

2/6/06

President's Overview

I want to welcome you to Empire State College. My name is Joe Moore and I'm the President of the college.

Empire State College was established in 1971 by the former Chancellor of the State University of New York, Ernie Boyer. Ernie's idea was that the State of New York needed an institution that was devoted to adult learners.

He made the conscious decision not to make this college a part of a larger college or a part of SUNY headquarters in Albany, so he created a separate institution with its own identity that would serve adults regardless of their location or life circumstance; and that is what we are committed to.

Empire State College is one of the 64 institutions that comprise the State University of New York system.

We serve approximately 17,000 students per year. We have over 40,000 alumni.

We have over 35 locations in New York State.

We also reach students through technology. Our Center for Distance Learning enrolls 7,455 students a year in online web courses and is growing at a rate of 20% a year. (18,674 annually for all courses per year.)

We are a state supported institution. And we are a complex institution. It takes a while to get to know us because we are not a campus and we are not all together in one place.

We have a budget that is close to 55 million dollars. We have over 500 employees, so we are a big organization.

The state supports about 20% of our funding. The vast majority of our financial support comes from our students through tuition. The second largest source of our funds is what we call college-generated revenues through our grants and contracts. This source is actually larger than the amount that we receive directly from the state.

Our students are adults, typically between 35 and 40 years old. However, we have many people in their 20's, 30', 40's, 50's and into their 60's -- and some beyond at each extreme.

2/6/06

Why Students Choose Us

Students come to Empire State College for three reasons.

The first reason is that individuals can earn a degree based around their current life's circumstance, their work, their family, their community, their professions. As opposed to addressing the needs of 18-22 year olds who live on campus where the college is the center of their lives, we are on the periphery of our students' lives.

The center of their lives is usually their work and their family. We know and respect that.

We customize our programs so that students can have a high quality educational experience in the midst of a very full life. That's the first thing that brings people to Empire State College.

The second thing that brings them here is the ability to develop an individualized degree program.

At many institutions, students walk in, declare their major and get a pop down menu that tells them exactly what courses they need to take. No one has figured out what they have already learned or what they already know.

At Empire State College we begin with what it is the student would like to learn and what the student has learned thus far; and from that, working with an individual faculty mentor, the student designs an individual degree program.

The third reason is that is we try to respect what people have learned in their lives by giving them credit for it.

If someone is 45 years old, has prior college experience, but no degree and has been working for over 20 years, it is very possible that he or she has accomplished a certain amount of college-level learning. We have a process to document this learning and evaluate it for credit, moving the student towards a degree.

So those are the three reasons.

Where We Are

Empire State College is organized into seven regional centers: in Long Island, New York City, the Hudson Valley, Albany, Syracuse, Rochester and Buffalo.

Each of these centers has a variety of associated units that, together, serve a region.

In addition to those seven centers, the Center for Distance Learning serves students at a distance, in state, out of state and abroad. The Center for Distance Learning offices are located in Saratoga Springs.

2/6/06

We have a graduate program with offices based in Saratoga Springs as well.

Our FORUM Management Education Program offers an accelerated bachelor's degree program for managers and business professionals.

We have the Harry Van Arsdale Junior center for labor studies that serves a number of organized labor unions in New York City and beyond.

Our Verizon Corporate College Program serves Verizon employees in the greater New York City area.

Those are the basic units of the college. All employees work in one of those units or in the coordinating center in Saratoga Springs.

How We Are Organized Internally

Beyond the organization of the centers and programs within the college, we are basically organized in four operational divisions.

We have the Office of Academic Affairs whose head is the Vice President for Academic Affairs, Joyce Elliot. All academic programs and faculty are within the area of Academic Affairs.

Within Academic Affairs, we have admissions, the records office and our center for assessment services.

Academic Affairs is the largest division within the college because this college is only an academic institution.

We do not have intercollegiate athletics; we do not have residential life; we exist here for one purpose only and that is the academic experience that we bring to our students.

The Office of Educational Technology is led by Pat Lefor, the Vice President for Educational Technology. This office provides technology support in a variety of ways throughout the college.

