects to end the year with less than a $1M CUTRA balance. This balance would be a resource in FY11.

FY11 Budget Planning
As State budget conditions for the coming year continue to erode, the college expects the University to require further tightening and more targeted spending of limited resources. We anticipate that the State will fund our mandatory salary increases as well as modest expansion of the Compact program. The funding for these needs would, however, most likely come from the proposed two percent tuition increase. The projected University-wide base budget shortfall would remain and some portion will need to be absorbed by the college. In addition, the college will have to cover the loss of $2.5M in support from the University that we believe will be discontinued in FY11. In anticipation of such cuts, Cabinet has begun to undertake the difficult task of analyzing our current tax-levy spending program to identify potential areas of savings, including organizational efficiencies and options for drawing down on some of our non-tax levy balances during this difficult period.

Despite these challenges, Baruch is working to preserve its ability to provide an excellent education and is working with the University to identify support for our most critical needs. Our current proposal to the University includes hiring 11 new full-time faculty members (above FY10 replacement), including individuals who would increase the diversity of our full-time faculty. In addition, we hope to further enhance student services with several new full-time positions as well as make several key hires in computing and institutional services that are critical to the functioning of the entire campus. Our proposal to the University also includes a request to go forward with differential tuition increases to preserve and enhance the quality of our graduate programs.

While the markets have rebounded to some extent, Baruch College Fund support is projected to decline again due to a difficult fundraising environment. The decrease could be as large at 9%. Especially problematic is decline of unrestricted donations which provide flexibility to spending allocations. This lower level of support will continue to impact our ability to support faculty development and other key investment areas. College Advancement continues to work with many of our generous donors to provide new funding as well as temporary relief during this difficult period.

Finance

New Staff
We welcome Dorothy Himes who was appointed the College Bursar in January.

Internal Processes
The Finance Department in conjunction with Purchasing and other College departments is undertaking a review of selected internal processes. Some of the areas under review will be cellular usage, non-tax levy procurement, travel, contract workflow and signature authorities.
Facilities

The Renovation of the Field Building at 17 Lexington
The stacking plan for the building has been completed and the final meetings regarding test fits are occurring now. We are now working with the architects to define the elements of a first phase of construction. Based on initial analysis infrastructure the first floor and new laboratories for the Natural Sciences are among the first elements that would be renovations. The focus currently is to finish design development of infrastructure. Additionally CUNY has issued an RFP for a construction manager and the responses by industry have been encouraging. We expect the construction manager to join the team in May or June and begin working with our architects on construction documents and phasing plans. The school has requested capital funds for a large a Phase I but funding is uncertain at this time. Even if additional funding is not provided in FY11, there should be enough funds to begin some infrastructure work in the latter half of calendar 2011, which also provides another state funding cycle to secure funds for a large Phase I.

New Dormitory
We continue to search for and evaluate real estate for the possible use as a dormitory. However, recently, Baruch signed a two year agreement with the School of Visual Arts for a 126 beds at their newest residence hall on the Lower east Side. These beds will be available at the beginning of the next academic year.

The 24th Street Canopy Installation
The original design for this canopy failed in the testing stage of design. The canopy is in redesign and the new design will be much cheaper and will now shield pedestrians from both ice and rain. The construction for the new canopy is scheduled to be completed before the next winter so that there will not be a need for another sidewalk bridge.

Escalator Replacement
The replacement of the escalators is still scheduled to begin this summer and be completed sometime in 2011. The new escalators will not only be more reliable, but will also utilize less energy.

Vertical Campus Elevators
Campus Operations has obtained the services of a vertical transportation engineer who is evaluating the current operation of both the 6 pack and 3 pack elevators. Preliminary findings infer that significant changes need to be made to the programming of these elevators.

The Information and Technology Building brick re-pointing project
Per Local Law 11 the brick and motor repairs have been completed and approved by the city. The project took about twice as long to complete as originally planned due to the unusually wet summer.

Color in the Vertical Campus
Campus Operations continues to add color to the interior common spaces of the Vertical Campus. In addition, way finding and other signage is being added throughout the building.

Human Resources

Service Awards and Baruch Excellence Awards
The 23rd annual Baruch College Employees Service award event will be held on April 21, 2010. President Altman will host the ceremony which celebrates the honorees for their dedication and commitment to Baruch College. We will recognize 182 employees for 10, 15, 20, 25, and 35 years of service. In addition, we will honor 76 employees who have attained more that 35 years of service spending their entire careers at Baruch and CUNY. The Baruch College Excellence award will also be conferred on those employees nominated by their colleagues and selected for their outstanding contribution to Baruch.

Benefits
Our third annual Benefits Fair was held on October 14, 2009. A total of 25 vendors participated and 60 employees attended the event. Both employees and vendors deemed the event a success. There were
handouts and in depth information available on all the benefits available to the Baruch College faculty and staff.

