Greetings, members of the Faculty! I regret being unable to present this report in person. My staff and I are engaged in focused visioning and goal setting in a retreat away from campus. In the following material I’ll provide a sense of the recent achievements of our dedicated staff and issues that we’ll face now and in upcoming months.

**Baruch College Fund**

There have been a number of accomplishments realized by the Baruch College Fund. These include:

- Upgrade of the financial accounting system to meet the current needs of the College community is in progress.
- Improvement of the timeliness and quality of responses to department heads and chairpersons regarding the financial status of their respective departments and/or projects.
- Timely production and improved quality of financial and management reports for the College administration, Baruch College Fund Board of Trustees, and the College community.
- Improved the audit process for Fund expenditures and revenues.
- Continued processing of vendor payments and supplemental payroll for select faculty, administrators, and College employees.

**Campus Facilities and Operations**

The Vertical Campus is finally operating with an approved Certificate of Occupancy, issued by the New York City Department of Buildings. With only a few outstanding items remaining, the construction punchlist is nearing completion.

The development of critical conditions and assessments has necessitated the following additional work to be done in the Vertical Campus:

- Prevention of snow and ice build-up on the façade and the canopy over the southwest entrance
- Replacement of terrazzo flooring due to de-lamination
- Installation of additional emergency lighting fixtures in lower levels
- Change in elevator and escalator service contract provider
- Completion of the Building Energy Management System

Capital Projects for the South Campus include:

- Improvements and upgrades for the Natural Sciences laboratories
- Replacement of the 8th floor laboratory air handling unit
• Replacement of the Administrative Center roof
• Rehabilitation of the fire alarm system in the Administrative Center
• Installation of emergency lighting in the Administrative
• Achieving compliance with the American Disabilities Act for all South Campus buildings

CUNY Central Office and the Dormitory Authority of New York (DASNY) are currently evaluating each project individually.

The new “Smoke Free Zone” and “No Smoking “ signs have been posted campus-wide at the entrances of all buildings. These postings are to serve as a reminder of the New York City smoking law, which prohibits smoking in all public buildings, including building entrances.

**Campus Security and Public Safety**

We are currently 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.

At the beginning of the Fall 2003 semester the “Keypad – Sign-In System” was installed and is in operation. The system allows a student, staff or faculty member, who are not in possession of their Baruch ID card, to enter their own Social Security number into the system, thereby eliminating potential identity theft. Once the Social Security number is entered, the posted Public Safety officer is able to bring up the individual’s information on the screen while simultaneously erasing the entered Social Security number. Upon verification of the information, the individual is allowed entry into the building.

The sign-in policy at the Vertical Campus for faculty wishing to remain after 10:30 p.m. is in place and operating successfully.

The process by which faculty swipe their card to enter classrooms in the Vertical Campus has also proven to be successful. Once a faculty member swipes a classroom, the classroom door remains unlocked for an hour. Subsequently the door automatically locks, thereby relieving the faculty member of re-swiping their card to lock the classroom door. This process has also eliminated the problem of doors propped open with classroom furniture, wastebasket bins, or other classroom items, which poses a security breach and causes damage to the door.

**Continuing and Professional Studies**

At the conclusion of the first year under Associate Dean Abe Tawil, Continuing and Professional Studies continues to make progress implementing the reengineering effort begun last year. The Division’s goals included establishing curriculum standards and a faculty development program, integrating the Division into the fabric of the College and creating a stakeholder-conscious organizational structure. To date, over 30% of all Continuing and Professional Studies course content has been reviewed, while 25% of existing faculty and 100% of new faculty have been certified by our Center for Teaching Excellence. The Center’s Train-the-Traine r program and monthly Idea Exchange have
been opened to and attended by the College’s full-time and adjunct faculty. Significant relationships and collaborations have emerged including the Zicklin School of Business, the Athletic Recreation Center, Student Life, Career Services, and the Subotnick Center. For more information about specific partnerships, please visit the Continuing and Professional Studies website at http://caps.baruch.cuny.edu.

