

UPDATE



LEHMAN
COLLEGE

News from Administration and Finance

SPRING 2017
VOLUME V, ISSUE 1

Office of Vice President for Administration and Finance

Administrative Operations
Budget and Planning
Campus Planning and Facilities
Buildings and Grounds
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Event Planning and Reservations
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General Accounting
Student Financial Services
Mail and Central Receiving
Print Shop
Purchasing
Human Resources
Payroll
Public Safety

Farewell Freddy

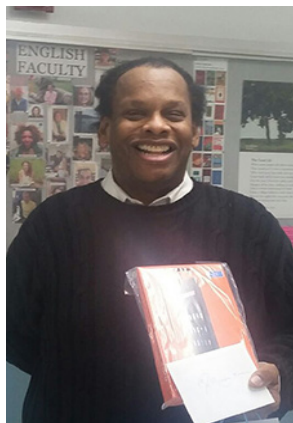


Print Shop Supervisor Freddy Leon is retiring after more than 35 years on the job at Lehman College. The A&F Division wishes him well and thanks him for his service. "Lehman College has been a huge part of my life and I will truly miss all the wonderful people here," Freddy says. "I plan to travel to Ecuador to visit my family there, and I'll spend more time with my wife, daughters and a new grandchild on the way. Lehman will always hold a special place in my heart!"

A&F CUSTOMER SATISFACTION SURVEY

The Administration and Finance Division conducts annual online Customer Satisfaction Surveys to give members of the College community an opportunity to say what they think about the services provided by the A&F departments.

"Your responses are important to us," says Vice President Vincent W. Clark. "We want to be recognized both on our campus and throughout CUNY as trusted, dedicated and knowledgeable professionals who are determined to maximize efficiencies and provide outstanding service."



English Department Adjunct Lecturer Ralph Boone completed the A&F survey and won the raffle prize: an "All-New Fire HD 8" tablet.

Survey responses are confidential, and the findings are used to set goals, objectives, actions and time lines for achieving those goals. The findings are also used to monitor and improve new and existing services to the College community.

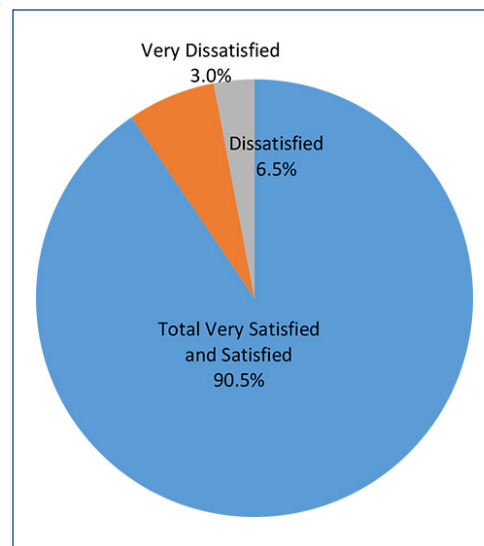
The Fall A&F 2016 survey reported 90.5 percent of responses "Very Satisfied/Satisfied," with three departments again scoring very highly: Budget and Planning, Mail and Central Receiving, and Public Safety.

"We have learned a lot from past surveys, and we've made a number of improvements in response," says Budget Director Bethania Ortega. "We have made our web content more user-friendly, automated the Position Request Form (PRF) and Budget Allocations and Transfers, and increased our one-on-one staff training. We're also working to create a central location from which to disseminate information about OTPS funding, which is one of those processes that many users find confusing." (See OTPS article on page 2.)

The 2016 survey suggests that the year-old Mailroom and Central Receiving merger has been well received by the College community. "Bringing together our two departments has been good for us, too," says Supervisor Brent Smalls. "We feel enriched and we're focusing now on ways to work more smoothly as a team. Every Friday morning we get together as a staff to talk about the pros and cons of our jobs—what we're doing well and areas we need to strengthen."

"Here at Public Safety we take the Customer Satisfaction Survey very seriously and we listen to our Lehman community," says Director Fausto Ramirez. "We want to know the good and the bad so we can review and continue to do those things we are best at, but also to improve in areas where we can do better. Because we are such a visible presence on campus, it's essential for our officers to show courtesy and respect in all of their interactions with the College community."

Previous A&F survey findings have led to changes in Public Safety that include customer service and sensitivity training for staff, moving the ID room to a centralized "One Stop" location across from Campus Activities in Shuster Hall, where payments for ID replacement cards are processed, and eliminating the staff ID revalidation requirement that often involved long lines.



