



Community Newsletter

Meet the Longest Serving Employee of HUMS —Page 2!

Harvard Community Says Thank You as UOS Leader Prepares to Retire

Hundreds gathered in University Hall on May 12 to wish Acting Vice President for Administration Tom Vautin well as he prepares to retire from Harvard after 32 years. The event provided an opportunity for colleagues from across the University to spend a few moments with Tom and say thank you for his years of service.

The afternoon event culminated with a series of short speeches by a number of people who have worked closely with Tom, including Harvard President Drew Faust who praised Tom for his years of leadership and dedication to the University. Speakers also included long time friend and former EH&S Director Joe Griffin, Executive Vice President Katie Lapp, Director of Harvard University Health Services Dr. David Rosenthal, and Director of Harvard University Hospitality and Dining Service Ted Mayer.

Tom was also presented with several gifts that included a copy of Harvard Magazine with his photo on the cover.

UOS employees will have their chance to say thank you to Tom on Tuesday June 22. A party will be held for him in the Blackstone courtyard from 2:30-5pm. All employees are invited to stop by for some food and drink and to wish Tom the best of luck!

See page 3 for an open letter from Executive Vice President Katie Lapp regarding the leadership changes within Campus Services and the FY'11 budget outlook.



(top to bottom) Hundreds gathered inside University Hall, Former EH&S Director Joe Griffin wishes his long time friend good luck, Harvard University President Drew Faust presents Tom with a gift.

Sustainability Spotlight

For the second straight year, Harvard University, led by FMO's Recycling and Solid Waste group, has won the 2010 RecycleMania Grand Champion competition among Ivy League schools! The prize is just one of several awards handed out during RecycleMania—an annual event sponsored by the Environmental Protection Agency involving

more than 600 colleges and universities



across the country.

To win the Grand Champion award, a school must recycle the most paper, bottles, cans, boxes, etc during the ten week competition. This year, Harvard recycled 31.89%, edging out Princeton which managed to recycle 30.52%.

The Harvard community also recovered the second highest tonnage of recycleables in the Gorilla Prize contest which pits all 600 schools against each other.

Every year at Harvard, nearly all schools and departments participate in RecycleMania. Efforts across campus are organized by FMO's Associate Manager for Recycling Services Rob Gogan. "It's great to see the students, faculty, and staff, rallying around recycling and ensuring Harvard remains one of the teams to beat in RecycleMania."

Rob is also confident that with the help of the Harvard Community, next year's recycling numbers will be even higher!

Traveling the Road to Citizenship

Congratulations to several UOS employees who have realized their dreams of becoming U.S. citizens. HVAC Maintenance Operator Carlos Novoa, Custodian Norma Tejada, and Custodian Edison Melgar navigated the road to citizenship through the Harvard Bridge to Learning and Literacy Program. Each year, the program prepares dozens of University employees for the citizenship exam which consists of about 100 questions. If you would like to learn more about how Harvard can help you become a U.S. citizen just visit the Bridge To Learning and Literacy website at <http://www.employment.harvard.edu/benefits/learndevelop/bridge.shtml>



Custodian Edison Melgar, originally from Guatemala, is now a U.S. citizen

The People of UOS

Did you know that UOS employs more than 700 people and most of them work in various locations around the University. We would like to take some time to highlight the employees who are on the front lines everyday, performing important work, and interacting with our customers and the greater Harvard community.



In October, Staff III Assistant Roberto Rey will celebrate 20 years working for Harvard University Mail Services. He is already the department's longest serving employee. He was born in Somerville and raised in Arlington.

What's your typical day like? I take care of any mail services needs of the Harvard University community. This includes: mail sorting, mail delivery including courier deliveries, student mail forwarding, metering mail for departments, work for the Mail Communications group, customer service, and other administrative tasks and special projects for HUMS.

What do you like best about your job? Interacting with the customers.

What has been your proudest moments here at Harvard? Being nominated for Harvard Heroes multiple times. Also, setting up new mail centers at the University which are managed by HUMS.

Sign-up Today for... **MessageMe**

Emergency Notification System

All UOS employees are highly encouraged to sign up for MessageMe which is part of the University's emergency notification network. MessageMe sends critical information right to your cell phone, PDA, or smart phone for events such as:

- University-wide emergencies
- Cancellations and delays due to snow or severe weather
- Other important information that must be conveyed immediately.

Log on to www.messageme.harvard.edu to subscribe—you will need to provide your Harvard ID and PIN number. **Be sure to select University Operations Services under the "groups" tab as the group from which you would like to receive notifications.**

Note: Even if you have already subscribed, you must re-register each year.

