MARTIN-GATTON CAFE ADMINISTRATIVE USERS' GROUP

February 11th, 2025 Rescheduled 2/24 9:30-11:00am ET

Location: Zoom

FOLLOW-UP NOTES

1. Budget & Finance

a. FY26 Budget Process (Susan/Jason)

- i. Income Estimates The first of March, we will begin working on income account revenue estimates. We will send an email to business officers with detailed instructions on how to enter estimates.
 - If you know your estimates will be changing more than 10% from last year, please provide a note as to why on the estimate spreadsheet. We will be able to assist during this process as needed.
- ii. Restricted Estimates Around mid-March, we will receive information from the Provost Budget Office regarding gift and endowment spending distribution revenue estimates. We will send this information out to department business officers and ask you to enter estimates for your department.
- iii. FY25 Fund Balance Estimates We will request projected FY25 fund balances at the end of March from Chairs and business officers. A request must be made to receive fund balance back.

b. University Fee Calculation QRG (Christie)

- i. We have created a new tool to help determine the cost of strategic service fees and waste disposal fees on expenses. This helps when you have an account with a small balance to spend down. University fees must be considered to prevent the account from being overspent.
- ii. Here is a link to the Purchasing FAQ's and QRG page: https://cafebusinesscenter.ca.uky.edu/content/purchasing-faqs-abd-quick-reference-quides

c. Sponsored Programs (Angela)

- Grant Cost Distributions: Cost distributions on FCGs should go out until the end of the federal fiscal year, 9/30/25. This will allow us to get more accurate balance projections. Cost distributions on OSPA grant should go out until the end of the budget period.
- ii. Tuition Costs: Should be posted to grant accounts by the end of March. Be sure to check the accounts for charges to ensure they are charging the correct accounts and check the overrun account to make sure tuition did not hit there. Cost distribution must be from January- March 17th. Ensure OSPA grant budgets have funding for tuition in the appropriate sponsored class. If not, these expenses will charge to your overrun and corrections will need to be made.
- iii. OSPA Grant JVs CGS is to complete all JVs on grants **except for** service centers, equipment, or fuel JVs. This does not include cost share on 1* accounts. All JVs need to go through departmental analyst for approval. Reach out to Angela when needed for issues with CGS or OSPA.
- iv. Cost Share Fund Center Elimination RFS sent an email explaining that they are no longer creating unique cost share accounts. This is a back-end process that will

primarily affect RFS. Reminder that if you have cost share for employees in a different department, you may need to reach out to them to get a cost center and make sure you are moving other department cost share to them from your cost share 1 account. See the presentation slides **here**.

2. HR & Payroll

a. Staff Performance Evaluation Update (Le Anne)

i. This is the last week for staff evaluations. 99% have submitted at least their selfevaluation. Supervisors will need to finalize the process by March 1st. Please ask us questions any time in the process.

Find resources here:

https://cafebusinesscenter.ca.uky.edu/sites/cafebusinesscenter.ca.uky.edu/files/2024%20Timeline%20%26%20Resourcesb.pdf

b. Important Dates (Le Anne)

- i. If you do HR functions for your dept, please come to the HR Huddle. Make sure to register and bring others who could benefit. Can attend by zoom if you need to due to your location.
- ii. HR Huddle sign up form for 3/19 Huddle:

https://uky.az1.gualtrics.com/jfe/form/SV 2fSNjaMU597dg4m

c. College Resources

- i. CSA Enrollment and vouchers UK pays towards the program:
 - https://hr.uky.edu/csa-voucher-program
- ii. Visit the Arboretum: https://arboretum.ca.uky.edu/events-programs
- iii. Work- Life Events: | Human Resources
- iv. Reminder that the college pays for up to \$1,000 per year, per person for professional development activities: <u>Staff Professional Development Fund | M-G CAFE Business</u>

 Center

d. Student/Internships Job Fair (Le Anne)

i. HR will be representing our college at the Spring 2025 Internship & Career Fair, held February 26th, 2025

e. Service Award Delivery (Le Anne)

i. Service Awards are given for 5 year marks of employment. Thanks for helping us get the last orders in and the awards and gifts will be coming in soon. Please make the award delivery to your staff special in your dept's own way.

f. Student Hiring Demo (Maggie)

 A few departments have sent in postings to present at the Fair so please send in your needs. Link to the post location: https://jobs.ca.uky.edu/
 Student Job Openings | Job Opportunities

Setting up for success with hiring starts with the job posting.

See HR slides here.

3. Other

a. Follow up on building moves (Tom Hanna)

As noted on the User Group meeting agenda Monday, the website of resources to prepare for the building moves in 2026 has been launched. Department chairs are aware of this effort and will be helping us coordinate communication this year. https://research.ca.ukv.edu/preparing-building-moves

If your department is in Garrigus, Ag North, or the adjacent greenhouses, it's not too soon to start going through offices, files, labs, and storage! The FEPP process, in particular, takes several weeks, often months, to return items to the federal property pool. FEPP items that are consumed or eligible for destruction or disposal still require federal approval. Each department chair will soon get an inventory of FEPP items in these buildings for processing.

Note there is a checklist document link (PDF) at the top of this new webpage. Please bookmark and check back as this website evolves. Let me know if you have any suggestions or questions.

b. Welcome and Congratulations to New Staff Members in M-G CAFE!

- i. Abigail Shepherd hired fulltime in DHN
- ii. Samantha Shoulders new admin assist in WKY
- iii. Julie Tolliver transitioning from BAE to NIOSH
- iv. Melissa Feddes transferring to BAE from Extension March 9th
- v. Edit: Jessica Storey began as new business officer for 4-H 2/17

4. Optional Philanthropy presentation (Tressa Neal and Erin DesNoyers)

Overview of Philanthropic gifts, ways to care for these funds. Presentation slides following Finance and HR below here.

Your input is valued!

If you have fellow employees, you would like to add to this meeting invite list or if you have any requests/questions you would like to see answered in future meetings, please send those to Ginny Huntress (ginny.huntress@uky.edu).

