

# UPDATE

## News from Administration and Finance

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Office of  
Vice President for  
Administration and Finance

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*It's not easy to get people's attention in this crazy-busy world we live in. So we decided to animate our email communications with a friendly character designed by Professor Michael Ferraro in the Art Department.*

*"The design process was a rare opportunity for us in Administration and Finance (A&F) to collaborate with a faculty member on a creative digital media project," says A&F Vice President Vincent W. Clark, "and we thoroughly enjoyed the experience."*

*Professor Ferraro's character doesn't have a name—yet. "But we're planning a naming contest with a prize for the winner," says VP Clark.*

### LEHMAN A&F MOVES FORWARD WITH STREAMLINED PROCESSES FOR PURCHASING AND TRAVEL EXPENSES

CUNYfirst is an automated, fully integrated, self-service tool that makes it possible for CUNY colleges to dramatically reduce their paperwork, increase transparency, and speed up processing times for administrative activities in Accounts Payable, Purchasing, Budgeting, and Human Resources, among others.

"It's a change in the way we do some things—and there is a bit of a learning curve," says Gina Harwood, Assistant Vice President for Financial Operations. "But we're here to help, and we're hearing already that employees appreciate the ease and efficiency of the system."

The CUNYfirst Travel and Expense Module automates the processing of travel and expense reimbursements. These are separate functions but can be used together. Travel Authorizations serve to preencumber funds for future out-of-state travel. They are entered by the employee and submitted to their supervisor for approval.

The Expense Report allows employees to be reimbursed for purchases including but not limited to travel expenses. They may also process receipts for items purchased out of pocket for a business use. *For more information, see the Travel and Expense training guides at the CUNYfirst training site at cuny.edu.*

The CUNYfirst Procurement Module houses Requisition to Receipt and Credit Card Reconciliation. The requisition-to-receipt module has been open for 18 months, and most people are familiar with it. It allows employees to enter requisitions for goods and services and submit them to the Purchasing Department to process.

"Recently we began to roll out credit cards campus-wide for the purchase of goods and services that do not require a requisition," says Procurement Director Andrea Pinnock. "Both the purchase and the payment happen simultaneously. This eliminates the waiting process and people can receive their goods on an as-needed basis."

The next major CUNYfirst initiative for A&F will be an interface between the Human Capital Module (HCM) and the City and State of New York payroll systems. "A pilot program will launch at Brooklyn College and Hostos Community College in early 2015 with a roll out to the other senior and community colleges planned throughout the calendar year," says HR Director Eric Washington.

CUNYfirst's Human Resources Self-Service segment is already operational at Lehman. It allows faculty and staff to view and update their personal information online.




**See you at the Faculty and Staff Winter Holiday Party on Friday, December 19, in the Faculty Dining Room, 3 to 6 pm**

## LEHMAN NAMED ONE OF MOST ATTRACTIVE CAMPUSES IN U.S.



*The campus was cited for its architectural and historical significance.*

The news that Lehman is No. 12 on U.S. News & World Report's list of "30 Most Attractive and Affordable College Campuses" came as no great surprise to members of the College community who have long enjoyed the beauty and amenities of the campus through all seasons. But this national recognition was welcomed by the A&F Division—in particular the employees in Campus Planning & Facilities and Buildings & Grounds. In its description, the Report says:

"The campus packs a punch with its vibrant mix of architectural styles. Earlier structures like the Gymnasium Building, once used as the temporary headquarters of the United Nations, are in the Tudor-Gothic style, but many new buildings stand in marked contrast to this. The APEX sports facility, for example, opened in 1994, based on a blueprint by Rafael Viñoly. It features an eye-catching stainless steel covering—plus a large convex roof that resembles a wave. The Marcel Breuer-designed Fine Arts Building also stands out, while the bold Science Hall from global firm Perkins+Will opened its doors in 2013 and was the first CUNY building to achieve LEED Platinum certification."

## President's Award for Outstanding Service Goes to Fausto Ramirez

Fausto Ramirez, Assistant Director of Public Safety, was among those honored at the Fall Convocation with a President's Award for Outstanding Contributions to the College. It's the second major service award Ramirez has received in his 30 years of employment at Lehman.

"For me, it's all about caring about your place of work," he says. "I try to instill that in all of my coworkers. You have to care. If you see some trash, pick it up. If you see a broken window, tell somebody, and we'll get it fixed right away. All of those things that seem small or minor are very important in terms of public safety."



