

Report to the Baruch College Faculty
by
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Campus Operations

The reengineering of Campus Operations continues under the direction of AVP Jim Lloyd. At the one year anniversary since his arrival, critical components are falling into place. Two new staff members in supervisory positions have been successfully recruited and hired, with a third search nearing completion. These positions are as follows:

Facilities Planning, Design and Construction

We are pleased to announce Ms. Lisa Edwards has joined Campus Operations as the Director of Planning, Design and Construction reporting to AVP Jim Lloyd. Initially Lisa will be focused on the development of the Campus Master Plan, as well as all design and construction projects for the college.

Buildings and Grounds

We are also pleased to announce that Ilya Ashmyan has joined Campus Operations as the Chief Administrative Superintendent and will begin mid-March. Ilya will have responsibility for the trades and custodial staff, as well as all mechanical, electrical and HVAC systems on campus.

Environmental, Health and Safety

The search for the EH&S Officer position is nearing completion and an announcement of the successful candidate is expected to be made in early March.

SCIS Research and Consulting Laboratory (SCL)

Upgrade of the computer labs in rooms 11-170, 11-175, and 11-180 in the Newman Vertical Campus has been completed. These labs will provide research and research consultation capabilities to Baruch faculty and doctoral students.

Campus Security and Public Safety

All ranking officers (Lieutenants, Sergeants, Corporals, Peace Officers and Campus Security Assistants) are currently registered in a rotation training program for CPR (adult, child and infant), AED (Automatic External Defibrillator), and First Aid for two 8-hour courses offered at the Public Safety Academy. The scheduling began in November 2006. All officers will receive their certifications by March 2007. In addition to this training, three of our sergeants are New York State qualified EMT/AED instructors, and assist in leading these classes. Baruch College has permanently placed AEDs at 22 locations throughout our campus (we have an additional eight new AEDs since previously reported.)

The "Fire Safety for Classrooms" video specified for 17 Lexington Avenue has been approved and is on the Public Safety website for public viewing.

Plans have been discussed to install at least ten smart classrooms in the 17 Lexington Avenue building in the near future.

Purchasing, Mail Center Operations

Improved Mail Center Facilities

The University's Department of Design, Construction and Management has requested additional information regarding specifications for furnishings and other updated specifications for improved mail sorting and mail management systems, pending their finalizing the process of obtaining a Certificate to Proceed from the City's Office of Management and Budget. The Certificate to Proceed, once granted, will allow the College to engage the services of a firm to provide architectural design services for reconfiguration and refurbishing of the College's Mail Center operations. Approval of this capital project has been obtained and a resolution has been passed by the CUNY Board of Trustees. However, since the project is to be funded through a City Council capital budget allocation, final approval of proposed plans from the City Comptroller's Office is required before we can proceed.

Staples On-line Ordering for Expendable Supplies

A University-wide contract with Staples Business Advantage, Inc. has enabled the Purchasing Department to complete the process of phasing out on-campus storage of expendable supplies, an initiative begun earlier in the fiscal year. Business card ordering, once a complicated process, has been streamlined through Staples on-line ordering, which permits authorized Baruch staff to generate, edit and approve a mock-up of each required card prior to printing and production. Delivery of business cards and other supplies through this on-line ordering system is generally expeditious and efficient.

All questions regarding items listed in the Staples on-line catalogue that have been blocked (items which cannot be ordered on-line) should be directed to the Purchasing Department via email to the Director of Purchasing.

Finance

On January 8, 2007, Ms. Meilin Cheung transferred from the position of Manager of Financial Reporting in the Controller's Office, to Manager of Affiliated Entities Accounting in the Student Services Accounting Unit (SSAU). The SSAU will now report directly to the AVP for Finance. We are currently recruiting a replacement in the vacated Manager of Financial Reporting position.

The tuition installment payment plans for CUNY students provided by Academic Management Services (AMS) has been acquired by Sallie Mae Incorporated. Beginning with Spring 2007 semester, the payment plan fees were reduced from \$30 to \$18 per semester.

In the past the College absorbed the costs for the collection of bad debts (stemming from tuition and fees) on accounts sent to collection; with the fee generally running 14% of the outstanding balance. Going forward, beginning with Fall 2005 past due accounts, students with the outstanding debt bear the cost of the collection fees. This charge is added to the outstanding balance of the student's tuition and/or accumulated fees owed.

Human Resources

Training and Development

One of the major objectives of the College's Strategic Plan is strengthening the professional development of all who work at Baruch. To this end, Leah Schanke filled a Training and Development Specialist position in November 2006. Leah came to Baruch with a strong background in training and development from the Queens Public Library. Leah has initiated a new training program, "Effective Performance Evaluations" which was offered in January 2007, with the purpose of improving written performance evaluations and performance review meetings. Forty-one supervisors and managers from across the College have attended including custodial supervisors and assistant vice presidents. Training programs in customer service and supervisory skills will continue to be offered. We also continue to work with The Department of Citywide Administrative Services (DCAS) to send staff to a variety of training opportunities in computer and professional development courses. In addition, the Training and Development Specialist is developing a policy on training and development and examining vendors who may offer appropriate and cost effective professional development opportunities for College staff.

