

# THE UNIVERSITY OF TULSA EMPLOYEE NEWSLETTER




Volume 5 Issue 1 Spring 2010

## *A Note From The Office of The President*

Dear Colleagues,

A year has passed since I announced a set of fiscal measures designed to buffer the impact of investment declines. As I reported at Convocation last fall, these measures have brought critical relief to our operations, returning some \$2.5 million to our salary budget alone. As a result of these and other conservation steps, TU has been able to weather the economic downturn with no layoffs and with much less disruption than many other colleges and universities have faced. I thank each of you for helping to ensure our continued health and success.

Today, our financial picture remains stable, and our proposed operating budget for the 2010-11 year (beginning July 1) has been discussed with the Board of Trustees and is ready to be approved. I am pleased to report the following updates.

**Financial highlights:**

- Our budget for the 2009-10 year is on target to be balanced at the end of the fiscal year June 30.
- Our proposed 2010-11 budget is balanced and contains modest enhancements.
- Our endowment is regaining some of the value it previously lost, though last year's downturn will be averaged into our earnings distributions for three additional years.
- Our fundraising team is securing record giving, as our Embrace the Future Campaign crosses the \$335 million mark. Gifts to date support more than 300 new endowed scholarships, 23 new endowed faculty positions, and nearly 1 million square feet of new campus development.

**Employment highlights:**

- We foresee no layoffs, but we will continue to restrict hiring, filling only those vacancies that are essential to core services or that are otherwise stipulated in contracts with third parties.
- I am proposing a modest increase to our salary budget in the form of a merit raise pool, beginning July 1. Once approved by our Board of Trustees, unit vice presidents and deans will have discretion in allocating these funds throughout their units. Stay tuned for details.
- There will be no summer furlough this year; instead, we will observe full 40-hour weeks with full pay throughout the summer. Our lean staffing supports a full-time summer schedule.

**Capital projects:**

- Following our fundraising success, we expect to break ground on a major engineering complex expansion in April or May. This project will feature two new buildings and an outdoor commons tying them to Keplinger Hall.
- We are also renovating Twin Towers West, expanding our campus housing by 110 beds.
- A remodeling of Twin Towers Cafeteria will begin in May, and will include the addition of an outdoor dining pavilion.
- We also plan to construct a screening wall around the Physical Plant, replacing the current deteriorating fence.

**Major initiatives:**

- Last December, TU and OU-Tulsa announced plans to form a joint four-year program in community medicine. This new direction will help address our state's critical need for doctors with a focus on public health. We will continue with our planning and startup efforts, with the goal of having the first class in place in 2014.
- We continue to plan for a TU presence in the heart of Tulsa's Brady District. The George Kaiser Family Foundation is providing a lease on 20,400 square feet in the Mathews Building (Brady Street and Cincinnati Avenue); the space will house galleries, studios for our master's arts programs, and educational programs from Gilcrease Museum.
- We are proceeding with our participation in the American Council on Education's Internationalization Laboratory; our steering committee has assembled subcommittees to identify ways TU can cultivate global opportunities in all aspects of our mission.
- To better understand the experiences we present to our constituencies and how those represent TU's core identity, we are forming an Integrated Marketing Task Force. This ad-hoc committee will take shape in the coming weeks and will begin a comprehensive review of the ways in which we reach others – from prospective students to corporate partners.
- In recent years, TU has made meaningful progress in student retention – particularly from the freshman to the sophomore year. To build on this progress, we are proceeding with a Student Retention Task Force; this group will study the components of student persistence and will return recommendations for further action.

Taken together, these points reflect our desire to proceed prudently but ambitiously. Even as we focus on short-term security, we continue to think strategically, and to build key partnerships with an eye to long-term success. The work you do every day is an important part of that success, and I am confident that 2010 will bring many more proud achievements as we move TU into an auspicious future.

Best regards, President Steadman Upham

<u><b>Important Dates</b></u>	
First Day of Classes	January 11
Martin Luther King Day	January 18
(No Classes~Offices Open)	
Spring Break	March 15 - 19
(No Classes~Offices Open)	
Commencement	May 8



<u><b>Inside This Issue</b></u>	
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*Departmental Highlight:*  
**we are: The Office of Admissions**

By: Barbara Adkins, Associate Dean of Admissions

The Office of Admission, with the support of the entire campus community, is charged with filling TU's classrooms and residence halls with bright and talented new undergraduate students. Under the direction of John Corso, Associate V.P. for Enrollment & Student Services, fifteen admission counselors and nine operations staff members comprise the admission "team." The counseling staff is responsible for new student recruitment in specific geographic territories and the operations staff manages the volume of correspondence and data processing. Each year, information is sent from the admission office to over 200,000 high school students, resulting in a pool of approximately 37,000 prospective student inquiries. The office processes 4,700 freshmen applications with the goal of enrolling a class of over 700 freshmen, which includes international students recruited by the Office of International Student Services. The admission staff also works closely with transfer students to assist their smooth transition to TU.

