

**Report to the Baruch College Faculty
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Finance and Purchasing

Compliance

Although compliance is often narrowly construed to apply only to financial matters, it is in fact a matter that concerns all activities undertaken by the College. The continuing proliferation of laws, regulations and policies as well as adopting procedures that are truly best practices to protect the interests of the College means that there is a greater demand for documentation, certifications, and justifications that College officials must provide as a routine matter.

The College is wrapping up the annual external financial audit of the tax levy operation, the related entities and the Baruch College Fund and the audits seem to have gone well, although final results are not yet available. But in addition to these annual audits, the College is subject to audit of ANY activity, at ANY time from a wide variety of city, state and federal agencies as well as from the University's internal auditors. The number, depth and types of audits have dramatically increased in the past two years. For example the College in the past year has undergone audits for hazardous materials handling, payroll disbursements, financial aid disbursements, SEEK operations, IT security, maintenance contract oversight, procurement processes, gasoline purchases, workplace safety and others. The College's Controller, Purchasing Office, Legal Counsel, Public Safety, Financial Aid Office, Registrar, Bursar, BCTC, Environmental Safety Officer, Payroll Office, Internal Auditor, Human Resources, Office of the Provost and business managers have all been and will be increasingly involved in compliance activities.

Finance

Several members of the Bursar Office staff have attended New York State Higher Education Services Corporation (HESC) training sessions. Georgette Racana, TAP Coordinator has moved from the Controller's Office to the Bursar's Office. Both these actions were done to provide better service to our students. Bursar Office staff are attending configuration sessions for the CUNYfirst student financials implementation.

New York State is implementing a new financial system. This implementation is currently scheduled for January 2012; there will be some impact on our payments and procurement processes. Searches for a Controller and Accounts Payable Supervisor are currently underway.

Purchasing

As part of an ongoing effort to reduce costs and improve photocopying and document scanning service, campus-wide, the Purchasing Department in conjunction with the BCTC will be implementing a software-supported program designed to better monitor and manage print services. Network-connected devices will enable reading of meters on walkup copier machines in individual departments. This will eliminate the need for meter readings onsite, and provide Purchasing staff with online access to meter readings for the purpose of monitoring usage and matching billing charges for service with usage figures. The automated system will generate supplies ordering, as needed, and issue an alert to the vendor when service calls are required.

Budget and Planning

FY12 Budget Update

The overall FY12 Budget situation is brighter than anticipated but still presents serious short and long-term challenges. This year Baruch absorbed an additional \$1.6 million reduction in base funding as well as \$400,000 of efficiency savings to help fund new Compact initiatives. The College will partially offset this new \$2 million base budget reduction by using the FY11 surplus generated by last spring's 5 percent tuition increase, the Early Retirement program and other aggressive cost cutting programs. In addition to resources rolling forward from last year, a number of Baruch programs will benefit from new fees and tuition approved by the CUNY Board of Trustees. These dedicated fees will allow our graduate programs to restore and expand critical guidance and career services. In FY12, the college will also benefit from the University's expansion of the Compact program, which will partially fund 8 new full-time faculty lines; hardware, software and databases to support faculty research activity; and funds required to improve vertical transportation.

While last year's resources and this year's new fee revenue are critical to FY12 education programs and student services, this relief will not solve our long-term problems and falls short of addressing our core needs in the current year. The

budget reductions come on top of those already absorbed by the college over the past few years. These previous rounds of reductions have had a significant detrimental effect on teaching, student services and the campus infrastructure. Full time headcount dropped from 1076 in Spring 2010 to 1036 in Spring 2011. In Fall 2009 faculty headcount stood at 457 and the College reported a shortage of 25 full time faculty. The Spring 2011 faculty headcount was 433, by July it had decreased to 430 and it currently stands at 428. Eight new Compact lines will not return us to the Fall 2009 full-time faculty headcount level. OTPS spending declined from \$7.1M in FY10 to \$5.7M in FY11. This decrease resulted in obvious maintenance issues on the campus that are clear to the public, from lack of plantings on 25th Street to the postponement of expensive cleanings of very high exposed structural members in the Vertical Campus.

This Fall's over-enrollment and late approval for use of new the new graduate fees means that the College will close FY12 with a substantial CUTRA balance to use in FY13, but these resources will not be available in future years. The unanticipated enrollment of approximately 18,200 is not sustainable. The College will immediately reduce Spring enrollment to approximately 17,700, and will bring Fall 2012 down to approximately 17,550 students. By the end of the year, the College will have fully implemented the enhanced graduate programs and services paid for by the new fees, so there will be no unspent graduate fees available after the current year.

