

**Report to the Baruch College Faculty
Submitted by Katharine Cobb
Vice President for Administration and Finance
Spring 2019**

FINANCE

Effective July 1, colleges are required to manage all local non-tax-levy and childcare center OTPS transactions through the CUNYfirst system rather than directly through college business offices. The University's implementation of "Procure to Pay" for these non-tax-levy funding sources will encompass end-to-end OTPS processing, including budgeting, requisitioning, encumbering, receipting and liquidating. For the Early Learning Center (ELC) and those departments and divisions that have Designated Funds Group (DFG) or Executive & Global Graduate Degree Program accounts this will be a significant change in processes and procedures. Users of these funds will initiate OTPS purchases by entering requisitions in CUNYfirst the same way they are entered them for tax-levy OTPS purchases. At this time, there will be no change to the college's current process for PS expenditures. Preparation is well underway to shift all local non-tax-levy budget and procurement activity to CUNYfirst.

CUNY has begun reviewing proposals submitted from the RFP process to select food service vendor(s) for the University. We expect Baruch to have a new food service vendor for Fall 2019.

In order to ensure timely reimbursements for approved travel expenses, please submit expense reports as soon as possible. For more information on travel, including Guidelines and References, please go to <https://www.baruch.cuny.edu/adminfin/NewYorkStateTravelInformation.htm>. Individuals with travel cards should reconcile their transactions and have their supervisors approve them as soon as possible.

The college has begun its annual re-inventory. If applicable, please respond to the Property Coordinator's inquiries about off-campus. Thank you for your cooperation with this annual requirement.

BUDGET

Budget Update for FY19 and FY20, and Vacancy Control Plan

On February 27, 2019, the college sent an announcement to faculty and staff describing the impact of an unanticipated tuition revenue shortfall that added to the already significant budget challenges we have experienced this year. Our budget allocations to the schools and divisions were based on a tuition revenue projection that will not be met this year. Of even more concern, the Enrollment Management team is seeing a downturn in applications for Fall 2019, in comparison to the same time last year.

Given the current shortfall and uncertainty about next year's enrollment, the college was obligated to take immediate action. After consultation with the president and with the Executive Committee of the Faculty Senate, we implemented a vacancy-control plan under which we will defer filling full-time vacancies and approving new positions. Baruch will maintain this procedure until we are confident that next year's revenue will be sufficient to support our existing financial commitments, the vast majority of which are personnel costs.

Please note that this is not an outright hiring freeze; exceptions will be made sparingly on a case-by-case basis. We have developed a form to be completed by any hiring manager seeking an exception. The request must be signed off by the Dean or Vice President. No offers may be made without specific authorization by the President made by considering the

information provided on the form and the College's financial situation. We will continue to monitor our financial situation closely, and we will re-visit this policy as part of planning for next year's budget allocation. By end of August, the college hopes to be able to project fall tuition revenue.

Baruch is also deferring consideration of reclassifications that include salary increases and all requests for merit increases, until we know we have the funds necessary to support those requests

Budget Planning for Fiscal Year 2020 and out years

The Budget Office will be meeting with each school and division to create financial plans for Fiscal Year 2020 through Fiscal Year 2023. As part of this process, we will provide each division with detailed data on their existing commitments and resources.

We do not anticipate any new resources from New York State and we will need to set aside \$2.681 million in baseline funding for a second year to fund a future collective bargaining agreement.

Website

The Budget Office continues to add financial management and planning information to its webpage.

CAMPUS FACILITIES

There are over 28 active capital projects worth \$140 million total. Most of the projects are in construction or about to be bid out. Funding is mainly through state/city bonds or tax levy and a few are financed or augmented with student fees and private funds. There are approximately 50 in-house projects in various states of design or construction, many are a result of accommodating capital projects with swing space or revamping spaces after capital construction has vacated. Funding can be OTPS, DFG, grants, etc. Updates on all major projects furthest along in development are as follows:

