



FOCUS on Administration & Finance



Worcester State University



Dates to Remember:

- * Daylight Saving Time – November 6
- * Veteran’s Day Holiday – November 11
- * Thanksgiving Closing – November 24 + 25
- * Holiday Closing – December 24–January 2



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The Benefits of Using Existing Contracts

Worcester State University is fortunate to have many sources of contracts to choose from in order to purchase goods and services. There are State contracts sponsored by the Operational Services Division (OSD), Massachusetts Higher Education Consortium (MHEC) contracts, and the Colleges of the Worcester Consortium (COWC) contracts. In addition, there are a number of contracts that have been negotiated by the University itself.

With all of these options, it should seldom be necessary to research other sources to purchase goods or services. Most of the items you need will already have been sourced and contracts negotiated through these

existing resources.

Whenever possible, the campus community is encouraged to use these contracts for purchases as there are many benefits to using contracts that have already been negotiated. These benefits include:



- No need to source vendors which will allow you to spend time on other priorities
- No need to solicit quotes (\$2,500–\$4,999) or bids (\$5,000 and over) saving you even more time

- Ability to get goods and services delivered more quickly
- Pre-negotiated discounts are automatically applied to orders
- Vendors have been prequalified as responsive and responsible
- Additional resources are available to assist in resolving issues

To find out if your needs are covered under one of these contracts, click on the link, <http://www.worcester.edu/AdministrationandFinance/Shared%20Documents/Admin%20Services/Purchasing/Purchasing.aspx> and select “Looking Up Contracts” in the Helpful Tips section or contact the Procurement Department for assistance at extension 8462.

Kathy’s Korner (Kathy Eichelroth, VP of Administration & Finance)



The independent CPA firm, Bollus Lynch, has concluded its annual audit of the University’s financial statements. They issued an unqualified “clean” opinion of the operating results for the year ended June 30, 2011.

At the close of the fiscal year, WSU’s assets exceeded its liabilities by \$87,162,957 (net assets). Of this amount, \$27,806,659 is classified as unrestricted net assets. Growth in unrestricted net assets has been strategically planned in accordance with WSU’s long term Capital Financing Plan. The plan calls for growth in reserves as the means of providing

financial leverage for the building of a new Athletic Center and second Parking Garage. During the year, total net assets increased by \$4,645,535. The majority of the increase is the result of revenues generated during the year in the Capital Improvement Trust Fund and the receipt of unanticipated ARRA funds used for operations, which provided for the establishment of the Strategic Plan Trust Fund with general fund revenue.

WSU also received the Official Audit Report issued by the Commonwealth of Massachusetts Office of the State Auditor regarding use of American

Recovery & Reinvestment funds. The objective of the audit was to evaluate controls over ARRA expenditures, determine whether ARRA funds were expended for their intended purposes in compliance with all laws, rules and regulations; compliance with ARRA accounting and reporting requirements as well as other grant requirements; and identify the number of jobs that WSU reported as created and/or retained. Based on their review for the period 8/6/09–10/31/10, they concluded WSU maintained adequate management controls and complied with all applicable laws, rules and regulations for the areas tested.

DID YOU KNOW.....

Publications & Printing Services has recycled over 33,000 sheets of outdated "college" watermark paper back into the campus community via pads of all sizes and uses—scratch, to-do and workshop handout pads.

Student Health Insurance Waivers & Enrollments

Worcester State University students are required to have health insurance. This is reflected as a charge on their fall bills. The cost of the insurance is \$1,137 for the entire year. However, students who have their own health insurance coverage can complete an on-line waiver form at www.universityhealthplans.com before the first day of fall classes to opt out of the fee.

After completing the on-line waiver form, the student may then deduct the health insurance premium charge that is listed in the itemized charges section of their statement.

For those students who need the insurance, they must complete an on-

line enrollment form.

Prior to the first day of classes on September 6, 2011, 3,795 students used the on-line waiver system and opted out of the required health plan.

257 students completed the on-line enrollment form.

This was the very first year that the students were mandated to use

the on-line versus manual paper process. This saved both the students and the staff a great deal of time and effort!



Fun Fact
Jack-O-Lanterns were originally made out of turnips.

Use of Biodiesel Fuel

- The University currently uses a 5% biodiesel fuel blend in select pieces of grounds keeping equipment and has purchased a biodiesel processor that will transform the waste cooking oil from dining services into useful fuel for these vehicles.
- This process is being incorporated in the Chemistry curriculum and the making of the fuel will be done by students in a working format.

