

Finance, Administration and Technology

Status Update

Fall, 2008



Welcome to the Fall, 2008 edition of the Finance, Administration & Technology newsletter. In this edition we will bring you up to date on various topics and introduce you to our staff. Many changes have occurred in our organizational structure due to retirements, career changes and realignments.

The Office of Social Equity has merged with the Human Resource Department with Albert Jones becoming the Associate Director of HR and Cynthia Ward joining as Administrative Secretary.

The Computing Center has been renamed the Information Technology Department to better reflect its broad scope of responsibilities. In addition, with Dave Fisher's retirement, the network systems group was restructured and Steve Davis was promoted to Distributed Systems Manager and Rick Christian to Information Technology Specialist.

The Business Office has been restructured in the wake of Dick McCarty's retirement with Julie Kimball assuming the new position of Director of Financial Operations (combining budgeting and accounting,) and Becky Proctor becoming the Director of Procurement (combining purchasing, contracts, mailroom and storeroom.)

Finance, Administration & Technology (F.A. & T.) is under the direction of Bill Hanelly our Vice President. Mr. Hanelly has been with LHUP since January, 2008. His administrative assistant is Marchal Rote who has been with LHU for over 20 years. She also serves as the University's Facilities Coordinator. F.A. & T. is made up of the following

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departments: Facilities, Financial Reporting, Human Resources, Informational Technology, Purchasing and Student Financial Services.

Campus Text Message Alert

Just a reminder that it is very important to sign up each new academic year via the LHU home page if you wish to receive important text alerts.

Notices of changes to the campus schedule due to inclement weather will be sent using this capability. Simply click on this picture at lhup.edu.



Inclement Weather



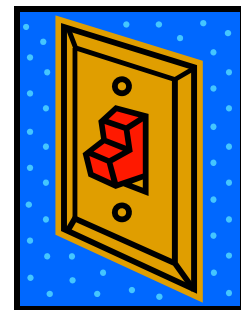
Winter-like conditions seemed to have found their way to Central PA a bit early this year. To check on the latest possible delays or cancellations, use this link to view the LHU Inclement Weather information and policy -

<http://www.lhup.edu/LHU/inclement.htm>

Saving Energy & Saving Money

All of us have the ability to save energy simply by turning off the lights after using a facility. Turn off equipment no longer being used and let computers power down into "sleep mode" until they are needed by the next person.

Other energy saving suggestions are to put in energy efficient light bulbs, turn the hot water temperature down a few degrees, and adjust the thermostat in your offices (if you have one) to a cooler temperature when you leave each day or before the weekend.



Fiscal Management Committee

The Fiscal Management Committee is currently taking suggestions on how to save money. Here is the link so that you too provide your ideas:

http://www.lhup.edu/finance-committee/Budget_Challenge.htm

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Facilities

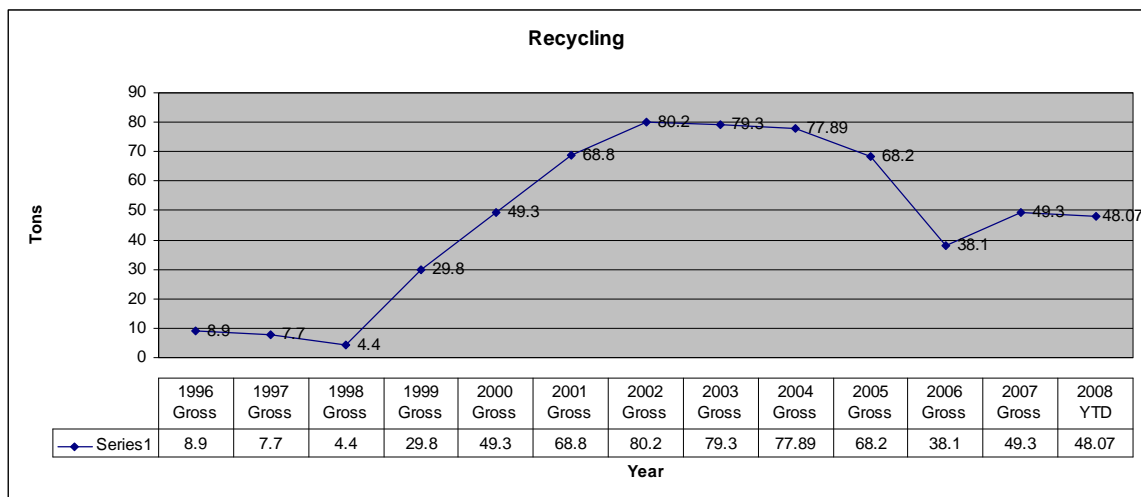
Campus Beautification Committee



This volunteer committee will meet in November to discuss ways to keep our campus beautiful. It is up to all of us to help keep LHU a place we can all be proud of as we walk throughout our campus.

