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We are proud to announce that Central Campus has been recognized in the *Education-Design Showcase* published in the College Planning and Management June 2005 Edition. Both Building One and the new Residence Hall are cited for State-of-the-Art design, advanced technology and facilities renewal. Reprints will be available on Opening Day or contact the Office of the Vice President, Administration & Finance.

ClipperCard is here! A new and exciting venture for SSC. It replaces your current ID card with many more features, such as a pre-paid debit account called "Flex Dollars", enabling you to purchase a variety of goods and services. Deposits can be made easily and conveniently to your "FLEX Dollars" account and remain active from one year to another – with no expiration date. See page 6 for more details.

FACILITIES

Alumni House Improvements: Presidential Hall and the kitchen at the Alumni House received a new facelift this summer. New draperies and a new carpet adorn Presidential Hall while new cabinetry and counters are featured in the kitchen.

Ellison Center Vet's Hall Renovations: Veteran's Hall at the Ellison Center received some badly needed renovations this summer. One of the college's largest function rooms now boasts a new floor, new wall and window treatments, technology infrastructure and new lighting.

Glassblowing Studio: A new Glassblowing Studio is underway at the Enterprise Center. The new studio is modeled after studios at Corning Glass works in Corning, New York. The studio also boasts a small retail area for the display and sale of glass creations as well as a public viewing area.

Harrington Building Fire Alarm Replacement: The College replaced the original fire alarm system in the Harrington Building, upgrading the system to a new, digitally-addressable, ADA compliant, system with horns and strobes in each space.

Relocation of Institutional Research: The college moved the location of the Institutional Research department from Sullivan Building 101 to Meier Hall 204A. Minor renovations included the addition of borrowed lights to Meier Hall 206.

Meier Hall Front Elevator: The controls for the front elevator in Meier Hall were replaced this summer. Although the stairs are probably still faster than the elevator, the new elevator controls are ADA compliant.

Meier Hall Classroom Renovations: A number of classrooms in Meier Hall were renovated this summer as part of the backfill plan. Meier Hall 242, the old Chorus Room, has been renovated as a new lecture classroom with smart classroom technology. Meier Hall 235, the old keyboard room, has been renovated to accommodate a computer laboratory for the psychology department. Meier Hall 204 has been renovated to accommodate the new digital photography studio. Meier Hall 237 and 239 also boast new technology equipment for the Psychology Department.

O'Keefe Center Athletic Field Renovation: The College completed the permitting and design effort and replaced the natural turf at the O'Keefe athletic field with a synthetic, rubber infill turf system. The new field boasts playing area for soccer, lacrosse, field hockey, and softball. The field also boasts new, focused lighting to reduce the light trespassing and sky illumination.

O'Keefe Parking Lot Study: The College, in conjunction with officials from the City of Salem, conducted a study of the flooding conditions at the O'Keefe Center parking lot. The study not only provided information critical to the renovation of the athletic field, but also significantly contributed to the understanding of the complexity of factors contributing to the flooding of the parking lot and adjacent public areas.

O'Keefe Boiler: One of the boilers at the O'Keefe Center was replaced this summer. The existing unit was at end of life and its reliability unpredictable.

FACILITIES (CONT.)

O'Keefe Hockey Rink Condenser Replacement:

The condenser for the refrigeration system at the hockey rink was replaced this summer. This replacement is the last of the large system components to be replaced in the hockey rink. These replacements will help to insure the longevity and the reliability of the ice surface in the future.

O'Keefe Snack Bar Furniture: The Snack Bar at the O'Keefe Center has been outfitted with new furniture in the sitting area. The new furniture improves the overall sense of collegiality in the building.

Sullivan Building Energy Improvements: Each year, the facilities office has upgraded the valves and traps on the steam systems in each of the buildings. This replacement provides more reliability to heating the building.