MARTIN-GATTON CAFE ADMINISTRATIVE USERS' GROUP

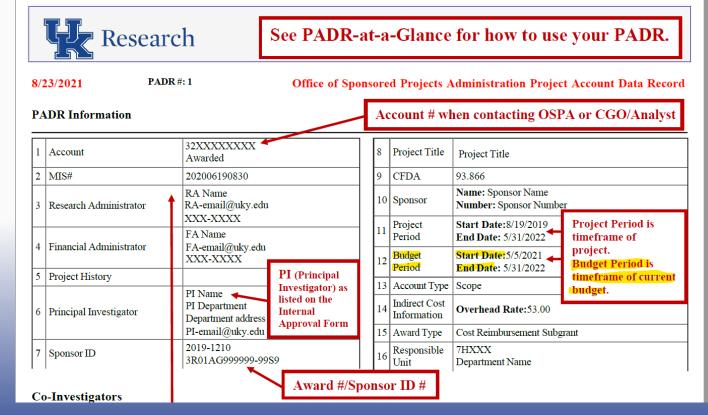
SPONSORED PROGRAMS

February 24, 2025



Cost Distribution

• FCG cost distribution should be going entered through 9/30/25 and OSPA grants cost distribution should be going out to the end date of the budget period listed on the PADR.





Tuition on Grants

- January 14, 2025 (start of semester) March 17, 2025, is the midterm date of the semester.
- Student must have effort on the sponsored project no later than the midpoint March 17, 2025, of the semester being charged.
- Check OSPA 3* accounts to insure there is enough funds in the tuition sponsor class E537030 for Bud Rule 4 & 5.
- First of April check overrun account to see if any of the tuition charged there and if so, work with CGS to get them moved to the appropriate grant.



CGS - JV's

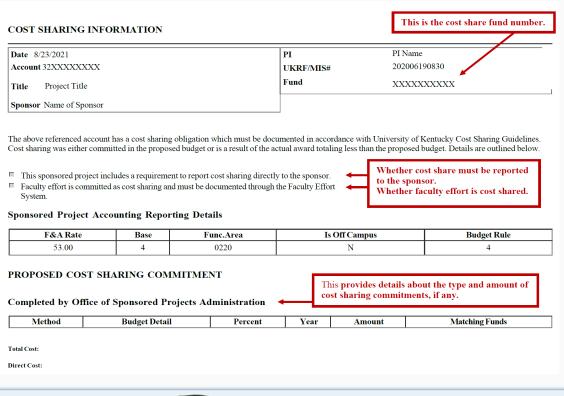
CGS is to complete JVs on OSPA Grant except for Service Center, Equipment, Fuel JV's those are still processed with in each department.

- Any 3* account JVs should be sent directly to your department's CGS post-award contact which can be found at this link <u>College of Agriculture</u>, <u>Food & Environment</u>, and they will review/process.
- Please send your post-award CGS contact an email explaining the JV need, including the JV explanation form, memo if it is 120 days old, and any pertinent information and who needs to approve from our college (Your Analyst should be listed for approval on all JV's). Business officers can copy Angela or their analyst if needed.
- Reminder for grant JVs 120 days old approval from Business Officer, Analyst, chair, PI, and Tim West (on behalf of the Dean) is required. Send Tim an email with JV # and reason it is being processed.
- Reminder that this does not include cost share JVs only JVs involving 3* grants.

Cost Share Fund Center Elimination

 Effective immediately, grant accounts created by Research Financial Services will include the default fund center based on sponsored program. We will no longer create a unique fund center for accounts requiring cost share commitments. This change will simplify the creation process and lessen the time and effort needed to complete accounts for use once transmitted to SAP. Current reporting processes support this change as both SAP and Tableau use the fund or fund type for cost share transactions.





Gran	t [)										
♦ Deletion Indicator													
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Cost Share Data													
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	FES FACULTY	EFFORT SY		salary o	over NIH cap	4.00		336.00		101		4	
												`	

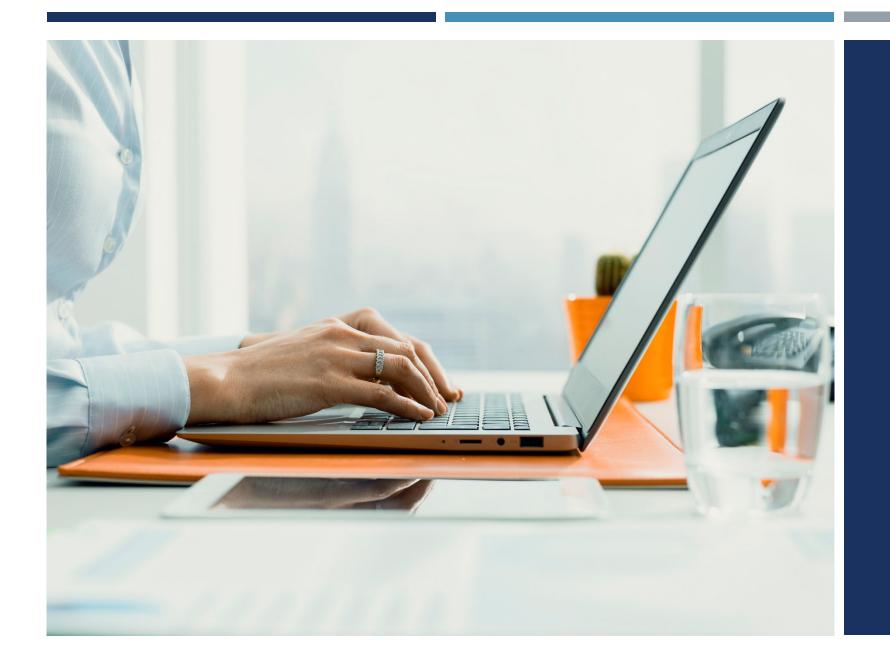
Helpful Links

- Link to <u>CGS</u> FAQs also has information on it regarding JV's.
- PADR Distribution Update Request Click <u>here</u> to add or remove an email address from the Project Account Data Record (PADR) distribution list.
- OSPA Grant Training Recordings
- OSPA Grant Training Cost Share, Subcontracts, Effort on Grants
- OSPA Grant Training PADR, Grants Master Display, BudRule Crosswalk, AVC



M-G CAFE Business Center HR Team AGBusiness Center@uky.edu

USERS GROUP – HR TOPICS



STAFF PERFORMANCE EVALUATION UPDATE

STAFF PERFORMANCE EVALUATION UPDATE

- The M-G CAFE PE deadline is coming up on <u>March 1, 2025</u>
- Resources are available to both employees and supervisors on our site.
- We will continue to send weekly status reports.



Step 1
Self Evaluation
by Jan 10

Step 2
Supervisor
Evaluation
by Jan 31

Step 3

Step 3

1:1 Meeting
by Feb 14

Step 4
Employee
Signature
by Feb 21

Step 5 <u>Supervisor</u> <u>Signature</u> by March 1

IMPORTANT EVENT REMINDERS



HR Huddle

March 19th @10:00 am

Register:



CSA ENROLLMENT & VOUCHERS



- CSA shareholders purchase a share of a farm's harvest before the season starts and commit to being a shareholder for the entire designated season. In return, shareholders will receive a weekly box or bag of farm vegetables and sometimes fruit and herbs as well.
- The UK HR Health and Wellness CSA Voucher program helps make this choice easier for you! As a participant in this program, employees* on a health plan receive a \$200 vouchers toward the cost of a CSA share from one of our partner farms.
- Vouchers:



VISIT THE ARBORETUM



Arboretum Bird Walk

Sat, Mar 1 2025, 9 - 11am



The Arboretum, State Botanical Garden of Kentucky

Join us for a guided Bird Walk at The Arboretum. This is a free event. Preregistration is required.

