



FINANCE & BUSINESS

QUALITY SERVICE. QUALITY PEOPLE.

March/April 2004

New Finance & Business Web site introduced

The Finance & Business Web site has received a make-over. Visitors to the site will be welcomed by a new look, displaying a more colorful, easily navigated format.

The homepage (<http://www.psu.edu/oldmain/fab/>) features a welcome letter from Gary Schultz, Senior Vice President/Treasurer, and links to the nine F&B units with a detailed description of each. Units with separate homepages can be accessed from the unit pages.

Also, on the left of the new homepage, visitors will find the information box, which will highlight news and events for F&B employees. Instant news, including road closings and other important events, will be updated in this box. A link to the current F&B newsletter will be included in the news box, and archived articles can be found at this location.

Finance & Business's strategic plan and diversity initiatives can be accessed from the homepage as well.

The new Web site went live on March 1. The site was

designed by Andrew Heckathorne, manager of Visual Communications, and Ryan Dickinson, webmaster, in the Auxiliary & Business Services Marketing Office.

"The Finance and Business Web site is home to plenty of valuable information," said Tinamarie Rayno, marketing coordinator for Auxiliary & Business Services. "Our job was to create a professional design that organized the content in a more user-friendly manner.

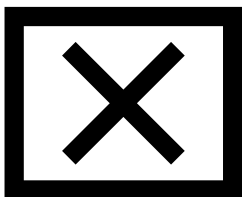
"Obviously, F&B is 'Penn State,' but the purpose of the division is distinct from other entities on campus. We hope that the design blends the goal of having a University feel, yet unique look for the division, with an overall site structure that makes it easy for visitors to find what they are looking for."

Gary is hoping more people will visit the site for F&B news and information.

"The new Web site contains important information about Finance & Business, and it is very user friendly," Gary said. "If someone asks a question about F&B, this should be the first place you visit to find the answer." ■



We want to hear from you - see readership survey inside



Inserted in this issue, you should find a short survey about the F&B newsletter. The four questions ask

what you like most about the newsletter and how you would improve the publication.

This survey is designed to assist in evaluating our present communication efforts and to gain input for future communication endeavors, specifically as it relates to the newsletter.

After you complete the survey, simply drop it in Campus Mail. The survey is completely anonymous.

Inserts sometimes fall out of publications, so if you did not receive a survey in your newsletter, call Georgia Gasperich at 814-865-6574 or e-mail her at ghg2@psu.edu and one will be mailed

to you.

Please take a moment to complete and return the survey. We want to hear from you. Your input is important. ■





As I See It . . .

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

Communication is a key part of any organization. You, as a part of the organization, must be informed of the happenings. We,

as leaders, must hear your concerns as well.

In the coming weeks, Finance & Business will launch new ways of communicating its message. The Finance & Business Web site has been updated to communicate the organization's news more effectively. The new homepage features an information box where readers will find important news about Finance & Business. The new site also includes a fresh new look and easy links to each unit.

Also, in this issue of the newsletter, we have included

a survey about the newsletter. The survey asks questions about what you like about the newsletter and ways you might improve the publication.

Please take a minute to fill out the survey and return it to my office. Your thoughts and ideas are very important to us. If we can improve the communication in our organization, we will.

Visit the new Web site at (www.psu.edu/oldmain/fab/). I think you'll like the new look.

As always, thanks for listening and being a part of the Finance & Business team.

HR's Dual Career Program helps partners, Penn State

Moving to a new location for a job is always stressful. There can be additional stress if there is a partner who also desires to find employment in the area. Job searches are not always easy for the partner, and Penn State realizes this and has a program to help.

Penn State's Dual Career Employment Assistance Program, a division of the Office of Human Resources, is designed to facilitate the employment process for partners of newly recruited or relocating Penn State faculty and staff. The program was implemented in 1987.

Kate Swirtz, the program coordinator, provides assistance with the job search for vacancies on campus or

with employers in the local community. She answers questions for partners, discusses employment opportunities, circulates resumes, coordinates contacts, and makes appropriate referrals.

"It really is a win-win situation," said Swirtz, who has been in charge of the program since 2002. "Some placements are really challenging, but I am extremely proud to be part of this program."

In cases where distance or other circumstances prevent

personal meetings, Swirtz works with individuals through written or electronic correspondence or through telephone contact.

Participants in the program also are assisted with revising and updating resumes, developing job search strategies, and additionally are given instructions on the University's hiring process. Clients can utilize the program at any point of the recruitment or relocation process, and the program will provide

assistance for up to one year after relocation. The program does not guarantee employment for partners.

"While Dual Career has been in place here at Penn State a number of years, we continually are able to improve based on experience and feedback from participants," said Billie Willits, Associate Vice President for Human Resources. "We are pleased that other universities often look to Penn State as a benchmark for their program."

Swirtz takes pride in helping people with job searches and over the years has had many success stories.

"This service provided by Penn State is appreciated



"...I am extremely proud to be part of this program."

-Kate Swirtz

Continued on page 3

Finance & Business introduces trivia contest

Think you know what Finance & Business is all about? Well now's your chance to prove it, or at least your ability as a Web surfer.

The Finance & Business newsletter is introducing a trivia contest, asking a few questions in each issue that will test your knowledge of the University and our organization.

Put on those thinking caps and get ready to win. Winners will receive a prize (no, not a new car, but a nice gift) and be recognized in the newsletter. The winning person will receive a tin of cookies donated by Food Services.

