Pace University
Minutes of the Finance and Administration
Monthly Coordination Meeting
March 5, 2003
Woodward 216/218, Briarcliff Manor

Attendees: Len Sippel, Ron Nahum, Dennis MacDougall, Mary Lieto, Terry Kolodzinski, Nicole Thompson-Williams, Frank McDonald, Dan Okoli, Narda Romero, Bill Voll, Patrick Dalzell, Alice Seifert, Joe Caragine, Loniese Russ, Alicia McNally, Bill Link, Regina Beatty, Victor Jabar, Dennis Genoski, Peter Domin, Bill Battina, Richard Abbinanti, Marianne Hricay, Len Certa, Chris Elarde, Joe Bracchita, Phil Barile, Theresa Cichetti, Stacey Irvine, Vicky Lamere, Pat Carolan

Vice President’s Update: Len Sippel, Executive Vice President for Finance & Administration/Treasurer, explained that at our next meeting, Alba Shane from Training and Development will present the information session regarding the new appraisal system (for supervisors). We will break for a brief lunch and resume training during lunch. Len explained the need for consistency.
Our Provost Search is in progress. Six candidates are being scheduled for interviews. Each candidate will meet with faculty, staff and students on the Pleasantville and 1 Pace Plaza campuses. Please check posters and e-mails for dates and times.
Frank McDonald, University Director of Security, will be out from spring break through mid April due to hip surgery. Mr. Vinny Beatty will fill in while Frank is recuperating.
The Pace University Board of Trustees’ Buildings & Grounds Committee and the Full Board of Trustees’ will hold meetings on March 12th.

Employee Assistance Program: Michele Russo from University Benefits explained this program to the group. It was implemented in July 02 and is very successful. It provides various types of services to Pace employees, full and part-time, and family members living within their households. These services are available 24 hours a day, 7 days a week. Some of the services available range from legal advise to help in locating a plumber. All information is strictly confidential. Michele offered to speak at staff meetings in order to enlighten the Pace community of this great program. For additional information look under the Benefits section of the Human Resources Web site or contact Michele at ext. 2761.

Architectural Services: Dan Okoli, University Architect, explained that the campus surveys are going well. Information is being collected to determine the use of space based on square footage and occupancy. The Briarcliff and White Plains campuses have been completed. Pleasantville is 60% complete and we are continuing in NY.
We are beginning the process of updating campus maps in Aperture. Completion is expected in the fall.
A procedures and policy manual pertaining to internal moves is underway. This manual will address several issues including who reports to whom and when.

Interior Design: Directories, which will be placed in elevators, are underway. The template is being approved.

**Facilities Management/Construction:**

**PLV:** The sprinkler and fire alarm systems for Martin Hall are in the design phase. Bids will be going out April 1st with construction to be completed by August 1st.

**106 Fulton Street:** We have renewed the TCO (Temporary Certificate of Occupancy) for another 90 days in order to complete inspections.

**150 Nassau Street:** We have accepted bids for the conduit work. Work is expected to begin at the end of the month.

**163 William Street:** Construction on the 18th floor will be finished by July 1st. Plans for floors 1, 3 and 20 are in the works.

**Judicial Institute:** Work has picked up. We expect to have the TCO by the end of March.

**Preston/Aloysia Façade:** We are behind schedule due to the severe weather we’ve had this winter.

President Caputo is reviewing projects for next year.

This year’s snow removal has had a significant impact on our budget. We are currently $110,000 over budget. Roadways, sidewalks and landscaping all require work. Energy Manager Bill Battina updated the group on various energy cost changes compared to last year at this time.

**Financial Services:** We are in the process of finalizing projections based on spring results. Some revenue adjustment is needed. We anticipate positive results. We are also finalizing the computations for FY 2003-04. The operating budget will be presented to the Board of Trustees’ Finance and Audit Committee on April 10th. We will share this information at the Full Board of Trustees meeting in May. The A133 audit is winding down. This information should be going out by March 31st. Form 990 is being reviewed and finalized. We have an extension through May but we will be finished before then. The Financial Services Risk Assessment Workshop will be held on March 25th, from 10:00-12:00 noon in Goldstein 100.

The Purchasing Department invited everyone to attend the Suppliers Exchange Information Fair which will take place on March 27th in the Multi-purpose room at 1 Pace
Plaza. Come and meet representatives from the vendors we deal with. Pace University and E&I are sponsoring this event. The fair opens at 9:30 a.m.

Let the record show that Ron Nahum’s report took less than 5 minutes.

General Services: Terry Kolodzinski, University Director of General Services, announced that the University will be moving to a mandatory health/accident insurance policy, unless students can show they have existing coverage. Letters will be going out prior to registration.

Transportation: Beginning July 1, 2003, we will have one van run into the city. There will be a limited number of seats for commuters. The time of the run has not yet been determined. It will however, be after rush hour traffic.

The annual St. Patrick’s Day lunch will be held in the Briarcliff Dining Hall on March 17th. Please call Anne Sullivan for reservations. Flyers will be sent around.

Project Coordination, Bookstores & One Card: We are currently working with Blackboard on the One Card project. They are working on a site survey to determine the wiring and card readers that will be needed at various locations. We are also working with representatives from laundry, food services and bookstore vendors that will be involved or affected by the card and its services.

Security: Due to the heightened security alert, Frank McDonald, University Director of Security, explained some of the procedures already in place and those being implemented, as recommended by the ERP consultant:

- Setting up emergency communication centers containing contact numbers for employees, students and emergency vendors
- Emergency protocols are listed on the Web site, please print and keep handy
- Implementing a one 3 digit number for the entire University that will ring directly into Security
- New phone system with a “hot button” into Security. If you call 911 from any campus it will also call into our security department
- Dorms are already equipped with Caller I.D. We are extending the system which at the very least, will notify Security of the location of the building
- Encourage staff and students to report any inappropriate activity
- Wear your Pace University I.D.
- Never lower your guard

The environmental audit is going well as is the compliance audit. Consultants from Woodward and Curran will be coming in the spring to check on areas that require work. The Westchester undergraduate commencement will take place on the Pleasantville campus. Parking will be tight and we will ask employees to park off site. Shuttle buses will be provided.

Systems, Development and Training: Nicole Thompson-Williams, Director of Systems, Development and Training, stated that over 1,100 Time and Attendance surveys were received. They are now being reviewed.
The ERP Committee met to debrief and discuss the collected list of questions and concerns.

We have migrated the F&A Website to the Content Management System. If you have any questions or comments, please contact the Systems, Development & Training Department at ext. 2883. Nicole thanked graduate assistants Patricia Thomas and Shuana Thompson for their wonderful work.

Starting July 1st, we will be switching to electronic funds payments to vendors. Expense reimbursements to employees will be done electronically through the payroll system. A mandatory direct deposit system for all payroll checks will be implemented in July 2004.