

## UTHSC Supports AHA Through Heart Walk

UTHSC will support the American Heart Association (AHA) through participation in the Ninth Annual American Heart Walk at 9 a.m., on Saturday, Sept. 13 in downtown Memphis.

The walk will benefit both research and education. Currently, the American Heart Association is investing over \$127 million in biomedical research at institutions around the United States.

“Our own university directly benefits from all of the vast work that AHA is doing in our community,” said

Jim Gibb Johnson, MD, interim chancellor. “Twenty-one investigators are currently working at the university under AHA-funded grants totaling over \$2 million.”

In addition to the 5k walk, there will be other attractions including a pet corner, face painting, balloon art, a health screening and refreshments. Players from the Memphis Grizzlies and Memphis Redbirds will also be on hand.

Individuals can make donations or solicit donations from friends, family and neighbors. Participants raising

\$1,000 will automatically win a 4-day, 3-night cruise for two. Participants raising \$2,000 will win a 5-day, 4-night cruise for two.

Marshal Elam, III, MD, PhD, an AHA grant-funded recipient, is serving as campus leader.

For information or to receive Walker Sponsor Forms, contact Pat VanHoozer at 448-4072. The forms, along with collected contributions, should be returned in a sealed envelope to Ms. VanHoozer at 910 Madison, Suite 600, Memphis, TN 38163.

## Central High Student, UTHSC Faculty Participate in NAACP Competition

Jada Johnson, a senior at Central High School, came in third place in the national NAACP ACT-SO Annual Competition for Excellence in Education. This marked the first time a student from Memphis received a medal in the science (biology) category in 27 years, and the first time UTHSC’s Eldridge Johnson, MD, served as Memphis science project director.

In addition to the medal, Jada received \$1,000 and a lap-top computer for her project, “What are the Risk Factors of Cardiovascular Disease in African-American Women?”

“It’s an exciting time right now and we are so proud of Jada,” said Dr. Johnson, professor of anatomy & neurobiology in the College of Medicine.



*Jada Johnson discusses her project with one of the judges.*

“We have students getting ready for next year with aspirations of winning it all.”

A C T - S O stands for Afro-Academic, Cultural, Technological and Scientific Olympics. The science regionals were held on the

UTHSC campus this past March.

The ACT-SO competition began in 1978 and is one of the biggest youth initiatives held by the NAACP.

## Summer Storm

The storm that ripped through Memphis on July 22 toppled trees, damaged buildings and interrupted communications and computers across campus. Goodman Residence Hall, the Physical Plant building and the adjacent shops building all sustained significant damage in the storm.

Many thanks go out to the staffs of the physical plant and the computing and telecommunications department for their hard work in restoring services.



# Training

UT will offer free computer training classes throughout August in the following areas:

- PC Introduction
- Beginning Microsoft Word
- Beginning Microsoft Excel
- Intermediate Excel
- Beginning Microsoft Access
- Intermediate Access
- Web Development with UT templates

Visit [www.utmem.edu/training](http://www.utmem.edu/training) for more information.

## The Record

**Brian Wiuff**  
Editor

**Nancy Bailey**  
Contributing Writer

**Stephanie Cox**  
Contributing Writer

**Thurman Hobson**  
Photographer

**Jim Gibb Johnson, MD**  
Interim Chancellor and  
Vice President for Health Affairs

### Mission Statement

The mission of The University of Tennessee Health Science Center is to improve human health through education, research and public service, with an emphasis on improving the health of Tennesseans.

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# From the Editor



This issue of *The Record* marks a new direction in look and editorial content. We appreciate your suggestions in our recent survey and intend to implement them into this publication. Our new format will feature shorter articles and provide more useful information about news and events at UTHSC.

In order to make *The Record* a vital publication on campus, we need your help. Please submit story ideas to [bwiuff@utmem.edu](mailto:bwiuff@utmem.edu). As the stories become shorter, we will need more information to fill these pages. Although we cannot guarantee that every submission will make it into the publication, we welcome all news and will do our best to incorporate everything we receive.

