

CABINET ROUNDTABLE ITEMS
BUSINESS & FINANCE
George J. Fehr
September 9, 2009

FINANCE

Financial Audit. Business and Finance has completed the FY09 Fund Statements. The financial statement audit is in progress. GASB statements and the MD&A still need to be completed.

Student Refund e-Checks Status. On June 30, 2009, the College ended its relationship with Higher One, the student refund service provider.

Datatel Colleague offers an e-Check solution that Accounts Payable integrated into the College processes last year. In a joint effort, Accounts Receivable, Accounts Payable, and OIT, began the e-Check implementation for student refunds in early July. It was determined that WebAdvisor, with a few minor modifications, would be ready for students to input their information into the Colleague system by September. From an IT standpoint, the system is ready.

Once we launch the program, students will log in to WebAdvisor and select an e-Checks refund as an option to receiving a paper check. **They will have to** input their bank account and routing information. Accounts Receivable will go through the refund process; the system will process the e-Check refunds to route directly to the student's account, similar to the way Accounts Payable processes the College's reimbursement for expenses.

Accounts Receivable is waiting for the College's legal council to approve the language for the **terms and conditions** necessary for the WebAdvisor transactions. Since the student has choices and must click a box indicating their selection for refund, we must have verbiage in place to verify that they have read and accepted the terms and conditions of the choice. As soon as we receive the go ahead from legal we will move forward with implementation.

AUXILIARY SERVICES

COLLEGE STORE

College Store Sales. Sales for the month of July were flat at \$202,298 compared to prior year's sales. In an effort to reduce cost of books for students, the College Store is attempting to maximize the use of used textbooks. Used textbook sales were up 5 percent in July.

Adoptions. We were still processing adoptions during the month of July as well as order changes to existing requests.

Online Orders. The online orders for July increased 5 percent over 2008's orders, with orders totaling \$5,507.

Higher Ed Center Meetings. During July we worked with each of the Higher Ed Centers in order to establish schedules for book orders. We have identified time for taking orders during registration and confirmed drop-off times as well.

Buybacks.: Buybacks continued throughout July along with the online option.

DINING SERVICES

Functions. Dining Services provided service for one retirement party and the MUG retreat at Sandy Hook during the month of July. Breakfast and a BBQ lunch was provided.

The Dining Services Department was busy catering lunch for the College's summer camps. A special camper's value-meal menu was designed to meet the needs of the children. Approximately 250 campers were served lunch on a daily basis, which was an increase of twenty- percent over last year.

Construction Worker Car. Dining Services offered breakfast, snacks, and lunch to the construction workers on-site at Brookdale. Unfortunately the volume of customers averaged six people a day, which generated total sales of \$12. We will continue to monitor the need for such services.

MATERIEL SERVICES

Ray White's Retirement. Ray White, Manager of the Printing Services is retiring after 28 years of service. We will be having a dinner for him on Tuesday, September 29, beginning at 5 p.m. Invitations went out yesterday.

Xerox Training for Staff. On July 16 the Printing Services staff received additional on-site training on the Docucolor 7000AP and the Docutech 6135.

Work Orders Processed in July. Printing Services processed 507 work orders, which included both the copy center and press.

Green Initiative. The printing services operation has been using 100 percent recyclable paper without any complications.

MAIL CENTER

Delivery Updates. Due to the Big 4 construction projects and the likelihood of increased student traffic on campus this fall, the mail center is looking into making adjustments to their pickup and delivery schedules. We will keep you informed.

RECEIVING

Equipment Delivery. As typical for this time of year, the receiving area has been inundated with supplies and new equipment. The RMC has been asked to store some of the equipment for delivery at a later date.

Of the 250+ computers received and inventoried, 195 of them have been delivered at the request of OIT.

RFQ. Purchasing issued a Request for Qualification (RFQ) for Engineering and Architectural Services. A total of 77 firms requested RFQ packages and 36 firms responded.

New Hire. Jeanette Lepre recently joined the Purchasing staff in the capacity of Senior Office Assistant. She previously worked for AIG for 20 years.