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Welcome back! Administration and Finance worked hard over the past year implementing change on campus.

FACILITIES

SOUTH CAMPUS: For the first time the College has a *home for the School of Human Services*, with only Education remaining on North Campus. As part of the Backfill Plan, the Harrington Building underwent renovation this summer. This \$1.5M project included the renovation of the classrooms and classroom hallways as well as improvements to the faculty offices on the second and third floors of the building. To take advantage of the construction schedule, the Facilities Department also included improvements to the heating system in the classroom wing, replacement of heating valves in the faculty offices and connection to the energy management system. As if that weren't enough, the Harrington Building also received a number of badly needed roof repairs and new smart classroom furniture. The *front stairs to the Alumni House* were rebuilt. All *window screens* in the Academic Building were replaced.

CENTRAL CAMPUS: The new *Central Campus Residence Hall* opens this September. This apartment style complex includes housing for 450 students, complete with living rooms and cooking facilities. The building also boasts a smart classroom and state of the art card access and energy management system.

The *Central Campus parking lot* was also redesigned and constructed this summer. The front lot, in conjunction with the newly opened rear parking area, increases the available parking at Central Campus by approximately 200 spaces. The new lot construction includes improved site drainage and lighting. Landscaping was completed.

The rear wall to Building 1 (Academic Building) at Central Campus was rebuilt to support the Shipping/Receiving activities.

The *BTE Department moved to Central Campus* this summer. CC Room 130 was retrofitted to include smart classroom technology for this department.

The new security system at Central Campus and the new Residence Village building were enhanced with the addition of two new computers in Public Safety.

NORTH CAMPUS: The *rear elevator in the Library was renovated* this summer to include new controls. This improvement concludes the Library elevator improvements. The Library also received some welcome ADA improvements to the reference desk. In addition, the carpet in the Learning center was replaced.

The stairwells in Meier Hall and the Sullivan Building, as well as the corridors in Sullivan Building received a fresh coat of paint this summer. In addition, a number of classrooms also received freshly painted ceilings.

The *Education Resource Lab relocated* this summer from the basement of the Horace Mann building to SB Room 304. The new location boasts smart classroom technology.

O'KEEFE CENTER: The *gymnasium floor* was rescreened this summer.

The Facilities Department undertook a number of *energy management projects* including a major retrofit of the Library lighting which will save the College an estimated \$45,000/year and the replacement of steam traps in the Sullivan Building which will result in savings of approximately \$10,000/year.

HELPLINE

The Facilities Department also welcomed *Joanna Litzos* this summer to the position of HELP line Coordinator. Joanna's extensive Customer Service experience at Verizon will help to improve the department's work order response time. In addition, the department welcomed ten new custodians and a new tradesworker.

FINANCIAL SERVICES

It is with sadness that we relay the news of Pat Comer's death. Pat, who passed away on August 12, 2004, was a valued member of the College for twelve years. She performed her duties in Accounts Payables in an exceptional manner and was always willing to lend a helping hand to assist other areas of Financial Services and the College community. Pat will be greatly missed.

New Hires/Personnel Changes

Stephen Jervey has been hired as the new Budget Director. Over the next several months, Steve plans to meet with personnel who have budgetary responsibility to gather input on ways to enhance the budget process to better serve the College community. Please join us in congratulating Steve on his new level of responsibilities. He can be reached at x7318.

The Institutional Research function has been transferred to Academic Affairs. Karen Sayles has assumed a new role as Director, Institutional Research and Assessment. Both she and Fernando Colina will now report to the Vice President, Academic Affairs.

Stephen Hoover was promoted to Associate Controller. He oversees Grant Accounting, Financial Aid Revenue and bank deposits. Steve can be reached at x7641.

AUDIT: Auditors from O'Connor & Drew LLP are currently in process of auditing the College's Financial Statements along with the Enterprise Center. At this time we are on schedule and anticipating the completion of the audit fieldwork within the next few weeks.

