

Report to the Baruch College Faculty
Submitted by Katharine Cobb
Vice President for Administration and Finance
Spring 2020

BUSINESS AND FINANCE

CUNYfirst:

Effective July 1, CUNY colleges are required to manage all Auxiliary Enterprises (BAR02) and College Association (BAR03) OTPS transactions through CUNYfirst rather than directly through the 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 these business units this will be a significant change in processes and procedures. Employee users of these funds will initiate OTPS purchases by entering requisitions in CUNYfirst the same way they are entered 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 budget and procurement activity to CUNYfirst for these business units.

The travel and expense module for BAR55 (DFG and Executive & Global Programs) and BAR04 (Childcare) went live March 2020. This module will be included in the rollout for BAR02 and 03 effective July 1, 2020. The Billing and Accounts Receivable module in CUNYfirst for all business units will also be rolled out July 1, 2020.

Year-end Cut-off Dates:

The University's 2019-2020 fiscal year ends June 30, 2020. In order to process purchase requisitions and facilitate year-end activities for the current fiscal year, Baruch is adhering to the following cut-off dates:

April 2, 2020: All 2019-2020 tax-levy and IFR purchase requisitions and travel authorizations must be entered and fully approved in CUNYfirst (including supervisor, department and category approvals).

May 26, 2020: All 2019-2020 BAR55 purchase requisitions and travel authorizations must be entered and fully approved in CUNYfirst (including supervisor, department and category approvals).

June 4, 2020: All Proftech orders must be entered online, after which all Proftech accounts will be closed until a Purchase Order in the new fiscal year is created. If an item on your end-of-year order is on backorder, we recommend that you remove that item from your order.

June 30, 2020: All goods and services to be paid from all current fiscal-year budgets must be received at the college on or before June 30.

Important Note: If the complete order will not be delivered by year-end, please cancel the balance of the order.

Your cooperation in adhering to these procedures enables vendors to make timely delivery and, in turn, enables the College to process payments within the appropriate fiscal year.

Other Updates:

CUNY is in the final stages of negotiating a food services contract for the University. We are hoping Baruch will have a new food service vendor in the fall of 2020.

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

BUDGET AND PLANNING

Budget Update for FY20 and FY21:

The increase in enrollment for FY20 has put the College back on track after last year's unanticipated tuition revenue loss. A return to our normal base tuition revenue earnings along with an increase earned through this year's enrollment growth should allow Baruch to close FY20 with a year-end CUTRA balance of between \$1M and \$2M. Because the PSC contract payout will include significant prior-year retroactive payments to part-time and full-time individuals who no longer work at the college, projecting our actual year-end condition is more challenging than usual. Once the payments have actually been made, we will be able to project the close within a tighter range.

Budget Planning for Fiscal Year 2020 and Out Years:

As soon as all collective bargaining increases are implemented in the CUNYfirst system, the Budget Office will prepare budget planning materials for each school and division at the account and department level. These materials will include detailed data on their existing full-time staff commitments, historical part-time and Adjunct position and expenditure data, and FY20 OTPS commitments. Working together with each VP or Dean, the Budget Office will create financial plans for Fiscal Year 2021 through Fiscal Year 2024.

We do not anticipate any new resources from New York State and we will need to set aside approximately \$850,000 in baseline funding to cover the cost of mandatory salary step increases. Our plans will also need to cover next year's salary increases as per the new contracts.

Website:

The Budget Office continues to add financial management and planning information to its webpage. <https://www.baruch.cuny.edu/budget/tools.htm>

CAMPUS FACILITIES

There are over 24 active capital projects worth more than \$215 million in total. Projects are in the planning stages, in construction or about to be bid out. Funding is mainly through state/city bonds; a few are financed or augmented with student fees and private funds. There are a number of in-house projects in progress as well. 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 fully completed in the summer of 2020. The elevator lobby and 4 of the 6 elevators opened in January 2020 with the main lobby and remaining 2 elevators expected to be completed in late spring of 2020. Additional infrastructure work in the basement will continue into the summer.
- **IT and Vertical Campus Exterior Doors:** The IT building and VC 24th & 25th Street entrances will be going out to bid for construction within the next several months. All are beyond repair, in particular the IT building doors which 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 improve ADA accessibility.
- **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. Most of the subsurface infrastructure utility work including, replacement of the aged pipes for domestic water, sewer, gas, electric and other utilities have been completed. Underground foundation work for the granite seating has begun. Due to unforeseen underground utility work and various permitting issues, the Plaza completion date has been pushed to November of 2020.

