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FACILITIES

Bike Racks - Many of you may have undoubtedly seen a number of new bike racks springing up around campus in the past few weeks. Since the beginning of the school year, it has been increasingly evident that there is an increase in bike usage throughout the three campuses with either no place to secure them or the available bike racks were full. To provide security and convenience for bike users, thirteen new bike racks have been installed at various locations throughout the three campuses. Additionally, some existing bike racks were relocated for better access and to address increased needs at certain locations.

The campuses were surveyed as to needs and bike racks were added to the following locations: four at the New Dorm, two at the Bookstore, one at Public Safety, three at the front of the Harrington Building, one at the rear of the Harrington Building, and two at Bowditch Hall. Racks were relocated from the Sullivan Building to the grassy area near the Human Resources trailers and the rack previously in the front of the Harrington Building will be relocated to the Bates Complex.

Energy Conservation Projects - During the summer of 04, the Maintenance & Utilities Department completed two large energy conservation projects. The first project was to replace all of the steam traps in the Library, Meier Hall, Administration Bldg, Horace Mann, Ellison Center and Peabody Hall. The second was the replacement of steam traps and heating controls in both the Academic building and Alumni House. These two projects were completed by in-house personnel. The total savings as a result of these projects is expected to be approximately \$33,000. These savings come in the form of reduced consumption in, fuel, water and chemicals.

Recycling - Office paper recycling has returned in a big way to Salem State College! Near the end of 2002 we reached agreement with a wonderful Cambridge company called Save That Stuff for them to pick up our paper free of charge! They started us off with a loan of 12 barrels and we soon received 56 brand new, bright blue barrels on wheels of our own, paid for through a

grant from the State Sustainability Program Project of the Executive Office of Environmental Affairs. Save That Stuff even clued us into the grant possibility.

An all-volunteer group of 28 faculty, staff and student “champions” takes full or partial responsibility for 31 barrels currently in place in the Library, Meier Hall, the Administration Building, Peabody Hall, Bowditch Hall, the Campus Center, Sullivan Building, Central Campus and the Admissions House. We have hopes of soon expanding to the O’Keefe Center, the Harrington Building on South Campus and the Small Business Development Center of the Enterprise Center. This will be made possible by the purchase of 15 more barrels to be paid for from savings in trash collection fees. As of November 2004, the program has recycled over 32 tons of paper and saved the college \$2,939.00.

Many faculty, librarians, administrators, staff and students are taking part in the program by dumping their desk-side blue wastebaskets into the nearest recycling barrel. If you would like to join us, please contact Susan Sturgeon @ x6765 or susan.sturgeon@salemstate.edu.

FINANCIAL SERVICES

Accounts Payable Documentation Cut Off Dates – The following schedule should be adhered to for all Accounts Payable invoices, as well as accounting and budget entries. All invoices should be processed by the data identified in the ‘AP Cut Off’ column while all journal and budget entries processed by the last business day of the month. **Any item not processed within the time frame specified will be processed in the subsequent month.**

<u>Month End</u>	<u>AP Cut Off</u>	<u>Last Business Day for Adjustments</u>
December	December 21, 2004	December 23, 2004
January	January 28, 2005	January 31, 2005
February	February 25, 2005	February 28, 2005
March	March 29, 2005	March 31, 2005
April	April 27, 2005	April 29, 2005
May	May 26, 2005	May 31, 2005
June	June 28, 2005	June 30, 2005

Accounts Payable Documentation Cut Off Dates (Cont.)

If you have any further questions, please call Paul Rigby at x6128. Thank you for your attention.

Advance Planning for December 2004 Shutdown:
Please read these items carefully!

Mail Room - Inbound Materials: We will stop the mail at the Salem Post Office from 12/24/2004 through 1/2/2005. So to all students, faculty and staff - please make family/friends aware that packages or letters are more likely to get to you if sent to campus **before** Tuesday **12/14**. Don't forget that this is the busiest time of year for the U.S. Post Office. When we re-open on January 3rd, it will take all of our energy to pick-up, sort and distribute a week of mail. We will prioritize handling as much as possible to assure that registration and payment correspondence arrives at SSC departments. PLEASE BE PATIENT while we resume operations - it may take a day or two to get back to normal! Any further questions, contact Dennis Koontz, x6037.

Shipping/Receiving for purchase order or Procard Items: We will stop the packages at UPS, FedEx etc. from 12/24 through 1/2/2005. The best advice is to place all orders before Tuesday 12/14, to arrive well in advance of December 23rd.