- **17 Lexington Phase 1A:** This three-year construction project is on track to be completed January 2020. The fully occupied building has been plagued with disruption for the past two years, however, when completed the project will: transform the lobby and Lexington entrance for the first time with ADA accessibility and a light filled lobby; provide extensive infrastructure upgrades, most importantly upgrading the electrical and power supply; replace the six elevators; and construct a new base for the future bank of additional elevators. Extensive demolition in the basement and lobby is completed. Two of the six elevators have been rehabilitated and are in service with faster speed and reliability. The next two cabs are now under construction and expected to be on line before start of Fall 2019.
- **IT and Vertical Campus Exterior Doors:** The IT building and VC 24th & 25th Street entrances will be going out to bid for construction in April. All are beyond repair, in particular the IT building required temporary doors to be installed prior to this project as the condition was too far gone. The new design will have significant energy savings and make ADA more than an afterthought. Installation is anticipated to be in Fall 2019.
- **The 25th Street Plaza:** Baruch is working with the NYC Departments of Transportation and Design & Construction to construct a permanent plaza. Funding is a combination of donor and capital. Before the Plaza surface construction can start, the subsurface infrastructure conditions with aged pipes for domestic water, sewer, gas, electric and other utilities require replacement by NYC Department of Environmental Protection. The subsurface

infrastructure rehabilitation started in July 2018 and continues. The Plaza is still anticipated to be completed in 2020.

- **IT Elevator Rehabilitation Phase 1:** The design for the rehab and reconfiguration of the IT building elevators is completed and will be going out to bid for construction. The phased project is based on available funding.
- **VC Exterior Cleaning Project:** For the first time since the building opened in 2001, exterior cladding and windows is in the process of being cleaned. Due to the unique shape of the building there was not a mechanical or financially feasible way to clean the exterior until recently with cranes that can now reach the 17 story equivalent structure. Additionally, five windows that were broken over the years can now be reached and replaced. This project is expected to be completed early summer 2019.
- **Miscellaneous Mechanical Systems with Energy Savings Projects:**
 - IT Building Glycol System Replacement: in design
 - VC & IT Building Steam Condensate Receiver Tanks Replacements: in design
 - North Campus Energy and Controls Phase 1 Upgrades: completed
 - North Campus Energy and Controls Phase 2 Upgrades: in design
 - VC & IT building RPZ valve replacements: completed
 - IT Cooling Towers 4 & 5 Replacement: design completed
- **Roof Projects:**
 - IT building will have major portions of the roof replaced: project is being bid out for construction.
 - IT building parapet around the skylight: in construction. See Skylight bullet below.
 - 17 Lex will have the top roof replaced under the Phase 1a project: completion by January 2020
 - 17 Lex various setback roofs: design documents completed.
 - 17 Lex Mason Hall North Stair: bids being evaluated. See Mason Hall bullet below
- **IT Skylight Panel Replacement:** A massive scaffold has been erected in the atrium space from the 2nd through the 9th floors to create a working platform underneath the skylight. The glass panels of the skylight are being replaced and the framing connection reinforced. The project is expected to see significant energy savings and eliminate the leaks from the parapets of the skylight. Construction completion will be late spring 2019.
- **Mason Hall North Stair and Roof:** Mason Hall has several issues plaguing it from being used to its full capacity. Now with this project, one of those significant problems will be eliminated. Long standing water infiltration had damaged an access stair connecting the stage, basement and Mason Hall auxiliary spaces. Additionally the small connecting dressing rooms were made uninhabitable. This project will repair the north stairwell and sections of the roof that was the source of the leaks. Baruch's in-house trades will have to rehabilitate the dressing rooms as the project did not have enough capital funding to cover. The construction contract is to be awarded in the next few weeks.
- **Admin Building Water Tank Replacement:** The project to replace the 9,200 gallon water tank on the roof will be bid for construction in the next few weeks. Project to be completed in 2019.

Internal Project Updates

- **Allen G. & Mary E. Aaronson Student Center:** Construction was kicked off at the end of January 2019 for a new Student Center to be housed in the Madison Square Post Office. A portion of the 24th Street USPS lobby will be built out to exclusively serve as Baruch's lobby with an elevator and convenience stair leading to the 5,500 s.f. basement of the Student Center. Donor, student fees and other funding sources were combined to make this long awaited project operable before the Spring 2020 semester.
- **17 Lex Swing Space:** The Phase 1a project requires the college to do a substantial amount of work in conjunction with the capital project. Certain classes, offices and labs had to be temporarily vacated to allow necessary construction. The spaces were not returned in good shape, requiring the college's Facilities Trades & Custodians to complete sprucing up the spaces on existing OTPS. There are still areas that have not been returned to the College.
- **Field Center Renovation:** In-house design and construction renovation with new layout, furniture, lighting, carpet, paint is almost complete on the second floor of the VC.
- **Department of Natural Sciences Office Suite and Net New Lecture Lab:** As Phase 1a demolition and construction winds down in certain areas, the Campus Facilities office could return to their former location within the building and the vacated 9th floor space is now being populated by the Department of Natural Sciences offices. This will help to consolidate their offices to mostly one floor, and provide a viable departmental suite. The former 5th floor offices for the chair, support staff and a couple professors can now be reconstructed into a net new lecture lab for Natural Sciences desperately needed for that discipline.

