

UPDATE

News from Administration and Finance

SPRING 2012
VOLUME I, ISSUE I



LEHMAN
COLLEGE

Office of Vice President for Administration and Finance

Administrative Operations
Campus Reservations

Budget and Planning

Office of Business Manager

Accounts Payable
Bursar
Campus Activities
Central Receiving/Stores
General Accounting
Mail Services
Purchasing
Print Shop
Property Management
Student Financial Services

Campus Planning and Facilities

Buildings and Grounds

Environmental Health and Safety

Human Resources

Payroll

Public Safety

WELCOME

Welcome to *Update*, a new newsletter from the Division of Administration and Finance at Lehman College. We are a service-oriented division. Our job is to support the College in many different ways. We keep the buildings and grounds clean and secure. We make sure the heat is on, the snow is shoveled, your mail is delivered, and you receive your paychecks on time. We ensure that the College's budget is in balance and that employees understand and receive their benefits. In short, our Division is responsible for the stewardship and enhancement of the human, physical, and financial resources of the College.

We view everyone we deal with—students, staff, faculty, our colleagues at CUNY, and the Bronx community—as our customers. And, as our customers, we want you to be satisfied with the work that we do. To that end, this newsletter will introduce you to members of our staff who work behind the scenes—people like Corporal Cesar Polonia of the K-9 Unit and his partner “Major,” who patrol the campus at night and provide escort service to late-working researchers and scholars. We will keep you abreast of workplace innovations such as our new Staples online purchasing program. We'll talk about your health coverage and give you a heads-up on upcoming deadlines, events, and activities.

We are producing this first Update in a traditional format—on paper and also online. This Fall, our Division will take the lead in moving to an interactive online newsletter format. It will become part of Lehman's fast-growing media ecosystem that allows for social networking and blogs, among other features. We are very excited about the prospect, and we look forward to working with you and hearing from you. Give us your ideas for ways to help the College by lowering costs and improving efficiency at our website www.lehman.edu/innovations.

Vincent W. Clark

Vice President for Administration and Finance

Members of the 213-person Administration and Finance staff are led by Vice President Vincent W. Clark.



FREQUENTLY ASKED QUESTIONS

Q *It's snowing, are there classes tonight?*

A The College is open and classes are in session, unless a Closure Notice is posted on the home page at www.lehman.cuny.edu. If you signed up for CUNY Alert, you will be notified by the method(s) you selected. If you have not signed up, click on the icon for CUNY ALERT on the home page and complete the required information.

Q *How will I know if the College is closed in any emergency situation?*

A Check your CUNY Alert messages or listen to media outlets that broadcast CUNY closings: WCBS (88 AM), WINS (1010 AM), New York 1 (Channel 1), WNBC-TV (Channel 4), FOX (Channel 5). See the Lehman home page for the latest updated information or call the College's main phone number (718) 960-8000 and go to extension 8228 or 7777.

Q *Why am I getting an "insufficient funds in MOP" message?*

A The Office of Budget and Planning is either processing a certificate or your department needs additional funds to proceed with a requisition. For additional information call extension 7435

Q *When do my health benefits begin?*

A (1) For full-time employees, coverage begins on the first day of work—if benefit forms are completed within 30 days of the date of hire.

(2) Full-time employees hired for a specific period of time are eligible for the health benefit when their appointments extend to six months or more.

(3) For part-time classified staff, the benefit begins with the first pay period after the employee's third month of work.

(4) For teaching adjuncts, health coverage begins on the third semester of teaching six credits or more following two consecutive semesters.

(5) For non-teaching adjuncts, health benefits begin on the third semester of working at least ten hours a week or more following two consecutive semesters of work.

Q *How do I obtain furniture, repairs or renovations for an office or room?*

A Submit a request using the B&G Online Work Request System on the Lehman website. After following log-in instructions, complete the required fields and additional information, if necessary. B&G will process each request into a work order. An automated email to the requester will indicate the status of each submitted request.

Q *The lights are out in my office. My classroom is too cold (or hot). Whom do I contact? I would like shelving installed in my office. How do I schedule this work? How do I report a leaking toilet or sink?*

A For most routine work such as installing shelves or cleaning a carpet, the departmental administrative assistant, chair, director or manager submits a request through the B&G Online Work Request System. For emergencies, room temperature issues or anything requiring immediate response such as leaking plumbing fixtures, a sparking light switch, or a power outage, contact Buildings and Grounds at extension 8181 between the hours of 8 am and 5 pm. After 5 pm, contact the Central Plant directly at extension 8434 for temperature issues. For all other matters, contact Public Safety at Gate 5, extension 8228, and ask to speak with the custodial supervisor on duty. If a matter is not resolved to your satisfaction or you have a service complaint, contact Ray Pegollo, B&G Chief Administrative Superintendent at extension 8180.

