

**Report to the Baruch College Faculty
Submitted by Katharine Cobb
Vice President for Administration and Finance
Spring 2017**

FINANCE

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.

Through the Controller's Office, we transitioned to a new accounting software. We use this software for the accounting and reporting of non-tax levy funds. We are now using Blackboard's Financial Edge NXT.

Updated Expenditure Guidelines including links to relevant information are available on the college website at: http://www.baruch.cuny.edu/adminfin/documents/Expenditure_Guidelines.pdf

Fiscal Year-end

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

April 3, 2017: All 2016-2017 purchase requisitions and travel authorizations must be entered and approved in CUNYfirst.

June 2, 2017: 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 2016-2017 fiscal year ends June 30, 2017. 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.

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 FY17 must be received by the Controller's Office by July 10.

OFFICE OF PLANNING & BUDGET

FY17 Budget Update

Baruch's multi-year fiscal planning allows the college to meet its most significant FY17 financial challenge. The college is able to fully cover the FY17 costs of both the PSC and DC37 collective bargaining settlements without needing to implement an additional college reduction program. The current year impact of all salary rate changes totals just over \$10M. This year's set aside of the \$5M generated from the tuition rate increase implemented in Fall 2015 covers half this cost on an on permanent basis. The labor reserve generated in FY16 from this same rate increase covers the other half of the cost – but only on a one-time basis. We anticipate receiving additional New York State funding to cover the one-time retroactive salary payments, and we used a portion of the FY16 close balance for the one-time \$1,000 payments to PSC members.

The current challenge is to identify an on-going funding stream for the \$5M in contract costs covered by the non-recurring labor reserve and the additional on-gong \$1.2M PSC cost of the April PSC increase that will be annualized in FY18 and out. The only potential on-going source of funds to match these costs is the \$250 per year tuition rate increase proposed by the Governor. Projected new on-going funding from the first year of this proposed tuition increase falls short of the required \$6.2M, so the FY18 plan is to again draw down on Baruch's CUTRA balance from the prior years. The second year's tuition rate increase is projected to finally produce the necessary on-going funding for all of the contracts, but mandatory, contractual salary increases will continue to rise by approximately \$600K per year and must also be covered. We also believe that the University plans to implement another round of reductions to college base budgets in FY18, adding back to the gap between resources and expenses. Finally, it remains difficult to predict precisely when efforts to recover our graduate programs will translate into actual revenue increases, so we do not anticipate any significant offset in the near term. In sum, even with the proposed tuition increase, the college does not expect to begin rebuilding its reserve balance until FY21.

In this resource constrained environment, the college will continue to retain full-time staff vacancy savings for college needs and minimize reductions to base operating budgets. Our ability to maintain consistent base budget levels insulates the Baruch community from service reductions, and allows us to continue to focus on our important on-going mission to deliver a high-value, quality education.

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 project was successfully bid out to the construction firm of WDF and the official kick-off date was January 25, 2017. This is a 3 year project that shall 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. There is a dedicated website on the Baruch page that will be updated frequently.
- **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, there is an active construction project related to the Plaza to replace the aged water main underneath the eastern part of the plaza. The Plaza construction is expected to go out to bid spring 2017. After awarding the contract the construction is expected to take 18 months.
- **Elevator Rehabilitations:** The two hydraulic elevators servicing Athletics and BPAC in the Vertical Campus had the mechanical equipment rehabilitated and are operational. The Field Building/17 Lexington will have all six elevators equipment and cabs replaced under the Phase 1a project in phases. The schedule for the first phase will start in about 9 months. The IT building elevators are in the early design stages for upgrading and reconfiguration.
- **BPAC ADA and ARC Stair Replacement:** Construction has started with ADA upgrades to BPAC's ticket booth, restrooms, hydraulic lifts, and corridors. ARC's broken and chipped terrazzo convenience stairs connecting all three sublevels are being replaced. Project is expected to be completed in Spring 2017.

