



MY TIME AT THE UT SYSTEM

My First Two Weeks

- Meeting with everyone really helped me learn about the UT System, how it works, and how it is separate from the institutions.
 - In my first two weeks I attended 36 meetings
- I really got to know every different job and how they relate to each other.

Endowment Work

- All of my endowment work was done under the supervision of Chandra, resident endowment expert.
 - I did the first steps of processing an endowment and the last part of working the file. I did also get to work on the “middle” portion a little. This was done through a lot of different systems, SABER, UTIMCO, and eFAS.
- I also got to sit in on a lot of meetings regarding different endowments and the issues surrounding them.
 - These “issues” helped me familiarize myself with the legal side of the endowment world. It’s a very complicated world with a lot rules.
- I got to sit in on the endowment compliance working meeting as well.

Events

- With Christina and Julie, I got to visit hotels and Health Science Center San Antonio and observe how Winter Meeting is planned out.
- I also got to help out a little with Deep Dive. I worked on the bios for Deep Dive, and put together all the binders for Deep Dive with the help of Judy and Ashlynn.
 - At the Deep Dive, I worked at the name tent/name-tag table and I attended.
- After Deep Dive, I was able to work at the reception at Bauer House. I worked the name-tag table at Bauer House as well.

Center for Enhancing Philanthropy (CEP)

- I worked on a little “review” of the CEP website, where I went over the content and the organization of the information.
- I also attended the summer internship workshop with almost all the other interns from the program across the campuses.

Planned Giving

- I actually got to attend a meeting with the planned giving team at MD Anderson with Marcia in Houston.
 - We went out there on the System plane which was a really cool experience
- In the past two days I have been attending the planned giving workshop and working group meeting.

RE Smaller Projects and Planned Giving

- Deceased Processing
- Gift Processing
- Contact Reports
- Trusts and Estates

Inventory Project

- The Inventory Project is a project that tracks the available entities available for naming across the campuses. It is meant to track available namings and the value ranges that those buildings/facilities could be named for and to assist the Board of Regents when a naming opportunity is presented to them.
- This process was being totally revised to make it easier on the campuses, so I evaluated what needed to be changed and got to strategize on how those changes could be made.
- This inventory will hopefully help the Regents when namings are presented to them in the future.