TERRARIUM WORKSHOPS

COMPOSTING CLASSES

BIRD WALKS

CHILDREN'S GARDEN

VISIT: HTTPS://ARBORETUM.CA.UKY.EDU/EVENTS







FEB

Virtual parent circles

1 - 2 p.m. via Zoom Presenter: Azetta Beatty

FEB 6

Building resilient relationships

Noon - 1 p.m. via Zoom Presenter: Rhonda Henry

FEB 10 General summer camps information session

Noon - 1 p.m. via Zoom

FEB 11 Academic and arts/creative summer camps information session

Noon - 1 p.m. via Zoom

FEB 12 Athletics and equestrian summer camps information session

Noon - 1 p.m. via Zoom

FEB 13 Religion and special needs summer camp information session

Noon - 1 p.m. via Zoom

All events are held virtually, except as noted. Visit the Work-Life calendar to register.

hr.uky.edu/calendar/worklife-wellbeing

Work-Life Events FEBRUARY 2025

FEB 13 How do you know when it's time to consider a care facility

Noon - 1 p.m. via Zoom Presenter: Denise Wells

FEB 18, 25 "The Gifts of Imperfect Parenting: Raising Children with Courage, Compassion and Connection" book discussion

Noon - 1 p.m. via Zoom Presenter: Azetta Beatty

FEB 19 Parents "Real Talk" virtual chat

8:30-9 a.m. via Zoom Presenter: Azetta Beatty

FEB 19 Elder caregivers support group

Noon -1 p.m. via Zoom Presenters: Ann Bassoni

FEB 21 Play: Good for them and you

Noon - 1 p.m. via Zoom Presenter: Dr. Nathan Wood

FEB 28 Virtual parents connection – speed friending

Noon - 1 p.m. via Zoom Presenter: Azetta Beatty



STAFF PROFESSIONAL DEVELOPMENT FUND



Interested in attending a conference or expo? How about getting some extra training or obtaining a certificate? The college is here to help with that!

What qualifies?

Professional development, continuing education, or business procedure training

Examples:

•Conferences, Expos, Meetings, Trainings/Certificates (Experienced Leader Academy, Certificate in Graphic Design from the Pratt Institute, Automotive Repair Technician Program, etc.)

Reminders:

- Each professional development must be related to the employee's current job
- ■The department must cover at least 50% of the expenses
- Requests may not exceed \$1000 in a fiscal year.
- ■The employee must be in a regular staff position, in M-G CAFE, with an fte of 75% or greater.
- •If the employee is participating in the conference as a presenter instead of an attendee, then they are not eligible for the fund.

SERVICE AWARD

Delivery



STUDENT HIRING



Wish You Were Here!





STUDENT/ INTERNSHIPS JOB FAIR

FEBRUARY 26

GATTON STUDENT CENTER
BALLROOM & HARRIS BALLROOM

ANNOUNCING AN EXCITING OPPORTUNITY FOR FILLING YOUR STUDENT POSITIONS!



PLANTING A SEED TO REMEMBER US BY...

WHICH JOB SUMMARY GRABS YOUR ATTENTION?



Student Worker

Duties will vary and may include, but not limited to, cleaning, facilities; and operating equipment.



Marketing/Communications Student

The department is seeking a creative and motivated student to support its marketing and communications efforts. This role is ideal for a student passionate about digital media, storytelling and event support.

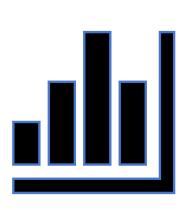
Key Responsibilities:

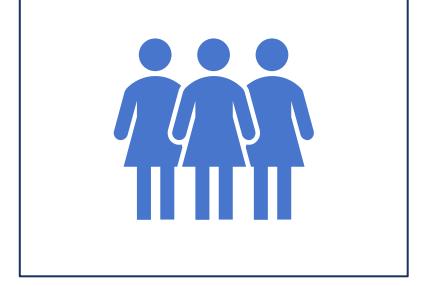
- •Help manage and update the college's website.
- •Create engaging graphics and social media content tailored for UKCOP's platforms (Facebook, Instagram, Twitter, and TikTok) to enhance community engagement and awareness.
- •Conduct interviews with employees, students, and alumni to develop compelling content for press releases and features.
- •Design digital signage content to promote events and news.
- •Assist in developing marketing and registration materials for UKCOP-sponsored events.
- •Provide hands-on support for major college events, including Homecoming, the Hall of Distinguished Alumni Ceremony, Keeneland Tailgate, and other special events, by helping with setup, teardown, and guest services as needed.

Qualifications:

- •Must be a currently enrolled student at the University of Kentucky.
- •Strong written and verbal communication skills.
- •Ability to manage multiple projects and meet deadlines in a fast-paced environment.
- •Willingness to support event logistics and interact with guests professionally.

This position offers a valuable opportunity to gain real-world experience in marketing, communications, and event planning while contributing to the success of UKCOP's outreach efforts.

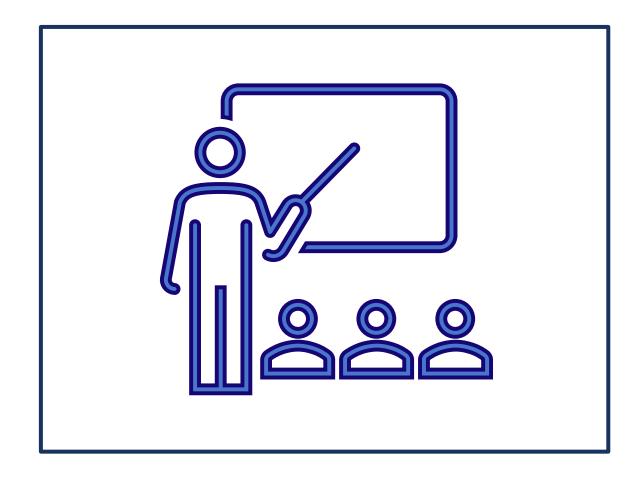




GROUP POLL

- WHAT SEASON
- TOTAL NUMBER
- EXPERIENCE

Demo Time!



