

The Central Jersey Chapter's

# APICS Insight

SEPTEMBER , 2003

VOLUME XXXV, ISSUE 1

## September 3, 2003 Professional Development Meeting Embassy Suites Hotel, Piscataway, NJ

### APICS Educational Opportunities

#### Do you Know What's Out There

-Ralph Fariello, CFPIM, CIRM

-Caryl Miller

Randi Klein, CPIM, C.P.M.

The range of educational offerings available from APICS through your chapter includes more than the well-publicized certifications known by their acronyms CPIM and CIRM. APICS also offers a series of Fundamentals and workshops.

Please plan to attend the September professional development meeting and become acquainted with five of Central Jersey's finest instructors. You will have the occasion to hear first hand about course content as well as the value these educational opportunities can bring to you and your career.

Following this presentation there will be a question and answer period where you will be able to put your question in front of the same people who are responsible for teaching the material. Below is a brief description of three APICS instructors:

Ralph Fariello, CFPIM, CIRM is the President-elect for the West Jersey Chapter of APICS. He previously served that chapter as Executive Vice President, Secretary, Newsletter Editor and Web Master. Ralph has been an instructor for the Central and West Jersey Chapters for nearly 10 years and has taught Fundamentals and CPIM and CIRM certification courses.

Ralph retired from Lucent Technologies following a career of over thirty years in various disciplines within Bell. In the last 10 years of his career he was in the Consumer Products Division. In Consumer Products he held a variety of assignments which gave him a broad perspective of the consumer products industry. Ralph has also done consulting work for Philips Consumer Communications and Lucent Technologies Consumer Products.

Caryl Miller has been teaching Execution and Control of Operations at Middlesex College for the past two years. Caryl received her APICS certification in 1995 and has been an APICS member for 11 years.

Caryl works for Coca-Cola North America and is responsible for the production and distribution of Minute Maid and Hi C brands. In her position she manages scheduling and raw material ordering, as well as the warehousing and distribution of the finished products. Caryl has a BA in Economics and an MBA in International Business.

Randi Klein earned her Bachelor's Degree in English/Education from Ithaca College. After teaching high school English, Randi joined the business community where she has held various supply chain positions for more than 12 years. Currently she works for Alpha Wire Company, a manufacturer and distributor of wire, cable, tubing, and interconnect products. Randi is an active APICS member and has been CPIM certified since 1997. She is also a member of the National Association of Purchasing Management and in 1999, she earned the NAPM designation of Certified Purchasing Manager (CPM). She has been a member of the Central Jersey Chapter Board of Directors since 1999 and has been an instructor for 5 years, teaching the CPIM Review and Fundamentals courses at Middlesex County College in Edison, NJ and onsite at local companies. She is currently working on her MBA with a concentration in Supply Chain Management at Rutgers University.

For reservations only, please e-mail  
**apics\_rsvp@hotmail.com** by Sept 1

|                            |         |
|----------------------------|---------|
| Members                    | \$30.00 |
| Members w/o reservations   | \$35.00 |
| Non-members                | \$35.00 |
| Fee for use of credit card | \$ 2.00 |

If you have made a reservation and cannot attend, please cancel your reservation at least 24 hours prior to the start of the meeting. Thank you.

#### **Meeting Schedule**

|                |                         |
|----------------|-------------------------|
| 5:15 – 6:00 pm | Registration/Networking |
| 6:00 – 7:00 pm | Dinner                  |
| 7:00 – 7:20 pm | Meeting                 |
| 7:20 – 7:30 pm | Break                   |
| 7:30 – 8:30pm  | Guest Speaker           |
| 8:30 pm        | Adjourn                 |

Directions: Take exit 9 off 287. Make left off exit and proceed to jughandle turn on right hand side labeled Centennial Avenue. Take Centennial Ave quarter mile and turn left at first traffic light into parking lot.

## Central Jersey Chapter Board of Directors

### **President**

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## Executive Message

### **Welcome Back**

Our chapter enters another 'school' year in good standing. I have to admit that being elected president was somewhat of an overwhelming thought. (Don't worry though... I'll just rely on my college experience as president of my rugby team) Being surrounded by seasoned board members will once again guide our chapter through another successful year.

We have all closely monitored our country's economic swings over the last few years—large, well respected institutions undergoing significant reductions in head count, or worst of all, elimination. Who would have thought? I am sure a good portion of our members considered the stability of their professional futures a little differently than our ancestors did just a generation ago. Maintaining stability throughout life's unbalances means maintaining a level head and a steady source of income.