This includes what some people would perceive as the high tech of web-based courses to the basic tech, if you will, of functional e-mail and system networks.

But the greatest challenge here, and one that we take quite seriously, is how do we merge technology and people in all of the learning formats that we make available to our students.

2/6/06

Our technology must support the individual faculty mentor working with a student, the student working in a study group at a center, the student working in a residency-based program, as well as one taking a web course.

We look for ways that technology can bring people together, foster the exchange of information and promote communication among learners.

The Office of External Affairs is the third division, led by the Vice President for External Affairs, Hugh Hammett.

This part of the College extends beyond the academics and technology. It raises funds for the college.

It includes the office of annual giving, grants and contracts, college relations and alumni affairs.

It also houses our Center for Corporate Education, **who bring** non-credit learning experiences to the job site for many, many employees.

The fourth division is the Office of Administration, led by the Vice President for Administration, Bill Ferrero. This division is responsible for the finances of the institution, its facilities and its administrative processes.

In times of declining state support and increasing costs, running the college's finances is a major challenge. Empire State College is a very efficient institution. It must be in order to remain financially accessible to adult learners.

Our Commitment to Affirmative Action

Within administration, I mentioned Human resources. Besides carrying out its personnel functions, the Human Resources office, along with my office, is responsible for the leadership on our commitment to affirmative action. The reason that we are committed to affirmative action is because the diversity of our workforce, our employee base is critical to our educational mission. Our students are already working in diverse environments. For this education to be of value to them, we must have a diverse workforce and a diverse curriculum that is reflective of not just the larger society, but the international world that we now live in. Any education that does less does a disservice to its students.

So, regardless of circuit court or Supreme Court decisions, this institution is committed to having a very diverse employee base, a diverse curriculum, and it seeks to enroll a very diverse student body.

2/6/06

What It's Like to Work Here

As part of my welcome to you to Empire State College, let me suggest a few other points.

Unlike other colleges where the memories of its students and graduates will be of physical locations, labs, football games and other student life activities, the memories of our students and graduates will be of people.

It will be of the people they have met at Empire State College. And these are not just the faculty, or the President, or a Vice President, but they are quite often the secretary in a unit office, the staff member who assisted them with the filling out a financial aid form or the person at the center who answered the phone when the student wasn't sure what to do next and ended up having a conversation that enabled that student to continue in their college program.

This college is the people who work here. That is what is rewarding. It is also what is challenging about working here because there are a lot of students who need our services and there are a few of us. And the few of us have to be very, very good at what we do.

So the first point is that you will have the opportunity for enormous satisfaction in helping people to get their degrees. But related to that is your own satisfaction in your job. And to get that satisfaction, you need to be an engaged learner, just as our students are.

If you don't have a degree, you should take the opportunity while you're at Empire State College to work towards one. If you have a degree, you should have a Professional road plan, and we will support you in reaching your goals.

So your work here has these two pieces to it. One is the service to our students, which is the job description. The other is our service to you so that you grow to be a more effective and more interesting employee and human being.

Your education and growth are important to us and our students. So I urge you to take it seriously -- talk to your colleagues about opportunities and we will find ways to support you. This should be a very rewarding place to work. If it isn't, find out why. Employees are involved in charting the future of this college and its direction. There will be plenty of opportunity for input both formally and informally. The more you get to know the college, the more interesting it becomes.

Academic Affairs

Function and Organization

The vast majority of the employees at the College are actually housed within the Office of Academic Affairs. Its function is to deliver the academic program directly to the students. It also houses most of the student support offices.

2/6/06

The regional centers and units throughout New York State deliver the full undergraduate program directly to students through guided independent study, supplemented by distance learning courses, group studies, residency-based studies, and cross registration. The staff at these locations report to deans who, in turn, report to me.

The Center for Distance, known as CDL, offers courses and full undergraduate degrees at a distance. Courses are delivered over the Web as well as through simpler distance technologies such as email, print and the telephone. CDL handles 15,000 course enrollments each year. This includes approximately 1000 students who work entirely at a distance, as well as students who enroll from centers and units around the college.

