

**Report to the Baruch College Faculty
Submitted by Katharine T. Cobb
Vice President for Administration and Finance
Spring 2013**

HUMAN RESOURCES

First Annual Human Resources Customer Service Survey: The first annual Baruch College Human Resources Customer Service Survey will be held this spring. The objective of this survey is to assist the Office of Human Resources in pinpointing issues of concern and possible areas of improvement from the perspective of the faculty and staff we serve. The mission of the Office of Human Resources is to demonstrate an understanding and commitment to the importance of engaging our employees towards the goal of creating a customer-centric culture. The survey will focus on each of the points of access, i.e. Benefits, Front Desk, Labor Relations, Training and Development, Payroll, etc. where employees have interaction with Human Resources staff and services.

HEO Series Reappointment Cycle: In support of the spring reappointment cycle, the Office of Human Resources conducted individual departmental training sessions to assist Department Heads in using the CUNY Evaluation Memorandum -HEO Series tool. This is our first campus wide experience using this evaluation tool which is comprised of four (4) sections; Core Competencies, Goals and Objectives, Professional Development Plan and Overall Performance Rating. The goal for the upcoming cycle is to publish and post a brief white paper on this process to the OHR web page.

Benefits

The Benefits division of the Office of Human Resources continues to enroll Adjunct Faculty into Health Benefits and is awaiting the resolution of on-going negotiations between CUNY and PSC-CUNY.

CUNY Work/Life Program – Campus Re-launch –the Office of Human Resources has partnered with Corporate Counseling Associates (CCA) to reintroduce this valuable free benefit to our campus. The CUNY Work/Life Program provides a voluntary, free and confidential benefit for employees and their family members. As our employer Work/Life provider, Corporate Counseling Associates (CCA) is here to help. CCA provides information and support to manage our daily lives from prenatal information to adult care.....from summer camps to child care services....from emotional well-being to health and wellness....and much more. Session dates for April, 2013 are pending. Expanded Employee Discount Program – The Office of Human Resources is partnering with area businesses to offer discount services for services ranging from Gym Memberships, Parking Garages, Office Supplies, Pet Grooming, etc.

Training and Development

The Training and Development function in the Office of Human Resources continues to assist in strengthening the professional development of all who work at Baruch by offering relevant training programs and facilitating participation in other training resources for faculty and staff.

In addition to compliance and policy required training programs such as Domestic and Workplace Violence, during the spring semester a series of training programs geared towards assisting our Front Line Facilities Managers and Public Safety Staff in navigating the complexities presented by a diverse workforce and student population will be conducted. The first is a two (2) part five (5) day workshop on Best Practice Supervision Within A Diverse Workforce. This training program has been developed exclusively for the Facilities Management Team at Baruch and seeks to give them concrete tools in the following areas: Communicating across Cultures,

Constructive Criticism, Collaborative Conflict Solving, Managing Performance, Supporting Diverse Perspectives, Defusing Flash Points & Defensiveness, Changing Mind-sets and Action Learning.

The second training program, Building Cultural Competency for Security Officers, is offered through the Citywide Training Program and was met with such enthusiasm that we've decided to bring this program on campus for our Public Safety to attend as part of their core training.

Human Resources Management Systems

CUNYfirst: Human Capital Management (HCM): The Office of Human Resources has been utilizing the CUNYfirst HCM functionality on a daily basis. Other system components, including aspects of general ledger and human resources, have been in use by all campuses. The transition to CUNYfirst has posed unexpected challenges. Currently, CUNY has been testing the security components of the Talent Acquisition Management (TAM) module across all campuses. Testing is underway and CUNY will report their results soon, so that campuses can utilize the TAM module to its full capability.

In preparation for the upcoming CUNYfirst outbound Payroll Interface, we're engaged in parallel testing and data clean-up efforts with the Central Office Team and we're seeing a marked improvement in the accuracy of our shared data. As we enter into the fourth year of the CUNYfirst implementation, we remain committed to leveraging this technology towards the continued automation of our workflows.

E-PAF: An upgrade to the e-PAF system is currently underway with the Office of Human Resources, department of Budget and Planning and BCTC working on resolving existing production issues as well as enhancing/expanding functionality. The Project Team is committed to delivering a significantly improved workflow process to the Campus community.

