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Visit our website: <http://salemstate.edu/af/>

No. 2007-2  
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## FACILITIES

### College Holiday Closing

The College is closed the week of December 24, 2006. During this time heat will not be supplied to our buildings. All building HVAC systems will be shut down. Lighting to the buildings will be off as will the hot water. During the week, Simplex will be conducting fire alarm testing in all of our buildings. Please make sure all of your electrical devices (computers, printers, copy machines etc.) are shut down for the week. Thank you in advance for your cooperation and enjoy the week.

### SNOW Guide

Every year we usually publish a clip and save for the places to go to find out if the College will be opened or classes will be delayed. This year we have published a SNOW Guide which can be viewed on Public Safety's web page:

<http://www.salemstate.edu/publicsafety/parking/SNOW%20Guide.pdf>

However, the quickest way to ascertain if the College will be open or if there is a delay to go to the Salem State College website: [www.salemstate.edu](http://www.salemstate.edu) or call 978-542-6000 first before watching or listening to the media stations.

The SNOW Guide brochure will be placed at various offices. It features sections for different populations such as employees, students and City of Salem residents. Please call Dina Struss at ext. 6101 if you wish to obtain a brochure.

### Winter Break Projects

The following facilities projects are planned over the winter break: Ellison Campus Center Office Suite and Wellness Center – carpet replacements; Sullivan Building first floor corridor will be painted; and Meier Hall Room 429 – Smart Classroom Installation for Biology.

## OFFICE OF THE VICE PRESIDENT

### Governor's 9C Reductions

The impact of the Governor's 9C reductions have impacted the College's budget and has caused us to implement a procurement freeze. During this time the procedure to procure emergency goods and services, request a check or receive a reimbursement will be as follows:

1. For **purchase orders**, Purchasing will continue to process requests for under \$1,000 via the PeopleSoft on-line requisitioning system. For requests over \$1,000 please put your purchase requests on paper requisitions and have them signed by your area vice president and forward them to Purchasing. Please allow for appropriate time for this to occur.

2. For **procurement cards**, you may continue to use your procurement cards for necessary merchant transactions under \$1,000. For merchant transactions over \$1,000 an explanation by your area vice president via e-mail to Purchasing will be required. You should communicate well in advance with your area vice president.

3. For **payment vouchers**, Accounts Payable will continue to process requests for checks for under \$1,000. For requests for checks over \$1,000 a vice president's signature will be needed on the payment voucher to process.

This procurement freeze does not apply to recurring payments such as releases against blanket orders that are already opened for the fiscal year, rent payments, lease payments, and insurance payments. Grants in the 3000 fund number series are exempt from the above process as well as projects in the 7000 fund number series. In addition we will allow exceptions for funds 2504 and 2517, which are dormitory trust funds. Emergency purchase orders will be expedited and handled on a case-by-case basis recognizing the need for expediency.

Should you have any questions please feel free to contact Evelyn Wilson in Purchasing at extension 6152 regarding purchase orders and procurement cards or Paul Rigby in the Controller's Office for Accounts Payable at extension 6128 for payment vouchers.

Thank you in advance for your cooperation.

### Xerox Copier Contract

To help address our budget issues, Purchasing responded by negotiating a very favorable copier

XEROX Copier Contract (cont.)

contract renewal with Xerox that will reduce operating costs immediately. We are happy to say that we achieved a new five year lease with annual savings of \$57,000 and other favorable terms. A key requirement is that all equipment conversions occur before December 22, 2006. We will assure that this will not disrupt final examinations.

Here are a few details of the new deal: (1) Immediate Contract Cost Reduction – **\$ 27,000** annually (\$135,000 over five year contract); (2) Annual new cost avoidance: over **\$23,000** through increased allowances for **Copy Center color copies** (more copies included, 34% lower overage rate); (3) Annual new cost avoidance: over **\$7,000** through increased allowances for all machines, **black/white copies** (more copies included, 25% lower overage rate).

Replacement covers all Xerox copiers and faxes in service greater than two years. New department equipment will be faster, with more features. Almost 100% of copiers will be “network ready”, allowing very low cost network printing to Xerox equipment. We will totally replace and upgrade all Meier Hall Copy Center equipment, some of which has been here since 2000. Color equipment will be able to produce higher quality. Although Copy Center won a number of industry awards with the old equipment, they badly need the upgrades to continue delivering the quality and quantity of work requested by the college community.

Purchasing staff will inform each area as delivery details are firmed up. Further, they and Xerox staff have pledged to **coordinate training and support for new equipment over the next several months** to assure that faculty and staff have a smooth transition period. Contact Dennis Koontz, x6037 with questions.

**FINANCIAL SERVICES**

Accounts Payable

All departments are reminded that vendor invoices are to be sent directly to the Accounts Payable department by the vendor. This procedure is in place to assist in assuring that the College is in compliance with the Office of the State Comptroller’s policies as well as State Finance law with regard to proper receipt, date stamping and processing of vendor invoices.