CDL also serves a number of special audiences through partnerships. These include the Navy College Program, eARMYU, AT&T, Avaya and Lucent Students, United Steelworkers of America, UAW-Ford and the Fire Administration program.

The Office of International Programs serves students in Lebanon, Cyprus, Greece, Israel and Prague. This is done through a combination of classroom learning, guided independent study, residencies and distance technologies including web delivery. This office serves more than 1,000 students annually.

Through the Graduate Studies Office, the College offers six Master's degrees.

The Masters of Arts in Liberal Studies is a broad interdisciplinary degree. This is particularly useful to teachers who are already certified and need to complete a master's degree to achieve New York State certification.

The College also offers three Master of Arts degrees focused on policy studies. These are in Business and Policy Studies, Labor and Policy Studies and Social Policy.

These degrees are offered through guided independent study supplemented by residencies and distance learning.

We also offer an MBA or Master of Business Administration degree. This program, which is competency based, is quite unique. It serves mid-level managers who can bring in credit for learning and competencies gained through professional experience.

The MBA degree is delivered through a combination of online courses and residency based study.

Finally, we have just received approval for a Master of Arts in Teaching degree, which is under development and should be begin in the fall of 2004.

We have a number of undergraduate programs that serve special audiences.

2/6/06

Our FORUM Management Education program is an accelerated bachelor's degree program for managers and business professionals. There are three FORUM programs: FORUM East is part of the Northeast Center in Albany, FORUM Central is part of the Central New York Center in Syracuse, and FORUM West is part of the Niagara Frontier Center in Buffalo.

The Harry Van Arsdale, Jr. Center for Labor Studies in New York City offers degree programs for union members and others interested in labor studies.

The Verizon Corporate College Program is a program for Verizon employees based in New York City and Long Island.

A number of the college student support services are part of the Office of Academic Affairs, including Admissions, the College Registrar, and the Office of College Assessment Services.

The Office of College Assessment Services performs a technical review on all student degree programs that have gone through academic approval at the Center or Program level. This office also reviews incoming transcripts and documents, and is responsible for all publications and procedures for dealing with advanced standing in a degree program.

These offices report to Anne Breznau, Assistant Vice President for Academic Affairs, who reports to me.

Finally, the Office of Institutional Research organizes and analyzes information about the College to support planning and decision-making. That office reports to Mitchell Nesler, Assistant Vice President for Academic Planning and Outcomes Assessment, who also reports to me.

The Mentoring Institute offers workshops for both new and experienced faculty mentors. It initiates programs and activities relevant to the scholarship of mentoring and to overall faculty development. It publishes "All About Mentoring" three times a year to disseminate materials relevant to mentoring theory and practice. This publication is available online, as are many other resources for faculty.

What is distinctive about this college academically, what makes us unique, is that our audience is adult learners who are usually working outside the home, have families, have community service responsibilities, are engaged in adult lives while they are attending school. We have served this audience by creating flexible learning formats to meet their needs.

These learning formats include:

2/6/06

Guided Independent Study. In this mode of study, the student works directly with a faculty mentor to complete an individualized plan of study that is called a learning contract.

Study Groups. In this format, students working independently on the same subject meet regularly with a faculty mentor in a seminar-style format.

Distance Learning. Many of our students, both graduate and undergraduate complete their studies totally at a distance, either through the WEB, or through simpler distance technologies such as print, email or the telephone.

Residencies. Some of our graduate programs and specialized undergraduate programs supplement distance learning with periodic residencies, and the college also sponsors thematic residency-based studies.

Cross Registration. Students also have the opportunity to cross register for specific classes at other accredited colleges and universities. This is especially useful for studies that require lab work or other course supports that are not readily available in ESC studies.

Whatever learning format a student engages in, we try to tailor the study to the student's individual learning style, learning needs, and professional and academic goals. At the end of every study, the student receives a narrative learning evaluation which describes what the student did to receive credit, how well the student did it and the relationship of the study to the student's overall educational goals.