Theatre Improvements: The lighting in the main Stage Auditorium was replaced this summer. The old wiring was an accumulation of years and years of "making do". The new lighting system is safer and neater. Whiz White has a whole new realm to explore! do". The new lighting system is safer and neater. Whiz White has a whole new realm to explore!

Enjoy the fruits of our labor this summer. Now it's our turn for vacation! ***Do you have a project you would like us to manage?*** Complete a Project Authorization form on the facilities web site. We'll work with you on the details and pricing for a complete project.

Accomplishments: Debra Mizia, Director, Capital Projects and Planning successfully completed the Design and Construction Contracting – DCAM Management Training – Session certification seminar in the Massachusetts Certified Public Purchasing Official (MCPPO) program conducted by the Office of the Inspector General.

CO2 Emissions Reduced: Salem State College has reduced its CO2 emissions approximately 12% in FY2004 from FY2002. The State of Massachusetts has set a goal for all of its agencies to reduce their respective CO2 emissions 25% by 2012. Salem is already half way to this goal. Projects completed this summer and plans for this year will keep us making progress.

FINANCIAL SERVICES

ACCOUNTS PAYABLE

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, x6850***. ***Bob Paolino, x6130***, handles all vendor related payables in the U-Z range and assists in processing H-N vendors; and handles all of the Payroll and Accounts Payable monthly reconciliations. ***Tina Lloyd, x6016***, handles all vendors in the O-T range and processes all Professional Development and Travel Vouchers.

PAYROLL

Mary Ann Gachignard, x7026, is the payroll supervisor who coordinates and oversees payroll for all employees. Liaison with DGCE for preparation of all Evening and Graduate School Payrolls and responsible for interfacing Commonwealth payroll information to local PeopleSoft system. ***Robin Hincman, x6063***, handles time and attendance reporting for full-time employees. Contact Robin for information about Direct Deposit, tax withholding status, and changes in Tax Sheltered Annuity accounts. ***Patricia Crowley, x7586***, Handles time and attendance reporting for full-time employees. Contact Pat for information about Direct Deposit, tax withholding status and oversees and coordinates payroll for part-time day faculty. ***Katrinka O'Brien, x6116***, handles time and attendance for all student employees as well as all part-time non-benefitted employees. Contact Katrinka for information about reporting time for student employees, direct deposit for student and non-benefitted employees.

BUDGET OFFICE

The Budget Office is located in Room 102 of the Sullivan Building (the corner closest to the Administration Building). The staff consists of only three people so it is not always possible to provide office coverage. So phone in advance if you plan to visit.

The Budget is both a planning tool and a control tool. Our annual budget process provides an opportunity to reexamine organizational structure and planning while day-to-day operations require budgetary adjustments to allow expenditures.

The staff includes: ***Debra Sutherland, x7139***. A&F welcomes Deb back in her new capacity where she will have primary responsibility for day-to-day monitoring of expense budgets and assisting with budget changes in expense codes. ***Iwona Jonczyk, x6885***, monitors revenue budgets and is the primary back up for Deb on occasions when Deb is unavailable. She is also a valuable resource for

questions about data management. **Stephen Jervey, x7318**, is the Director and manages the budget process. This process is the vehicle not only for developing the budget but also for assessing whether the budget structure meets your managerial needs.

BURSAR

Since another academic year is upon us, we thought it might be a good idea to update Who's Who in the Bursar's Office 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 Delinquent 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, 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, 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; 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; ESL Charges for Facilities Fees.

Laura DiChiara; Associate Bursar, x6013: Collection Manager for Student Accounts and Student Loans; State Intercept Program for Delinquent Student Accounts; In House Payment Plans.

Ann Dunne, x6118: Customer Service/Phones (Evenings Monday – Thursday); Data Entry for Student Payments.

Laura Johnson, Accountant IV, x6954: Financial Aid Posting; Alternative Loans Posting; Refund Checks; Study Abroad Emergency Loans; PeopleSoft Upgrade Testing; Updating PS Student Financials Setup Tables.

