

SUNY Delhi

Our Two ¢ents

Business & Finance Newsletter

Spring 2019

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Newsletter Committee

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Staff Spotlight: Tauren Daniels

Tauren Daniels recently started working in the Student Financial Services Department as an Office Assistant. Prior to working at SUNY Delhi, she worked as a customer service supervisor/night supervisor at Adams Fairacre Farms Bakery in Poughkeepsie, NY. She was born in New York, but has lived back and forth between New York State and the southern U.S. Some of the places where Tauren has lived include: North Carolina (Charlotte), Louisiana (Baton Rouge, Alexandria, Natchitoches), Texas (Dallas/Fort Worth, Irving), Florida (Miami, Tampa, St. Pete), Rhode Island (Providence, Woonsocket), New York (Staten Island, Liverpool, Queens, Bronx, Brooklyn, Watertown).

Tauren enjoys reading and watching too much Netflix. Not only is she a Disney and Harry Potter buff, but she also sings Disney songs as well! Three words that Tauren believes best describe herself are: awkward, driven, and respectful. When asked what she likes most about working at SUNY Delhi, she states that “it’s different from anything I have done before. I had some experiences with office work but have never done anything close to what I do for financial services, so it’s a lot to learn but I like it.”



Compliance Corner: Property Control

At SUNY Delhi we have been entrusted with significant state resources and as such should take all reasonable and necessary steps to track and monitor those resources, especially as dollars turn into physical assets. This tracking and monitoring of physical assets is referred to as property control. Many of you have probably noticed the “Property of SUNY Delhi” decals on the various pieces of equipment, computers, and other physical assets across campus. Some of these decals simply state “Property of SUNY Delhi” while others include a unique number as well; those with a number assigned are “fixed assets.” All items with a useful life greater than one year should be visibly tagged “Property of SUNY Delhi.” If the item has an original purchase price of \$5,000 or more this sticker must include a unique ID number provided from SUNY Delhi’s Property Control Coordinator, Donna Ackerman. Please review SUNY Delhi’s Property Control Manual and acquire property control tags by contacting Donna Ackerman. Similar to asset acquisition, asset disposal has a few unique challenges that you should be aware of. For instance, did you know that SUNY Delhi does not really own any of the assets we purchase? Any asset defined as a fixed asset must be advertised to all other state agencies prior to disposal. For a full list of asset disposal and other property control related items please review our property control manual or contact our Property Control Coordinator, Donna Ackerman.

Travel Update

We are in the final steps for approval of the new Travel Manual, which includes some new policies and procedures. A key issue in the past has been a lack of training provided. Be assured that this will change in the future.

With the help of faculty and staff feedback, we're developing trainings geared specifically toward aspects of travel that are identified as troublesome. Along with trainings that will be offered in the future, new forms, an updated website, and a fully-digital Travel Policies & Guidelines Manual will be made available. Expect updates going forward. And, as always, any and all travel inquiries can be directed to the Purchasing & Accounts Payable office.

New Edition of the JCOPE Newsletter

The [JCOPE 2018 Fall and Winter Newsletter](#) is now available. This edition details the use of social media and the post-employment two-year bar for NYS. The Joint Commission on Public Ethics (JCOPE) regulates and educates employees about New York State ethics and lobbying laws, and upholds compliance through audits, investigations, and enforcement proceedings. If you have any questions pertaining to the newsletter or NYS Ethics Law, please contact our Ethics Officer, Mary Morton, (607) 746-4495, mortonmb@delhi.edu.

Financial Aid: Filing a FAFSA Just Got Easier!

A new FAFSA mobile app has recently been launched to allow students and parents the opportunity to complete their FAFSA on-the-go. The myStudentAid mobile app gives the user a customized experience based on whether they are the student, parent, or preparer.

Applicants can use the IRS Data Retrieval Tool (DRT) to securely link important tax return information to the FAFSA. The app also allows eligible students to transfer their FAFSA information into their NYS TAP Application. Guidance is available throughout the app to help

with questions asked on the FAFSA. The myStudentAid mobile app can be downloaded through both android and iPhone devices and makes filing a FAFSA more convenient for students and parents.

It Can Cost You Nothing to Contribute to Good Causes Every Day

[GreaterGood.com](#) is 20 years old this year. You can visit their websites and contribute to worthy causes every day simply by clicking a button. They also offer a shop with Fair Trade, clothing, jewelry, home goods, etc. for further contributions to charities you support. Think about it giving a try.

[The Hunger Site](#)

[The Breast Cancer Site](#)

[The Animal Rescue Site](#)

[The Veterans Site](#)

[The Autism Site](#)

[The Alzheimer's Site](#)

[The Diabetes Site](#)

[The Literacy Site](#)

[The Rainforest Site](#)

Another site specifically for helping animals is [FreeKibble.com](#). You can set up a daily reminder to be emailed to you, so it's just a click away.

The New Budget Process is Underway!

Budget packets are due by April 15, 2019.

For questions or additional training, please contact Stephen Cembrinski at X4586 or cembrism@delhi.edu.

The Quiz!

Fall 2018's Quiz

The three winners of fall's quiz, drawn from among those answering the quiz questions correctly, are: Nancy Smith, Megan Munson, Katie Murphy

What office do you contact if you...

...are helping a student unlock their Bronco Web account?

Registrar's Office (or Help Desk)

...need to update your (an employee, not a student) address with the College?

Human Resources

...want to order a computer for a new employee?

Help Desk (or Purchasing)

...are helping a student having a problem due to owning the College money?

Student Financial Services

...need to schedule a vehicle to attend an out-of-town conference?

EMS (or Facilities)

...have a student who lives on campus who wants to drop a class, who then will be registered for fewer than 12 credits?

Residence Life



Business & Finance Mission

The Business & Finance Office is a team with diverse administrative support functions, including Accounting, Budgeting, Purchasing, Student Financial Services, Business Affairs, Human Resources, Computer Information Systems, Physical Plant and Facilities. Our mission is to empower and educate students, families, faculty, staff and external partners to achieve the highest level of academic and financial success at SUNY Delhi.

The Business & Finance Office is committed to:

- Providing effective tools and resources
- Addressing individual needs
- Promoting education and communication
- Being courteous, respectful and confidential
- Optimizing efficiency and productivity
- Providing staff opportunities to grow

We serve an active role in campus decision-making, provide advice and counsel to the campus community on how to accomplish and carry out campus plans and programs, encourage an entrepreneurial spirit, coordinate communication with other state agencies, and serve a regulatory role in administering SUNY and New York State laws and regulations relevant to operating a public educational institution.

**Test your
travel
knowledge
&
Enter to win a
prize drawing!**