These evaluations become part of the student's official transcript and provide prospective employees useful information that is not available in a traditional transcript.

Empire State College offers degrees at three levels -- associate's, bachelor's and master's degrees.

At the undergraduate level, students can pursue a degree in almost any field.

They do this by first selecting from one of our 11 Areas of Study. Areas of Study are broad and interdisciplinary as in "Science, Math and Technology."

Within an area of study, the student then chooses a concentration. So, within Science, Math and Technology, for example, a student could pursue a degree in computer technology or biology.

Working with a faculty mentor, the student designs a degree program that may be truly unique or traditional depending on the student's goals. Although the college provides guidelines and defines broad expectations and requirements for the degree, the student has a great deal of latitude in the design of the program and flexibility in the ways in which s/he meets the SUNY general education requirements.

2/6/06

As part of the review and approval process, a faculty assessment committee reviews each student's degree to ensure that it contains sufficient depth and breadth and that it makes sense for the chosen concentration.

The college does not offer undergraduate programs leading to professional licensure or certification.

Another distinctive feature of our academic program is the opportunity to incorporate prior learning gained outside the classroom into degree program.

There are a number of different ways to document prior learning.

Learning gained through work or life experience can be evaluated individually for inclusion in a degree. The focus is always on the learning involved, not the experience itself. The learning must be at a college level.

In addition to advancing the student to a degree, prior learning assessment affirms and validates learning that the student already has.

Our faculty has a different role from faculty at more traditional places.

They have in many cases been college classroom teachers and sometimes do that still.

However, at Empire State College, they are much more engaged with students, individually guiding them in the design of the degree program, coordinating their studies and helping students make a connection to the college. The relationship between faculty and student is a much closer individual relationship than at other institutions. And for this reason, we call our faculty mentors.

What It's Like to Work in Academic Programs

Any employee in the Office of Academic Affairs should have the college's service to students as his or her primary concern.

Our commitment is to student learning; and I think all of the staff in academic affairs, faculty, professional, support staff, administrators are really focused on that.

We are particularly blessed by staff who take initiative and are concerned about the quality and effectiveness of their service to students. They enjoy being part of an organization that requires a lot of them.

They work hard, they work at a fast pace, they multi-task, they enjoy learning and facing new challenges, they deal with many different things in the course of a day, and they do it in an organization that's pretty informal. Their work is also appreciated -- both by the student and by the college. This holds true at every level of the organization.

2/6/06

Educational Technology

Function and Organization

Welcome to Empire State College. My name is Pat Lefor and I'm the Vice President for Educational Technology.

The Office of Educational Technology is responsible for the technology tools used by students and employees of the College.

The office consists of two departments -- Computer Services and the Center for Learning and Technology – as well as a training specialist and my assistant.

The Office of Computer Services builds and maintains the administrative systems and the tools that support the ongoing work of the College. This includes such activities as enrollment, student accounting and tracking student academic progress.

Almost all student services offered by the College have an online equivalent, so students can interact with the College entirely online if they choose to do so.

The Office of Computer Services also maintains the college's electronic network which connects all of our centers through a high-band width connection as well as our units who connect to the network through external Internet Services Providers.

This office also purchases and maintains all of the computers, printers and associated hardware and software used across the college.

The Office of Computer Services manages e-mail accounts as well as accounts on our administrative systems.

This office coordinates the telephone system and maintains video conferencing equipment at each of the centers.

The Center for Learning and Technology -- known as CLT -- builds, pilots and maintains technology-based academic resources and learning applications for students and faculty.

CLT maintains the college's web site and virtual library which includes a variety of commercial databases, many of them full text. The college's librarians, sometime referred to as cybrarians, work here.

CLT supports online courses delivered by the Center for Distance Learning, International Programs and the Graduate Studies programs, as well as technology initiatives developed at centers and units.

