

## In This Issue

Click the headline links  
below to view the stories.

- Employees Give Thanks
- From Tom's Desk
- Congratulations
- New to the Neighborhood
- Goodbye to...
- Staff Spotlight
- Holiday Safety
- Electronic Reimbursements
- Public Safety Services
- Life Outside of Work
- Protection of Sensitive Data
- W-2 Delivery
- Rewards & Recognition
- MEMFIS Upgrade
- Tech Talk
- Did You Know

## Employees Give Thanks

*For many of us, working at UNI is a blessing and we have many things for which we give thanks. See employee comments below.*

### "I am thankful ...

- for the opportunity to spend a significant amount of time with my family during the Christmas season." - **Mark Fober**
- that the Gilchrist building repairs appear to be moving forward." - **Jeanne Alcantara**
- for the Peanut Butter cookies.....Yummy!" - **Tonya Gerbracht**
- we have a winning football team!" - **Bonita Refshauge**
- for the flexibility in work hours UNI allows, in order to deal with life's unexpected events." - **Yvonne Groen**
- for all the friends I've made over the years!" - **Cheryl Moses**
- that "Purple Pride" is prevalent and evident in that so many students, faculty, and staff wear the colors proudly and help spread the word about our university." - **Tom Schellhardt**
- for our temporary office space in Campbell Hall after the fire in Gilchrist. We are so lucky to have so much space to spread out." - **Jane Campbell**
- for the beautifully maintained grounds when I want to go for a walk around campus on a sunny day. It really lifts my spirits!" - **Kathy Schwanz**
- for all of the opportunities that UNI has given me to learn and to grow. UNI has been an educational opportunity for me both as a student and as an employee. UNI has allowed me to expand my abilities by encouraging me to attend many types of training sessions. These work-related experiences have helped me to grow personally as well as professionally. I'm thankful for the opportunity to have contact with so many people who either work for or interact with UNI. This interaction has been a major factor in a *truly exceptional work experience*. The total UNI experience has been wonderful and I'm grateful for it. Thanks, UNI!!!!" - **Diane Headington**
- for all the things I have learned while working at UNI and the opportunities made available to me through my job. I never dreamed I would end up with a job with such good benefits, good work hours and conditions, and good pay without a college education." - **Penny Becker**
- for wonderful coworkers, an interesting job and a diverse assortment of athletic and art events to attend." - **Pat Whitt**
- that I have always been blessed with a great job! Also, the biggest reward working at UNI is student employees....they bring me much joy!" - **Mary Burke**
- for my family. Dawn, Hunter and Tanner are healthy and happy and make Dad smile win or lose! I am thankful for a team that works hard and is unselfish. I am thankful for a terrific place to work and for the people that make UNI such an awesome place! I am thankful for a safe and supportive community to live in and call home." - **Ben Jacobsen**
- for our electrician Dan and our area maintenance staff. Because of them, there is light at the end of every tunnel." - **Mike Schulz**