ACCOUNTS PAYABLE

REMINDERS: Questions regarding the processing of Payment Vouchers, Cash Advances, and vendors in the A-G and H-N range, should be directed to Edna Milton at X6850. Bob Paolino handles all vendor related payables in the U-Z range and assists in processing H-N vendors. Bob handles all of the Payroll and Accounts Payable monthly reconciliations. He can be reached at x6130. Tina Lloyd handles all vendors in the O-T range and she continues to process all Professional Development and Travel Vouchers. Tina can be reached at x6016.

When creating a Travel Requisition (whether in PeopleSoft or via hard copy), the Expense Code must be 6B00. A/P will take care of breaking that down when processing the voucher.

PAYROLL

Kathleen (Katrinka) O'Brien was recently hired as an Accountant II in Payroll. She is responsible for Student and Part-time employee's payrolls. Katrinka was

formerly employed by Radius Healthcare Center in Danvers as the Human Resources/Payroll Manager. She can be reached at x6116.

BURSAR'S OFFICE

The Bursar's Office is located on the second floor of the Administration Building and is open Monday through Thursday from 8:30am to 8:00pm and Friday from 8:30am to 5:00pm. We are always ready, willing and able to answer any inquiry regarding student accounts!

We have had a couple of staffing changes in the past few months. Steve Hoover, formerly the Associate Bursar, is now the Associate Controller. He and Mary Debski, Receiving Teller I, now report to General Accounting. Below is a Who's Who of the current Bursar's Office staff, along with their responsibilities:

Monika Argersinger, Accountant V, x7642:

Collection Officer for Federal Perkins Loan, Nursing Student Loan, Massachusetts Low Interest Loan and Institutional Loan Programs; Main Liaison with the College's Loan Billing Agency; Loan Repayment Counseling; State Intercept Program for Loans; Perkins and Nursing Loan Exit Interviews; Emergency Loans; Parking Ticket Revenue Reconciliation; Liaison to Outside Agencies for Loan Programs

Patti Caswell, Accountant V, x6117: Front Window Supervisor; Payment Posting; Duplicate Accounts; Walkaways; Credit Card Settlements; Registration; Add/Drop Account Review; Credit Card Refunds

Julie Collins, Assistant Director/Bursar, x6122: Supervises the overall operations of the Bursar's and Loan Repayment Offices; Payment Plans (In House); Bursar's Office liaison on various College Committees

Susan Crane, Staff Associate/Associate Bursar, x6311: Billing; Payment Plans (TMS, UPlan, In House); Main Liaison with Health Insurance Company; External File Posting to Students' Accounts (e.g. Book Charges, Commuter Meal Plan, TMS Payments, Dorm Damages, Orientation/Testing Fees); Agency Funds Reconciliation (e.g. Health Insurance, MassPIRG)

RuthAnn Curtis, Receiving Teller I, x8030: Customer Service/Phones; ESL Charges for Facilities Fees; In House Payment Plan Monitoring; Nursing Liability Insurance; Tuition Remission; Returned Refund Checks; "Bad" Check Processing (e.g. no signature, amount written incorrectly, etc.); TMS Cancellations; Health Insurance Waivers; Paid Receipts; Parking Tickets Payments and Receipts; Transcripts Payments and Receipts

Ann Dunne, x6118: Customer Service/Phones (Evenings Monday – Thursday); Data enters student payments

Laura Johnson, Accountant IV, x6954: Financial Aid Posting; Alternative Loans Posting; Refund Checks; Study Abroad Emergency Loans; Commuter Meal Plan Reconciliation; Updating PS Student Financials Setup Tables

Wendy Knight, Accountant II, x6064: Departmental Deposits Receipting; Outside Scholarships; Credit Card Reconciliation; Third Party Billing (Except Mass Rehab, Voc Rehab, Mass Commission for the Blind)

Good Viravong, Receiving Teller I, x6118: Customer Service/Phones; Housing and Meal Plan billing; Dorm Deposits (Returning Students); Vacation Break Housing; Residence Life In-House Payments; Credit Card Refunds; Paid Receipts; Parking Tickets Payments and Receipts; Transcripts Payments and Receipts; Health Insurance Waivers

MATERIALS MANAGEMENT

Please review operational details for Materials Management departments below, and visit www.salemstate.edu/admin/finance/materialsmgmt/. All services report to Dennis Koontz ext. 6037.