2/6/06

CLT provides support essential to the operation of the college's Center for Distance Learning -- the program that offers online courses and full undergraduate degrees online. Empire State College, through the collaboration of CLT and the Center for Distance Learning, is a founding member of the SUNY learning network.

Empire State College offers more online courses than any college in the SUNY system. We're also one of only a few upper division colleges to offer full degrees online.

Technology Used by Employees

Every employee who has a desk at the College has a computer as well as access to our internal network and the Internet.

All employees have access to email through Lotus Notes, our email program, or through a Web browser that they can use to access their mail when away from the office.

Lotus Notes is a type of software that is known as group ware. It provides calendar functions, both personal and group, discussion databases, and other online communication supports.

CLT designs online discussion forums both formal ones, such as those supporting college governance, as well as ad hoc discussions areas as requested.

Our student and alumni information systems are DATATEL products. Students' academic records, enrollments and financial transactions are stored and tracked here as are the records of graduates.

DOCPAK is the application that supports the college's online academic document system. Faculty and staff use it to process student learning contracts and evaluations. All processing of academic documents across the college is done electronically.

Notes DP is designed to support assessment professionals across the college. It allows them to electronically track student degree programs and portfolios through the approval process.

The assessment of prior learning is one of the unique features that the college offers to adult learners. Like DOCPAK, Notes DP was designed and implemented by the Office of Educational Technology to address the unique needs of our academic programs.

In contrast, DATATEL is a commercial product designed for use in colleges and universities for the standard functions common to higher education.

Because the College is a distributed system, it faces a number of challenges in maintaining the security and confidentiality of student records and other confidential and non-public information available on employees' desktops.

2/6/06

It is very important for all employees to be conscious of the confidential nature of most of the information that you deal with. This means you should exercise care with your passwords and be careful not to leave your computer on and unattended.

The latter is particularly important for those of you who work in areas where students and other visitors have access to your workstation.

The hardware that we are currently supporting is a standard configuration 586 equivalent desktop PC.

On this PC, you can expect to find the following software:

- Lotus Notes -- used for email, calendaring, group discussion as well as for college-specific applications such as DOCPAK and Notes DP.
- Netscape and/or Internet Explorer with the Adobe Acrobat Reader for accessing Web resources and information.
- Microsoft Office 2000 for word processing, spreadsheets and presentations.
- Client software to access Datatel, our administrative system.
- Antivirus software.

The Office of Educational Technology provides training to employees in a variety of ways.

These include: one-on-one sessions at the desk, phone consultations, on-site group training, videoconferences and bringing staff to our training facility in Saratoga Springs.

Topics covered in our trainings range from basic email and use of our administrative systems to how to search academic databases and teach online.

Our office publishes a training calendar quarterly.

Training on the Microsoft Office programs is usually provided by an outside vendor at centers or units across the college. Employees can also take advantage of the online computer training courses offered through our Corporate Education department.

OET provides disk space and technical support for employee web pages on request.

Each center and its associated units have a full-time technical support specialist who provides hardware and software support and maintenance. This includes the Coordinating Center.

2/6/06

You should make the acquaintance of this person as he or she will be able to handle most of your technical support questions.

What It's Like to Work in Here

Because we provide fundamental services that the College needs to do its business, employees who work in my office have a fairly intense work environment.

People come to us with emergencies and we have to fix them. So, there is some juggling of the work at times.

The applications we develop require a lot of consulting back and forth. So, people that don't like to go to meetings probably shouldn't work here.

We expect people who are working here to be aware of what's going on in the larger world. **We use this knowledge to development new tools and resources.**

So, there is an expectation that professional employees will engage in planned professional activity on a regular basis. We encourage it and support it. Sometimes we bring trainers in for this, sometimes we send people out.

External Affairs

Promotion

The Office of External Affairs is charged with promoting the College to prospective students, our alumni, the general public and influential individuals.

One of the areas we've given a lot of attention to in the last year and a half is what I would call "managing the brand." This is an attempt to make Empire State College a more visible and recognizable institution in all of the markets that we serve across New York, nationally and even internationally.

