

# 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. Although this first issue is being released in November, our plan is to release the newsletter on a quarterly basis—January, April, July and October. 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

### HUMAN RESOURCES

#### **Fall 2013 Employee Transfer Period/Open Enrollment:**

#### **Health Insurance – dead- line November 30, 2013**

Fall 2013 Employee Transfer Period will take place from November 1st through November 30<sup>th</sup>. During the Employee transfer period you may:

- transfer to another health plan;
- add or drop an optional rider
- add or drop dependents
- elect to waive your health coverage

Information on the health plans can be found at [www.nyc.gov/olr](http://www.nyc.gov/olr).

#### **Patient Protection and Affordable Care Act- Health Insurance Market- place Coverage:**

As of January 1, 2014 everyone must be covered under a Health Insurance Plan.

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers “one-stop shopping” to find and compare private health insurance options. Open enrollment for health insurance coverage through the Marketplace begins October 2013 for coverage as early as January 1, 2014.

Please view the Affordable Health Care video (link below) which walks through the basic changes in the way Americans will get health coverage and what it will cost starting in 2014, when major parts of the Affordable Care Act, also known as “Obamacare,” go into effect. <http://kff.org/health-reform/video/youtoons-obamacare-video/>

If you have any questions about your health insurance coverage or your options, you should utilize the contact information provided in the notices listed below.

Adjuncts Health Insurance

Program Notice: <http://www1.cuny.edu/mu/ohrm-updates/files/2013/09/Senior-College-Adjunct-Health-Insurance-Program-Notice.pdf>

Doctoral Students Notice: <http://www1.cuny.edu/mu/ohrm-updates/files/2013/09/Senior-College-NYS-Health-Insurance-Program-Notice.pdf>

New York City Health Insurance Benefits Program Notice: <http://www1.cuny.edu/mu/ohrm-updates/files/2013/09/Senior-College-NYC-Health-Benefits-Program-Notice.pdf>

**The CUNY Work/Life Program** is an important benefit for all employees and their families. This confidential program is offered through Corporate Counseling Associates (CCA) at no charge to employees or members of their families

The CUNY Work/Life website offers employees hundreds of educational articles, useful tips and Internet resources in addition to monthly webinars on various topics. Please visit their

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[www.myccaonline.com](http://www.myccaonline.com)  
Company Code: **CUNY**

Webinars are available every month and can be done during your lunch hour at your desk. Upcoming webinars for the fall semester include:

**November** Teaching Your Children Responsibility

NOV 19 — 12 pm and 2 pm ET Learn methods to encourage and nurture responsibility in children of all ages. Help them become good decision makers.

**December** The Path to Inner Peace DEC 17 — 12 pm and 2 pm ET Through a greater examination of self, as well as of your personal and work environments, you can take steps down the path to inner peace. For more information and how to register please visit [www.cuny.edu/worklife](http://www.cuny.edu/worklife)

## DOLPHINCARD

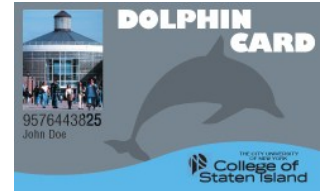
The new CSI DolphinCard made its debut at the beginning of the Fall semester. The DolphinCard is the official campus photo ID card for students, faculty and staff, and can be used for access to the library, parking lots and secured areas.

An added feature of the DolphinCard is its use as a debit card. By depositing money on your DolphinCard account, either by credit card or cash, it eliminates the need to carry cash for several services offered to the campus community. Your DolphinCard can be used in the campus bookstore, in all dining locations on campus, in

most campus vending machines and for purchasing a parking decal. If you reside on campus, you can use your DolphinCard to activate the laundry machines in Dolphin Cove. Future use for the new campus ID card will be access to Sports and Rec Center and Center for the Arts events, as well as for CLUE events.

If you don't have your DolphinCard stop by the Office of Parking and DolphinCard Services in Building 3A Monday through Thursday from 9am-8pm and Friday from 9am-4:30pm to get your new card. All other faculty and staff ID cards will

be deactivated effective **Monday, December 2, 2013**. You won't want to be on campus without your new DolphinCard!



## CUNYfirst PROCUREMENT MODULE



The CUNYfirst Procurement Module for purchasing items through State-funded budgets was implemented in July 2013. In April 2013, the Business Office Procurement and Accounts Payable staff attended eight weeks of Train-the-Trainer sessions in preparation for the implementation of the new

requisition-to-receipt workflow process. The trainers set up training sessions for the first wave of users (those who are heavy to moderate users of the former Purchasing System) and then for infrequent users. We are happy to report that prior to implementing the new CUNYfirst Procurement Module, 90% of the College's users were trained and were able to hit the ground running with the new launch. In October additional training was provided to new users as

well as for those in need of a brush-up course. CSI is one of three CUNY schools to have a significant amount of requisitions created in the newly implemented CUNYfirst Procurement Module. If you have any questions regarding the new process, please contact

[Kiesha.Stewart@csi.cuny.edu](mailto:Kiesha.Stewart@csi.cuny.edu)