Shipping/Receiving: We move into Central Campus Building 1 by Opening Day after a summer at South Campus. The Receiving Dock address for the College again becomes 71 Loring Avenue, Salem MA, 01970. John McElaney and Paul Moreland at X6295 anchor the team, supported by Lee Gagnon, our delivery driver. Shipping requests: we use FedEx. Call John to schedule pickup of your item. We need you to complete the shipping request, which can be downloaded from the MM website. PLEASE REMEMBER TO DECLARE THE REPLACEMENT VALUE OF ITEMS YOU ARE SHIPPING so that we can insure correctly. Cut-off times for same day shipping is 3:00 p.m. After that time, urgent packages might need to be dropped at area FedEx pick-up stations.

Mail Services: Monica Clinkscales, X6012 is the Mail Supervisor. We have two offices, including the new Central Campus Building One processing area, where Monica is located. Meier Hall is the destination of all in-bound mail for sorting purposes. ALL U.S. mail for ALL College street addresses is bundled for us by Salem Post Office, and brought to Meier Hall by our drivers, twice every morning. Carmen Gonzales X6520 is our Meier Hall Mail Clerk. The official address for College correspondence remains 352 Lafayette Street,

Salem, MA 01970-5353. OUR PRIMARY SORT METHOD IS THE NAME OF YOUR DEPARTMENT. To assure fast, accurate mail delivery – for in-bound OR intercampus mail – instruct people to provide your department name on every piece. Mail pick-up/drop-off to scheduled departments is conducted once per day via our delivery driver, with a few exceptions. Salem Post Office picks up our metered outgoing mail at the Central Campus office every day 3:00-3:30 P.M., so our cutoff for drop-off at Meier Hall Mail office is 2:30 P.M.

Mail Requisitions Required: If you want the Mail Room to meter your OUTGOING College mail, you need to attach your bar-coded mail requisition that includes how many pieces, a contact name from your department, and an authorized signature. We don't want to send mailings back, so PLEASE attach this every time. Contact Monica if you have questions or need more requisitions.

Address Printing, Sorting, Folding/Inserting, Mail Discounts: Monica has equipment and software that allows you to eliminate tedious office chores at little cost. If you are conducting mailings to over 200 individuals, Monica can: (1) Print the address on your item, eliminating labeling hassles; (2) Fold, insert and tab pieces, saving time, energy and money; and (3) Help you achieve postage savings up to 25% by presorting and/or by using our permits.

Copy Center: Do you want to create breathtaking professional copies and printed items to impress students and colleagues – and still be able to smile about the price? The Salem State College Copy Center can meet departmental and personal needs. Located in Meier Hall 117, **we welcome all students, faculty and staff.** Stop by and let Electronic Computer Operators Rose Cooke and Roland Ricard help you put your best foot forward. BROCHURES, POST CARDS, BOOKLETS, PROMOTIONAL MATERIALS, PHOTOGRAPHS, PRESENTATIONS – we've probably done it before. Ask to see samples. Get the value you need and deserve. Please call X6722.

Departmental Copiers and Faxes: All equipment on campus is Xerox, and equipment maintenance and supplies are coordinated by Mike Tedesco X2679, who is on campus 8:00 A.M. to 4:30 P.M. His email is xerox@salemstate.edu. The cost of this program is covered in our contract. Call Mike for any issue, but especially when contemplating an equipment move.

