

Report to the Baruch College Faculty
Submitted by Johanna D'Aleo
Vice President for Administration and Finance
Spring 2009

FY 09 Budget Update

The tax-levy budget summary as of February 2009 is included with this report. Revenue and Expenses are tracking as projected for the fiscal year to date. This year's revenue projection included the use of \$773,600 of CUTRA reserve, which was necessary to balance this budget. Although, we expect to end the current year with a slightly positive CUTRA balance, we will not have this level of reserve available for use next year.

You may recall that last fall CUNY implemented a "Temporary Pause in Personnel Actions." This process enabled us to generate vacancy savings which greatly helped us reduce this year's budget challenge. Although the CUNY "Pause" has been discontinued, the campus continues to hold positions vacant whenever possible in order to generate savings.

Due to the downturn in economic markets, the Baruch College Fund requested that we reduced Unrestricted BCF spending by \$2M in the current year. After consultation with BCF Budget and Finance Committee, Vice Presidents and Deans, we were able to identify reductions of approximately \$1.8M.

Facilities Operations, Planning and Construction

Campus Master Plan – The Baruch Campus Master Plan was approved by the CUNY Board of Trustees in early December, 2008. This Master Plan will provide Baruch with information which will assist with the planning of changes and additions to campus spaces for the next ten years.

Field Building at 17 Lex- The architectural firm of Davis Brody was selected by CUNY/Baruch for the renovation design of the building. Davis Brody was the firm that created the 1986 Baruch Campus Master Plan and the architects for the very successful Information and Technology Building design. Currently, Davis Brody and CUNY are completing contract negotiations and we believe we will begin the design in February.

Annex Flood Recovery- On Monday morning, October 20, 2008, a flood occurred on the 10th floor of 137 E 25 Street, declaring an emergency response. A steam pipe cracked, causing steam to build up, causing the sprinkler heads to activate. This caused flooding throughout the south side of the 8th, 9th, and 10th floors occupied by Baruch. The flood directly affected 5 departments including 18 offices, 3 reception areas, elevator lobbies and various support areas.

The recovery effort was headed by Frank Antonucci of Campus Operations who worked closely with the building owner, Central Office, Baruch staff and the occupants. The goal was to quickly relocate the occupants to alternate locations, quantify the damage, and renovate all affected areas in the quickest timeframe possible, with no departmental downtime. Extensive work needed to be accomplished, including relocating furniture to storage, drying out the areas, various replacement of sub-floors, carpets, sheetrock, ceiling tiles, lighting fixtures, repainting of all areas, and coordinating office and personal property damage replacement.

The space was completely renovated and occupants returned to their offices in less than 9 weeks.

Construction and other Projects –

- Established new seating areas with tablet arms in underutilized corridor spaces for students to gather and/or study on the classroom side of floors 9 through 13. The addition of 68 seats was also accompanied by color accent walls and colorful framed posters.
- Continued to add color accent walls to public spaces in the Newman Vertical Campus, such as the elevator lobbies and corridors on floors 9 through 13. Each floor was assigned a distinct hue.
- Freshened up the Multi-purpose room on the 14th Floor of the Newman Vertical Campus with new carpeting and accent wall colors.
- Converted space adjacent to 3rd floor elevator lobby of Newman Library to a student reading/study lounge. This will serve as a test run for possibly converting other areas.
- Created a net new computer lab in the Newman Library
- Created three new group study rooms in the Newman Library by converting former copier rooms or other spaces. Copy machines moved to underutilized areas.
- Created a net new practice room in the Newman Library for students to familiarize themselves on presentation technologies.

Looking Good Program –

Baruch College was awarded a “Beautification Award” by The Gramercy Neighborhood Associates, Inc. The Gramercy Neighborhood Associates recognized Baruch in enhancing the aesthetic qualities of the Gramercy neighborhood. Frank Antonucci contracted Town and Gardens, Inc. to provide the beautiful flower arrangements in the 7 tree planters, along Lexington Avenue, outside the Lawrence and Eris Field building. Frank accepted the award, along with Eric Lugo/Dir. Of Gov’t & Community Relations, at a Gramercy Celebration event, on Baruch’s behalf.

Annual Inventory Program- The Property Management staff, headed by Lakesha Brown, conducted a successful annual physical inventory for 2008. Lakesha worked closely with the Central Office and Baruch staff as all Baruch College fixed assets, including equipment and artwork, were inventoried. This effort involved reviewing all existing assets, new and discarded equipment and equipment transfers. As a result, the Central Office recognized Baruch College for complying and declaring 100% found assets.

