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WELCOME

We are pleased to present our December 2023 newsletter! We hope you had a great semester. Thank you for taking the time to read these important updates.

RISK MANAGEMENT

Stockton University is implementing an Enterprise Risk Management (ERM) framework, which will identify, prioritize, and monitor risk throughout the institution. Enterprise Risk Management is a systematic approach to the identification and assessment of the most significant risks that may impede achievement of strategic goals across the entire university. The ERM initiative will encourage the attainment of organizational goals and objectives. The Cabinet has worked with outside consultant, Baker Tilly, to identify the top 10 risks that Stockton University faces today. The Office of Risk Management will work with departments university-wide to assess and monitor these risks and develop mitigation strategies. Stay tuned for additional information on this exciting new project.



ACCOUNTS PAYABLE

Recent Updates

Chrome River pre-approvals are no longer required for:

- Conferences with no overnight stay
 - Registrations can be paid via Pcard.
 - Mileage reimbursements will be paid via direct pay.
- Same day travel/training/field trips
 - Continue to send a list of student travelers to the Campus Police prior to leaving campus.

Divisional Executive approval is no longer required when trip expenses exceed 10% of the pre-approval.

Please continue to complete pre-approvals for overnight/international travel, official reception & entertainment (non-Chartwells), and sponsorships.

Services/work performed off-campus can be paid via the Pcard. All Pcard transactions related to same-day travel must include the business purpose.

Other Travel News

A purchase order is required for the following:

- Payments for activities
 - Ziplining, escape rooms, etc.
- Payments for transportation
 - Buses for student trips

Save the Date: January 11, 2024

Accounts Payable will be holding training sessions on Thursday, January 11th. There will be three separate sessions to cover Bank of America Works/Pcards, Banner, and Travel/Chrome River. There will be a Zoom option for those unable to attend in person. A calendar invite and agenda will be forthcoming.

Direct Pay Reminder

When completing direct pays, please remember to use 01 as the bank code and enter a vendor invoice number. The vendor invoice number should be the number listed on the invoice or an appropriate description of the payment.



Invoice Reminder

All invoices must be sent from the vendor directly to Accounts Payable, as stated in the conditions of purchase on our purchase orders.

2. *Invoices: Must be emailed to api@stockton.edu or mailed to Stockton University; Accounts Payable, 101 Vera King Farris Drive, Galloway, NJ 08205 on the day of the shipment. Please direct inquiries concerning invoices to 609-652-4271. Fax: 609-626-3480.*

Budget Unit Manager Best Practices

Budget Unit Managers are required to review and approve Pcard transactions, Chrome River reports, ePAFs, timesheets, and Banner documents.

- Daily or at least weekly approvals
 - Pcard transactions in BOA Works
 - ePAFs
 - Timesheets – Off-pay week approval
- As requested by support staff
 - Banner documents – Direct pays and requisitions
- As requested via email notification
 - Chrome River pre-approval and expense reports

PAYROLL

Minimum Wage Increase

Effective January 1, 2024, the statewide minimum wage will increase by \$1.00 to \$15.13 per hour. Payroll will apply the update to anyone making less than this amount. Please be mindful of budgetary implications.

Student Worker ePAF Update

The ePAF approver for level 51 - Human Resources TA Student (HRSTA), is now Diane Lamezec. Please select her name from the drop-down menu for the following ePAF types:

1. Student New Hire, STNWHR
2. Federal Work Study New Hire, WSTDYN
3. Student Grant Position New Hire, STGRNW

Our [updated manual](#) can be found on the Payroll website.



PROCUREMENT & CONTRACTING

Pricing Thresholds Update: New Jersey Business Registration & Quote Solicitation

A vendor is required to have a New Jersey Business Registration Certificate (BRC) when the University's total spend during a single fiscal year exceeds 15% of the bid threshold. Since State College Contracts Law establishes two distinct bid thresholds, the cost thresholds are as follows (effective immediately):

1. General Goods & Services: A BRC is required when the total fiscal year spend exceeds \$16,635.
2. Public Works Projects (work subject to the Prevailing Wage Act): A BRC is required when the total fiscal year spend exceeds \$5,910.

The University is required to solicit quotations whenever practicable for purchases that are 20% or more of the bid threshold. Since State College Contracts Law establishes two distinct bid thresholds, the quote thresholds are as follows (effective immediately):

1. General Goods & Services: Multiple quotes are required when the total spend exceeds \$22,180.
2. Public Works Projects (work subject to the Prevailing Wage Act): Multiple quotes are required when the total spend exceeds \$7,880.

Automated Purchase Order Distribution System

Previous Process: Purchase Orders were either distributed to Vendors through email (if an email address was on file), or they were physically mailed.

Updated Process: Purchase Orders are now automatically emailed to the Requestor (staff member entering the Requisition). The Requestor then submits the Purchase Order directly to the Vendor. Each Requisition will have its own corresponding Purchase Order.



Below are a few key benefits resulting from this change for end-users:

- End-Users will have direct confirmation that Purchase Orders are sent to the most suitable vendor email address, or Stockton colleague. Additionally, in the event that an invalid email address is utilized, the end-user will receive an "undeliverable" message and can resolve the issue immediately with the Vendor.
- Knowing when a Purchase Order is sent to a Vendor will allow end-users to better track the timeline and contact the Vendor regarding any delays.
- If the Vendor has any issues with the order, such as out of stock items, this can be remedied directly between the end-user and Vendor.
- Delays in goods being delivered due to Purchase Orders being physically mailed to Vendors will be mitigated.
- End-users will have the ability to review Purchase Orders for accuracy before forwarding them to the Vendor. Any adjustments (Change Orders) can be performed prior to the Vendor receiving an inaccurate PO.

