Report to the Baruch College Faculty

By

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Campus Facilities and Operations

As part of CUNY’s commitment to invest in technology classrooms in the William and Anita Newman Vertical Campus, four “smart” classrooms will be designed to enhance instruction and equip students with the tools and skills needed to contribute to the City’s and State’s economic vitality in the new information-based global economy. This project will provide four additional smart classrooms on the South Campus to meet the College’s demand. The total cost of this project is estimated at $2 million. Completion is targeted for September 2011.

The Administrative Building, 135 East 22 Street, currently houses the College’s administrative offices and the School of Public Affairs. The School of Public Affairs presently occupies the 3rd, 4th, 8th and 9th floors of the building. That space is adequate at this time but does not easily allow for growth and expansion of the school. Among the potential solutions is to consolidate SPA in the Annex building by acquiring additional floors. The feasibility of this option is being studied.

The 17 Lexington Avenue Building, a 274,568 gross square foot facility was built in 1929 and has been used continuously since its construction. Recently it has been renamed the Lawrence and Eris Field Building and is awaiting an extensive renovation to accommodate the many program changes occurring at Baruch College.

The scope of this project includes new electrical service, telecommunications, HVAC systems, upgrading of the Natural Science labs, along with the creation of new classrooms, research laboratories, modern lecture halls, a day care center, and ancillary storage areas. The renovation will also include installation of new windows, modernization of lighting, roof(s), plumbing and heating infrastructures, life safety systems; sprinklers, standpipe, smoke and heat detectors and the interior fire alarm system. The total cost of this project is estimated at $268.4 million. Completion is targeted for August 2013, if requested funding is obtained.

The following additional capital projects are in various stages of development:

North Campus
• Historic display is in under review for scope change.
• Canopies for the North and Southwest entrances are in design and are targeted for installation Fall/Summer 2005.
• Terrazzo floor replacement in public areas is in design.
• Architectural lighting in the atria has been removed and is in redesign.
• Emergency lighting for lower levels are in design.

South Campus
• Roof replacement in the D building is now completed and installation of parapet guardrails is 75% completed.
• American Disabilities Act (ADA) code compliance for South Campus buildings, A, C, and D are under review by CUNY.
• Natural Sciences Department 8th floor air handler work is completed.
• Installation of the rooftop chiller for the D building is completed.
• Domestic hot water tanks/heaters are in design.
• Domestic water tanks for buildings A and D are in design.

With regard to energy conservation, Baruch College continues to participate in the CUNY-wide energy reduction program during the summer months.

Campus Security and Public Safety
We are still awaiting the variance for the “delayed egress” door system in the Vertical Campus. The Dormitory Authority of New York (DASNY) must submit the request to the New York City Fire Department.

The success of the “Keypad Sign-In System” continues, as it is a serious deterrent to potential identity theft.

All peace officers are required to receive annual re-certification in CPR. This year they also received the mandated “AED” (Automated External Defibrillator) training. Two of our Peace Officers have successfully completed a rigorous training program that now adds a new title to their already prestigious position. They are Certified Emergency Medical Technicians (EMTs). Their need is evident as they respond to all medical emergencies involving all within the Baruch College community. Their medical direction is provided by Beth Israel Hospital, as required by the New York State Department of Health. The linchpin for this program was provided by the Student Services Department.

In the near future, we plan to place two additional officers into the EMT training program, thereby expanding this necessary response unit.
Continuing and Professional Studies

The search for a permanent Associate Dean and Director of Continuing and Professional Studies will begin in early 2005. Paul Russo is the Acting Director, appointed following Dr. Abraham Tawil’s move into the Acting Director role in the Office of Human Resources.

Given the increasing competition in the continuing education market space, Acting Associate Dean Paul Russo is accelerating a strategy that builds on the core competencies of the Division, providing outreach consistent with the very strong Baruch brand, and ensuring the highest levels of customer service. Under the academic direction of Peter McAliney, CAPS will be remaking its professional product line to be more responsive to corporate needs. Peter comes to CAPS from the faculty of the Zicklin School of Business. There will also be a significant effort to secure grant-funded programs that can, for example, bring the part-time ESL program to the City’s non-native speaking workforce.

The Division is preparing to launch its new web-based education management system that features on-line enrollment, near paperless operations, documented advisement, contact histories, on-line grades and transcripts, and much, much more. Moving forward, CAPS will be “easy-to-do-business-with.”

