Report to the Baruch College Faculty
by
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Campus Operations
In February, we welcomed our new Assistant Vice President of Operations, Robert "Jim" Lloyd. Jim will oversee a portfolio that includes facilities planning and management, space utilization, procurement and stores, emergency operations and environmental health and safety, among other areas. Jim brings a wealth of public and private sector operations management experience that will advance the College's efforts significantly.

Campus Facilities
Baruch will be audited by the U.S. Environmental Protection Agency in April, 2006. In preparation, our Environmental Health & Safety team is evaluating all of Baruch's facilities and operations and cleaning up/cleaning out our environmental problems. We will call upon various department leaders and faculty to assist us in preparing for a successful audit, as referenced in the February 23 public announcement. We stand to be financially penalized by EPA and by CUNY if we fail to meet the audit standards, so while the initial focus is preparing for the audit, our larger objective is to create an environmentally safe and healthful campus. Making this happen is everyone’s responsibility, so we’ll be working together diligently to put new practices and procedures into place so that we remain a safe and healthful campus on an on-going basis.

North Campus Projects
Newman Vertical Campus - 55 Lex
- A collective effort continues to be made by Baruch, Central Office, and DASNY to resolve escalator problems. In late February an inspection was conducted on all 10 escalators by an independent consultant. We are awaiting the report to be submitted by the consultant in the coming weeks.
- Studies continue to be conducted to alleviate the snow/ice accumulation on the exterior of the building.

South Campus Projects
Field Building - 17 Lexington Avenue
- A study of refurbishing Mason Hall is on-going.
- A Campus Master Plan (CMP) kick-off meeting was held in February with CUNY officials. The completion of the CMP is necessary before seeking and obtaining project approval for the renovation of 17 Lex or, any other building.

135 East 22 Street
- All three elevator cabs have new ceiling light fixture installations offering much improved lighting.
• The remaining School of Public Affairs offices and support spaces have moved into the 135 E 22 Street building. Additional studies are being performed for realignment of spaces as conditions permit.

• We have received official address confirmation from DASNY that the Borough President’s office has verified that the 135 E 22 Street building address will be changed to 133 E 22 Street. In addition, the handicap/delivery entrance between the newly addressed 133 E 22 Street building and 137 E 22 Street (Newman Hall) will be changed to 135 E 22 Street, compliant with the official street numbering system.

Campus Security and Public Safety

We are proud to report the internal promotion of six new Sergeants. They returned to the Baruch College campus in November after successfully completing their six-week training program at York College. We also have two CPOs and one Sergeant currently enrolled in the EMT Program at LaGuardia Community College. At the completion of the training in May 2006, they will be qualified as New York State Certified Emergency Medical Technicians.

The annual two-day In-Service Peace Officer Training at The Public Safety Training Academy located at York College will commence on March 7, 2006, and extend through June 20, 2006. The classes are conducted by Campus Peace Officers who are certified trainers in each segment of the re-certification requirements. All Peace Officers (lieutenants, sergeants, and officers) are required to attend this training.

Since our last report, we have lost one CPO who left the Public Safety Department to join the NYPD, and another CPO who retired after 10 years of service. We were saddened by the loss of one of our Contract Officers, Steven Brevard, who suffered a massive heart attack outside the Newman Vertical Campus in November 2005. Our prayers go out to his family and loved ones. He will be sorely missed, but never forgotten.

We are in the process of upgrading the Access Control Card System from the current Professional edition to the Enterprise edition. One of the benefits of this change will allow us to expand the current Access Card System to include the South Campus (17 Lexington Avenue, 135 East 22 Street, and 137 East 22 Street). At this writing, the installation phase has begun in 17 Lexington Avenue to allow access to Smart Classrooms by card swipe. When this space becomes available for use, a “FIRE SAFETY for CLASSROOMS” video, site specific for 17 Lexington Avenue, will be produced.

We have been investigating the Proximity Card as a possible alternative to the Mag-Stripe Swipe Entry card we are currently using. At this time we are exploring installation and maintenance components and costs.

