

# Finance & Administration Update



September 2025

## A Message From the Vice President and Chief Operating Officer

Dear John Jay Community:

Welcome to the Fall 2025 semester! As we open our doors for a new school year, I find myself inspired by the incredible strength and spirit of our campus community. Each year brings new opportunities to grow, learn and support one another, and this year will be no exception. Over the summer, Finance and Administration team has been hard at work to ensure our faculty and students return to an environment that will support academic excellence and foster campus life. Please join me in expressing gratitude to our custodians, public safety, IT, and the rest of the Finance and Administration team for the work they have done this summer in preparation for the new academic year, as well as for their unwavering commitment and dedication to our community!



*Mark Flower*  
Vice President and COO

We look forward to being part of your great achievements and continued growth. Here's to a new year full of rewarding experiences, connections, and possibilities!

## Capital Projects Update

### Digital Creation Lab

The newly opened Digital Creation Lab (DCL), converted from the former TV studio on the 3rd Floor of Haaren Hall, is the go-to on campus resource for all things tech and creative. The DCL will actively promote digital literacy and technological fluency across John Jay College within its 3 recording studios and flexible classroom with workshops and training sessions to build technical competencies that enhance academic performance and professional readiness. Whether one is editing videos, designing graphics, livestreaming, building presentations, podcasting, or creating an online portfolio, the DCL team will be available to assist John Jay College students, faculty, and staff. The DCL team will provide hands-on support with software, equipment, and digital tools to bring academic and creative projects to life. They will collaborate with academic departments and faculty to co-design technology-enhanced learning experiences—including AI-focused assignments, multimedia storytelling, and research-based digital projects.

As a campus leader in educational technology, the DCL will also foster critical dialogue around the evolving role of AI in education and society. From beginners to tech-savvy creators, the DCL team and resources will offer guidance, training, and access to the technology for all in the John Jay community to succeed.

By aligning with institutional goals around innovation, equity, and student success, the Digital Creation Lab will play a vital role in shaping a future-ready academic community at John Jay College.



*Text: Girard Tecson, DCL*

*Photo: Shakespeare Gordan Architects*

## Gear Up at Bloodhound Depot

Our campus merchandise store, Bloodhound Depot, is happy to welcome students, faculty, and staff back! The store is located in Club Row on L2, and it offers a wide variety of JJC spirit items. From JJ-branded apparel to gifts and accessories, there's no shortage of ideas to show your John Jay pride. Stop by to check out what's new or to grab a few items during its open hours:

- Monday/Tuesday - 10am-6pm
- Wednesday/Thursday - 10am-5pm
- Friday - 10am-3:30pm



Instagram

@bloodhounddepot



## What's For Lunch?

We are excited to announce Campus Eats as our new temporary food service provider at John Jay. During the semester, the Food Service Committee and the John Jay Auxiliary Services Corporation will be conducting a search for a permanent food service provider starting in the Spring of 2026.

Campus Eats is now serving food in two campus locations:

- **Student Dining Hall** (2nd FL of the NB):  
8:00 a.m. – 6:00 p.m. / Monday - Thursday  
8:00 a.m. - 2:00 p.m. / Friday
- **JJay's Café** (1st FL of the NB):  
8:00 a.m. – 6:00 p.m. / Monday - Thursday





## Employee Celebrations

Because you can never have enough of a good thing - and recognition, appreciation, and, certainly, food are all good things - this summer the Office of Finance and Administration continued with its tradition of a F&A all-employee get-together to acknowledge staff contributions as well as to enjoy a BBQ lunch, music and great company. Everyone was observed having fun. Many participated in team – and spirit-building games, and those who didn't, later regretted it. The cherry on top was that all staff received a JJ-branded polo shirt. Sources report that multiple F&A employees are showing up to work wearing the same shirt. When asked where one can get this shirt, they respond "You'd have to come work for us".



As part of the ever-evolving Employee Recognition program, over the summer Finance and Administration launched "Employee Spotlight" section on its website. Each month, F&A departments nominate an employee of the month and announce their achievements to the public. Please check our distinguished gallery of stellar employees [here](#) (scroll to the bottom).



Get ready to celebrate excellence once more! We're excited to announce that our **BRAVO** Employee Recognition Event will be held on Tuesday, December 2, 2025. We cannot wait to shine a spotlight on the outstanding individuals and teams who go above and beyond every day. This celebration is our way of saying "Thank you for making a difference". Stay tuned for more details!

