A Message from our Vice President....

I hope each of you had a wonderful holiday season and enjoyed your time off to be with family and friends. Now it’s time to focus on the exciting projects and events that will be coming up during this year that our Division plays a big part in making happen.

Our students are back on campus, and with over 19,500 registered, we have had a very successful spring registration. I know all of you will do what you can to help make their experience at the U of M enjoyable and successful.

As the weather warms, we will see our Physical Plant Landscape crews out doing their usual great job to make our campus beautiful. Plans are underway for the Annual Meeting and Picnic and also for Employee Appreciation Week – all coming up in May.

The University Center that was built in 1968 is about to experience its last big “blowout”! Crews from Chandler Wrecking are ready to demolish the old building and rebuilding the new UC will begin in late spring. The new building will be three floors of amazing space dedicated to the needs of our students. There will be a restaurant, a dining hall, an atrium, a 24-hour computer lab, a 350 seat student theater, student organization offices, meeting room, a grand ballroom and a terrace overlooking the Alumni Mall. The grand opening of this exciting new facility is planned for the fall of 2009.

The law school will also have a new home in the fall of 2009. The US Postal Service will move out of their historical downtown facility late this year to allow the building to be converted into the new home for The Cecil C. Humphreys School of Law. The new space will give the law students better classrooms and an expanded library. Another benefit of the new location is that it is near the main courts and law offices in Memphis. This project is funded by the State of Tennessee and law school donors.

So you can see that we have a lot to accomplish and enjoy, and with our dedicated and professional team working together, I look forward to seeing it all come together.

Charles Lee

“The achievements of an organization are the results of the combined effort of each individual.”

Vincent Lombardi
Millington Center’s Phase II Grand Opening

Millington Center, Phase II Up and Running

The University of Memphis and the City of Millington celebrated the grand opening of the University of Memphis Millington Center’s second phase on October 27, 2006. The newly renovated facility on the main floor of the old Navy hospital building offers 26 classrooms, two computer labs, four private study rooms, a long-distance learning room, and office space for administrators and graduate students. The phase two facility adds 40,000 square feet of instructional space to the Center’s 13,000 sq. ft. Willis Hall, which opened in 2004.

The University acquired the former Naval Hospital in December of 2002 from the US Department of Education with the assistance of Congressman John Tanner. Offering undergraduate and graduate coursework, Millington currently enrolls 630 students. The Center may eventually become home to grant-funded research projects, extended learning classes, and a small-business incubator program. In the future third phase, the University will renovate the former hospital’s upper floors for use as classrooms and research facilities.

BancorpSouth Supports Millington

BancorpSouth made a gift of $50,000 to The University of Memphis Millington Center. “We are elated to join with BancorpSouth as educational partners at the University of Memphis Millington Center,” said Sam Cox, University of Memphis Director of Business Development. “Their gift will be used to support, promote and foster our efforts in Millington and its surrounding communities.”

Dr. Shirley C. Raines opens the Phase II facility with Navy and City of Millington Officials

Physical Plant Cooking Team!

We want to send a round of applause to the members of the cooking team: Mike Pufahl, Norman Fuller, David Vescovi, Brad Arnold, John Farrell and Eddie Brasfield. They worked very hard and very late to cook plenty of food for all of those who attended the Millington Center Grand Opening on October 27, 2006. Thank you!
The University of Memphis Human Resources Benefits Department held its annual Open Enrollment October 15 through November 15. Each year, this time is designated as a transfer period when employees may elect to transfer health or dental plans, change life insurance coverage, or enroll in flexible benefits programs. This year was a true success. The benefits staff welcomed a large number of employees at its Benefits Fair, where a nurse was on site to give flu shots for a minimal price.

The Benefits of Hand Washing

When using an alcohol-based hand sanitizer:
- Apply product to the palm of one hand
- Rub hands together
- Rub the product over all surfaces of hands and fingers until hands are dry

When washing hands with soap and water:
- Wet your hands with clean running water and apply soap. Use warm water if it is available
- Rub hands together to make a lather and scrub all surfaces
- Continue rubbing hands for 20 seconds. Need a timer? Imagine singing "Happy Birthday" twice to a friend
- Dry your hands using a paper towel or air dryer. If possible, use your paper towel to turn off the facet

When should you wash your hands?
- Before preparing or eating food
- After going to the bathroom
- After changing diapers or cleaning up a child who has gone to the bathroom
- Before and after tending to someone who is sick
- After blowing your nose, coughing or sneezing
- After handling an animal or animal waste
- After handling garbage
- Before and after treating a cut or wound