CUNY introduced a new benefit in 2009, the CUNY Work/Life Program. It is a confidential and free program that offers a wide range of information and support to employees and their families. The Work/Life Program is offered through the Corporate Counseling Associates (CCA). In addition to psychological counseling they offer resources for finding child care, stress management, researching assisted living facilities for adult care. They are available 24/7 and have been used by substantial numbers of CUNY employees.

Baruch will celebrate National Employee Benefits Day, April 6, 2010, by inviting vendors and employees to stop by from 10am to 3pm at the event which will be held in the Newman Library, Room 750. There will be break out seminars by the CUNY Work/Life Program, Asset Allocation, TIAA-CREF, College Savings Plan, and MetLife among others. At the end of the day there will be a raffle of donated prizes such as tickets from the Baruch Center for the Performing Arts, umbrellas from TIAA-CREF, sweatshirts from the bookstore.

Learning Opportunities

Informational sessions designed to assist managers of HEO series employees in the evaluation process, entitled “HEO Series Reappointment Process,” were offered during the winter intersession. The sessions provided a general overview of the HEO series staff reappointment process and contractual guidelines for conducting the performance evaluation conference. To further assist managers with this process we revised the guidelines document to serve as a job aid that includes a performance evaluation check list and sample goals and objectives. Approximately 20 supervisors attended the two sessions.

During the Spring Semester several session of a one-day “Customer Service” course will be offered. This program was developed through funding from the President’s Office and a joint effort by our Training and Development Specialist and the Office of Continuing and Professional Studies. In addition to our on campus learning opportunities we have communicated to the campus and facilitated the enrollment in various training opportunities at CUNY University Training and the Citywide Training Center.

Domestic Violence Prevention

Our Training Specialist was appointed by the College President as the Domestic Violence Liaison for the College in compliance with the Governor’s Executive Order #19. A committee has been formed to create awareness and provide education regarding intimate partner violence in the workplace. Baruch College participated in the New York State Domestic Violence Awareness Day, October 14, 2009, by encouraging faculty and staff to wear purple in an effort to raise consciousness regarding this issue. This Spring Committee members will offer a training program for faculty and staff to address this problem. All faculty and staff who have supervisory responsibilities will be required to attend a session.

Website for Baruch Faculty: Teaching Blog

The Baruch College Teaching Blog, developed in a joint effort by the Office of the Provost and the Office of Human Resources, continues to provide a forum for faculty members to discuss teaching and share and challenge ideas and techniques for effective teaching. Faculty members regularly participate in the general discussion on college teaching by writing posts or commenting, resulting in over 60 posts and more than 250 comments thus far. The Teaching Blog can be found at:

http://blsciblogs.baruch.cuny.edu/teachingblog/

Classified Staff

The Office of Human Resources continues to provide guidance to managers regarding Labor issues and contract interpretation. The number of grievance cases at Baruch is extremely low and most disputes are settled locally before they escalate to official grievances. We sponsored a labor relations workshop on June 11, 2009 given by Carmelo Batista, University Director for Classified Staff Labor Relations, and Marc Ragovin, University Hearing Officer. The workshop was attended by HR professionals from all over CUNY and was a good start to a series the University plans to develop on Blue and White Collar Labor relations.

EPAF – Electronic Personnel Action Form
The success of the EPAF for all part time instructional staff in Fall 2008 has generated a sequel, the EPAF for all part time staff. The new addition is ready for user acceptance testing to be followed by a pilot program. The goal of the system is to improve workflow, quality control, cost efficiency and ultimately timely payroll processing. This has been achieved for the part time instructional staff and we anticipate a similar improvement in the processing of the non instructional part time staff.

**Appointments**
The Office of Human Resources is committed to supporting the College in attracting, developing, and retaining a highly qualified work force to support our mission of excellence in education and research. Since August 2009 there have been 50 new full time appointments.

**CUNYfirst**
Generally speaking the expected deployment of CUNYfirst modules has slowed significantly from planning envisioned a year ago. Recently delays to Procurement and Campus Solutions have been announced, and budget functionality will, initially, be not built out as expected.

In addition the Talent Acquisition Module (TAM) has been temporarily pulled back from service for some business process modifications to include providing a paperless method of getting resumes to search committees in a fast and efficient manner. TAM has been used to post 52 jobs. Baruch is working on its own HR and TAM CUNYfirst roll out to be accomplished over next six to eight months. Eventually this system will allow every staff member on all CUNY campuses to log onto CUNYfirst and view their own employee and benefits information. At a later phase of the implementation we will also interface with the New York State payroll system and provide more self-service features. A series of training programs for Baruch employees will be initiated during the Spring of 2010.