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### University Update - December 10, 2013

Kathy Krendl  
*Otterbein University*

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**University Update**  
**President Kathy Krendl**  
**December 10, 2013**

Happy Finals Week! Weren't we just walking into Battelle Hall to attend the Welcome Back Celebration? This semester has certainly gone by quickly! I'm in the midst of grading papers and finals for my students as are many of you. I thought I would take a quick break to bring you the latest information about some key activities and events happening at Otterbein as we bring fall semester to a close.

**Provost and Vice President for Academic Affairs Search Update**

Last week we welcomed two of our three finalists, Jeffery Coker and Miguel Martinez-Saenz, to campus. Thank you to those who were able to participate in the interview process. The third finalist, Scott Furlong, will be on campus this week starting Wednesday, December 11. For your convenience, video recordings of open fora for all three candidates will be available on the Ozone. We hope to extend an offer before the Christmas holiday. Please submit your evaluation forms by Friday, December 13.

**Director of Human Resources Search Update**

Members of the Director of Human Resources Search Committee met last week to select candidates for first round interviews from more than sixty applications. After narrowing the initial pool down to twenty-four, the committee selected ten candidates to move forward in the interviewing process. Skype interviews are scheduled for the week of December 16. Finalists will be invited to campus for interviews and an open forum in early January. We will keep you posted on our progress.

**Holiday Open House Reminder**

Richard and I are looking forward to hosting the Holiday Open House on Wednesday, December 11, from 4:00 p.m. – 7:00 p.m. at the President's Residence, 111 N. West Street. We hope that you can stop by for some holiday cheer. Parking has been reserved in the lot behind the stadium. It's a short walk down Martin Street to West Street. Be sure to contact Lisa Lee, Administrative Assistant, at llee@otterbein.edu, if you plan to attend.

**Otterbein Spirit Fridays Announced**

Beginning **Friday, December 13**, every Friday will be deemed **Otterbein Spirit Friday**. All faculty and staff are invited to wear Otterbein apparel on Fridays. The Otterbein Bookstore will extend its annual discount to include an extra day this year. On **December 12 and 13**, Otterbein faculty and staff can purchase Otterbein apparel at a 25 percent discount at the bookstore. The Spirit Committee, a new committee of volunteers leading the charge, will continue to look for additional opportunities for faculty and staff to receive discounts on Otterbein apparel throughout the year. The Otterbein Men's and Women's Basketball Teams play Capital on Saturday, January 11 and Saturday, February 15. The Spirit Committee is working with Bon Appetit to create a "Beat Cap" menu theme and/or dessert theme during the lunch hour on the Friday before these games to promote team spirit! Stay tuned for more great ideas from the Spirit Committee, which is being led by Jill McCullough '89 of Student Affairs.

**Welcome to Otterbein!**

Please join me in welcoming Kelly Stoll, Administrative Assistant in the School of Professional Studies, to our Otterbein community. Kelly works with Dr. Barbara Schaffner, Dean of the Graduate School and School of Professional Studies, on the second floor of Roush Hall. Stop by to say hello if you haven't already!

### **Institutional Advancement End of Year News**

It's once again the season when MANY gifts—and questions about year-end giving begin flooding Otterbein. Gift administration will be open throughout the season to ensure that all gifts are entered in a timely manner, and our donors are properly receipted for their 2013 calendar-year contributions. Below is a synopsis of the different types of gift vehicles most commonly encountered followed by specific instructions which may prove helpful in handling them.

**The most important thing to remember is that if you receive a gift from a donor, please do not hold onto it. Forward it immediately to the Howard House in its entirety (envelope and all correspondence).**

1) **Gifts to the University made by check should be forwarded to:**

**Kate Billy, Director of Donor Relations**

Advancement Office  
Otterbein University  
1 South Grove Street,  
Westerville, OH 43081

Please ask the donor to include the designation or any special instructions on the memo line of the check or by including a note with the check. It is very important that they are forwarded to our office promptly.

- Checks received after December 31 will be processed and receipted according to the postmark date on the envelope.
- Checks dated December 31 or earlier that are not received via U.S. Mail but that are in hand by January 6 will be posted to Calendar 2013.
- Please note: The process date is the date that will appear on the donor's acknowledgement. IRS 526 indicates that donors can deduct contributions by check "on the date they mail it."

2) **Gifts made by credit card:**

Credit card gifts, per IRS regulations, will be processed and receipted for the date the gift is charged against the credit card account. Therefore, all credit card gifts will be processed immediately upon receipt. The following are ways in which credit card gifts can be received:

- **Telephone:** We will process credit card gifts by phone during normal business hours of 8:30 a.m. -5:00 p.m. between now and December 31. Donors should be directed to Kate Billy at 614-823-1952.
- **Email:** Due to privacy compliance rules, please do not encourage a donor to email credit card information.
- **Online:** Donors may make credit card gifts through our secure website <http://www.otterbein.edu/public/Giving/web-give.aspx> until midnight on December 31. Credit card gifts must be posted by midnight on December 31, to be considered a 2013 gift for tax purposes. Please recommend that donors include their email on the online giving page. Our online giving site generates a receipt within minutes, so donors who provide their email can watch for a receipt to ensure that gifts are processed properly.

- **Please note:** After 5:00 p.m. on December 31, the main lines will be forwarded to Candace Brady, Director of Development and Planned Giving, at 614-395-7548 to field questions until midnight.
- 3) **Gifts of Stock:** *To complete a stock transfer prior to the end of Calendar 2013, we strongly recommend that donors initiate the process with their broker by December 15.* Complete instructions for initiating stock transfers can be found on our website at <http://www.otterbein.edu/Files/pdf/Giving/stock-transfer.pdf>. If you know that a donor is intending to transfer stock, please notify **Kate Billy, Director of Donor Relations**, so she can prepare the appropriate documentation and alert the controller's office and the vice president.
- 4) **Gifts-In-Kind:** *Please advise Advancement of any pending year-end gifts-in-kind by December 15.* The Advancement office should be advised of all non-cash gifts (gifts of real property) as soon as they are received—and, when possible, as soon as the donor's intent is made known.

#### **Join the Conversation**

Please remember to **Join the Conversation** about "Otterbein's Strategies for Addressing Food Insecurities in Westerville" on **Friday, December 20 from 12:00 – 1:00 p.m. in the 1847 Room.** Please bring your own brown bag lunch and beverage. Featured discussants include Sherry Williamson, Alumna, Share Bac A Pac; Otterbein Chaplain and W.A.R.M. Food Drive Coordinator Rev. Judy Guion-Utsler; Melissa Gilbert, Associate Dean, Otterbein Community Garden; and Patti Wilson, Senior Instructor, Share Bac A Pac. A can collection of foods for WARM will be gladly accepted.

As we prepare to ring in a new year, I want to thank you, again, for your hard work and dedication to the Otterbein community. Much has been accomplished during the last twelve months, and I'm looking forward to what lies ahead for us in 2014. Merry Christmas and Happy New Year!

Sincerely,  
President Krendl