If there is any confusion department administrators are requested to provide vendors with the Accounts Payable address:

Salem State College  
Financial Services, Accounts Payable  
352 Lafayette Street  
Salem, MA 01970

Vendor invoices in excess of \$5,000 will continue to be sent to the department for signature approval indicating that goods or services were delivered or provided per their order for the amount reflected on the invoice.

AP has begun to send scanned copies of invoices requiring authorization to several departments via e-mail with the invoice number(s) in the address line. The return e-mail from the authorizing department representative serves as the authorization to pay. Initial feedback from those departments involved has been positive. This will be expanded during FY07.

FY2007 Expenditure Account Changes

The State Comptroller’s Office has made some changes to the expenditure account that will impact coding requisitions, payment vouchers and budget reporting. For a list of changes go to [www.salemstate.edu/af/AF-accounts\\_payable.php](http://www.salemstate.edu/af/AF-accounts_payable.php). In addition the following changes regarding coding travel expenditures. Some of the BB Employee Related Expenses for travel have been changed to the EE subsidiary. BB is for reimbursement and EE is for direct payment to vendors such as: NEW EE2 – conference, training and registration – payments made to vendors on behalf of employees; E41 – Out-of-state travel – payments made to vendors on behalf of employees; and E42 – In-state travel – payments made to vendors on behalf of employees. Questions should be directed to Tina Lloyd, ext. 6116.

General Accounting

FY2007 Financial Services Projected Monthly Closing Schedule

Month/ Period	Accounts Payable Cut Off	Last Business Day	Run Post Closing Reports
December			
Period 6	12/20/06	12/22/06	1/12/07
January			
Period 7	1/29/07	1/31/07	2/12/07
February			
Period 8	2/25/07	2/28/07	3/12/07
March			
Period 9	3/29/07	3/31/07	4/12/07
April			
Period 10	4/26/07	4/30/07	5/14/07
May			
Period 11	5/28/07	5/31/07	6/13/07
	Accounts	Last	Run Post

FY2007 Financial Services Projected Monthly Closing Schedule (Cont.)

<u>Month/Period</u>	<u>Payable Cut Off</u>	<u>Business Day</u>	<u>Closing Reports</u>
June Period 12 and Year End	6/27/07	6/20/07	TBD

**Budget Office**

The Budget season is upon us early this year. The Budget Committee met once and tools for the functional review of budgets have been distributed. Steve Jervey is available for any questions and in-depth training at ext. 7318. This year, for the first time, we are asking for a revised budget for the current fiscal year, which in turn becomes the basis for a budget next year. Statehouse agencies have complicated the process and for logistical reasons, it will be necessary to base these budgets on the reduced budgets for FY07.

**ClipperCard Office**

**NOW ACCEPTING CLIPPERCARDS!**

**Boston Hot Dog**

60 Washington St, Salem

978-744-2320

Salem State Special

10% off between 4pm-7pm

Featuring: Homemade Boston Baked Beans & Coleslaw

Micro-Brewed Draft Root Beer

**Omega Pizza**

101 Loring Ave, Salem

978-745-1000

**Electric Beach Tanning**

135 Canal St, Salem

978-745-7676

Employee Benefits:

All employees are eligible for up to 10% bonus on all additions to the flex dollar accounts. Funds can be added at anytime to your "FLEX Dollars" account via check, money order and national credit cards (MasterCard, Visa, Discover, American Express).

How to get a ClipperCard:

Employees that have been entered into the Employee Management System (EMS), can pickup their new ClipperCard at the ClipperCard office during normal business hours. It takes under 5 minutes to have your photo taken and the card printed. Please check with your supervisor to ensure that you have been entered into the EMS. All Employees receive ClipperCards at no charge.

Questions or problems with the ClipperCard -Visit us Dining Commons 2nd floor RM 106 our happy and helpful staff is always willing to answer questions.

**Phone:** (978) 542-CARD (2273) or

**Email:** [clippercard@salemstate.edu](mailto:clippercard@salemstate.edu)

**Payroll**

The Payroll Pay Checks with a pay date of December 29, 2006 will be mailed out from the College on January 2, 2007. This is due to the fact that the College will be closed between Christmas and New Years Day. For those who have Direct Deposit, your check will be deposited in your account on December 29. You may also look at your pay stub online by going to: [www.payinfo.state.ma.us](http://www.payinfo.state.ma.us). For further information regarding PayInfo please contact Pat Crowley in Payroll at [pcrowley@salemstate.edu](mailto:pcrowley@salemstate.edu).

**Bursar's Office**

A New Face in the Bursar's Office

We are pleased to announce that as of Monday, September 11th, Marisa Rodriguez Curtin joined the Bursar's staff as a Receiving Teller II. Marisa is not a stranger to the College. She graduated from Salem State in 2005. While she was a student here, she worked for the Office of Residence Life. With her experience and knowledge of the College, Marisa is a welcome addition to the Bursar's Office team. Marisa replaces RuthAnn Curtis who is, coincidentally, now working for the Office of Residence Life. I think all would agree it was a very good trade for both offices.