### **But what's your game plan?**

Hitting a lottery? Inheritance? Living off your kids ('keep up the singing lessons, Alexandria')? How about APICS? Yeah, sure you're a member, and you get this monthly newsletter spouting supply chain this, and demand planning that. But how does APICS fit into your future? How can it affect your stability?

The answer lies in the effort. Attending a Professional Development Meeting is a good start to enhancing your knowledge base, but make an effort to meet other attendees and share your professional information and experiences with them. Cultivate your personal network so that there are resources to assist you in dealing with your project struggles or career setbacks. Additionally, involve yourself in the night's subject matter, interact with the instructor and other attendees...we all gain from sharing knowledge.

What about conferences and seminars? Make the effort to attend the annual APICS International Conference in October ([www.apics.org](http://www.apics.org)) to see what APICS is all about. Locally, our chapter will be hosting a seminar in November entitled 'Building Better Business Relationships' with Garrison Wynn. Good Stuff!

Hey, no one needs to be told what to do. We're all big boys and girls! But sometimes we need to be pushed a little. Securing your future means continuing to make the effort.

I look forward to sharing experiences with you and helping to secure a little bit more of my future.

Nick Sheridan  
President

## Education News and Notes

Middlesex County College, Edison, NJ

732-906-2556

www.middlesex.cc.nj.us

| Course                         | Start Day & Date | Start & End Time | End Date | Instructor                | No Class |
|--------------------------------|------------------|------------------|----------|---------------------------|----------|
| Detailed Scheduling & Planning | Mon 9/8          | 6:00 – 9:00      | 11/17    | Randi Klein, CPIM, C.P.M. | 10/13    |
| Strategic Mgmt of Resources    | Mon 9/8          | 6:00 – 9:00      | 11/10    | Arif Irfunallah, CPIM     | 10/13    |
| Basics of Supply Chain Mgmt    | Tues 9/9         | 6:00 – 9:00      | 11/4     | Diane Beni, CPIM          |          |
| Master Planning of Resources   | Thr 10/16        | 6:00 – 9:00      | 12/18    | Joe Pranzo, CPIM          | 11/27    |
| Execution & Control of Ops     | Thr 10/16        | 6:00 – 9:00      | 12/18    | Caryl Miller, CPIM        | 11/27    |

Raritan Valley Community College, North Branch, NJ

908-218-8871

www.raritanval.edu

| Course                       | Start Day & Date | Start & End Time | End Date | Instructor                  | No Class |
|------------------------------|------------------|------------------|----------|-----------------------------|----------|
| Basics of Supply Chain Mgmt  | Mon 9/8          | 6:00 – 10:00     | 10/20    | Ralph Fariello, CFPIM, CIRM | 10/13    |
| Detailed Sched. & Planning   | Mon 9/8          | 6:00 – 10:00     | 10/27    | J. Gary Howarth, CPIM, CPM  | 10/13    |
| Master Planning of Resources | Mon 10/27        | 6:00 – 9:00      | 12/15    | Ralph Fariello, CFPIM, CIRM |          |
| Execution & Control of Ops   | Mon 11/3         | 6:00 – 10:00     | 12/15    | J. Gary Howarth, CPIM, CPM  |          |
| Strategic Mgmt of Resources  | Thu 10/16        | 6:00 – 9:00      | 12/18    | TBD                         | 11/27    |

### Fundamental of Materials and Operations Management

Do you or your employees need a more in depth knowledge to effectively understand your business or work with clients? You can master critical concepts, terminology, and techniques of manufacturing with the APICS Fundamentals of Materials and Operations Management program.

The ready to use Fundamentals program takes the work out of developing your own training program. This five module course is designed to introduce essential manufacturing terminology, skills, and principles for more effective planning, inventory control, material requirements planning, and strategic decision making.

With Fundamentals, you will quickly discover how easy it is to educate your organization on the key techniques and principles of the resource management industry. Bring the Fundamentals to your organization today. For more information, contact the VP of Education or visit APICS international web site at [www.apics.org](http://www.apics.org).

### On-Site Courses

The APICS Central Jersey Chapter is ready for our 2003-2204 year. If you are considering hosting on-site classes for CPIM Certification preparation courses, CIRM Certification courses, or the Fundamentals program please contact the VP of Education as soon as possible to prevent scheduling problems. We are looking forward to bringing you the best materials and operations knowledge in the industry.

### Course Registration

Your assistance is required when registering for classes. Please do so a minimum of 6-12 days prior to start of the class. This helps us in two ways:

- 1– Decisions are made 5 days prior to class start on whether to cancel a class based on enrollment at that time.
- 2– Book orders are also placed 5 days prior to the start of class based on the number of students registered at that time. If you register after that time you are not guaranteed a book for the first day of class.