## FOR YOUR INFORMATION

### CAMPUS PROJECTS

Campus Planning and Facilities Management (CPFM) is responsible for design, planning, construction and renovations of capital projects and working in close coordination with CUNY, the Dormitory Authority of the State of New York (DASNY) and College administration. An example of the projects completed in the last year by CPFM include:

- Registrar Hub in 2A
- Psychology – Viewing Gallery renovation, office, lab and storage renovation
- Medical Technology Lab
- 26 faculty offices
- Relocation of Sociology from 4S to the Library
- Expansion of the Faculty Learning Center
- Relocation of the Office of Parking and DolphinCard Services
- Relocation of Small Business Development Center
- Painting of the first floor in Campus Center
- Repair, refurbishment of common spaces, classrooms, lounge areas, and paint all common spaces in Building 1N

## CAMPUS PROJECTS (CONTINUED)

- Expansion and beautification of the outdoor Cyber Café

Additionally, CPFM is responsible for inventory, recycling, utilities, maintenance, repair and operations of the facilities and grounds on the College campus.



## SUSTAINABILITY



Consistent with the University's mandate to lower our carbon footprint and to become a greener campus, the College is committed to improving the campus environment and embracing sustainability whenever possible. A large number of dead trees populate the campus and the Office of Campus Plan-

ning and Facilities Management (CPFM) is coordinating trimming of trees where appropriate and removal of dead trees. As an alternative to disposing of the dead tree trunks, CPFM is exploring the possibility of reusing them to build benches or other furniture for use around campus. Initial focus is on The Wooded Park and how best to beautify the space by replanting and reforestation and to make it a respite for the College Community. This project is in keeping with the CSI 2010 Master Plan to create attractive gathering spaces enhancing campus life. The improvement of the campus landscap-

ing will be an ongoing process as we continually strive to create a more recreational and sustainable campus.



## WILLOWBROOK MEMORIAL



The College of Staten Island is built on the grounds of the former Willowbrook State School, which closed

in 1987. When CSI opened in 1993 a memorial plaque was placed on the south side of the Center for the Arts building adjacent to the Alumni Walk. The plaque symbolizes New York State's commitment to provide an extensive and comprehensive program of community living opportunities for its citizens with developmental disabilities. Each College of Staten Island President has recognized and remembered

those who resided at the facility. Six years ago under the direction of former President Tomás Morales, Office of Campus Planning and Facilities Management (CPFM) created an area around the memorial plaque to provide a place where students, staff, faculty and visitors can go to find peace, serenity and a place for reflection and remembrance. CPFM designed a granite plaza, installed benches and

planted shrubbery among tall old pine and sycamore trees that date back to the days of Willowbrook. Recently under the direction of Interim President William Fritz, CPFM created a pathway leading to the plaza from Alumni Walk. The concrete path, completed this past summer, winds through the trees ending at the memorial plaza.



## **PUBLIC SAFETY**



The mission of the Office of Public Safety is to enhance the quality of campus life by providing a safe and secure environment for our College community.

Public Safety staff strives to maintain an environment in which the primary educational mission of the College can be realized. Campus Peace Officers can be seen patrolling campus on foot, bicycle, Segway and in Public Safety vehicles.

The Office of Public Safety is responsi-

ble for reporting crime statistics for the College. This three year report covers off-campus buildings owned or controlled by the College and on public property within or immediately adjacent to and accessible from the campus. The report includes institutional policies, crime prevention, the reporting of crimes, sexual assault and other matters. You can view this report at: <http://www.csi.cuny.edu/publicsafety/Annualcrime.htm>

In the evening, if you are on campus late, you can rely on Public Safety's Escort for Safety Program to walk

you from where you are on campus to the parking lot where your vehicle is parked by calling 718-982-2116. Public Safety also provides vehicle assistance in the event that your car breaks down. Please keep in mind that safety starts with each one of us and remember: "If you see something, say something!"

## **NEW BUSES ON CAMPUS**

Have you seen our new buses? The five new El Dorado Access 40' buses seat 39 passengers and can accommodate another 29 standing for a total of 68 passengers.

Ridership on the St. George Ferry Shuttle jumped 30% between the period July through September 2012 and July through September 2013. The new higher capacity, wheel-chair accessible buses will help the flow of riders in their commute between the St. George Ferry Terminal and the College, and around the Campus

Loop. The fabric on the seats, the colors and logo on the exterior of the buses were thoughtfully chosen to highlight the Colleges's new logo and branding campaign. All students, faculty and staff are invited to take a free ride on CSI's buses.



## **DOLPHIN COVE**



The long wait for residence halls finally arrived at the College of Staten Island with the opening of Dolphin Cove. The two new buildings housing 428 campus residents opened at the end of August and are located at the north end of campus between the School of Business and Building 4S. Outstanding construction issues have been remediated and the students have settled in to

living on campus. Dolphin Cove staff plan and facilitate programs on fitness, adjusting to roommates and campus living, time management, and seasonal celebrations to give residences an opportunity to get to know each other better.