The Division’s ongoing outreach is now complemented with regular meetings for students and faculty with the Associate Dean, regular class visits by the administration and peer support teams, and mid-semester forums open to students to provide and receive feedback.

**Finance**

Debbie Wilson was appointed to the position of Controller for Baruch College on August 28, 2003. Ms. Wilson received both her BBA and MPA from Baruch. She returns to Baruch with extensive experience, most recently as serving as Director of Finance at City College. She will lead in the implementation the conversion of our accounting records to the Fundware accounting system. Ms. Wilson is also responsible for Property Management and is working diligently to properly account for the College’s entire asset inventory.

The College continues to undergo multiple audits at the federal, state and CUNY levels. We (along with all CUNY colleges) have problems with our Title IV program. A student must attend 50% of the semester to be entitled to the federal financial aid. However, in some cases, students cease attending class after disbursement of their financial aid checks. We are required to return the funds within a specified time period, regardless of whether the funds have been returned to the College. Consequently, the College is liable for financial penalties resulting from federal regulatory non-compliance. Calculation of the amount due back from the student is based on the last date of attendance, referred to as the “date of determination”. In order to capture the date of determination data, class instructors must provide student attendance information.

The University has imposed a new position control system. The colleges will be required to maintain a specified number of filled positions by Spring 2004. In certain budget categories, such as instruction, academic support, and student services, there is a “floor”, which represents the minimum number of positions that must be filled. In other categories, such as instructional support and institutional support services, there is a “ceiling”, which represents the maximum number of positions that can be filled.

We continue to work actively on development of a new planning/budgeting approach that is more open, participatory and inclusive of our community. The current year budget shortfall is being addressed by a committee of faculty, staff and students who are working diligently to help the Baruch Administration close the budget gap and, just as important, to improve our efforts to advocate for resources with CUNY leadership.

**Human Resources**
Since April, 2003 the Office of Human Resources (HR) processed 52 new appointments including: 37 full-time faculty members, one Vice President, three Higher Education Officer Series staff, and 11 Classified Staff.

The construction of the HR website is near completion and will be activated during the fall semester. The site will provide access to new hire packages, health and pension information, medical and dental forms and links to health carriers and pension systems, as well as policies, procedures, forms and applications, time sheets, holiday schedules, union information, and standard evaluation forms.

Our training activities have expanded to include, in cooperation with the BCTC, two E-Training workshops. A third workshop is scheduled for November. We expect to issue final licenses to the 30 participants. Customer Service training has been particularly successful this year since the issues addressed at the workshops, candid discussions, role-playing and networking techniques to resolve problems, have resulted in improved customer service in departments that have participated. Every effort is made to reach newly hired employees to participate in this initiative. The HR staff also engages in one-on-one employee counseling/coaching to address such issues as time management, conflict resolution, teamwork, productivity, and self-development and career guidance.

The payroll staff received training, during the summer, on the newly upgraded internet-based payroll system, now referred to as PayServ. There were some technical issues that had to be resolved in Albany but it is clear that the upgrade will provide improvements and efficiencies.

We anticipate that the Dean Esther Liebert Employee Service Awards reception, to be held in Spring 2002, will honor approximately 25 employees.

**Purchasing and Auxiliary Services**

Follett Higher Education Group, the contractor managing the Baruch College Bookstore, reports that 92% of Baruch faculty listed their textbook adoptions with the store for the Fall 2003, an improvement over prior years. The College’s goal for the coming year is to increase the number of adoptions even further through improved communications between Bookstore personnel and academic departments. Commissions paid to the College during FY 2003 increased by 6.6%.

Metropolitan Food Services has reported increases in revenues as well, and is currently implementing food cart services at additional locations on campus.

In September, the Purchasing Department completed the creation of a web page under the heading Procurement Services, in an attempt to make the College’s purchasing guidelines more accessible to end users. Plans to implement a fully integrated automated procurement system have been hampered by cost considerations and other obstacles, but it is hoped that a more user-friendly procurement system and tracking capability will be made available in the foreseeable future.