A Message From Vice President Higley

Dear Colleagues,

I hope that your Spring Semester is off to a good start. It is wonderful seeing our faculty and students back on the campuses.

One of my resolutions for 2013 is to keep the two campus communities updated on the many great things happening in the Division of Business Affairs & Administration at SUNY Canton and SUNY Potsdam.

Departments across the Division are working together to streamline operations and improve services to the students and employees of both universities.

Notable progress is being made! I cannot thank my team enough for all of their hard work and dedication that helped get us to the point we are at today.

Their close collaboration and innovative ideas are most appreciated.

I look forward to sharing with you in this newsletter the accomplishments the Division has made and the exciting projects planned for the near future.

My door is always open, should you have any questions. Please feel free to stop in and say hello. I am usually on the Potsdam campus in the mornings and on the Canton campus in the afternoons.

Have a great semester!

Sincerely,

Natalie

Partnering for Payroll

The first step in shared payroll was initiated in August 2012 with student payroll. The second step quickly followed with the hourly payroll in January 2013. The payroll teams on both campuses have worked together to gain efficiencies, lower costs, and ensure timely payroll.

Processes and procedures were standardized, and redundancies were reduced. The shared payroll operation has been going well and will continue to improve with time. It is expected that all payroll will be processed as one unit by the end of this month.

The Joint P-Card Program is expanding. More Canton staff are being trained to make purchases for their areas. This means fewer web requisitions, which can often be a tedious, time-consuming process. Cardholders will be able to make their purchases by credit card and have access to their budget allocations and balances.

The P-Card has been used on both campuses for many years and has proven to be a much more efficient process.
Human Resource Happenings

With Betty Connolly’s promotion to Assistant Vice President for Administration, a large void needed to be filled in the Office of Human Resources at SUNY Canton. SUNY Potsdam’s Assistant Vice President for Human Resources, Mary Dolan, stepped up to the challenge in January and now oversees the shared Office of Human Resources on the campuses. Mary will spend time on both campuses and will be a wonderful leader for the team. Congratulations to both Betty and Mary in their new roles!

David Rourke joined the Human Resources team in late January as a Personnel Associate. David was a manager for General Motors for over thirty years and has significant experience in human resources and labor relations. He is located on the SUNY Canton campus in French Hall 225B. Welcome to the team, David!

The shared HR Office has been implementing best practices and is benefiting from the efficiencies of the shared operations. An online applicant system will soon be initiated, which will provide further cost savings and efficiencies. This platform will allow applicants to search for positions and apply online. Once developed, there will be various training sessions held, as well as one-on-one consultations for those involved in searches.

Environmental Health & Safety of Our Campuses

Calvin Smith was named the Director of Environmental Health & Safety for both campuses in November 2012. Calvin will lead the Office of Environmental Health & Safety, splitting his time between the two campuses. Congratulations to Calvin in his new role!

Prior to Calvin’s appointment, SUNY Canton did not have an environmental health and safety department on their campus. Phase One of a compliance analysis was recently completed for the campus by an outside agency. Their analysis will help guide Calvin and his team during their development of an EH&S program for Canton.

A search will soon be underway for an Environmental Health & Safety Coordinator for the SUNY Canton campus.

Uniting University Police

With SUNY Canton’s Chief of University Police, Lisa Colbert, deciding to return to the classroom as an Associate Professor of Criminal Justice, another large void needed to be filled. Lisa did a wonderful job leading the Department and will missed by the Division.

John Kaplan accepted the challenge and started in his new role as Chief of University Police for both campuses in January. John has done an exceptional job leading SUNY Potsdam’s Department and will be a wonderful asset to SUNY Canton. He, too, will split his time between the two campuses. Congratulations, John, in your new position!

A search is currently underway for a deputy chief for each campus. The shared Office of University Police will allow many benefits, such as joint training programs for the officers.
Innovations in Information Services

Under the direction of CIOs Andy Harradine and Kyle Brown, the IT Departments continue to meet regularly, share ideas and code, and co-participate in webinars and vendor demos to discuss current SUNY initiatives and commercial offerings.

In June, Canton moved their Banner and UCanWeb to SUNY ITEC hosting. Potsdam has begun the process of doing the same for their Banner and BearPAWS.

Both campuses have selected CashNet to provide their campus-wide, cloud-based e-commerce solution (eMarket) and to outsource student billing and the back-end processing of credit/debit card payments (eBill/ePayment). Potsdam’s eMarket implementation will begin on February 18, followed by eBill/ePayment sometime in April. Canton’s implementation will follow next year.

Other ongoing IT collaborations and discussions include: migrating to and sharing an OCLC hosted instance of ILLiad (interlibrary loan software); evaluating and procuring a common third-party housing system; shared student health insurance required waiver processing; sharing Pinnacle TelCom billing service; replicating IT recharges; co-participating in SUNY Common SIS; standardizing on a common campus imaging platform; and funding and sharing common shared IT wish list items.

Balancing the Budgets

The search for a shared Executive Director of Budgets is nearing completion. On-campus interviews were held on both campuses for the four finalists. An offer is expected to be made very soon.

The Executive Director of Budgets will be responsible for the design and rollout of a standardized budget process and will oversee both campus budgets that will continue to be independent.

The Budget Offices have been working together to create a budget policies and procedures manual. With SUNY’s new Budget Resource Allocation Model, now is the perfect time for the two campuses to update their budgeting processes.

We look forward to the new Executive Director joining our team!

Compliance Coordination

We are excited to announce our newest shared position! Stacey Basford has been promoted to Compliance Training Coordinator for the two campuses. Stacey will be a familiar face to both campuses as she most recently was the Executive Assistant to the President at SUNY Canton with 18 years of service and prior to that worked in the Financial Aid Office at SUNY Potsdam.

In her new role, Stacey will be responsible for creating online training programs and coordinating mandated employee training (sexual harassment, ethics, right-to-know, bloodborne pathogens, etc.), as well as training for emergency preparedness, affirmative action, building administrators, Title IX, University Police, Police Academy, OSHA, and more. She will also serve on the Emergency Management Teams on both campuses. Congratulations, Stacey!
The search is underway for a shared Sustainability Coordinator for the two campuses. The primary goals of this position are to educate the campuses about sustainability issues, work closely with students and faculty to help the colleges prepare future leaders who are knowledgeable about sustainability, and to assist the colleges in conducting their affairs in a sustainable manner.

The campuses are in active conversations to develop a joint Green Cleaning program. Members from both campuses have met to discuss the need to move towards an eco-friendly cleaning program that meets the needs of both campuses.

PACES and CA are meeting regularly to explore possible areas where the two Auxiliary Services corporations could benefit from shared services.

The Purchasing Offices on both campuses continue to work closely to develop standardized processes and procedures, creating efficiencies so we can better serve the campus community.

The Central Stores areas from both campuses have been meeting to discuss ways of collaborating to save the campuses money, from joint purchasing to standardizing paper products for both campuses.

The campuses are engaging in conversations regarding Energy Management and what we can do to work more closely together in this area.

We are moving down the path of sharing the Upholstery Shop at SUNY Potsdam with SUNY Canton. This will allow both campuses to extend the life of the campus furnishings, equating to savings that can be reinvested in academics and student services.