Recycling

Campus recycling has increased by about 25%. In the first 9 months of 2008, we have achieved almost the same tonnage as was recycled in all of 2007.



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ESCO

Guaranteed Energy Savings for LHU

- Audited 1,330,666 SF (E&G + AUX)
- Developed 12 E&G Energy Saving Measures
- Total Financed Costs \$10,250,239
- First year savings:
 - \$243,549 Electricity - \$48,767 Other
 - \$293,571 Gas - \$585,887 Total



The LHU Council of Trustees has approved an energy saving project under the Guaranteed Energy Savings Act, that will reduce energy consumption and essentially pay for itself over the 15-year term of the bond. Work is expected to begin after the first of the year. We recently received Board of Governors final approval.

Science Center



Capital funds for the Science Center project should be released soon with the project to start sometime after the new year.

Reminder...over the Christmas break (December 25 – January 1) all electrical should be turned off. During this time, we will be setting back the heat in all buildings to 55 degrees. Please remember to remove any temperature sensitive items during that time.



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Facilities Department Staff

David B. Proctor, Director

Ginney Stacey – Secretary Supervisor

Cheryl Brown – Administrative Secretary

Keith Roush – Asst. Director/Construction Projects Manager

Rich Getgen – Construction Cost Estimator

Andy Love – Drafter & Designer

Mike Considine – Asst. Director/Maintenance

Colleen Meyer – Stock Clerk

Bill Anderson – Grounds Supervisor

Laborers - Clay Allen, Jennifer Crawford, Jason Fisher, Paula Moore

Equipment Operators - Jeff Glossner

Groundskeepers – Candace Egger, Cliff Hinton, Kent Homan, Ken

McCollough, John Phillips, Lesa Santonico, Henry Williams

John Crossen – Building Maintenance Foreman

Craig Rhoads – Building Maintenance Foreman

Maintenance Repairmen - Mark Dickey, Jeff Duck, Joe Engel, Tom

Miller, Wally Nyman, Gary Potts, George Whaley, Richard Zerby

Equipment Operators - Cliff Killion, Kevin Peters, Ken Pittenger

Mechanic - Dave Stevenson

George Skibba – Building Maintenance Foreman

Maintenance Repairmen - Robert Bingaman, Mike Bradley, Jeff Dutton,

Dave Fink, Ray Mantle, Neil Moore, Phil Motter, Jim Packer, Steve

Shadle

HVAC - Pat Foust

Electrician - Matt Baney, Charles Eberhard, Justin Palmatier

Annette Miller – Custodial Supervisor

Custodians – Patricia Chappelle, Susan Confer, Mary Dumm, Eiko Fetter,

Frank Glossner, Vickie Hibbler, Jeanne Keith, Teala Mantle, Julie

Meredith, Gretchen Nihart, Robert Nichols, Glenn Peters, Kim Prentiss,

Mary Probst, Charlene Rich, Trudy Rinehart, Donna Seaman, Joe Sette,

Connie Shady, Dawna Straub, Sherri Truckenmiller, Walter Watt, Donna

Weaver, Helen Wolfe

Donna Fahnestock – Custodial Supervisor

Custodians – Kim Allen, Bonnie Auman, Holly Barner, Sue Beach, Ken

Clausen, Kelly Coakley, Polly Conway, Barry Curry, Kathy Dorman,

Connie Dutton, Doyle Geyer, Linda Gottlieb, John Gugliocciello, Tina

Hayton, Jen Hilty, Helen Horn, Bobbi Hummel, John Hunsinger, Jim

Karichner, Diane Marshall, Robert Marshall, Candace Matthews, Peggy

Miller, Ken Rossman, Peter Sabol

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Financial Operations

A new Budget Control System (BCS) module is being implemented across PASSHE as of November 24, 2008. The new BCS will feature the “double-click” method of retrieving budget detail, rather than maneuvering through various toolbars. It will also allow for the development of automatic on-line budget reports to be sent from the Financial Operations Office to your Outlook Email address.