In short, while significant use of one time funds will help the College get thru FY12, and while new recurring funds will reverse a half decade long decline in graduate student services, the core strength of the College, it's faculty and undergraduate student services, will still need a significant investment in order to maintain and grow its academic excellence and reputation. Over the coming months, Baruch will design and submit to CUNY a strategic investment plan that will put the College back on track.

The Baruch College Fund was able to authorize a budget of \$13.3 for FY12 to support the academic endeavor of the College, which was a slight increase from FY11's actual expenditures of \$13.1 million.

Facilities Planning, Design and Construction

Hurricane Irene Response

Facilities staff in conjunction with Public Safety managed the Baruch response to Hurricane Irene. The College is a designated by the City as an evacuation processing center and shelter in case of certain emergencies including hurricanes. Working with the City's Office of Emergency Management and other staff provided by the City, the Vertical Campus was transformed into a processing center that registered and moved over 500 people from the Lower East Side to other shelters. As the storm approached Baruch became a shelter holding over 200 people overnight.

Construction Projects

The Field Building Renovation: In July, we achieved a 60% design drawing completion for Phase 1A. The Phase 1A design consists of infrastructure changes and upgrades (electrical service to the building, structural changes, new elevators, lobby, etc.). Based on the current schedule, the infrastructure changes could be in construction late Spring (at the earliest).

Interior Design and Fit-out of the rental building at 104 East 25th: Baruch and CUNY have been working with the owner's architects to plan and design the interiors of the four floors (and basement) at 104 East 25th. The space plans are complete. The new building will essentially house the current occupants of the Annex and we will relocate CAPS to the first floor of this building as well. Baruch/CUNY await the financial approval from Albany before the design can be finalized and construction can begin.

24th Street Canopy Installation: The canopy design was completed last Spring, and the project then went through the bidding process. A contractor was selected and construction has begun. A work platform and protective fencing have been installed. The 24th street ramp and stairs remain open for use during the day while the canopy is manufactured. Under the current schedule, the canopy will be delivered and installed in sections, beginning the middle of March 2012. The completion of the installation is expected to be the first week of April, 2012.

25th Street Exterior Lighting Installation: Wiring of the lighting fixtures is near completion. The delivery of the light fixtures is expected to begin the end of October. The anticipated completion schedule and actual operation of the exterior lights is expected to be mid-December.

Vertical Campus Escalator Replacement: Escalator replacements began last Spring and the two escalators serving the Athletic Center were completed in August which represents a five month slip in the schedule. The delay was due to an

unforeseen problem with the floors immediately adjacent to the escalators. The remedial work on the floor caused the delay. Currently, the up/down escalators from 3 to 4 and from 4 to 5 are being replaced. It appears that the problems encountered on the basement levels with the adjacent flooring will not be a factor on floors 3, 4 and 5. These four escalators should be operational in December, and the remaining four escalators scheduled for completion by April.

25th Street Plaza Proposal: The College has submitted a proposal to the Department of Transportation's Plaza Program to turn 25th Street into a plaza. The proposal has been approved in concept by Community Board Six.

Facilities Operations (B&G)

Annual Inventory: Property management is beginning the annual inventory of Baruch property. Expect to see staff coming by to check serial numbers and find equipment throughout the campus. The inventory will be completed by December 31st.

Environmental, Health and Safety

Extermination: We canceled the contract of the former extermination company, and we brought in a new company (RJS Pest Management). The new company investigated every area of the VC in order to get control of the infestation problem, which included heavy follow up with traps and baiting. Other Baruch buildings were also treated and a treatment plan was put into place. Mice, and signs of mouse activity (droppings), have decreased. We are working with Buildings and Grounds on the sealing up of holes and spaces that mice have accessed to enter areas.

Laboratories: Developed and distributed chemical spill kits and a written spill protocol (in the event of chemical spills). We had our chemical waste company dispose of problematic chemicals in the Chemistry Department Stock room. We have re-labeled all chemicals in the stock room with inspection dates and "Right to Know" labeling in anticipation of a USEPA or NYSDEC audit.

Public Safety

Fire Alarm Systems: we are currently replacing the fire alarm system in the Administration Building. The system should be completed, tested and approved by mid-November. Additionally, the fire alarm system that services the Data Center in the ITB is being re-worked. It should also be completed, tested and approved by mid-November as well.

Sustainability

Campus Operations worked with the recycling committee, chaired by Prof. Mindy Engel-Friedman, on the successful implementation of both the classroom and office recycling project in the VC. New recycling carts have been purchased for the custodians in that building. The new recycling program will not only result in less waste being sent to landfills, but it should also reduce our exposure to an increase in the mouse population.

LED lighting has been installed in the cafeteria seating area (next to the Public safety area) as well as the Game Room on the third floor. LED lighting results in 30 to 50% less electricity usage, while maintaining the same light levels. Both the quality of light and the life of the fixture are greatly enhanced.

