Bank Street College of Education
All College

May 8, 2018

Agenda

WELCOME!

Please come in and grab a snack!

I. Development & External Relations Office + Icebreaker *(35 mins)*

II. Strategy & Operations *(15 mins)*

III. Facilities Update *(8 minutes)*

IV. Reminders *(2 mins)*

Development & External Relations Office (DERO)

DERO manages external relations for the College, focusing on alumni relations, strategic events, fundraising (annual funds, annual dinner, grants, major gifts, planned giving), board recruitment, research, and stewardship.

What Makes Your Heart Sing?

1. Find a partner— someone you don't know
2. Talk with your partner about how your experiences enhance your work and the passion that drives the way you would donate your $100k
3. You each get 1 minute to talk
4. Then, come together as whole group after you each get 1 minute

What makes your heart sing?





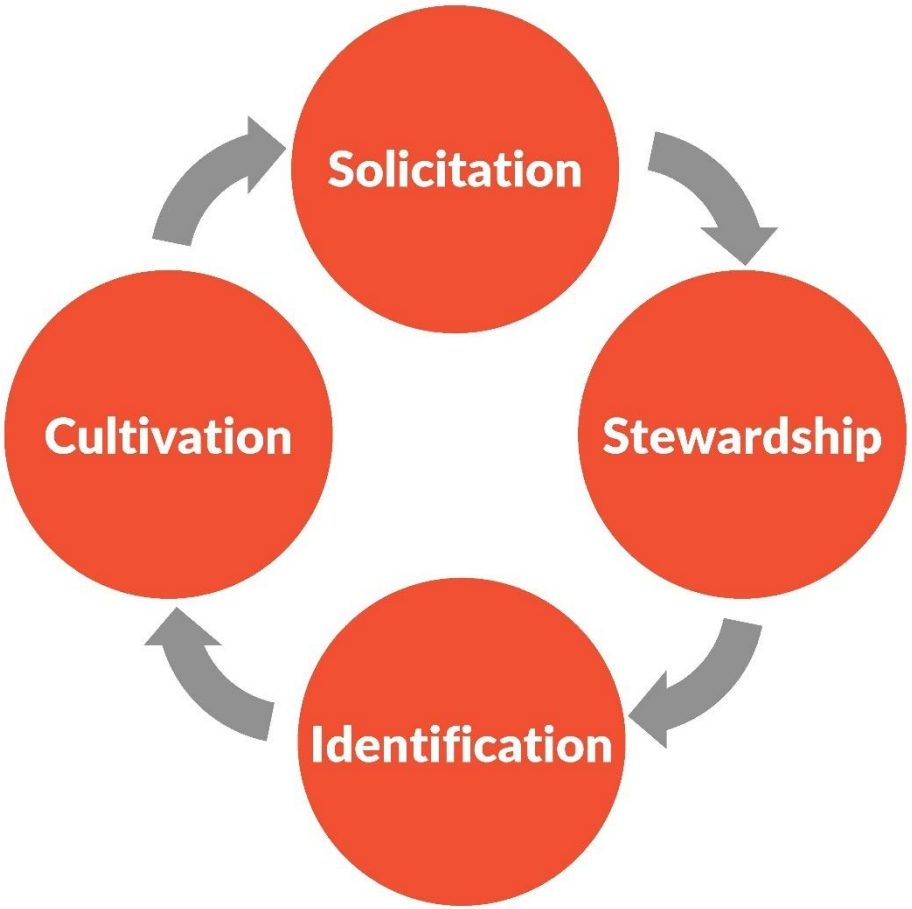




Bank Street
College of Education

Building Relationships

Donor Centric Giving Cycle



Building Relationships



2017 - 2018 Success Sharing!