The old budget reports will no longer have current information and should only be used to obtain prior year information. There will be “new and improved” reports available. After the enhancements are installed and are up and running, the Financial Operations Office will be offering Budget Training sessions. Additional details will be forthcoming to ensure a smooth transition.

Financial Operations Staff

Julie Kimball, Director

Glenda Feidler – Grants Accountant

Cynthia Ohl – Staff Accountant

Gretchen Speicher – Accounting Manager

Susan Blesh – Budget Analyst

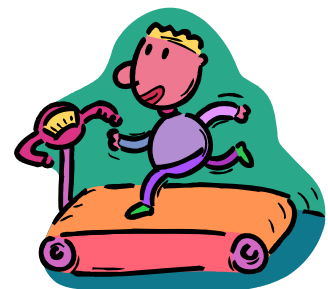
Michele Wenker – Fiscal Technician

Human Resources

LHU Get's Healthy

LHU Employee Health Fair

Please join us for the LHU Employee Health Fair which will be held on **November 6, 2008 from 11:00 a.m.—2:00 p.m. in Roger's Gymnasium**. We will have door prizes, healthy snacks, drinks, screenings, and the latest health information. There are over 35 vendors participating this year.



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Weight Watchers at Work Coming to LHU!!

The Office of Human Resources is excited to bring Weight Watchers at Work to LHU!

A registration/information meeting was held on Wednesday, October 8th. We currently have 21 participants. The meetings for this 17-week session will be held on Wednesdays from 12:00 pm—12:45 pm in East Campus J206. The leader for the meeting is Carol Leone.

Cost: \$186—Payable by: Cash, Major Charge or Check
(Split payment option available-3 checks for \$62, all dated for 10/15, and deposited on 10/15, 11/15 and 12/15). With this 17-week session you also get 19 weeks of etools free.

Contact Kim Powell at extension 2486 or kpowell@lhup.edu for more information.



What is Healthy U?

Healthy U is the new Health Care Management Program (Wellness Program) negotiated for faculty, non-faculty coaches, police, security personnel and provided through policy to management. PASSHE has contracted with Highmark Blue Shield to provide services for the program, which was effective July 1, 2008. The Healthy U is a customized plan for PASSHE employees, spouses and same-sex domestic partners that promotes a phased-in approach to wellness using Highmark's Lifestyle Returns Program.

What is Lifestyle Returns?

This is Highmark's on-line program that provides the venue for you and your covered spouse or same-sex domestic partner to complete the requirements for lower health plan contributions and much more. Lifestyle returns will track your progress in meeting the requirements and provide access to numerous wellness and lifestyle improvement programs. Entry to lifestyle returns is provided through Highmark's website at www.highmarkblueshield.com.

How do I qualify for lower health plan contributions?

Following the recommended actions in the Easy Steps for Completing the Phase 1 requirements is all that needs to be done to ensure you will continue to pay the lowest contribution rates effective the first pay date in January 2009. **The deadline for completing the phase 1 steps is November 15, 2008.** Dependent on your health plan selection and covered dependents, participation in the program could save you between \$120 and \$390 in the first six months alone. Even better, you likely will receive benefits of a longer, healthier life.

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Information about the **Healthy U** program is available through the Human Resources Website by going to www.lhup.edu/hr and selecting PASSHE Group Medical Coverage.

Tobacco Recovery Classes

The Office of Human Resources is sponsoring Free Tobacco Recovery Classes. The classes are being offered through the West Branch Drug & Alcohol Abuse Commission. They began on September 29th and will continue through November 3rd. There are 5 participants in the class which are held on Mondays in J206 East Campus.



Payroll Updates

The payroll office conducted timekeeper training in October. The objective of the training session was to gather feedback from the timekeepers and provide, SAP, e-time and payroll updates. Items covered during the training were as follows: payroll distribution process, distribution of pay checks, SAP reminders, Employee Self-Service (ESS,) and e-time updates.

The HR office has been reviewing ways to streamline processes and cut costs. One cost savings effort implemented involved the distribution of pay. All faculty, staff and student paystubs are distributed by department rather than being mailed home to the employee's home address. This change has saved approximately \$1,500 per year.