AT&T Wireless Discount for WSU Employees



Worcester State University employees are being offered the opportunity to save on their AT&T personal wireless accounts. This discount would apply to eligible service plans.

To check the availability of the discount for your account, log onto <https://www.wireless.att.com/business/enrollment/>. You will be required to enter your WSU email address, the last four digits of your Social Security number and the zip code associated with your personal AT&T Wireless account.

AT&T will verify the information, determine the eligibility and send further instructions to your WSU email address.

Watch for the Winner – The Road Bowl II Walking Challenge

You may have noticed many faculty and staff walking around campus with tiny white squares attached to their waists. Those tiny white squares were pedometers and those walking warriors were participants in the Road Bowl II Walking Challenge which was a walking competition between teams of five people within Worcester State University. This was the second year that WSU was involved in the challenge which took place from October 3rd–October 28th. During this time, employees of WSU also competed against other colleges of the Worcester Consortium to see who could log the most steps and walk the farthest.

Each person that participated received a pedometer that tracked their steps as well as a long sleeved t-shirt. We had folks wearing Road Bowl t-shirts running into other people on the weekends as far away as Maine. Participants walked on their own or with colleagues during lunchtime or at home in the mornings, evenings or on



weekends. They walked outside, on treadmills, public tracks, malls, grocery stores, and even in campus buildings. If participants chose to engage in other physical activities instead of walking, there was a converter to figure out approximately how many "steps" were in a particular workout, such as swimming or even raking leaves. There was an online tracking system that allowed people to log their steps daily which allowed people to view their individual progress, their team's progress and also see how they were stacking up against the competition.

WSU had 19 teams representing the University. The team that walked the

furthest in the 4 weeks will be the winner here at WSU and may even be the winner of the entire challenge!

The Road Bowl Challenge II was a healthy and friendly competition within our campus community as well as amongst the other colleges. It was not only a walking competition but was great for physical and mental health and wellness and joined all the schools together in a healthy competitive spirit.

This event was coordinated out of the WSU Human Resources office. There will be a \$250 prize for the winning team from each college and a \$500 final grand prize for the winner of the overall collegiate competition.

So, please stay tuned to see which team won from WSU and which campus won the overall challenge. Keep counting those steps, it's good for you!!



Solar Panels Project—Wasylean Hall



There is a photovoltaic solar array on the roof of Wasylean Hall. The system, which is completely owned and will be operated by Ameresco, Inc. for 20 years and will be renewable after that time, was installed this past summer. Ameresco is a leading independent provider of comprehensive energy efficiency and renewable energy solutions for facilities throughout North America, delivering long-term value through innovative systems, strategies and technologies.



Our system is comprised of 182 Sharp solar panels totaling 40.8 kW. The panels are mounted to a ballasted racking system so there are no roof penetrations. All of the data of the production of energy produced will be available on a publicly viewable website.

The solar related equipment is all “buy American” certified and was partially funded with American Recovery &

Reinvestment Act funds that were provided to the Massachusetts State College Building Authority by way of the Commonwealth’s Department of Energy Resources. No WSU funds were used for this project.

The project is considered to be a *Power Purchase & Site License Agreement* whereby the panels produce power which WSU in turn purchases back from Ameresco.

The amount of power that this array of solar panels is expected to produce in one year is equivalent to producing power for six Massachusetts homes.

New Object Code Descriptions

Jim Driscoll, Director of Budget, Planning & Policy Development, states that the new budget year brought with it many changes with regard to object codes that were being used here at the University. WSU’s old object codes were successfully translated into the Commonwealth’s object codes to be used effective 7/1/11. The new *Object Code Descriptions* and the *Object Code Translation Table* are available on the Budget website <http://www.worcester.edu/>

[AdministrationandFinance/Shared%20Documents/Budget/BudgetAnalysisDept.aspx](http://www.worcester.edu/AdministrationandFinance/Shared%20Documents/Budget/BudgetAnalysisDept.aspx).

The main reason that our object codes changed were to bring WSU into compliance with the Commonwealth’s Object code classification system. The Commonwealth had made changes to their *Expenditure Classification Handbook* by changing many of their object codes. Hence, changing over to one universal numbering system will, in

the long run, make life easier for all.

The old WSU object codes were closed for 2011 when the financial records were closed.

