



**LEHMAN**  
COLLEGE

- Office of Vice President for Administration and Finance
- Administrative Operations
- Budget and Planning
- Campus Planning and Facilities
  - Buildings and Grounds
  - Property Management
- Campus Reservations/Event Planning
- Environmental Health and Safety
- Financial Operations
  - Accounts Payable
  - Bursar
  - Campus Activities
  - General Accounting
    - Student Financial Services
  - Mail and Central Receiving
  - Print Shop
  - Purchasing
- Human Resources
  - Payroll
- Public Safety

## AWARD FOR OUTSTANDING SERVICE

**P**ublic Safety Sgt. Samuel Gonzalez received the President's Outstanding Service Award from President José Luis Cruz at the Fall Convocation on September 21. Sgt. Gonzalez was recognized for his commitment to providing a healthy, safe learning and working environment for students, faculty, and staff. He has worked at Lehman for more than 23 years.

Tragic events at schools and workplaces have made everyone aware that violence can happen anywhere, including a peaceful college campus. Sgt. Gonzalez helped design and teaches training sessions known by the acronym ALICE (for Alert, Lockdown, Inform, Counter and Evacuate) to give members of the campus community insight and response options should they ever be in the position of encountering an active shooter. He also provides safety information to incoming students and their families during Student Orientation.

"Sgt. Gonzalez has a keep-it-real approach that allows him to connect easily with our students," says Public Safety Director Fausto Ramirez. "It's important for students to know who we are and the services we provide to protect their property, identity, and overall safety on the Lehman campus."



*President Cruz presents the award to Sgt. Gonzalez.*

**Save the Date**  
Faculty and Staff Holiday Party, Friday, December 16, 3-6 pm



**Coming Soon**  
Fall 2016  
A&F Customer Satisfaction Survey

## A Lehman Messenger's Life: Johnnie Wiggins

If you want to know about Lehman's early days, Administration & Finance Messenger Johnnie Wiggins is the person to ask. He joined the staff in October of 1968 and was cited for his 48 years of service by President Cruz during the Fall Convocation.



*Johnnie Wiggins is on the go for Lehman.*

"I got some good advice a long time ago and I've always tried to follow it," Johnnie says. "Do the job. Get it done. Don't complain. I've kept moving. I've worked hard. I've worked some long hours, and I always got the job done."

Traveling around the City has gotten easier over the years. "I know where all the companies are now and the best routes to get there," he says. "It can still be hectic when people are waiting for you—and they all have deadlines."

When Johnnie is not riding a train or bus for Lehman, he enjoys playing and listening to gospel music. He learned to play the alto saxophone by ear and has performed in local churches.

He and his wife Monlara live in New Rochelle where they raised their son Christopher, who works in real estate.

Does Johnnie have retirement plans?

"When I feel like I've had enough," he says, "I'll start thinking about it."

## Update on Property Management at Lehman College



*The Property Management team: Victor Delgado and Jessica Augusta.*

Have you met these A&F staffers? Most likely you've had a visit from Property Manager Victor Delgado and his trusty scanner, or you may have spoken to Property Assistant Jessica Augusta on the phone.

The Property Management Office, in Shuster Hall, Room 082, has four key functions: recording new acquisitions, updating and coordinating the disposal of assets, conducting an annual inventory to report on the college's financial statement, and recovering any items when an employee leaves the college.

Please notify the property manager when: (a) new equipment is received, (b) equipment is transferred between departments or to a new location, (c) items are discarded (i.e., junked, salvaged, traded in, or parts removed), and (d) items are missing or stolen.

Stolen items must be reported to Public Safety with a copy of the report forwarded to the Property Manager. Under no circumstance shall equipment be traded, sold, exchanged, removed from campus or disposed of prior to obtaining directions from the Property Management Office.

If you have questions or comments, contact Victor at x8305 or [victor.delgado@lehman.cuny.edu](mailto:victor.delgado@lehman.cuny.edu) or Jessica at x8223 or [property.manager@lehman.cuny.edu](mailto:property.manager@lehman.cuny.edu).

## A&F PERSONNEL CHANGES

### Promotions & Transfers

In Administration & Finance: **Dixia Munoz** was appointed to Administrative Events Coordinator. In Accounts Payable: **Bordoli Kiflai** moved from the Bursar Office to Accounts Payable as Finance Accountant. In Budget & Planning: **Freddy Pina** was promoted to Assistant to Higher Education Officer, **Darling Brito** was promoted to Business Data Analyst, Level 2. In the Bursar Office: **Lianee Torres** was promoted to College Accountant Assistant. In Campus Planning & Facilities: **Michelle Howell** was promoted to Assistant to Higher Education Officer. In Buildings and Grounds: **Carlos Cruz** was promoted to Custodial Supervisor, **Khalil Ibrahim** was promoted to Stationary Engineer, **Julieta Gjeka** was promoted to Custodial Supervisor, **Nikolay Mishchuk** was promoted to Electrician.