Payroll

Payroll Services on the Baruch Campus have been centralized under CUNY's Central Office. While this change has resulted in processing of the Baruch payroll off-campus, the Office of Human Resources continues to handle employee inquiries, contractual increases, time and leave and accrual management.

The Office of Human Resources will also release fillable PDF versions of timesheets for all pay groups this semester with future release to include, formula derived worked hours calculations as well as electronic signature. Our overall operational goal is to limit the number of hardcopy forms and paper processes utilized throughout the various Office of Human Resources business units.

Employment and Labor Relations

New Employee Orientation Sessions – a comprehensive three (3) hour general New Employee Orientation Program is being piloted as well this semester with newly hired or transferred staff in all occupations and service lines attending these sessions. These orientation sessions are offered bi-monthly with additional ad-hoc sessions offered as needed.

Lunch and Learn (Brown Bag) Sessions- the Office of Human Resource plans to kick off a series of one-hour workshops to be offered to various employee groups starting with the Fall 2013 semester. These sessions will include topics such as Retirement Planning, Work-Life Issues, Performance Improvement Planning, Managing in a Unionized Environment, etc.

BUDGET AND PLANNING

FY13 Budget Update and FY14 Projections

With over \$4.5M of new Compact program resources and the first \$2.0M of CUNY's Investment in Baruch, the college has certainly turned a corner this fiscal year. We have added 14 new faculty positions over the past few months: 9 to Weisman, 2 to SPA and 3 to Zicklin. We have also added a significant number of new full-time student and faculty support positions. Our extremely successful Writing and Student Academic Coordination Centers have received four of these new positions, allowing them to expand hours and programming. Fifteen new positions providing counseling and academic and career advising services have allowed us to better serve many more graduate and undergraduate students in a more targeted and effective manner. Another 4 positions have helped us upgrade direct student services in the bursar, registrar, financial-aid and recruitment offices. Some of these positions have supported our expansion of overseas recruitment of new students, which contributes additional diversity to the student body as well as providing the college with non-resident student tuition dollars. Finally, several new full-time staff are expanding our academic assessment capacity as well as providing other faculty support.

FY13 is also the first year of CUNY's new program to allow colleges to keep and reprogram any energy cost savings they have for the year. The Vice President for Administration and Finance has been actively working with the college's Sustainability Task Force and Campus Operations to capitalize on this new incentive structure. As a result of the efforts by the entire campus community, Baruch is projecting that it will save approximately \$300,000 on energy costs for the current year. These savings will be invested in projects to create further energy savings and other "green" investments in our infrastructure.

Baruch has every reason to believe that this dramatic upward swing in our financial outlook will continue next year and the year after that as well. With the historic agreement between the State Legislature and the University to provide a series of steady tuition increases that would be passed along to the colleges for their student and faculty needs, we anticipate that the University will increase our budget each of the next few fiscal years by \$4.5M. With FY14's tuition-funded infusion, the college anticipates adding another 20 or more new full-time faculty lines to the schools as well as continued expansion and enhancement of important student and faculty services. We also plan to improve the condition and maintenance of our plant as well as continue to upgrade campus-wide technology.

The substantial amount of additional funding from the tuition increase and graduate fees means that the College will close the current year with a healthy CUTRA balance to use in FY14. In planning for next year, Baruch will reserve use of these funds for program startup and one-time investments. Over the next few months, the college leadership will be working together to develop those initiatives it believes will best serve Baruch, its faculty and students, guided by our new Strategic Plan.

CAMPUS OPERATIONS

Assistant Vice President Jim Lloyd resigned to pursue other opportunities. The search for a replacement will begin soon. During the interim, Vice President Katharine Cobb will assume the responsibilities formerly assigned to AVP Lloyd.

We have numerous state, city, and internal capital projects in varying stages of implementation from design to construction. Updates on those furthest along in development:

- **17 Lexington:** We have funding for Phase 1A of this project which covers two "make-ready projects" (relocation of Public Safety Office in lobby area and Data Center on 2nd floor) and Phase 1 A itself: the

lobby upgrade, extensive infrastructure work to bring necessary electrical power to the building, and replacement of the 6 elevators in the building. We have begun work on the relocation of the Data Center and will soon begin the relocation of the Public Safety Office. The Phase 1A project will be bid out in late spring with expected work to begin towards the end of this year. We have already begun internal logistical planning for that aspect of the project. Once we have a contractor on-board further detail on a timeline and plans for handling the on-going building activities will be described. We have a dedicated website for the project and will keep it updated. Once Phase 1A begins, it is anticipated to last 30 months.