## I am thankful...

- for my fabulous wife, Jill, and my kids, Nate, Amanda and Jackson, as well as the best sister ever, Jody. I am thankful for a great athletic department staff and coaches who value each other, who work hard as a team to do the impossible and who value family, academic success and personal growth over and above winning games." – **Rick Hartzell**
- for my healthy and loving family and the awesome perspective they provide for me. I am thankful to have so many positive relationships in my life. I am thankful for the opportunity to work in a profession I love and work with people I enjoy, and be a part of young people's lives. And, I am thankful that I am a Panther!" – **Bobbi Petersen**
- that my coworkers in Human Resources are not only people that I enjoy working with, but also that I am privileged to call my friends and thankful for good health benefits and also that UNI contributes to TIAA-CREF in my name in addition to the amount that I contribute as an employee." – **Carol Brodie**
- for UNI because it has been a long-standing University of distinction...a University where students can expect to receive a well-rounded education...a University that cares about each faculty, staff and student...a University that gets involved and contributes greatly to the community... a University that offers good salary bases, good benefits, and makes faculty, staff, and students proud to wear Panther Purple and be a member of the UNI family!" – **Judy Dieken**
- to work in a secure, safe environment and for the most part pleasant surroundings. Thankful for all the benefits UNI has provided over the years." – **Del Sherwood**
- for the good friends I've made in 25 years at UNI, my co-workers who are always ready to assist if I have a problem, the many members of the Campus Services team who provide inspiration for me each day." – **Bill McKinley**
- that I have such a great place to work." – **Becky Junge**
- that purple is a good color for me." - **Eunice Dell**
- for absolutely wonderful co-workers who make the work environment a great place to be, an office with a window, co-workers who laugh, the quality of entertainment we are able to bring into Gallagher-Bluedorn, and the best student interns on campus." – **Nicole Burns**
- for family, health, nice home, being an American, adequate means of support." - **Vee Shaffer**
- for laughing in the office every day, excellent student interns, the fast-paced environment, great teams of co-workers, the variety of events on campus." - **Jocelyn Moeller**
- for vacation days from this busy place, a home cooked turkey dinner with all the trimmings, I found and bought a house, we get to have our cat back from foster care, and being with family for the holidays." – **Chris Kremer**
- Working in a richly diverse environment is what I am thankful for at UNI. The members of our UNI community hold many diverse positions on a variety of important topics. Political, Social, Environmental, Economics. The positions range from the ultra conservative, to the ultra liberal. These diverse holdings enable UNI employees to constantly challenge their own views and develop new or improved methods of critical thinking." – **Doug Main**
- I am thankful for the great groups of people I get to interact with who make UNI a better place for students. So many people are willing to go the extra mile and have a "can do" spirit that makes working together a joy."- **Milissa Wright**
- I have many things to be thankful for at UNI. First, I am grateful that I am able to work; grateful that I have a job, and grateful to be here at UNI. I am thankful for the students who have the opportunity to be employed by the university – without them our jobs would be overwhelming. I am thankful for the technology available at UNI that lets us do our work quickly and effectively. Also, I am thankful for the generous benefits we receive as UNI employees." – **Carol Johnson**
- UNI gives us Thursday and Friday off at Thanksgiving so we can spend time with our families and get some early Christmas shopping in. This gives us a long weekend to rest and reflect on how Thankful we should be to work at such a wonderful place." – **Linda Noble**

## Departments

Administration &  
Finance

Athletics

Business Operations

Event Center  
Management

Facilities Services

Financial Accounting  
and Reporting  
Services

Human Resource  
Services

Public Safety

Technology Systems  
and Services

University Events  
Coordination

## From Tom's Desk



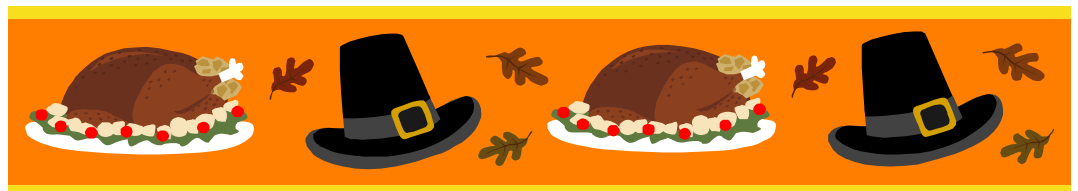
Another year of perfection at the Thanksgiving dinner table is a fond memory now. Five hours of preparation – turkey, dressing, cranberry salad, mashed potatoes, homemade rolls from the Pakala family at the farmer's market and pumpkin praline pie. All assembled by a team of family members and friends intent on ensuring a marvelous meal. Perfection requires preparation and teamwork.

Look at our undefeated football team. Coach Farley and his coaches and players prepare all week.....some 15-hour days watching film, preparing the game plan, practicing, strategizing. Plus studying the other team's traits, practicing some more and making sure the teamwork and the talent are in sync for a 3-hour-plus contest. They even master unique plays for every situation – like that “flea flicker” masterstroke used Saturday night in the last minute of the game. The result: a perfect 12-0 record heading into our quarterfinal match Saturday against Delaware.

Every day at UNI, I see similar examples of teamwork, preparation and results. Recently, they've included the RAGBRAI event; the first gridiron playoff game and all that providing an entertaining event for 16,000 Panther fans entails; approval by the Board of Regents to arm our certified University police officers; the dedications of the new physics building, the Business and Community Services building, and the Hall of Fame connector; and the beautiful landscaping across campus.

Perhaps no better time exists than during the Thanksgiving season to express my gratitude for all the ways you go about your daily business and working with colleagues as a team to execute your plan. As computer pioneer Gordon Eubanks once said, “Strategy gets you on the playing field, but execution pays the bills”.