OTPS RESOURCE MANAGEMENT NEW 'ONE-STOP' WEBSITE

A major component of the College's annual tax levy budget is allocated to Other Than Personal Services (OTPS). The management and utilization of OTPS resources is handled by three offices within the A&F Division: Budget and Planning, Purchasing and Accounts Payable.

This important funding stream is used to cover the cost of instructional and non-instructional supplies and materials such as books, equipment, subscriptions, contractual services and furniture, among other goods and services.

Using the feedback from our Customer Satisfaction Survey, as well as the requests for training, we have created a new and improved way to obtain information about your OTPS funds. It's a one-stop website at <http://www.lehman.edu/administration/otps/>. It provides the allocation, procurement and payment information that you will need to manage your budgeted OTPS.

The website contains videos and guidelines that reflect the various stages of the process, from the initial allocation to the expenditure of funds, and finally to the confirmation and receipt of goods and services. It explains the CUNYfirst Chartfields, reporting tools, queries, security access, and guidelines for travel and expenses.

"We hope you'll find our website useful and informative," says A&F Vice President Vincent W. Clark. "We have done our best to ensure that it contains valuable information to answer your questions and to assist you with all your OTPS needs. We welcome your comments and feedback in assisting us to further enhance our site."

The Division will continue to update its web content to provide new information in real time. After visiting the website, if you have questions, please contact our Budget Director Bethania Ortega (ext. 8819), Purchasing Director Andrea Pinnock (ext. 8209) or Accounts Payable Manager Sonia Rodriguez (ext. 8318).

LATE WINTER STORM CHALLENGES B&G GROUNDS CREW

Like everyone else in the path of Winter Storm Stella, Lehman B&G Chief Superintendent Ray Pegollo knew it was coming. On Monday, March 13, it was announced that the College would be closed the next day, and B&G's Grounds crew arrived on campus at 1 am on Tuesday, March 14.

"The snow started at 3 am and we started plowing and clearing at around 4 am," Pegollo says. "Just before daybreak, the snow stopped and started up again at 8 am. By around 4 pm that afternoon, we had the situation under control. The walkways and parking lots were cleared and we were ready for the campus to reopen for classes on Wednesday."

But then came a new twist: high winds, rain, hail, drifting and freezing temperatures. "The snow turned to ice and we had a very messy situation," says Pegollo.

The Grounds crew was back at work at 3 am Wednesday. They salted and cleared the campus in time for the morning classes. They continued to move snow on Thursday and Friday to open up more parking spaces in the North lot. Needless to say, like the rest of us, the Grounds crew is looking forward to Spring.



Of all the New York boroughs, the Bronx was hardest hit by the late winter storm. Here's what Lehman's Grounds crew faced on Tuesday morning, March 14.

NEW PROGRAM PROJECTED TO SAVE PRINTING COSTS



Above: President's Office Administrative Coordinator Haydee Acevedo and Purchasing Director Andrea Pinnock. The eco-friendly new PrintSmart program has been implemented in Carman Hall, Shuster Hall and the Child Care Center.

The A&F Division is currently phasing in the Xerox Enterprise Print Management Program, also known as "PrintSmart," on the Lehman campus. To date, installations are complete in Carman Hall, Shuster Hall, Communications, and the Child Care Center as well as several offices that were in great need of new printing devices.

The building-by-building implementation will go on until all of the Konica Minolta devices are replaced and all desktop printers have been phased out. The next buildings targeted for installation will be Davis and Gillet Halls, the APEX, Fine Arts and the Library. Lastly, new devices will be installed in the Music Building, Old Gym, Nursing, Science Building, Speech and Student Life. The A&F Division anticipates that the project will be completed by December 2017.

The need was clear for a new approach aimed at reducing the College's printing and copying costs. "Printers and copiers typically have a 5-year useful life span, and ours were averaging about 10 years," says Purchasing Director Andrea Pinnock. "Konica was no longer able to service many of our devices, so we were on the lookout for a program that would work for all offices regardless of the budget."

CUNY had already begun to implement the new printing program through a competitively bid contract that the New York City Department of Citywide Administrative Services (DCAS) had awarded to the Xerox Corporation in 2014. Bronx Community College, the first CUNY college to implement the program, reduced its printing costs by about 25 percent. Lehman College is anticipating the same results.

Under PrintSmart, Lehman pays for costs on a per print/copy basis and does not own the machines. Departments are responsible for the copying cost, which will be billed on a monthly basis. The

pricing structure is \$.0254 per black and white image and \$.0779 for color.

"We're encouraging departments to set aside on average between \$500 and \$1,000 for annual printing charges," Pinnock says. "This amount should cover everyday copying needs. Large-volume printing jobs should still be sent to the Print Shop."