Window film has been installed on the south and west sides of the Administration Building. The new film installation will reduce the amount of air conditioning needed in the building which is important given the current air conditioning system is at full capacity and has a difficult time keeping temperatures down when the outside air temps are in the 90's and 100's.

Human Resources

Ms. Elizabeth Robinson retired and Ms. Donna Katz is the Acting Director. The search for a new Executive Director is underway with a job posting and advertising accomplished. A search committee with representation from faculty, a school and various offices is being assembled.

Benefits

Open enrollment will be this fall. This is the one time during the year when employees can change medical plans and elect to put pre-tax funds into an account to pay for non-reimbursable medical, dental, and dependent care expenses. A general email announcement with specific dates for each plan will be sent out shortly.

Benefits Fair: The fifth annual Benefits Fair was held on October 13th. A total of 17 vendors participated. This fair has been a success in the past four years and we received positive feedback again this year.

Retirement Information Sessions: We have had representatives for the following retirement and tax deferred annuity plans on campus; HRC, TIAA-CREF and MetLife. They provide one on one counseling sessions with our employees each semester. We will continue to provide this resource during the rest of the academic year.

WageWorks Transit Plan- we had representatives come to campus in the spring to provide an informational session for our employees. There were about 55 employees who attended the session. We have a total of 311 participants in the program.

Paid Parental Leave (PPL): CUNY recently implemented this 8 week paid benefit for Instructional Staff members, currently extended through December 31, 2011. To date, we have had 53 employees utilize this benefit. As long as the program continues to be funded, the Provost Office will begin handling the faculty PPLs starting in the spring semester.

Training and Development

Civility and Violence

As a public employer, CUNY is required by New York State Workplace Violence Prevention Law to develop and implement programs to prevent workplace violence. All faculty and staff are required to attend mandatory training on how to recognize signs of a potentially violent situation. Currently, nearly 1500 faculty and staff have attended a session of Civility and Violence with 636 attending in 2011. In addition to helping the College reach full compliance, everyone who attends gains awareness of this important issue and the importance of addressing concerns early, thereby helping to eliminate and/or minimize threatening incidents to maintain a secure, safe and healthy campus environment for the Baruch College community.

Living Smart Seminar Series

The Living Smart Seminar Series was launched in the fall 2010 semester with the purpose of offering wellness seminars designed to provide information to faculty and staff on better managing the demands and complexities of their daily lives. These free sessions are conducted by experienced professionals from Corporate Counseling Associates (CCA) who administer the CUNY Work/Life Program. The two programs offered in the spring 2011 were Finding Meaning in Your Work and Stress Management. The seminar series will continue this academic year.

Domestic Violence Prevention

Leah Schanke, Baruch College's Domestic Violence Liaison along with members of the Domestic Violence Prevention Committee continues to provide education regarding intimate partner violence in the workplace. Several sessions of Domestic Violence and the Workplace will be conducted this fall for faculty and staff to address this growing area of concern. All faculty and staff who have supervisory responsibilities are required by Governor's Executive Order #19 to attend a session.

Recruiting

The hiring pause, which has been in effect since August 2008, continues. We may continue to hire full-time faculty for replacement purposes and for new positions already provided for within the college's financial plan, as well as staff who provide direct services to students. Discretionary salary increases are prohibited, except when necessary to match an offer. Faculty promotions, CLT promotions, and reclassifications may continue, but with no discretionary salary increases. Vacancy notices may be posted with the approval of the President, but the hiring of individuals from searches requires approval from the President and the Central Office of Human Resources Management. All personnel actions must be affordable within the college's financial plan. The moratorium on overtime continues.

Payroll

The payroll department will be centralized to a new location in downtown Manhattan. This is currently scheduled to commence the end of December, beginning of January. Payroll for Baruch College will be processed from this new site. Information will be emailed or faxed to the new site for processing.

CUNYfirst

Human Capital Management (HCM): The Office of Human Resources (OHR) has moved forward with the daily utilization of CUNYfirst HCM functionality, including Mass Reappointment for all adjuncts and HEO series staff. Our office has been working with the CUNYfirst Central Office Team in data clean-up efforts and preparation for the CUNYfirst Payroll Interface. The data clean-up efforts are being performed on a daily basis and the data accuracy has improved. OHR office will be looking at certain functionality and business processes that will be changed in the near future to accommodate HCM.

The ePAF system is in the process of being enhanced. Presently the ePAF system only provides Adjunct Personnel Action information. The ePAF system will be upgraded to incorporate more budget and administrative functions. The plan also includes the additions of classified part time titles and all full time in subsequent modules.