



Office of
Vice President for
Administration and Finance

- Administrative Operations
- Campus Reservations
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- Office of Business Manager
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Safety
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LEHMAN'S EHS OFFICE: A RESOURCE FOR YOUR ENVIRONMENTAL HEALTH & SAFETY

By Ilona Linins
Director, EHS Office

Environmental and occupational health regulations issued by Federal, State, and City agencies apply to Lehman College and to all New York City workplaces. Any facility that uses hazardous materials, stores or uses petroleum or fuel-combustion products, or employs workers in potentially hazardous processes must meet very specific requirements for everyone's protection and safety.

Over the last 25 years, college and university environmental health and occupational safety has evolved into its own professional field, partly as a result of increasing regulatory requirements. Offices of Environmental Health and Safety (EHS) have been established at every CUNY college.

The work of Lehman's EHS Office usually happens behind the scenes but not always. EHS personnel come into frequent contact with departments in compliance areas—where the work involves potentially hazardous materials. For example, a compliance area may require (a) inspection, monitoring, and reporting, (b) management, disposal, and reporting for waste streams, (c) training for employees whose work involves potential hazards either to the environment or to themselves, and (d) working directly with inspectors from regulatory agencies who visit the campus.

Not all the work of the EHS Office at Lehman is regulatory-driven, however. EHS personnel are active members of several non-regulatory campus committees including Sustainability, Risk Management, Tobacco-Free Campus, Emergency Management, and Business Continuity.

The EHS Office is also called on to help solve campus issues that may have a hazardous element to them—such as assessments for indoor air quality and computer workstation ergonomics. The Office serves the entire campus community. Please use it as a resource for any environmental health and/or occupational safety questions or concerns. The EHS website is now being redesigned—with the first new pages due in April. We hope you will visit it!



EHS Office Director Ilona Linins and Assistant Director Shaldon Watson review chemical inventories annually for reporting purposes. They check more vulnerable chemicals twice a year.



Chemical fume hoods in laboratories must be certified annually by EHS personnel.



Measuring the rate of airflow into a space is an important step for indoor air quality (IAQ) investigations. —Photos by Phyllis Yip

THANK YOU TO OUR 'HURRICANE HEROS'

As Hurricane Sandy's winds reached catastrophic force, a crew from Lehman's Buildings & Grounds Department remained on campus, ready to meet any challenge. After the storm, they played a key role along with Public Safety and the Nayyarsons staff in the operation of an evacuation center at The APEX that housed 130 individuals for nearly three weeks: senior citizens from an adult care facility, patients from a nursing home, families whose homes had lost power, and the homeless. EHS and ITR also played key roles in supporting the operations of the evacuation center.



VP Clark with some of hurricane crew.

Our workers went above and beyond—not because they were ordered to do so but because they cared. They showed great compassion for the displaced, many of whom received no visitors during their stay with us.

This experience reminded me that, whatever roles we play in our work and home lives, we all have opportunities to lead and to serve. I am tremendously proud of the leadership and service our "hurricane heroes" demonstrated.

As I've been thinking lately about other opportunities to lead and serve, I'm reminded of the African proverb that "it takes a village to raise a child." It also takes a village to keep our campus clean, green, and sustainable—and we are that village. We can all help by turning off the lights, reporting leaks, and picking up that coffee cup someone left on the window sill or that piece of paper that was tossed on the ground. Together, we can make a difference!

—Vincent W. Clark
Vice President for
Administration and Finance

MUCH TO CELEBRATE AT YEAR-END EVENTS



Administration and Finance staffers gather for a "photo op" before the Holiday Luncheon.

Lehman's Division of Administration and Finance had much to celebrate as the year 2012 came to a close, and the entire staff got together before the annual Holiday Luncheon. Vice President Vincent W. Clark used the occasion to formally recognize and honor members of the Hurricane Sandy crew for their extraordinary contributions to the successful operation of a post-storm evacuation center at The APEX (see photo at left). He also thanked the team of Lehman electricians, laborers, and custodians who worked at Hunter College's Brookdale campus after it lost power and was damaged during the storm.

Workers who supported the evacuation center operation received sweatshirts and certificates signed by President Fernández and Vice President Clark. The sweatshirts bore the Lehman logo and the words "Hurricane Sandy 2012 Evacuation Center Hero." Overall, the 127-member evacuation center response team included members of Buildings and Grounds, Public Safety, Environmental Health and Safety, and the Division of ITR and Nayyarsons.



VP Clark thanks workers for service "above and beyond."

SANDY RESPONDERS HONORED AT GRACIE MANSION



Lehman staff were among the Hurricane Sandy responders honored by New York City at a Gracie Mansion reception. Above (l-r) Jorge Mateus, Domenick A. Laperuta, Fausto Ramirez, Jr., John Cicero, Michael Baer, Raymundo Pegollo, Joseph Parone and Gregory Nigri. Also honored at the event were President Ricardo R. Fernández, Vice Presidents Vincent Clark and Ronald Bergmann, Ilona Linins, Joseph Middleton, Hector Morales, Alicia Cruz, and Ezequiel Pagan.