- **ITB 7th floor & Interior wood paneling:** This project is in the punch list phase and scaffolding is expected to be removed by the end of March 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 in the spring of 2020. 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 were cleaned with the exception of the 25th street side. That part of the project was delayed because of conflict with the work on the 25th Street Plaza. It will be completed when access for the crane used in the project is feasible.
- **Miscellaneous Mechanical Systems with Energy Savings Projects:**
 - IT Building Glycol System Replacement: in design
 - VC & IT Building Steam Condensate Receiver Tanks Replacements: Project is completed pending minor punch list items.
 - IT Cooling Towers 4 & 5 Replacement: Design has been completed. The delivery of the towers is expected in late spring of 2020 and installation to follow.
- **Roof Projects:**
 - IT building had miscellaneous roof repairs completed over the winter. Removal of the existing roof and installation of the new roof is scheduled to begin in the spring of 2020.
 - 17 Lex top roof was replaced as part of the Phase 1a project.
 - 17 Lex various setback roofs: Construction has begun; part of Mason Hall project.
- **IT Skylight Panel Replacement:** This project has been completed. The project is expected to see significant energy savings and eliminate the leaks from the parapets of the skylight.
- **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. Construction has begun on this project.
- **Admin Building Water Tank Replacement:** The project to replace the 9,200-gallon water tank. DASNY is managing the project; work will begin in the next couple of months.
- **Admin Building, NVC and ITB ADA Restrooms:** a construction schedule is being developed to renovate restrooms on floors 1 thru 7 and 9 within the Admin building and additional floors in the NVC and ITB. We expect this project to be completed by fall 2021.
- **VC Domestic Water Pump Replacement:** As a result of a failure of all 3 end of life domestic water pumps, we were able to push this project to the top of the project list to replace. Temporary pumps were installed in late February. New pumps are set to arrive soon and the project is expected to be completed in the next month.
- **Local Law 11 Work at 17 Lex and Admin Building:** Scaffolding and sidewalk sheds were erected in January and inspections of the building's façade are underway. We anticipate this project being completed by fall 2020.

- **ITB Cooling Towers 4 & 5:** This project will be completed in phases and includes the removal of both cooling towers and re-using the existing roof support system. This project is planned to begin in late spring of 2020.
- **NVC 7 ITB Chiller Replacement:** the central chiller plant, located in the ITB serves both the VC and ITB buildings. The chillers are at the end of their useful life and need to be replaced. The design phase is set to kick off in the spring of 2020.
- **NVC Pool:** this project will be completed in two phases. Phase I will include equipment and electrical. Phase II will address HVAC upgrades and bathroom and locker room renovations.
- **Fire Alarm Upgrade in 17 Lex, Administration and Mason Hall buildings:** this project will modernize the buildings fire alarm system to meet current code.
- **ITB High Density Shelving System:** Plans are underway install high density shelving in the library.

Internal Project Updates:

- **Allen G. & Mary E. Aaronson Student Center:** Construction has been completed, furniture has been delivered and installed. Minor punch list items and permit close outs remain. We expect to open on time in the spring of 2020.
- **17 Lexington:** As the contractor has completed work on the upper floors, the Facilities team is painting the corridor walls and doors. Plans are underway to refurbish various labs, classrooms and offices on the 4th, 5th, 13th and 16th floors.

Leadership Transition:

New AVP Larry Manganello began January 2, 2020.

HUMAN RESOURCES

Additions to Staff:

We are pleased to announce that we have two new members of the HR team.

Benefits

Spencer St. Fleur joined the HR team in January 2020. She manages employee Benefits, Leaves and Retirement administration. Ms. St.Fleur can be reached at (646) 660-6626 or email at spencer.stfleur@baruch.cuny.edu.

Payroll

Jevonne Dixon joined the HR team in February 2020 from CUNY's Central Payroll Office. She manages payroll for Instructional and HEO Staff. Ms. Dixon can be reached at via phone at (646) 660-6606 or email at jevonne.dixon@baruch.cuny.edu.

Know Your Numbers:

On April 29, 2020, HR is partnering with NYC WorkWell to host a Know Your Numbers event. Employees who register will be screened for blood pressure, body mass index (BMI), waist circumference, and pre-diabetes risk. Allied Physicians will be performing the services and all information will be confidential.

Recognition Awards:

On May 21, 2020, the college will be holding our 2020 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 employees who range in service from 10 – 40 years.

We are also recognizing employees and one (1) team for the 2020 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)	<i>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.</i> Criteria: • Takes the initiative without direction • Inspires change and productivity in others
Student Success (Employee)	<i>In recognition of efforts to foster and sustain a culture in which student support, retention, momentum and success are exemplified.</i> Criteria: • Spearheads services, initiatives and programs that improve the student experience at Baruch College
Diversity Leadership (Employee)	<i>In recognition of efforts of promoting an inclusive and supportive environment for all members of the College community.</i> 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)	<i>In recognition of efforts to be forward thinking, beyond present situation</i> 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)	<i>In recognition of providing exemplary service to others in the Baruch Community.</i> 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)	<i>In recognition of providing exemplary service to others in the Baruch Community.</i> <u>Criteria</u> • 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)	<i>In recognition of a team that is high performance team that is focused on the needs and services provided to their customers.</i> <u>Criteria:</u> • 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 2020 calendar year. We are asking that employees complete these mandatory trainings **by no later than May 29, 2020**. CUNY Blackboard will be the training platform that will host these trainings. Shortly, you will receive formal guidance related to these trainings.