— Brian Wiuff

## The Record...a New Look, a New Direction

by Elizabeth Maynard-Garrett, MS, APR  
director, communications and marketing

For those of you who have been at The University of Tennessee Health Science Center (UTHSC) for several years, it's been a long time since *The Record* has undergone any major changes. You may recall that we included a readers' survey several months ago asking for your input. As a result, over the next few months you will notice a new appearance and new editorial direction.

Since I began working here in April, one of my goals has been to rebuild the communications and marketing department into a vital resource for building relationships between the university and its constituencies, both internal and external. Part of achieving that goal is contingent on having a dynamic publication aimed at empowering faculty and staff with information pertinent to building a cohesive campus community.

Many of you have already called the department asking about the on-line *Record* vs. the print version. Since budget constraints have been a key concern, the decision was made to cut costs by producing *The Record* on-line once a month and publishing a print version once a month. We will still have

two issues per month with different information, and our aim is to make each issue, whether on-line or in print, just as informative as the other. For employees who do not have access to e-mail, we are currently investigating ways to disseminate the on-line version to them so no one will be out of the loop.

Additionally, I'm pleased to introduce publications specialist, Brian Wiuff, to you as the new editor for *The Record*. Brian comes to UTHSC from the Memphis Symphony, where he was director of public relations responsible for writing, editing and designing their quarterly magazine to members.

As Brian mentions in his message, we are intending to include as much information as possible in *The Record* to make it a useful resource campus-wide. We welcome your input, submissions and feedback. Like with all publications, information submitted may be edited for space constraints, but we will make every effort to include relevant information.

Should you ever have any questions regarding *The Record* or the university's public relations efforts in general, please do not hesitate to contact me at 448-4957 or [emaynard@utmem.edu](mailto:emaynard@utmem.edu)

## People

### Bowen Helps Children by Volunteering

When Zorina Bowen is not busy working at UTHSC, she volunteers as president of the Memphis Council Parent Teacher Association (PTA). Bowen, a cytometry lab specialist and mother of two, understands the importance of being involved in children's education.

"We need more parents involved in order to make sure our children grow up to be well-rounded adults," Bowen said. "Children have to see that you care enough about them to be involved in their education; not only when things go wrong, but to help them go right."

Bowen became actively involved in the PTA council during the 1998-1999 school year. She spends anywhere from

10 to 40 hours a week dealing with issues such as school uniforms, changing school times and school environmental conditions.

The most recent issue was the mold problem at East High School. Bowen was instrumental in getting a written policy addressing environmental conditions at all Memphis City Schools. As a result, each school has a trained team on site to quickly spot potential problems.

Bowen's work is also valuable to UTHSC. In 14 years her work has included DNA sequencing and processing peptide synthesis requests. Currently, she is learning how to do flow cytometry and cell sorting.

**Kashif A. Latif, MD**, assistant professor of medicine, has been named a Pfizer Scholar in Endocrinology. He will receive a \$1,500 grant, have his name engraved on the Pfizer Scholars in Endocrinology Grant Program plaque, and be recognized in *Diabetes Care*.



**Gabor Tigyi, MD, PhD**, professor of physiology, served as chair of the Second International Federation of American Societies for Experimental Biology summer research conference in Aspen in June.

## Congratulations!

### Births

**Carol Sue Farmer**, senior administrative services assistant in the department of molecular sciences, proudly announces the birth of her first grandchild, Sethrn Joel Farmer, born June 23.

### Anniversaries

**Sharon Richardson**, office of the chancellor, and her husband, Phillip, celebrated their 25th wedding anniversary on July 3.

**Bob Harper** in facilities planning, and his wife, Linda, will celebrate their 39th wedding anniversary on August 8.

## Nominations

### Runyan Award

Nominations will be accepted through Friday, Aug. 15 for the John W. Runyan, Jr. Community Nursing Award.