Appointments

Since October 2006, the OHR has facilitated 51 new full time appointments: One Executive Compensation Plan member, 18 full time faculty members, 19 Higher Education Officer Series staff, and 13 Classified Staff. In addition, there are approximately 300 College Assistants and 75 Continuing Education instructors whose employment is facilitated by the Office, as well as 500 adjunct faculty members for the fall and spring semesters.

Service Awards and Baruch Excellence Awards

The 21st annual Baruch College Employee Service awards event will be held on April 19, 2007. President Kathleen Waldron will host the ceremony which celebrates the honorees for their dedication and commitment to Baruch. Once again, we will honor those employees, 129 of them, with 10, 15, 20, 25, and 35 years of service as well as special recognition of each employee who has attained more than 35 years of service. This will be an honor roll of 39 individuals who have given their entire careers to Baruch and CUNY. In addition, the recipients of the Baruch Excellence Award will be introduced. It is a distinct honor to receive the Baruch Excellence Award. Nominating forms for this award will be available soon both on-line and in paper form. Keep a lookout and please nominate a Baruch employee who does an outstanding job whether it is in the public eye or behind the scenes. We know that Baruch could not function without those dedicated employees.

Internship Program

OHR has continued its tradition of providing support for our campus by successfully partnering with four volunteer organizations: Contemporary Guidance Services, International Center of the Disabled, HOPE and NYC Parks and Recreation, to provide internships and volunteer opportunities for clients seeking practical work experience which will enable many of the interns to find employment. Currently there are 20 clerical or custodial interns on campus working in College Advancement, The Newman Real Estate Institute, Enrollment Services, International Student Services, OHR, ID Center, Mailroom, Buildings and Grounds, and several academic departments. A number of the interns have secured part-time or full-time employment at the College, or have attributed their success of gaining meaningful employment elsewhere to their internship at Baruch.

With the success of the Internship Program, the OHR has been able to foster a mutual collaboration between NYC Parks and Recreations and Baruch's Continuing and Professional Studies department (CAPS) in which CAPS will provide a variety of office and business skills training workshops to NYC Parks' students in order to make them more marketable and better prepared for today's workplace.

Ambassador Program

The OHR had started an Ambassador Program for new classified employees, in which an HR representative escorts new hires to the appropriate department(s) to obtain needed Baruch items (e.g. ID, etc), provides them with a brief tour and explanation of the College and its history, and finally escorts the new employee to their department.

Orientation for College Assistants

The OHR is currently developing an orientation program for all College Assistants and anticipates the launching of the program by summer.

Benefits Update

Updated summary of Benefits Booklets for full-time Teaching/Non-teaching Instructional and ECP staff members are available on the Baruch College and CUNY websites.

New PSC-CUNY Dental benefit provider is Delta Dental.

New Long-Term Care Insurance benefit for all eligible employees is provided by MetLife.

New Tax Deferred Annuity (TDA)/403(b) for Classified Staff is MetLife.

Planning and Budget

Baruch's new Assistant Vice President for Planning and Budget, Ms. Mary Rivers, joined the Baruch staff in early January 2007 and has started analyzing how we can improve our existing budget systems. Over the coming months she will be spending time with the Planning and Budget staff, department users, BCTC and outside consultants to identify and to begin addressing the most critical reporting and processing issues.

FY 2007 Mid-Year Financial Report

Mid-year financial activities are on target. The College's estimated tuition revenue for FY07, including Winter Intersession, is \$80.605 million with an over-collection of approximately \$1.008 million. While the Winter Intersession revenue is higher than anticipated, Spring term revenues are projected to be lower, leaving total annual tuition revenue close to the original projection. In addition to the tuition target, CUNY will again have an IFR revenue target. Colleges that do not achieve their cost recovery target will have their tax-levy budgets reduced accordingly. We expect at this time that the revenue target will be met.

As part of the mid-year financials, CUNY has asked colleges to report on the progress of their 2006-07 COMPACT initiatives. Baruch has filled 19 of the 23 planned full-time positions and spent over \$414 thousand of its originally planned financing for library acquisitions, computers, equipment and supplies. Savings generated by delays in the hiring of full-time COMPACT staff were returned to departments for spending on OTPS or temporary services and a revised plan reflecting these shifts was submitted to the University as part of Baruch's Mid-Year submission. Baruch's COMPACT request for 2007-08 calls for investing an additional \$3.463 million, including 16

additional full-time positions, and was submitted to CUNY in October. We hope that the State delivers its budget on time and that the University approves the College's plan shortly thereafter.

FY 2008 Budget Process

The All-Funds Budget Process will continue in FY 2008.

Budget Planning Process Timeline

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| March 1, 2007 | Budget Call sent to the President, Vice President and Deans |
| April 2, 2007 | Submissions due from Vice Presidents and Deans to the Office of Planning and Budget. The Vice Presidents and Deans are responsible for communicating with/communications within their respective divisions. |
| April 11-18, 2007 | Budget Presentations |
| May 18, 2007 | Preliminary decisions made by President Waldron subject to final CUNY and Baruch College Fund budget allocations and consideration of other funding resources. |