Wendy Knight, Accountant III, x6064: Departmental Deposits Receipting; Outside Scholarships; Third Party Billing.

Good Viravong, Receiving Teller II, 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.

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.

GENERAL ACCOUNTING

Financial Services welcomed **Tom Mallas, x7906**, to the General Accounting staff as the College's Grants Accountant. His position maintains overall accountability for all Federal, State and private grants and agency accounts (including Financial Aid) and other non-student accounts receivable. Tom, a graduate of Salem State College, and is a resident of Swampscott.

The **FY2005 audits** of the College's Financial Statements and Financial Aid are under way with auditors from O'Connor & Drew, LLP. We look forward to another successful audit.

MATERIALS MANAGEMENT

Please review our reminders about the various Materials Management departments below. All report to **Dennis Koontz, x6037**, assisted by **Ralph Berry, x6394**. Visit our website:

www.salemstate.edu/admin_finance/materialsmgmt.

Copy Center: Rose Cooke, assisted by **Roland Ricard** and our capable students, is once again coordinating the Copy Center located in Meier Hall 117. They can meet both departmental and personal copy project needs. Their catalog of projects is impressive, ranging from postcards to large coil

bound books. We welcome all students, faculty and employees. Ask to see samples. Get the value you need and deserve. Please call **x6722**.

Mail Services: *Monica Clinkscales, x6012*, is the Mail Services Supervisor. We have two campus locations, including the Central Campus Building One processing area, where Monica is located. **Meier Hall 116, x 6520**, is staffed by Mail Clerks **Carmen Gonzales** and **Ray Leblanc**. ALL U.S. Mail for ALL college street addresses is bundled for us at Salem Post Office, picked up by our drivers and brought to Meier Hall for sorting, twice each morning. OUR PRIMARY SORTING METHOD IS THE NAME OF YOUR DEPARTMENT! To insure fast, accurate mail delivery – for U.S. Mail and intercampus – please remind people to provide your department name on every piece. The official address for any college correspondence is 352 Lafayette Street, Salem, MA 01970-5353. 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 outgoing metered mail at the Central Campus every day at 3:00 P.M.; so all mail in the drop box at Meier Hall by 2:30 P.M. will be metered that day.

Mail requisitions are required to provide authorization to meter college mail for your department. We ask that you complete the bar-coded requisition that tells us your PeopleSoft chart field for accounting. Note the date, number of pieces, postal services desired, contact name and phone number, and signature. Contact Monica if you need requisitions.

Please be aware that Mail Services is able to support large mailings with automated folder/inserters, address printer and pre-sorting equipment that will allow postal discounts and accurate mailing. The college permit can be affixed to your mail pieces with help from our Publications department, allowing even greater savings on large mailings.

Shipping/Receiving: *John McElaney, x6295*, is the Shipping/Receiving Supervisor, assisted by **Paul Moreland** and **Lee Gagnon**. They are located at Central Campus Building One, and the official shipping address for all college deliveries is 71 Loring Avenue, Salem, MA 01970. When shipping an item, we use FedEx. Call John to schedule pickup of your item. We need you to complete a shipping request, which can be downloaded/printed from our website. PLEASE remember to declare the

replacement value of the items you are shipping so that we can insure correctly. Cut-off time for same day shipping is 3:00 P.M. After that time, urgent packages might need to be dropped off at area FedEx service centers.

College Contract for Xerox Copiers: *Mike Todisco*, Xerox Docucare technician, is on campus Monday-Friday 8:00 A.M. to 4:30 P.M. He coordinates service and supplies for all college department copiers. His email address is xerox@salemstate.edu, phone **x2679(COPY)**. Call Mike for any copier issue, especially when thinking about movement of equipment. He will assure that equipment is prepared for moves so that needless damage is avoided.

Fleet Management: Via a state contract, we use PHH fleet management cards for college vehicles to manage fuel and repairs. This program allows the college to claim its tax exemption at the pump, and we avoided over \$5000 last year alone. Contact **Ralph Berry** for details, **x6394**.

