

**Report to the Baruch College Faculty
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Spring 2015**

FINANCE

The college uses ADP for processing its non-tax levy payroll. This calendar year we went live with the time and attendance module. We are now using electronic time keeping and related approvals. We will begin the annual re-inventory in April. 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 corporation with this effort.

Fiscal Year-end

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

April 3, 2015: All 2014-2015 purchase requisitions and travel authorizations must be entered and approved in CUNYfirst.

June 5, 2015: All Proftech orders must be entered online, after which all Proftech accounts will be closed until the commencement of the new fiscal year on July 1, 2015. If an item is on backorder, we recommend that you remove that item from your order.

The University's 2014-2015 fiscal year ends June 30, 2015. All goods and services to be paid from this fiscal-year budget must be received at the college by June 30.

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

All DFG check requests and revenue earned for FY15 must be received by the Controller's Office by July 16.

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.

HUMAN RESOURCES

Office of Human Resources Mission and Function

The mission of the Office of Human Resources ("OHR") is to provide proactive and responsive services that attracts, develops, and retains a qualified, diverse, and effective workforce in support of the college's strategic initiatives.

Operations

- ❖ Established OHR operational performance measures/matrix to monitor volume indicators and customer point of contact response time

Volume Indicators	FY14 Actual	FY15 Pending
CUNYfirst Transactions	20,052	
# of New Hire Entries	1,761	
# of Term Entries	1,361	
# of ePAFs Processed	4,031	
# of Postings – Faculty	11	
# of Postings – Non-Faculty	37	

- ❖ OHR Systems and Forms Automation

One of OHR's most significant challenges is presented by the overall lack of systems specifically in the areas of time and attendance, position management, faculty recruitment management, benefits administration, leave administration, and performance management. Currently these areas are, for the most part, managed utilizing a variety of spreadsheets and access databases to support paper-based processes. However, we have continued to make inroads in the following areas:

- ePAF System – the electronic Personnel Action Form System was upgraded to include all part-time faculty and staff, funding source approval, and the inclusion of IEP. Future system enhancements will include delivered end-user report tools and the inclusion of CAPs.
 - TAM faculty recruitment and reference service system – as of December, 2014 all faculty searches are now conducted using the CUNYfirst Talent Acquisition and Management (TAM) module allowing for, consistent capture of applicant self-identification data as required for mandated Affirmative Action Plan (AAP) and CUNY diversity reporting, regulatory agency compliance, electronic submission and tracking of faculty references, and consistent search protocols
 - Faculty on-boarding process enhancements include updated on-boarding handbook, client service survey, and advanced on-boarding. CUNYfirst employee IDs are created upon receipt of signed offer letter and ISF from Provost's Office to allow for CUNY Portal and Blackboard account set-up and pending new hire report developed in support for Registrar. One-on-one new hire benefit sessions were performed prior to start date.
- ❖ OHR Communications: in collaboration with OCM, the OHR web page navigation, content, and supporting pages were updated. The "Employee Recognition" and the "Management Support Tool (Login)" pages are currently under construction.

Benefits Administration

- ❖ OHR 1st Annual Health and Financial Wellness Fair – October 27, 2014: Representatives from twenty-seven vendors covering a full spectrum of health, welfare, financial, wellness, and discount programs were onsite for this important event. Free health care screenings, product giveaways, and vendor raffles were featured as well.

- ❖ **Adjunct Health Insurance Enrollment:** Successfully enrolled eligible adjuncts in the new City plan. Enrollment in the new plan is not automatic; therefore, adjuncts were required to enroll in the new plan to maintain their benefits.
- ❖ **Benefit Communications:** Continued efforts to expand OHR's campus presence. HR News is now a featured segment in the This Week @ Baruch OCM published e-news communication. Faculty and staff now have a source for receiving information on upcoming benefits events, enrollment deadlines, CCA Work/Life seminars, annuity program on-campus consultations, discount programs, and other OHR initiatives, and announcements.