- Partnerships with leadership in building stronger relationships with multiple constituents

- Annual Dinner 2018
- Partnerships for grants, e.g. Carnegie
- First Alumni & Friends Giving Day
- Building A Stronger Board of Trustees
- Connecting with our Networks as Ambassadors
- Spelling Bee
- Building Email Contacts
- Alumni Meet Ups
- BSCAA Projects & Committees
- First Family Center Reunion
- Ongoing SFC Parent, Student and Alumni Panels and All Class Reunions.
- Stewardship & Endowment Reports

DERO Yearbook



Ashley Arana
Alumni Coordinator
aarana@bankstreet.edu
212-961-3361



Charles Babian
Director of Advancement Operations
cbabian@bankstreet.edu
212-961-3323



Sophia Buxton
Managing Director
sbuxton@bankstreet.edu
212-961-3424



Sonja Carter
VP for Development and External Relations
scarter@bankstreet.edu
212-961-3337



Maggie Cely
Grants Development Officer
mcely@bankstreet.edu
212-961-3386



Ashaki Charles
Associate Vice President of Development
acharles@bankstreet.edu
212-961-3409



Kristin Conklin
Associate Vice President for Institutional Giving
kconklin@bankstreet.edu
212-961-3327



Jacob Levy
Development Assistant
jlevy2@bankstreet.edu
212-961-3315



Chase McNamee
Stewardship Manager
cmcnamee@bankstreet.edu
212-961-3380



Sonaliz Morel-Baker, Ed.D.
Director, Individual Giving
smorel2@bankstreet.edu
212-961-3360



Linda Reing
Director, Alumni Relations and Strategic Events
lreing@bankstreet.edu
212-961-3432



Carla Scheele
Director, Endowment & Special Gifts
carlas@bankstreet.edu
212-961-3329



Cheryl Simon
Development Assistant
csimon@bankstreet.edu
212-961-3336



Meredith Steinmetz
Dev. Officer, Annual Funds
msteinmetz@bankstreet.edu
212-961-3372



Alexis Walters
Development Assistant
awalters@bankstreet.edu
212-961-3331



Kristen Worrell
Director, SFC Development and Alumni Affairs
kworrell@bankstreet.edu
212-875-4556

DERO Team

Sonja Carter
Vice President for Development and External Relations
scarter@bankstreet.edu, 212-961-3337

Development Team

Ashaki Charles
Associate Vice President of Development
acharles@bankstreet.edu, 212-961-3409

Sonaliz Morel-Baker
Director, Individual Giving
smorel2@bankstreet.edu, 212-961-3360

Meredith Steinmetz
Development Officer, Annual Funds
mermsteinmetz@bankstreet.edu, 212-961-3372

Carla Scheele
Director, Endowment & Special Gifts
carlas@bankstreet.edu, 212-961-3329

Alexis Walters
Development Assistant
awalters@bankstreet.edu, 212-961-3331

Kristen Worrell
Director, SFC Development and Alumni Affairs
kworrell@bankstreet.edu, 212-875-4556

Institutional Giving

Kristin Conklin
Associate Vice President for Institutional Giving
kconklin@bankstreet.edu, 212-961-3327

Maggie Cely
Grants Development Officer
mcely@bankstreet.edu, 212-961-3386

Alumni Relations

Linda Reing
Director, Alumni Relations and Strategic Events
lreing@bankstreet.edu, 212-961-3432

Ashley Arana
Alumni Coordinator
aarana@bankstreet.edu, 212-961-3361

Stewardship, Operations, & Advancement

Sophia Buxton
Managing Director
sbuxton@bankstreet.edu, 212-961-3424

Charles Babian
Director, Advancement Operations
cbabian@bankstreet.edu, 212-961-3323

Jacob Levy
Development Assistant
jlevy2@bankstreet.edu, 212-961-3315

Chase McNamee
Stewardship Manager
cmcnamee@bankstreet.edu, 212-961-3380

Cheryl Simon
Development Assistant
csimon@bankstreet.edu, 212-961-3336



Strategy & Operations

Strategy & Operations

Strategy & Operations is responsible for cross-college projects, strategic planning and initiatives, creation and implementation of the 2015 strategic plan and operational functions of the college, including Information Technology, Human Resources, Budget & Finance, Facilities, Kitchen and the Bookstore.

This spring, Strategy & Operations welcomed both Head Start and Liberty LEADS to the division.

Justin Tyack, Chief Operating Officer

Suleyni Abreu, Deputy Chief Operating Officer

Renee Greig, Budget Director

Reva Gorelick, Director of Strategic Initiatives

Judy Johnson, Chief Information Officer

Marion Kowalski, Chief Financial Officer

Kelly Lorenz, Chief of Staff

Elyse Matthews, Chief Human Resources Officer

Sarah Willis, Senior Director, Strategy & Operations

Bank Street
College of Education

Information Technology (IT)

Who we are and what we do: The IT team consists of Applications & Web Technologies Support; Infrastructure (Telecommunications and Networking) Support, the Service Center (aka "The Help Desk"), and AV Support.