IES – STUDENT JOB POSTINGS



QUESTIONS?

M-G CAFE Departments with Endowed Funds

- Agricultural Economics
- Animal and Food Sciences
- Arboretum
- Biosystems and Agricultural Engineering
- Center for Student Success
- Community Leadership and Development
- Dietetics and Human Nutrition
- Entomology
- Family and Consumer Sciences

- Food Connection
- Forestry and Natural Resources
- Horticulture
- Landscape Architecture
- Plant and Soil Sciences
- Research Office
- Retailing and Tourism Management
- Veterinary Sciences
- Veterinary Diagnostic Laboratory



Philanthropy Endowment Discussion



February 2025

Martin-Gatton College of Agriculture, Food and Environment



M-G CAFE Philanthropy Stewardship



Tressa Neal
Sr. Director of Donor Relations



Erin DesNoyers
Director of Donor Relations

Overview of Philanthropic Gifts at UK

Non-Endowed Gifts	Endowed Gifts			
Do not always require formal agreements	Require a formal agreement between the University and the donor			
No minimum donor contribution	Minimum donor contribution levels- AR 8:4			
Deposited in gift cost centers (1215* in SAP)	Deposited in an endowment fund (07* in SAP) and invested			
Flexibility for current use that aligns with donor requirements	Expenses related to donor's purpose are posted to endowment's spending distribution cost center (1215* in SAP)- delayed one year from date of first deposit			
"Checking accounts"	Provide a distribution in perpetuity			

Overview of Philanthropic Gifts at UK

Both Non-Endowed and Endowed Gifts

Must be spent in accordance with donor intent

Donors cannot determine the actual expenses

All formal agreements are signed by the donor and representatives of the University

Division of Duties

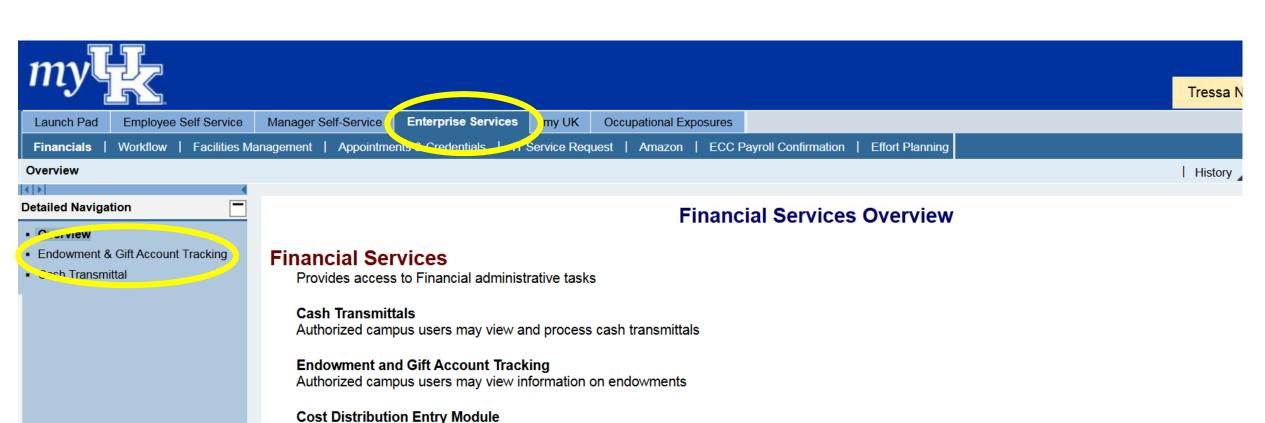
UK Central Philanthropy	University Financial Service	MG-CAFE Philanthropy Office	MG-CAFE Central Business Team	Departments	
Gift Receiving: Process gifts, donor records, documentation, tax acknowledgments	Coordinate Endowment accounting	Request new gift fund and cost centers	Oversee creation of new gift and cost centers	Monitor and initiate changes to all gift accounts	
Gift and Estate Planning: manage gift agreement process and provide legal expertise	Administer EGATS and hold all gift account records	Provide communication and support for departments/Central Business Team	Execute all change forms	Manage and reconcile cost centers monthly according to BPM E-2-1	
	Prepare and provide financial reporting	Create and deliver impact reporting	Provide departmental support	Execute all spending on gift accounts	
		Monitor and manage special requirements on gift agreements per intent			



Gift Purpose and Supporting Documentation

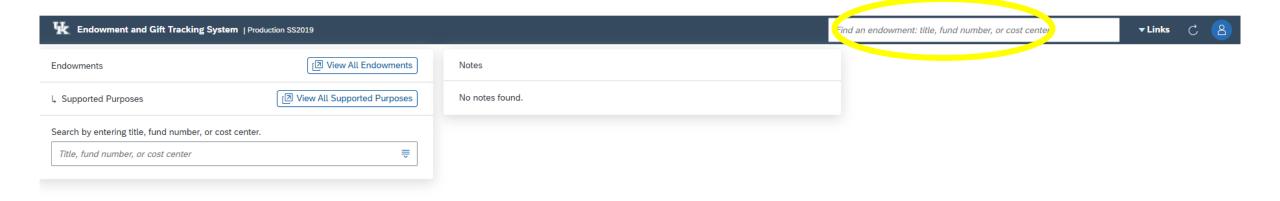
- Non-Endowed
 - Account creation paperwork with UFS
 - Sometimes includes formal agreements from donors
- Endowed
 - Endowment and Gift Tracking System (EGATS)
 - Database built by Endowment Services





Authorized campus users may view and enter base salary cost distributions

Note: You will only see tabs and links for those applications for which you have permissions.



		Reference Name	Document Date / Type	Curr GovDoc?	^
*	68	C. Bryan and Frances Bush Botts Scholarship Agreement ID: 1082	2/17/2005 Endowment Agreement	True	