**APICS : International Conference & Exposition**  
**October 6-9, 2003**  
**Las Vegas, NV**  
**Las Vegas Convention Center**

# **Transform Challenges into Opportunities**

**Discover the latest tools to maximize your efficiency and help you do your job smarter, better, and faster**

Interactive Supply Chain Management Experience

Executive Edge Series

Lean and Agile Manufacturing Simulation Model

Plant Tours

For complete conference and exposition details visit the [www.apics.org/Cong & Expo](http://www.apics.org/Cong & Expo) or order a Program (stock # 04066). Call APICS Customer Support at (800) 444-APICS (2742) or (703) 354- 8851. Hurry, registration rates increase on September 6, 2003

**ATTENTION ALL MEMBERS**

Please make Note. The Central Jersey Chapter has changed it venue for all future PDM's to the following:

**The Embassy Suites Hotel**

121 Centennial Avenue  
 Piscataway, NJ 08854  
 Ph # 732-980-0500

\* See front page for directions

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**MARK YOUR  
 CALENDAR**



**Oct, 1 2003**

A Case Study: 21st Century Supply Chain  
 Speaker: TBA

**October 6-9, 2003**

International Conference & Exposition  
 Las Vegas Convention Center  
 Las Vegas, Nevada USA

**November, 5-6 2003**

Top Management Night  
 Seminar  
 Speaker and Agenda for Seminar TBA

**Neighbor News**

A monthly listing of other APICS chapter Meetings.

North Jersey

Sept  
 Lean Manufacturing  
 - Ken McGuire

Contact [www.apicsnonj.org](http://www.apicsnonj.org) or 973-305-2424

West Jersey

Sept  
 TBA  
 Contact [www.apics-westjersey.org](http://www.apics-westjersey.org)  
 973-305-2424

PTMO

Sept  
 TBA  
 Contact [www.apics-ptmo.org](http://www.apics-ptmo.org)

NAPM

Sept 10  
 TBA  
 Contact [www.napmnj.org](http://www.napmnj.org)

## Board of Director Officer Job Description

### President

- \*Preside over all regular and special meetings of the chapter and all meetings of the Board of Directors
- \*Read and distribute in a timely fashion all communications from national headquarters
- \*Coordinate all of the functions of the Board of Directors and any additional committees
- \*Maintain any open positions until that position is filled with a board member

### Executive Vice-President

- \* Shall accept the responsibilities of the office of the President in the absence of the President
- \* Shall maintain the chapter awards manual and coordinate all related activities
- \* Assist the president in the performance of his/her duties
- \* Shall arrange for an annual audit of chapter records
- \* Shall annually review the Chapter By-Laws for compliance and areas requiring modification. Any non-compliance or proposed changes shall be presented to the Board for action
- \* Maintain the awards book
- \* NOTE: *The positions of the President and Executive Vice-President are the two positions where you need to be on the board for at least 1 year before moving into these positions.*

### Treasurer

- \* Shall collect and record (by source) all monies due the chapter and make any required disbursements in a timely manner
- \* Shall maintain a checking account at a convenient location and make all disbursements by check
- \* Shall issue reports of the financial transactions and condition of the chapter for presentation and review at each Board meeting
- \* Shall prepare an annual budget for the coming year with input from all other directors. This budget shall then be presented at a Board meeting for approval
- \* File Form 990EZ with the IRS and send copies to society headquarters, the Region Secretary, and the Chapter Secretary and President. This form must be filed no later than 90 days of the fiscal year-end

### Secretary

- \* Shall record all votes, prepare and distribute minutes of all Board meetings
- \* Shall be responsible for maintenance and safekeeping of all important chapter documents and records
- \* Shall handle official correspondences as directed by the President
- \* Shall maintain Board roster

### VP Programs/Seminars

- \* Determine a desired schedule for programs to be presented at

monthly membership meetings

- \* Secure speakers to fill this schedule a minimum of 6 months in advance
- \* Confirm and make all arrangements required by the speaker. Follow this up as each date approaches
- \* Attend to all details as required at the monthly PDM regarding arrangements
- \* Secure and present speaker Thank You gifts and letters
- \* Hold at least two seminars (obtain speakers and work with Director of Arrangements for hotel, etc)

### VP Membership

- \* Receive and maintain all chapter information regarding membership
- \* Safeguard this information against loss or unauthorized use
- \* Act as liaison between members and national society concerning any questions they may have
- \* Promote chapter growth through membership programs and special activities
- \* Conduct surveys to determine reasons for members dropping out and better ways the chapter may serve them