HUMAN RESOURCES

Leadership Transition

Andrea Caviness was appointed as Executive Director of the Office of Human Resources (OHR) effective January 7. In addition to overseeing human resources, she will specifically be responsible for HR's role involving labor, employee relations and ensuring HR compliance. Feel free to contact her at andrea.caviness@baruch.cuny.edu should you have a matter that requires her attention.

Recognition Awards

On June 4, the college will be holding our 2019 Employee Recognition Reception. This event affords us an opportunity to give thanks to our long service employees and recognize the accomplishments of selected employees and a team. This year, we will be honoring 54 employees who will achieve the following milestone in 2019.

Years of Baruch College Service	Number of Recipients
10	7
15	8
20	15
25	11
30	5
35	6
40	2

We are also recognizing employees and one (1) team for the 2019 Baruch College Excellence Award. There are six employee categories and one team category (see below). Employees are nominated by colleagues or can self-nominate to be considered for an award. You can visit the HR website under Employee Recognition for additional information including the Nomination Process Guide and Nomination Form.

Category	
Leadership (Employee)	In recognition of exceptional leadership in individuals who motivate, inspire, influence and develop those around them in pursuing the vision and mission of the College. Criteria: • Takes the initiative without direction • Inspires change and productivity in others
Student Success (Employee)	In recognition of efforts to foster and sustain a culture in which student support, retention, momentum and success are exemplified. Criteria: • Spearheads services, initiatives and programs that improve the student experience at Baruch College
Diversity Leadership (Employee)	In recognition of efforts of promoting an inclusive and supportive environment for all members of the College community. Criteria: • Creates opportunities for collaboration around the values of diversity, equity, inclusion and cultural competency on campus • Creates / spearheads innovative programs, initiatives, resources and educational opportunities regarding issues of diversity, inclusion and cultural competence • Cultivates an environment respectful and mindful of the diversity of the College community
Innovation (Employee)	In recognition of efforts to be forward thinking, beyond present situation Criteria: • Constantly asks “how can we do this better?” • Frequently considers non-traditional approaches • Regularly evaluates situations, data and information to identify opportunities for change • Proactively seeks feedback and involvement from constituents
Service to the Baruch Community (Full Time)	In recognition of providing exemplary service to others in the Baruch Community. Criteria • Has a positive impact on others in the Baruch Community • Offers service above and beyond his/her formally defined job in order to meet the needs of others • Demonstrates a true concern for humankind by offering his/ her time, talents, or both and produces concrete and tangible outcomes • Demonstrates services above and beyond simple involvement • Works on the frontline
Service to the Baruch Community (Part Time)	In recognition of providing exemplary service to others in the Baruch Community. Criteria • Has a positive impact on others in the Baruch Community • Offers service above and beyond his/her formally defined job in order to meet the needs of others • Demonstrates a true concern for humankind by offering his/ her time, talents, or both and produces concrete and tangible outcomes • Demonstrates services above and beyond simple involvement • Works on the frontline
Teamwork (Department Award)	In recognition of a team that is high performance team that is focused on the needs and services provided to their customers. Criteria: • Displays outstanding leadership qualities through teamwork • Promotes service and consistently completes projects on time and within budget while promoting a productive, safe, and healthy work environment • Makes outstanding contributions to the campus community

	• Work is in alignment with the fruition of the strategic plan
--	--

Compliance Training (Sexual Harassment and Workplace Violence)

The mandatory compliance trainings for Sexual Harassment and Workplace Violence will need to be completed for the 2019 calendar year. The Workplace Violence training must be completed **by no later than July 30, 2019** and the Sexual Harassment Training must be completed **by no later than October 9, 2019**. It is noteworthy to mention that in previous years, you were provided with a link to access these training. This year, CUNY Blackboard will be the training platform that will host these trainings. Shortly, you will receive formal guidance related to these trainings.