Attendees: Ron Nahum, Dennis MacDougall, Terry Kolodzinski, Mary Lieto, Vinnie Beatty, Dan McSweeney, Dennis Genoski, Alice Seifert, Len Certa, Joe Brachitta, Alecia McNally, Chris Elarde, Peter Domin, Russ Jenks, Theresa Cichetti, Regina Beatty, Lucille Jacaruso, Geoff Harter, Michele Russo, Loniese Russ, Matilda McClean, Bill Voll, Marianne Hricay, Jack Coxen, Frank Sicignano, Nicole Thompson-Williams, Narda Romero, Pat Carolan

Budget Update: By now, all areas within Finance and Administration should have submitted their budgets for FY2003-04. Budgets from all other areas are due October 24th. All requests for additional funding and priority funding should be submitted with budgets. These will be presented to the President as a package so that equal consideration will be given to all requests. Angelica Ferreira will be on maternity leave effective October 7th. Please continue to send e-mails to Angelica with a cc: to budgetoffice@pace.edu. Please forward all voicemails to Len Certa at extension 2847. More good news – we have exceeded our budget expectations in undergrad and graduate enrollments. However, Financial Aid disbursements have not been considered. We will know more in a few weeks.

SPARTA: We are on schedule with this project, which is remarkable considering there are, approximately 250 people involved. Currently, we are in the Validation Process. In this phase we will use the decision director tool to validate what KPMG has entered as requirements. RFP will follow the validation process. We expect responses and demos from vendors. Completion of this process is expected before we break for the holidays. Continued funding for ERP will be decided by the Board of Trustees.

Finance and Administration Retreat: Our focus was on the budget. Objectives were established for each area. Managers will inform employees in their respective areas what needs to be done. Some objectives involve coordination from various areas, such as Time and Attendance. Another retreat, with an expanded group, will be held in the spring.

News from the Vice President: This will be Dr. Marilyn Jaffe-Ruiz’s final year as Provost. A national search for a new Provost will be conducted. She has consented to continue in her role as Provost throughout the search period. She will then take a well deserved sabbatical and return as a faculty member with the Lienhard School of Nursing. The National Actors Theater (NAT) will present the first play in the Schimmel Theater in a few days.
The Comptroller’s office has been working long hard hours in preparation of the audit. We will meet with the Finance and Audit Committee on November 12th to review the audit. We are not expecting the financial ratios to look good.

Construction Update/Facilities Management: Congratulations to the Major Projects team for the work done over the summer. The work was completed on time and within budget.

New York

Mid-Town Center Expansion: Two classrooms will be upgraded and several additional offices will be created on the 8th floor. Work has commenced and all necessary permits have been obtained. An October 15th completion date is anticipated.

Multi-Purpose Room (former 1PP bookstore): Bathroom renovation work is complete. The multi-purpose room is showing significant progress. Several problems with the building sprinkler pressure have caused a minor delay in the schedule, however the contractor has indicated that they will be able to maintain the October 15th finish date with overtime.

106 Fulton Street - The Temporary Certificate of Occupancy was issued during the last week of August and inspections by the regulatory authorities have been conducted. Ribbon cutting ceremony was held September 17th.

163 William Street - CSIS has moved into their new 2nd floor accommodations consisting of offices and conference rooms. Additional space is required for the replacement of the WTI offices and classrooms. This project will focus on offices for the 21st and 22nd floors with a completion date of December 15th. The 14th and 15th floor high tech classrooms will be constructed by January 1st. The 18th floor program is under development. Bathroom work will commence immediately for all five floors. A new elevator will be added between the 21st and 22nd floors. A Guaranteed Maximum Price has been received. The Contractor will begin work as soon as the appropriate permits have been obtained.

Westchester Campuses

Lienhard - Two new classrooms will be created in the space vacated by the Nursing Healthcare Unit. They will each have a seating capacity of 24, one room being a v-brick facility. We are waiting on the furniture.

Choate House Work will commence on this project over a two-month period to repair the façade and structural supports for the main entrance. New columns have been erected and the front entrance door has been painted. Removal of several sections of slate patio revealed a deteriorated underlayment that will require additional time to repair. An October 20th completion date is anticipated.

Willcox Elevator - This project is complete except for minor punch list items.