CAPS’ corporate outreach has added Columbia University, New York Police Department, New York Public Library, DCM Telemarketing to its list of customers. Workforce Development efforts continue as well, servicing unemployed and under-employed workers, and in turn keeping New Yorkers productive. CAPS has been working diligently with New York City One Stop Centers which are part of the Department of Small Business Services.

For more about CAPS courses, course offerings, and events, please visit the Continuing and Professional Studies website at http://caps.baruch.cuny.edu.

Human Resources

The application phase of the search for a new Director of the Office of Human Resource (OHR) closed September 30, 2004. The selection process will begin very shortly. It is my expectation that a permanent appointment will be made expeditiously.

One of OHR’s primary initiatives is to improve the effectiveness and efficiency of its operations by redesigning and then automating its business processes. We are mapping workflows and have met with leaders of CUNY Central, the Research Foundation, and other CUNY colleges to determine better practices that we might adopt at Baruch. We are exploring cost-effective options to bridge the technology gap between where the OHR is now and where we expect to be when the CUNY-wide Enterprise Resource System (ERP) is put in place.

The OHR website is ‘live’ and is continuously updated and improved. The site provides access to new hire packages, health and pension information, medical and dental forms,
links to health carriers and pension systems, policies, procedures, forms and applications, timesheets, holiday schedules, union information, and employee evaluation forms. We are making every effort to provide as much practical information and support on-line as possible.

Employees are encouraged to enroll in the CUNY Transit Benefit Transportation Spending Account (TSA) Program by November 1, 2004 to ensure that deductions begin by the first pay date in December 2004. To learn more about the TSA Program, please visit the CUNY website [www.cuny.edu/transitbenefit](http://www.cuny.edu/transitbenefit) or contact Donna Katz, our College Benefits Officer, at [Donna_Katz@baruch.cuny.edu](mailto:Donna_Katz@baruch.cuny.edu)

### Planning and Budget

As we enter into a new era to improve financial management and planning at Baruch College, formerly what was one department - Finance - has now been divided into two departments:

- **Finance** which continues to be led by Mary Finnen; and
- **Planning and Budget**, led by Toby Winer.

Toby assumed the position of Assistant Vice President for Planning and Budget on September 1, with responsibilities to provide collaborative leadership and analytical support in planning and organizing resource deployment for all funds sources and uses at Baruch College. In the planning arena, Toby will be responsible for strategic planning for College-wide priorities and tactical planning to assist departments in their operations and activities. Budget responsibilities include development, communication, execution, and monitoring of operating and capital budgets. Budgeting will be tangibly linked to the outcomes of planning processes and informed by them.

The property management part of the Finance group successfully brought the equipment inventory control into full CUNY compliance through a tremendous collaborative work between its staff and departmental personnel. With focused effort, millions of dollars of equipment was painstakingly researched, located and properly recorded into the property management inventory system. This important work contributes to the protection and management of the College’s assets and is required in advance of our financial audit, which was clean this year. We acknowledge our appreciation of the assistance of departments' administrative personnel in helping the Controller's staff with the inventory.

### Purchasing and Auxiliary Services

Follett Higher Education Group, the contractor managing the Baruch College Bookstore, reports that faculty submission of textbook adoptions has increased significantly during the last two years. Gross revenues and commissions paid to the College during FY 2003
and 2004 have remained relatively constant. Recent efforts to promote clothing and novelty items bearing the Baruch logo and Bearcat promotional items have resulted in increased sales volume of non-textbook merchandise during this period.

Metropolitan Food Services has reported increases in revenues for the third year in a row. Our on-campus partner continues to pursue catering opportunities from units within the College that still rely on outside sources for food service at special events.

Plans to implement a fully-integrated automated procurement system have moved forward in the past few months. A workable procurement/budgeting/payables system has been identified, and the process of testing this model will begin during the 2004 fall semester.

The purchasing department is initiating an **ink cartridge recycling program**, which will be implemented across the campus in early October. Details will be posted on the PROCUREMENT SERVICES web page.

**Baruch College Fund**

The BCF Controller’s office has completed the audit of the Baruch College Fund and received an unqualified opinion from the independent auditors. The BCF has also successfully met the deadline for submission to the CUNY Central office, predicated on a new requirement mandated by the Government Accounting Standards Board (GASB).