Labor/Employee Relations and Training & Development

OHR continues to assist in strengthening the professional development of all who work at Baruch by offering relevant training programs and facilitating participation in other training including:

- ❖ **Internal Managerial Training Programs:** Training program on "Managing in a Unionized Environment – Classified Staff 101" was held on November 21, 2014 and was facilitated by Carmelo Batista Jr., Esq., University Executive Director of Classified Staff Labor Relations and Marc Ragovin, Esq. University Hearing Officer. OHR provide continuous one-on-one training sessions on "Performance Improvement Planning (PIP) to managerial staff. A four-part series training on "Understanding the Performance Management Cycle" will begin in late spring 2015.
- ❖ **CUNY Central's Training Division and the Citywide Training DACS Program:** OHR continued its' campaign to increase Faculty and Staff awareness of the broad ranging training courses offered by CUNY Central's Training Division and the Citywide Training Programs offered from DACS.
- ❖ **Corporate Counseling Associates (CCA) Training and Coaching Engagements:** OHR continues to leverage the benefits offered by CUNY's contract with CCA and has assisted several Department Heads in their goal of providing customized training and/or coaching services for their Baruch staff.

OHR has also supported other important labor/employee relations efforts including:

- ❖ **Building and Grounds:** OHR provided support with restructuring of custodial shifts to improve effectiveness and accountability
- ❖ **OHR is providing support to the Morale Subcommittee on Faculty Recognition,** which was established as a cross-border team. The committee has met and planning has begun on a variety of initiatives to be launched in the next academic year.

Compensation/HRIS

- ❖ **Full-Time White Collar Bi-Weekly Timesheet Implementation:** New bi-weekly timesheet process for the white collar full-time staff was launched on February 22, 2015 replacing the former process of staff sign-in at Public Safety. The new process addresses a number of issues. First of all, the College Office Assistant and IT classified staff were the only staff required to sign in and out at the Campus Public Safety Desks throughout the campus and staff found this process demoralizing. Additionally, the process was prone to error, inefficient, and did not require department head approval or verification.

- ❖ CUNYfirst Data Scrubbing: in preparation for upcoming implementations of the CUNYfirst HCM/PayServ interface and new CUNY electronic time and attendance system currently slated for summer/fall 2016, OHR continues to perform extensive auditing of HCM data entry records, PAY Serv data mapping, table clean-up, user acceptance testing, and development of OHR Subject Matter Experts (SMEs) in support of post go-live. Once CUNYfirst HCM/Payserve interface is implemented, all faculty and staff transactions will be processed in CUNYfirst, submitted to CUNY Payroll SOS for approval and finally to the Office of the State Comptroller for processing. Since this is a bi-directional interface both inbound and outbound payroll data will require vigorous pre-and post-auditing to maintain data integrity.

BUDGET

FY15 Budget Update and Plans for FY16

Currently projected final close numbers for FY15 indicate that the College will continue to fall short of its annual tuition revenue target--this year by approximately \$3.0M. Despite this significant shortfall, Baruch has been able to maintain the same financial plan throughout the year with no additional mid-year reductions because it took a series of actions last summer and fall to lower spending. Those actions included a permanent across the board reduction of \$870K, establishment of a \$300K reserve, use of a substantial portion of our new FY15 Compact resources to fund already planned for actions, and retention of savings generated by full-time staff vacancies throughout the year. Also aiding Baruch's financial picture walking into FY16 is anticipated underspending of this year's OTPS resources.

At this time Baruch projects that FY15's conservative financial strategy will rebuild our year-end reserve balance from close to the lowest amount allowed by the University to the upper bound of what CUNY typically recommends. This new, healthy balance level will be needed for the college to successfully adapt to the eventual outcome of PSC collective bargaining negotiations.

Covering the cost of the PSC Contract settlement will be the overwhelming fiscal priority of the FY16 Budget. The uncertainty of the timing and wide range of possible outcomes will require the College to maintain significant flexibility in its planning. In addition to anticipated year-end reserves the college will have some new resources available from the final year of approved tuition rate increases, which in prior years have been devoted to new Compact initiatives. In FY16, Baruch anticipates being able to fund a modest number of the new need requests submitted by the schools and administrative divisions but will do so in the context of the larger collective bargaining need.

FY16 and out years should also be improved by any rebound in Graduate Program Tuition revenue. We hope to see the results of this year's efforts to turn around our programs in increased revenue dollars going forward.