The distribution of employee paychecks has also been revised. Any faculty, staff or student who receives an actual paycheck is required to pick up their check from the HR office with proper identification. This change will eliminate the risk of misplaced checks and endorsement fraud. The payroll office encourages employees to have direct deposit. Currently 96% of LHU employees take advantage of the direct deposit benefit. Those benefits are:

- Safer, easier and more convenient than getting a paper check
- Eliminates the risk of lost or stolen check
- Eliminates endorsement fraud
- More control over your money
- Immediate access to funds from virtually anywhere
- Worry about picking up your check if not on campus

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Human Resources Staff

Deana Hill, Director

Albert Jones – Associate Director
Kim Powell – Benefits Coordinator
Gayle Welshans – Administrative Assistant
Cynthia Ward – Administrative Secretary
Lynn Gray – Administrative Assistant
Judy Saxon – Fiscal Assistant
Heidi Andrews – Administrative Secretary*

Information Technology



IPcelerate in the classrooms. These phones are designed to broadcast messages in case of emergency situations. In the event of an emergency, Public Safety will use the speaker phone capability to broadcast.

Wake On Lan

The IT department, in an effort to make LHU greener, is working on Wake On LAN (WOL). WOL allows us to send information to the computer that tells the computer to turn on. This will allow us to turn off the lab and classroom computers at night, and turn them back on at 7:00AM so they are ready for class. This will also allow us to install any updates which are needed. Any updates would be installed between 3:00AM and 4:00AM.

Information Technology Staff

Don Patterson, Director

Joan Walker – Management Technician
Steve Davis – Distributed Systems Manager
Andy Cajka – Electronic Systems Technician
Shane Jones – Information Technology Technician
Paul Markert – Information Technology Technician
Rick Christian – Information Technology Specialist
Bo Miller – Telecommunications Manager
Rich Heimer – Telecommunications Coordinator
Jerry Easley – Assistant Director – Administrative Computing
Joel Register – Information Resource Manager

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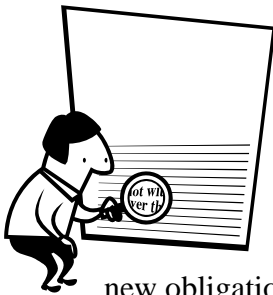
Sharon Heverly – Management Technician
Joanne Eisenhower – Administrative Secretary
Dana Boardman – Administrative Secretary

Jeff Walker – Distributed Systems Manager

Information Technology Technicians – Jeffrey Sawyer, Manny Andrus, Christian
Glotfelty, Randy Bordas, Melanie Parmenter

Distributed System Specialists – James Walker, James Heiney
Information Technology Generalist – Norm Wisor

Procurement



Right to Know

“The Pennsylvania Right-to-Know Law, 65 P.S. §66.1 et seq., effective January 1, 2009 (Act 3 of 2008) signed into law by Governor Rendell on February 14, makes dramatic changes to the ways in which the public will interact with local and state governments to obtain information about official activities. The vast majority of the new obligations and requirements that RTK establishes become effective on January 1, 2009. In addition, the new law charges the Pennsylvania Treasury Department (Treasury) with creating a publicly accessible database that will provide the public with information about Commonwealth contracts which started on July 1, 2008.

What does this mean for Lock Haven University? RTK requires that all contracts, purchase orders, or any agreement (including grants, or any other document that creates terms and obligations on behalf of the university) that have a value of \$5,000.00 or greater must be electronically filed, along with a summary, with the State Treasurer. This applies to both dollars spent and dollars received.

University Memberships

In an attempt to streamline processes, “University” memberships should now be paid via the departmental PCard. You will still need an approved Membership Request Form, but payment will be made via the PCard against your departmental budget. The approved Membership Request Form will become part of your monthly reconciliation process and will be attached to the PCard statement and recorded on your reconciliation log. In the event that a University membership is over \$500.00, you will need to contact the Procurement Office Director to receive special approval to temporarily allow your daily limit to be increased for the membership purchase.



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AFTER THE FACT PURCHASE TRANSACTIONS



An "After-the-Fact" purchase transaction is a purchase that has been made by a faculty or staff member without prior issuance of an approved purchase order/contract or use of a Purchasing Card, and then, an attempt is made to initiate a purchase order/contract after-the-fact in order to pay the supplier invoice. Such transactions violate PASSHE Procurement Policy.

