

**Report to the Baruch College Faculty
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BUDGET

Looking ahead to Fiscal Year 2019, the college anticipates that Baruch's existing tax-levy base budget allocation will remain stable and increase to reflect revenue generated by an anticipated fall 2018 tuition rate increase. The University's need to absorb increasing fringe costs has been the primary reason for recent base budget reductions, so the inclusion of additional fringe benefit resources in the State Executive Budget comes as a great relief. The large multi-year payments of recent collective bargaining settlements are complete, making it possible to now anticipate our annual financial needs.

The approximately \$4M of new tuition revenue in FY19 will cover annual contractually mandatory salary increases, and base operating costs that Baruch has been funding with its CUTRA reserves. By the end of this year, our CUTRA balance will have been reduced to the minimum required level and will therefore be unavailable to cover FY19 base operating costs.

Baruch's challenge to rebuild resources available for OTPS and a sufficient year-end balance remains significant in FY19. Once again the college needs to recover the graduate student population losses that took place a few years ago. All tuition revenue growth in recent years has been the result of board approved rate increases rather than a recovery of graduate enrollments. Baruch hopes to make this recovery more likely with the recent CUNY Board decision to approve a number of executive and global graduate degree programs that use Baruch facilities at off times or are delivered off-campus. Expansion of our graduate student population seeking this alternative instructional delivery model will allow Baruch to increase tuition revenue without further taxing our already overcrowded facilities.

The FY20 tuition rate increase is projected to provide the college with new on-going funding for the first time in several years. If graduate enrollments also recover by that time, Baruch will be able to resume funding new, strategic initiatives.

CAMPUS FACILITIES

There are 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 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 will be completed with the Lexington lobby in the near future.
- **IT and Vertical Campus Exterior Doors:** The IT building has priority to have the doors replaced including adding energy savings features. The Vertical Campus on both 24th and 25th Streets will be upgraded.
- **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 will be funded from donor funds and capital funding allocated by CUNY. Currently, construction is anticipated to start early summer and take 18 months.

- **Elevator Rehabilitations:** The design consultant has just started evaluating a phasing plan for the rehab and reconfiguration of the IT building elevators. The design is to be completed in January 2019 and be bid for construction in Spring 2019. This will be a phased project based on funding availability.
- **Energy Controls on North Campus:** This \$14 million project was to upgrade the physical plant and building maintenance system of the heating, ventilating and air conditioning of the Vertical Campus and IT building. Construction is complete and when the systems are commissioned the energy efficiency will be improved, and provide Baruch's operating engineers to make adjustments to temperature and alleviate hot/cold spots experienced in both buildings.
- **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 will be converting existing gang style restrooms to ADA compliancy. Project will start construction this summer.
- **VC Exterior Cleaning Project:** The exterior will be cleaned removing the long standing streaks and replacement of broken windows in late spring.
- **IT Building Roof:** The construction will be awarded to replace major portions of the roof this summer.
- **IT Skylight Panel Replacement:** Project has been bid for construction to replace all the panels and reinforce the framing connection. Construction expected late summer or early fall.
- **Admin Building Window Feasibility Study:** A Feasibility Study to replace and upgrade the windows which are single pane and original to the 1939 building has been completed. A phasing plan is being analyzed based on funding.
- **Admin Building Water Tank Replacement:** The design is complete to replace the 9,200 gallon water tank on the roof and will be bid out for construction. Project is expected to be completed in 2018.

Internal Project Updates:

- **Allen G. & Mary E. Aaronson Student Center:** CTS Group Architecture Planning was retained to design 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 has been retained and are prepping to bid the project out this spring.
- **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 last summer's temporarily vacating over 22,000 s.f. of space consisting of office suites, classrooms, labs, research labs and a student lounge space will need to be done. The vacated spaces are to be returned to the College by the start of the Fall Semester.
- **Energy Conservation:** Baruch continues to increase the energy savings due to specific capital projects enhancing the efficiency coming on line, preventive maintenance programs being expanded, and additional usage protocols being put into place.

FINANCE

Fiscal Year-end

As the fiscal year-end approaches, please keep in mind the following deadlines:

- **April 3, 2018:** All 2017-2018 purchase requisitions and travel authorizations must be entered and approved in CUNYfirst.

- **June 5, 2018:** 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 the year order is on backorder, we recommend that you remove that item from your order.

The University's 2017-2018 fiscal year ends June 30, 2018. All goods and services to be paid from this fiscal-year budget must be received at the college by June 30.

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

All DFG and Executive and Global Programs check requests and revenue earned for FY18 must be received by the Controller's Office by July 9.

Individuals with travel cards should reconcile their transactions and have their supervisors approve them as soon as possible.

Property Management

The Property Management team will visit all departments during the next several months to inventory College owned equipment. Faculty and staff who use college owned equipment off campus will be contacted to confirm equipment currently in their possession. We appreciate your cooperation with this effort.