Currently, in conjunction with Human Resources, we are reviewing innovative state of the art Time and Records systems, which will significantly modernize the timekeeping process.

Purchasing, Mail Center Operations

New Postage Metering Equipment

The University’s Department of Design, Construction and Management is in the process of engaging a firm to provide architectural design services for reconfiguration and refurbishing of the College’s...
Mail Center operations. Approval of this capital project has been obtained and a resolution has been passed by the Board of Trustees. The project is to be funded through a City Council capital budget allocation.

Pitney Bowes, Inc. -- the State of New York contractor selected to install upgraded postal coding, presorting, and other advanced mailing features on new equipment specified for this project -- has surveyed our existing mailroom facility and has recommended extensive ergonomic and technological innovations that will enhance efficiencies and facilitate cost avoidance measures.

Staples Online Ordering for Expendable Supplies

For many years the College has maintained a Central Stores operation adjacent to our Central Receiving operation. A recently awarded University-wide contract with Staples Business Advantage, Inc., has enabled the Purchasing Department to begin the process of phasing out on-campus storage of expendable supplies with the intention of using the Staples online catalogue as the College's "virtual" Central Stores. Participation in the online Staples ordering system appears to be at about 90%, College-wide, as of March 1, 2006. Any department or division still unable to access the Staples online ordering system should contact the Purchasing Department as soon as possible; an appropriate account with Staples will be set up immediately, upon request.

The transition has not been totally seamless, since Xerographic paper must be ordered through a separate State/CUNY contract, as mandated by our University Controller, and there are a very small number of other items currently unavailable through Staples. These exceptions are being addressed. All questions regarding items listed in the Staples online catalogue that have been blocked (items which cannot be ordered online at the College's request) should be directed to the Purchasing Department, preferably via e-mail to the Director of Purchasing. Office furniture, office equipment and other non-expendable, inventorial asset acquisitions require the issuance of a purchase requisition and appropriate approvals, as in the past.

Overall, the response to the availability of online ordering of expendable supplies has been positive. Staples has committed to next day delivery. Problems and issues arising from our contract with Staples should be reported immediately to the Director of Purchasing at extension 6150.

Finance

The Student Services Accounting Unit (SSAU) a branch of the Baruch College Controller's Office, is responsible for maintaining the financial records of the College's affiliated entities: Auxiliary Enterprises Corporation, the Bernard M. Baruch Association, and the Early Learning Center, Inc. As part of our continued effort to improve financial operations at the College the SSAU is currently converting its financial books from Fund EZ to FundWare fund accounting software, is utilized by both the Controller's Office and the Baruch College Fund Controller's Office. This will result in greater efficiency and improved financial reporting. FundWare offers a more comprehensive and flexible reporting system, automated check processing and vendor information retrieval. FundWare also allows for compliance with GASB and CUNY mandated reporting requirements. This conversion is expected to roll out in late March.

Pam Mitchell, Director of the SSAU for 23 years, resigned in February to pursue other opportunities. The College will begin recruiting for a replacement shortly.
The financial operations of Executive Programs have been reorganized. The Bursar's Office is now responsible for the collection of all student-related payments received for these programs. The College will use the Bursar student systems to track both revenue and student payments. For reporting purposes, the Bursar's Office will transfer required data to the appropriate units, including Office of Planning and Budget, the Controller's Office and Executive Programs. The Bursar will have the capability of transferring program fee-related to the Controller's Office. The Controller's Office will continue to process all vendor payments and related non-tax levy payroll functions. The Controller's Office will distribute summary revenue and detailed expenditure reports and other financial reports relating to Executive Programs.

Credit card payment of tuition and fees is now accepted on-line during student registration. The College will be installing new cash registers in April. While transactions will be seamless to the consumer, enhancements will result in swifter automated processing.

**Human Resources**

In January, we welcomed our new Director, Office of Human Resources, Elizabeth "Liz" Robinson. She directs the daily operations and administration of the Office of Human Resources. Liz comes to us from NYU, where she has held various human resources positions over the last 25 years.