- **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. Vanguard was awarded the construction contract and started the first phase in December 2016 to be completed in late spring. The second phase will then undergo renovation to be completed by the start of the Fall semester.
- **Library Master Plan:** The consultant, AECOM, has completed 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 helped to shape this vision. Structural probes were conducted and confirmed high density shelving can be accommodated.
- **Energy Controls on North Campus:** \$14 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 make adjustments to temperature and alleviate hot/cold spots experienced in both buildings. Replacement of the cooling towers will increase the energy efficiency. The construction started in summer 2016 and will be completed in Spring 2018.
- **Universal ADA Single Occupancy Restrooms and ADA Admin Restrooms:** All public restrooms on campus are currently gang style restrooms. A capital project is at 100% design that 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. Project is expected to go out to bid along with conversion of certain floors in the Admin Building converting existing gang style restrooms to be ADA compliant.

Internal Project Updates:

- **Restrooms:** Touchless faucets have been installed in most of the VC and IT building's restrooms; stainless steel toilet paper holders with covers have replaced the non-covered in the VC, IT and 17 Lex; at least one drinking fountains per floor with the ability to fill water bottles in the VC have been installed on the classroom side and clubrooms/student government areas; all liquid manual soap dispensers have been replaced with touchless foam dispensers in the VC, IT and 17 Lex. Additional touchless faucets, water fountains with bottle fillers will continue to be installed depending on both material and manpower resources.
- **Energy savings projects:** Currently 35% of the campus lighting has been converted to LED in classrooms, corridors, offices, and gyms. Conversions will continue to expand in the north campus as the south campus is almost complete.
- **Student Center:** On-going progress to convert the basement of the Madison Square USPS into a Student Center continues. Lease and design consultant negotiations are concluding.

HUMAN RESOURCES

Office of Human Resources Mission and Function

In support of Baruch College's Strategic Goal to "Establish Effective College-wide Coordination and Collaboration", the Office of Human Resources (OHR) is committed to fostering transparent engagements with various internal and external constituencies in the furtherance of becoming the "Employer of Choice" for faculty and staff. To accomplish this objective, OHR strives to improve our processes with continued focus on our clients experience and level of satisfaction throughout the employment continuum from applicant to retiree. OUR VISION is the delivery of Human Resources programs and services engineered with the needs of our applicants, faculty, staff and department heads in mind towards the shared vision of Baruch as a friendlier, more transparent and more inviting place to study and work.

OHR Operations:

Since last report, activities have included:

- Implemented compensation equity review in PSSC reclassification process
- Implemented signatory approval documentation audit in the recording of PSSC Action Referrals to the President including hard and electronic filing systems.
- Expanded internal auditing of ePAF Systems and CUNYfirst HCM access control
- Expanded ad-hoc reporting services to - Alumni Relations, President's Office, Office of Legal Affairs, and Office of Diversity.
- Implemented revised employment application process including criminal backgrounds checks
- Communicated and processed mid-year AHCA - Open- Enrollment
- OHR Staff Education – Professional in Human Resource Certification Program enrollments
- On-boarded 420 faculty and staff (inclusive of part-timers)

OHR continues to work on projects to increase utilization of CUNYfirst functionality to increase efficiency and provide better customer service.

Overall faculty report having had a positive experience with the introduction of the expanded CUNYfirst HCM TAM and as well as the reference service system (all implemented in fall 2015) with one Faculty Search Chair commenting "I believe that the direct TAM access is excellent and should be continued." Most importantly, many of faculty search committees surveyed reported that the process yielded strong candidates and finalists.

OHR's Recruitment Unit successfully posted twenty (20) HEO series and twenty-one (21) faculty positions between August 25, 2016 and December 31, 2016 all utilizing TAM.

The next phase of CUNYfirst Manager Self Service implementation will focus on determining operational and work process automation opportunities associated with the utilization of other transaction based actions, i.e. transfers, separations, terminations, retirements.

In collaboration with OCMAPA, OHR continues to develop our webpage towards our vision of this site as a portal for current, new and perspective faculty and staff in their engagement of available employee centered resources. To date the content and links have been updated with new information on benefits, the new contract implementation, and staff professional development opportunities.