HUMAN RESOURCES

OHR Operations

Since last report, activities have included:

- Implemented campus-wide Off-Boarding/Separation Toolkit and Notification process.
- Implemented CUNYfirst HCM/TAM – Hire Action/Workforce Administration Workflow.
- In collaboration with the College Chief of Staff and Assistant Vice President, Legal Counsel and Labor Designee, streamlined campus HEO Reappointment workflow for spring 2018 which will include centralized tracking and review of HEO series staff evaluations and utilization of CUNYfirst HCM Mass Reappointment operations in generating manager e-mail notifications of scheduled HEO series direct report(s) reappointment cycle(s) and reappointment letter e-mail notifications to HEO staff.
- Continuing efforts to adopt demonstrated CUNY OHRM best practices at Baruch and increase process efficiency, effective March 26, 2018, non-instructional appointments will only require campus approval, thereby, eliminating the need to submit HEO and CLT series appointments from searches to CUNY for approval and reducing new hire on-boarding turnaround time.

OHR continues to work on projects to expand the utilization of CUNYfirst functionality to increase efficiency and provide better customer service with planned assessment of CUNYfirst Manager Self Service transaction based termination actions, i.e. separations, terminations, retirements, notification workflows.

OHR's Recruitment Unit posted twenty-six (26) HEO series and twenty-four (24) faculty positions between September 1, 2017 and March 9, 2018 utilizing TAM.

In the coming months, OHR, in collaboration with the Employee Engagement Team and OCMPPA will concentrate its efforts on developing the employee recognition and manager's resource webpages. In addition, OHR will introduce a manager's roadmap to include;

- How-To- Presentations, Manuals, Administrative Guide to OHR and FAQs – MSS, ESS, CUNYfirst, TAM, ePAF etc.

Labor/Employee Relations and Training & Development

- OHR continues to facilitate participation in staff development and training programs including:
 - CUNY Work/Life 2018 Supervisor Excellence Webinar Series and Leadership Certificate Program comprised of a series of topics designed to provide supervisors and managers with enhanced skills to improve workplace morale, employee motivation, and staff productivity. A manager who attends five (5) of the six (6) webinars will receive the Deer Oaks 2018 Leadership Certificate. The one (1) hour webinar series runs from February 2018 through December 2018.
 - Baruch College has been selected by The CUNY OHRM Professional Development Office (PDLM) to participate in the second pilot of the Professional Development Program for new CUNY supervisors. Four staff members representing a cross section of our campus were nominated and have been selected to participate in this blended learning experience of classroom and on-line learning for supervisors with two years or less of supervisory experience at CUNY.
- Deer Oaks EAP Program: OHR continues to vet and leverage the benefits offered by CUNY's Employee Assistance and Work Life Program provider, Deer Oaks, coordinating several on-campus seminars on a variety of topics, i.e. Conflict Management, Leadership Essentials, Managing Under Pressure, The Art of Motivation, etc... In addition to on-campus seminars and webinars, Deer Oaks recently facilitated its first on-site staff retreat for Enrollment Management receiving positive feedback from the organizer as well as the staff participants.

Staff and faculty utilization of EAP and Work-Life Assistance program has increased as well with seven (7) EAP counseling cases and three (3) work-life case services provided during the period of October 01, 2017 – December 31, 2017 bringing the projected annual utilization to 4.84% up from 2.57% from the previous reporting cycle.

Compensation/HRIS

- Continued CUNYFirst data cleanup in preparation for Payroll Interface and CUNYetime.
- In collaboration with BCTC, working on implementing new local time and leave systems (PRAssist and HRAssist) for full time and part time staff as an interim electronic time-keeping system until CUNYetime goes live.
- Implemented monthly internal CUNYfirst HCM audits including CUNY HRIT's audit queries.
- Incorporated revised I-9 procedure and forms into New Hire On-Boarding processes.
- Along with various business process stakeholders, working on ongoing efforts to revamp the full time faculty hiring workflow.

Benefits Administration

- TIAA ORP Plan Two Year Lookback – Tier 6 legislation mandates that the employer reviews the contribution level annually to ensure the percentage of that the contribution level is correct based on the actual annual earnings from the two years prior. We completed the review and adjusted employee retirement plan contribution rates for year 2018 based on employee annual earnings from year 2016.

- TIAA Voluntary Retirement Plan Limit Monitoring – The ROTH (allows for post-tax deductions) component of the 403(b) plan became available under the TIAA Voluntary Retirement plan in Year 2017. We are closely monitoring employee contributions to both the TDA and Roth plans to prevent over contributions and ensure compliance with the 402 (g) limits as set by the IRS.
- TIAA Voluntary Retirement Plan Limit Updates – We completed updating the Age 50 and over limits for Year 2018 for approximately 900 employees.
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- Baruch, along with several other campuses, was selected to participate in the Worker's Compensation Pilot Program which involved weekly reporting of workers' compensation claims to the UI/WC Unit. The purpose of the Pilot Program was to explore ways for the University to comply with the Workers' Compensation Board's requirement for Employee Injury Reports (C2s) to be submitted within eight (8) calendar day, including weekends and holidays, from the day employee reports the injury. An Employer can be penalized \$50.00 for late reporting. To keep track of the University's progress, each quarter the NYC Law Department will report on workers' compensation statistics.
- NYC Weight Watchers Program – The Benefits Unit is currently working in conjunction with Weight Watchers to offer At Work Meetings for our employees.