In addition to the areas of support that the OHR has traditionally provided -- benefits orientation, recruitment assistance, and employee relations counseling -- this year we plan to augment the internal training function. The skills and talents that are needed to succeed in the contemporary workplace must be continually developed. Baruch is in a transition phase with the implementation of the strategic plan and the workforce must be able to adapt and grow with the institution. This will be a major focus of the next year for the Office of Human Resources.

Since October 2005 there have been 49 new full time appointments. They include three Executive Compensation Plan members, five faculty members, 25 Higher Education staff, and 16 classified staff.

The 20th annual Baruch College Employee Service awards event will be held on April 26, honoring 150 employees. President Kathleen Waldron will host the ceremony which celebrates the honorees for their dedication and commitment to Baruch. This year in addition to honoring those employees with 10, 15, 20, 25, and 35 years of service we will recognize each employee who has attained more than 35 years of service. This will be an honor roll of individuals who have given their entire careers to Baruch and CUNY. Another expansion of recognizing the extraordinary employees of Baruch will be the inauguration of the Baruch Excellence Award. Several individuals will be selected to receive this distinct honor. Nominating forms for this award will be available soon both on-line and in paper form. Keep a lookout and please nominate a Baruch employee who does an outstanding job whether it is in the public eye or behind the scenes. We know that Baruch could not function without those dedicated employees.

The OHR has continued its tradition of successfully partnering with four volunteer organizations: Contemporary Guidance Services, International Center of the Disabled, HOPE and NYC Parks and Recreation, to provide internships and volunteer opportunities for clients seeking practical work experience which will enable many of the interns to find employment. Currently there are 15 interns working at Baruch in several different offices.
We have successfully worked with the retirement account vendors to set up one-on-one counseling sessions with Baruch employees. Many employees have used the convenience of on-site appointments to meet with the representatives of the plans. We will continue to provide this service. The open enrollment period for benefits programs will be held in the fall. During this period employees will be able to make changes to their plans which will become effective in January 2007. This is the one time during the year when employees can change medical plans and elect to put pre-tax funds into account to pay for non-reimbursable medical expenses.

**Planning and Budget**

**FY 2006 Mid-Year Financial Report**

Mid-year financial activities are on target with the revised budget. The tax-levy budget was revised to reflect expenditures associated with collective bargaining payments made to members from DC37, Teamsters, IATSE, and SEIU. Our estimated tuition revenue for FY06 is $79.486M with an overcollection of approximately $1.254M. Revenues associated with the Winter Intersession are not included at this time, but will be reflected in the year-end report. CUNY added a new revenue target this year for IFR (affecting primarily CAPS) programs. Colleges that do not achieve their cost recovery target will have their tax-levy budgets reduced accordingly. We expect at this time that the revenue target will be met.

**Recruitment Authorization Form (RAF)**

The All-Funds Recruitment Authorization Form (RAF), replacing the PCF (Position Control Form) for full-time employees, was launched January 31, 2006. The RAF is a fully automated form developed by BCTC in close association with the offices of Human Resources and Planning and Budget.

The availability of the RAF will improve the College’s operational efficiency and performance by allowing the user, from a desktop, to prepare a recruitment authorization and track its progress through the recruitment process. The system will produce and maintain a history of the approvals and expedite the process. The system offers real-time, on-line help screens that answer the most frequently asked questions.

When the RAF is fully implemented, our next goal will be to automate the Payroll Action Form (PAF).

**FY 2007 Budget Process**

The FY 2007 All-Funds Budget Process was launched in connection with the Baruch College 2006-2011 Strategic Plan.

**Budget Planning Process Timeline**

- **February 14, 2006**  
  Budget Call sent to President, Vice Presidents, and Deans
- **April 3, 2006**  
  Submissions due from Vice Presidents and Deans to the Office of Planning and Budget. The Vice Presidents and Deans are responsible for communicating with/communications within their respective divisions.
- **April 17-30, 2006**  
  Budget Presentations
- **May 19, 2006**  
  Preliminary decisions made by President Waldron subject to final CUNY and Baruch College Fund budget allocations and consideration of other funding resources.