So, even though that delicious Thanksgiving dinner is over, I will savor it for years to come. Just as I will value all the preparation and teamwork you deliver to execute UNI's programs and plans.



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# Congratulations!

## Panther First Awards



**August 2007 – October 2007 Recipients**

Jane Close  
Tresa Habinck  
Dave Kelly  
Brenda Neff  
Pam Rousselow  
Dean Shoars

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## New to the Neighborhood!

### **Athletics**

Julie Gerdes, Assistant Softball Coach

### **Business Operations**

Julianne Tyler, Secretary III

### **Facilities Services**

Daniel Beebe, Custodian I Building Services

### **Human Resource Services**

Lori Hoffmann, Training & Development Coordinator



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## Goodbye to....

Antonio Greer, Facilities Services  
Gary Lapole, Facilities Services  
Enes Mrzljak, Public Safety  
Edwin Ross, Facilities Services  
Brad Williams, Event Center Management  
Joanne Wzontek, Event Center Management

# Getting to Know Tonya Gerbracht

## *of Financial Accounting and Reporting Services*

By Yvonne Groen



**Tonya at Work**

Tonya lives in Wellsburg with her husband Chad and their children Ali and Bo. They are expecting their third child in February (It's a boy!). She graduated from Wartburg College in May of 1998 with a double major in accounting and management and joined the University in May of 2000.

Tonya's hobbies include any time spent with Chad and the children. They enjoy camping at various parks and attending the wrestling events that Chad coaches.

Tonya is involved with many of her church and kid's school activities. She helps the preschool with bookkeeping, teaches Sunday School and coaches Ali's soccer team. Recently, Tonya spoke at a Wartburg College panel for accounting students, answering questions regarding her career and duties at the University.



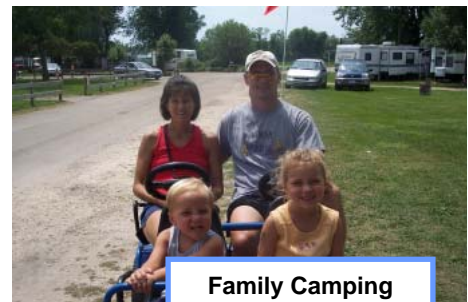
**Family Outing**

The thing that Tonya enjoys most about her job is working with departments across campus. When asked what event has impacted her most since her employment at the University, Tonya's reply was, "Besides the Gilchrist Fire, I would say the Oracle applications. I enjoy working with the Oracle apps and seeing the benefits in reporting our office has experienced." Tonya has been an integral part of the Oracle implementations. Her expertise lies in the Oracle General Ledger product, but she has become very familiar with many of the Oracle modules and has become a valuable problem-solver for MEMFIS users across campus. Tonya can be contacted regarding the following matters: account code and object code inquiries, journal entry questions, month-end and year-end information, requesting new accounts, stop payments, statement of account inquiries, financial reporting, Oracle custom reports (FSG) and for general consulting and advice. Tonya's direct phone number is 273-6520.



**Tonya supporting Chad's coaching**

Tonya coordinates the preparation of the University's Comprehensive Annual Financial Report and was promoted to Assistant Controller in June of 2007.



**Family Camping**

Editor:

Pat Whitt

Contributors:

Susie Baker

Penny Becker

Nicole Burns

Eunice Dell

Yvonne Groen

Jenny Hansmann

Sarah Harms

Carol Johnson

Sandy Law

Josh Lehman

Tom Schellhardt

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## Holiday Season Security & Safety Tips