Buildings and Grounds-

We are proud to report that Baruch is the only College within CUNY with a fully implemented Preventive Maintenance program. Almost 2000 pieces of campus equipment have been entered and scheduled into the system. Our HVAC technicians began routine maintenance in November, 2008. As a result of this program, we expect to incur less equipment repair expense and down time in the long run.

Environmental Health and Safety Accomplishments-

- procured a new exterminator and have implemented aggressive extermination practices
- completed the Right to Know training for asbestos, safety and other OSHA/EPA required classes for Buildings and Grounds and Custodial Services
- began the to merge of current chemical inventories into the University sponsored Chemtracker chemical inventory program

Human Resources

Training and Development

One of the major objectives of the College's Strategic Plan is strengthening the professional development of all who work at Baruch. Our Training and Development Specialist continues to assist in achieving this objective by offering relevant training programs for faculty and staff that have been well received.

Learning Opportunities

Two programs were offered during the fall semester and winter intersession, "Civility and Violence" and "HEO Series Reappointment Process." "Civility and Violence" is the new name for the ongoing mandatory training program on preventing workplace violence. Over 800 faculty and staff have attended a session thus far. "HEO Series Reappointment Process" is an informational session for managers of HEO series employees, providing 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, our Training and Development Specialist revised the guidelines document to serve as a job aid that includes a performance evaluation checklist and sample goals and objectives. In addition to on campus learning opportunities, our Training and Development Specialist has 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 President Waldron 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. The Domestic Violence and the Workplace Policy and a listing of the Committee members were disseminated to the campus in December. Going forward, Committee members will offer a training program for faculty and staff to address this growing area of concern. All faculty and staff who have supervisory responsibilities will be required to attend a session.

Website for Baruch Faculty: Teaching Blog

The Office of the Provost and the Office of Human Resources collaborated to launch a new faculty development website last fall, the **Baruch College Teaching Blog**. The goal of the site is for faculty members to discuss teaching and share and challenge ideas and techniques for effective teaching. Faculty members from all three schools regularly participate in the general discussion on college teaching by writing posts or commenting, resulting in over 30 posts and more than 100 comments thus far. The Teaching Blog can be found at:

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

Service Awards and Baruch Excellence Awards

The 22nd annual Baruch College Employee Service awards event will be held on April 22, 2009. President Waldron will host the ceremony which celebrates the honorees for their dedication and commitment to Baruch College. We will honor 113 employees for their dedication and commitment to Baruch with 10, 15, 20, 25, and 35 years of service. In addition, we will recognize 81 employees who have attained more than 35 years of service, giving their entire careers to Baruch and CUNY. A message from President Waldron, announcing the Baruch College Excellence Awards and a request for nominations for has been communicated to faculty and staff.

Benefits

Our second annual Benefits Fair was held in October 2008. A total of 22 vendors participated and 55 employees attended the event. Feedback received from both vendors and employees confirm the event was a great success.

During the Open Enrollment Period last October and November, 33 employees made changes to their plans, which became effective January 2009. 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 and dental expenses and dependent care.

We are happy to announce a great new benefit, the CUNY Work/Life Program (Employee Assistance Program). This is a confidential and free program that offers a wide range of information and support to employees and their families. Assistance is available 24/7 by calling 800.833.8780 or on the web at: www.cuny.edu/worklife.

ePAF

The Office of Human Resources launched the electronic version of the Personnel Action Form (ePAF) for all part time Instructional Staff (green PAFs).

The ePAF payroll processing is one of our process improvement initiatives. The goal of the system is to improve workflow, quality control, cost efficiency and ultimately timely payroll processing.

Appointments

The Office of Human Resources (OHR) is committed to supporting the College in attracting, developing and retaining a highly qualified workforce to support our mission of excellence in education and research. Since September 2008 there have been 37 new full time appointments, including the Vice President of College Advancement and the Director of Academic Computing and Research.

CUNY FIRST

CUNY FIRST is coming to Baruch College. This is a fully integrated system for Student, Financial and Human Resources services that will replace the City University Personnel System (CUPS). Spring 2009 marks the launch of the first three phases of the CUNY FIRST system, namely:

- **Human Resources** (Human Capital Management -HCM)
- **Base Benefits** administrative systems
- **Recruitment** (Talent Acquisition Management-TAM)

These modules will allow every staff member CUNY-wide (over 35,000 people) to log onto CUNY FIRST to view their own employee and benefit information. At a later phase of the implementation, we will also be able to interface with our payroll system as well as provide more self-service features. All employees will be trained to use the new CUNY FIRST system, initially in groups at specified training sites and also online. Training is scheduled for January and February of 2009 and will be ongoing.

Finance

Internal Control Program

Attached is a document titled The CUNY Internal Control Program--**A Plan for Success**. This document was designed to be a reference tool about the University's internal control program. It describes the internal control review self-assessment process and explains the role that we all play in ensuring that internal controls continue to function to protect the University's resources from waste, fraud and abuse.