In Public Safety: **Gregory Nigri** is the new Deputy Director.

In Purchasing: **Nancy Colon** was appointed to College Office Assistant, **Alma Martinez** was promoted to Assistant Purchasing Agent, and **Sarah Diaz** moved from Accounts Payable to Purchasing as a Purchasing Agent Level I.

### New Hires & Rehires

In Buildings and Grounds: **George Ferone**, **Starlone Lueung**, **Angel Orozco** and **Rey Pena Maldonado** are new Custodial Assistants. In Financial Operations: **Gissette Forte** is the new Director of Auxiliary Services in the Office of Campus Activities, **Temesgen Gebrekidan** is the new Controller in General Accounting. In Human Resources: **Kimesha Johnson** is a new Benefits Coordinator, **Asheana Shako** returns as HR Manager and **Valerie Petersen-Harris** returns as Benefits Assistant. In Public Safety **Jose Diaz** is the new Assistant Director, **Madeleine Villarini** is a new Campus Security Assistant and **Stevenson Aguilar** returns as Campus Peace Officer.

LEHMAN COLLEGE CUNY

# DINING DOLLARS

With Your Lehman I.D. Card

## DINING DOLLARS

With Your I.D. Card **Your Lehman College official I.D. Card now has added functionality!**

- Add funds to your I.D. card and use it to buy breakfast, lunch, dinner, or a snack at The **Underground Lounge** or the **Harmony Café** located in the Music Building, or at the **Carman Cafeteria** in Carman Hall.  
**HERE'S HOW THE PLAN WORKS!**
- For every \$50.00 you add to your card, you get a 5% BONUS. So your \$50.00 is now worth \$52.50. Full and Part-Time STUDENT Dining Dollar purchases are TAX FREE. You can **SAVE** almost 14%. A minimum deposit of \$25 is required.
- It's easy to add funds to your card at the **Kiosk card station** in the **Academic IT Center**, in the **Library**, or at one of the designated cash registers in the **Underground Lounge**, or the **Carman Cafeteria**.
- To create your account or to check your account balance, get the **FREE Blackboard eAccounts APP** on iTunes or the Google Play Store. Install it on your mobile device and log in with your Lehman Credentials (first name.last name and your password).
- You may also access the Dining Dollars Blackboard eAccounts web portal via Lehman One Access using your Lehman Account Credentials.

## A&F STAFFERS ATTEND BUSINESS WRITING WORKSHOPS

Effective, concise communication is an essential skill at any workplace, and it's especially important in a college setting. To support the professional development of its staff, the Division of Administration & Finance has launched a three-part series of business writing workshops. The series was organized by Diane Clarke, Director of Administrative Operations, and was taught by Dhipinder Wallia, an experienced college administration communicator.

Session 1 addresses basic business writing (memos, letters and email) in the context of a Lehman audience of faculty, staff and students. The session covers the rules of grammar and style and emphasizes the importance of proofreading before clicking Reply.

Session 2 hones in on the demands of instructional communication. Whether it's explaining a module in CUNYfirst or introducing a new protocol for employees, Division staff members must often provide detailed information to the campus community. The 24 members of the A&F professional and support staff who attended the workshops were asked to review and assess their own writing for clarity, understanding and purpose.

Session 3 asks the questions: What can I do to make this writing interesting as well as informative? Can I craft an announcement that people will enjoy reading? Is this information essential or extraneous?

"I'm glad I took this three-session course to improve my writing skills, grammar skills, and organizational skills in writing," says Jessica Auguste, College Assistant in Property Management. "I've learned so much already."

Michelle Howell, Administrative Coordinator for Campus Planning & Facilities, agrees. "The professor is awesome. I'm looking forward to the next two classes, and I shared some of what I learned with friends."

"The Vice President sponsored this series to give all of us an opportunity to enhance our writing skills and to help create a team-building environment for personnel in the Division," says Alice Jenkins, Assistant to the VP. "The instructor's professional experience gave us insight into the communications that are specific to our Division. It was also a nice opportunity to meet with coworkers and talk about our commitment to prepare clear, concise and, most importantly, error-free communications."



At Session 1: (Kneeling) Sarah Diaz, Glen Rodriguez, (1st row) Facilitator Dhipinder Wallia, Wendy DeMasa, Michelle Howell, Gisette Forte, Kimesha Johnson, Rabya Choudhury, (2nd row) Alice Jenkins, Oumou Dia, Diane Clarke, Luz Andujar, Velveth Suarez.



Participants in Session 2: Facilitator Wallia, Kelly Phung, Nancy Colon, Arlene Young-Irizariz, Zoraida Rosa, Yvette Cromer, Wei Zhang, Dawn Burgos, Janita Taveras, Jessica Auguste, Fausto Ramirez, Christopher Mowatt, Temesgen Gebrekidan and Jasmine Miller.