Health & Fitness Center – The pool is expected to be filled by tomorrow. A start-up team will arrive from California and begin the filtration system. It should be ready in a week. The dedication ceremony is scheduled for October 27th.
Judicial Institute - The building is nearing 77% completion. The parking garage is complete, with the exception of punch list items. The milestone completion date for the project remains unchanged (December 2nd).

Façade and Roof Repairs - The new schedule is as follows; completion of the new Preston Hall roof by October 13th and the façade work for Preston October 20th. The structural engineers have recommended additional Façade repair work for Aloysia’s south wall.

Dannat Hall ADA Lift- An October 8th inspection by the White Plains Building has been scheduled.

Physical Plant: Shut down of the air-conditioning system will begin next week. Shut down at all locations does not happen at the same time. Buildings, such as, Gerber Glass, Mortola and Law Libraries, keep the air-conditioning on longer. Once the process is started, there is no turning back due to costs involved. We ask that you bear with us. Mary Lieto will send out notification. Information is located on the F&A homepage. Heat in Lienhard may be a little late due to boiler work being done. Completion is expected next week.

If a problem occurs for B&G after hours, please contact Security. TMA is being utilized to record time and charges expended by B&G to other areas. The information will be used to determine charge back costs in the future. Please make sure you use the TMA talk for work requests.

Project Coordination/Bookstores: Mary will be working on the one card system. Notification should be sent to Dr. Darnita Killian and Dr. Marilyn Jaffe-Ruiz. Michele Russo will mention it in Human Resources.

General Services: Terry mentioned the upcoming Community meeting on November 6th in the Gottesman Room. The Pleasantville Chamber of Commerce Dinner was held last week in the Gottesman Room. Tours of the Health and Fitness Center were provided. It was well received. Transportation will stop using the 15 passenger vans by the end of the semester. They will switch to the 12 passenger vans for safety reasons, although we have had no incidents. B&G vans will go through the “natural cycle” – replacement after 10-12 years of service or 200,000 + miles.

Mail Services announced that effective yesterday, Corporate Express has begun delivery directly to each department.

Safety and Security: We are in the final interview stages for hiring a 4:00-12:00 Coordinator. Safety training has been conducted with students at all facilities. One more date is scheduled for Westchester. The first draft of the EP audit has been submitted. The OneCard server is being set up by Frankie Tramantano. The card will be almost identical to the current ID card. Student residences will be equipped first. Budget consideration should be given since each card will cost approximately $4.00. The lost card fee will increase from $10.00 to $20.00.
**Systems, Development & Training:** Implementation of the Time and Attendance process is in progress. Eventually, this process will replace paper with a web-based process. Training will be provided. The new F&A web site is in the final stages of being moved.

**Financial Services:** Ms. Willa Whitlock has returned to our Payroll Department to assist the staff during the Time and Attendance implementation – welcome! When submitting time sheets, please use the new codes and indicate the hours. This new information will help create a history of the time worked/taken off and identify the reasons. Supervisors are accountable for their employees. If attendance becomes an issue, documentation will be available with this new system. The University does not acknowledge compensatory time.

**Other Business**

**DoIT:** Chris Elarde explained that you can edit your own info on the new White Pages. You can enter your building, fax #, cell #, comments, secondary locations, even your picture. To edit, enter your e-mail name (w/o pace.edu) and the 3, 4, 5 & 6th numbers of your social security number. You cannot change your name however. E-mail quotas have been set at 30 megabytes. If you exceed your limit, incoming e-mail will be bounced back to the sender. Please move folders to local mail.

**Human Resources:** Michele Russo reminded everyone of the new Employee Assistance Program. Sessions will be held on Oct 15th – PNY, and Oct. 16th – PLV, WP. She also informed the group of the retirement sessions being offered by TIAA CREF. The merit process has been completed. Appraisals should have already been submitted to Human Resources.

Geoff Harter mentioned that the Pace University Golf outing, held on September 9th, was the best attended yet. He thanked Bill Voll for his help with the SPARTA program. Westchester Dean for Students, Kevin Banks, will be hiring a director for diversity programs; he also announced the following events:

- Speaker Judy Shephard – October 2nd at the Health & Fitness Center, 7:30 p.m.
- Diversity Day – October 10th
- Quick Fix – October 15th in NY and October 16th in Westchester
- Homecoming – October 26th
- Health & Fitness Center Dedication – October 27th
- Parents’ Weekend – November 15-18th

Ron Nahum also reminded everyone that Friday is Denim Day. To participate, please contact the Human Resources office in PLV.