After-the-Fact purchase transactions create significant payment and supplier relationship problems for Lock Haven University. In many cases, these transactions:

- Place Lock Haven University at financial risk and result in higher than necessary costs paid for products and services
- Create unnecessary administrative effort within the Procurement and Accounts Payable Departments and other administrative offices
- Violate purchasing policies
- Lack competitive bids for transactions with an aggregate dollar value of \$10,000 or more
- Result in supplier contracts with unfavorable terms and conditions signed by unauthorized Lock Haven University personnel
- Could result in duplicate payments to the supplier

UNAUTHORIZED PURCHASES

An unauthorized purchase is a purchase made outside of the authorized procurement processes. Examples of unauthorized purchases include but are not limited to:



- Employee purchases supplies for the office, writing a personal check for the purchase;
- Employee calls a supplier and places an order for supplies without prior issuance of a purchase order or use of a Purchasing Card;
- Employee purchases a new computer for the office using a personal credit card;
- Employee signs a supplier contract for services or supplies.

In all four cases above, the employee made a purchase (committed funds) on behalf of Lock Haven University without securing the appropriate approvals **first** and using a Lock Haven University authorized purchasing method. The purchased items may be appropriate for business use; however, approvals for all purchases must be secured **before** the purchase is authorized through issuance of a purchase order, contract or use of a Purchasing Card.

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Factors to consider with unauthorized purchases include the costs of processing invoices and checks, personnel time, and any travel involved to make such a purchase. Many times, these costs offset the perceived savings in the purchase price. Following Lock Haven University's authorized buying methods ensures that all approvals are properly documented and also ensures that Lock Haven University receives the best price.



Procurement Staff

Becky Proctor, Director

Lorie Smith – Purchasing Agent

Kelly Hibbler – Purchasing Agent Supervisor

Heidi Andrews – Administrative Secretary

Randy Moore – Fiscal Technician

Mark Stevenson – Mailroom Supervisor

David Custer – Storekeeper

Glenn Rick – Stock Clerk

**Heidi Andrews works for both Procurement and HR.*

Student Financial Services

Concerns About the Economy and Student Loans?

While the current credit crisis has caused some lenders to stop making student loans, there is no need for our students to worry. There are still many very reputable lenders through which students are able to borrow both federal (e.g. Stafford and PLUS) and private alternative loans. Federal loan borrowers, whose lenders have exited the loan business, simply need to choose a new lender by completing a new loan application called a Master Promissory Note (MPN). Many LHU students have already done this. And though some students may be finding private alternative loans harder to get, that does not appear to be the case for most LHU students. If you know of students who have questions or concerns about student loans, please advise them to contact Student Financial Services for assistance.



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Holds on Registration and Records

Students with unpaid balances on their student accounts will soon have a hold placed on registration and records. Such holds remain in effect until payment is made in full and prevent students from registering, obtaining transcripts, and receiving diplomas. SFS is continuing to reach out to these students via our fall newsletter, targeted email blasts, monthly bills, etc. If you know of a student who has a hold, please refer him or her to the help information available online at www.lhup.edu/financial-services/financial-aid/reg_hold.htm or advise the student to contact Student Financial Services for assistance.



Did you know...

- Student Financial Services received about 37,000 phone calls last year?
- Each year nearly 15,000 students and others visit the SFS customer service area?
- SFS does its part to keep the LHU Mail Room and U.S. Postal Service busy by mailing approximately 64,000 pieces of correspondence, like award letters and student bills, annually?



Student Financial Services Staff

James Theeuwes, Director

Stephanie Weaver – Financial Aid Counselor
Nichole Wible – Financial Aid Counselor
Cynthia Heaton – Assistant Director of Financial Aid
Deena Schenck – Fiscal Assistant
Cheryl Bartholomew – Fiscal Technician
Patti Jones – Fiscal Technician Supervisor
Brenda Lowery – Fiscal Technician
Karen Seyler – Fiscal Assistant
Amanda Jackson – Fiscal Technician

For questions or comments about this newsletter please contact:

William Hanelly, VP – whanelly@lhu.edu . Phone (570) 484-2002.

Contributors - F.A. & T. VP & Directors

Bill Hanelly, Deana Hill, Julie Kimball, Don Patterson

Becky Proctor, David Proctor, Marchal Rote & James Theeuwes

mrote – October 23, 2008