A final message from Jim is to “always remember that we are State *supported* and not State *funded* and the burden of unnecessary spending falls on our students through fee increases”. Everyone is urged to be vigilant in their spending.

Brown Bag Grant Workshop Series



There is a series of Brown Bag Grant Workshops that are being presented by Grant Coordinator, Linda Crocker. These workshops will all take place on Tuesdays from 11:30 am—12:30 pm at the Center for Teaching and Learning (Sullivan Room 117). The Center for Teaching and Learning will be providing coffee, tea, and water to go along with the lunch that you bring.

Please pre-register at :

Andrea.Bilics@worchester.edu or cteachlearn@worchester.edu.

November 1, 2011

Grant Administration at WSU

This workshop will cover such topics as setting up an account, initiating a purchase order, hiring, check requests and reporting.

November 8, 2011

Electronic Submissions

How to make electronic submissions through places such as Grants.gov, ERACommons, NSF Fastlane, etc. will be discussed during this workshop.

November 15, 2011

Research Compliance

Discussion on how human subjects, hazardous materials and other compliance issues relate to grants and what one needs to do.



After being closed for the summer, the LRC Café has reopened and Starbucks’s Coffee products are available once again!



SAVE \$50—\$150

Save 20% on your balance.....

When you pay your UMass Memorial Medical Center, Clinton Hospital, or UMass Memorial Medical Group bill within 14 days of receiving your first billing statement, they will automatically take 20 percent off your balance when you use their online payment system. If you choose not to make your payment online you can call their Patient Financial Services Department at 508-334-1840 or 800-225-1840 (weekdays, 9 am to 4:30 pm) as soon as you receive your first bill and their representatives will assist you with your prompt pay discount. (Note: Office visit copays are not eligible for the discount.) This amounts to a \$50 savings on a \$250 individual deductible and a \$150 savings on a \$750 family deductible.

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The Division of Administration and Finance fosters and advances the mission of Worcester State University by employing sound business practices, efficient and cost effective operating processes, proven technologies, ethical business relationships and a service oriented workforce.

We are active stewards of the Commonwealth's resources and as such implement reasonable and effective management controls to ensure compliance with applicable federal, state, municipal and university instituted laws, policies and directives. We are responsible for communicating the basis for these controls and applying them in a fair and equitable manner.

We're on the web:

<http://worchester.edu/AdministrationandFinance/default.aspx>



DID YOU KNOW.....

The fountain in Lake Ellie brings more oxygen into the water which is good for the fish and keeps the water cleaner.

Payroll Postings & Benefits Buzz [www.worcester.edu/payroll]

Flexible Spending Accounts—Open Enrollment for Dependent Care Assistance Plans & Health Care Spending Accounts

If you currently participate in one or both of these FSAs, please read the information that you have received concerning open enrollment for these plans. If you are considering enrolling in an FSA for the first time, this is the only time during the year that you may do so. You must consider your health care related expenses and/or dependent care expenses carefully when determining how much you want to set aside on a pre-tax basis. Any funds that you do not utilize during the calendar year will be forfeited. Benefit Strategies is the administrator of the HCSA and DCAP programs. You may contact them at 877-353-9442 or go to the GIC's website www.mass.gov/gic for additional information. This year's Open Enrollment period began October 3rd and runs thru November 18th.

Current participants must re-enroll online, print

out the confirmation page and bring it to the Payroll Office for processing in HRCMS. New enrollees must use a paper form and submit it to the Payroll Office before November 23rd.

Information to be Noted:

- **Veteran's Day** (November 11th) is a Friday payday holiday. Payroll will post one day sooner on Thursday, November 10th.
- **New Faculty**—don't forget that you need to choose a retirement plan before November 26th.
- **Newly eligible administrators and librarians**—don't forget you need to make a decision about your retirement options (DRP or SERS) before December 29th.
- **Contract employees**—it is a good idea to maintain your employment records for future verification of employment if you decide to "buy back" time in the retirement system. We are

required to maintain employment and payroll records for only seven years.

- **Fall Adjunct Faculty** (day & evening) will be paid on: September 30th
October 14th
October 28th
November 10th
November 25th
December 9th
December 23rd
- **November 25th paychecks/advices** may not be available until the following Monday due to the holiday and closing on November 24th & 25th; however, there will be no delay with Direct Deposit! Login to PayInfo www.payinfo.state.ma.us to view your advice.
- **Address changes**—report all address changes to Human Resources before December 15th to ensure correct mailing of your W-2 Form in January.