The admission staff prides itself in a professional and highly personalized approach to recruitment. Admission counselors attend college fairs, host recruitment programs, and meet individually with students and their parents, on and off campus. They strive to know each admitted applicant to determine if TU and the student are a good fit and to facilitate all aspects of the admission process. Since admission counselors represent the university to the public, they must be knowledgeable about the curriculum, extracurricular activities, the accomplishments of faculty and students, campus facilities, and more, so ongoing training is integral. An admission counselor is part publicist, part salesperson, part counselor and always a problem solver.

This is an office that understands the meaning of deferred gratification when, on move-in day, the results of 1½ - 2 years of work can be seen in eager freshmen faces! Questions? Please feel free to call extension 2307.



By: Kathy Shelton, Coordinator, Student Volunteer Center-Student Affairs

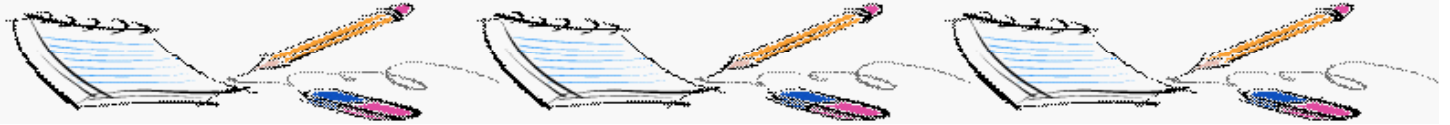
Did you know that as an employee you can do volunteer service during the work day? During the fall Convocation, President Upham announced the True Blue Neighbor initiative. True Blue Neighbors is a partnership between the University and the Kendall-Whittier neighborhood. The Kendall-Whittier neighborhood runs from 11th street to Dawson Rd, in north Tulsa, and from Harvard to Utica.

With this initiative, we seek to improve the lives of those in the community through mentoring, tutoring, neighborhood beautification and weatherization projects, assisting families in need, and making a positive impact in our community. Volunteer project locations include: Kendall-Whittier Elementary, Wilson Middle School, Rogers High School, San Miguel Middle School, Kendall Whittier Community Grow Garden, Kendall Whittier Emergency Food Pantry, Turner Park Up with Trees, Murdock Villa, and Rebuilding Together Tulsa. New sites are being added.

How does True Blue Neighbors apply to TU faculty and staff? Through the TBN initiative faculty and staff may request up to 8 hours per month of paid service, upon approval of your supervisor. How can you get involved? Here are the steps: **Step 1**—Complete the TBN application, found in the Student Volunteer Center in the Holmes Student Center room 25. **Step 2**—Upon receiving your application in the SVC and viewing the times you are available and the type of work you are interested in, you will be given the contact information for the agency. **Step 3**—Contact the agency and set up a day, time, and location you will be working at. **Step 4**—Complete the Request for Community Service Leave, fill in the location and the date and times you will be volunteering, get your supervisors signature, and send it to HR. **Step 5**—go to the site on the agreed upon day and time, please arrive at your agreed upon time. **Step 6**—After, completing the work have the site supervisor sign your Volunteer Confirmation sheet and return it to Kathy Shelton in the Student Volunteer Center, HSC 25.

This is a fantastic opportunity for the entire TU family. So, if your faculty, hourly, or A&P this is your time! Questions? Contact Kathy Shelton at extension 3535.

## Reminders from Financial Services



1. **Insured drivers** – The insured drivers list for TU’s insurance carrier needs to be updated. Please provide a current Driver License Number, State and Date of Birth for all TU employees that may operate TU vehicles, lease vehicles for business purposes, or are driving a dealer vehicle (athletics). Updated information can be sent via campus mail to Pete Sandman or email him at [pete-sandman@utulsa.edu](mailto:pete-sandman@utulsa.edu).
2. **Student Medical Insurance** – TU requires that all students (10 or more hours for undergrad – 7 or more hours for grad and law) have adequate student medical insurance. The premium will be automatically charged to the student account; to avoid the charge the student must complete a waiver within the first 15 days of the semester. This usually needs to be completed in the fall semester for the academic year unless the student starts in the spring or did not complete a fall waiver and wants to opt out in the spring semester. Unfortunately, we cannot easily determine employees or employees families that are enrolled and cannot automatically exempt those students. Insurance information can be found at <http://www.bollingercolleges.com/tulsa/>.
3. **E-Statements** – All student statements will be sent electronically to WebAdvisor. The student will need to access the statement. We are looking at options for providing this information to parents. Hard copy statements will no longer be sent, but can be provided upon request.
4. **Direct Deposit** – TU students may now sign up for direct deposit of student refunds and other non-payroll payments. This can also be done through WebAdvisor. This is not yet available to employees for non-student related payments.
5. **Bookstore Discount** – TU employees have the benefit of a 25% discount at the bookstore. The employee must be present at the time of purchase and must pay for the item. The benefit cannot be extended to family and friends.
6. **Other On-line Services** – online payments by credit or debit card and payment plans are available at <http://www.utulsa.edu/controller/busoffice/>.