Q *How do I obtain an ID card? When do I have to validate it?*

A Lehman/CUNY identification cards and validation are done in the Old Gym Building, Room 002 on a first-come, first-serve basis, with students, staff and faculty served on the same line. New faculty and staff members must bring letter from their chairperson. All students must be registered in order to get an ID card. If you lost your CUNY card, you must go to Shuster Hall, Room 078 with a picture ID and pay \$10 for a replacement.

Q *Can I use the bike racks inside campus buildings?*

A No. Those are reserved for Public Safety bike officers responding to jobs in that building. All bike racks located in outside locations on campus and in the parking lots are available for use.

Q *I want to use a respirator whenever I work with hazardous chemicals. Should I just purchase one from any hardware store?*

A No! Respiratory protection is the last line of defense against exposure to hazardous chemicals.) To minimize or eliminate exposure, first use other types of controls such as re-evaluating your work practices, using local exhaust ventilation, or substituting less-hazardous chemicals. Respiratory protection may not even be necessary when other types of controls are used. The use of respirators in the workplace is governed by OSHA's Respiratory Protection Standard, which requires that a specific type of respirator/filtering medium and for the use to be medically fit to wear a respirator and trained in its use by the employer. It is often more dangerous to use a respirator incorrectly than to not use one at all. Always check first with Environmental Health & Safety at extension 8988 if you believe you may need to use a respirator.



GREEN, GATEWAY SCIENCE FACILITY NEARS COMPLETION

Anyone who has visited the campus recently could not miss the construction now underway of a major new building. Completion of the \$70 million Lehman College Science Facility is expected this Fall. The long-awaited new building will feature state-of-the-art research and teaching labs and office space. It will promote collaboration between scientific disciplines, expand Lehman's pioneering research projects, and create a science pipeline for Bronx students from elementary school through to the Ph.D. Designed to be a living laboratory that will put science on display, the facility will serve as an interdisciplinary center promoting collaboration between students and faculty, undergraduates and graduates, majors and non-majors. For future generations of students, it can become an important gateway to the sciences.

The architectural, landscape, and environmentally sustainable aspects of the project all support these overarching goals. Designed by Perkins + Will Architects, the building is registered with the U.S. Green Building Council and is currently tracking LEED Gold. LEED (the acronym for Leadership in Energy and Environmental Design) is an internationally recognized mark of excellence that provides builders with a framework for implementing practical, measurable green design, construction, operations, and maintenance solutions.

LEHMAN FINANCE TEAM WINS 2011 CUNY PRODUCTIVE AWARD

Lehman's Online Management Reporting System (LOMRS) was recognized with a CUNY Vice Chancellor's Productivity Award for 2011. The award recipients were Programmer Lei Millman, Business Manager J. Edward Robinson and Budget Director Bethania Ortega. Executive Vice Chancellor Allan Dobrin presented the awards at the CUNY Financial Management Conference in November.

LOMRS is a web-based system that provides a summary and details of budgets and expenditures. It gives senior staff and department heads real-time access to their encumbrances, expenditures, and balances available for Personnel Services and Other Than Personnel Services (OTPS) budgets. The system replaces four internal shadow systems in Accounts Payable, Human Resources, Payroll, and Budget and Planning. For more information about this cost-saving initiative, visit www.lehman.cuny.edu/administration/business-office/lomrs.php.

ANNUAL WORKPLACE VIOLENCE TRAINING REMINDER

CUNY employees are required to complete an online training program entitled "Preventing Workplace Violence." The purpose of this program is to (a) define workplace violence, (b) explain CUNY's policy and procedure to prevent it, (c) show how to report an incident, and (d) help people to recognize and avoid potentially violent situations.

In cooperation with the various unions that represent Lehman employees, the College Administration has evaluated the campus to identify potential risk factors and show how to minimize those risks to our employees.

Lehman employees are required to participate in the Workplace Violence Training Program annually. You can do it online, and it only takes 30–45 minutes to complete both the training and subsequent quiz. And it could help you if you are ever exposed to a workplace violence incident.

If you have yet to complete the training, please do so as soon as possible. If you have any questions about the program, please contact the Human Resources Department at extension 8181. Be safe!

K-9 UNIT WORKS TO KEEP CAMPUS SAFE

K-9 officer Corporal Cesar Polonia and his German shepherd partner "Major" patrol Lehman's buildings and grounds at night, including the sub-basement tunnels that run from one end of campus to the other. The team also provides late-night and early-morning escort service for researchers working long hours on their projects. Lehman has been a member of the CUNY K-9 Unit since 1996 and is currently the only CUNY college with a working patrol team.