Distribution/Pickup Services: Materials Management has one truck and one driver. PLEASE restrict your requests for special request pickups or other services. Priorities during week of January 3-7 will be picking up mail at the Salem Post Office, delivering mail as it as processed, and delivering packages from Central Campus Shipping/Receiving - in a safe manner. Again, please be patient!

Outgoing Mail: We are trying to coordinate mailings with customers now to assure that vital communications reach your audience. Monica Clinkscales, Mail Services supervisor, x6012 needs information NOW about any large mailings that you need to go out by the 12/23, and what you might need to send during the week of January 3-7. Any questions or concerns, contact Monica or Dennis Koontz, x6037. We already have a number of priority mailings for that period!

Copy Center Customers: If you know that you need projects for the first week of January, please stop by in December to get your work processed. Contact Rose Cooke, x6722.

MHEC Annual Report of Contract Activity for the Period 7/1/03-6/30/04: We are very pleased to advise you that we are in receipt of the MHEC Annual Report

for FY2004 for Salem State College. Last year, our net expenditures were \$3,137,981 on a gross value of purchases of \$4,193,213, yielding savings of \$1,055,232. Our average savings were 25% off of list cost. This is an increase of 29% over the previous year's savings. We spent \$964,924 with small businesses, \$3,898 with small and women owned businesses and \$5,712 with women owned businesses. In these times of financial challenge, using MHEC contracts saves money. It also saves staff time, eliminating the need to issue bids or obtain quotes. We urge all of you to utilize this resource to maximize your limited budgets. You can link to the MHEC contracts from the Purchasing web site or call Purchasing at x 6152 for assistance. The most frequently used MHEC contracts were Sear's for appliances; Perfecta Camera for cameras; GroupComm for multi-media equipment; Office Environments for furniture; VWR for laboratory supplies and equipment; Software House for software; Dell, Gateway and Apple for hardware; SBC, Xeta, and Graybar for telecommunications and networking products; and Grainger for industrial supplies.

Primary Vendors New Rep's Assigned: Please note the following new representatives will be covering the college effective immediately. Florence O'Neil Russo is the new day-to-day rep. from Pepsi. She can be reached at (401) 468-3234. Amelia Carney will stay on this account but has been promoted to Key Account Manager. Catherine Mendel is the new day-to-day rep. from Office Environments. She can be reached at (617) 443-6674. Doug Crosby, V.P., will work closely with Catherine for the next few months. Donna Doucet, V.P., is the new day-to-day contact at Marsh. Donna can be reached at (617) 421-0378. Samuel Daume, New England Education Practice Leader & Senior V.P. is the overall manager of the account. This info is on the Purchasing web site. Click on College Contracts. If you have any questions feel free to call Evelyn Wilson at x6152.

Bookstore News: All of the 150th Merchandise has been marked down. This is your last chance to pick up an Afghan or Mug to have as 150th memorabilia. Faculty/Staff Appreciation Days are just around the corner on December 7 and 8. The hours are the same 8:00 am to 7:00 pm and the faculty and staff get 20% off gifts, clothing, supplies, and general books instead of the 10%. Even clearance items. We will have cheese, crackers, fruit, punch, and coffee. We have a new mobile kiosk stocked with merchandise and we are looking for opportunities to travel to events, just let Ginger DeFino, Bookstore Manager, know the date, time, and place and we will be there to represent the school spirit with school merchandise. Her number is

978-741-3808. When looking to the Spring semester don't forget to get us your textbook orders.

Grainger Show: The annual Grainger Industrial Products vendor show is scheduled for Thursday, December 9, 2004, Vet's Hall, 9:00 to 2:00. Mark your calendars and plan to stop by for samples, catalogs, door prizes, refreshments, and product info. Learn about the latest technology, energy efficient products, janitorial products, cost savings, power tools, safety products, safety signage and services with the top industrial manufacturer product specialists.

Verizon Schedule: Verizon representative Peter Speen will be on campus December 13, 11:00 to 2:00 in the Commons 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. Here is the Verizon schedule for next semester: January 10, February 14, March 14, April 11, May 11, June 13.

MHEC Annual Vendor Expo: 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 to 3:00 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/.

New Procurement Card Contract Signed: A renewal agreement has been signed between SSC and JP Morgan Chase to continue our relationship for three more years for the College's Procurement Card program. We are excited about the opportunity to work with JP Morgan Chase for a second three year contract, and combining our efforts in developing a "Best of Class" procurement card program, which focuses on meeting the college's goals and objectives. We look forward to developing a long-term successful program and partnership.

