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
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.