Comments from the Internal Control Officer:

While many of you may be familiar with the term Internal Control, you may not know why it is so important at SUNY Plattsburgh. Internal Control is a process designed to help an organization effectively and efficiently meet its objectives, comply with the law, safeguard assets against waste, misuse, misappropriation, and minimize the potential for injuries to you or someone else.

Higher education is a multifaceted, dynamic environment with ever increasing demands. As these demands for improvement and change increase, the expectations for accountability and appropriate stewardship do not lessen. In fact, they only increase with time and more complex regulations. For example, the Research Foundation of SUNY has been under a microscope the past several years because of inadequate internal control practices. It is now being held to a higher level of accountability.

At SUNY Plattsburgh, the Internal Control Committee strives to increase awareness of responsibility and assist in implementation of effective controls in all areas of operation to minimize the potential for abuse. While you are generally aware of various “hard” internal controls, such as checklists and document procedures, business policies, signature approvals, and segregation of duties, there are many other “soft” controls, such as accountability, management oversight and an organizational climate and structure that limit conflicts of interest that are as important to the organization.

If you have any questions, concern or suggestion, please contact me, any member of the Internal Control committee or call the Internal Control Hotline at 866-633-6112.

John R. Homburger
Vice President, Administration

Clinical, Internship Agreements Grow

The days are gone when department chairs and program coordinators could set up internship placements and clinical agreements with businesses and hospitals by themselves.

Recently revised New York State indemnification and insurance requirements and federal legislation amending the Health Insurance Portability and Accountability Act (HIPAA) have necessitated changes to contract templates used for SUNY’s clinical affiliations and non-clinical placements for students in required training programs and internships.

Diana LaPorte, associate vice president for administration, said approved affiliation agreements are needed in order for students receiving academic credit for a clinical or internship program to obtain liability insurance coverage under the University’s Clinical Affiliation Insurance Program administered by New York State Office of General Services.

“Whether or not the site requires proof of liability insurance, our students are required to have liability insurance in case of student error,” said LaPorte. “The liability insurance policy will cover students up to $3 million in a clinical or internship program who are named as a party of legal action arising from their participation in a program.” Specifically, the policy will pay those sums that the student becomes legally obligated to pay as a result of “bodily injury” or “property damages.” The policy will also pay for out-of-pocket costs associated with any legal actions.

SUNY Plattsburgh currently has more than 625 approved affiliation/internship agreements in 18 disciplines. LaPorte said that’s compared with 469 agreements in December 2011. Nursing (186) and communication disorders and sciences (153) have the most agreements. LaPorte said the greatest growth in new affiliation agreements during the past 12 months has been between the education department and school districts followed by

(See Affiliation Agreements... Continued on Page 4)
New department grant, award guidelines in effect
Should reduce college’s chances of violating NCAA rules

SUNY Plattsburgh has made great strides in the past two years to educate the campus community – particularly the staffs in admissions, financial aid and athletics – about improper communications concerning student athletics and financial aid decisions that could be inconsistent with NCAA Division III bylaws.

Todd Moravec, director of financial aid, said the college’s proactive approach and new guidelines on the selection of students for departmental grants and awards should minimize the college’s prospects of violating NCAA rules. “Our new policy and ongoing education should reduce our chances of inadvertent infractions of the rules governing these grants and awards,” said Moravec.

According to the new policy established in 2011:
- Selection committees shall not consider a student’s athletic leadership, ability, participation or performance as a criterion in the formulation of a financial aid package or for selection of a scholarship, award or grant of a recipient.
- Members of the athletic staff are prohibited from participating on any financial aid, scholarship, award or grant selection committee or serve in any advisory capacity to these committees for the selection process for financial awards, scholarship or grants offered by SUNY Plattsburgh, the Plattsburgh College Foundation or affiliated groups or organizations.
- The vice presidents will be responsible for disseminating to deans, directors, departmental and selection committee chairs this policy and to ensure that the selection committees adhere to this policy.
- The college prohibits the establishment of endowments, scholarships, or gift aid programs specifically for student-athletes.
- The college prohibits donors from establishing, financing or contributing to endowments, scholarships, or gift aid programs specifically for student-athletes.

Moravec said departments and committees across campus will be selecting recipients for scholarships and grants within the next few months. Committee chairs should review the policy, which is available online. Questions can be directed by email to Todd Moravec or 564-2074.

“Blue Light” phones provide sense of security

You see them as you walk across campus… the “blue light” telephones that provide immediate contact with University Police 24 hours a day.