New Rates at the Hawthorne Hotel: We have received new negotiated rates at the Hawthorne Hotel. For a copy of the College rates, what the rate includes, call Purchasing at x6152 or the Hawthorne Hotel and ask for the Passport 2004 rates.

Budget Office-New Hire - The Budget Office is pleased to welcome Iwona (Pronounced like "Yvonne a") Jonczyk to our new position as EDP Systems Analyst II. Iwona will be providing support monitoring and analyzing revenue activity and budgets. She will also assist in the development of more sophisticated analytical and reporting tools. She worked most recently for Sunsetter Products developing SQL queries and Crystal reports.

Iwona was born and raised in Poland, married in Denmark, and was living in Germany when she received her permissions to come to the United States. She is fluent in Polish and Russian. She began her education at Jagiellonian University in Krakow, Poland, where she studied psychology for 3 years. After she came to the United States, she completed an undergraduate degree right here at Salem State College in Office Administration with an Accounting concentration. She strengthened her ties with SSC with an MBA which she completed here in 2001. She and her husband have two sons at Masconomet and a three year old daughter.

Bursar's Office - PeopleSoft Student Administration Release 8 Upgrade - With the "Go Live" date of February 2, 2005 for the upgrade to PeopleSoft Release 8 approaching fast, testing has begun on this web-based release of the College's student administration system. Members of the Bursar's Office staff, along with staff from the Admissions, Registrar's, Financial Aid, Graduate and Continuing Education Offices have formed a testing team to coordinate efforts to conduct "end to end" testing on this new release. "End to end" testing consists of taking a student through an entire life cycle at the College: from applying for admission to being admitted and matriculated as a student to receiving a financial aid award and finally, to being charged for tuition and fees and credited for financial aid and other payments on their student accounts. The testing team has spent considerable time and effort to create all the possible scenarios a student may experience as an applicant and/or student of the College to fully test the system before we "Go Live" to ensure that this upgrade is as seamless as possible.

Spring Tuition Bills - The Spring tuition bills are due to be mailed out on December 17, 2004 and are due January 14, 2005.

How Are We Doing? - We continue in our efforts to improve service to students, their parents and other members of the College community. An insert was included with the Fall bill with information on questions frequently asked by students such as health insurance,

the monthly payment plan, financial aid and important telephone numbers. We also included health insurance decision forms with the bills to make it easier for those students who wish to waive the health insurance fee. Our future plans include installing a payment lockbox in the lobby of the second floor of the Administration Building. For students who just want to drop off payments, this will help to eliminate having to stand in line at the Tellers' windows during busy periods of the year. If you have any comments or suggestions for ways to improve our service, please let us know.

A final note: collections are up and our default rate is down!

Payroll

The Christmas and New Years Holiday is fast approaching and the Payroll Staff would like to communicate to you, the Timekeepers, some important information to keep in mind. The last Business Day before we go on Christmas Break is Thursday, December 23, 2004. **All Timesheets for the Period Ending December 25, 2004 must be in the Payroll Office by 10:00 a.m. on Wednesday, December 22, 2004.** This is necessary to allow the Payroll Staff time to enter all positive time as well as exceptions into the Payroll System for Pay Day December 31, 2004. Any adjustments that need to be made for this pay period will be done on the week of January 3, 2005 for Pay Day January 14, 2005. Since the College will be closed on Friday, December 31, 2004, Pay Advices and Pay Checks will be mailed out on Monday, January 3, 2005.

Accounts Payable

It is important for everyone to understand that invoices for goods or services purchased should not be sent to the Departments by vendors. This, in effect, delays the invoice payment process by the staff in Accounts Payable. It is also important to note that vendors should not be accepting orders for the purchase of goods or services without a Purchase Order. For more details please contact the Purchasing Office at x7323 or 6017.



CLIP AND SAVE

Salem State College

*Radio and Television Stations to Watch
Due to Inclement Weather or Emergencies for
College Closings and Delayed Openings*

WESX (AM 1230) WRKO (AM 680)
WBZ (AM 1030) WMWM (FM91.7)
WHDH-TV (Channel 7) WCVB-TV (Channel 5)
WBZ-TV (Channel 4) WLVI-TV (Channel 56)
WFXT- (Channel Fox 25)

Voice Mail Recording: (978) 542-6000

Web Site: <http://www.salemstate.edu>

Web Site: <http://www.wbur.org>

(WBUR – Website only-above)