



FINANCE & BUSINESS

QUALITY SERVICE. QUALITY PEOPLE.

JANUARY/ FEBRUARY 2002

Hospitality Services Supports New York City Heroes

New York City fire fighters know Penn State-style support thanks to a group of Hospitality Services employees. The group makes and accepts donations for patriotic pins, with proceeds going to the Dean Street Station Heroes Fund. The fund was established to provide immediate financial assistance to families of New York City fire fighters affected by the September 11 attacks.

After the attacks, a lack of patriotic symbols prompted the Hospitality Services group, headed by Penn State Director of Conferences Services Judy Moyer and Conceirge Manager Margo Williamson to design patriotic pins using safety pins and beads to form an American flag. At the end of 2001, the group delivered a much appreciated \$8,000 donation to the Dean Street fund. The group continues to make pins and hopes to reach the \$10,000 donation mark in the new year.

Hospitality Services employees and others from State College visited New York City. The group included Senior Conference Services Manager Susie Blauer, Gene and Christine Gamble, Audio Visual Manager Jenn Houser and Andy Houser, Judy

Moyer, Senior Conference Services Manager Eric Obrich, Audio Visual Supervisor Dustin Pope, and Margo and James Williamson. Wearing shirts that said, "State College, PA Stands With New York City," the group headed to Dean Street Station to provide financial assistance as well as some Penn State support. The follow-

been there two months. One had 10 children. One was to be married the weekend before our visit. Another man had six children. One was their Captain. All of them were heroes.

He took us around the fire house, showing us the seven jackets hanging beneath the American flag. They were the jackets of the men who died. There

is a big cardboard sheet posted in the middle of the floor that listed all of the funerals for each day of the week. He said since 9/11 there have been 5 or 6 funerals a day.

The alarm sounded and "our men" were off. It took just seconds for them to get ready. It was amazing. While we waited for them, we looked around at all of the cards. We stood there in bewilderment, shock, and sadness. But, there was also an amazing feeling of strength and courage. When these men were called out, there wasn't a moment of hesitation or fear. They didn't know what the call was or what the scene would be

like when they arrived. They just went.

These fire fighters have a courage and strength that inspired us all. They represent all New York City fire fighters and all fire fighters in general. They are remarkable. They are heroes."



Penn State Hospitality Services employees (center) pose with New York City fire fighters beneath the United States flag and jackets of seven fire fighters killed on September 11.

ing is an excerpt from her account:

"Keith, a fireman at the station, greeted us and showed us the memorial they have set up outside the station. There were pictures of each man who died on 9/11.

They lost seven men that day. One man had been there 27 years. One had



As I See It . . .

Gary C. Schultz
Senior Vice President for Finance and Business/Treasurer

In many ways uncertainty characterized the latter part of 2001. Many people were glad to see the year, with its political crises and economic challenges, come to an end. Yet 2001 also saw a resurgence of people's pride in our country and commitment to community. People came together in impressive ways to support next-door neighbors as well as strangers from across the country and the world. People offered their time, talents, and money to help make a difference.

As usual, Finance and Business employees demonstrated this same generous spirit. (The current newsletter presents only a few examples of this generosity.) Colleagues in our units volunteered their time to serve on committees, donated personal skills to worthy causes, and gave financially. Every donation, regardless

of size or scope, made an important difference.

The new year brings new opportunities and challenges to each one of us. As we move into 2002, I encourage all of us to consider how we can best support our community. One way is to participate in the many causes and social agencies in our community. Local organizations and agencies benefit enormously from our financial donations as well as donations of time and talent, and they benefit regardless of the size of our contributions.

I feel fortunate to be a part of this community—it's a great place to work and live. Think about the terrific changes that can occur if each one of us volunteers in some small way. Working together, we can ensure that our community continues to prosper in the new year.

PENN STATE WINS GOVERNOR'S AWARD FOR ENVIRONMENTAL EXCELLENCE

The Office of Physical Plant, Housing and Food Services, and the College of Agriculture were recognized by the State Government this past December for their innovative processing of organic materials. This cooperative project between academe and F&B units processes dining hall food waste into compost which ends up as high quality flower bed mulch all over campus.

The Organic Materials Processing and Education Center grew from a small pilot project in one dining common to a campus-wide program that now services seven dining commons, three hospitality service units and the Bennett Family Center. Food wastes and landscape debris collected from campus are mixed with manure from the University's dairy herd to create compost which is used for landscaping, turf maintenance, and research projects.