Michael Caraballo, director of emergency management, said the very first five “blue light” phones were installed in 1985 when the campus initially created the Telecommunications Office. “They were very much needed at the time,” said Caraballo. “Remember, cell phones were not readily available at that time, and campus residents and staff had to get to a landline phone to call for emergency assistance.”

The installation and location of the first “blue light” telephones were based on the recommendation of the two safety committees at the time. Additional “blue light” phones were installed throughout the campus during the next 27 years. Today, 13 of these specialized telephones are located across campus including the newest install on the Saranac River Trail behind Memorial Hall.

While usage of the “blue light” phones is relatively light (18 calls were placed in 2012 including only one emergency call), students and staff value the sense of security they offer throughout the campus. Jerry Lottie, assistant chief of University Police, said, “When the ‘blue light’ phones have been used, the emergencies have been for individuals in critical conditions who required a timely response.”

Lottie also said students have actually asked for additional phones through the campus. “The students say they feel safer knowing they can contact University Police immediately in an emergency.”

According to Caraballo, a fourteenth “blue light” will be installed later this year between Ward and Hawkins halls near the end of the construction phase of the new academic building for the School of Business and Economics and Computer Science. Two others are being proposed in the Beaumont Hall rehabilitation project.

The campus also has 33 entry telephones in almost every residence hall and academic/administrative building. The Angell College Center, Clinton Dining Hall, Central Heating Plant, Service Building, Service Garage, 102 Broad, 134 Court Street and the Field House are the only facilities without entry telephones.

The entry telephones have two buttons and are hands-free. Pressing the red button on the phone will connect the user directly to University Police. Pressing the black button allows the user to make on and off campus calls. All local and toll free calls can be made from these telephones free of charge.
They want my username, password

How do I know this email is genuine?

Have you received one of those unsolicited emails stating your email account has been compromised, hacked, or your storage quota has reached capacity, but you’re not sure if it’s legitimate? According to John Bradley, senior staff associate in Computing & Media Services, while there are any number of elements that spammers can include in their messages to make them appear legitimate, there are a few things one can look for to spot a fake.

Bradley said, “It is critically important, for the security of your own information and for the proper functioning of campus systems, that you *NEVER DISCLOSE* sensitive information in reply to an email requesting such things as usernames, passwords, birth dates, account numbers, etc. Computing & Media Services *WILL NEVER* ask you to disclose sensitive information via email. We do send emails to folks about storage quotas and account expiration, but such messages direct the user to contact our helpdesk directly by phone or email. They do not ask for personal information or provide a link to an off-campus address.”

If you believe you have responded to a scam, log into: https://password.plattsburgh.edu/logon.php and change your password immediately. If you need further assistance, contact the Helpdesk at (518) 564-4433 or by email helpdesk@plattsburgh.edu.

Managed Print Services Program improves efficiency

The Managed Print Services (MPS) Project was initially developed in 2011 to reduce printing costs by as much as $50,000. According to T.J. Myers, Helpdesk/ResNet coordinator in Computing & Media Services, the program has gone further by securing lower fleet rates for black and white and color printers and eliminating high cost printing devices.

Myers said, “We have saved more than $87,000 since the program started in October 2011, and we project an estimated saving of more than $138,000 during the first complete year of the program.” Myers said the greatest savings have been through elimination of high costs non-networked printing devices, such as inkjets, localized non-networked laser printers and older high cost copiers, and replacing with more efficient centralized copies in various departments and buildings.

In addition, savings are being seen through other measures including:

- Moving all copiers to a central print server to minimize install time and increase efficiency
- Setting copiers to print on both sides of the paper (which saves .007 cents per sheet of paper)
- Reducing equipment by consolidating departmental faxing, printing, copying and scanning into one device
- Stopping further purchases of ink and toner cartridges for personal printers
- Physically removing less efficient inkjets and laser printers as an energy saving measure and to reduce support overhead
- Establishing a recycled program for toner cartridges
- Instituting a mailbox printing program, where each user has a personal electronic mailbox secured by a pin code
- Developing an extensive database to keep track of all copiers/pins and mail box numbers.

Myers said the campus is nearly 85 percent of the way toward completing replacement of all copiers with only ten more replacements expected in next year’s fiscal budget. Instead of each department having to budget for replacement/repair of copiers and printers with various service and supply contracts, departments will now be charged for actual usage based on our low contracted fleet rates, which will be billed back to each department on a monthly basis.