The award recognizes a nurse who is active in the profession and has made significant contributions to the development and promotion of community health nursing.

For nomination forms, contact Missy Robinson at [mmrobinson@utmeme.edu](mailto:mmrobinson@utmeme.edu) or 448-6407.

### Graves Award

UTHSC is seeking nominations for the L.M. Graves Award for Outstanding Achievement in Community Health.

The deadline for nominations is Monday, Sept. 8. Nominations should include a letter, a copy of the nominee's resume, or a copy of his or her curriculum vitae.

Nomination forms and information can be obtained in the office of special events at 448-6354.

### SGA Executive Committee Elected

The 2003-2004 Student Government Association Executive Committee has been selected, and **Jamie Chapman** of the College of Pharmacy will serve as president.

Members include: **Alan Levy**, College of Medicine; **Jon Hopkins**, College of Dentistry; **Curtis Petty**, College of Pharmacy; **Nico West**, College of Graduate Health Sciences; **Paul Anderson**, College of Nursing; **Catherine Carpenter**, College of Allied Health Sciences; and **Tracy Harris**, College of Social Work, Memphis Branch.

## News Bites

The **office of enrollment services**, which is comprised of admissions and the registrar, **has relocated** to the 910 Madison building, Suite 525.

An open-house reception has been scheduled for Thursday, Aug. 14 from 9:30-11:30 a.m.

The 2003 **Employee Appreciation Day** is scheduled from 6 to 10 p.m., Saturday, Sept. 6, at Libertyland Amusement Park. Application forms must be completed and returned to the office of equity and diversity, Beale building, suite 215, no later than Friday, Aug. 8.

Forms are located at [www.utmem.edu/oed/libertyland.html](http://www.utmem.edu/oed/libertyland.html)

Individuals must bring their wristbands in order to get free parking and admittance into the park.

**Charles M. Mansbach, II, MD**, professor of medicine and physiology, has been awarded an NIH research grant entitled, "Regulation of Intestinal Lipid Transport." The direct amount of the award is \$185,000 per year for five years.

**Scientists from UTHSC**, UTK, Oak Ridge National Laboratory and the Tennessee Department of Homeland Security recently held a summit on campus to discuss issues in dealing with bioterrorism, agroterrorism and natural disasters.

### Did you know?

UTHSC has 2,043 students from 38 countries seeking 54 types of degrees.

## Their First White Coats



*UT College of Dentistry students who are about to begin their third year show off their white coats after a special ceremony at Mississippi Boulevard Christian Church Friday, July 11. Students receive white coats and business cards at the ceremony, which marks the beginning of their clinical rotations.*

## Pharmacy Faculty Present Award



*Drs. Jim Eoff (left) and Stephanie Phelps (center) of the UT College of Pharmacy present the Preceptor of the Year Award to Dr. Cindy T. Smith of Smyrna, Tenn. at the 2003 Tennessee Pharmacists Association Convention.*

## Faculty Senate

The Senate Computing and Telecommunications Committee, chaired by Cindy Russell, PhD, has initiated a resolution addressing the information technology problems the faculty has faced in working with the campus computing and telecommunications area. Some of these problems stem from

the organizational structure of the department in reporting to the Knoxville campus. Appointment of a department director who would have the responsibility and authority to make coordinated efforts on this campus is being recommended. Complete minutes are available at [www.utmem.edu/record](http://www.utmem.edu/record)

# Minutes/Policies

August 1, 2003

The University of Tennessee Health Science Center

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## Roundup

### Administrative Council Meeting

June 16, 2003

**Members Present:** Drs. Cetinok for Vaughn, DiBianca, Gilpatrick for Slagle, Gourley, Hathaway, Herrod, Horn, Johnson, Mansbach and Palazzolo. Messrs. Colson and Hall. Ms. Hadley, Ms. Harpole and Ms. Richardson.