Date on Document: 2/17/2005

Document Type: Endowment Agreement

Title on Document: C. Bryan and Frances Bush Botts Scholarship

Notes: N/A

Open Text ID: 0050569F1B631EEB85F1547350A28882

Added By: AHBU222 **Date:** 10/26/2020

Is Confidential: False

Source Filename: 0705184300 agreement.pdf

Mod By: AHBU222

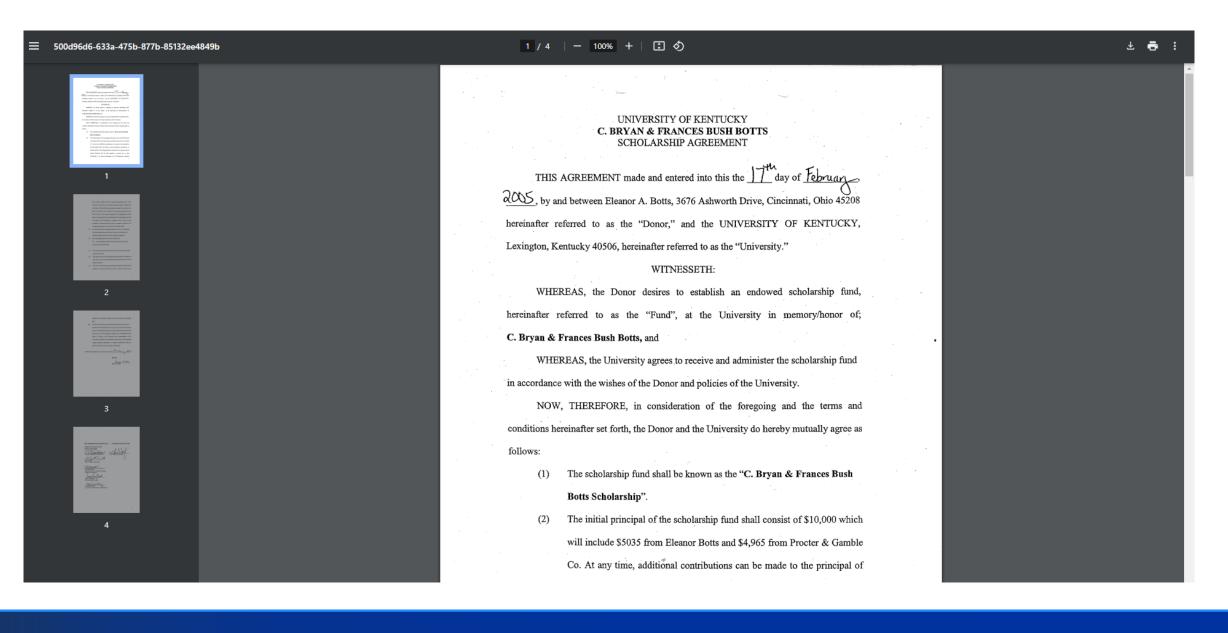
Date: 10/26/2020

Ac

Linked to Funds

Fund	EGATS Status	Description	Is Curr GovDoc?	Document Purpose	Name Change	Purpose Change	Dept Change	Other Change
0705184300	Active	C. Bryan and Frances Bush Botts Scholarship	True	Establishment	False	False	False	False





C. Frances and Bryan Bush Botts Scholarship- Purpose

- be invested by the University in accordance with its policy for the investment of endowed funds and may be assessed an annual fee for development purposes not to exceed 1% of the endowed fund.
- (3) The recipient(s) of the scholarship(s) shall be selected by a Scholarship Committee appointed by the Dean and or Director of The School of Human Environmental Sciences of The College of Agriculture.
- (4) The scholarship(s) shall be awarded to students who:
 - (A) are undergraduate students actively enrolled in the School of Human Environmental Sciences.
- (5) The University shall, advise the Donor of the name(s) of the scholarship recipient(s) each year.
- (6) This agreement may be duplicated through photocopying, microfilming, or other means. Any such copy shall have the same force and effect of this original agreement.

Joe and Sue Ross
Endowed Fund in
Biosystems and
Agricultural
EngineeringPurpose

- may be assessed an annual rec for development purposes not to exceed 176 of the endowed Fund.
- (3) The uses of the Fund's annual earnings shall be recommended by a Committee consisting of the Department's full professors to the Chairperson of the Department of Biosystems and Agricultural Engineering. The Chairperson shall make the final decision on expenditure of the funds.
- (4) The University shall, upon request, advise the Donors' family of the Fund's use each year.
- (5) This document may be duplicated through photocopying, microfilming, or other means. Any such copy shall have the same force and effect of this original document.
- (6) The Donors and the University expressly agree that this gift is gratuitous in nature, and that the Donors are under no legal duty to make further additions to

Don Corum and
National Nursery
Products/Landscape
Research
EndowmentDocumentation



HEADQUARTERS

800-626-1510

BOB CORUM 3918 GLENARM ROAD CRESTWOOD, KENTUCKY 40014 502-241-6025 FAX: 502-241-6522

February 16,1999

Dr. Dewayne L. Ingram Horticulture and Landscape Architecture Department University of Kentucky N323 Ag. Science North Lexington, KY. 40546-0091

Dear Dr. Ingram,

It is my wish to establish an endowment fund in the name of my decease brother, "Don Corum and National Nursery Products/ Landscape Research Endowment".

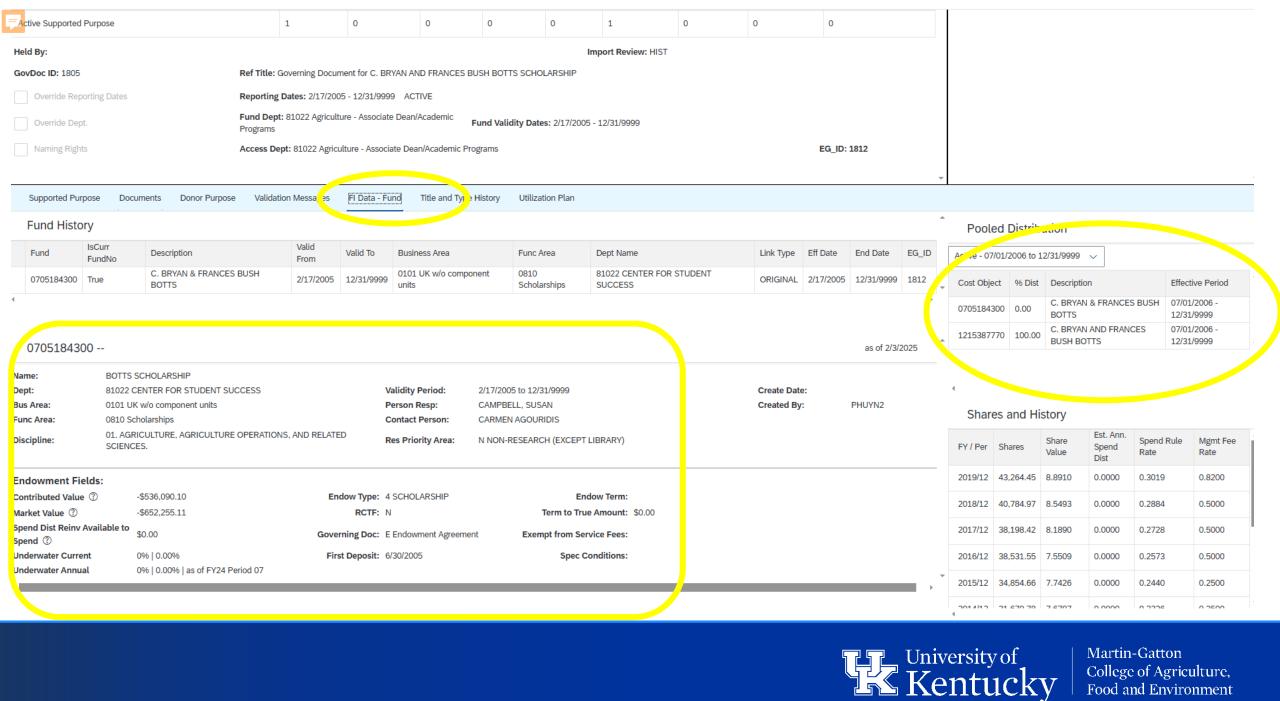
I have enclosed a check for \$25,000.00 which is contingent on receiving matching funds from the Research Challenge Trust Fund. Annual proceeds from the endowment should be used to support research to benefit the Kentucky nursery and landscape industries administered through the Uof K Horticulture Department. The Department Chair and program faculty will secure advice from an industry committee and manage the fund to maximize the program's impact on priority issues.