### VP Education

- \* Coordinate certification and matriculated courses with administrations of various local colleges and universities
- \* Coordinate student chapters and serve as a resource person for such chapters
- \* Coordinate chapter library at Middlesex County College
- \* Serve as resource person for chapter members requiring educational materials
- \* Arrange for mini courses, workshops, and matriculated courses to be held in the Resource management field

### VP Publicity

- \* Distribute meeting and seminar notices to local newspapers and local TV stations
- \* Find new ways of promoting the Central Jersey Chapter

### Newsletter Editor

- \* Gather all information from board members that needs to be published in the newsletter
- \* Produce the newsletter in a timely fashion (type, edit, deliver at printer's, and mail the newsletter)
- \* Provide articles of interest and keep members informed of updates to classes, conferences, and any other APICS information

### Dir of Arrangements

- \* Arrange all Professional Development Meetings and Board meetings
- \* Arrange any special meetings as necessary
- \* Follow up with the hotel regarding PDM and Board meetings attendance and any special needs

(Continued on page 7)

# Employment Opportunities

## Director of Employment

APICS members may contact Tom Raimondi at (732) 846-7500 x 121 or [Employment@apics-cjer.org](mailto:Employment@apics-cjer.org) to obtain details of the following employment opportunities.

| Job # | Posting Date | Opportunity   |
|-------|--------------|---|
| E0256 | 8/12/03      | Demand Planner: Demand and Distribution planning in consumer products.                            |
| E0257 | 8/12/03      | Supply Chain Planner: Corp Hqtrs of consumer/commercial hi-volume products.                       |
| E0258 | 8/12/03      | Director, Supply Management: 10-15 yrs SC/business process development in pharmaceuticals.        |
| E0259 | 8/12/03      | Plant Operations Manager: Chemical processor w/materials, quality, distribution & manufacturing.  |
| E0260 | 8/12/03      | Production Planner: Coordinate capacity, demand, & production in a mfg Job shop.                  |
| E0261 | 8/12/03      | Demand Planner: 5 years experience in consumer products.  |
| E0262 | 8/12/03      | Customer Service Manager: Oversee customer service dept. & traffic management                     |
| E0263 | 8/12/03      | Inventory Control Administrator: 3-5 yrs hands on inventory ctl, BS in Bus. Admin. APICS Cert a + |
| E0264 | 8/12/03      | Assistant Operations Manager: 10-15 yrs exp in operations, ability to plan & manage.              |
| E0265 | 8/12/03      | Purchasing Agent/Mgr: Hi-Tech electronics in a small military/commercial manufacturer.            |
| E0266 | 8/12/03      | Demand Planning Analyst: Demand & Forecasting with major consumer products company.               |

*(Continued from page 6)*

- \* Provide arrangements for seminars

### Website Director

- \* Post current meeting and class schedule
- \* Continually update and post current job openings as supplied by the Director of Employment
- \* Maintain a Members Forum
- \* Add new features to the website as necessary

### Director of Employment

- \* Maintain a current resume board
- \* Post job openings at the PDMs
- \* Solicit job openings from member and nonmember companies
- \* Provide job postings to the Website Director and Newsletter Editor

### President's Advisory Council

- \* The PAC will consist of the last three past Presidents
- \* In the event that one or more past Presidents are unable to

serve the current President may appoint an experienced past Chapter Office to fill the post

- \* This Council will act in an advisory role and will carry one vote

### Member-At-Large

- \* A Member-At-Large will assist the board with various tasks but will not be responsible for any particular area.
- \* A Member-At-Large group will carry one vote

**CENTRAL  
JERSEY  
CHAPTER**

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**APICS**

Central Jersey Chapter  
710 W Elm St  
Linden, NJ 07036-5716



**Advertising**

Our Newsletter is sponsored by companies within the chapter. We enlist these companies to advertise at a very low rate. This is beneficial for 2 reasons. (1) It gives you, the advertiser, a marketing tool at a low cost within Central Jersey, and (2) it helps us in the Chapter offset the cost of our Newsletter, which has a distribution of approximately 500. Our rates are: Business card \$20, 1/4 page \$35 and 1/2 page \$50. If interested please contact: Mike O'Hara at 973-774-6094 or president@apics-cjer.org.

**APICS**

The Educational Society for Resource Management

**Central Jersey Chapter Mission**

To be Central New Jersey's premier provider of quality learning opportunities in support of the effective use of resources in all organizations.

**First Class**

