

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

We have been working on becoming compliant with the CUNY Cash Accountability Policy. Effective July 1, 2018 the Bursar must collect all cash payments (including checks and money orders). In order for us to deposit the funds to the applicable account, it is important that the payer provide the applicable account number. Staff outside of the Bursar's Office are not allowed to collect college payments.

CUNY has begun the Request for Proposal (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 is in the final stages of its annual re-inventory. If applicable, and you have not yet done so, please respond to the Property Coordinator's inquiries about off-campus. Thank you to those who have responded and cooperated with this annual requirement.

HUMAN RESOURCES

Leadership transition: Monique George resigned as Executive Director of the Office of Human Resources effective July 31st. Mary Rivers was appointed Interim Executive Director, while retaining her responsibilities as the AVP for Budget and Planning. Olga Dais, General Counsel and Labor Designee will be assisting her in activities involving labor, employee relations and other compliance issues. The search for a new Director is in progress.

Janus decision: Per the Supreme Court Janus decision, agency shop fees can no longer be charged to non-union employees. This change was implemented in the July 18th payroll.

Sexual harassment training: A new law requires us to have annual sexual harassment training for all staff. CUNY is developing an online program. OHR, Legal Affairs and Office of Diversity will collaborate on the implementation of the program.

Business process improvements: AVP Rivers is conducting a thorough review of the CUNYfirst system to identify human resource transactions that can be made more efficient and user-friendly. Among the areas she is looking at is the search process (TAMs).

This summer, OHR, in collaboration with BCTC launched PR Assist, an electronic time-keeping system for part-time staff, replacing the need for OHR staff to do manual entries into multiple data bases. With the new system, users can now access their time and leave balances. We hope to launch HR Assist for full-time staff in January.

CUNY went live with the Payroll Interface in July 2018 for most staff. The Payroll Interface takes CUNYfirst data and uploads it into Payserve, the NY payroll system and then brings NY payroll data back into CUNYfirst. Payroll Interface, along with the new local electronic time-keeping system, has genuine potential to improve accuracy and efficiency. AVP Rivers is reviewing for opportunities to take advantage of that capacity.

Adjunct Payroll: We experienced payroll issues with a significant number of adjuncts for the first two payrolls. Some were overpaid, some were underpaid and some were not paid at all. OHR has made correcting this a top priority. We have taken steps to identify anyone impacted and will reach out to any of those impacted who have not already contacted OHR. We are working with CUNY Central Payroll to understand what happened and press them to fix the problem without delay. We are offering the option of salary advances to those who were either not paid or underpaid. For those who have been overpaid, we will advise on steps to recoup the funds.

BUDGET

The original budget plan for Fiscal Year 2019 was to use the \$4.2 million generated by the tuition rate increase to cover on-going salary costs of the last collective bargaining contracts, replacing one-time funds used in Fiscal Year 2018 to cover those costs.

Unanticipated University-wide planning decisions and initiatives, identified in the memorandum accompanying CUNY's June 2018 budget allocation, have upended that plan, leaving the college with \$4.6 million in unanticipated new needs. CUNY set aside a \$2,682,000 labor reserve to cover Baruch's portion of the FY19 cost of a future collective bargaining agreement and held back \$1,278,000 to cover on-going labor costs from the prior contract. In addition, the first year of CUNY's Administrative Excellence Initiative now links \$620,000 of Baruch's base budget to specific actions rather than across the board college use. For over a decade, most revenue from tuition rate increases has typically added to the baselined local operating budget. Without those funds available this year to cover the increased cost of the collective bargaining contracts, we were forced to do across the board base budget reductions. Each school/division then submitted a financial plan on how they would manage their share of the reduction.

This fiscal year, once each school, student service and administrative division sets aside the amounts needed for their full-time and teaching adjunct salaries, very little is available for temporary services and OTPS. All departments at the college have significantly less funding for these purposes, and many have none at all. While these reductions leave Baruch with significant financial constraints, the college did not let any full-time staff members go and no new full-time faculty offers were rescinded. Forty-six 46 new full-time faculty and fourteen substitute faculty were welcomed to the college this fall. Baruch did cancel many future searches for newly created positions and replacements in existing positions this year, but those divisions with departing staff and position consolidation actions continue to conduct limited search activity, based on divisional financial plans submitted.

The challenge for Baruch going forward is significant. We now assume that all new revenue from each year's tuition rate increase will be placed in reserve to cover that year's cost of an eventual collective bargaining settlement and related issues. The University plans to continue and expand its Administrative Excellence Initiative over the next few years, and support that initiative with funds that have previously been part of the college's base budget. In addition, senior colleges will continue to have to self-fund

annual salary increases mandated by contract. Under these constraints, our ability to rebuild resources available for OTPS and temporary services is very limited.