YOUR INPUT MAKES A DIFFERENCE

Miriam Medina of the Department of Sociology was the surprise winner of a Kindle eReader. Medina was part of a drawing, along with 204 faculty and staff members who responded to the Division of Administration and Finance's recent online Customer Satisfaction Survey.

"I see this kind of survey as an opportunity to have my voice heard, and I'm a great believer in taking advantage of opportunities when they are presented," Medina says. "I often answer surveys, and I felt like the questions on this one were very good. They reflected my own interests at Lehman, and I appreciated that."



VP Clark and Medina.

A CUNY Office Assistant, Level 4 in Sociology, Medina has been at Lehman for 12 years. She's a Bronx native who began her work-life at Chemical Bank at 17, after graduating from Evander Childs High School. She came to Lehman initially as a transfer student from Bronx Community College and she received her B.A. in Sociology four years ago. "I love my job. I love working at Lehman," Medina says. "I've learned so much from being in a college environment—and when you're happy and enjoying your work, you're already a winner."

Individual responses to the online Customer Satisfaction Survey are entirely confidential. The findings are being used to help the Division monitor and improve services, as needed.

The Administration and Finance management team and staff are committed to sharing best practices maximizing efficiencies and effectiveness, and providing impeccable customer services to our faculty, staff, students, and guests. Vice President Vincent Clark and Lourdes Pérez, Director of Administrative Operations, have already met with key personnel to talk about the survey findings and to set goals, objectives, actions, and timelines for achieving those goals.

The front page article in this newsletter, by Ilona Linins, Director of the Office of Environmental Health and Safety, is a direct outcome of the survey. "A number of people asked, in so many words: What are they doing in that office?" says VP Clark.

The Division is working on a second online survey—informed by the first—that will be posted sometime in mid-April. Check your email for a survey announcement from the Office of the Vice President of Administration and Finance. We hope to hear from you!

A&F RECEIVES CUNY AWARD FOR PRODUCTIVITY 3RD YEAR IN A ROW

For the third consecutive year, the Division of Administration and Finance has won a Productivity Award at the CUNY Financial Conference. This year Lehman won for the automated parking lot access system. It saves the college about \$170,000 a year in wages and increases annual revenues by more than \$30,000.

Project leaders and recipients of this collaborative award are Luz Andujar, Campus Activities; Rene Rotolo, Campus Planning and Facilities; Fausto Ramirez, Public Safety; and Lourdes Pérez, Administrative Operations.

SEND ENERGY-SAVING IDEAS TO INNOVATIONS@LEHMAN

The Innovations@Lehman website gives everyone in the college community—students, staff, and faculty—a way to contribute ideas that could reduce cost, improve efficiency, and enhance campus life. This is an important opportunity because this year, for the first time, the CUNY Conserve initiative allows senior colleges to manage their own energy budgets. And the savings that are achieved can be used to fund otherwise unfunded campus programs and initiatives.

Thus far, Lehman has replaced higher wattage lighting with lower wattage LED lamps, installed automatic flush-o-meters on toilets and faucets with sensors on sinks, changed the cleaning schedule on three high-energy use buildings to ensure they are unoccupied, turned off, and locked down each evening, and that mechanical systems are turned off when buildings are unoccupied. Many more energy-saving projects will be implemented this year and in the future.

"If we work together, as a community, we can meet the challenge of conserving energy," says VP Clark. "We greatly appreciate the work of the Innovations@Lehman review committees."

Please continue to submit your ideas at the Innovations@Lehman webpage at www.lehman.edu/innovations.

SCIENCE HALL OPENS FOR CLASSES



Science Hall—where research meets teaching. Atrium photo by Phyllis Yip, Media Relations Office.

FOR FASTER, EASIER ONLINE PROFILE CHANGES, you can use the CUNYFirst Employee Self Service Module to notify Human Resources of requests to change your profile information, such as a new address or name change. **To access it, go to www.lehman.edu/cunyfirst.**

NEWLY RENOVATED FOOD TEACHING LAB OPENS IN GILLET HALL



Photos: Phyllis Yip

Students in Lehman's Health Sciences, Dietetics, Foods and Nutrition programs prepare meals in the newly renovated teaching lab in Gillet Hall.

