



HAPPENINGS IN FISCAL AFFAIRS

VOL. 1 No. 1

NOVEMBER 2007

University bookstore under new management

Effective November 1, 2007, Follett Higher Education Group partnered with the University to manage our campus bookstore. Follett has more than 130 years of experience in the campus bookstore business and currently manages eighteen institutions within the University System of Georgia. One may ask the reason why so many institutions have chosen Follett to operate their bookstores. Their answer is, "It is

all we do, and we do it better than anyone. We provide colleges and universities with bookstores that are the focal point of the academic community and reflect a positive image to prospective students, faculty and campus visitors."

Follett takes the lead in creating and implementing new technologies, management practices and customer service in the bookstores they serve. They are also the first to sell text-

books online, implement a textbook reservation program, buy back books year round, accept online faculty adoptions and integrate the purchase of course materials with online course registration.

This is another great partnership for Albany State University that will enable us to improve all essential services and benefits to our students, faculty, staff, alumni and community.

University to close for the holidays

As we prepare for the holidays, please be aware that the University will observe Thanksgiving on Nov. 21-23. The Fiscal Affairs staff members wish you and your family a happy and safe Thanksgiving.

Albany State University will observe the Christmas and New Year's holidays from Dec. 21, 2007 at 5 p.m. until Jan. 2, 2008, at 8 a.m.

Please be aware that all employees will be required to utilize 16 hours of vacation for Dec. 28 and 31, 2007. Those employees who do not have vacation time will have to observe these days as vacation without pay.

We in Fiscal Affairs, wish you and your family Happy Holidays and Happy New Year!

Registration reminders issued for all currently enrolled students

Session I for Spring 2008 registration for currently enrolled students has begun and will continue until 5 p.m. on Nov. 20, 2007.

Session II will begin at 8 a.m. on Nov. 28, 2007, and end on Nov. 30, 2007.

ALL CURRENTLY ENROLLED STUDENTS MUST REGISTER BY 5 p.m. NOV. 30, 2007.

You must return to Banner Web to complete your payment. If you are paying for your classes with financial aid, your funds will be processed at 8 a.m., noon and 5 p.m. each day during

the registration period.

If you register for classes after one of the times listed above, you must return to Banner Web after the next scheduled processing time to complete your payment. If you return to this page after one of the times listed above and your funds are not available, please e-mail the Office of Financial Aid at ifinanaid@asurams.edu.

NOTE: Your registration is only complete if you see the following message:

CONGRATULATIONS!!!
You have completed the selection of your courses.

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IN BRIEF

The Office of Budgets and Contracts has submitted a new **Indirect Cost Proposal to the Federal Department of Health and Human Services**, to obtain the new indirect cost reimbursement rate of 57 percent, which is 3 percent greater than the prior rate.

All **P-card and American Express card holders** are required to attend an upcoming seminar.

Holders of these cards will be contacted with dates and times.

Edgars Patani, former University bookstore manager, has joined the Department of Business Services as business services manager.

In his role, Patani will manage the activities of Auxiliary Services, to include contracted services, vending and parking.

Additionally, he will support Accounts Payable as the PeopleSoft Work Flow Administrator and Accounts Payable Auditor.

Our Human Resources Department is looking into establishing a **Tobacco Free Campus** and a **Health and Wellness Program**. Please stay tuned as details are forthcoming.

Let us know your opinion by contacting HR at 430-4623.

Thanks to funding from the Board of Re-

gents (MRR), the new fire sprinkler systems in **Holley Hall** and **Peace Hall** have been completed.

ASU has obtained the permit to install a **new traffic light** at the main entrance on Radium Springs Road.

Arrangements are now underway.

Effective Jan. 1, 2008, rates to rent vehicles from the **Motor Pool** will increase. Please plan accordingly.

The University System of Georgia's **Fiscal Year 2009 operating budget process** has begun. Requests for new funds are submitted in November and requests for new or increased fees are submitted in December.

The USG and our Department of Financial Operations are implementing a **new web-based financial system**, effective May 15, 2008.

Its features include (1) Electronic requisitions and purchase orders; (2) Self-service travel and flex reimbursement processing; and (3) Upgraded budget reporting.

The University System of Georgia and Albany State University are also in the process of rolling out a **"hotline"** for reporting unethical or illegal activities. Please watch for upcoming announcements.



EDGARS
PATANI



DOROTHY
MARTIN

ASU meets University System reporting requirement

Since 2004, all University System of Georgia schools were required to report monthly on the status of their reconciliations of Banner to PeopleSoft.

Thanks to Ms. Dorothy Martin, Director of Financial Operations, and her staff, Albany State University received notice from the Board of Regent's Central Office that we no longer need to report due to our record of compliance.