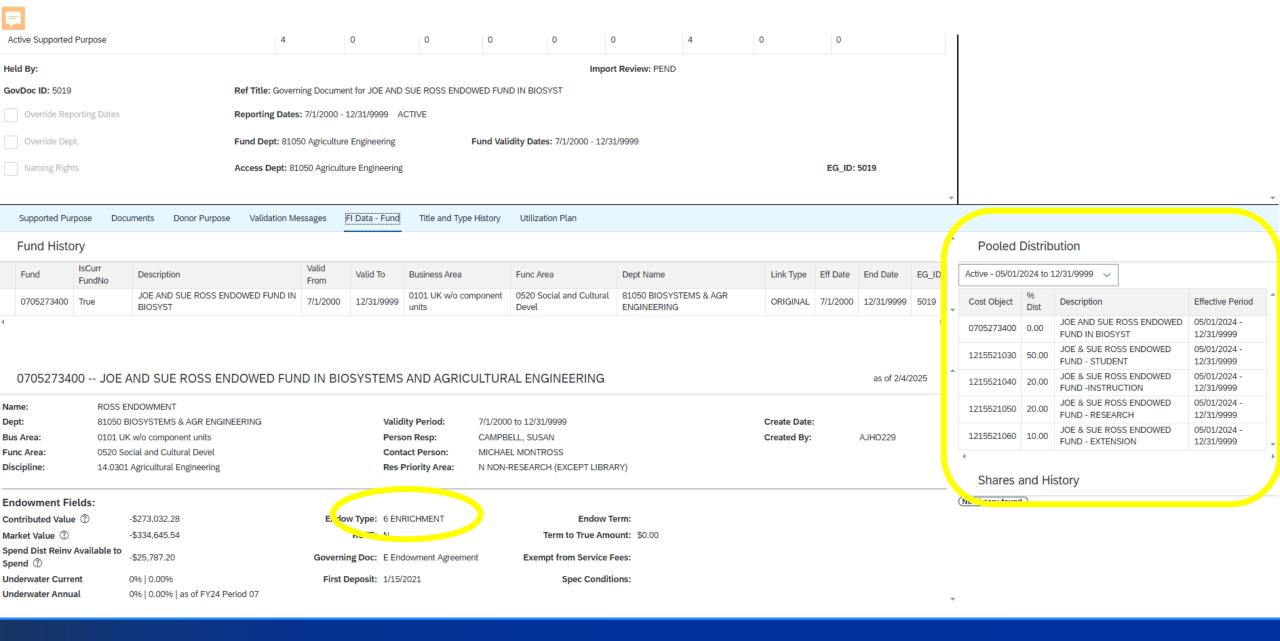
Sincerely

Robert Corus President

Don Corum worked throughout the states of indiana and Kentucky for 26 years supplying plants wholesale to Garden Center, Landscapers and nursery re-wholesalers. He was very dedicated to further the horticulture industry.









	K Endowment and Gift Tracking System Production SS2019											
~	V Endowment Detail 0705122400 - Don Corum Carvational No. 21 Products/ Landscape Research Endowment											
Type: ENRIC RCTF: Yes							Ma	itch: RCTF II, III			Validat	ion Status: Ol
				iotal	Chair	F	Prof		Fell	Schol	Enric	Other
Active Supported Purpose 1						()	0	0	0	1	0
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Gov	/Doc ID: 1097		Ref Title:	Governing Docume	nt for Don Coru	m and National	Nursery Products/	Landscape Researc	h Endowment			
	Override Reporting Dates Reporting Dates: 1/1/1900 - 12/31/1999 ACTIVE											
	Override Dept.		Fund De	t: 81111 Horticultur	e - Rctf		Fu	nd Validity Dates: 1	L/1/1900 - 12/31/99	99		
	Naming Dights											
	Naming Rights Access Dept: 81111 Horticulture - Rctf											
	Supported Purpo	se Documents	Donor Purpose Validation Messag	es Fl Data - Fun	d Title and	Type History	Utilization Plan					
-	Fund History	1										
	Fund	IsCurr FundNo	IsCurr FundNo Description		Valid From	Valid To	Business Area	ea Func Area			Dept Name	
	0705122400	0 True DON CORUM AND NATIONAL NURSERY PRODUCTS/ 1/1/1900			1/1/1900	12/31/9999	0101 UK w/o co	omponent units	0230 Department	tal Research	81111 HORTICULTURE - RCTF	
•												
	0705122400											
	0703122400	,										
			RESEARCH	Validity Pariod		1/1/1900 to 12/31/9999				0		
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			artmental Research		Contact Person:		MARK WILLIAMS					
		01.1103 H	01.1103 Horticultural Science			Res Priority Area: B BIOSCIENCES		BIOSCIENCES RES	CES RESEARCH			
Enc	Endowment Fields:											
Contributed Value ③			-\$102,600.32	Endow Type:	ow Type: 6 ENRICHME.		Endow Term:					
Market Value ②			-\$134,927.90		RCTF:			Term to True Amount: \$0.00				
Sper	nd Dist Reinv Av	ailable to Spend	\$0.00		overning Doc:	N None of the	e at ve	ı	Exempt from Servi	ice Fees:		
Underwater Current			0% 0.00%		First Deposit:	6/30/2005			Spec Co	nditions:		
Underwater Annual			0% 0.00% as of FY24 Period 07									



