Pace University
Minutes of the Finance and Administration
Monthly Coordination Meeting
April 2, 2003
Woodward 216/218, Briarcliff Manor


Vice President’s Update: Len Sippel, Executive Vice President for Finance & Administration/Treasurer, explained the need for consistency in the appraisal rating process. Alba Shane, Carolyn Lengers and Joyce Rindner from Human Resources, will present us with a summary of the changes today. Len also stated that the budget for next year will be presented to the Finance and Audit Committee on April 10th. If approved, we will present it at the Full Board meeting in May. President Caputo is looking at various alternatives to our current post retirement benefits. Before he presents his recommendation to the Board of Trustees’, he will hold open information sessions on all campuses.

Appraisal Process Information Session: Ms. Alba Shane and Ms. Carolyn Lengers from Training and Development opened the session informing us that all completed and signed appraisals must be sent to Human Resources by June 30, 2003. The appraisal forms are in three sections: 1) self-assessment, 2) objectives and goal setting, and 3) rating section. Sections one and two are to be completed by the employee and returned to the supervisor at least two weeks prior to the appraisal meeting. To complete section one, employees need to refer to last year’s goals and objectives. They also need to refer to the department’s goals and objectives as well as the strategic agenda in order to complete section two. Section three is completed by the supervisor, on-line.

Ms. Joyce Rindner from University HRIS explained the on-line form and process. The supervisor rates the employee, making sure to fill in the exact e-mail names of both the employee and supervisor. The form will be e-mailed to the department head for any needed editing. Changes can be made. The department head must sign a hard copy of the appraisal before the meeting with the employee.

Important steps of the appraisal process to remember are:
- Managers must establish and agree on goals prior to the meeting
- Obtain input from employees, meet on a regular basis
- Keep the lines of communication open
• Document and discuss with the employee any changes made in their goals and objectives

To voice your opinion or offer suggestions on the appraisal process or on the forms, focus group sessions have been scheduled for:
7/14 – PNY a.m.
7/24 – PL a.m.
8/6 – PLV p.m.
8/14 – PNY p.m.
Exact times and locations will be announced.

If you have any questions or would like to find out more about future workshops, please contact Alba Shane at ext. 2645, Carolyn Lengers at ext. 2742 or Joyce Rindner at ext. 2742.

Facilities Management/Construction:
PLV: Yesterday we received bids for the sprinkler system in Martin Hall. They have not been opened yet.
Briarcliff: There will be a brief electrical shutdown during the last week of May in order for repairs to be completed. The shutdown should last for less than four hours.
White Plains: Work is progressing at the Judicial Institute. May 5th is the expected date for the “grand opening.”
Law School – work is within budget and on time.
PNY:
106 Fulton Street: There has been a scope change in the façade work. Changes were necessary to move the project along.
163 William Street: Construction on the 1st floor will be finished by August 15th, the 20th floor will be ready August 20th, the 5th floor will be ready by August 31st and the 18th floor by June 1st. Renovations to the 10th floor will include modifications to the entry/elevator area where card swipe devices will be installed.

Information on the physical space inventory is being collected. It will be input into the TMA system. The information will be shared with Human Resources.

Bids for the 9/11 memorials have been received.

Financial Services: Preparations for the Plan & Budget for FY 03-04 are just about finalized. We will present it to the Finance and Audit Committee at our April 10th meeting.

General Services: Terry Kolodzinski, University Director of General Services, stated that there would be an ERPC meeting on April 11th. Critical functions have been identified and incorporated into the matrix. Topics to be discussed at the April 11th meeting are looking at emergency protocols already in existence and any changes that need to be made.
Security: Frank McDonald, University Director of Security, is recuperating at home following hip surgery. He will return after commencements. In the meantime, Vinny Beatty is filling in for Frank. Security has strongly been enforcing the I.D. policy. Pace I.D.’s must be worn and shown upon entering the campuses and cars must have the appropriate stickers properly displayed.