MILESTONES

New Employees

- Nick Hambridge—Emergency Planning Coordinator

Get Well Wishes

- James LaRosa—FMO
- Joe Catalfamo—FMO
- Olga Guevara—FMO
- Victoria Iscayau—FMO
- Helena DaCosta Gomes—FMO
- Kevin Caldwell—EH&S

Retirees

- Judishtir Maharaj (E&U)

New Additions

- Sonia Acosta—Baby Boy
- Mohamed Omar—Baby Girl

Microsoft Upgrade and Training

University Information Systems (UIS) is upgrading all UOS computers to Microsoft Office 2007 and employees are required to register for training. Once an employee registers and completes the training program, which takes approximately 3 hours, the upgraded software will be installed remotely. For instructions on how to register for training, please log on to the UOS iSite, via the main UOS website, and click the Microsoft 2007 link under the News and Advisories section.

Executive Vice President Katie Lapp issued the following open letter to the Harvard community on May 18.

Dear Colleagues:

I am writing to update you on an exciting addition to the EVP senior leadership team, and to provide more information about the FY2011 budget.

Leadership Changes

After a rigorous national search, I am happy and excited to report the appointment of [Lisa Hogarty as our new Vice President for Campus Services](#). Lisa will come to Harvard in June after eight years at Columbia University, where she is the chief operating officer of [Columbia University Medical Center](#). Lisa brings a great deal of relevant experience to the role, given that the Medical Center has four schools (medicine, dental medicine, public health, and nursing), with an annual operating budget in excess of \$1.5 billion, a 20-acre campus in northern Manhattan, 2,400 full-time faculty, 4,600 staff and 3,500 graduate students.

Lisa will also bring strong management skills and a great leadership style to Harvard, where she will oversee University Operations Services, Harvard University Hospitality and Dining Services, Harvard Real Estate, and the administrative and financial operations of Harvard Magazine. Upon Lisa's arrival, the Strategic Procurement and ID Card Services functions – both of which currently sit in Financial Administration - will move to Campus Services. Lisa will also lead the central Incident Support Team, which coordinates Harvard's response to emergencies.

Budget process update

As I mentioned last month, all core-funded units in the Central Administration were given a -5% budget target for FY2011, which begins July 1. (Our fee-funded operations depend on revenue from customers, with the goal of breaking even.) A new step in the budget process this year was discussion of the proposed budget for the Central Administration with the school deans. This was an important step in enhancing transparency, given that the schools help fund the Central Administration.

It is critical that Central Administration continue to streamline its resources and identify cost-savings opportunities, in order to help the University manage in a context of declining and/or uncertain revenue. Because we depend on the Schools for our funding, we must continuously demonstrate that we are being as efficient as we can.

As anticipated, the Corporation met in early May and approved a \$162.5M budget for the core funded Central Administration units. This reflects a budget reduction of 3%. Given that units had to absorb approximately \$4M in inflationary increases for items such as fringe benefits, the budget actually reflects \$9M in expense reductions as compared to the FY10 budget.

While the Central Administration budget has been approved in the aggregate, I still am working with some of the departments to finalize their local budgets before the end of June.

I know that attaining these reductions has not been easy or without consequence in many departments, and I appreciate the flexibility and sacrifice this has required.

As part of the budget process, the Corporation also approved strategic reinvestment in three key areas: ongoing operating support for the Harvard University Budgeting System (HUBS); planning for an upcoming University fundraising campaign; and efforts to extend Harvard's digital/social media presence. With these investments, the FY11 net budget will be ~\$167M, essentially flat with the FY2010.

Hearing from You

I enjoy meeting and hearing from as many of you as possible. Please join us for one of these scheduled brown bags. Bring your lunch and your questions. About thirty people come to each of these lunches and a lively discussion usually ensues. To reserve a spot, email evp@harvard.edu.

- Friday, June 18, noon to 1:00, 1033 Mass. Ave, Room M-11
- Friday, July 16, noon to 1:00, 124 Mount Auburn Street, CWD, Room 3314

In Closing

One of the great things about working at a university is the pageantry and excitement of Commencement (Harvard's 359th!), which falls this year on Thursday, May 27. I will have the honor of participating in Commencement, while many others in EVP will be working on the days before, during and after it to produce this spectacular event. The afternoon program, which begins at 2:30, will feature remarks by President Faust and the Honorable David H. Souter, Associate Justice of the United States Supreme Court (Retired). To share the experience, you can obtain tickets or view via live webcast at www.commencementoffice.harvard.edu, www.commencement.harvard.edu, or www.uis.harvard.edu.

Sincerely,

Katherine N. Lapp