*Remember: If soap and water are unavailable, use an alcohol-based gel to clean hands

Staples Office Supplies Purchase Agreement

Effective January 24, 2007, Staples Business Advantage became the University’s office supplies contractor. Negotiated by TBR for the entire system, the contract should significantly reduce the University’s office supply expenses. All office supply purchases, including those under the $5,000 threshold, must route through this approved contract. Purchases from other suppliers will not be allowed except with proper documentation of lower pricing. Orders placed with the U of M Bookstore, printing supplies from Tiger Copy and Graphics and any other existing U of M contracts are allowed without the above mentioned documentation. If you have not registered with Staples Link, please click on the URL below and complete and submit the registration form: http://linkregistration.stapleslink.com/c/s?RegFormId=589577. Because the minimum order amount is $25, it will be best to consolidate as many orders as possible. Please contact Ann Cavagnaro in Procurement Services at 678-3853 if you have any questions or need assistance with your orders.

March is EAP Awareness Month

The University of Memphis will host a session on ‘Rocking and Rolling Through Changes.’ This seminar will be held Wednesday, March 21, 2007 from 11:00 a.m.—12:00 p.m. in 177B Administration Building. Additional events include the EAP “Preparing for a Major Change” Contest. An award will be given to the winning entry. To register for the seminar or learn more about contest guidelines, email Tandy Hamm at thamm@memphis.edu.
News Around Campus

Business and Finance Support Services
“Margie [Stoever], I wanted to thank BSS for being so helpful, and especially to mention the excellent help that Danny [Linton] provided to me. I contacted him yesterday about creating my NRA foreign national information form as a PDF form. Melissa [Ramage] was able to create a PDF form but the data could not be saved and e-mailed back to me by our NRA employees. Melissa did a wonderful job and was also very helpful and eager to help. Danny, created an online form for me in record time...Thanks Danny and Melissa, you guys are the best!!” Senese Duhart, Office of the AVP for Finance

Sharon Hayes, Financial Planning, congratulates the Budget Submission Team
“Many thanks to everyone who supported this [budget submission to TBR] effort, both the finance and personnel components. We couldn’t have done it without you. You’re awesome.”

Margie Stoever, Business & Finance Support Services, congratulates the Budget Submission Team
“Sharon [Hayes], congratulations to you and your team.”

Bursar’s
“...I called the Bursar’s office [Sept. 9, 2006] and Patricia Ernest was my phone clerk. I have been attending the U of M since 2001, and I have never had a clerk that pleasant. Patricia Ernest had the greatest attitude, walked through my loan steps, and [she] was overall helpful. Mrs. Ernest had the greatest student service. Please let her know how I appreciated her service. Thank you.” Lydia Clay, senior, University of Memphis

Conference Planning and Operations
“...Thank you [Monique Savage] again for everything you did to ensure our success. You were a joy to work with and made our jobs much easier. I hope we get to work together again in the future!” Sandy Patterson, Wings Cancer Foundation

“...I wanted to point out to you [Monique Savage] that Natalie [Davis] was amazing to work with. She was very responsible every time we needed her and she continuously went out of her way to make sure we were okay. She was extremely polite and professional. Furthermore, she always did her best to accommodate our constantly changing needs throughout the programs. We felt very taken care of and I wanted to make sure that you knew we were very pleased with our programs due to the hard work and effort from Natalie. Thank you very much...” Nick Benaquista, Liz Claiborne

Baby News
Ladonna Curry, AVP Finance, had a baby boy, September 6
Brenda Butler, Bursar’s Office, had a baby boy, October 25
Phyllis Hubbard, Human Resources, had a baby girl, December 18
Crystal [Nichols] Jones, had a baby girl, February 2

Congratulations to Eric Crites, Assistant Manager of Tiger Copy and Graphics
Eric was named Employee of the Month in the Tiger Copy and Graphics department. Eric was recognized for his hard work, dedication and commitment to the department and for his service to the University of Memphis. Eric has worked for the University for a year and a half.