We will continue our on-going efforts to increase revenue by growing graduate enrollment and developing new programs. On the expense side, we will continue efforts to control costs and reduce administrative expenses by making processes more efficient and effective.

CAMPUS FACILITIES

There are 24 active capital construction projects worth over \$140 million and 10 capital projects in design. Most are funded through state/city and/or tax levy. Some are financed or augmented with student fees and/or private funds. There are approximately 60 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 projects furthest along in development are as follows:

- **17 Lexington Phase 1A:** The construction project kicked-off on January 25, 2017 and will be completed in January 2020. The project will transform the lobby and Lexington entrance; provide extensive infrastructure upgrades; 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 are nearing completion on the mechanical and cab upgrades.
- **IT and Vertical Campus Exterior Doors:** The IT building front doors were beyond repair and recently replaced with temporary doors until the revolving and ADA doors along with a new vestibule are installed in the spring of 2019. The new design will have significant energy savings. The Vertical Campus entrances on both 24th and 25th Streets will be upgraded in mid-2019.
- **The 25th Street Plaza:** Baruch is working with the Departments of Transportation and Design & Construction, and Mathews Nielson Landscape Architects to design and construct a permanent plaza which is funded from donor funds and capital funding allocated by CUNY. Construction started this July and is to be completed by January 2020.
- **Elevator Rehabilitations:** The design for the rehab and reconfiguration of the IT building elevators is to be completed in January 2019 and bid for construction in Spring 2019. The phased project is based on available funding.
- **Universal ADA Single Occupancy Restrooms and ADA Admin Restrooms:** All public restrooms on campus are currently gang style restrooms. This capital project will create a single occupancy universal ADA restroom on the first floor of the IT and Admin buildings, and on the 3rd floor of the VC. Also certain floors in the Admin Building convert existing gang style restrooms to ADA compliance. Construction started this summer and is anticipated to be completed in 2019.
- **VC Exterior Cleaning Project:** The 24th Street exterior will be cleaned removing the long standing streaks, dirty windows and replacement of broken windows starting this late Fall; and the 25th Street and Lexington Avenue side will have to wait until next year when the Plaza construction is not obstructing the access.

- **IT Building Roof:** The construction will replace major portions of the roof in early winter or early spring.
- **IT Skylight Panel Replacement:** A massive scaffold will be erected in the atrium space from the 2nd through the 9th floors to create a working platform underneath the skylight. The glass panels will be replaced and the framing connection will be reinforced. The project is also expected to see significant energy savings. Construction completion is anticipated by late spring.
- **Mason Hall North Stair and Roof:** Long term water infiltration damaged an access stair connecting the stage, basement and Mason Hall auxiliary spaces. This project is in the process of being bid out to repair sections of the roof and the stairwell.
- **Admin Building Water Tank Replacement:** The design is complete to replace the 9,200-gallon water tank on the roof and is bid out for construction. Project is to be completed in early 2019.

Internal Project Updates:

- **Allen G. & Mary E. Aaronson Student Center:** CTS Group Architecture Planning designed the new Student Center 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. The construction manager TDX bid out the project and currently is vetting the bidders. Construction is expected to start eminently and completed in fall 2019.
- **17 Lex Swing Space:** The Phase 1a project requires the college to do a substantial amount of work in conjunction with the capital project. A repeat of 2017 summer's temporarily vacating over 22,000 s.f. of space of office suites, classrooms, labs, research labs and a student lounge space was repeated this summer to allow necessary construction. The labs and classroom vacated spaces were returned to the campus a few days before the start of the Fall Semester, which was inadequate time to prepare for opening day. The spaces were not returned in good shape and the college's Facilities Trades & Custodians; BCTC and Public Safety rallied to get the spaces workable for the first day of classes. Once the semester is over, many of the spaces will be returned to by Facilities to complete sprucing them up based on available funding. Labs followed by classrooms are the priorities.

Some offices and the Honor's Lounge still have not been returned to the campus. Those are expected in the next few weeks. The spaces will also require Facilities to spruce up. The offices that have not been returned yet has thrown a monkey wrench into a series of musical chairs for other occupants waiting to occupy the swing space.

- **Lactation Room:** A staff lactation room has been constructed on the first floor of the IT building convenient to the majority of the campus.
- **Energy Conservation:** Baruch continues to increase the energy savings due to specific capital projects enhancing the efficiency coming on line, beefing up of the engineering staff in numbers and skill sets, preventive maintenance programs being expanded, and additional usage protocols being put into place.