



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
- Student Financial Services
- Campus Planning and Facilities
- Buildings and Grounds
- Property Management
- Environmental Health and Safety
- Human Resources
- Payroll
- Public Safety



In the Halloween spirit, Nayyarsons gave away free pumpkins and sponsored a Pumpkin Carving and Decorating Contest for faculty and staff. See the prize winners and other fanciful entries on page 2. The pumpkin above is the creation of the Budget and Planning Office.

A&F TEAM WINS FOURTH ANNUAL CUNY AWARD FOR PRODUCTIVITY

Lehman's Division of Administration and Finance will receive the fourth consecutive CUNY Award for Productivity. Members of the A&F Management Team's Performance Metrics Committee will be recognized at a ceremony at the Graduate Center on November 19. They are Ilona Linins (Environmental, Health and Safety), Ray Pegollo (Campus Planning and Facilities), Lourdes Perez (Administrative Operations), Andrea Pinnock (Budget and Planning), Fausto Ramirez (Public Safety), Sunny Virk (Business Offices) and Eric Washington (Human Resources).



With VP Clark: (l-r) Virk, Linins, Perez, Washington, Pinnock, Pegollo and Ramirez.

"As a Division, our focus is on finding ways to continually improve services to our customers and contain costs for the College," says VP Clark. "We use metrics as a tool to identify, measure and enhance our day-to-day activities—and we're seeing results."

For example, the B&G response time is faster for work orders for carpentry, plumbing and electrical services as well as for key requests. There are many fewer complaints about conditions in Carman Hall bathrooms. Also, Accounts Payable now ensures that Purchasing requisitions will be processed within two business days.

A survey generated by the Committee last Spring found that a large majority of faculty and staff reported satisfaction with Division services. This year a Point of Service Survey will be conducted by the Bursar's office. When students visit the Bursar's Office, they will be given information about a website they can visit and rate their experience.

With metrics data, the A&F Management Team can more clearly see and address any weaknesses in their department. "We look at the outliers that don't fall into the desired time frames," says Clark. "And those become our challenges—of areas to turn around."

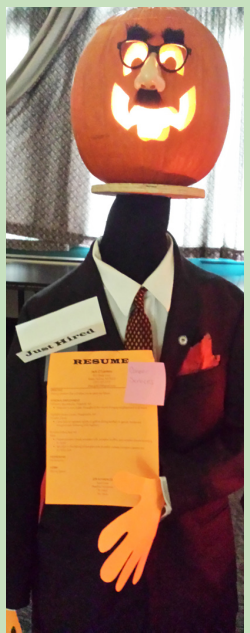
This process has a direct impact on the staff training the Division conducts internally as well as on the outside workshops and training programs that supervisors participate in to strengthen their leadership and skills.

"While metrics may not provide the sole performance measurement of a department or office," Clark says, "they do serve as an important daily reminder to Division employees that Lehman faculty, staff and students are our customers. And, as such, they expect work to be done well and services to be delivered in a timely manner."

THEY'RE ALL WINNERS



First Prize in the Pumpkin Carving and Decorating Contest went to Nick Cassella of Campus Planning and Facilities. After the judging on October 30, the pumpkins were on display in the Underground Lounge.



The Second Prize winning pumpkin was the carving (at left) by Jason Gaines in Human Resources.



LEHMAN'S SCIENCE HALL, AS GREEN AS IT CAN BE



Two views of the Science Hall solar panels, one of an array of environmentally sustainable features in the new facility on campus.

Lehman's new Science Hall is the first CUNY building to be awarded "LEED Platinum" certification, the highest possible ranking from the U.S. Green Building Council. Science Hall was cited for environmentally sustainable technologies such as a rainwater/ greywater system to clean and recirculate water and rooftop solar panels to heat the building's water. It is also equipped with a rooftop teaching and research greenhouse.

"This project and its rating reflects Lehman's commitment to a culture of environmental responsibility, and the creation and adoption of clean energy innovations on campus and throughout New York City," says President Ricardo R. Fernández.

More than 18,000 projects have achieved LEED certification worldwide, yet fewer than 1,200 have achieved the Platinum designation. And only 67 of those are in New York State .

MODULAR CHILD CARE CENTER OPENS TO RAVE REVIEWS

City and State officials joined CUNY and Lehman administrators for the dedication and ribbon-cutting of the Lehman College Child Care Center on September 26. The new Center accommodates 120 children, twice the capacity of the previous center.

The 12,000-square-foot modular facility includes six classrooms, a multipurpose room, terraces, an atrium with an open stairway, skylights for natural ventilation, and other green features.

“Modular design is innovative, creative and is hitting its strides in New York City,” said Iris Weinshall, CUNY Vice Chancellor for Facilities Planning, Construction and Management. “We’re so pleased that Lehman was open to using this process. It feels like a perfect fit of timing and opportunity.”