In FY16 the Baruch College Fund will continue to provide substantial budgetary support to the academic endeavors of the College.

CAMPUS OPERATIONS

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 funding for Phase 1A was augmented this fiscal year by the State with an additional \$30 million. As the original project had to be rebid this gave an opportunity to add badly needed infrastructure items into the scope such as electrical, air conditioning, water supply and an emergency generator. The anticipated construction to start in 2015 and completed in 30 months. The project will transform the lobby and Lexington entrance; provide extensive infrastructure upgrades; replace the 6 elevators; reconstruct the original double height former library on the second floor as a student lounge; and construct a new base for the future bank of additional elevators. Once a contractor is on-board further details on a timeline and plans for handling the on-going building activities will be described. We have a dedicated website for the project and will keep it updated.
- **17 Lexington Pre-Phase 1A:** There are projects that are required to be done in advance of Phase 1A. The Data Center and Public Safety relocations are in the punch list phase. Construction started for swing space Science labs on the 10th floor which will result in three new Bio labs, two Physics labs and a relocated classroom for Spring 2015 classes.
- **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. The first plaza design workshop with the community was held at Baruch on March 4th and was well attended by Baruch students. Another public workshop is anticipated before the end of this calendar year.
- **Elevator replacement (Administration building/2 in Vertical Campus):** This project will replace all three elevators in Administration building and the 2 hydraulic elevators servicing Athletics and BPAC in the Vertical Campus. Knightbridge Construction is the contractor and phased construction started this past June and completion will be in April 2015. One refurbished elevator in the Admin and the refurbished BPAC elevator is anticipated to come on line imminently.
- **Fire Alarm system replacement in ITB building:** A contractor, Redhawk, has been retained to replace the non-functioning fire alarm system. Meanwhile, the college has a fully compliant safety plan in place for the interim that includes 24/7 fire watch, communication with occupants and evacuation drills. It should be noted that the fire suppression system is fully operational and there are independent functioning fire alarm systems for the data center and kitchen facilities in the building.
- **Student Computer Lab (6th floor of ITB):** This heavily used student space is being upgraded by Donald Blair Architects as a flagship technology lab incorporating much needed collaborative spaces, centrally located Genius-like bar Help Desk, complete new furniture, finishes and printing area. This is funded through State and City, as well as, Student Tech fees will be utilized on the technology upgrades. The design is being finalized and anticipated to go out to bid soon with phased construction starting in 2015. This project involves upgrade of this heavily used student lab.

- **Library Master Plan:** As of this summer, the consultant AECOM, has been working on the master plan for re-imagining the use of the Library to reflect current portable technology and pedagogy, focusing on a quiet reading room, additional group study spaces, improved archive areas, improving overall acoustics, better space utilization and functionality in the library. Input from admin, faculty, staff and students will help to shape this vision. The master plan document is due June 2015.
- **Energy Controls on North Campus:** \$13 million has been funded to upgrade the physical plant and building maintenance system of the heating, ventilating and air conditioning of the Vertical Campus and IT building. This project will allow the systems to be highly energy efficient.

Internal Project Updates:

- **Energy savings projects:** Installed LED lighting in classrooms and corridors 17 Lex. All radiator steam traps in 17 Lexington Avenue were replaced. Installation of touchless faucets in Vertical Campus and the IT Buildings has commenced. Cooling tower repairs are on-going.
- **17 Lex classrooms, corridors and science labs:** Facilities has revamped 27 classrooms, 8 corridors and 7 science labs over the summer in this badly neglected building. The renovations included repairing of floors, walls and ceilings; painting; chair rails; replacing some white boards and window shades; LED lighting and new lens covers; and installed perpendicular restroom signs in the corridors. All classrooms received new faculty desks and chairs.
- **Student Lounge Spaces:** Two spaces on the 3rd floor were renovated to create a quiet study space and a lounge space in 17 Lexington. These two spaces are to replace the 10th floor lounge that is being converted into the Science swing space labs.

The former Starbucks space on the second floor of the Vertical Campus was converted into a student lounge/multi-purpose space. It opened spring 2015 semester.

- **Administration Building:** A test project of a computerized heating ventilation system on the 9th floor proved to be successful. This project has now been funded to expand to the rest of the building.