Travel Services: Recommended Vendor

The University has an ongoing contract with Newark Gateway Travel Services, Inc. that provides full travel services, both domestic and international, for all University students, faculty, and staff, and inclusive of all student organizations, divisions, and departments. Travel services include, but are not limited to: airline tickets, hotel rooms, and ground transportation. Contact information:

Christina Malanga: (973) 624-4462;

Info@GatewayCenterTravel.com

Additional travel procedures and forms can be found on the Accounts Payable website.

<https://stockton.edu/accounts-payable/travel.html>

Any email correspondence to the Office of Procurement & Contracting may be sent to Purchasing@stockton.edu.

Please do not submit any requests or information to PurchaseOrders@stockton.edu, as this account is automated and not actively monitored.

FISCAL AFFAIRS

GRANTS ACCOUNTING: PROGRAM INCOME

Gross income generated through activities supported by grant funds is referred to as Program Income. This includes fees from services, charges for use of equipment or supplies acquired under a grant, the sale of commodities or items fabricated under a grant, license fees and royalties on patents and copyrights, and registration or tuition fees charged to participants of a grant-sponsored training. The grant award terms and conditions will outline how program income should be utilized and reported. Grants Accounting strives to properly account for program income and will establish a separate fund number as needed. Contact Ann Marie White at AnnMarie.White@stockton.edu or 609-652-4930 with any questions.



BUDGET & FINANCIAL PLANNING

BUDGET PERIODS

We continue to use budget periods for all budget transfers. This ensures that the date when budget is transferred corresponds with the actual budget period when the transfer was processed. In looking ahead, January will be budget period 07.

FY 2024 BUDGETS

Due to increasing costs and declines in student enrollment, the FY 2024 budget has been challenging. To help preserve the budget, everyone has worked together to make recommendations for budget reductions. Although we still have work to do, this was a great first step. We thank the campus community for your efforts and fiscal responsibility as we begin the FY 2025 budget process.

BUDGET & FINANCIAL PLANNING ADVISORY COMMITTEE

In Fall 2023, a Budget & Financial Planning Advisory Committee was established. This committee was tasked with three goals:

1. To review the University's financial position.
2. To identify and recommend cost-savings measures.
3. To identify alternative revenue streams that will further support the University's long-term financial sustainability.

The Advisory Committee is comprised of 15 members representing every division. The members meet monthly to review operating and capital results to date and to discuss cost-savings strategies that could be implemented across divisions.

BUDGET OFFICE TRAINING

If you require any training on budgets, Banner Finance, Self-Service, or PACTs, please don't hesitate to contact the Budget Office. We offer individual and small group training both in person and via Zoom. Our team is happy to provide training, support, and resources to assist you.



CAMPUS SERVICES

Dining Services

Welcome Adam Fennimore, new Catering Director!

- Adam started with Chartwells on October 13th. He is a graduate of Stockton University. Adam has already been handling many campus events and is transitioning well into his role.

Employee Discount- Fridays @ The NEST

The Food Hall at The Nest offers "Faculty & Staff Fridays," which is a discounted lunch rate of \$7.19. The rate is available every other Friday and occurs on the opposite weeks of our pay days.

Canon Copier Lease: New Machines

Campus Services and ITS have been working with Canon under our new contract to exchange copy machines for the entire University. The new copiers are being installed on December 11th through the 19th. We thank you in advance for your patience due to any limited disruption of service in your areas during the exchange process.

Follett

Thank you to those that participated in our Fall 2023 customer satisfaction survey for the bookstore. We received very positive results and appreciate your feedback to enhance offerings and customer service. Please be sure to take advantage of Follett's discount coupon below:

**FACULTY & STAFF
APPRECIATION**
**20% OFF ONE APPAREL
OR GIFT ITEM***

FOLLOW THESE EASY STEPS:

- 1) Visit CampusWelcome.com
- 2) Enter your email address
- 3) Enter access code: **0397**
- 4) Show your coupon email at the register or use it online for your discount!

STOCKTON UNIVERSITY BOOKSTORE
E Wing - Main Level
StocktonUshop.com

*See store for details. Restrictions apply.

Bookstore is Sponsoring Elementary School Supply Drive

The Stockton bookstore is sponsoring an elementary school supply drive to benefit the Clayton J. Davenport Elementary School in Egg Harbor Township. Supplies needed include: kids' scissors, crayons, large glue sticks, dry erase markers, tape, composition notebooks, play-doh, and child-size aux headphones. Drop boxes are located inside the campus bookstores through the end of the year.



Mail Services: Atlantic City

The Atlantic City Mailroom now offers ParcelPoint smart lockers for package deliveries. The lockers increase efficiencies while providing a safe, secure, and convenient delivery experience outside of normal window hours.



A&F DIVISION UPDATES



Institutional Memberships

Effective immediately, institutional memberships will no longer require the President's Office approval. All related invoices should be sent to Administration.Finance@stockton.edu for processing.



Melissa "Missy" Millard - Procurement & Contracting Staff

Missy joined Procurement & Contracting on August 28th. She brings 29+ years of experience as a Purchasing Expediter for the Atlantic County Government. Missy is excited to do more in the procurement sector, and enjoys helping her colleagues and Stockton students in any way that she can.

Caitlin Smith - Payroll Staff

Caitlin joined Payroll on June 5th. She previously worked as a TES for Stockton Athletics since Spring 2022. Caitlin has experience in the healthcare, and fitness and hospitality industries. She was also a certified rock climbing and zipline instructor. Caitlin received her degree in Recreation and Sport Management from Coastal Carolina University. On a personal note, she looks forward to her wedding in Spring 2024.