**Absent:** Drs. Dockter, Mansfield and Pepler. Ms. Akram and Ms. Young.

Chancellor Johnson announced the appointment of Dr. Russell Gilpatrick as Dean of the College of Dentistry, effective July 1, 2003.

Faculty Senate Issues – Drs. Mansbach and Johnson

In June 2003, the Faculty Senate passed a resolution addressing the critical role of information technology and the recurrent problems with computing services on the Health Science Center campus. Some of these problems stem from the IT governance structure, with computing services directors on the HSC campus reporting to executive directors on the Knoxville campus. A central recommendation of the resolution was to hire a campus chief information officer who would have the responsibility and authority to coordinate the IT personnel and efforts of the UTHSC campus. Interim chancellor Johnson accepted the resolution and immediately discussed it with executive vice president Steve Leonard and interim chief information

officer Brice Bible.

The faculty has expressed concern that salary incentives may not be honored after July 1 because of the budget reductions and that NIH grant salaries may be reduced if funding is lost. Dr. Johnson indicated that this is being reviewed.

The School of Biomedical Engineering will be renamed the College of Health Science Engineering. Dr. DiBianca will serve as Dean of the College which will consist of two departments.

### Report Card – Johnson

Dr. Johnson announced that the upcoming June Board of Trustees meeting will be held in Memphis at the Peabody Hotel. Administrative Council members were invited to attend the 11:00 a.m. presentation to the Board by Dr. Johnson as well as the full Board meeting that afternoon. Dr. Johnson and Ms. Harpole requested that several students should be at the Board meeting presentation. The Chancellors will give a presentation on where they are on their “report card.” Dr. Shumaker wants each campus’ progress tied to his institution “Scorecard.” Our goals for 2004-2010 have been submitted. Data for these goals will be included. Dr. Johnson will then provide information on what is happening on the Memphis campus, including the “Center of

Discovery” and the University Medical Center Alliance.

### Purchasing Violations – Johnson and Hadley

Departments were reminded that dividing billing for large purchases over the \$2,000 bidding limit is against University policy. Attention needs to be paid to complying with purchasing policies in the expenditure of funds. This includes purchases made on departmental procurement cards.

# UTHSC Policy Update

## **ENTERTAINMENT**

Effective Date: 03/10/89  
Fiscal Procedure 075  
Revision (5) 07/25/03

University Fiscal Policy 075 Entertainment sets forth policies and procedures on the payment and reimbursement of entertainment expenses when "...the entertainment is appropriate in the conduct of official University business."

## **GENERAL**

At the Health Science Center it is expected that reimbursable entertainment will involve a guest except in the case of acceptable University meetings involving food service or retirement receptions as addressed herein.

The campus guidelines set forth herein apply to all funds expended within the fiscal structure of the Health Science Center. Expenses for entertainment or similar social functions may not be charged to federally funded grants or contracts. It is preferred that social functions be paid from non-state sources when available.

The department head may approve entertainment expenses less than \$300 per event. Invoices for such entertainment are processed on-line. Other entertainment expenses must be approved also by the Chief Business Officer. (See Item 1 below)

The Tennessee Civil Rights Act of 1990 prohibits official University activities in locations, establishments, or commercial facilities that do not grant full access or membership rights and privileges to individuals based on sex, race, color, religion, ancestry, national origin or disability. No University funds may be paid to such facilities and University employees may not be reimbursed for using these facilities. Information regarding such facilities may be obtained by contacting the Chief Business Officer.

## **RETIREMENT RECEPTIONS**

Departments may spend up to \$500 of departmental funds to provide a retirement reception for any employee who retires from the University with twenty (20) or more years of continuous full-time service. Requests for these expenditures must be approved prior to the event by the Chief Business Officer. It is preferred that non-state funds be utilized when available.

This policy and procedure does not authorize the expenditure of University funds for gifts or flowers for retiring employees. Funds spent under this policy are to be used only in providing a reception where co-workers and colleagues will have an opportunity to honor the retiring employee.