During the past academic year, the Center has collected 340 tons of food scraps and 173 tons of leaves which saved the University \$16, 631 in avoided landfill disposal costs. Of course, there's the additional benefit of free mulch. The composting center also enhances the University's teaching, research and educational outreach efforts by providing students, faculty, and others the opportunity to learn about source separation, waste management, and backyard composting. The entire project is helping the University meet the State's goal of recycling 35 percent of our waste by 2003.



In the Senate, December 12, 2001
Whereas, The Pennsylvania State University is being honored on December 19, 2001, with the 2001 Governor's Award for Environmental Excellence; and
Whereas, Penn State's College of Agricultural Sciences, Housing and Food Services and Office of Physical Plant are working together to use pre-consumer food wastes to create high quality compost. The Organic Materials Process involves seven dining halls, three hospitality services units and the Bennett Family Center. At the composting center, food wastes from these facilities and landscape debris collected around campus are mixed with manure to create compost, which is used in research projects, turf maintenance and landscaping projects at University Park. Over the last four years, the amount of organic materials recycled has increased from approximately four hundred pounds each day to more than one ton each day; and
Whereas, Penn State displays the highest standards of environmental excellence with its innovative approach to environmental preservation which truly reflects its commitment to our planet's welfare.
Now, therefore, the Senate of the Commonwealth of Pennsylvania congratulates The Pennsylvania State University on the prestigious honor bestowed upon it; offers best wishes for a continued tradition of excellence in the years to come.
And directs that a copy of this document, sponsored by Senator John Coleman, be transmitted to The Pennsylvania State University.



John Coleman
Senator John Coleman
Attest:
Mark R. Corrigan
Mark R. Corrigan, Secretary

Transportation Services Decorates For Donations



Transportation Services employees (left to right) Penny Royer, Lisa Stevens, Frank Pope, Melissa Gummo, and Gabrielle Pennabaker used adding machine tape, plastic coin rolls, and parking tape to decorate a tree at the 2001 Festival of Trees, topping their creation with a parking meter. Visitors to the Festival could make donations which were then given to United Way.

Alpha VP Part Of F&B Family

Michael G. Klein, Director of University Risk Management, was elected to serve as Vice President of Alpha Fire Company for 2002. He had served as both President and Vice President for many years and Alpha membership asked him to come back into office again this year. Alpha expects a busy year with its involvement in the development of the COG/Centre County Fire Training Site, the new fire station at the College Township Building, and the continuing development of the Central and Patton Township Stations.

Small Changes Result In Big Savings



Changing the page margin sizes and the way we address envelopes can result in estimated annual savings of \$100,000 according to Joshua Pearce, Mueller Report Coordinator. He and Greg Ascitto, Manager of Addressing and Mailing Services, provide these cost-saving strategies.

Reduce page margin sizes. Using smaller margins (i.e., .75" rather than 1") enables writers to include more text on each page and reduces a document's total number of pages. Fewer pages mean less paper—a financial savings and a plus for the environment.

Thanks to a new mail bar coding machine and some individual effort on our parts, mailing costs to the

University can be reduced by 6 cents per envelope. The address should be in block format, and everything should be capitalized. Use common abbreviations and eliminate punctuation, and be sure to use state abbreviations and zip codes. Single-space the address block and use only one or two spaces between words. Finally, place the city, state, and zip code, in that order, on the last line. Never place an "attention line" or other entries after the zip code line (place them at the top).

For the complete guidelines for efficient envelope addressing, consult the Finance and Business home page at <http://www.psu.edu/dept/fab/>.

Travel Services Employee Named "Person Of The Year"

Russ Rossman, Jr., Senior Procedures Specialist, was named the Society for Collegiate Travel Management's (SCTM) first "Person of the Year" at the organization's Fall 2001 conference. Russ, who is a frequent presenter at that organization's conferences and acts as its technical advisor, was recognized for his many contributions to SCTM. The organization strives to stimulate innovative use of technology, processes, and industry knowledge for the mutual benefit of those seeking and those providing travel related services. Congratulations, Russ!

Colleagues Who Make A Difference

F&B Units Increase United Way Giving

Thanks to all in Finance and Business who helped to make the 2001 United Way Campaign a success. Although some expected that donations would be down, overall University giving increased by over 10.5%. F&B units saw an impressive 17.4% increase in giving. United Way contributions help many Centre County people facing difficulties.

Special appreciation goes to F&B United Way Area Coordinators, including: Robert Dannaker, Cathy Kanour, Debra Johnson, Joan Coble, John Rideout, Lloyd Rhoades, Marguerite Gustkey, Mary Jane Fisher, and Mike Gerber.



Photo by Sandy Beck

(L to R) Pictured at right are F&B United Way area Coordinators John Rideout, Robert Dannaker, Joan Coble, and Mary Jane Fisher.

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