## New Printshop Ordering System

**Print Shop Storefront**, our new printshop ordering system, is now live and ready for use! Whether you are placing a standard print request, submitting a custom order, or simply browsing available options, the new storefront is designed to make the experience faster and more efficient.



This updated platform offers a more user-friendly interface, a streamlined ordering process, and improved access to our full range of print services. For the best performance, we recommend using Google Chrome when accessing the platform.

To get started, visit: <https://jjaycuny.webdeskprint.com/psp/app/>

For information on Approver Access and First-Time User Registration for JJ faculty and staff, as well as other resources and services provided by the Printshop, please visit their [website](#).



## Public Safety Corner



A Message from Director of Public Safety Diego Redondo

Welcome back to the Fall 2025 semester! All the members of John Jay's Department of Public Safety are looking forward to continuing to serve our community and helping to ensure your safety on campus. Our uniformed staff includes Campus Security Assistants (CSAs) who are security guards licensed by the State of New York, and who have been provided an additional 80 hours of on-the-job training at John Jay College, as well as sworn law enforcement officers (Sergeants and Campus Peace Officers) who have graduated from the CUNY Public Safety Academy where they receive over 500 hours of training. We are extremely proud to welcome our newest CPO, Enam Hasan, who graduated from the CUNY Public Safety Academy in August and earned awards at the Academy for having the highest scores in his class in both academics and physical fitness.

Our department has approximately 60 members and we are always interested in adding motivated individuals who have a desire to help their community to our team. Many of our officers are, or were,

students and started working with us as part-time CSAs. The job includes benefits, and work hours are scheduled around students' class schedules. If you're interested in one of these positions, please email [PublicSafety@jjay.cuny.edu](mailto:PublicSafety@jjay.cuny.edu) for more information.

Whether it's maintaining building access, taking crime reports, rendering aid to people who are ill or injured, keeping special events running safely and smoothly or teaching one of our many safety related classes such as Stop the Bleed, CPR, Active Shooter Response, or First Aid, Public Safety Officers are here 24 hours a day, 7 days a week to assist you. Abraham Lincoln once said "I will prepare and someday my chance will come." September is National Preparedness Month, so why not get some training so that YOU are prepared to help yourself or others have a better chance of handling an emergency? If you're interested in any of our classes for yourself or for a group, please send an email to [PublicSafetyTrainings@jjay.cuny.edu](mailto:PublicSafetyTrainings@jjay.cuny.edu).



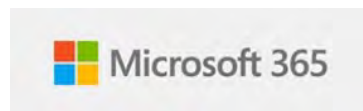
## Microsoft 365 is Coming to John Jay

The Department of Information Technology (DoIT) is excited to announce that Microsoft 365 (M365) will go live for the John Jay community later this semester. M365 gives you access to powerful tools like Outlook, Teams, Word, Excel, and OneDrive — all in the cloud and available on any device. So far, we've successfully migrated 60% of John Jay's 39,000 accounts, and the rollout is progressing smoothly. With M365 you'll get:

- 1 TB of secure cloud storage with OneDrive
- Anywhere, anytime access to your files and apps
- Easy collaboration with Teams for chat, meetings, and file sharing

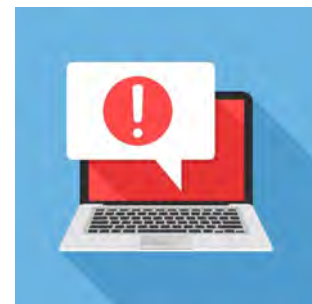
Stay tuned for more updates as we approach our full launch or visit <https://doitapps2.jjay.cuny.edu/M365/>.

For help or questions, contact the DoIT Helpdesk at [helpdesk@jjay.cuny.edu](mailto:helpdesk@jjay.cuny.edu).



As a reminder, please stay safe and vigilant online for cyber security threats.

- ⇒ **Be Cautious with Links and Attachments:** avoid clicking on suspicious links or opening attachments in emails or texts from unknown senders.
- ⇒ **Pay Attention to Warning Banners:** to help identify suspicious emails, all messages received from off-campus sources now include a warning banner. If you see this banner, exercise extra caution before interacting with the content of the email.
- ⇒ **Take the University Security Awareness Course** for [Faculty and Staff](#) or the course for [Students](#). These courses provide valuable insights into protecting your personal and professional information.

