

# F&A QUARTERLY NEWS

## DIVISION OF FINANCE & ADMINISTRATION

The Division of Finance & Administration has developed a newsletter, *F&A Quarterly News* to provide useful information to the College community, as well as to advise of divisional highlights and upcoming major projects. We hope you find the information useful and informative. Your feedback and questions are welcome and should be addressed to:

[financeandadministration@csi.cuny.edu](mailto:financeandadministration@csi.cuny.edu)

## NEWS YOU CAN USE

### ENVIRONMENTAL HEALTH AND SAFETY

Kathleen Collins has been the Director of EH&S since 2010. Among the responsibilities that she and her office oversees are compliance with city, state, and federal regulatory agencies; mold investigation and remediation, indoor air quality investigations and follow-up; and laboratory safety. The EH&S Website, <http://www.csi.cuny.edu/administration/finance/ehs/> includes important information on the College's Chemical Hygiene Plan, Right to Know and Hazard Communication Plan, Bloodborne Pathogens Infection Control Plan, Fall Protection Plan, Energy Control Program, and information on recycling materials excluded from regular trash. In addition, the Website will connect you to several lab safety videos:

- Working with pyrophoric reagents
- Chemical splashes
- Hazardous chemical explosions
- Eye wash protocol

Watch the eye wash protocol video closely, you just may recognize someone!

### FACILITIES

#### Salvage Pick-up

It's that time of year again. It's time to dispose of any College-owned obsolete, broken, and unused equipment. Due to this year's inclement weather, pick-up is extended until March 21, 2014. If you need equipment removed for discard, please forward an email to [Marilyn.Ulrich@csi.cuny.edu](mailto:Marilyn.Ulrich@csi.cuny.edu); [Lillian.McGinn@csi.cuny.edu](mailto:Lillian.McGinn@csi.cuny.edu) or [Georganne.Sassano@csi.cuny.edu](mailto:Georganne.Sassano@csi.cuny.edu) stating what the equipment is, including the CUNY barcode tag, and the location of the equipment. Please make your requests as early as possible. There is limited storage space and once we reach our capacity, all remaining requests will be held until the next salvage pick-up period.



### HUMAN RESOURCES

#### CUNY Voluntary Savings Plans

You have an option to supplement your retirement savings by enrolling in a Tax Deferred Annuity (TDA) Plan. Your TDA contributions are deducted biweekly from your paycheck on a pretax basis, allowing you to reduce your current federal and New York State income taxes. You elect the amount of your contributions, up to the federal limits, which have not been confirmed yet for plan year 2014. You may not contribute to more than one 403(b) TDA Plan at a time.

The following TDA plan options are available to all employees in the *Executive Compensation Plan, Instructional and Classified Managerial staff*:

TIAA-CREF, [www.tiaa-cref.org/cuny](http://www.tiaa-cref.org/cuny) -CSI rep Clement Akintomide, 800.842.2733, ext. 232461  
Halliday Financial Group, [www.hallidayfinancial.com/data,-](http://www.hallidayfinancial.com/data,-) CSI rep Joseph Tedeschi, 516.671.1099

The following TDA Plan options are available to all *Classified Civil Service Staff employees*:

Metlife, [www.metlife.com](http://www.metlife.com), CSI representative Marc Adamek, 914.372.2984

## NEWS YOU CAN USE (continues)

### HUMAN RESOURCES

#### **CUNY Voluntary Savings Plans:**

The following TDA Plan is available only to employees who are members of the TRS pension plan:

New York City Teachers' Retirement System (TRS) 1-888-869-2877  
[www.trs.nyc.ny.us](http://www.trs.nyc.ny.us)

Other Savings Plans available to ALL employees:

NYS Deferred Compensation Plan (457) [www.nysdcp.com](http://www.nysdcp.com) – CSI rep Nancy Tran 1-800-422-8463 ext 44329. (Please note there are no coordination limits between the 457(b) and the 403(b) plans)

#### **Entertainment Benefits:**

**Plum Benefits** offers discounts for many events: theater, sports, concerts, comedy, attractions and more. Most Broadway and off-Broadway plays are discounted between 10 and 40 percent off regular prices. You can even save 40 percent off new movie tickets. Signing up is easy. You just need to use your work e-mail to register. Please visit the website [www.plumbenefits.com](http://www.plumbenefits.com) for current offers.

**Working Advantage** offers CUNY employees exclusive discounts on movie theaters, movie rentals, theme parks, ski tickets, Broadway theater, special family events, online shopping and much more. By registering online, you will automatically receive 100 bonus Advantage Points. Advantage Points are accrued in your personal account when you place orders online and never expire.

To register:

Go to [www.workingadvantage.com](http://www.workingadvantage.com)

Complete the one-time registration for free.

When asked enter unique CUNY ID 101218.

Create your personal account.

When registration is complete, you can order either online or by phone at 800.565.3712, Monday – Friday, 8 a.m. – 6 p.m., or Saturday, 9 a.m. – 5 p.m.

For additional information, you can contact the Director of Human Resources, Hope Berte at [Hope.Berte@csi.cuny.edu](mailto:Hope.Berte@csi.cuny.edu) or visit their website at: <http://www.csi.cuny.edu/humanresources/index.php>

## FOR YOUR INFORMATION

### WOODED PARK RESTORATION

In December, work began to take down trees in the Wooded Park behind the Center for the Arts building. A number of trees were either diseased or dead and created a safety hazard for the College community and visitors who use the park as a walk-through between the Alumni Walk and parking on the east side of Loop Road.