Symquest, the college’s contracted vendor, will handle replacement, repair and delivery of consumable paper for all contracted devices. Myers said that the new MPS program would reduce the campus’ replacement costs to approximately $83,000 annually and would include a five-year replacement cycle for copiers.

Holly Heller-Ross, dean of Library and Information Services, said, “We have achieved positive printing results with this new program. This is preparing the campus for document management, and LIS is happy to continue managing this project.”
Travel Wisely

If you are planning to travel during the Spring semester, here are 12 quick tips worth considering. For more information or clarification, do not hesitate to contact Avis Foster (ext. 3606) or Kristin Short (ext. 3604) in Accounts Payable.

1. ALL authorization’s to travel and travel vouchers must be signed by a department supervisor AND appropriate vice president.
2. Travelers should use the most efficient and cost effective method of transportation available.
3. Where possible, travel should be scheduled using N.Y.S. travel services contracts.
4. Prior to traveling, all travelers are required to compare the costs of renting to using a personal vehicle.
5. Before using a State owned, CAS, or rental vehicle on State business, you must complete a LENS release form and be approved.
6. When airfare is needed, travelers are encouraged to use “Travel Leaders/Albany Travel” (State contracted vendor). If not utilizing Albany Travel, you must submit two written quotes from other vendors to justify the reasonableness of the price. Documentation (comparisons) must be obtained at the same time as the booking was processed.
7. Know the per diem rates for the area of travel. Maximum travel per diem rates are available at the General Service Administration (GSA) Website: http://www.gsa.gov/portal/category/21287
8. The meal per diem allowance is apportioned for breakfast and dinner. See: http://osc.state.ny.us/agencies/travel/meals.htm for current meal allowances.
9. If the lodging per diem rate is exceeded, written documentation must accompany the travel voucher.
10. All original receipts must be submitted with a completed travel voucher within 15 days of return.
11. Day trip meal reimbursements are reportable as income to the IRS.
12. Non-employees of the State are not eligible for the meal per diem rates.

Affiliation Agreements (Continued from Page 1)

additional agreements in criminal justice, earth and environmental science, computer science and even English and chemistry.

LaPorte said many of the chairs and program coordinators seek her out now as they prepare agreements with businesses, schools, hospitals and other colleges to name a few. “A vast majority of our agreements are open ended and don’t need to be renewed annually. A student being placed every other semester doesn’t mandate an annual review. In fact, I suggest the agreements be reviewed only for changes every five years.”

In most instances, LaPorte said standard affiliation agreements developed by the SUNY General Counsel in conjunction with the System Administration Office of Academic Health and Hospital Affairs can be executed in two days, and a certificate of liability insurance can be issued the following day. She said that some sites submit their own agreements, which need to be reviewed by SUNY counsel.

Chairs and program coordinators with questions about affiliation agreements can contact LaPorte or Cindy Fuller at contractagreements@plattsburgh.edu or 564-2538.

2012-13 Internal Control Committee

The Internal Control Committee is composed of individuals from a cross section of campus departments and offices. An Internal Control Coordinator oversees the work of the committee.

John Homburger (ext. 2130)
Vice President for Administration
Internal Control Officer

Dave Gregoire (ext. 3613)
Director of Advancement Services, Institutional Advancement
Internal Control Coordinator

John Bradley (ext. 2435)
Senior Staff Association, Computing & Media Services

Dr. Stephen Danna (518-792-5425)
Dean, SUNY Plattsburgh at Queensbury

Clark Foster (ext. 3601)
Budget Control Officer, Budgeting

Diana LaPorte (ext. 2539)
Associate Vice President for Administration and Management Services

Diane Merkel (ext. 2195)
Assistant Provost

Dr. Edward Miller (ext. 3252)
Associate Dean, Arts & Science

Distinguished Service Professor, Chemistry

Matthew Salvatore (ext. 3142)
Fitness Center Director

Michael Simpson (ext. 2155)
Director, Sponsored Programs

Keith Tyo (ext. 3930)
Executive Assistant to the President

Diane Wyand (ext. 2130)
Controller, Accounting

Cindy Fuller (ext. 2538)
Information Technology Specialist, Management Services

Recorder

Internal Control Hotline

Phone: (866) 633-6112

SUNY Plattsburgh is committed to ensuring its funds and resources are used in an effective and efficient matter. If you suspect fraud, waste, abuse, or irregular activities at SUNY Plattsburgh, please leave an anonymous message on the Internal Control Hotline at 866-633-6112.

If you have information concerning an emergency situation or criminal matter, we encourage you to contact University Police at 564-2022.