

Business & Finance

December 21, 2011

ACTION ITEMS:

DISCUSSION ITEMS:

INFORMATION:

Finance

The IRS has announced that there will be no increase to the mileage rate for the New Year. The reimbursement rate effective January 1, 2012, will remain at .555 per mile.

Maureen Lawrence and Dr. Toms will meet with Craig Marshall, Director of the County Finance Department, on Wednesday afternoon to discuss the FY13 County support.

Accounts Receivable

A/R and OIT are working toward automating the Student Insurance Waiver Form. The form will be accessible on the A/R Web site and portal portlet for students to complete and submit. Once the form is automated, students will be able to decline insurance coverage, attesting that they have coverage independent of the College, by completing an online form and clicking send. This will generate an email response to a specified mail box in A/R for processing and entry into the Colleague system for billing purposes.

Purchasing

Purchasing and OIT are working on a WebAdvisor application for the online requisitioning of goods and services. Once the technical bugs have been worked out, a pilot program will be put in place. Purchasing is developing a procedure manual for the online process.

Purchasing is currently working on two RFPs; a One Card System (multi-purpose debit card system for students), and Naming Rights for contracting a company to develop an effective and comprehensive Sponsorship/Naming Rights Program for the naming of buildings and rooms on our campuses.

The opening for Bid #12-14, Building, Automation and Control System Service (HVAC) took place last week and we received two bid packets; the recommendation will go to the Board in January.

Bid #12-13, Interior Renovations at Holocaust, Genocide, and Human Rights Education Center is scheduled for opening on January 5. A second Addendum will be issued Thursday, December 22, to answer questions resulting from meetings that have been held and the Requests for Information period extended to interested bidders.

On Tuesday, December 13, Purchasing and Dining Services met with Culinary Ventures Vending (CVV) at the Western Monmouth campus to discuss the installation of a vending machine. The machine will provide an assortment of breakfast, lunch, and incidental food items to students and staff. Installation is schedule for mid-January. We also discussed the feasibility of installing machines at Wall, Long Branch, Hazlet and Neptune, which could be done in February.

There are two consortium purchases going to the Board in January: a continued contractual relationship with the County to purchase diesel fuel and unleaded gas and the continued participation in the New Jersey Community College Joint Purchasing Consortium for natural gas. Preliminary analysis indicates close to 30% savings in the cost of natural gas.

Mail Room

The United States Postal Service (USPS) will increase rates for First Class Mail, Standard Mail, Periodicals, and other services effective January 22, 2012. The overall increase will be 2.1 percent. First class stamps will increase from .44 cents to .45 cents.

There are ongoing discussions regarding the possibility of closing the Eatontown Postal Annex. The College's pre-sorted, direct, and postal patron mailings are delivered there. We may have to deliver to another location yet to be disclosed, which will change the flow of our operation. A determination by the Postal Service is expected in March.

The Trigger piece, "*Success Starts Here and Never to Late*" is scheduled to be mailed to students during the week of December 26. This piece is delivered to all Monmouth County households.

There are two post card mailings totaling approximately 8,000 pieces that are tentatively scheduled for the first week of January; Recruitment Services' *We are Coming* and Student Life and Activities' *Student Orientation*.

Printing Services

Printing Services is researching potential secured storage areas for copy paper at the Higher Education Centers and Branch Campus. Storing the copy paper on site will eliminate delays and provide better service to these locations.

Surveys regarding copier training were distributed at the Open House held in November. The feedback indicated that employees need and want more training as they are not aware of the multi-functions of copiers. Training sessions will be conducted in January.

Meetings will be scheduled with academic and non-academic divisions to discuss cost savings by utilizing the services available through the Print Shop.

It is expected that there will be over 20,000 1098T forms for mailing in the upcoming month as required by the IRS. The form is available online via WebAdvisor; however, it must be delivered by mail unless the student opts out to receive electronically.

Dining Services

Desk Express delivered 29 lunch orders for a total of \$270.50, or an average of about \$9.33 per lunch.

To date, 52 meal plans have been sold for a total of \$9,960.

Dining Service will start rolling pizza dough and making fresh pizza. We anticipate that this will be a big hit with our customers.

The Home Show will be in the Collins Arena January 13 – 15. We will open a small concession from 11 – 4 p.m. on Friday and 9 – 4 p.m. on Saturday and Sunday.

This Cheerleading competition will be returning to the area on January 22. We will serve a full menu including breakfast. Over 1,500 spectators are expected.

The cookie contest will be held on Wednesday, December 21. Dining Services will provide chocolate chip and oatmeal raisin cookies, coffee, apple cider, and hot chocolate.

During the winter break, January 3- 13, we operate a modified schedule in the LAH café. Hours of operation will be 8 a.m. - 1 p.m. for Faculty, Staff, and Students to purchase breakfast and lunch.

College Store

Our second Book Club event, the Wimpy Kids Cabin Fever held Saturday, December 10, was another huge success! Ten children participated and sales totaled \$349 for just 1.5 hours of operation.