## Celebrating New Staff Graduates at Annual Employee BBQ



At the popular Annual Employee BBQ this year, A&F Division VP Vincent Clark greeted four of the new CUNY graduates who are also on the Lehman College staff (l-r): Maria Ramirez (Registrar) received an Associate's degree in Liberal Arts from Bronx Community College, Hasan Chowdhury (Academic Advisement) earned a B.S. in Computer Information Systems at Lehman and his sister Zarrin Chowdhury (Registrar) earned a B.S. in Dietetics, Food and Nutrition, also at Lehman, and Sgt. Moises Garcia (Public Safety) received a B.A. in Criminal Justice from John Jay College. A special thank you to Follett Bookstore and manager Caitlyn Newsom for the generous donation of Lehman logo congratulatory gifts!



## Mail and Central Receiving Merge

To improve the efficiency and timeliness of the delivery of mail and packages, the mailroom and central stores merged in March and is now the **Department of Mail and Central Receiving**. The respective supervisors, Brent Smalls and B.B. Sharma, agree that the transition was smooth.

"We're both receiving and delivering, so it made sense and we're making it work," says Smalls. The two services are open for business daily from 9 am to 5 pm in MU-SB15. Mail is delivered and picked up campus-wide between 11:30 am and 1:30 pm, Monday to Friday. The Post Office picks up at 4 pm, and Mail staff can post your deliveries that are received by 3:30 pm. For convenience, there's a mail drop located outside the old Mailroom in Shuster 057.

Requests for messenger service can be emailed to [mail.room@lehman.cuny.edu](mailto:mail.room@lehman.cuny.edu). For questions about these services, please contact the office at x8558.

## A&F Book Club for Division Managers

The A&F Book Club kicked off on November 3 with a luncheon meeting in the Library Treehouse and discussion of the preface and first three chapters of *Good to Great: Why Some Companies Make The Leap and Others Don't* by Jim Collins. Book Club members will discuss chapters 4-6 on November 17 and the final chapters and epilogue on December 11.



"We want to give our managers the time to read and reflect on career-related topics," says A&F Vice President Vincent W. Clark. "Sharing thoughts and ideas that are unlikely to be raised in the normal course of daily business will deepen and strengthen our work relationships. We hope Book Club members will enjoy and gain insights from the books we read together, and we expect to get to know a bit more about each other in the process."

Members of the Book Club include VP Clark, Diane Clarke (Office of the Vice President), Gisette Forte (Campus Activities), Gina Harwood (Financial Operations), Ilona Linins (Environmental Health and Safety), Bethania Ortega (Budget), Andrea Pinnock (Purchasing), Fausto Ramirez (Public Safety) and Sonia Rodriguez (Accounts Payable).

## MESSAGE FROM THE VICE PRESIDENT

In President José Luis Cruz's Convocation address, he asked all of us to recommit ourselves to the mission of Lehman College. In that spirit, we welcome our new president and report on the Division of Administration & Finance's projects currently underway or in the planning stages.

Over the summer, many facilities upgrades were completed. Hallways, stairwells and bathrooms in Carman Hall were painted and lighting fixtures were upgraded to more energy-efficient LEDs.

In recent years, Carman Hall's second- and third-floor classrooms were painted,



Artist rendering of the upcoming new addition to Lehman Center.



The planned Bookstore entrance in Old Gym.

adorned with new window shades, and outfitted with new furniture. Elevators have been upgraded in Carman Hall, the Library, Shuster Hall, and the Music Building.

Hallways in Davis Hall have been painted and its lighting will be converted to LED in the next few months. The Old Gym Building hallways are being painted. The new Student Health Center opened in the Old Gym Building, and a new, expanded facility for the Student Wellness Education and Promotion Program will open this Fall.

Other renovations underway include the \$41 million central heating and cooling plant upgrade project that will provide new boilers and chillers to serve all of the buildings on campus for many years to

come. This major project will become operational this winter.

Construction will begin soon on the following: an addition to the Lehman Center for the Performing Arts, transformation of the Speech and Theater Building's amphitheater, renovation of the Library's first floor, and the relocation of the Campus Bookstore to the Old Gym Building.

As planning progresses on future facility improvements and the overall maintenance of our beautiful 37-acre campus, we will send further updates. It takes the involvement of the entire Lehman community working together to keep our facilities clean, in working order, and to continue to make improvements.

If you see something that needs fixing, report it. Call the B&G Office at x8180 or email

Rene Rotolo, AVP for Campus Facilities, at [rene.rotolo@lehman.cuny.edu](mailto:rene.rotolo@lehman.cuny.edu) or through Innovations at Lehman at [www.lehman.edu/innovations/form.php](http://www.lehman.edu/innovations/form.php).

As always, thank you for your support and cooperation.



One of the improved Carman Hall classrooms.



The planned amphitheater at the Speech and Theater Building.