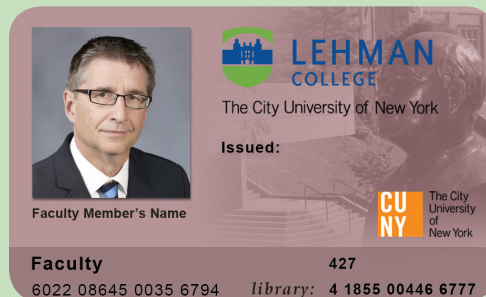
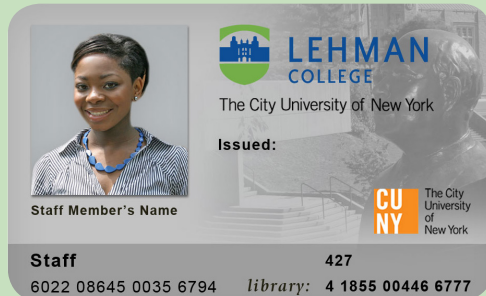
ROLLING OUT THE NEW CUNYFirst IDs

Lehman College ID cards are being updated in two phases: first for students, then later this spring for faculty and staff. The new cards will improve security and enhance customer service. They have "smart card" features that will eliminate the need to stand in line for re-validation each semester. The cards can be updated in a variety of ways.

The new cards bear an image of Governor Herbert H. Lehman, for whom the College was named, and they include both Lehman and CUNY logos. They also implement "CUNYFirst" benefits through an embedded code.

Faculty and staff ID cards will include a proximity sensor and magnetic strip that can be used for parking and security access control.

For more information, contact fausto.ramirez@lehman.cuny.edu.



A&F CALENDAR (March to July 2013)

Connections Customer Service Training: Wed., March 13, 10 am to noon, Music 313. Contact: lami.hoff@lehman.cuny.edu or valerie.petersen@lehman.cuny.edu or ext. 8181

Fire Drills: Thurs., March 14, 10 am in The APEX, Fine Arts, Music Building, Shuster Hall, Speech & Theatre, T-1, T-3. At 1 pm in the Bookstore, Concert Hall, Davis, Gillet, Library, Old Gym Bldg, T-4. On Thurs., March 21, 10 am in Science Hall and at 6 pm in Carman Hall. Contact: Public Safety, ext. 8593

Benefits Information Session for Instructional Staff Members: Wed., March 20, 1:30-2:30 pm, Shuster 336. Contact: Human Resources, ext. 8181

Connections Customer Service Training: Thurs., March 21, 10 am-noon, Music 313: Contact: lami.hoff@lehman.cuny.edu or valerie.petersen@lehman.cuny.edu or ext. 8181

TIAA-CREF Financial Counseling: Thurs., March 21; Wed., April 3; Thurs., April 25; Wed., May 22; Thurs., June 6; Tues., July 9; Shuster 018, 9 to 5. Call Maxine Jones for an appointment (800) 842-2733, ext. 232461

Connections Customer Service Training: Wed., March 27, 10 am-12 pm, Music 313. Contact: lami.hoff@lehman.cuny.edu or valerie.petersen@lehman.cuny.edu or ext. 8181

Progressive Discipline for Managers: Wed., March 27, 12-1 pm, Shuster 336. Contact: lami.hoff@lehman.cuny.edu or valerie.petersen@lehman.cuny.edu or ext. 8181

LOMRS Workshop Fiscal 2013: Thurs., April 11. Times and locations: TBA. Contact: Budget Office, ext. 7447.

Met Life Financial Counseling: Weds., March 27, April 24, May 22, June 26, July 24, Shuster 018, 10 am-2 pm. Call Christopher Vargas (516) 216-8830

Halliday Financial Counseling: To schedule an appointment: contact Laura Abadsantos at (800) 786-1598 or labadsantos@hallidayfinancial.com.

Time and Leave Information Session for F/T and P/T Classified Staff: Wed., April 10, noon to 1 pm, Shuster 336. Human Resources, ext. 8181 Contact: lami.hoff@lehman.cuny.edu or valerie.petersen@lehman.cuny.edu or ext. 8181.

Time and Leave Information Session for Instructional Staff: Wed., April 24, 1 to 2 pm, Carman Hall Multimedia B-75. Call: Contact: lami.hoff@lehman.cuny.edu or valerie.petersen@lehman.cuny.edu or ext. 8181.

New CUNYfirst Procurement Module Training: Starting May 2013 (exact dates to follow). Go Live Date: Mon, July 1. Call: Purchasing, ext. 8261.

Staples Advantage Cutoff: Fri., June 21. Contact: Purchasing, ext. 8261.

Fiscal 2013 Year End Receiving Deadline: Fri., June 28. Tax Levy contact: Accounts Payable, ext. 8263. Non-Tax Levy contact: Campus Activities, ext. 8123.

Parking Decals for Academic New Year: Available for purchase Tues., July 16. Campus Activities, ext. 8123.



LEHMAN COLLEGE, THE CITY UNIVERSITY OF NEW YORK

PRODUCED BY THE OFFICE OF ADMINISTRATION AND FINANCE