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FACILITIES

Winter Heating News - As we enter the coldest months of the winter, please remember that the aging College heating systems face a challenge to maintain building temperatures. There will be some days when the outside temperature will exceed the design parameters of the heating systems. It will take the buildings longer to respond to heating demands.

There are a number of steps you can take to help yourself during these unusual cold spells.

- ❖ Be sure to dress warmly and in layers. Early morning classes will be cooler than classes held in the middle of the day.
- ❖ Closing window shades, drapes, and blinds will help to reduce the inherent draft that occurs as the difference between the inside and outside temperatures increases.
- ❖ Continue to report cold (or hot) conditions to the Facilities HELP line (x4357). Your calls are logged by the HELP Desk Coordinator and prioritized by the mechanical staff based upon overall impact of the problem.
- ❖ Do not tamper with heating equipment or attempt equipment repairs. If a minor thermostat adjustment (2 degrees) does not resolve the problem in a reasonable amount of time, contact the HELP line.

Contact the Facilities Office if you have any questions regarding the heat in your work area or our department's response to your call. We, like you, look forward to warmer temperatures.

From the Project Office - The Capital Project office was busy during this break. We completed a number of projects while you were away.

Harrington Building

- ❖ Gymnasium Floor - The gymnasium floor was refinished after a long summer of use during the classroom renovation.
- ❖ Renovation Punch List - The contractors revisited the Harrington Building to put the

finishing touches in the renovated classrooms and offices.

Library

- ❖ Switchgear Replacement - The electrical switchgear, located in the Library, was end of life and seriously in need of replacement. The College had experienced a number of unscheduled outages due to the failing equipment. This essential \$250,000 project will not only improve reliability but provides more energy efficient equipment.

Admissions House

- ❖ Interior Painting-The Admissions House received a new coat of paint on the interior.

Dining Commons

- ❖ Floor Refinishing & Repairs-A number of floor repairs was made in the Dining Commons kiosks and the wooden floor was refinished.

Meier Hall

- ❖ Backfill Moves-The Facilities office moved a number of faculty into new offices during the break. These spaces were made available following the move of the Criminal Justice faculty to South Campus.

FINANCIAL SERVICES

All Campus Card - The College is about to embark on an All Campus Card project that could serve the College community for many years to come. At this time with the necessity to replace our current dining system as well as to position the College to take advantage of this technology to better serve our parents, students, and staff, a Project Team has been established. This Team will gather the appropriate resources to introduce this service with an eye toward having some components in place by this September. We know we can count on everyone's cooperation and combined efforts to deliver what we are sure will be an exciting service to the campus community. If there are any

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questions regarding any aspect of this project, please contact Joe Donovan at extension 6561.

Budget Office: It is with pleasure that we announce the appointment of Debra Sutherland as the new Accountant IV in the Budget Office. Her appointment became effective Monday, January 17, however she will continue to oversee the Grants until such time her replacement is hired. Please join us in congratulating Debra on her new assignment.

Verizon Schedule: Verizon representative Peter Speen will be on campus Monday, February 14, March 14, April 11, May 9, and June 13. He will be in the Commons Room 101B from 11:00 to 2:00. 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. Donations of old cell phones accepted at any time. They are reprogrammed and given to women living in women's shelters. Drop them off in Purchasing or to Verizon.

New Contract for Travel Management Services: A new five-year contract for travel management services has been awarded to Flagship Travel of Marblehead to be the College's designated travel agency. The contract will guarantee to provide travelers with streamlined procedures, convenience, money savings, and enhanced travel services. Flagship Travel was chosen because they guarantee the lowest fares available at the time of booking and they will continually look for lower fares and rebook until the day of departure. They have the best-automated fare reporting system in the business called Sabre that can preview all airlines' available fares. All agreements negotiated on the College's behalf for air, hotel, and rental cars will be available as a fringe benefit for employee's leisure as well as business travel. Flagship has experience in all aspects and types of travel including business, leisure, group, team, alumni, and student travel and has demonstrated ability to negotiate on our behalf with airlines, hotels, and rental car agencies. By consolidating our travel dollars the College can save 7-10% in the first year of this contract. As a result of working with one agency the College will also be able to get useful management information reports on destinations, costs and habits of our travelers that will assist in negotiating contracts. Arrangements can be made by calling Barbara James, Office Manager, Flagship Travel, 781-639-1800. A travel seminar is planned for February 16, 2005, from 10:00 to 12:00 in the MLK Room in the Ellison Center

to answer any questions you may have about travel and to explain the benefits of using a travel agency. A travel expo is scheduled on March 8, from 10:00 to 2:00 in Veteran's Hall in the Ellison Center to showcase vacation destination. Complimentary food and beverages will be served. All attendees will be entered in a raffle for a giveaway to a popular destination. If you have any questions contact Evelyn Wilson in Purchasing at extension 6152.

New Rates at the Hawthorne Hotel: We have received new negotiated rates at the Hawthorne Hotel for calendar year 2005. They are lower than are previously negotiated rates and include many amenities. For a copy of the College rates, what the rate includes, call Purchasing at extension 6152 or the Hawthorne Hotel and ask for the Passport 2004 rates.

College Procurement Annual Audit: During the month of January Purchasing completed our annual audit for all procurement cardholders records. Once again record keeping was found to be outstanding. Keep up the good work. For information on College Procurement Cards call the Purchasing Office at extension 6152.

2005 Bookstore Council Grants for Student Groups & Clubs: Applications for the 2005 Bookstore Council grants are now available and being accepted. Announcements and applications are available in the SGA Office in Ellison 120. The deadline for submitting is February 18, 2005, at 4:00 p.m. in the SGA Office. Presentations are scheduled for February 25, 2005. The range of prior awards has been from \$200 to \$12,000. The funding for the Bookstore Council grants is from commissions from Follett Bookstore. The total amount available is \$25,000. The grants are intended for organized student groups within the College community. Proposals must originate by and for the benefit of students. Requests for food, travel and clothing will not be accepted. All applications must be signed by the faculty advisor to the student group. Questions may be directed to Evelyn Wilson at extension 6152.

The Administration & Finance Bulletin can found on the web at <http://www.salemstate.edu/af> click on Administration & Finance Bulletins under Resources. We are working on archiving published editions for the current academic year. Any questions or comments are welcome. Please contact Donna Beaulieu at donna.beaulieu@salemstate.edu.