

Business & Finance

January 11, 2012

ACTION ITEMS:

DISCUSSION ITEMS:

INFORMATION:

Purchasing

There was a Bid opening on January 5 for the Interior Renovations at Holocaust, Genocide & Human Rights Education Center, and 17 bids were received. The College and the architect, SSP Architectural Group, are reviewing the bid documents for the 3 lowest bidders. The plan is to bring a recommendation to the February BOT for approval.

The RFP for a One Card system was issued last week. The pre-proposal meeting and a walk through, which will define our needs and the process is scheduled for January 17, at 2 p.m.; the RFP opening will be held on February 14 at 10 a.m.

Two bids were issued last week: Bid No. 12-15 for Fire Alarm Inspection, Testing, and Repairs and Bid No. 12- 16 for Bus Services for Tour & Talk Trips Spring 2012. The bid openings are scheduled for January 23 at 10 and 10:30 a.m., respectively.

Printing Services

Printing Services has launched its electronic ordering process for letterhead, paper, and envelopes through NowDocs, which can be found in the portal Quick Launch folder for Personnel, Facilities, and Help Desk.

Printing Services continues to explore new equipment which will enable us to produce more while reducing outside printing costs to the College. We are currently looking into equipment for the in-house production of diplomas.

Printing Services worked with OIT to resolve load balance printing issues in the Library. The Go-Print stations can now release students print work faster and more effectively; for example, if a particular printer isn't functioning, Go-Print will send the job to another printer.

In the first six months of the fiscal year, the Print Shop has produced over 7 million copies.

Mail Center

Upcoming Mailings for January will include 1098Ts, 1099s, and W2s.

Receiving & Inventory Control

No further updates from the USPS on the closing of some of the mail entry facilities. The next meeting is scheduled for January 13. We are still able to enter our discounted mail at the Monmouth Facility in Eatontown.

The new postage rates previously reported will go into effect on January 22.

Dining Services

This weekend, January 13-15 Brookdale will host the Home Show in the Collins Arena. DS will provide concession services from 11 – 4 p.m. on Friday, and 9-4 p.m. on Saturday and Sunday.

On Sunday, January 22 the Cheer Tech Winter Tournament Cheerleading competition takes place in the arena. This is a repeat event and generally has a strong turnout of over 1,500 spectators. A full menu including breakfast will be provided.

The upcoming exhibition cooking exposition on January 26 will feature “Asian Steam Fry” with grilled and steamed vegetables and fat free and low calorie sauces. The menu can be found on the staff and student portal landing pages.

We have installed a “Fresh Vending Machine” at the WMBC. This machine will be ready for the students when they return on January 18. Some of the items offered are fresh garden salads, fresh sandwiches, fresh fruit, gourmet iced tea beverages, gluten free chips, and yogurt.



College Store

The Bookstore and Financial Aid have teamed up to help students purchase school supplies after the financial aid period has ended. Students, available FA funds in their account at the time of cut-off for financial aid use, can opt to put their balance on a Scroll & Pen gift card. The gift cards enable students to purchase the supplies they need throughout the semester. If there is a balance left on the gift card at the end of the semester, it will be refunded to the student. This is a win-win situation for both the Bookstore and the student. The students will be able to get the supplies they need and the Bookstore will gain the sales that would otherwise be lost to big name competitors such as Staples.