A Message From Vice President Higley

Issue 2
June 12, 2013

Dear Colleagues,

It just does not seem possible that the Spring Semester has already come to a close. Time certainly has flown by.

As you read through this issue, you will see that we have continued to make great strides in sharing services between the two institutions. Again, the hard work and dedication of my team is greatly appreciated.

A Shared Services Steering Committee has been formed, which includes (in addition to myself): Kyle Brown, Chief Information Officer; Mary Dolan, Assistant Vice President for Human Resources; Walt Conley, Potsdam Faculty Rep.; Liz Erickson, Canton Faculty Rep.; Alex Jacobs, Assistant Director of Community Relations at Potsdam; Gregory Kie, Media Relations Manager at Canton; Shawn Miller, Budget Control Officer at Canton; Mark Martinchek, Director of Procurement at Potsdam; and an SGA rep. from both campuses. The objectives of the committee are (1) to guide, influence, and advise on the implementation of a shared services center model for Canton and Potsdam, and (2) to support the implementation of an initial shared services center.

Consultants McKinsey & Company have been hired to help build a business case for the areas that we may pursue for a shared environment. The business case will help us determine if it makes sense for us to put areas in a shared environment and what areas will not benefit us if we share them. McKinsey will also help us set the baseline for where we are at now and develop the metrics we will use to measure our successes on.

I reported in my last issue that the search for a shared Executive Director of Budgets was nearing completion. Unfortunately, our chosen candidate declined our offer. Re-advertising has begun, and the search will be underway soon.

Please remember that my door is always open, should you have any questions. Have a great summer!

Sincerely,

Natalie

Partnering for Payroll & Human Resources

Payroll and Human Resources have been heavily focused on continuing to identify best practices between campuses and align procedures.

Both campuses are now using the same immigration attorneys, are consolidating and making common forms, and cross training personnel for better knowledge depth. Online applicant tracking is created and being tested in Canton, while Potsdam is upgrading the current system to the same version as Canton. The use of background checks is being explored by Canton. If approved, it is expected that both campuses will use the same vendor with a waiver of the implementation fee for Canton.

Melissa Proulx and Nancy Rowledge from Human Resources were selected to participate in the Campus Leadership Development Program due to their steady performance and identified capacity for leadership. Great job, Melissa and Nancy!
**Environmental Health & Safety of Our Campuses**

Director of Environmental Health & Safety Calvin Smith is pleased to announce some new additions to the EH&S team.

Torey Russell joined the team on May 9 and will serve as the Environmental Health & Safety Coordinator on the SUNY Canton campus. Some of you may recognize Torey as he has worked on both the SUNY Canton and SUNY Potsdam campuses under his former employer, Atlantic Testing Labs. Welcome, Torey!

Anthony “Tony” Caracciolo will now be a shared employee serving both campuses as the Life Safety Systems Manager. Tony has been a Project Manager/Site Rep for SUNY Canton since 2008 and was also the Code Enforcement Officer for the Village and Town of Canton. Congratulations on your new position, Tony!

Craig Robert joined the EH&S team on June 6 as Inspection Technician for SUNY Canton. Craig is the owner/operator of CORO Construction and prior to that served as a safety inspector. Welcome, Craig!

**Sustainability & The Build Smart NY Initiative**

In an effort to meet Governor Andrew Cuomo’s Executive Order directing State agencies to increase energy efficiency by 20 percent in seven years and as part of Build Smart NY, a plan to strategically implement the Executive Order by accelerating priority improvements in energy performance, a shared Sustainability Coordinator has been hired for the two campuses.

Kelly Carter will begin in August. Ms. Carter currently serves as a Research Assistant at Pace University and prior to that served as the Sustainability Coordinator and Instructional Faculty at the National Sports Academy in Lake Placid. She has an advanced certificate in Campus Sustainable Innovation, Bachelor of Arts in Environmental Science, and an Associate of Applied Science in Conservation Natural Resources.

Kelly will serve as the Chairperson of the Sustainability Task Force, assist with the development of the Campus Energy Master Plan, and actively engage and participate with the student body to promote awareness of sustainability issues and foster student involvement.

We look forward to Kelly’s arrival in August!

**Pooling Our Purchasing & Teaming for Travel**

We have made great progress in recent months; both campuses have worked closely together to expand the use of the PCard program in compliance with SUNY and State initiatives. We have been able to consolidate back office audit and certification functions as well as the card application and required training responsibilities almost seamlessly to the Potsdam Purchasing Office – this change is evident to the Canton PCard users only by way of where they send their paperwork each month! Thank you and congratulations to all involved on this successful collaboration!

