

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

NEWS YOU CAN USE

Transportation Update

As a reminder, a current valid DolphinCard with the Transportation Access Code (TAC) programmed onto the card is required for **all students, faculty and staff** to utilize the College's bus services. Following is updated information regarding use of the College's transportation services by faculty and staff.

Ride/Cost Options: A new pay per ride option will be available to **faculty and staff** who ride the Shuttle. There will be four price options to choose from, with an expiration date of May 31, 2016.

<u>Ride Option</u>	<u>Cost</u>
2 rides @ \$2.50	\$5.00
4 rides @ \$2.50	\$10.00
10 rides @2.50	\$25.00
Unlimited rides	\$40.00

Faculty and **staff** who wish to ride the Ferry Shuttle and/or the Loop Bus can do so by remitting the fee to the Office of Parking & DolphinCard Services. This can be done by visiting the Parking and DolphinCard Services Office in 3A-106 during business hours, or by clicking the

following link to pay for this service and have it added to your profile: <https://csi-sp.blackboard.com/eAccounts/AnonymousHome.aspx> Enter your College FLAS log in, deposit the appropriate fee, and follow the directions to complete the transaction.

DolphinCard holders with the **Unlimited Transportation Access Code (TAC) only** will be allowed one guest (defined as either a non-member of the student body, faculty or staff) per ride by swiping their DolphinCard twice

Guests not accompanied by a member of the College community will be permitted access by contacting the Office of Operational Services and requesting a Visitor Bus Pass that must be printed and presented to the driver when boarding the bus. Please contact Operational Services Monday through Friday during business hours to obtain a Visitor Bus Pass.

Saturday Service: There has been an interest in extending the Ferry

NEWS YOU CAN USE

Transportation Update (continues)

Shuttle to include Saturday service to accommodate students, faculty and staff who take classes or participate in various programs. Effective **Saturday, January 30, 2016** on days when classes are scheduled, the Ferry Shuttle will run on a trial basis with a modified schedule between the College and the St. George Ferry Terminal. If you have any questions regarding the Shuttle schedule, please contact:

Andrew.Diaz@csi.cuny.edu,

or if you have questions regarding your Dolphin-Card, please contact



FOR YOUR INFORMATION

Finance and Budget

After a nation-wide search, Carlos A. Serrano has been appointed Assistant Vice President for Finance and Budget. Carlos has over 24 years of budget and finance experience, most recently as the Assistant Vice President for Budget and Finance at Hunter College. Prior to his position at Hunter College, Carlos served as the Senior Vice President for Leased Housing for New York City Housing Authority, Director of Budget and Financial Planning for New York City Housing Authority, and Deputy Commission-

er for Administration for the New York City Department of Juvenile Justice.

In his role at CSI, Carlos will be responsible for the day-to-day operations of Accounting, Accounts Payable, Budget and Financial Planning, Fiscal Systems and Part Time Payroll Services, Bursar, and Purchasing. You can reach Carlos at

Carlos.Serrano@csi.cuny.edu

or at Extension 2460.

FOR YOUR INFORMATION (continues)

Purchase Requisition Deadline

The State of New York's fiscal year ends March 31, 2016. Therefore, the State's SFS system "blackout" period is March 25, 2016 – April 11, 2016. During the "blackout" period no system transactions can be performed, such as issuing POs and processing payments to respective vendors. The College's purchase requisition deadline **is Friday, March 11, 2016**. Please review your budget and identify any needs that you anticipate having for the remainder of the fiscal year and submit your requisitions via CUNYfirst. All purchase requisitions must be **approved and budget checked**. Also, please ensure that your purchase requisitions include all the necessary supporting documentation for processing. Purchasing will process purchase requisitions in **Budget Approved Date** order. Purchase requisitions submitted after the cutoff date are subject to rejection and may **not** be processed.

It is also essential that the College pay as many invoices as possible prior to the "blackout" period in the event there are delays. To accomplish this, all receipts for goods and services must be placed in the system as soon as the item is received and no later than **March 18, 2016**. Please begin entering your receipts immediately since we are anticipating a large volume of invoices during the final weeks of March as we work to pay as much as possible before the sys-

tem closes.

A recap of the dates are as follows:

- March 11, 2016 – Last day to enter Fiscal Year 2016 purchase requisitions
- March 18, 2016 – Last day to enter receipts for goods/services already received
- June 10, 2016 – Last day to order supplies through Proftech
- June 30, 2016 – Fiscal year-end. All goods and services **must** be received to be a FY 2016 expense.

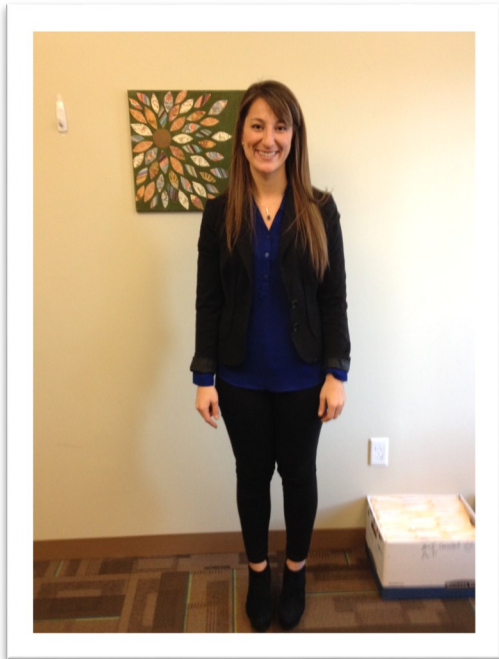
Every effort will be made to accommodate department requests. The Purchasing Office's ability to do so is subject to State/CUNY mandated procurement procedures, workload and processing situations. Cut-off dates help to ensure adequate lead-time for delivery of all goods and services that must be received by the end of the fiscal year.

When possible a State, City, Department of Education (DOE) or Federal General Service Administration (GSA) contract should be used to facilitate the procurement. The Purchasing Office can assist you in determining availability of these contracts.

Should you have any questions or we can be of further assistance, please do not hesitate to contact Purchasing at x2450, or Accounts Payable at x2483.

STAFF FEATURE

Do you know McKala Accetura?



McKala is the General Manager of CSI's residence halls, Dolphin Cove, and has been in the position since July 2014. McKala's experience as a Resident Assistant (RA) and Resident Director (RD) at Central Connecticut State, and as Conduct Officer at Keuka College gave her the experience required for her role.

McKala originally was studying education to become a teacher or a college professor. However, once she became an RA and later an RD, McKala realized that she enjoyed the more intimate student contact and the chance to help students transition being away from home, managing schedules, roommates, etc. This experience kept McKala interested in higher education, but with a different fo-

cus. As a Conduct Officer for four years, McKala had additional opportunities to make instant connections with students; albeit often in a negative context, she still enjoyed working with them to achieve positive outcomes.

Many of our resident students are the first members of their family to attend college and live away from home. This can be overwhelming for some of our first time students, and can create several challenges. McKala and her staff work closely with students individually and through Dolphin Cove programs and workshops to assist them with the transition, as well as teach important life skills.

On the personal side, McKala, who originally comes from Connecticut, has created a NYC Bucket list. She and her out-of-town friends are out to see all of the attractions that New Yorkers take for granted! McKala is also an avid baker and often bakes for her colleagues as well as for some of the Dolphin Cove residents. She specializes in making cupcakes. McKala's homemade rainbow cupcake looks delicious!