OHR has expanded messaging to include campus flat screens.

In the coming months, OHR, in collaboration with the Employee Engagement Team and OCMPTA will concentrate its efforts on developing the Employee Recognition webpages. In addition OHR will develop content for Managers. These include:

- Employee of the Month
- Making Baruch Better Moments – webpage dedicated to faculty and staff recognition of each other acts of kindness and appreciation
- Manager's Tool Kit – training materials and opportunities, How-To- Presentations, Manuals and FAQs – MSS, ESS, CUNYfirst, TAM, ePAF etc...

Benefits Administration

- Launched CUNY's Retirement Plan Changes – in support of CUNY's January, 2017 transition to TIAA- CREF as its' single vendor for Tax Deferred Annuity Services, the Benefits Unit engaged in the coordination and communication of on-campus events, seminars, and Information Desk Services to assist Baruch's staff and employees in their retirement planning. The Benefits Unit was also responsible for processing all requests related to this transition in PayServ and ensuring impacted employees and new participants were properly enrolled and issued new contracts in 2017. Baruch was also recognized by CUNY's University Benefits Office (UBO) for having the second highest on-campus enrollment of any other campus.
- TIAA ROTH Plan Implementation – The ROTH (allows for post-tax deductions) component of the 403(b) plan will be available under the TIAA Voluntary Retirement plan in Year 2017. The Benefit Unit has assisted UBO in reviewing/editing employee communications related to these changes and is responsible for ensuring requests related to participation in this plan are processed in accordance with plan and UBO guidelines effective February 2017.
- UBO's Advisory Panel – Baruch's Benefits Manager was selected from five Benefit Officers throughout CUNY to serve on the newly instituted Benefits Advisory Panel created by University Benefits Office (UBO). The role of the group is to provide guidance to UBO on day to day processes, partner with UBO on revamping communications, manuals and plan summaries, provide training on PayServ entries, etc.

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: CUNY Central's Training Division (PDLM) and the Citywide Training DACS Program: OHR continued its campaign to increase faculty and staff awareness of the broad range of training courses offered by CUNY Central's Training Division and the Citywide Training Programs offered from DACS. There has been a steady increase in Baruch staffs participation in PDLM and DACS offered training programs going from a low of two (2) participants in 2012 to thirty-seven (37) participants in 2016.
- Continued campus-wide campaign to increase staff and faculty awareness of CUNY's tuition reimbursement and on-site Continuing Education opportunities. In advancement of this objective, OHR successfully processed fifty-four (54) tuition waivers in Fall, 2016 and eighty-one (81) Baruch employees attended CAPs programs in calendar year 2016.

- 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 five (5) on-campus seminars as well as a hosting over twenty (20) webinars on various wellness and work/life balance topics. OHR has also expanded its' recent engagement to include on and off-site anger management and bereavement/grief counseling services.
- Workplace Violence Prevention On-Line and Classroom Training Sessions –OHR continues to support and raise awareness of the NYS Mandated 100% compliance requirement by promoting opportunities for on-line WPVPT training including increased awareness of Active Shooter training and safety tips. In furthering our ability to both meet the 100% compliance as well as to provide training on this important topic for employee populations with limited access and/or PC capabilities as well as “ESL”, OHR will continue its' practice of offering classroom Workplace Violence Prevention training sessions which included CUNY's updated Active Shooter /WVP PowerPoint to Building and Grounds, Campus Public Safety and other staff as needed. Recently OHR has partnered with OCMPA in developing a communications strategy/campaign with the target goal of improving Baruch compliance within this academic cycle.

Compensation/HRIS

- Successful implemented bonus ratification, new salaries and retro payments for the PSC, DC37, and IBT titles.
- Contract implementation preparation for April 2017 payment
- In conjunction with its support team; worked on the new ePAF workflow to enhance the process.
- Implemented the new classified filing fees to the college community.
- Minimum, incumbent and maximum college assistant rates were updated in ePAF system.
- Winter Mass reappointment
- Continued to prepare for roll-out of CUNYfirst HCM/PayServ interface and new CUNY electronic time and attendance system.