

Report to the Baruch College Faculty
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Baruch College Fund

The Baruch College Fund continues to make major strides in accounting restructure, report generation, and working collaboratively with the Baruch College Controller's office. Ongoing projects and efforts include:

- Automated production of monthly financial reports for distribution to the Deans and Vice Presidents.
- Received an unqualified opinion from external auditors for the FY 2003 Baruch College Fund audit.
- Revision of accounting structure in order to generate standard reports that will be in brought in line with Baruch College reporting.
- Continuation of vendor payment processing and supplemental payroll for select faculty, administrators, and College employees.
- Continuation of receipt processing for all donations and pledges.

Campus Facilities and Operations

The following capital projects are in varying stages of development:

North Campus

- The historic display came in over budget and is now under review for scope changes and redesign.
- The canopies for the North and southwest entrances are currently being designed, targeting a Winter 2004-05 installation.
- The terrazzo floor replacement in public areas is in design.
- The emergency lighting in the lower levels is in design.
- The architectural lighting in the Atria: 27 light fixtures were removed as a precautionary measure upon the discovery of defective safety wiring.

South Campus

- Roof replacement for the Administrative Center ("D") building targeted for Summer 2004.
- American Disabilities Act (ADA) code compliance for South Campus buildings, 17 Lexington Avenue ("A"), 137 East 22 Street ("C"), and 135 East 22 Street ("D") is in design.
- Rehabilitation of Fire Alarm System for Building "D" is in design.

- Emergency lighting for South Campus Buildings “A” and “D” is in design.
- The Department of Natural Sciences 8th floor air handler is nearing completion.
- The Department of Natural Sciences biology labs are in design.
- The electric service upgrade for Building “A” is in design.
- The hot water heaters/tanks are in design.
- The domestic water tanks for Buildings “A” and “D” are in design.
- The rooftop Chiller for Building “D” is nearing completion.

Additionally, Baruch College participated in a CUNY-wide energy reduction program during Summer 2003 and will participate again in Summer 2004. The program proved to be successful by reducing the electrical load during peak periods on extremely hot and humid days.

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.

Last semester the “Keypad – Sign-In System” was installed and continues 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. This system has proven to be extremely successful, and our staff has been complimented on its effectiveness.

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

Our staff has been reduced through attrition due to budgetary restraints. Our Uniformed Officers, though diminished in numbers, have successfully met the challenge to still provide a safe and secure campus for all within the Baruch community.

Continuing and Professional Studies

The academic year AY04 has had its struggles as well as successes. In what have been the most challenging economic times for the majority of university-based continuing education programs, CAPS has taken necessary actions to lower its current cost basis while still keeping true to its goals of delivering a quality education and experience. Some of the changes at CAPS have included redefining business processes, upgrading the technology infrastructure to automate those processes, and subsequently, reducing administrative staff. The changes have been difficult but necessary and should allow Continuing and Professional Studies remain competitive as the market recovers.

CAP's corporate outreach continues to grow at a consistent pace, having added the Bank of New York, UBS Warburg, TIAA-CREF, and HHC to their client roster. Working closely with the College's Corporate Action Team should promote additional opportunity for offering local area businesses affordable staff development. Solid advances have been made on Workforce Development efforts, effectively doubling the number of enrollments from unemployed and under-employed workers, and in turn keeping New Yorkers productive.

Programs and curriculum continue to be reviewed by staff at CAP's Center for Teaching Excellence. The Center's Train-the-Trainer program and monthly Idea Exchange run regularly and remain open to the general faculty. The first on-line course, using a blended learning format, was taught by Associate Dean Abe Tawil. For more about CAPS courses, course offerings, and events, please visit the Continuing and Professional Studies website at <http://caps.baruch.cuny.edu>.

Finance

The annual inventory of Baruch College's assets will commence on May 3, 2004. Prior to the annual inventory period, a list of each department's current assets with accompanying instructions, will be distributed. We ask for your cooperation in this effort.

In January, the Governor's Executive Budget was released. The Executive Budget recommendations for the Senior Colleges, while are an increase of \$36.5 million (3.1%) over 2003-04 level, are still insufficient by \$18.6 million to cover all of CUNY's projected continuing costs in FY 2005. In addition, this budget does not provide funding for any programmatic improvements, including funds for more full-time faculty, technology, health and safety, space needs, or improvements in student services. This budget does not recommend a tuition increase.

Human Resources

Since October 2003 the Office of Human Resources (HR) processed 32 new appointments including: 10 full-time faculty members, 14 Higher Education Officer Series staff, and 8 Classified Staff.

The construction of the HR website is near completion and is currently being reviewed by a focus group of administrators, faculty and staff, and HR colleagues from other campuses. The site will provide access to new hire packages, health and pension information, medical and dental forms, 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 programs continue to expand. Although the majority of attendees at our Customer Service Training Workshops have been CUNY Office Assistants and College Assistants, there is increased interest in the workshops by other staff members. The Public Safety Office has referred some Public Safety supervisors to the training. The training has resulted in improved customer service in departments that have participated, and surveys indicate that the training has been useful and effective. We continue to make every effort to reach newly hired employees to participate in this initiative. Campus Facilities is in the process of hiring several new Custodial Supervisors, and a workshop is planned in late April or early May to include both new and current supervisors. This will be an opportunity to prepare new supervisors for their role at the College and provide current supervisors with a refresher course.

The e-Training program that began last year was successfully completed and final licenses were issued to 30 participants. All the licenses that were designated for Baruch employees have been distributed, and the BCTC is exploring the option of acquiring additional licenses.

The Department of Citywide Administrative Services (DCAS) offers a wide variety of computer courses, and professional development courses that have provided extremely satisfactory training according to the employees who have responded to their offerings. HR is partnering with the Provost's Office to further promote DCAS training programs.

HR Staff members are in the process of developing an "ambassador" component into the orientation process. This effort will provide new employees with a "tour" of all Baruch's facilities to acquaint them with the departments, staff, and the resources available to enable them to be successful in fulfilling their responsibilities.

HR has successfully partnered with two volunteer organizations, the International Center for the Disabled (ICD) and YAI, to provide internships/volunteer opportunities for clients seeking practical work/office experience. They have been placed in HR (clerical interns), Buildings and Grounds (custodial and inventory takers), and Purchasing (clerical). Because they have been such successful partnerships, we expect to expand these programs to other departments in the near future.

Purchasing and Auxiliary Services

Follett Higher Education Group, the contractor managing the Baruch College Bookstore, reports that Baruch faculty have supported their efforts to make required texts available to our students at the beginning of each semester by listing their textbook adoptions with the store in a timely manner. Commissions paid to the College during fiscal '03 increased by 6.6%. Decreased enrollment in fiscal '04 has had an impact on sales and, while gross sales figures have remained constant due to increases in the cost of textbooks, it is unlikely that commissions paid to the College will exceed those of the prior year.

Metropolitan Food Services has reported increases in revenues for the second year in a row. The Baruch College Auxiliary Enterprises Corporation has recently authorized the signing of a "pouring rights" contract with the Pepsi Cola Bottling Company of New York. This contract will effectively increase revenues received from beverage sales 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. This web page is frequently reviewed and revised to reflect changes in purchasing policies mandated by CUNY and the State of New York. Plans to implement a fully-integrated automated procurement system are underway; a task force is being created that will investigate commercially available procurement/payables systems capable of generating, tracking and archiving all procurement-related and vouchering documents electronically.