- **The 25th Street Plaza:** The interim plaza has opened. Most of the elements of the Interim Plaza have been funded by the Student Association. We have begun the process for design and construction of the permanent plaza which will be funded from donor funds and capital funding allocated by CUNY.
- **Data Center in ITB:** This project, in the final stages of design, involves upgrade of data center, providing for new equipment and UPS and will “right-size” the footprint resulting in energy savings and recapture of space.
- **Fire Alarm system replacement in ITB building:** Project to replace non-functioning fire alarm system. CUNY is providing the funding and managing the project to replace. Meanwhile, the college has a fully compliant safety plan in place for the interim that includes 24/7 fire watch, communication with occupants and evacuation drills. It should be noted that the fire suppression system is fully operational and there are independent functioning fire alarm systems for the data center and kitchen facilities in the building.
- **VC Terrazzo Floor project:** This will be a multi-phase project to replace terrazzo floor because the sub-surface underneath the tiles is deteriorating (improper material used) causing the tiles to loosen and become cracked and damaged. The first phase will be the three lower floors where the damage is the worst. There is also damage to stairs and temporary repairs have been made and will continue to make as needed. Details on the timeline for the project are unknown and will be provided.
- **BPAC ADA Accessibility project:** Design complete and under review. Project is funded. Details on timeline will be provided when we have construction contract in place.

We have a number of internal initiatives. Below are updates on some of high-profile projects;

- **Elevator Task Force:** In response to increase in number of elevators out of service, a task force was created with members from B&G, Campus Facilities, Public Safety, and Procurement and chaired by VP for Administration and Finance to increase our effectiveness in implementing a multi-prong strategy for service improvement.
- **Campus Facilities Committee:** Sub-committee of Senior Staff Committee. Chaired by VP for Administration and Finance. The members are drawn from all divisions of the college. The goal will be to increase communication up and down and produce policies and priorities on campus facilities issues.
- **Planning for new faculty and staff:** A Campus Facilities team has been working with the designated contact person in Weissman, SPA and Zicklin on plans to accommodate new faculty and staff.
- **Energy savings projects:** We are implementing numerous projects including LED lighting, installing/repairing motion sensors; replacement of steam traps on radiators; and other projects designed to save energy. All capital projects are done with energy savings in mind.
- **Bathrooms:** We have increased the number of custodians. After a successful pilot with touchless faucets and toilets that flush automatically, we intend to expand to other student bathrooms in the VC.
- **Recycling:** Not only have we increased our recycling with the centralized waste stations, the project has resulted in productivity savings. Baruch's Sustainability Task Force won a Productivity Award for their efforts from CUNY at the Financial Management Conference.

- **Hurricane Sandy aftermath:** AVP Finnen has put together a request for FEMA and DASNY insurance for reimbursement; the request has been submitted. We have studied our response to the hurricane emergency and our performance as a shelter to learn what we did right and what we can do better.

FINANCE

We have undertaken various efficiency initiatives including modifying carbon and multipart forms into electronic fillable forms. These forms are a first step in automating and streamlining select processes. These forms are available on the Office of the Vice President for Administration and Finance website. Also available on the website is a Travel Summary to help facilitate travel reimbursements.

All Fiscal-year (FY) 2012-13 purchase requisitions for merchandise, services and travel must be entered into the EPS (e-Procurement System) by May 1. All Staples orders must be entered online by June 7, after which all Staples accounts will be closed until the commencement of the new fiscal year on July 1, 2013. All goods and services to be paid from this fiscal-year's budget must be received at the College by June 27.

Accounts Payable and Purchasing staff are working with CUNY Central on the implementation of CUNYfirst Procurement which will be used for the FY2013-14. In order for you to have access to this system, you must claim your CUNYfirst account. Instructions on how to do this are available at <http://www.baruch.cuny.edu/cunyfirst/documents/claimingyouraccountfinalcunycore.pdf>.

Property Management is now part of the Finance unit of the College. We have begun our mandated annual re-inventory. The Property Management team, led by Yamiley Joseph, will visit all departments during the next several months to inventory College owned equipment. This includes equipment that is being used off campus. Faculty who use College owned equipment off campus will be contacted to schedule appointments to inventory these items. We appreciate your cooperation with this effort.