

SUNY ONEONTA Business Matters

May 2014

Look to *Business Matters* each month for important updates and information from the "Business Office" units within Finance & Administration.

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Year-End Spending Reminders

Departmental funds for procurement and travel in amounts less than \$25,000 **must be encumbered no later than Friday, May 23, 2014**. The deadline for purchases over \$25,000 has passed and must now wait until July 1, 2014. Exceptions to these deadlines will be considered only under extraordinary circumstances, and must have approval from the appropriate Vice President or Provost.

Transfer requests through year end to recharge accounts should be placed by **May 16, 2014**. Academic Affairs departments should send requests to their Dean and Cindy Magee. All other units should send allocation transfer requests to the Budget Office.

Spending for the print shop, mail, telecommunications and campus vehicles, may continue through **June 30, 2014** if sufficient funds are available. Orders from the Campus Supply Room should be placed by **Friday, June 20, 2014** to allow for year-end inventory.

Traveling Overseas This Summer?

The SUNY Overseas Insurance program protects employees against a range of risks that may be encountered while traveling on university business in other countries. Coverage is provided at no cost to the employee. If your summer plans include university related international travel, it is recommended that you contact Sue Clemons.

Personal Auto Choice

When choosing to use your own vehicle when traveling on college business, please be aware that the college bears no responsibility in the event of an accident or damage. Claims will need to be submitted to your own auto insurance company and the deductible is not reimbursable.

Cash Handling & Payment Collection Policy

Collection of funds for College-related activities must be pre-approved by the Finance and Administration Office and is subject to internal control

guidelines. A policy document and related procedures have been developed to assist departments in obtaining approval and following appropriate guidelines for the collection, deposit, and expenditure of funds.

If you are currently authorized to collect funds, please review the policy and guidelines to ensure that all requirements are met. If you have never received authorization for a current payment collection activity or are planning a new program or activity, submit the Request for Approval to Collect Funds form attached to the policy.

Please note that payment collection procedures may vary depending on where the funds are deposited and managed. For example, student club collections are managed by the Student Association and are subject to Student Association financial guidelines rather than College guidelines.

In all cases, College employees are not permitted to:

- collect or hold funds privately
- open accounts on behalf of the College
- make direct expenditures from funds collected.

Please call the Finance and Administration Office at x2081 if you have questions. The policy can be found [here](#) for your review or can be accessed through the [policy library](#).

Recycling Efforts a Success!

This time last year we announced the new cost saving sustainability initiative to separate campus generated recyclables from the waste stream. With our new contract, we pay per ton of waste produced. Separating recyclables reduces that tonnage significantly as the following will attest to:

- **Single Stream Recycling Program**
 - In 2013, SUNY Oneonta added 1,200 recycling bins to offices, classrooms, indoor public spaces and outdoor public spaces.
 - Each month, SUNY Oneonta produces approximately 71.75 tons of waste and 16 tons of recycling (recycling rate: 18.2 %).
- **Move Out Donation Program**
 - In two weeks, the students donated 75 cubic yards of donation items including clothing, shoes, bags and purses, linens, office supplies, furniture, toiletries, cleaning supplies, laundry supplies, sporting goods, storage containers, appliances, electronics, food items, books, toys and kitchen appliances.
- **E-Waste Program**
 - This semester, the students recycled 270 lbs. of electronic waste.

Thank you for supporting and encouraging the use of the college's recycling efforts! This program has already created a savings of \$60,000!

EAP Giveaway – Credit Card Protector !

Credit cards, gas cards and passport cards are increasingly using RFID (radio-frequency identification) technology to broadcast their information. Protect yourself from nefarious access to

your information with these RFID blocking sleeves provided by the Employee Assistance Program. Each sleeve is designed to hold an individual card.

To receive your protector, contact EAP Chair Laura Emmett (laura.emmett@oneonta.edu) or drop by her office at 200 Netzer. Laura has packets that include the credit card protector and a first aid kit, flashlight and cell phone holder with some information about the EAP program.

NYS EAP provides confidential information, assessment, and referral services to NYS employees, their family members, and retirees on a number of topics. If you would like a referral, please contact Melissa Nicosia (EAP Coordinator) at x2452. More information about EAP can be found at these links. <http://www.worklife.ny.gov/eap/> and <http://www.oneonta.edu/eap/>. This program aims to enhance morale and foster good employee relations. We all benefit by being part of a safer, more productive workforce.

Manager of Mail, Receiving and Supply

We would like to welcome Katherine Nelligan as the new manager of the mail room, receiving and supply. This is a new position with the goal of streamlining and seeking cost savings measures for the college. Many of you may know her as the former director of catering here on campus. Kassie brings her knowledge of the campus and her excellent organizational and customer service skills to this position. If you have any concerns and/or suggestions for Kassie regarding the operation of the mail, receiving and supply area on campus do not hesitate to contact her.

Summer Youth Camps

The campus events office would like you to be aware of the various summer youth camps on campus this summer. These programs raise revenue for the campus or offer fund raising opportunities for various campus groups. More importantly, they offer great opportunities for area youth! Musicians, scientists and various athletes will be sighted on campus throughout the summer. Please be sure to welcome area youth to our campus! More information can be found at the following web site. <http://www.oneonta.edu/summerprograms/>.