The trees will be cut into ten-foot lengths and the wood that is salvageable will be milled and converted into benches and tables, and placed throughout the campus, including within the Wooded Park. Future plans for the Wooded Park will also include resurfacing of the walkways, planting, and reseeded.



Current



Artist Rendering

### F&A'S NEW ADDITION

The Office of Design Services is responsible for administering the College's visual identity as it relates to publications, printed materials, and advertising.

The offices of Design Services and Reprographics work closely together, collaborating on the College's publications and printed material. Previously, the offices reported to two separate divisions within the College. The Division of Finance and Administration now oversees the Office of Design Services, more specifically, the office will report directly to Assistant Vice President Eduardo Rios. The divisional transfer will facilitate a more efficient use of resources, and streamline requests for printed materials.

For additional information about Design Services, please contact [Janice.Awerbuch@csi.cuny.edu](mailto:Janice.Awerbuch@csi.cuny.edu) or visit the Design Services Website.

## FOR YOUR INFORMATION

### OPERATIONAL SERVICES

As Director of Operational Services, Andrew Diaz must manage a diverse portfolio of responsibilities. Andrew oversees central receiving; all mail and messenger services, including parcels and packages and coordinating overnight deliveries, copier maintenance, recycling printer toner cartridges, reprographics services, and campus bus transportation and scheduling; and administering the service contracts on the College's buses and copiers.

Additionally, Mr. Diaz is responsible for the management of the College's fleet of vehicles, ensuring that vehicle registrations, inspections, and permits are up to date, and that they are properly insured.



← Mail Services

Print Shop →



## DID YOU KNOW?

### AUXILIARY SERVICES

The College of Staten Island Auxiliary Services Corporation (CSI-ASC) supports the College by providing services and programs that meet the needs and expectations of the students, faculty, staff, and visitors of the College. Central to this effort is the ability to recognize the diverse constituent population of the College and to maximize customer satisfaction while maintaining the financial integrity of the corporation. CSI-ASC is comprised of Parking & DolphinCard Services, Dining Services and Vending, the CSI Bookstore, and business services.

In the last ten years, CSI-ASC has provided more than \$3,750,000 in direct and indirect support to the College in the form of scholarships, student employment grants, program support to New Student Orientation, Commencement, Community Relations, Athletics, and several infrastructure initiatives. CSI-ASC has also purchased new snow-removal equipment for Facilities Management and vehicles for Public Safety.

The establishment of the CSI Student Housing LLC by the Corporation provided the mechanism that enabled the College to open the first student housing complex at CSI. Partnering with the NYC Housing Development Corporation, the LLC secured the funding to design and build Dolphin Cove.

### PARKING & DOLPHIN-CARD SERVICES

#### **DolphinCard:**

The CSI DolphinCard provides safe and secure identification for members of the College of Staten Island community and provides access to secured areas and gated parking lots. It is also the quickest, most convenient method for making purchases on campus at the Bookstore; in the Bits and Bytes Cyber Café, located in the Library, Campus

Center Cafeteria, Park Café Restaurant, and the DolphinExpress in the Center for the Arts. Additionally, your DolphinCard can be used in most vending machines throughout campus and in the laundry rooms in Dolphin Cove. There are many more features and services planned for the DolphinCard.

Current employees who have a valid CSI photo ID card are required to replace their current card with the updated DolphinCard. All students are also required to obtain a DolphinCard. If you have not replaced or received your new DolphinCard, please go to the Office of Parking & DolphinCard Services in 3A-106 during regular business hours. If you have any questions, please contact:

[MaryJeanne.Hennessy@csi.cuny.edu](mailto:MaryJeanne.Hennessy@csi.cuny.edu)

## DID YOU KNOW

### DINING SERVICES

The Office of Dining Services offers members of the College community an opportunity to experience a wide variety of food offerings from a number of service areas across campus. The Campus Center Cafeteria, the Park Café Restaurant, Bits and Bytes Cyber Café in the Library, and the Dolphin Express in the Center for the Arts provide students, faculty, staff, and visitors numerous options. Additionally, there are vending machines conveniently placed throughout the campus.

Special Events Catering can be arranged

for coffee service for four or dinners for 700. Dining Services typically provides service to more than 2,500 students and staff daily and catering services for as many as 125 meetings and events weekly during peak periods. The month of December provides the stage for the Dining Service staff to shine with over 35 holiday events, each with its own menu, color scheme, and decorations to make it truly special.

May brings a whole series of celebratory events surrounding Commencement. Commencement activities are highlight-

ed by the staff's expertise in providing service throughout the day.

The catering team at CSI, headed by its Director, Jodi Merendino, strives to serve our campus with an emphasis on giving personal attention to every customer, presenting innovative and appetizing menu selections, and to making every event unique.



## STAFF FEATURE

### Have you met Babette Goffin?

Is your office too hot or too cold? Do you need a light bulb replaced? Is a bathroom sink overflowing? Do boxes need to be moved? Just fill out an online Work Order request or call the Office of Facilities Management and speak with Babette Goffin.

Babette will put the wheels into motion and assign your facilities-related problem to the appropriate trade, laborer, custodian, or maintenance personnel to assist you. Babette can also guide you through the process of completing the Archibus Work Order process for non-emergency requests.

Babette has worked in the Office of Facilities Management since 2007, ensuring that work order requests are assigned, the work is completed in a

timely fashion, and the request is closed out. She is the friendly voice on the telephone that cares about the College community and strives to provide the best customer service possible.

On the personal side, Babette and Ray, her husband of 34 years, have three children and three grandchildren. Babette loves crafting and working on special-occasion projects for her family. She hates to cook; luckily for Babette and her children, her husband Ray oversees the kitchen!