Modular construction, Vice Chancellor Weinshall added, “exemplifies CUNY’s mission to create beautiful, sustainable architecture that serves the interests of our students and our communities—and to embrace the technologies and innovations that will create the landscape of our future city.”

The construction project was supervised by Rene Rotolo, Director of the Office of Campus Facilities and Planning.



Joyful ribbon-cutters at the official Child Care Center dedication.



At the opening day event, visitors check out the new Child Care Center and Iris Weinshall, CUNY Vice Chancellor for Facilities Planning, Construction and Management, cites the Center’s sustainable features. (Photos by Phyllis Yip)

NEW LAPTOP AND PHONE SOLAR-POWERED CHARGING TABLES



The campus now has two solar powered tables that serve as a workspace and laptop and cell phone charging station. One is on the Speech and Theatre plaza and the other is on the Music Building plaza. Not only is this electronic device powered by the sun, it is also made from recycled, eco-friendly materials.



A&F LOCAL HERO LUIS SOLTERO-RODRIGUEZ, REPORTING FOR DUTY

When it comes to volunteering for a worthy cause, there's one person at Lehman College who always seems to be at the head of the line. He is Luis Soltero-Rodriguez, who works in the Budget & Planning Office in the Division of Administration & Finance.

An Army veteran, Luis has worked on Hurricane Sandy disaster relief projects. He's helped with the New York City food bank. He also joined Lehman students in the Community Engagement Program to do volunteer work in Chicago. And last month, he took part in the annual "Tunnel to Tower" run to benefit the Stephen Siller Foundation, named in honor of the New York City fire fighter who died on 9/11—after running in full gear from his stationhouse in Brooklyn to help in the rescue effort at the World Trade Towers.

Currently, Luis is supporting programs that are helping returning soldiers make the transition to civilian life. To that end, he's raising money for the 5K Remembrance walk on November 10 sponsored by the USO of Metropolitan New York. He's also an active volunteer in the search for Avonte Oquendo, the autistic 14-year-old boy who is missing from his home in Queens. Luis is working with the boy's family to help coordinate activities in the Bronx area. He's reached out to a few local Auto, Social and Motor clubs to help in the light search and flier distribution in busy intersections, businesses and on mass transit throughout the Bronx.

"I may not have a lot of money to give, but I'm willing and able to offer my time," Luis says, "and that feels great, just knowing that I've made a positive difference in someone's life."



Luis (above) at "Tunnel to Tower" run to benefit a foundation that raises money help wounded soldiers, among other projects.

Luis grew up in the South Bronx. "I know how it feels to be poor," he says. "But I've also been blessed with opportunities. Giving back to my community is the least I can do. So I encourage everyone to donate some time to a good cause! It's a joyful, rewarding, satisfying experience that money can't buy."

LIGHTS, CAMERA, ACTION...



If you think you spotted the Lehman College campus on a TV show or in a movie or magazine, there's a good chance that you did. Merrily Cohen, Administrative Assistant in Campus Facilities and Planning, reports some of the income-generating location shoots that have taken place since last year.

Law & Order: SVU (TV Show)
 Person of Interest (TV Show)
 Unforgettable (TV Show)
 Indigo Key (Pilot for TV Show)
 String Out (Independent film)
 Powerade Commercial
 TNT Promotion for TV Show
 Miralax Photo Shoot
 Seventeen Magazine Photo Shoot

BCC 5K WINNER

Administration and Finance Division Vice President Vincent Clark and his son Tres (Vincent III) ran in the recent Bronx Community College 5K race—and Tres finished first in his age division.



A&F CALENDAR (November 2013)

Workshop, Complete OTPS Budgeting, Procurement & Accounts Payable Cycle in CUNYfirst: Mon., Nov. 11, 10 am–noon. IT Center, Carman Hall, Room 118. Contact: Lourdes Perez, 960-4991.

TIAA-CREF Counseling: Thurs., Nov. 12, Dec. 12, Shuster 014, 9 am–5 pm. Contact: Ira Black (800) 732-8353.

Halliday Financial Group Counseling: Tues., Nov. 19, Tues., Dec. 10, Shuster 018, 9 am–2 pm. Call Joseph Tedeschi (516) 671-1099 Ext. 240.

15+ Years of University Service Celebration Luncheon: Fri., Nov. 22, Faculty Dining Room, 12–2 pm. Coordinator Miriam Malave, HR 960-8181.

MetLife Counseling: Nov. 27, Dec. 11, Shuster 018, 9 am–2 pm. Call Christopher Vargas (516) 216-8830.

Health Insurance Open Enrollment: Nov. 1 through Nov. 30. Visit the Human Resources Benefits website to download the necessary form(s): www.lehman.edu/human-resources/benefits.php. Lami Hoff, HR, 960-8321.



**LEHMAN COLLEGE
 THE CITY UNIVERSITY
 OF NEW YORK**
 PRODUCED BY THE OFFICE OF
 ADMINISTRATION AND FINANCE