We are now working in the same spirit to bring our travel card and travel voucher processing functions together under one roof at the Canton campus. The purchasing and travel staff at both campuses are working closely together to understand current travel policies and procedures at each location and to again coordinate a transition that will be as seamless as possible to those served. There will be more to follow on this in the near future, including changes to the State Travel Card program (unrelated to the shared services initiative).
University Police Force Growing

Under the shared leadership of Chief John Kaplan, the University Police Force is growing.

A search is currently underway for a UP Officer at SUNY Potsdam. In addition, it is anticipated that both Canton and Potsdam will each search for another officer in the near future.

Timothy Ashley, Jr. was promoted to Deputy Chief at Potsdam in March. Tim started his career as a University Police Officer at Canton in 2001, transferred to Potsdam in 2009, and was promoted to Lieutenant in 2010. Congratulations on your promotion, Tim!

Alan Mulkin was named Deputy Chief at Canton in March. Alan served as Police Chief for the Village of Canton for 18 years and was closely connected with SUNY Canton through his work as a Criminal Justice adjunct and advisory board member, as a member of the Board of Directors and instructor for the St. Lawrence David Sullivan Law Enforcement Academy, and as advisory board member for the former Emergency Management Training Center. Welcome to the Division, Alan!

Cheryl Rooney, Secretary I in SUNY Canton’s UP Department, will be retiring later this month after more than 18 years of service. Cher will be greatly missed. Best wishes to her on her retirement!

Melissa “Missy” Hough has been hired as the new Secretary I and joined the Department on June 3. Missy comes to us from Riverview Correctional Facility in Ogdensburg, where she had over 24 years of service. Welcome, Missy!

Officers Larre Harris and David Cummings graduated from the St. Law. Co. David Sullivan Law Enforcement Academy in May. Both joined the Department in January. Congratulations!

Information Technology Services

Kyle Brown has been appointed the Joint Chief Information Officer. In his new role, he will oversee the Information Technology Services at both campuses. The possibility of a Joint Chief Technology Officer is also being explored.

Meetings continue between counterparts to identify areas of possible collaboration and sharing. Both campuses continue to work on migration to 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). We are collaborating with Plattsburgh to implement an online student insurance waiver process. The solution was selected via a collaborative RFP between the three colleges. Potsdam is assisting Canton with implementation of a judicial module within Banner for the Dean of Students’ Office. Potsdam is nearing completion of Banner hosting migration to ITEC facility, which will prepare the two campuses to be early adopters in SUNY’s Seamless SIS and Common Data Dictionary initiatives.

Compliance Coordination

Compliance Training Coordinator Stacey Basford has been actively developing a shared compliance training program for both institutions, which is expected to roll out soon.

The inaugural set of online training modules will include: Preventing Workplace Violence and Hazard Communication/Right to Know. Both are mandated for all employees and are required annually. Other trainings that will soon follow the inaugural set are: Title IX, Clery Act, and Ethics.

Employees will be notified by email when the training is available. For SUNY Canton employees who have not had email access in the past, you now do! Computer lab sessions will soon be available for employees new to the email system as well as for any employees at both institutions who would like assistance with the online training modules. More details to follow.

Thank you in advance for your cooperation in completing the training modules and helping both SUNY Canton and SUNY Potsdam in achieving institutional compliance.
Did you know...?

- A uniform/standardized campus budgeting process rolled out for both SUNY Canton and SUNY Potsdam, which will increase college-wide input into budget requests.

- A Consolidated Financial Report was created for SUNY Canton, which details the campus-wide budget. This has increased the transparency of the budget and budget process across the campus and will become an annual document.

- Outside the Business Affairs & Administration Division, SUNY Canton and SUNY Potsdam also share a Military & Veterans Student Services Coordinator and an Inter-Library Loan Specialist. Patrick Massaro serves as the Military & Veterans Student Services Coordinator, and Glen Bogardus serves as the Inter-Library Loan Specialist. Both split their time between the two campuses.

- Vice President Higley, SUNY Canton, and SUNY Potsdam will be nationally-recognized by the National Association of College and University Business Officers (NACUBO) with their Innovation Award for 2013 at their Annual Meeting. Vice President Higley will travel to Indianapolis to accept the award in July. The two colleges are being recognized for developing a unique administrative alliance that has fostered shared services across the two campuses during a time of increasing enrollments, declining budgets, and increasing operating costs. Shared services has allowed for creative solutions in meeting the business and operational needs of the campuses while developing efficiencies, improving services and quality, and redirecting funding to the academic and student services of the two campuses. Kudos to Vice President Higley and her shared services team!

- Vice President Higley and Stacey Basford traveled to Yale Shared Services in New Haven, CT and to the University of California in Berkeley, Davis, and Irvine in February and March to meet with their shared services teams. The teams offered very helpful advice including best practices, things that did not work, and much more.