Fleet Management: Several departments are using PHH cards again this year to help contain vehicle

operating costs, primarily taxes on fuel. PHH holds the Commonwealth of Massachusetts's contract for fleet management, which includes repairs. By using the PHH card, you can obtain vehicle maintenance at any provider in the PHH network. We saved over \$5,000 in FY04 via PHH, so congratulations to all College staff who used the PHH cards. Please contact Dennis Koontz X6037 with any questions.

PURCHASING

Welcome to **Kym Coogan-Allison** who has recently joined the Purchasing Department as a Buyer. Kym will be located in the Purchasing Department on Admin. 1 and available to meet all of your procurement needs. Kym has worked in other departments of the College and has a well-rounded, hands on knowledge of purchasing at SSC. We welcome her to our team and she may be reached at X7323. Good luck and continued success at SSC!

We are very pleased to be able to announce a new MHEC contract now available for discount parking at various airports in New England and New York. It is contract # G-25. The agreement is with Airport Corporate Parking. Rates are significantly reduced at several area airports. To access the website go to: <http://www.airportcorporatparking.com/mhec>.

Verizon Schedule: Verizon representative Peter Speen will be on campus September 7, October 18, November 8 and December 13, 11 AM to 2 PM in the Commons Room 101B. It is imperative that everyone with a Verizon wireless cell phone purchased through the College complete the paper work to move the contract from the College's Tax ID number to your social security number. This paperwork can be done with Peter Speen or with Purchasing. Peter may be reached at 978-314-4400 or at: Peter.Speen@verizonwireless.com.

Massachusetts Annual Buy Recycled and Environmentally Preferable Products Vendor Fair and Conference is scheduled for October 26th, 2004, at the Worcester Centrum Centre. Please follow the link for more info. Register at: www.mass.gov/epp.

Keep the following dates in mind for Fall: The annual **Staples vendor show** is scheduled for Wednesday, November 3, 2004, Vet's Hall. The Annual Grainger vendor show is scheduled for Thursday, December 9, 2004, Vet's Hall. Mark your calendars and plan to stop by for samples, catalogs, door prizes, refreshments, and product info.

New Rates at the Hawthorne Hotel: We have just received new negotiated rates at the Hawthorne Hotel. For a copy of the College rates, call Purchasing at X6152 or the Hawthorne Hotel and ask for the Passport 2004 rates.

The **Annual Meeting of the MHEC** Vendor Exposition is scheduled for Wednesday and Thursday, December 1 and 2, 2004. It will be held at the Sturbridge Host Hotel, Sturbridge, MA, from 9:00 a.m. to 3:00 p.m. each day. The Expo includes free parking, admission, lunch, prizes, products, demos, over 100 MHEC vendors will be there. Plan to come and meet the MHEC vendors. For more info go to: www.mhec.net/.

Purchasing Department Reorganization: Please note the following: *Kym Coogan-Allison*, Buyer, x 7323 will manage the following contracts: Staples Link, Dupli Stationery, State vendor questions and MHEC vendor questions. *Joan Thomas*, Buyer, x6017 will manage the following contracts: Belmont Springs Bottled Water, EBSCO Subscriptions, Verizon Cell Phones and Pagers and all MMARS questions.

We are very pleased to announce a **new contract for exclusive beverage pouring rights has been awarded to Pepsi**. The contract is worth significant financial contribution to the College over the next ten years. Pepsi will be on campus with events planned for the faculty on September 7th and for the students on September 13th.

A **renewal agreement** has been signed between SSC and **Staples** to continue our relationship for five more years for office supplies and janitorial supplies. We are grateful for their continued support and commitment to SSC. We are extremely confident that Staples will continue to provide meaningful results to SSC. Together we have managed key systems and procedural metrics and have implemented programs that have positively impacted supply expenditures and helped support various college interests. For example: office supply contract savings of \$16,000 in 2004, janitorial supplies annual savings of \$13,500 in 2004, average order size rebate to the departments \$3,110 when their orders are over \$150, 97% fill rate next day, improved supply chain efficiencies with 94% on line ordering, and a dedicated account manager. We look forward to five more years of continuing success with these programs.