Staffing Update

On January 5, 2009, Ms. Sharon Armstrong filled the position of Associate Bursar. CK Nair from Accounts Payable, in the Controller's Office has retired. Please contact Lee Chee with questions or issues relating to travel reimbursements.

Baruch College Tax-Levy Budget

(in \$000s)

As of February 2009

Revenues and Expenditures		FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Projected	Yr-to-Yr Change
CUNY Allocations	(1)	81,109.0	83,697.1	91,793.9	95,811.2	100,605.3	4,794.1
CUNY Base & Lump Sum Allocations (Excl'd.Compact)		80,558.1	81,056.1	82,265.7	89,327.8	89,143.2	(184.6)
CUNY Compact Base Allocation	(2)	-	-	1,942.7	4,227.0	4,136.4	(90.6)
Additional Allocations		550.9	2,641.0	7,585.5	2,256.4	1,919.5	(336.9)
Collective Bargaining Allocation for Current Year						5,406.2	5,406.2
Tuition Surplus/(Deficit) Against Target		359.0	1,833.2	3,622.4	2,425.8	3,050.2	624.4
Actual / Projected Tuition	(3)	75,605.0	80,065.0	83,219.4	83,423.8	85,483.2	2,059.4
CUNY Revenue Target		75,246.0	78,231.8	79,597.0	80,998.0	82,433.0	1,435.0
REVENUE TOTAL		81,468.0	85,530.4	95,416.3	98,237.1	103,655.5	5,418.5
Expenditures							
Full-Time Regular (excluding Graduate Center Lines)		64,708.2	66,775.8	72,465.7	76,176.1	78,577.1	2,401.0
Adjuncts		7,970.1	8,682.7	9,187.3	9,181.5	9,433.6	252.1
Temporary Services		3,490.1	3,309.5	3,500.7	3,910.2	3,820.2	(90.0)
Collective Bargaining Costs for Current Year	(4)					5,530.9	5,530.9
OTPS	(5)	6,383.6	6,835.5	7,670.4	8,735.3	6,982.0	(1,753.3)
EXPENDITURE TOTAL		82,552.0	85,603.5	92,823.9	98,003.1	104,343.8	6,340.7
Surplus / (Need)		(1,084.0)	(73.2)	2,592.5	234.0	(688.3)	
Beginning Revenue Reserve (CUTRA)		1,808.8	748.0	744.3	3,402.7	773.6	
One-Time Planned CUTRA Expenditures					2,862.7	-	
Ending Surplus/ (Deficit), or CUTRA Reserve		724.8	674.8	3,336.8	773.6	85.3	

(1) The FY09 Tax-Levy Allocation includes a 1.5% reduction in base allocations, specific reductions to lump sum budgets and no year-over-year growth in COMPACT budgets. As of January, the allocation also includes funding provided to the college to cover salary increases resulting from the recent collective bargaining settlement.

(2) CUNY Compact Tax-Levy Allocation excludes Philanthropy, Restructuring and Fringe Benefits.

(3) Projected Tuition for FY09 assumes that excess MBA tuition will increase \$910K and all other tuition will increase \$1.4M over FY08 actuals, however, \$250K will be held back from the College to cover a portion of estimated TAP disallowances for prior years.

(4) Because collective bargaining funding for a few skilled trades titles has yet to be identified, the FY09 collective bargaining costs exceed resources currently provided for collective bargaining by approximately \$124K.

(5) FY09 OTPS expenditures represent budget allocations to College divisions less \$308K of expenditures that CUNY will journal to Baruch's IFR Overhead and other accounts before year end.

The CUNY Internal Control Program

A plan for success



All University employees play an important part in maintaining strong internal controls

Office of Internal Audit and Management Services

A Message from Chancellor Matthew Goldstein

You and I share the privilege of serving a great institution. CUNY's diverse and ambitious student body, its talented and dedicated faculty and staff, and its high-quality academic offerings make it an exceptional university. We also share a responsibility to be cognizant of the policies and procedures that exist to ensure that the University can continue to meet its historic mission and reach even greater heights well into the future.

CUNY's Internal Control Program was established to assure that the University's policies, procedures, and safeguards strengthen the integrity of our operations, enhance the accuracy and reliability of our reporting, and improve our ability to comply with the laws, rules, and regulations by which we are governed.

A sound system of internal controls not only contributes to academic quality but also helps to build an institution that employees can be proud to call their work place. All of us can take pride in a university that is committed to policies and practices that promote fairness, quality, and high standards.

