

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

PUBLIC SAFETY

In April, Mr. Robert A. Wilson joined the College of Staten Island as Director of Public Safety. Mr. Wilson has extensive experience in the law enforcement and public safety field, rising through the ranks of the Teaneck, NJ Police Department culminating with his appointment to Chief in 2008. He had oversight of 96 officers and 30 civilian employees, serving a township of 40,000. Included within the township is Fairleigh Dickinson University's eighty acre Teaneck campus. During his tenure as Chief, Mr. Wilson implemented departmental changes leading to national accreditation. He also served Teaneck as Deputy Emergency Management Coordinator and holds several certifications including FEMA National Incident Management.

Mr. Wilson's office is located in Building 2A, Room 108, and he can be reached at

Robert.Wilson@csi.cuny.edu

Public Safety Training

Director of Public Safety Robert Wilson, and Associate Directors Rob Yurman, Dennis Casey, and William Dalton recently attended an "Active Shooter Incident Training and Effective Communication Workshop" hosted by St. John's University. Vice President Ira Persky and Assistant Vice President Salvador Mena, as well as public safety and administrative staff from St. John's University and Wagner College also participated in the event.

The workshop provided an opportunity to increase the Office of Public Safety's preparedness for dealing with an "active shooter scenario." Discussions and presentations by retired

and active members of New York City Police Department and FEMA officials included training, communication, preparedness and partnerships with stakeholders to ensure that the three local college campuses were as safe as possible. The Colleges' officials shared most effective methods for responding to active shooters, communicating with their respective communities, and training students and staff to create an informed and prepared campus population.

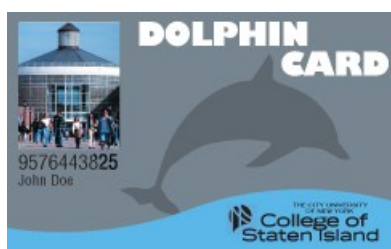


NEWS YOU CAN USE (continues)

PARKING & DOLPHIN-CARD SERVICES

The new DolphinCard ID card was introduced at the beginning of the Fall 2013 semester, and made available for all students, faculty, and staff.

This new card is the official campus photo ID card and can be used for access to the Library, parking lots, secured spaces, some vending machines, in all dining facilities on campus, and laundry machines in Dolphin Cove.



If you did not get your DolphinCard during this academic year, avoid the crowds next semester and get your new card before the term ends.

The Office of Parking and DolphinCard Services is located in Building 3A, and is open Monday through Thursday from 9:00am to 8:00pm or Friday from 9:00am to 4:30pm. All other faculty and staff ID cards will be deactivated at the end of the 2013-2014 academic year.

HUMAN RESOURCES

Transit Benefit

Did you know there's a way you can save on your commuting expenses if you take public transportation or drive to work?

The Transit Benefit Program is administered by Wage-Works and is a voluntary benefit for eligible employees interested in saving on their commuting expenses.

This program works for virtually any transit system in the tri-State or regional areas. No matter what part of the city you live and work in, you're covered.

Use it for:

► Para transit and the MTA's Access-A-Ride program

► MTA NYCT, Long Island Railroad, Metro-North Railroad, NJ Transit, PATH, and NY Waterway, for example

► Parking at or near public transit to commute to work

You have a choice of several transportation deduction plans, depending on your needs and schedule.

For more information and to enroll in this plan, please contact the Human Resources Office at x2379. You can also visit the Website for more details. <http://www.cuny.edu/about/administration/offices/ohrm/university-benefits/transit-benefit.html>



NEWS YOU CAN USE (continues)

DESIGN SERVICES

The Office of Design Services, in collaboration with *Advanced-Online* stores, is developing a line of wearable CSI merchandise. Designs will include sports teams and the dolphin mascot, incorporating the College colors. Merchandise will be available for sale this fall in the College bookstore. Show pride in CSI by purchasing and wearing your school colors.

FACILITIES MANAGEMENT

Over the past three years, CSI has participated in a nationwide competition for colleges and universities called Recyclemania. This year CSI placed eighth out of 256 schools in the Grand Champion division. The Facilities staff is diligent in their recycling efforts year round, and especially during the Recyclemania competition. Special thanks go to Marilyn Ulrich, Laborer Supervisor; Vinnie Bono, Administrative Superintendent; and the entire laborer staff.

FOR YOUR INFORMATION

CSI STUDENT HOUSING/DOLPHIN COVE

Since opening in August 2013, Dolphin Cove staff have planned, co-sponsored, and executed 113 programs with 2,466 attendees to date. Programs included social, career, and civic engagement as well as health issues. Dolphin Cove residents also have the opportunity to sign up for academic workshops, and twice weekly tutoring services.

Summer Rental Opportunity

During the summer, Dolphin Cove provides housing accommodations for conferences, interns, visiting faculty/staff, research assistants, and more. Dolphin Cove offers competitive rates, linen service, conference and meeting rooms, and a state-of-the art fitness center. If you are interested in learning more about summer rentals at Dolphin Cove or would like to take a tour, please contact Nicole.Weston@csi.cuny.edu or call 718.982.3019.

Fall Occupancy

Dolphin Cove was fully rented for the 2013-2014 academic year . So far, Dolphin Cove is already at 60% capacity for fall 2014.



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 with numerous options. Additionally, there are vending machines conveniently placed throughout the campus.

Special Events Catering is available ranging from a sim-

ple coffee service for four to 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

highlighted 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 Heather Blaylock?

One of the components of CUNYfirst is the centralization of payroll for all CUNY colleges. A caveat to that is that payroll for part-time staff is still managed locally. To Heather Blaylock, that means receiving approximately 600 paper time sheets every two weeks from College Assistants. Once received, Heather will alphabetize the time sheets, and check them for accuracy and appropriate signatures before inputting them into her computer. Heather also ensures that correct salaries are posted and time and leave amounts are accurate. The end of each semester is especially challenging when Heather re-

ceives over 1,000 College Assistant PAFs (Personnel Action Forms) requesting reappointments, new College Assistants, rate changes, or terminations. Each PAF requires review for accuracy by Heather. After the reviewing process, many require individual scanning before being sent to CUNY.

Heather has worked in the CSI Office of Payroll since 2006. To keep energized for her hectic workload, Heather runs seven miles a day, five days a week, and trains with weights and resistance bands. She is originally from Alabama and attended Potomac State University's Criminal

Justice Program. Heather's son inherited her interest in the law and currently attends John Jay College of Criminal Justice. Her daughter is in the United States Air Force stationed at Lackland Air Force Base in San Antonio, TX.