*President Fernández recognizes Fausto Ramirez for his service.*

Among his achievements, Ramirez was cited for his role in the new Lehman ID system that streamlines the validation process. He also helped develop educational programs to increase the security and sense of well-being of the College community. "It's our job to respond to people's concerns," he says. "After the school shooting in Connecticut, we offered the workshop called A.L.I.C.E.—Alert, Lockdown, Inform, Counter, and Evacuate—to advise students and staff on how to respond and protect themselves from a hostile intruder."

Ramirez was born and raised in East Harlem. He's an alumnus of CUNY's John Jay College for Criminal Justice and a long-time resident of Coop City in the Bronx.

## Have you seen the new murals at Lehman?



*Mexican artist Jorge Tellaache (working at left) calls his mural "I Am All of This." The artist's gift to Lehman came via CUNY's Jaime Lucero Mexican Studies Institute. The Office of Campus Planning and Facilities quickly selected the location and coordinated the efforts. B&G staff prepared the site, set up a platform for Tellaache, provided an assistant, and sealed the work on its completion.*

## ONWARD AND UPWARD IN HIGHER EDUCATION



**S**haldon Watson is Assistant Director of the Environmental Health and Safety Office and a Chemical Hygiene Officer. He recently earned an M.P.H. in Public Health at Lehman. Watson works on EPA, OSHA and other regulatory health and safety compliance issues. “Education is a big component of my job,” he says. “Our goal is for everyone to leave the campus as safe and healthy as when they arrived. We talk about what can happen when people take shortcuts and don’t think about the safety aspects of what they’re doing.”



**A**rtist and all-around creative person Yolanda Lyn worked parttime in Purchasing for nearly six years while she completed her B.A. in Studio Art at Lehman. “It was my first official job, and I learned so much,” she says. “My coworkers in Purchasing were very understanding of my needs as a student.” She recently transferred to the Psychology Department, where she’s a fulltime CUNY Office Assistant. Lyn plans to continue her education, possibly with a Master’s program in creative writing at City College. She’s worked on campus murals and as a Certified Art Teacher.



**A**ssistant Purchasing Agent James Andrews earned an AAS from Hostos Community College this year and has begun work on a B.S. in Accounting at Baruch. In his role with the Purchasing Department, Andrews works with dozens of Lehman offices and departments—or “cost centers,” in purchasing lingo—on their buying needs and requirements. Andrews also conducts training for the college community on procurement modules. “Working on my degree has been very helpful to me professionally,” he says.



**Z**oraida Rosa’s career in HR is a direct result of her Lehman education. She earned a B.A. in 2006 and M.S. in Business with a specialty in HR Management in 2014. Next Spring, she’ll pursue Certification for Senior Professional in Human Resources. Her first job was as a College Assistant in HR and now she’s a HEa with varied, multiple responsibilities. “I was a fulltime student working parttime, then a fulltime worker attending school parttime,” she says. “There were some long days, but my family is a very helpful support system.”

Photos: Phyllis Yip

## B&G Workers Help Create New Peace Garden on Campus

**T**he Office of Buildings and Grounds played a major role in the creation of the new Peace Garden near the Arts Building on the Lehman campus.

The initial design and concept were developed by Troy Thompson, a member of Sigma Phi Rho fraternity. He and other members worked closely with Assistant VP for Campus Planning and Facilities Rene Rotolo to identify an appropriate location for the garden and to further refine Thompson’s design.

B&G staff members built the garden, which includes a plaque, benches, fountain, and three “peace poles.” The message “May Peace Prevail on Earth” will be inscribed in 12 languages—English, Spanish, Creole, Hindi, Albanian, Portuguese, Arabic, French, Japanese, Chinese, Italian, and Korean—all of which are spoken on campus by students, staff or faculty.



The peace garden unveiling was held on Oct. 22, the fifth anniversary of the founding of the community-service oriented fraternity Sigma Phi Rho. Among those at the unveiling (l-r): Sigma Phi Rho Public Relations Officer Ibrahim Square and Director of Chapters Edward Gonzalez, Executive Assistant to the VP of Student Affairs Vincent Zucchetto, Nu Chapter President Jordan Dejoie, President Fernández, Dean John Holloway, Rhose Auxiliary President Naronie Hilaire, and Student Affairs Vice President Jose Magdleno.