Surplus Property Program: Contact **Ralph Berry x6394** to discuss disposition of assets when you determine that you no longer require them. In some instances, he may be able to reallocate the item to another department, or declare it as useless property.

PURCHASING:

New Hire: Welcome to **Patrice Buchanan, X6950**, who has recently joined the Purchasing Department on July 11, as an Administrative Assistant. Patrice comes to us from the Commonwealth of Mass, Office of the Inspector General where she oversaw the Massachusetts Certified Public Purchasing Official Program (MCPPO) where she received her MCPPO designation. She is a graduate of Salem State College and is a resident of Marblehead. Her e-mail address is pbuchanan1@salemstate.edu.

Foreign Travel Insurance Policy: The College has purchased a new policy for Foreign Travel Liability effective July 1, 2005. This new policy provides protection to the College and anyone traveling on behalf of the College. The policy includes general liability, auto liability, foreign worker's compensation, foreign business travel property and travel accident and sickness. Travel cards with the Emergency Travel Assistance information on them are available from Purchasing.

Chartwells News: In September Chartwells will be introducing a new Catering Guide and a new Web site. In conjunction with the new guide Chartwells will be hosting a Catering Expo on Tuesday, September 20 at 4:00 in Commons Room 101B for all catering clients to see and sample new offerings. Please visit the new Web site www.Dineoncampus.com/salemstate, which will be a great source of information concerning dining service for the entire college community. Any questions regarding dining should be referred to John Hayes, Director of Food Service at extension 6444.

Bose Corporation: We are very pleased to be able to announce a new MHEC contract now available for Bose products for faculty and staff. The contract offers special pricing on many Bose products. For further info contact Ilze Davenport, Manager, Bose Education Programs at 508-766-1840.

Verizon Schedule: Verizon representative Peter Speen will be on campus September 6, October 17, November 14 and December 12, from 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.

Follett Bookstore: Ginger Defino, Bookstore Manager, reports Buyback was very successful this past May, Follett Bookstore gave out \$52,000 more than last year to the students. This is due to the increase in orders from Professors before May, thank you for all your efforts. The last of the SSC 150th Afghans are now only \$9.99, they are going fast, so hurry down and get yours. Follett Bookstore will start carrying laptop supplies this September. The hours the first two week of September are Monday - Thursday 8 to 8 and Friday 8 to 5, except for Labor Day, which is 9 to 5, closed Sundays except September 3rd. We will be open the first 4 Saturdays of the semester, so the students who take classes on the weekends will be serviced. We are anxious for another school year to begin.

Staples Contract Division Call Center has been certified for the second consecutive year by J.D. Power and Associates as an "Outstanding Customer

Service Experience". The award attests to Staples ongoing commitment to customer service.

Who To Call in Purchasing: **Kym Coogan, Buyer, x7323** for questions regarding StaplesLink (Office Supplies), Dupli (Stationery), Grainger (MRO), ICI (Paint), VWR (Laboratory supplies and equipment), State vendor questions and MHEC vendor questions. **Joan Thomas, Buyer, x6017** for questions regarding Belmont Springs (Bottled Water), EBSCO (Subscriptions), Verizon (Cell Phones and Pagers), Aramark (Uniforms) and all MMARS questions. **Patrice Buchanan, Administrative Assistant, x6950** for questions regarding RFP's, bids, and contracts. **Dennis Koontz, Associate Director, x6037** for questions regarding Xerox (copiers and faxes), Statler (convenience walk-up copiers and printers), Pitney Bowes (mailroom equipment), chargebacks for mail, printing, copying and stationery. **Ralph Berry, Staff Assistant, x6394**, for questions regarding PHH (vehicle fuel and maintenance credit cards), surplus, and vehicle registration and taxes. **Evelyn Wilson, Director, x6152**, for questions regarding JP Morgan Chase (college credit cards), Marsh (insurance and risk management), Office Environments (furniture), Flagship (travel), Chartwells (dining), Follett (bookstore), Canteen (vending), and leases.