This particular function is handled mostly through our Office of College Relations, which includes Marketing and Publications – but all of our offices play a role in promoting the college. Every office, center and unit across the entire college, in fact, has an important role to play in getting the message out.

2/6/06

Fund Raising

Empire State College now receives about 30% of its institutional budget from New York State. The remainder is from tuition, revenues from various external self-supporting programs and donations.

The offices of Alumni Affairs and Annual Giving help raise funds by appealing to our 40,000 alumni and other friends who care about the College and its mission. This work of fund raising is not always terribly visible to other folks around the college because it really is relationship building and it has to be done in a very low-key, tasteful, persistent and long-term kind of way.

The Office of Grants and Contracts seeks and administers resources from foundations, corporations and government agencies. We focus heavily on regional, national, and corporate foundations. The college has a pretty good track record here because our students are working adults who are often connected to organizations and foundations.

The offices concerned with fund raising report directly to Jeremy Jones, the Assistant Vice President for Development. The Office of Grants and Contracts reports to me directly.

Alumni and Student Relations

The staff in Alumni Affairs works to keep our 40,000 plus alumni involved in the college.

Our alumni are interesting in a couple of ways. When they become graduates, they are usually far more mature and established in their careers than a college student of typical age. So they are often more involved as citizens in their communities than colleges would typically see with newly minted alumni.

Second, the great majority of our alumni remain here in New York State. They stay in their home communities, as opposed to college students who may come from all over to go to college and then go off somewhere else to have their lives and their careers.

Our alumni are especially valuable to us because they are a principal source of student referrals. Over the years, prospective students typically find out about us through word of mouth, either from a current student, alumnus or friend's recommending the college.

Workforce Outreach

Our Center for Workforce Advancement is the non-credit side of the college's academic program, providing worker training for organizations and companies. This unit makes a big impact by getting our name out in the community. It also earns some money and that revenue is nice to have.

2/6/06

The Empire State College Foundation

The Empire State College Foundation administers and dispenses the monies generated by our fund-raising efforts.

The Foundation has a permanent endowment at this point in time of roughly 9 to 10 million dollars. And that's despite the fact that we've really only been doing professional fund-raising for about 10 years. So, I think it is a real credit to the generosity of our alumni and friends that we have been able to build the foundation as assertively as we have.

The Foundation supports the college in a number of areas. First, it provides an increasing number of scholarships for students.

Second, particularly in the last several years since President Moore came, we've been investing a lot more in the development of our professional staff and faculty. This gives employees the opportunity to upgrade their professional knowledge and to represent the College in national forums.

Third, the Foundation provides for innovation and new program development by providing seed money. These funds let us start new curriculum initiatives, develop additional degree options and try some innovative marketing strategies.

Finally, the Foundation helps provide infrastructure and the tools that we need to do our jobs. A great example is the Foundation's funding of the Solomon Center for Learning and Technology, which is part of our Coordinating Center in Saratoga Springs.

In this instance, the foundation actually purchased the land, contracted with the architects and construction managers and built the building. And we are proposing to do the same with another Saratoga property that will be the home of several expanding programs and the Distribution Center, bookstore and print shop that serve the entire college statewide.

In the budget year that runs from 2002 to 2003, the Foundation will distribute about \$600,000 dollars to support these kinds of initiatives – and that's a big impact in a college of our size. We have a better quality of life here because we do fund raising and have the foundation.

What It's Like to Work Here

The first thing I say to people when we are recruiting or hiring them is that Empire State College is a very good place to work. I truly believe this organization is pretty decent, humane and helpful. These attributes are evidenced by the fact that many folks who come here stay a long, long time.

2/6/06

I have always found the quality of our personnel at the college to be extraordinary. I think it may arise from the mission of the institution, which is to reach out and focus on students and their needs. So the mission itself has a lot of caring and outreach embedded within it.

I know people who are not good at those things, who are really not interested in other people, who are not interested in being helpful, whether it is academically or it is administratively. They would probably not find this to be a very good place to work.