New Endowment Creation

- New endowed fund creation requires a formalized agreement between the donor and UK
- The Office of Philanthropy & Alumni will facilitate the gift agreement and fund creation in coordination with the Business Office

Unit is notified when a new endowment is created

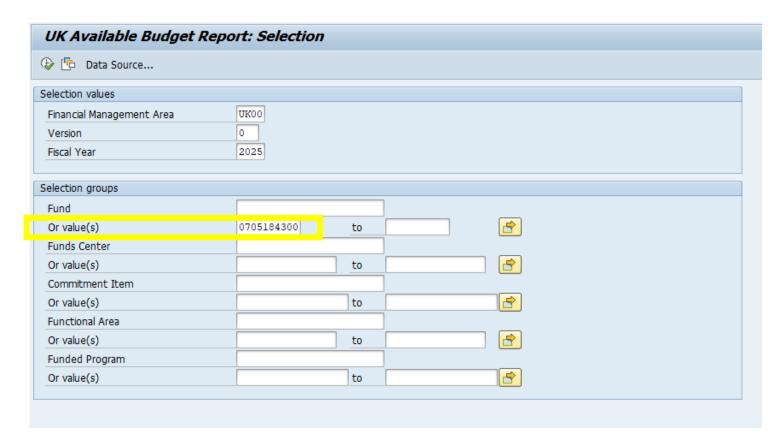
Endowment enters a 13-month investment period starting on the date of first deposit Following the investment period, Philanthropy will JV the interest earned to the associated cost center

Philanthropy will initiate the distribution change form to direct monthly interest to the cost center

Unit is notified when the fund is available to spend and provided gift documentation for future reference

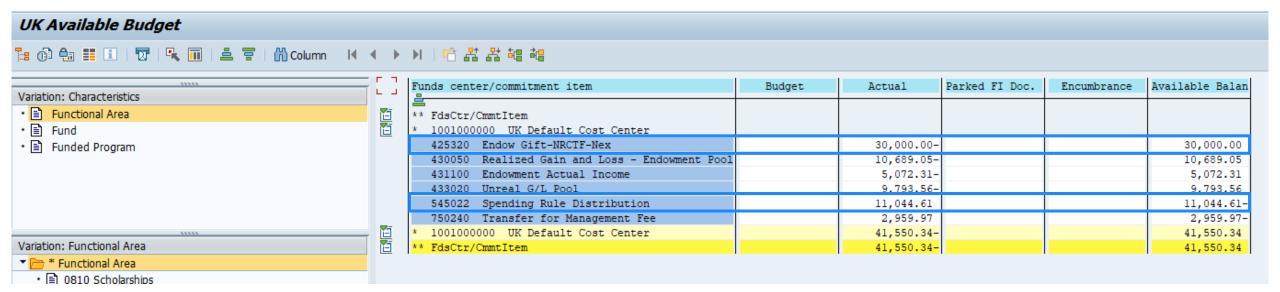
Endowment is then managed at the unit level



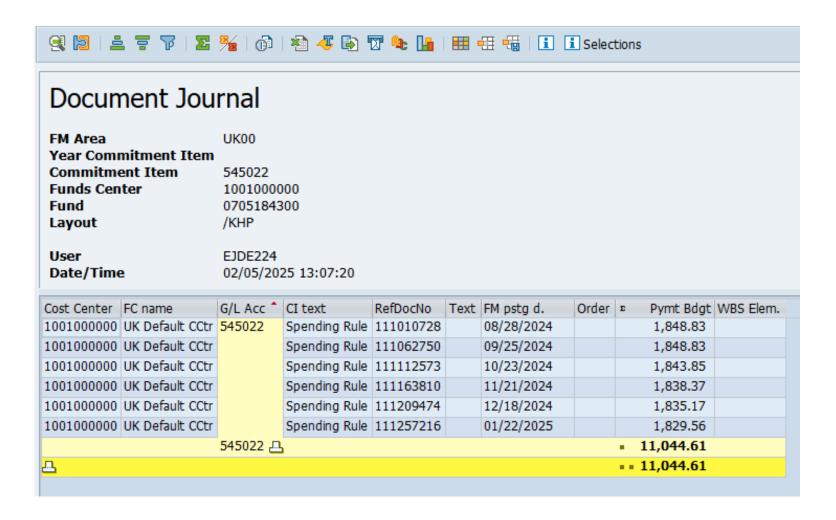








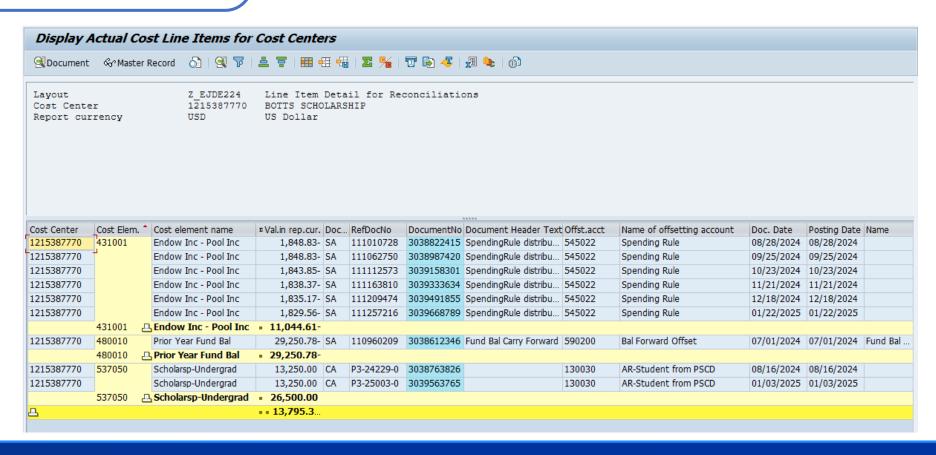




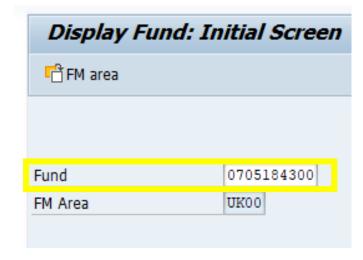


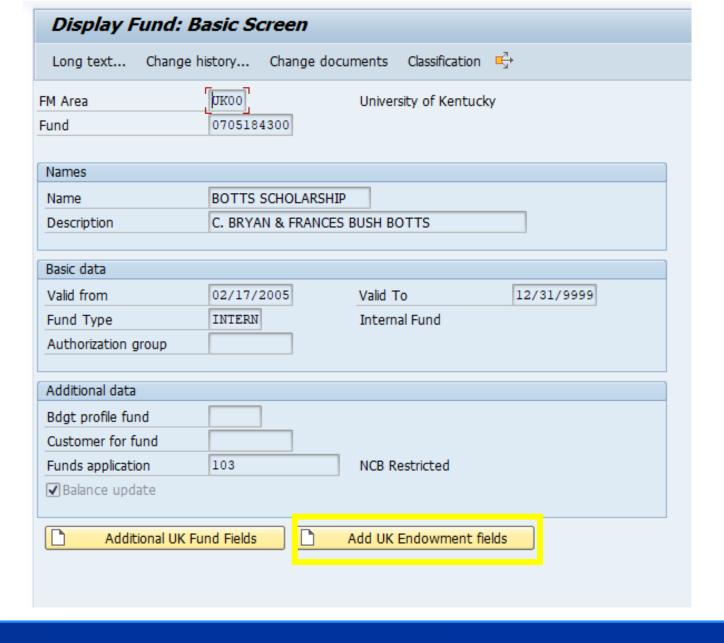


KSB1 Report:

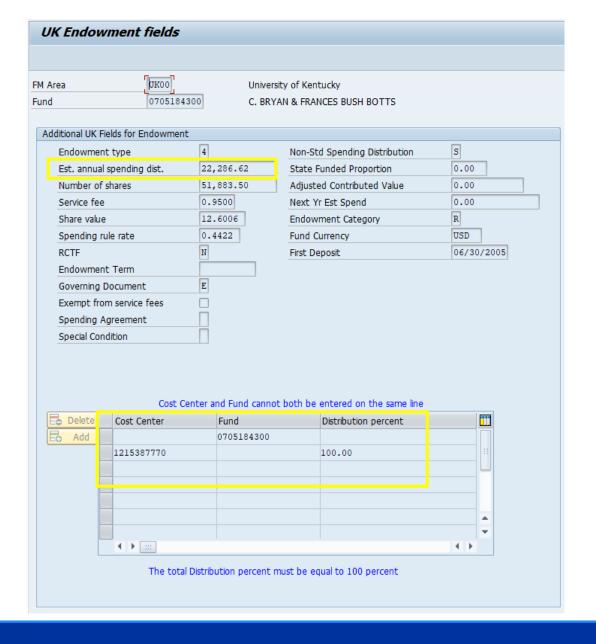








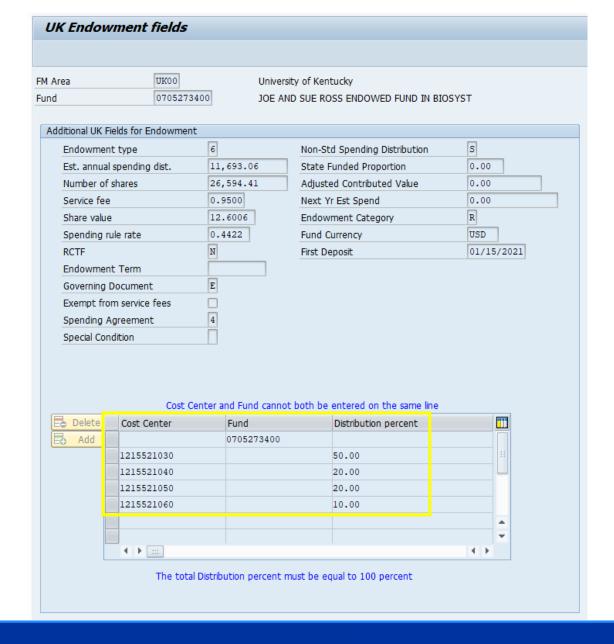








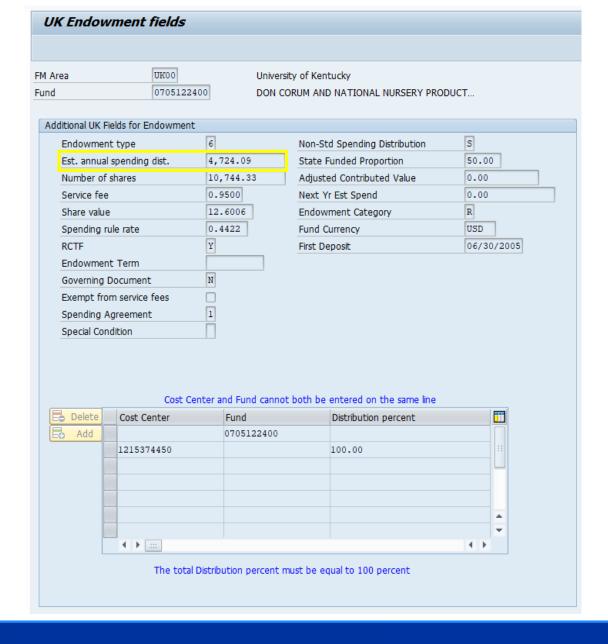
0705273400 - Joe and Sue Ross Endowed Fund in Biosystems and Agricultural Engineering







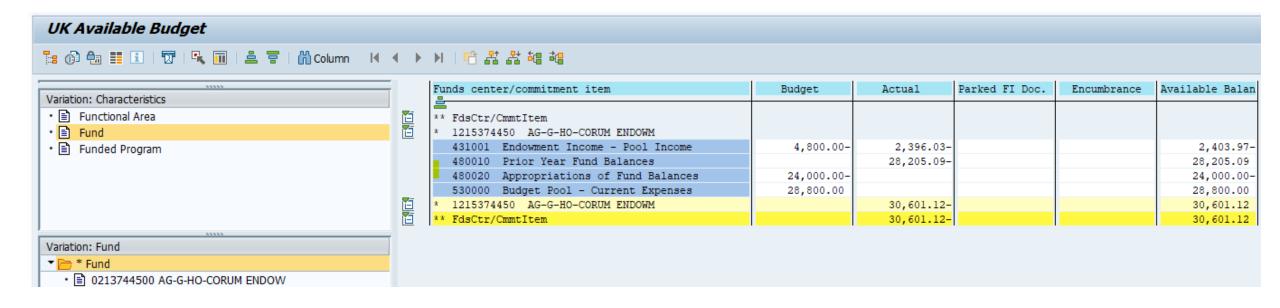
0705122400 - Don Corum and National Nursery Products/ Landscape Research Endowment







0705122400 - Don Corum and National Nursery Products/ Landscape Research Endowment Spending Account Balance







What's the point?

- UK is closely reviewing endowments and unspent dollars
- Management of these dollars helps everyone
- We want to help
 - Review your endowments and their purpose
 - Start thinking about spending plans moving forward considering:
 - Flex budget funds in other areas
 - Fundraising priorities
 - Work with philanthropy to solve problems



We're here to help!

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Questions?