Customer Service Promise: Information Technology will provide collaborative support by understanding your needs and concerns. We will work with you to implement a fair solution with reliable and responsive service.

Main functions of the team:

- Provide technical support for the various applications and technologies used at Bank Street (gMail, Google Apps, DayForce, Jenzabar/CX/JICS, Filemakes Apps, Web Apps, and the Website)
- Strategically leverage new and existing technology to deliver business solutions
- Provide technical support for the desktops, laptops, projectors, network, internet, wireless, and phones
- Procure and maintain desktops and laptops
- Provide Audio-Visual support for meetings and special events

A Sample of Current Projects and Activities:

- Implemented service support model changes to ensure Help Desk coverage (and staff backup) from 8am-10pm M-F, and 9am-4pm on Sat.
- Zoom (Video Conferencing) Licensing for the College - using it for the Grad School, CPS, Ed Center, and for IT remote support.
- Creating a strategic plan for supporting the applications and processes for scheduled and ad-hoc activities (i.e., system updates, patches, new reports, term/year rollovers)
- Expansion of single sign-on to additional applications such as myBankstreet, printing, and wireless.
- Evaluation of livestreaming options for college events

Information Technology

Judy Johnson, CIO

Infrastructure, Help Desk & AV
Devindra Jagmohan
Chih (Mark) Chen (PT)
Ryan Costello
Lizzy Denning (AV)
Amaris Narain
Greg Russell
Henry Victor

Applications & Web Technologies
Arshad Ahmed
Ryan McCormack
Salman Sheikh
TBD

Contact us

helpdesk@bankstreet.edu
Call **212-875-4642**
Stop by **5th floor**

Help Desk Hours:
M-F (8am-10pm)
Sat (9am-4pm)

Bank Street College of Education

Human Resources

Who we are and what we do: Human Resources plans, implements and maintains employee relations between the College management and the employees. We work with management to develop long-term strategies for the growth and development of the College and its employees. Human Resources is also where employees go for basic company information, policy and procedures.

Customer Service Promise: The Human Resources Department is committed to providing a welcoming and trusting environment where staff needs can be met in a confidential and reliable manner. We value staff concerns and will strive to bring about timely and fair solutions.

Main functions of the team:

- Recruitment and hiring;
- Compensation and benefits;
- Employee relations, performance and compliance.

A Sample of Current Projects and Activities:

Human Resources is working on a number of processes and procedures that will enrich your experience at Bank Street and keep you informed:

- Developing an on boarding process to give new employees a more complete, welcoming experience. This includes a 'buddy' system for the new employee!
- Developing a Manager Guide which will clearly and succinctly lay out the new hire process from posting a job to hiring a new employee. Managers can refer to this guide and know exactly what the process is for the various constituents that make up Bank Street. We've got a draft and it's not over 10 pages long!
- We now document the exit interview process to make meaningful changes to various processes and policies.
- Sending out our information-and-emoji filled monthly Human Resources updates to keep in touch and keep you in the know. We hope you've found them useful!

Human Resources

Elyse Matthews, Chief Human Resources Officer

Angela Persaud, Benefits & Compliance Manager

Julia Ho, Human Resources Generalist

Contact us

humanresources@bankstreet.edu

Call **212-961-3320**

Bank Street College of Education

Business Office

Who we are and what we do: The Business Office supports the overall operation of the College's financial operations. The office is responsible for implementing and managing accounting controls to ensure the College assets are properly safeguarded, received, spent and reported in accordance with accounting guidelines, Bank Street's policies and state and federal regulations.

Customer Service Promise: The Business Office is committed to providing accurate information to its constituents in a timely and courteous manner.

Main functions of the team:

- Provide support to students and families regarding student billing and account administration, including disbursement of financial aid refunds;
- Provide accounts payable support to staff, faculty and vendors;
- Work collaboratively with programmatic partners on grants and contracts accounting and reporting to ensure compliance;
- Administer College-wide payroll;
- Overall accounting, audit, insurance and tax reporting functions to ensure overall financial health and compliance of the College.