Maintaining CUNY's Internal Control Program requires cooperation and vigilance. I appreciate your ongoing efforts to make the program a success and your steadfast work to support this outstanding institution.

What are Internal Controls?

Internal Controls exist to benefit an organization. Defined, they are guidelines and procedures—a process, to be exact—put in place by an organization to

ensure that its goals and objectives can be met. Internal Controls are the steps an organization takes to make sure assets are safeguarded against waste, fraud, and abuse; records are accurate; and applicable laws and regulations are complied with. Internal controls also strengthen the management practices that govern administrative, fiscal, and programmatic activities.

What are examples of Internal Controls?

Some examples of internal controls are:

- Publication of University regulations such as the Manual of General Policy,
- Use of a user ID and password to access computer systems,
- Separation of the duties involving approval and payment of tuition refunds between two or more people,
- Review and approval of purchase orders by a supervisor before they are issued,
- Reconciliation of accounting records with monthly bank statements, and
- Periodic audits by an Internal Audit department to assess operations and ensure compliance with applicable rules and regulations.

What is the Internal Control Act?

The New York State Governmental Accountability and Internal Control Act of 1987 was enacted to improve government productivity and accountability. The Act required each state agency, including CUNY, to institute a formal internal control program.

What is the CUNY Internal Control Program?

The City University of New York's Internal Control Program is essentially a program designed to ensure that the internal controls that maintain the integrity of the University's operations are in place and are

functioning as they were intended to function. It is a program of review, evaluation, and implementation that follows the New York State Office of the Comptroller's "Standards for Internal Controls" and the New York State Division of the Budget's "4 Step" process for reviewing functions as the basis for its review program and related assessment forms. The program consists of four distinct segments:

STEP 1 Identify Functions

The primary goal of this step is to develop a campus-wide inventory of "assessable units," each of which will be the subject of a risk assessment;

STEP 2 Conduct Risk Assessments

A risk assessment is performed by management on each of the assessable units identified in Step 1;

STEP 3 Conduct Internal Control Reviews

Internal control reviews are detailed examinations of activities to determine whether adequate control measures exist, are implemented, and are effective;

STEP 4 Take Corrective Action

If after reviewing internal controls management concludes that weaknesses exist or that the effectiveness of controls can be improved, or even determines that certain controls are unnecessary, management should take corrective action to strengthen the system of internal controls.

■ What is my responsibility for Internal Controls?

While internal controls are primarily the responsibility of managers and supervisors, all University employees play an important part in maintaining strong internal controls. This ongoing responsibility includes your adhering to established policies and procedures and helping to strengthen controls

when weaknesses in controls are identified and improvements are called for.

Employees in the daily course of their work are often in the best position to see what is working and what is not. You may be aware of controls that are weak or even excessive. You are encouraged to suggest improvements to your supervisor, and your supervisor is encouraged to listen to your suggestions.

In addition, if in the course of performing your job duties you should become aware of wrongdoing engaged in by others around you, such as conflicts of interest, falsification of records and reports, and theft or misappropriation of funds or other assets, you should immediately notify the appropriate college official such as your college's Internal Control Officer, Director of Public Safety, Director of Environmental Health & Safety, or Mr. Gordon Taylor, the University's Internal Control Officer, at (646) 746-4290. These individuals will then follow the established University protocol for reporting and responding to such allegations.

■ How are the University's policies and standards communicated?

We all play an important role in helping the University serve its mission of maintaining and expanding academic excellence and equal access and opportunity for all students, faculty and staff.

Policies and standards inform employees of their responsibilities and also their rights. Compliance with the University's as well as the colleges' policies and standards helps to ensure that the University's goals and objectives are met.

A number of essential policy documents have been compiled in The City University of New York's Policy Documents website: <http://policy.cuny.edu>. This single website contains the most important policies of general applicability from across the University. The website is an official source of policy

guidance that continues to expand and improve. It's easily located, accessible to all faculty, staff, and students, and is searchable!

The University's policies and standards are also reflected through the following sources that are readily available for review online:

- Applicable Collective Bargaining Agreements,
- Rules and Regulations of the Civil Service Commission of the City University of New York,
- Affirmative Action Policies,
- Sexual Harassment Policies,
- The University Fiscal Handbook for the Control and Accountability of Student Activity Fees,
- Tuition and Fee Manual of the City University of New York,
- Rules and Regulations for the Maintenance of Public Order pursuant to Article 129-A of the Education Law, and
- Smoking Policy of the City University of New York.

In addition, the colleges have other written policies and standards published in the following:

- Undergraduate and Graduate Catalogues,
- Faculty Handbook,
- Student Handbook, and
- Governance Plan.

MORE INFORMATION

For more information regarding The City University of New York's Internal Control Program, please contact:

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