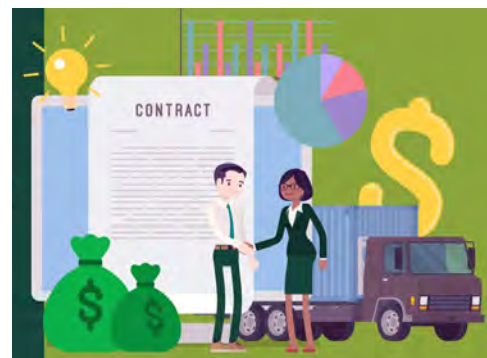


## Show Me the Money (or the Do's and Don'ts of Purchasing)

Navigating the procurement process at John Jay College requires a solid understanding of CUNY policies, the CUNYBuy system, and appropriate purchasing protocols. Whether you're a new employee or a long-time staff member, following these guidelines ensures transparency, efficiency, and compliance with state and university rules.

For example, did you know that you cannot sign contracts by yourself? (Only designated contracting officers have legal authority to sign vendor contracts on behalf of the College). Or, that using your personal funds is a very bad idea? (Because reimbursement is not guaranteed for unauthorized out-of-pocket purchases). What about accepting gifts? Or using unregistered vendors? The answers to these questions, and much more, are available on the [Procurement](#) website. There, you can find a wealth of resources about the rules of purchasing goods and services, CUNYBuy instructions, meals and catering guidelines, and, most importantly, contact information of the subject matter experts who will be happy to walk you through the process before you sign a contract with an unregistered vendor after accepting their gift and spend your personal funds on the project.

Staying informed and compliant protects the college, supports accountability, and ensures that public funds are used responsibly. When in doubt—ask first. The Purchasing Office is here to help every step of the way.





# Human Resources Good-To-Know Information

## Workday is Coming to CUNY

CUNY is preparing to launch CUNYWork (Workday) in 2027—a modern, cloud-based system that will replace CUNYFirst, EHRAF, and e-Time with one easy-to-use platform for HR, Payroll, Finance, and Budget. With Workday, you'll be able to access your employee profile, time and leave requests, benefits, and much more, while managers can seamlessly manage their teams. Over 100 CUNY experts are already working with the Workday team to design and shape the system, which will bring streamlined processes, powerful reporting tools, and a modern experience for the entire university community.



## Mandatory Training

ALL 2025–2026 compliance trainings—ESPARC, Workplace Violence Prevention (WVP), and Gender-Based Violence Training (GBVT)—will be hosted in Brightspace for this academic year using a video-based format. The College requires all full-time and part-time employees, including Adjuncts, College Assistants and Theater Techs complete the trainings. Look out for more information via email announcements of when the trainings will be available in September.

## Benefits Fair

The HR Office will host a Benefits Fair on October 22, 2025 from 11am- 2pm. **SAVE THE DATE!** This will be your opportunity to ask questions related to medical and dental benefits, retirement plans, voluntary savings plans (for both retirement and flexible spending), and other related topics. Stop by to meet your HR team, vendor representatives, and take advantage of the opportunity to receive a flu vaccine! The event is just in time for the Open enrollment period. Open Enrollment is an annual period of time when faculty, staff can make changes to their benefits. Changes and new rates go into effect after January 1, 2026. Benefits included are health, dental, vision, legal services, and flexible spending accounts (FSAs), based on your eligibility.

## Mental Health Awareness Resources

Introducing BeWell by CCA: Your New Way to Access Support, a new digital platform that will replace myccaonline.com and make support even easier to access. From any device, you and your family members can log in for a more personalized experience, whether that's scheduling time with a counselor, chatting with a coach, or using tools like meditations and journaling. And as always, all information remains confidential, with 24/7 live support just a click away.

To get started:

1. Go to [ccaplatform.com/go/cuny](https://ccaplatform.com/go/cuny)
2. Enter your first name, an email address, and college to create an account;
3. Customize your preferences and start exploring.



## TIAA 1:1 Financial Planning Sessions



No matter where you are in life—just getting started or planning for retirement—a session with Mex Borjas (TIAA Financial Consultant) can help you create a plan for your goals. And, it's at no additional cost as a part of your retirement plan. You'll get answers to these questions and more:

*Am I invested in the right mix of investments to help meet my goals? Am I saving enough to create the retirement income I need? How do I take income from my retirement account once I stop working?*

Appointments are currently available on a first-come basis between 9:00 am and 5:00 pm on **Tuesday, 9/2/25 and Thursday, 9/11/25**. RSVP today, as space is limited. Register for sessions at [Schedule Now](#) or by calling 800-732-8353, Mon-Fri 8:00 am - 8:00 pm ET.

To be best prepared for your appointment, [watch this two-minute video on meeting with a financial advisor](#).