Specifically for those folks in External Affairs, I would say that we are essentially in the relationship business. These might be relationships with the media, other offices, alumni, public officials or donors. To do fund raising, you've got to do an awful lot of "friend-raising" too.

Understand, it's not just about being nice. It's about being genuinely interested in other people, and trying to find ways to connect with them and their interests and to make Empire State College work for them.

Administration

Welcome to Empire State College. My name is Bill Ferrero. I'm the Vice President for Administration.

The Office of Administration is responsible for most of the non-academic functions of the college.

The Office of Human Resources helps employees take advantage of all that is available to them, including benefit programs, retirement systems, direct deposit, and the like. This office also serves as an honest broker to make sure that employees' rights are protected, including their right to work in a hostile-free work environment.

The staff of Human Resources reports directly to Leslie Cohen, Assistant Vice President of Human Resources, who, in turn, reports to me.

The Office of Business Services handles all requests for purchases of supplies, equipment or services. It processes all payments to vendors, travel reimbursements, non-payroll accessory instruction, and payments for services.

This office also manages all past due student account balances and the banking services of the college. Budget control, monitoring of expenditures, and financial reporting are also administered in the Office of Business Services.

The Office of Student Financial Services assists in administering funds to students from federal, state, institutional and private funding sources primarily on the basis of need.

2/6/06

This office also handles TAP certification, third party billing, sponsored programs, Federal Work Study payroll, the Time Payment Plan and the like.

Both Business Services and Student Financial Services report to Dennis Belt, the Assistant Vice President for the Office Budget and Finance.

Central Services, often referred to as the Distribution Center, handle the college's mail and printing. They also run a full service online bookstore for students enrolled in any of our programs or locations.

Facilities is an important part of the office of Administration.

The work here includes the rental and leasing of facilities across the state and in Saratoga Springs where we recently purchased new facilities to meet our growth. The College has made a conscious decision to upgrade our facilities so that every employee has a safe, attractive place to work.

This office also maintains the buildings and grounds of the Coordinating Center in Saratoga Springs.

The College has an external College Council that is appointed by the Governor. It has two major responsibilities.

First, the College Council helps appoint the President by making a recommendation to the Chancellor of the State University. The Chancellor then recommends the Appointment to the State University trustees.

Secondly, the College Council approves the portion of the college budget that has been appropriated by the State.

The College Council meets four times a year.

The College Foundation manages a separate budget of money that has been obtained through fund-raising. The Foundation has its own board of directors, which are appointed by the President.

This board provides input into the activities of the College Foundation such as investing, spending, organization and fund-raising. The foundation board meets twice a year, but most of the committees of the board meet on a regular basis, both formally and informally.

The internal governance of Empire State College has both central and local aspects.

There is a college-wide structure for collegial participation of faculty, professional employees and administrators in shared governance.

2/6/06

The governance structure is composed of the College Senate; a Program, Planning and Budgeting Committee and six standing committees that report to the Senate.

Each center selects a Senator and a representative to most standing committees. These governance bodies deliberate on matters of policy, consider significant concerns within the College and make recommendations to the President and his council.

Governance at the upper level takes place within the Cabinet and President's Council.

The Cabinet consist of four vice presidents and the President; the President's Council is made of the cabinet plus all academic deans and most directors. Both of these groups meet on a regular basis.

Locally, each center has its own governance procedures to address matters of planning, academic quality, faculty personnel review, faculty development, student issues, and consultation on workload.

Each center has a Center Personnel Committee which conducts the local peer review for reappointment, continuing appointment or tenure and promotion for full-time faculty.

There always seems to be more work to go around then we need. This means that people are working at a level that I would consider 120%.

Our goal has always been to try to get that effort down to 100%. Unfortunately the budget circumstances haven't permitted us to do that.

This is going be a very tough time, so new employees are going to have to come in ready to work and pull their weight.

If someone is not pulling their weight than that means that somebody else is and that's just unfortunate. So I think people have to be ready to do their fair share.

But there are definitely rewards for the hard work that people put in. Rewards might come from helping a student with financial aid, or experiencing a new unit come online.