## **PAYMENT and/or REIMBURSEMENT**

Expenses incurred for entertainment may be billed (1) directly to the University, or (2) to the employee hosting the function. All expenses relating to the entertainment function (meals, gratuities, invitations, centerpieces) must be charged to the entertainment general ledger.

### 1. Expenses Billed Directly to the University

a. Invoice and Supporting Documentation: An invoice must be billed to the University of Tennessee and sent to the attention of the employee or department hosting the function. The invoice must contain the date of the function, number of individuals being entertained, price per unit (i.e., meal, ticket) and total amount due. The purpose of the function must be written on the invoice or on an attachment. The cost center or WBS element and general ledger account to be charged (446200) also must appear on the invoice. The information outlined above should then be entered into the University on-line accounting system. The department must maintain the paper copy of the invoice and supporting documentation for six years. (See also Fiscal Policy and Procedure 150 University Records.)

b. Approvals. The department head may approve entertainment expenses less than \$300 per function. The invoice must be entered into the accounting system and submitted to workflow for his or her approval.

Incurring expenses \$300 or above per function requires the approval of the department head and the Chief Business Officer. The invoice is processed as outlined above with the addition of requiring approval by the Chief Business Officer.

### 2. Expenses Billed Directly to the Employee

a. Entertainment expenses incurred at the official work location are reimbursable from the Cashier's Office petty cash funds or through normal disbursement procedures. Expenses must be charged to the general ledger account for entertainment (446200).

The request for reimbursement of entertainment expenses less than \$500 may be submitted on a short form petty cash voucher (T-4) and requires the approval of the department head. Reimbursement of more than \$300 also requires approval of the Chief Business Officer. The T-4 must contain date and purpose of function, name(s) of individual(s) involved, price per unit (i.e., meal, ticket), total amount due and supporting documentation as described in "c" below and is submitted to the Cashier's Office for reimbursement.

A request for reimbursement of entertainment expenses in excess of \$500 must be submitted on an official Petty Cash Reimbursement Request Form (T-44), must include the date and purpose of the function, name(s) of individual(s) involved, identify the individual being entertained, price per unit (i.e., meal, ticket) and total amount due and requires the approval of the department head and the campus Chief Business Officer and is submitted to Accounts Payable. Payment is entered into the on-line accounting system and a check is disbursed.

b. Entertainment expenses incurred while on official travel status will be entitled to receive reimbursement for the entertainment expenses plus:

1. An allowance of \$25.50 for in-State or \$33.00 for out-of-State for the day(s) in which entertainment expenses are incurred regardless of the time of departure and return for overnight trips, or

2. The applicable amount shown below for one-day trips (no overnight)

Breakfast & Dinner:  
\$23 in-State, \$32 out-of-State  
(Depart before 7 a.m., return after 6:30 p.m.)

Breakfast Only  
\$ 7 in-State, \$10 out-of-State  
(Depart before 7 a.m., return before 6:30 p.m.)

Dinner only  
\$16 in-State, \$22 Out-of-State  
(Depart after 7 a.m., return after 6:30 p.m.)

3. A Travel Expense Report (Form T-3) must be processed to request reimbursement of entertainment expenses in accordance with normal travel reimbursement procedures. These expenses must be charged to the appropriate general ledger account for in-State (431100) or out-of-State (431200) travel.

c. Requests for reimbursement whether processed on a T-44 (item "a" above) or on a T-3 (item "b,3" above) must be supported by an official receipt issued by the vendor (restaurant, caterer, ticket office, etc.). If payment is made by a personal credit card, a copy of the credit card charge slip may be submitted in lieu of an official vendor receipt. Tear tabs from restaurants are not acceptable documentation for reimbursement. The following information must be included on the receipt or charge slip or on an attachment: purpose of function; date of function; number and name(s) of individual(s) being entertained; price per unit, i.e. meal, ticket (not per person cost for meal); total amount due.