



LAUNCH OF OUR NEWSLETTER

Welcome to the first edition of the NEWS ***FLASH***. In an effort to share accolades on key accomplishments the University has achieved, provide information on upcoming events, share upcoming programmatic changes, and announce staffing updates that have occurred throughout the year, University Business Services (UBS) will be issuing a quarterly newsletter to keep you, our valued campus customer, informed as to how our organization strives to exceed your business needs.

ABOUT UBS & OUR ORGANIZATION

University Business Services is a customer-focused organization that is committed to providing high quality, user-friendly, cost-effective and expert business support to all customers in support of the University's core mission to promote the educational, research and clinical missions of UConn. UBS is comprised of the following areas:

⇒ Procurement:

- Procurement Services
 - ◊ Category Management
 - * Business Services (Athletics, Dining Services, Student Services, Travel Services and other general business services)
 - * Research
 - * Technology
 - ◊ Customer Service Center
 - * HuskyBuy
 - * Vendor Management
 - * ProCard
 - * Concur—Travel in-take (Request & Booking)
 - * Travel Card
 - Procurement Contracting & Compliance
 - Capital Projects & Facilities Procurement
 - ◊ Construction Services
 - ◊ MRO/Facilities Operations
 - ◊ Professional Services
 - University Supplier Diversity Program (USDP)
 - ⇒ Supply Chain Management
 - Document Production Center
 - ◊ UPrint [Managed Print Services] Program
 - Inserting & Addressing
 - Surplus Operations
 - ⇒ Office of Strategic Partnerships and Business Development

To learn more about UBS, please visit <https://ubs.uconn.edu>



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SPECIAL POINTS OF INTEREST

- UConn receives 2019 Annual GNEMSDC award.
 - New travel booking tool arriving soon.



NEW TEAM MEMBERS



Over the past year, under the leadership of Matt Larson, AVP & CPO, Procurement Services moved to a Category Management Model. Under this model, Kathleen Kearney has joined Procurement as the Research Category Manager; Kristin Allen was promoted to Category Manager for Business Services; and we will be adding a new Technology Category Manager, anticipated to join our team by the end of December.

Under the leadership of Nancy Patrylak, Procurement Solution Center Manager, Allison Hestick has joined the team to oversee all travel in-take and the new on-line travel portal to ensure the needs of all campus travelers are met. Additionally, Sean Martin, Supplier/Customer Support Specialist has been hired to manage all new vendor set-up on behalf of Procurement.

Under the leadership of Gregory Daniels, University Director of Procurement Contracting & Compliance, two employees - Kim O'Connor and Jessica Paquette - were added to the team this past spring, to assist in meeting the needs of the Research and Campus communities.

John Clifford, the new University Director of Procurement Services, joined the UBS team in late August and will lead all procurement efforts on behalf of the University.

Lastly, under the leadership of Lisa Mieszkowicz, Category Manager for Facilities Procurement, Shamona Kamm, Purchasing Agent II, was recently hired to support the Facilities Team.

Please join us in welcoming all of our new staff.

"Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results." – Andrew Carnegie

UCONN HONORED FOR 2ND CONSECUTIVE YEAR FOR PROMOTING ECONOMIC INCLUSION

The University of Connecticut was honored on September 11, 2019, to once again receive the Greater New England Minority Supplier Development Council (GNEMSDC) "Institution of Higher Learning of the Year" award for the second consecutive year. The presentation was made at the group's annual awards luncheon, held at the MGM Springfield, in Springfield, MA. Accepting the award on behalf of UConn was Veronica Cook (centered below), Executive Program Director of the [University Supplier Diversity Program \(USDP\)](#).



(Left to right) James Linehan, Chairman, GNEMSDC Board of Directors, Virginia P'an, GNEMSDC MBE Nominations Committee Member, Veronica Cook (USDP), and Peter Hurst Jr., President & CEO of GNEMSDC.



UConn partners with Key Travel to help you reach your key destinations world-wide.

CONCUR WILL SOON BE ARRIVING!

NEW TRAVEL MANAGEMENT PARTNER, ON-LINE BOOKING TOOL, & TRAVEL CARD PROGRAM

Anticipated to go-live by the end of the year, UConn will be deploying SAP Concur, a cloud-based travel & expense management software application that will allow business travelers to capture their entire trip in one single application from the travel pre-approval, to travel booking, through expense reimbursement.

Concur, with the help of Key Travel, the University's new travel management partner, will provide:

- A broad inventory of global booking options for airfare, hotels, car rentals, and rail travel
- Reports and real-time information to guide informed travel decisions
- Travel planning that assists with ensuring travel plans are compliant with University policies
- Mobile applications that will provide a streamlined travel experience
- Key Travel agents will assist with complex travel bookings during normal business hours of Monday-Friday, 9:00 a.m. –6:00 p.m. Additionally, Key Travel agents will assist with after hour emergencies that may arise while traveling.

Additionally, as part of the new travel program, UConn will be administering a new Travel Card program. The Travel Card program will include:

- Company bill, company pay and link to a traveler's profile
- Travel Cards will be issued to University faculty and staff when approved by their supervisor and a dean, director or department head
- A direct feed into Concur will provide travelers their Travel Card transactions on a daily basis which can then easily be applied to an expense report
- The current ProCards will remain in place as a purchasing tool, but cannot be used for travel.

Once the system goes live, training sessions will be available. Information on the training schedule will be shared at a later date, once determined.

WATER COOLER GUIDELINES

The University recently adopted new [Water Cooler Guidelines](#) as it pertains to the purchase of bottled water coolers. The guideline helps promote sustainability and cost containment values, and brings the University in alignment with practices at other State of Connecticut agencies as previously established by the Department of Administrative Services (DAS) pertaining to bottled water purchasing.

The use of tap water versus bottled water coolers reduces costs and dramatically lessens environmental impacts, including greenhouse gas emissions, water consumption, and waste generation. The environmental impacts of water cooler systems derive from the cleaning and transportation of the jugs. When they are contaminated or damaged, they are destroyed before their intended life-cycle is completed. For additional facts on bottled water, tap water, and the locations of filling stations around campus, please visit: <https://ecohusky.uconn.edu/water-bottle-refilling/>

For additional information on the new guidelines, please contact Kristin Allen at 860-486-0970 or via email at kristin.allen@uconn.edu or Carleen Keith at 860-486-7931 or via email at carleen.keith@uconn.edu.





Our team:

[Nancy Patrylak](#)

[Elise Fiorentino](#)

[Heather Williams-Huang](#)

[Jeremiah Macht](#)

[Allison Hestick](#)

[Sean Martin](#)

[Alyssa Chamberlin](#)

PROCUREMENT SOLUTIONS CENTER

Our goal is to make your procurement needs easier and more effective. We specialize in implementing solutions for Goods & Services including the use of HuskyBuy, Procurement (ProCard) and Travel Cards (coming soon). It is important to know that Supplier Management is a key component to all things procurement. If you have a question related to any of these solutions, please don't hesitate to ask. That is what we are here for!



Please feel free to contact the HuskyBuy helpline Monday through Friday, 8:00 a.m.—5:00 p.m. at (860) 486-2289 or via email at:

huskybuysupport@uconn.edu

Located on the Depot Campus at 6 Ahern Lane, UConn's Surplus Operations is open to the public the 2nd Friday of each month.

Upcoming Public Store Dates:

Friday, November 8, 2019

Friday, December 12, 2019

10:00 a.m.—3:00 p.m.

For questions, please contact the Surplus Store at:

(860) 486-3094



NOTE: For weather related closing, please visit [UConn Alert](#).



LIQUID HELIUM SHORTAGE

Due to the current helium shortage, our primary contracted supplier, AirGas, notified UConn that our allocation of liquid helium will be reduced, and a price increase of 30% will take affect November 1st.

Based upon our known and understood demand requirements, this allocable amount will not sufficiently meet current research needs.

We are faced with some difficult decisions regarding allocation and demand management. With this shortage affecting all consumers nationwide, it is proving difficult to obtain additional supply on a reliable basis. As we seek to proactively manage this situation, AirGas is available to inspect current installations to recommend improvements to conserve helium and reduce loss.

We will also continue to explore alternate suppliers and will keep you updated as those efforts progress. In the meantime, should you have any questions regarding these changes, please contact Kathleen Kearney, Research Category Manager at (860) 486-2621 or via email at kathleen.kearney@uconn.edu.

[Liquid Helium Shortage Letter](#)