But first you must know the rules:

1. Contest is limited to Finance & Business employees only.
2. Entries must be received by the submission date posted in the newsletter for that month's contest.
3. Entries will be accepted via campus mail (Trivia Contest, 208 Old Main) or e-mail (ghg2@psu.edu). Entries should include your name, department, phone number, and e-mail address.
4. In the event of a tie, a random drawing will be held to select the winner among the correct entries.

Have fun and I hope you enjoy the contest.

Jon Coomer, editor

New travel policy offers choices for employees

A quick search on the Internet will reveal countless travel deals and discount fares. The information on discount travel is out there. This was the driving force in the recent decision to revise one of Penn State's travel policies.

Penn State's TR-14 policy was revised in January after a Travel Task Force reviewed the University's Travel Management Program and heard from faculty and staff about finding lower prices online. Before the policy revision, travelers were required to use the University's contract travel agencies, Travel Services or Travel Services On-Line.

Travelers are encouraged

to purchase air and train tickets through the self-booking system designated by the University because of its success in finding the lowest fares. But they now also have the option to purchase cheaper rates if found through other sources.

Marguerite Gustkey, manager of Penn State's Travel Services Office, advises travelers to continue to use the University's travel agencies, Travel Services or Travel Services On-Line. "Our On-Line system will consistently find the lowest fare, and it is the benchmark against which a better price is to be measured," Gustkey said. "The system searches more than 25 Internet sites for the best deals."

However, Gustkey doesn't discourage people from looking for better deals. If a lower fare is found from another source, faculty and staff can purchase the ticket at the lower fare, but must provide documentation that the fare on Travel Services On-Line for the same reservation was more expensive. The traveler can purchase the ticket and request reimbursement after the trip.

For more information about the new policy, contact the Travel Services Office at 865-0395, or visit the Web site, <http://guru.psu.edu/travel/>. ■

For the complete article on the updated Travel Policy or for other F&B news, visit www.psu.edu/oldmain/fab/



F&B Trivia Contest

Entry deadline: April 15

1. How many buildings are maintained by OPP throughout the entire Penn State system?
2. Which F&B unit head has a Ph.D. degree and is an affiliate instructor in the Smeal College of Business Administration?
3. How many tons of structural steel were used to construct the Bryce Jordan Center?
4. How many full-time police officers are employed by University Police?

Send entries via Campus Mail to: Trivia Contest, 208 Old Main, University Park; or e-mail to ghg2@psu.edu. Deadline: April 15.

Dual Career

Continued from page 2

by those incoming partners of our recruited and newly hired faculty and staff," Swirtz said.

For more information, contact Swirtz at 865-0681 or e-mail to: kbr1@psu.edu. A new Web site for the program is under construction and will be live in mid-March. The new site will provide detailed information about the program, the job market in the area, and relocation information. ■

Rodgers named to lead University Park Airport

Newly hired University Park Airport Director Bryan A. Rodgers sees his role as the facilitator of the airport's continued success, especially the relationship between the airport and the community.

"I am happy to provide the leadership necessary to manage the seventh busiest airport in Pennsylvania, as well as maintain the positive relations that have been developed over the years between the airport, the Centre County Airport Authority, the local municipal leaders and the citizens," Rodgers said.

The airport serves a great

need in the community, according to Rodgers, and it is his job to make sure that the positive relationship continues between the community and Penn State

Each year, some 61,000 aircraft take off or land at University Park. In 2003, more than 120,000 passengers departed from the airport on the four airlines – US Airways Express, United Express, Northwest AirlinK, and Delta Connection Comair. The airlines provide 147 weekly departures to Pittsburgh International, Philadelphia International, Washington Dulles International, Detroit Metropolitan and Cincin-

nati/Northern Kentucky International.

Rodgers replaced Bob Dannaker, who managed the airport for 20 years before retiring in 2003. Rodgers served as an assistant airport manager since January 2000. As an assistant manager, Rodgers was responsible for the facility's federal and state capital improvement programs; grant acquisition; and management of airport development projects.

The development and operation of the University Park Airport is a partnership between the Centre County Airport Authority, which owns and operates

the airline terminal and the adjacent parking, and the University, which owns and operates all other airport facilities and services. This partnership provides the community a top quality full service airport, which requires no tax dollars to support. ■

For the complete article on Bryan Rodgers, visit www.psu.edu/oldmain/fab/



Bryan A. Rodgers

Finance and Business

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

P. Richard Althouse
University Budget Officer

William J. Anderson
Associate Vice President for Physical Plant

Kenneth S. Babe
Corporate Controller

David E. Branigan
Executive Director, Office of Investment Management

Robert C. Finley
Assistant Vice President Finance and Business Commonwealth Operations

Thomas V. Gibson
Associate Vice President for Auxiliary and Business Services

Thomas R. Harmon
Director of University Police

Susan D. Sampsell
Financial Officer

Daniel W. Sieminski
Assistant Vice President for Finance and Business

Tony Wagner
Special Assistant to the Senior Vice President for Finance and Business/Treasurer

Billie S. Willits
Associate Vice President for Human Resources

Wayne W. Zolko
Associate Vice President for Finance and Business/ Controller College of Medicine, The Milton S. Hershey Medical Center

Finance & Business Newsletter:

Jon Coomer
Writer/Editor

Penn State Document Services
Newsletter Production

PENNSTATE



Finance & Business
The Pennsylvania State University
208 Old Main
University Park PA 16802

www.psu.edu/oldmain/fab

Story Ideas? Comments? Contact Jon Coomer, Finance and Business at (814) 865-6574 or jmc57@psu.edu.