We are very pleased to announce the following new or extended contracts: Snow Removal to Thomas Mackey & Sons Inc. for seven years; Vending Machines Service to Canteen Vending for seven years; Alumni Loan Consolidation to CFS for five years; and the Alumni Affinity Credit Card to MBNA for five years.

The 11th Annual Massachusetts Buy Recycled and Environmentally Preferable Products (EPP) Vendor Fair and Conference is scheduled for Wednesday, November 2, 2005, at the DCU Center (formerly Worcester Centrum Centre). Please follow the link for more info. Register at: www.mass.gov/epp. The theme is "Toward a Greener Tomorrow: New Directions in EPP Purchasing & Sustainability".

The Annual MHEC Vendor Exposition is scheduled for Wednesday and Thursday, December 7 and 8, 2005. 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/.

Two New Travel Contracts in Place: We have negotiated very favorable rates with the new Salem Waterfront Hotel and Suites in the event that our primary hotel, the Hawthorne Hotel, is full during a high occupancy tourist period. We have also negotiated very favorable rates with North Shore Shuttle for transfers to the airport and back from Salem State. Please call the Purchasing Department for rates. For more information on Purchasing visit our web site at: <http://www.salemstate.edu/af/purchasing/>

Annual Vendor Shows Scheduled: The annual Staples vendor show is scheduled for Wednesday, November 9th from 9:00 to 2:00 in Veteran's Hall. Mark your calendars and plan to stop by for samples, catalogs, door prizes, refreshments, and product info. The annual Flagship Travel Expo is scheduled for Wednesday, October 26 from 10:00 to 2:00 in the MLK Room. Mark your calendars and plan to stop by to meet cruise companies and to meet vendors who will showcase various vacation destinations.

ClipperCard There is no longer any need to carry cash at SSC. Use your new ClipperCard to purchase early morning coffee, lunch at one of Chartwells' food operations, snacks & beverages from campus vending machines, bookstore supplies & gifts, and much more! Look for "ClipperCard Accepted Here" signs throughout the campus.

Minimum deposits to your "FLEX Dollars" account are \$20.00. As a special courtesy to employees, all Faculty and Staff will receive a 5% bonus on all deposits over \$25.00 or a special 10% bonus on all deposits over \$100.00 (applied to your account at time of deposit).

Your ClipperCard will also enable you to the usual employee discount at the Bookstore which now accepts ClipperCard "FLEX Dollars".

Dining "Gold Cards" can continue to be used until their card balances expire. Since "Gold Cards" will no longer be issued by the Dining Office, future deposits can be made to you ClipperCard "FLEX Dollars" account and still used at any food service operation as well as vending machines.

By Spring 2006 you will be able to check your ClipperCard "FLEX Dollars" account balance, deactivate your card (if lost or stolen), and add funds to your pre-paid debit account via the Web on a "24/7" basis at www.salemstate.edu/ClipperCard.

In the future look for a "ClipperCard Rewards" program to include incentives based on purchases using your ClipperCard. Also, we are planning to allow you the option of using your "FLEX Dollars" off campus to purchase goods and services in the greater Salem area.

ClipperCard business office hours will be Monday–Friday from 10:00am–6:30pm (Fridays until 5:00pm). The office is located in the Dining Commons (2nd Floor), telephone number is (978) 542-CARD, Fax number is (978) 542-2272.

Welcome to **Rob Thayer** who is the new **ClipperCard Manager**. Rob Thayer comes to us from Endicott College where he was the One Card Manager. Rob, also a graduate of Endicott and started their one card program in 2002. He is looking forward to the challenges that will arise with getting our ClipperCard system up and running, then growing over the next few years. In his free time Rob enjoys cooking, attending sporting events and spending time with his family/friends.