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# The A & F Report

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## A Simple Introduction

Did you notice the construction taking place on Route 322 this summer? We helped orchestrate that. Or maybe you've heard about the new developments for Rowan Boulevard? We figured out the finances for that. Perhaps you remember when that water main broke and flooded the south side of Rowan University's campus? Yes, we can admit that it was a mini disaster, but we had a team for that.

For years students and employees have enjoyed all of the things that this university has to offer, but they don't really know the people that are behind it. We're the people that take care of contracts and bids. We're the ones that prepare budgets, improve safety for employees and students, and we even help to keep Rowan's landscaping green and groomed.

We're the Administration and Finance team at Rowan.

We're located in Linden Hall and we help to keep the university running smooth by making sure that students and employees are comfortable and have access to some of the best, like the latest technology and newest dorms. Our job is to help you feel more at ease.

**"We're located in Linden Hall and we help to keep the university running smooth by making sure that students and employees are comfortable."**



*Linden Hall at Rowan  
University*

# Staff Spotlight



*Christine Brasteter, Senior Director of Contracting & Procurement.*

**“We make sure that everyone is buying things at the right price and doing it in a way that is legal and proper.”**

Years ago, if you told Christine Brasteter that she'd end up having a profession where she'd be responsible for buying products and reviewing contracts, she'd probably think you were insane. According to her, she was either going to be an English professor, a lawyer, or work for the Soviet Union or the FBI.

Brasteter, who completed undergrad at Penn State with a degree in English and minors in Russian, political science, and history, and received her law degree from Widener Law School, is the recently ap-

pointed Senior Director of Contracting and Procurement at Rowan University.

The Audubon, NJ native is responsible for reviewing contracts and all of the buying at the university.

“Procurement oversees all the buying that goes on at the university, whether it is a box of pencils or paying a construction company to build new dorms,” said Brasteter.

“We make sure that everyone is buying things at the right price and doing it in a way that is legal and proper.”

Before Brasteter planted her feet on Rowan's soil, she was the General Counsel of the Redevelopment Authority of Camden. However, Brasteter claims that Rowan University is a better fit for her.

“I really like it here,” said Brasteter.

“The people that you

work with are very professional and everyone seems to be pushing in the same direction. You don't always get that when you're working in municipalities or redevelopment.”

When Brasteter isn't reviewing contracts or overseeing the buying of desks for a classroom, she can be found spending time with her family in her hometown.

The devoted wife and mother has three children, two boys and one girl, all under the age of five, who are all adopted from South Korea. Brasteter said that when she was younger, she wanted to adopt Korean children and after losing two of her own children, she and her husband finally made the decision to adopt.

Although Brasteter is not of Korean, she'd like to keep her children's culture apart of their everyday lives.

The family visits Korea often and Brasteter even cooks Korean food for her family throughout the week.

*Staff Spotlight continued pg. 3*

*Staff Spotlight continued*

“They’re very strong in teaching discipline, respect, and that your grades are important.”

And would you believe that Brasteter was a competitive martial artist for 25 years? Well, believe it.

Brasteter has two black belts and two brown belts in Martial Arts, but admits that she hasn’t practiced the art for quite some time.

*“The people that you work with are very professional and everyone seems to be pushing in the same direction.”*

Now that Brasteter has traded in her black belts for writing contracts, she couldn’t be happier.

“I’d really like to stay here, it’s a really nice place and I think it says a lot that most of the people that work here have been here for twenty something years.” \*

## New Mentoring & Leadership Programs

When you’re already an established professional, keeping up with what’s contemporary in your field can be difficult. Technology and practices change, but you don’t want to be the last to know.

That’s why Rowan University’s organization development and personal policies department has developed an adult education and training program. The program, which has been developed within the last year, allows leaders to learn about differ-

place. The leadership module begins with seven modules and each module builds on the other one. Those modules are: leadership, situational leadership, ethics, communications, conflict resolution, intelligences learning styles, and management skills.

Marie Tiemann, Executive Director of Organization Development and Personal Policies, said that she has received a lot of good feedback from employees and has seen an improvement from the ones that have graduated from the program.

“We have had 50 plus people through the program and they have graduated with continuing education units”, said Tiemann.

Tiemann explained that continuing education units help you to stay current in your field of expertise.

“The program gives them the tools they need to improve their own performance as managers”, said Tiemann.

The department has also developed a mentoring program for Rowan’s Communication Workers of America (CWA) staff.

The program is designed to help the clerical staff get acclimated to the work environment and become familiar with what the university expects of them.

It is developed around the four-month probationary period and each new employee is assigned a mentor to help them through that period.

“The mentoring program is designed not necessarily to train them, but to help them learn the organization and how things work in the organization,” said Tiemann. \*



Rowan University

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The Division of Administration & Finance provides effective administration and financial services for efficient University operations and provides support services for the proper utilization and protection of human, physical and financial resources to ensure the campus environment is one that is conducive to teaching, learning and research. The Division also manages the planning, programming, design and implementation of new construction and renovation projects in support of the campus master plan; administers proper services for the well-maintained physical plant and provides for an attractive, safe and environmentally sensitive campus for the entire University community. It also manages the human resources operation, including proper classification, training, and benefits advisement to employees; administers the payroll and handles employee relations matters for classified employees; provides for contract administration and risk management and is the principal liaison with legal representatives.

## Meet the Editor



**M**y name is Portia S. Porter and I am the Graduate Assistant for the Administration & Finance office.

I am also the editor of the *A & F Report* and I am very excited to be responsible for creating a newsletter for such a prominent office at Rowan University.

To the Administration & Finance Staff,

Hi, my name is Portia S. Porter and I'm the Graduate Assistant in the Administration & Finance office. This year, the department is going to publish a newsletter and I'm going to help put it together. The newsletter will contain timely information about what's happening in the area of Administration & Finance on Rowan's campus. Because you know better than I do about what's current and relevant news, I am asking that you take the time to fill out this form and keep me updated about what's going on. Please feel free to submit any information that you feel is of importance. I cannot guarantee that everything will make it into the newsletter, but I can guarantee that all suggestions will be considered for the publication. Please submit all forms (via email) to me by the first of every month. Thanks for your time and I look forward to hearing your ideas!

Sincerely,

Portia S. Porter

Graduate Assistant

Email: [PortiaSPorter@gmail.com](mailto:PortiaSPorter@gmail.com)

**Examples of what we're looking for:** Profile pieces (new employee, retiring employee, an employee that is receiving an award, outstanding student workers), University project updates (new construction), new programs, revised programs, updates about the Camden campus, budget cuts, etc.

Name:

Date:

Department:

Title:

Ideas and Suggestions: