Holiday Safety Tips
The upcoming holiday season is a time when we may be especially vulnerable to theft and other crimes. Please take a moment to read the following tips to help make your holidays safe and happy.

- Remember the three A’s of Crime Prevention:
  - Be Aware of your surroundings.
  - Be Alert to suspicious people and vehicles.
  - Avoid situations you perceive as dangerous.
- Be extra careful with purses and wallets, and avoid displaying large amounts of cash or other tempting targets, such as jewelry or expensive clothing.
- Never leave your personal property unattended, even for a few minutes.
- Use ATMs located inside buildings or other well-lit locations.

Happy Holidays

- If possible, try to avoid being alone outside at night.
- Park in well-lighted areas at night, whenever possible.
- Always lock your vehicle, making sure windows are closed and all valuables out of sight.
- When approaching your vehicle, have your keys out and be aware of your surroundings.
- Trust your instincts. If something doesn’t feel right or you suspect something is wrong, change directions, go back inside or to a well-lighted, active location.
- If you become a crime victim, go to a safe place as soon as possible and call the police.

Additionally, while on campus:
- Travel in groups of three or more at night and walk in well-lit, heavily traveled areas.
- After dusk and before dawn, utilize the Tiger Patrol/Police Services escort program by calling 678-4663/HOME for an escort anywhere on campus.
- Familiarize yourself with the location of campus emergency telephones, both indoor and outdoor.
- If you feel uncomfortable, go to an emergency phone or into a building, and/or call the University Police at 678-4357/HELP.
Barnes & Noble Café Grand Opening

Students, faculty and staff joined Barnes & Noble Bookstore staff on Wednesday, November 28 to celebrate the grand opening of the Café featuring Starbucks.

Those in attendance were able to sample coffee, take pictures with Santa, enjoy entertainment from the University’s cheerleaders and the Parking Office’s Aaron Brock, and submit their names for prize drawings.

For more information about the Café, please contact Sandy Barksdale at sbarksdl@memphis.edu.

Enjoy HR’s Holiday Door Decorating Contest

Human Resources has been busy these past few days creating unique door decorations as part of their annual Holiday Door Decorating Contest. The judges will have a difficult choice to make as they make their rounds on Friday December 14.

Please take a moment out of your busy schedule to enjoy the decorated doors along Human Resources’ hallway on the first floor of the Administration Building and Room 291.

Human Resources wishes everyone a great Holiday Season!

HR Receives TBR Grant to Grow University Leaders

Human Resources was awarded a TBR Access and Diversity Initiative grant to fund the 2008 pilot year of the Leadership Challenge Program, a year-long leadership development program for a small group of front-line University of Memphis employees. The program is designed to improve participants’ ability to compete for leadership positions in the future. The Program is targeted to employees in regular, non-exempt, non-supervisory positions who have been at the University for at least one year.

Additional information about the program and application details are available online at http://bf.memphis.edu/hr/lcp.php.

Training for Faculty & Staff

The University’s Procurement Services department has migrated to a new e-Procurement system called Tigerbuy. The successful move to this new method of purchasing is changing purchasing processes campus-wide. Individuals who perform any of the following functions need to attend training:

- Creation of purchase requisitions
- Approval of purchase requisitions (Banner Finance Approvers and Designees)
- Receiving responsibilities
- Other purchasing-related tasks

Tigerbuy will completely replace Banner INB/SSB for purchasing in Spring 2008. Potential system users must attend training in order to be granted access to the Tigerbuy production environment.
News Around Campus

In Baby News...

Congratulations to Mary Bartlett, Director of Conference Planning and Operations and her husband, Bob, on the birth of their baby daughter, Caroline Elizabeth Bartlett, born September 26.

Congratulations to Winners of 2007 Physical Plant Awards

PEER Award: Robert Herring
Crafts and Trades Sectional Winner: Steve Mosley
Administration Sectional Winner: Kim Wilson
Building Services Sectional Winner: William Parker
Building Services Sectional Winner: Mable Sutton
Campus Landscape Sectional Winner: Thomas Davis
Employee of the Year: Kim Wilson

Kudos to...

Ron Brooks, Director of Engineering and Crafts in Physical Plant, received the 2007 Pacesetter Award by APPA, the association serving educational facilities professionals. He was presented the award at APPA’s July 2007 conference in Baltimore, Maryland for his dedication to the education facilities profession.

Mary Bartlett, Director of Conference Planning and Operations, for FedEx Institute and Monique Savage, Associate Director of Conference Planning and Operations, received certification as a Certified Meeting Professional from the Convention Industry Council.

The BusinessBeat Team would like to extend the warmest of wishes for a great Holiday Season and a wonderful and safe New Year!

New Look for B&F Web Sites
Launched mid-October by B&F Support Services

Business & Finance Support Services unveiled the new Web site for the Division of Business & Finance on October 19, 2007. Sporting a cleaner look and more eye-catching graphical elements, the new Web template offers a fresh and consistent look to all of B&F’s Web pages.

Among the new site’s features are a search function at the top of each page that allows users to easily find both Web pages and people. All departmental home pages have contact information prominently featured, and a convenient printer-friendly option is provided on each page. Also, the handy Quick Links section gives you easy access to the sites you need most often, both in the Division and out.

Now, whether you’re looking for information from Business Services to Human Resources to Physical Plant or anywhere in between, the new B&F Web site will make your search even easier.
Welcome Newcomers!
June 2007 — October 2007

Accounting Office: Tina Sumler, Grants and Contracts Specialist I; Wanda Webb, Grants and Contracts Specialist I

Bursar's Office: Shalonda Tipton, Student Financial Assistant I; Sheila Gatson, Student Financial Assistant II

Campus Planning and Design: Terrance Bronson, Design Drafter I

Conference Planning and Operations: Michael Cochran, Sales & Marketing Manager, Courtney Minzenmayer, Conference Coordinator

Human Resources: Temeka Jones, Employee Records Assistant I; Berlinda Williams-Strong, Senior Training Specialist; Kate Sims, Coordinator, Benefits

Mail Services: Angela Lovett, Mail Clerk

Police Services: Robert Frans, Police Officer II; Randy Phillips, Police Officer III; Jermaine Wilson, Police Officer III; Ricardo Maxwell Wilson, Police Officer II;

Physical Plant: Desiree Andrews, Custodian II; Robin Andrews, Custodian II; Darrell Boddie, Custodian III; Angela Freeman, Custodial Supervisor; James "Mike" Glover, Irrigation Technician; Roderick Gordan, Groundsworker I; John Johnson, General Maintenance Mechanic; Sanddreka Johnson, Custodian I; Bernice Jones, Custodian I; Jamie King, Maintenance Helper-Plumbing; Xavier Martin, Custodian I; Patrick Simmons, HVAC Commercial Mechanic; Bobby Smith, Locksmith; Lisa Tate, Custodian I; James "Clint" Wilks, Electronic Technician I; Tyrone Woods, Custodian I; George Wesson, Groundsworker I

E-Training Achievement Program Continues to Soar...

CONGRATULATIONS to the following Business and Finance supervisors who completed online Supervisory Training courses and earned the Business Soft Skills Achievement Certificate:

Accounting: Heidi Kendall

Bursar's Office: Melissa Morgan and Carol Warren

Business and Finance Support Services: Bonnie Briggs, Rezaul Chowdhury and Margery Stoever

Human Resources: Bob Bishop, Gary Fortner, Harriet Montgomery, Wanda Montgomery and Brenda Morris

Parking Services: Tanara Teal-Tate

Physical Plant: Kathy O'Bryan and Donald Sidney

The following Business and Finance employees have earned their E-Training Achievement Certificate:

Accounting: Heidi Kendall

Bursar's Office: Melissa Morgan and Carol Warren

Business and Finance Support Services: Bonnie Briggs

Human Resources: Bob Bishop

If you are interested in participating, contact Minghui Wang, Instructional Designer/Trainer, phone -4231 or email at mwang1@memphis.edu.

Our Condolences

The Division of Business and Finance would like to offer our deepest condolences and thoughts to the family and friends of Charlotte Knowles, retired Manager of Compensation in Human Resources, who passed away October 9, 2007.
Words from Vice President Lee

Successful organizations need leaders at all levels. These leaders must be visionary, strategic thinkers who are innovators, coaches and adaptive collaborators. I am proud of the leadership we have in place at all levels in the departments and offices throughout Business & Finance, and proud of the supervisors who continue to complete the Division’s Supervisory Training courses.

I’m also proud of our Human Resources department, who recently received a grant from TBR to fund the first year of the University of Memphis Leadership Challenge Program. With the looming number of retirements facing our institution and the entire workforce, this crucial program will help us begin to develop the leadership skills and potential of our existing front-line employees. I understand that nearly 40 applications were received for the 15 spots, and a committee has been formed to make the selections. I offer my congratulations and thanks to HR for initiating and managing this important effort.

Leaders thrive in a supportive community. I am proud of the community we have built in Business & Finance, and proud of the teamwork you continue to demonstrate each and every day. The recent visit of the Board of Regents was a perfect example of this type of supportive teamwork, where staff from departments across the campus worked together to host an event that we can all be proud of.

As we approach 2008, I ask that you continue to nurture our strong community. Please continue to be supportive of your coworkers across the entire campus, and know that we are all working together to make this University an even greater place to learn, work and live.

I hope you all have an enjoyable and restful holiday season with your families.

Charles Lee

Division of Business & Finance Mission & Values

“We are partners in achieving the University’s mission by providing financial oversight and quality services.”

We are committed to:

- Advancing the University’s strategic mission
- Managing financially sound, quality-focused operations
- Providing world-class customer service

The editor of the Business and Finance Newsletter is Vanessa Muldrow, Human Resources. To submit stories, photos or other information, please email businessbeat@memphis.edu.

The University of Memphis is one of the 46 institutions in the Tennessee Board of Regents system, the seventh largest system of higher education in the nation. The University of Memphis is an Equal Opportunity/Affirmative Action University committed to education of a non-racially identifiable student body.