A Sample of Current Projects and Activities:

- In partnership with IT, implemented online check request system to streamline check request process and create more checks and balances to ensure proper authorization of Bank Street funds.
- Implemented policy to direct deposit any petty cash reimbursements.
- Continue to manage and support the accounting and compliance functions of the increased number of grants and contracts coming into Bank Street.
- Audit, A-133, CFR and programmatic audits.

Business Office

Marion Kowalski, CFO

Student Accounts
Tim Meyer
Indira Mookhram

Accounts Payable
Carmen Rodriguez
Svetlana Gor
Ashley Gardner

Payroll
Sharon Fairman

Accounting & Grants
Patricia Zapata
Thwe Soe

Contact us

businessoffice@bankstreet.edu

Main line **212-961-3371**
Bursar **212-961-3365**
Student Services **212-961-3369**

Bank Street
College of Education

Facilities & Kitchen

Who we are and what we do: The Facilities Department is responsible for the day-to-day maintenance, upgrades, and management of internal systems. Our goal is to ensure the surrounding environment is safe and in a suitable condition.

Customer Service Promise: Our Promise is to anticipate and respond to the diverse programmatic needs of the Bank Street community so that facilities are clean, safe and well-equipped and we will do whatever it takes to get the job done!

Main functions of the team:

- Ongoing building maintenance and operation;
- Room setups;
- Building safety and security;
- Central services;
- Oversight of Kitchen and staff, who provide a nutritious and varied menu for students, staff and faculty, including catering services tor Bank Street.

A Sample of Current Projects and Activities:

- Ongoing support of capital renovations;
- Expansion of security program during school hours as part of DCAS grant;
- Preparing to take on summer maintenance projects throughout the building;
- The Kitchen piloted an expansion of the SFC lunch program to the 5/6s, which will continue in to the 2018-19 school year.

Facilities

Carlos Esquivel, Director of Facilities

Daniel Diaz, Assistant Director of Facilities & Security

Nyah Piper, Administrative Assistant

Kitchen

Cori Boudreaux, Chef

Contact us

Call **212-875-4519**

Facilities facilities@bankstreet.edu

Room Reservations
roomreservation@bankstreet.edu

Kitchen
cboudreaux@bankstreet.edu

Bank Street
College of Education

Facilities & Kitchen

Facilities Team

- Alfonso Esquivel
- Winston Kelly
- Carlos Lenis
- Geraldine Stewart
- Clifton Webb

Security Team

- Mike Fernandez
- Clarington Mullin
- Martha Ovalles
- Michelle Tanella

Kitchen Team

- Berisford Bourne
- Nathena Knezevic
- Shantiel Parker
- Anissa Pond-Andrews
- Isabel Ramirez
- Luis Toribio
- Shykira Torrence
- Anthony Vitale

Central Services Team

- Hector Hernandez
- Micah Stanley

Bookstore

Who we are and what we do: The bookstore has become a unique source of children's literature for families and educators and is known in the community and country, as the bookstore with an amazing selection and a friendly, knowledgeable staff. Our bookstore staff aims to apply their experience with both each time they read, review, and recommend a title.

Main functions of the team:

- In-store sales and in-school book fairs;
- Online purchase;
- Special author events;
- Gift sets (instructional toys, books and more)

A Sample of Current Projects and Activities:

- Cross-divisional collaborations (i.e. Children's Book Committee, Graduate School, School for Children Admission's, etc.)
- Celebrated the store's 3rd anniversary at 2780 Broadway location. Special events were held from February 13th – 18th, including concerts, author visits, and additional story time.

Bookstore

Caitlyn Morrissey, Acting Manager

Ann Levine, Assistant Manager

Contact us

cmorrissey@bankstreet.edu

Call **212-678-1654**

Renovation Update

Summer 2018

- Local Law 11 façade repairs
- Complete replacement of one elevator
- Replacement of flooring materials in 2nd, 3rd floor classrooms and hallway
- Installation of permanent art displays at ICC, 6th floor hallway

Summer 2019

- Construction of lobby renovation
- Main stairwell improvements: new lighting, paint between C-level, 1 and 2
- Replacement of flooring, lighting in Family Center hallway
- Completion of elevator system replacement

Additional Scope of Work

- GSE Admissions
- 4th floor STEAM lab
- Refresh of 109E/W
- Refresh of Cafeteria

Friendly Reminders…

Complete the Climate Survey by ***Friday, May 18th***

Final All College Meeting will be ***Tuesday, June 11th***