To prepare for the new program, Xerox conducted a thorough analysis of the college's printing environment to assess Lehman's total printing needs. They visited each office to determine the volume of print from every device on campus, including the individual desktop printers attached to computers.

In addition to saving costs, the new program is creating a greener campus environment by introducing eco-friendly devices that are smaller, reduce power usage, have lower emissions, use less paper and toner, and reduce waste.

"During the walk-through, Purchasing and ITR looked at floor plans and outlets to make sure that everyone who needs to be accommodated will be," says Pinnock. "We want to place each device in an accessible location. However, faculty members who send their copying requests to the Print Shop should still continue to do so."

In rolling out any program that calls for a behavioral change, it's important to get "buy in" from the stakeholders involved. To that end, Pinnock is meeting with occupants on every floor in every building to explain what the new plan entails and its many benefits.

In terms of devices, options are available. "Our people can make choices. And once we have those meetings, I pass the information on to Xerox," says Pinnock. "Stakeholder feedback is very important to us. The new equipment takes a bit of getting used to, but so far the feedback is positive. Both faculty and staff are pleased with the new devices."

LEHMAN FUN FACTS

- ▶ This year Lehman College will celebrate **Earth Day** on Wednesday, April 26, 2017.
- ▶ Did you know that 6.675 tons of food-preparation scraps are composted in one year at Lehman? Members of the Lehman community are encouraged to participate in our weekly on-campus food-scrap collection and composting effort with the NYC Project. Let's all continue to do our part!"
- ▶ Lehman annually recycles approximately 10 tons of obsolete, but still operational electronics, diverting this equipment from becoming hazardous e-waste.
- ▶ We saved 3% or 717,241 kilowatt hours in electrical usage by changing from florescent lighting to LCD bulbs. Campus Facilities started the program in areas that require lighting to be always on: hallways and stairs in Carman Hall, Shuster Hall and Davis Hall.

ART GALLERY AND LEHMAN CENTER JOIN A&F DIVISION



The Art Gallery team (l-r): Educator Curator Hannah Brenner-Leonard, Grant Coordinator Mary Ann Siano, Curatorial Assistant Laura De Riggi and Director Bartholomew "Bart" Bland.



The Lehman Center staff (l-r): Marketing Assistant Samuel Garcia, Box Office Assistant Diana Walters, Assistant to the Executive Director Janet Sanchez, Executive Director Eva Bornstein and General Manager Mark Green.

The Lehman College Art Gallery and Lehman Center for the Performing Arts have joined the Division of Administration and Finance. Art Gallery Director Bart Bland and Lehman Center Executive Director Eva Bornstein have both welcomed the move.

"Vice President Clark and our colleagues have been very helpful as we develop a five-year strategic plan and our long-term exhibition schedule," says Bland. "We look forward to mounting challenging, beautiful exhibitions by important contemporary artists. Making this move has given Eva and me a fresh perspective as we look at new ways to collaborate and to engage the creative community."

For information about the Gallery's new exhibition, "Alien Nations," check out the website www.lehmangallery.org.

"During my weekly meetings with Vice President Clark, I've gained knowledge and respect for how efficiently the administration is run," says Bornstein. "I'm confident that under his leadership, Lehman Center will maintain its status as the premier and the only one-of-this-size cultural center in the Bronx."

Now in its 37th season, Lehman Center's Spring events range from classical ballet to salsa concerts. Highlights include an elegant Tchaikovsky Gala performed by the Moscow

Festival Ballet and a debut appearance in the Bronx—and exclusive New York appearance—by the four-time Latin Grammy winner Diego El Cigala, with his international hit "Indestructible."

Also at Lehman Center this Spring: Victor Manuelle, Hip Hop Fever, Mariachi Los Camperos and a concert celebrating the music of Prince.

"We're looking forward to our new season, and we hope to see you at Lehman Center," Bornstein says.

Lehman Center events are listed in detail at the website www.lehmancenter.org.

YEAR END DEADLINES

Travel Ended by:

March 31, 2017
April 30, 2017
May 31, 2017
June 30, 2017

Expense Report Due to Accounts Payable By:

April 30, 2017
May 30, 2017
June 30, 2017
July 20, 2017

- **Requisitions** for any goods or services that they will need in the current fiscal year must be submitted as soon as possible but no later than April 21, 2017.
- **P-Cards**—Departments with P cards can use them for the remainder of the fiscal year and through the no-processing period. Card purchases must be received by June 30, 2017.
- **No expense reports** for fiscal 2017-18 can be submitted or approved until after July 26, 2017.