For more detailed information, please check out an article posted in the Collegian by visiting: <http://www.utulsa.edu/collegian/article.asp?article=4350>. For further questions, please feel free to contact Pete Sandman at extension 2613 or [pete-sandman@utulsa.edu](mailto:pete-sandman@utulsa.edu).



Way to go TU Family! What a great job everyone did this year in exceeding our campaign goal of \$75,000. With everyone’s generous donations we raised **\$82,449.06!!** The check was presented during the TU vs. East Carolina game on November 15th. Thanks to everyone for your hard work and dedication!

# Steps to a Healthier You!



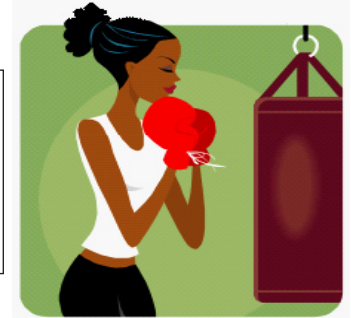
Time to beat the bulge we all gained over the recent holiday (a.k.a. EATING) season! The Collins Fitness Center is providing more classes than ever for all Fitness Center Members. If you haven't joined our on-campus center yet, do it today! Did you know you can sign up for the entire spring semester at only \$50? Stop by the Campus Recreation Office inside the Collins Fitness center to sign up for membership and register for a class! One-on-one more your thing? Personal Training is also available for a nominal fee. Registration hours are Monday through Friday from 8am to 5pm or call 631-2679 with any questions! Collins Fitness Center fans, check us out on facebook for up-to-date announcements!

## Collins Fitness Center Spring 2010 Hours of Operation

Monday - Friday 6am - 11pm

Saturday 10am - 6pm

Sunday 2pm - 11pm



CLASS	DATES OFFERED	DAY(S) OFFERED	TIME	FEE PER SEMESTER
Advanced Fitness/Doug	Jan 25th – Apr 23rd	MWF	6:30am-7:30am	\$50
Yoga/Julie	Jan 25th – Apr 23rd	MWF	12:00 -12:50pm	\$50
UFit/Jason	Jan 25th – Apr 23rd	MWF	1:00pm-1:50pm	\$50
Kettlebell/Doug	Jan 25th – Apr 21st	MW	3:00pm-4:00pm	\$40
Cardio Pump/Rosa	Jan 25th – Apr 21st	MW	4:15pm-5:15pm	\$40
Pilates/Rosa	Jan 25th – Apr 21st	MW	5:15pm-6:15pm	\$40
CardioKickboxing/Rosa	Jan 25th – Apr 21st	MW	6:15pm-7:15pm	\$40
Step Aerobics/Katie	Jan 25th – Apr 21st	MW	7:30pm-8:30pm	\$40
Running 101	Jan 27th - Apr 21st	W	6:30am-7:30am	\$25
Build a Better Body/Doug	Jan 26th – Apr 22nd	T/Th	6:30am-7:30am	\$40
Cardio Pump & Abs/Rosa	Jan 26th – Apr 22nd	T/Th	11:00-11:50am	\$40
CardioKickboxing/Rosa	Jan 26th – Apr 22nd	T/Th	12:00-1:00pm	\$40
Club Dance/ Shea	Jan 26th- Apr 22nd	T/Th	2:30pm-3:20pm	\$40
Crossfit Kettlebell/Doug	Jan 26th – Apr 22nd	T/Th	3:30pm-4:20pm	\$40
PiYo/Katie	Jan 26th – Apr 22nd	T/Th	4:30pm-5:20pm	\$40
Zumba/Shannon	Jan 26th – Apr 22nd	T/Th	5:30pm-6:20pm	\$40
Yoga Restorative/Rebecca	Jan 26th – Apr 22nd	T/Th	8:30pm-10:00pm	\$50
Zumba/Shannon	Jan 29th – May 2nd	Th/Sun	3:00pm-4:00pm	\$40

Not sure what class is for you? Check out the class descriptions on the Collins Fitness Center website. Also, check out these freebie classes, available to all current fitness center members!

\*Monday, January 18th: **UFit** /Jason 1:00-1:50pm; **Step Aerobics**/Katie 7:30pm-8:30pm

\*Tuesday, January 19th: **PiYo**/Katie 4:30pm-5:20pm; **Zumba**/Shannon 5:30pm-6:20pm

**Restorative Yoga**/Rebecca 8:30pm-10:00pm