I think new employees will find Empire State College a real opportunity and a great place to work; You'll have great colleagues and a nice environment to do your job.

I've been here for 25 years and I'm still excited about coming to work every morning.

New Employee Info

Welcome to Empire State College. My name is Leslie Cohen and I'm the Assistant Vice President for Human Resources.

2/6/06

Empire State College employs approximately 800 full and part-time faculty, professional and administrative and support staff.

Approximately 60% of these are faculty, 20% professional and administrative and 20% support staff. Our population is approximately 57% female, 43% male, and 11% minority.

We support activities which promote cultural and ethnic diversity within and outside of the college.

Employee Type

There are three unions represented at the College; United University Professions (UUP), The Civil Service Employee Association (CSEA), and The Public Employees Federation (PEF).

Your budget title determines what union you are eligible to join. A copy of the applicable Agreement between the union and the State of New York was sent to you.

In addition, managerial and professional employees were sent a copy the State University of New York (SUNY) Policies of the Board of Trustees, a prime source of information about your rights as an employee.

All state employees must complete an oath of office statement.

Finally, a select number of employees must meet requirements for filing a financial statement with the Ethics Commission. You are notified if you are required to submit a statement with the Ethics Commission.

Payroll

Employees are paid either bi-weekly or on a fee-for-service basis. Employees paid bi-weekly get checks on alternate Wednesdays.

All state employees have a 2-week lag. Earnings at the close of a pay period are paid 2 weeks later.

Additionally, there is a 5-day salary deferral for all state employees except those employees represented by the UUP. This means one day of pay is withheld during the first five pay periods.

The lagged and deferred pay is paid out to you when you leave state service at the rate of pay at separation.

It takes approximately four weeks to receive your first paycheck. Employees on the fee-for-service payroll are paid upon notification to Payroll that their assignment is complete.

2/6/06

Direct deposit is available, just follow the directions on the HR website:
<http://www.esc.edu/hr>. Click on Payroll.

Appointment

Your appointment letter highlights the benefits, for which you are eligible. Please speak with your supervisor or call my office if you have questions.

The college observes 13 legal holidays, of which Election Day and Lincoln's Birthday are designated as floating holidays. A floating holiday may be taken at anytime with the approval of your supervisor but must be used within one year.

Full-time CSEA employees receive 37.5 hours of personal leave. Part-time CSEA employees receive personal leave on a pro-rated basis.

Vacation and Sick leave are earned on a bi-weekly basis. Please speak to your supervisor or our office to learn your accrual rate .

Time and Attendance

Time and Attendance reporting is required of all employees. CSEA employees complete these documents on bi-weekly basis. All others complete the attendance record on a monthly basis.

Work Schedule

Our multiple site locations and the need to be available to our student body predicate a need for flexible work hours. Please speak with your supervisor about your workday.

For those employees working at the coordinating center, the workday generally begins at 8:30 AM and ends at 5:00PM. If your position is overtime eligible and overtime is approved by your supervisor, you will be paid overtime for hours worked beyond 40 hours during a workweek.

Evaluation

One of the college's strategic goals is to provide a meaningful employee experience.

Performance plans and yearly evaluation are used throughout the college for professional employees. Classified employees receive yearly evaluations.

Work is on the way to provide MC employees with evaluations. *The college provides funding through its foundation to support employee development at all levels.*

2/6/06

Who to Contact

The Office of Human Resources is organized to better serve you. A professional is assigned to each functional area of the college to provide one-stop-shopping for employees and administrators.

The Academic Affairs Office is supported by Kathie Stallmer. The Office of Educational Technology is supported by Grace Pell and External Affairs and Administration is supported by David Morrell.

Resources for Further Information

The HR website is a great place to start. Many of your questions will be answered through this resource. The address or URL for our web site: <http://www.esc.edu/HR>. However, relationships at the college are built on conversations, so I invite you to call upon me or any member of the HR team.

We are located on the second floor of One Union. We may be reached by phone by calling; 518.587.2100.extension.240.