Over the years, there have been five German shepherds in the CUNY unit. The handlers, or K-9 officers, go through 17 weeks of training provided by the Yonkers Police Department, and they receive Certification from the New York State Department of Criminal Justice Services. The K-9 officer and his dog also receive ongoing in-service training to maintain certification. The officer is armed,

as a requirement of the K-9 unit, and he receives training through CUNY and the Nassau County Police Department.

Corporal Polonia is responsible for "Major" during off-duty hours as well. The dog lives with him and his family.

Over the years K-9 unit dogs have located trespassers in various locations on the Lehman campus, including some who have attempted to set up housekeeping in the sub-basements or in open classrooms. They have also located criminals attempting to steal campus supplies and equipment.

These well-trained, courageous dogs have also played a helpful role for New York City. After the World Trade Center attacks on 9/11, the CUNY K-9 Unit dispatched four dogs to assist federal, state and city police K-9 units, whose dogs were suffering from burned paws and smoke inhalation.



Corporal Cesar Polonia and his partner "Major" with Domenick Laperuta, Director of Public Safety, and Lieutenant Greg Negri.

ADMINISTRATION & FINANCE CALENDAR (to June 2012)

Proximity card distribution for student parking lot
Mon.-Fri., 9-4:45, Shuster 078. Contact ext. 8123.

TIAA-CREF counseling
Wed., Feb. 22, 9-5, by appointment, Shuster 018.
Contact Maxine Jones (800) 842-2733, ext. 232461

Met Life counseling
Wed., Feb. 29, 10-2, by appointment, Shuster 014.
Contact Christopher Vargas (516) 216-8830

Purchasing deadline, campus wide
Fri., Mar. 2, close of business day.
Contact je.robinson@lehman.cuny.edu

Fire drill
Thurs., Mar. 15, 10 am & 1 pm, locations
TBA. Contact fausto.ramirez@lehman.cuny.edu
Thurs., Mar. 22, 10 am & 1 pm, locations
TBA. Contact fausto.ramirez@lehman.cuny.edu

Met Life counseling
Wed., Mar. 28, 10-2, by appointment, Shuster 014.
Contact Christopher Vargas (516) 216-8830

TIAA-CREF counseling
Fri., Mar. 30, 9-5, by appointment, Shuster 018.
Contact Maxine Jones (800) 842-2733, ext. 232461

Met Life counseling
Wed., Apr. 25, 10-2, by appointment, Shuster 014.
Contact Christopher Vargas (516) 216-8830

TIAA-CREF counseling
Thurs., May 24, 9-5, by appointment, Shuster 018.
Contact Maxine Jones (800) 842-2733, ext. 232461

Met Life counseling
Wed., May 30, 10-2, by appointment, Shuster 014.
Contact Christopher Vargas (516) 216-8830

TIAA-CREF counseling
Thurs., June 7, 9-5, by appointment, Shuster 018.
Contact Maxine Jones (800) 842-2733, ext. 232461

Met Life counseling
Wed., June 27, 10-2, by appointment, Shuster 014.
Contact Christopher Vargas (516) 216-8830

BOOKSTORE FOCUSES ON STUDENT SAVINGS

The Lehman College Bookstore rang in the New Year and a new semester with a major focus on ways to save students money on their textbooks and supplies.

The Text Rental Program continues to expand, saving 50 percent or more off the cost of a new book. Students who want to keep their books can save 25 percent by taking advantage of the extensive Used Book selection. The Bookstore also makes available Digital Titles available on the Café Scribe platform—another great deal.

For the back-to-school rush, the Bookstore featured many value-priced items among its school supplies, emblematic clothing and gifts.

The roll-the-dice game played outside the Bookstore (January 27, January 30 to February 3, from noon to 1 pm) is a fun activity that gives everyone who plays a chance to win prizes and highlights ways the Bookstore can save money on students' required course materials.

The store also participates in faculty book signings and features Bargain Books, among other promotional activities and events. Look for Valentine's Day and St. Patrick's Day displays and a Grad Fair featuring caps and gowns, diploma frames and covers, school rings, and alumni clothing.

In collaboration with the Campus Orientation Committee, the Bookstore supplies Orientation folders with helpful information for students and their families as well as money saving coupons.

Upcoming: a complete remodel of the store to enhance our customers shopping experience!

For more information, please contact store manager Maria Villagomez at (718) 220-3059 or 1270mgr@fhcg.follett.com. Or visit the Bookstore website at www.lehmancollege.bkstr.com.

LEHMAN COLLEGE, CITY UNIVERSITY OF NEW YORK



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THE OFFICE OF MEDIA RELATIONS AND PUBLICATIONS