## Save the Date: Budgeting & Reporting Workshop Set for January 21, 2015

A workshop on CUNYfirst Budgeting and the Lehman Online Management Reporting System (LOMRS) will be held on Wednesday, January 21, at the IT Center in Carman Hall, Room 118, from 10 am until noon. Department heads and administrative staff members are encouraged to attend.

The workshop will provide an overview of Lehman's web-based budgeting and reporting processes. It will highlight the links between budgeted categories/accounts, departmental coding defaults, and the various reports available from the automated systems. Specific tools that allow end users to successfully navigate and process transactions in CUNYfirst will be demonstrated.

For more information, contact Budget Director Bethania Ortega at (718) 960-8819 or via email to [budget.office@lehman.cuny.edu](mailto:budget.office@lehman.cuny.edu).

## FISCAL YEAR-END REPORT SHOWS HEALTHY BALANCE

Lehman ended the 2013-14 fiscal year with a balance of about \$2.8 million in its City University Tuition Reimbursement Account (CUTRA).

"Last April, we were projecting a year-end surplus of about \$1.8 million," says A&F Budget Director Bethania Ortega. "Our actual balance was larger because of additional year-end allocations—such as energy savings—and expenditures that were less than projected."

Actual expenditures for Personnel Services at the College were \$200,000 lower than projected. Other Than Personal Services (OTPS) came in at \$500,000 less than projected. This was due in part to the closing of several major year-end Purchase Orders that were re-issued during the 2014-15 fiscal year. The \$2.8 million balance was carried over into the current fiscal year CUTRA.

"This reserve will allow the College to fulfill the mandated CUNY Reserved Policy, create a cushion in anticipation of future collective bargaining agreement payments, and cover any additional cost increases in the College's energy target," says Ortega.

### FY2013-14 Year-End Financial Report (\$000's)

#### Resources

	Amount
<b>Base Budget:</b>	79,963
Compact Funds	2,693
Certificate Allocations	3,951
<b>Total Tax-Levy:</b>	<b>\$86,607</b>
Over-Collections	1,093
Philanthropy	1,105
<b>Total Resources:</b>	<b>\$88,805</b>

#### Expenditures

Personnel Services	79,484
OTPS	6,535
Philanthropy	1,105
<b>Total Expenditures:</b>	<b>\$87,124</b>

**Over/(Under):** 1,681  
**CUTRA (Prior Reserves)** 1,119

**FY 2013-14 Balance:** \$2,800

## DOMENICK LAPERUTA IS RETIRING

After 34 years of service, Campus Security Director Domenick Laperuta will retire, effective January 2, 2015.

Laperuta began his career at Lehman as an Assistant Director of Security in 1980, after a long and distinguished career with the New York City Police Department. He was appointed Campus Security Director in 2006.

"When Domenick joined Lehman College, security was provided by a private service and he played a key role in hiring Campus Peace Officers under the University's Public Safety Initiative," says VP Vincent W. Clark. "His experience, leadership and relationship with the Lehman community has made this a better campus. Please join me in thanking Domenick for his years of dedication—and wish him the best in his well-deserved retirement."



## DID YOU KNOW THAT...

Lehman Buildings & Grounds began implementing sustainable strategies before it was mandatory. In fact, B&G staffers have been composting grass clippings, leaves and other materials on campus since 1996.

"Over the span of 18 years of composting, we've generated enough quality top soil to meet the needs of the campus, the community garden, the campus corn field, and the NYC Compost Project's give-away to local gardeners," says Campus Planning and Facilities AVP Rene Rotolo.

In 2010, the addition of the "Rocket," a closed food composter, also enabled Lehman to compost its food-preparation waste. This had previously been disposed of as garbage but now is mixed with the outdoor compost.

Lehman was among those institutions and organizations featured on the NYC Recycles Facebook page.

## BURSAR ROBOCALLS SUCCESSFUL

The Bursar's Office implemented a robocalling system last Spring to remind students about past due balances. The strategy was based on data from a CUNYfirst query. A total of 1,032 students were identified, for whom there were 1,011 active phone numbers. The robocalls received 393 live answers, voice mail messages were left for 460 students, and there were 158 "no answers."

"Robocalling increased our collection of revenue from past due balances in the amount of \$150,000," says Bursar Director Kelly Phung. "The calls cost about four cents each, so this makes robocalling both cost effective and undeniably successful. And many students even said they appreciated the reminders."

**LEHMAN IS** 

**LEHMAN COLLEGE  
THE CITY UNIVERSITY  
OF NEW YORK**

PRODUCED BY THE DIVISION OF ADMINISTRATION AND FINANCE