New Office Hours on Friday

Starting this Fall, some of the student services offices, including the Bursar's Office, are opening at 9:30, instead of 8:30, on Fridays. The hour between 8:30 and 9:30 is to be used for staff meetings, joint meetings with other offices and/or professional development. The Bursar's Office and Financial Aid Office have already had a joint staff meeting that was very informative for all. We hope to have joint staff meetings with some of the other offices on campus.

Spring Tuition Bills

The Spring semester tuition bills will be mailed out the week of December 18<sup>th</sup>.

**PURCHASING NEWS**

Chartwells Dining Service is once again promoting its "Home for the Holidays" Pie Sale. Let Chartwells do your holiday baking. The promotion runs through December 22. You can place your order by phone at extension 6444, pick up an order sheet at any cashier and drop it off at the Dining Service Office or fax it to extension 6833. Chartwells accepts all credits cards or your order can be charged to your Flex account. Please allow a minimum three-day lead-time on your order.

## **PURCHASING NEWS (CONT).**

\$25 Bonus Coupon - Flagship Travel is pleased to offer a \$25 discount on any tour or cruise package that is purchased through 12/31/06. This is valid for travel completed any time throughout 2007. This is an exclusive offer to Salem State employees or students. Cruises begin at \$399 per person and vacations to the fabulous Atlantis Resort and Spa start at \$399 per person. The Atlantis was just voted the number one family resort in the world and we are an Atlantis specialist.

We are pleased to announce that we have signed a "Full Content" agreement with seven major airlines providing us with access to ALL of their WEB FARES. This means that will there once again be a level playing field with no disparity between our pricing and those offered by the airlines. I would like to emphasize the importance of making your reservations for travel early as we approach the peak travel season. Our best wishes to all for an enjoyable Holiday season.

Verizon representative Peter Speen will be on campus January 8, February 12, and March 12.

He will be in or near the Faculty Dining Room in the Commons Room 101B from 11:00 to 2:00. If you have questions about the Salem State employee discount, changing plans, a new cell phone, an existing phone or your bill please drop by. Should you need Peter at any other time he may be reached at 978-314-4400 or at

[Peter.Speen@verizonwireless.com](mailto:Peter.Speen@verizonwireless.com) Old cell phones may always be dropped off to Verizon to be recycled.

The UPS Store and Mail Boxes Etc. - The MHEC is pleased to announce a discount program at The UPS Store and Mail Boxes Etc. locations all across the United States. With over 4200 locations including nearly 100 locations in Massachusetts alone, The UPS Store and Mail Boxes Etc. locations make up the world's largest franchise network of retail shipping, postal and business centers. All MHEC Members are entitled to a 15% discount on the following products and services at over 4200 Nationwide The UPS Stores and Mail Box Etc. locations: Black & White Copies, Color Copies, Faxing Services, Laminating Services, Binding Services, Mailbox Services, Packaging Materials, Packaging Supplies, Computer Timeshare, Office Supplies. With over 40 Different products and services available at The UPS Store and Mail Box Etc. locations, this program allows MHEC Members to have an extension of their office on the road and just around the corner. To Request you're the UPS Store Corporate Discount Card Please Visit the following

website: [https://www.ca.mbe.com/cams.net/cardorder\\_login.aspx](https://www.ca.mbe.com/cams.net/cardorder_login.aspx) MHEC Members Only Password: Educate (Password is NOT case sensitive). Sign Up Today and Start Using and Utilizing Your Latest

MHEC Membership Benefit Today at Your Local The UPS Store or Participating Mail Boxes Etc. location. To Locate The Store Nearest You, Please Visit: [www.TheUPSSStore.com](http://www.TheUPSSStore.com) or [www.MBE.com](http://www.MBE.com)

Bose has announced a Holiday Educators Special for MHEC Member faculty and staff. The Wave Music System WMS extra special offer until 12/31/06 \$424.15, normal educator pricing is \$449.10, retail \$499; the Quiet Comfort 2 Headphones QC2 extra special offer until 1/31/07 \$254.15, normal educator pricing is \$269.10, retail \$299; the Sound Dock educator pricing \$269.10, retail \$299; the Lifestyle 38 educator pricing \$2,399.20 retail \$2,999; and the 321 GS Series II Home Theater Systems educator pricing \$799.20 retail \$999. Special pricing on Bose products is available to higher education faculty and staff members who call the Bose Educators Direct Group at 800-905-1521.

### **Media, Web Site and Phone Number**

#### **CLIP & SAVE**

For college closings and delayed openings:

Go to: [www.salemstate.edu](http://www.salemstate.edu)

Call: **978-542-6000**

Watch or listen:

WBZ-TV Channel 4  
WCVB-TV Channel 5  
WHDH-TV Channel 7  
FOX Channel 25  
WLVI-TV Channel 56

WBZ NewsRadio AM 1030  
WRKO AM 680

#### Delayed Opening

No matter what the Media reports, a **Delayed Opening** means Classes and Work start at **11:00 A.M.**