Congratulations to our Outstanding Employee for Period 2
Robbie Thomas, Physical Plant

If you hear News Around Campus about Business and Finance Employees doing exceptional things, please email businessbeat@memphis.edu.
Welcome Newcomers!
October 2006—January 2007

**Bursar:** Pamela Chambers, Student Financial Assistant I  
**Business and Finance Support Services:** David Kelly, Office Associate  
**Conference Planning and Operations:** Daniel Huston-Murphy, Coordinator Technical Services; Natalie Ruffin, Sales and Operations Assistant  
**Physical Plant:** Jackea Bowie, Custodian II; David McMillen, Maintenance Helper; Carl McMurry, Electronic Tech I; Raefal Oliver, HVAC General Maintenance Mechanic; Ronald Patterson, HVAC General Maintenance Mechanic, Stacey Ramey, Groundwork I; Darryle Stokes, Groundsworker I; Autry Tate, Custodian II  
**Police Services:** Rickey Moore, Police Officer III

### E-Training Achievement Program Continues to Soar...

Three Business and Finance employees have earned their **E-Training Business Achievement Certificate:** Gary Moore, Accounting; Kathy O’Bryan, Business Operations of Physical Plant; and Tyrone Ray, Business and Finance Support Services. Good Job! If you are interested in participating, contact Minghui Wang, Instructional Designer/Trainer, phone -4231 or email at mwang1@memphis.edu.

### Promotions
October 2006—January 2007

Thomas Anderson, Groundworker, Physical Plant  
David Carothers, Office Manager, Conference Planning and Operations  
Teresa Hartnett, Director of Administration and Business Analysis, VP Business and Finance  
Katina Hicks, Postal Window Clerk, Mail Services  
Veronica Lipford, Student Financial Assistant II, Bursar  
Zena Malone, Mail Service Machine Specialist II, Mail Services  
Melissa Ramage, Systems Support Specialist, Business and Finance Support Services

### Wings Award

Congratulations to **Joi Flowers, Human Resources**, recognized for the development of a supervisory/leadership training program that was requested by the Vice President for Business and Finance and presented to all supervisors in the Division. This supervisory/leadership training proved to be very successful, and the feedback from the participants was positive.

Congratulations to **Officer Kelly Straub**, **Officer Chanthavee “Kyl” Sathongnhoth** and **Officer DeGreaun Frazier**, recognized for their outstanding example of public service. The three officers responded to an off-campus apartment fire on January 15. They found the apartment full of smoke upon arrival and immediately called the fire department and evacuated the complex. They attempted to control the fire with extinguishers, until they had to retreat. Through their efforts, all residents and their pets were evacuated before fire officials arrived.

### ASK TOM

**“Is your email address awkward?”**

The new **IAM Website** gives you the opportunity to choose from a list of potential email addresses based on first, last and middle names. To create your vanity address, log onto http://iam.memphis.edu.
The Division of Business and Finance said good-bye and farewell to a dear friend and colleague. Tanya Groves retired after 24 years at the University of Memphis.

She was a great asset to the Division and we will truly miss her. We wish Tanya all the best as she starts this new adventure of her life.

Welcome Back Teresa Hartnett

Dr. Teresa Hartnett has been appointed Director of Administration and Business Analysis. Teresa comes to the Division of Business and Finance from Academic Affairs. She worked there for several years as Director of Academic Programs Administration and Associate Director of the Center for International Programs and Services. She came to the University in 1997 as Director of Planning and Research in Business and Finance. Before coming to the University of Memphis, she worked for five years with World Bank in Washington, D.C.

She holds a B.A. degree in International Affairs from George Washington University, an M.P.A. degree in Public Finance from New York University and a doctorate in higher and adult education from the University of Memphis.

We are glad to have you join our division and look forward to working with you. WELCOME ABOARD!
The University Center is closing its doors...for the next two years

The University Center (UC) closed its doors this semester to prepare for construction of the new University Center. Construction of the new University Center should take about two years to complete. For more information on this new project see New University Center Information.

Meetings, activities, services and offices that were held in the UC have been relocated to other buildings around campus. For more information on these location changes visit the Relocation Information Center.

For your safety, NO ONE IS PERMITTED INTO THE FENCED CONSTRUCTION SITE AREA without proper authorization.

We would like to send a special thank you to the following staff members for their help with this spring’s Business Beat:
Alberta Bell
Christine McDonald
Susan Babb

We want to wish our TIGERS good luck during March Madness!!!

GO TIGERS

The Business & Finance Newsletter

The editors of the Business and Finance Newsletter are Julienne Watkins, Office of the Assistant Vice President of Administrative Business Services and Vanessa Muldrow, Human Resources. To submit stories, photos or other information send an email to 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.