*These tips are provided as safety reminders.*

- Be alert, aware and cautious, know where your belongings are; know where you are going and be aware of your surrounding area.
- Remain alert at all times especially in crowded areas, one may bump into you while another picks your pocket.
- If you must take a purse, carry it with the clasp or flap against the front of your body.
- Never leave your purse in a shopping cart or on a counter while you shop.
- Be aware of where your purse is when you go into a restaurant or bar, thieves prey on purses hung over the back of a chair or left on the floor or under your chair. Try to avoid taking a large purse.
- Wallets and check books should be carried in an inside pocket, cash should be carried in a front pocket.
- Take only cash and credit cards that you will need, do not display large sums of cash, be discreet.
- Never allow yourself to become distracted when opening your purse or wallet to make a purchase or browsing.
- Plan your stops in advance and inform others of your destination. If possible shop with friends or relatives, there is always safety in numbers.
- While shopping or anytime you leave home, give your house an occupied appearance, leave lights on and use timers.
- Don't use short cuts through alleys or walkways between buildings, take well lit traveled areas.
- Never leave your purse or other valuables in your vehicle in plain view, remove these items before reaching your destination.
- Park in well lit busy areas, keep windows up and doors locked.
- Be aware of your surroundings when going to or from your vehicle, criminals will hide between and under vehicles.
- When using public washrooms avoid placing purses on hooks or door handles, maintain control of your valuables.
- Carry your keys separate from your identification, in case of a theft the criminal will not have your address and keys.
- Try to avoid carrying numerous large shopping bags and/or packages, this makes it difficult to secure purses or wallets.
- Plan ahead, when returning to your vehicle or home have your keys ready in hand. Visually scan the area as you approach your vehicle when returning from shopping and as you approach your home.
- If your vehicle is in a parking area and something you see or sense doesn't appear to look or feel right, return to the shopping area call for security and/or call 9-1-1.
- If the same situation occurs while approaching your home, go to a neighbor's home and call 9-1-1.
- Before entering you vehicle, check the front and back seat, after entering immediately lock your doors.
- If you are going to continue to shop, place your packages in the trunk and move your vehicle to another area of the parking lot, if potential thieves are watching you, they will think you are leaving the area.

**BE SAFE - NOT SORRY**

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## Student and Employee Electronic Reimbursements - Coming Soon!

By Penny Becker



The Office of Business Operations is very excited about a new vendor payment option that will begin sometime during spring 2008. Faculty, staff, and students will be the first vendors with the option of an electronic payment to their bank account for payment instead of having a check mailed to them at the office or home.

Electronic payment by direct deposit will not be required, but will be strongly encouraged. Payments will be issued through a direct deposit of funds through ACH (Automated Clearing House) from UNI into a bank account and no check will be written. This option will speed up the reimbursement process as a result of the electronic transfer, avoid post office delays and will also avoid lost checks due to address changes. The first phase will include reimbursement checks, travel reimbursements, student refunds, and any other checks written through the Accounts Payable system.

Employees and students will be able to choose to have their reimbursements deposited directly into an account of their choice. Those who are currently using direct deposit for their payroll check will be able to login to My UNiverse and approve a current bank account or designate a different account for electronic payments. Employees will not be required to have payroll direct deposit to participate in direct deposit for reimbursements.

Details on how to sign up, when it will start, and who will be eligible will be coming soon.

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## Public Safety Services

By Carol Johnson

In addition to protecting life and property and preventing crime, the department of Public Safety provides other services to the campus community that you may not be aware are available.

- If you are uncomfortable walking to or from your car anytime, escorts are available 24 hours a day, 365 days a year.
- If you locked your keys in your car on campus, they can unlock it for you.
- If your car won't start, Public Safety has a jumper box that can be checked out with a picture ID.
- If you are locked out of your office or dorm, police officers can unlock the door.
- Fingerprinting is provided by officers. Fingerprints can be needed for pre-employment, immigration papers, or background checks. Officers have assisted student groups that include prospective teachers and those participating in Camp Adventure.
- Call 273-2712 to request any services.

Additionally, officers provide R.A.D. and S.A.F.E. programs that focus on personal safety. They offer safety programs in the residence halls and help with projects focused on alcohol awareness and pedestrian safety.

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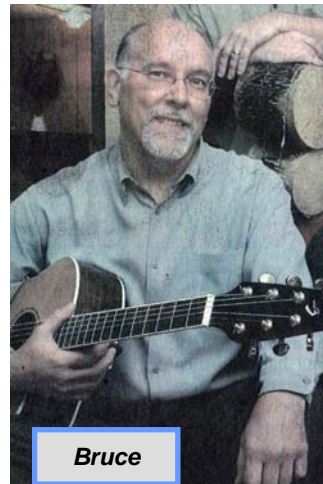
## Life Outside of Work

By Pat Whitt

### Bruce Rieks - From Numbers to Notes

Some of us at UNI, who know Bruce Rieks, identify Bruce with crunching numbers, writing financial reports and working on the University budget as the Budget System Development & Reporting Director.

Bruce has a “life outside of work” that is vastly different than working with numbers. He is a talented musician. His interest in music started as a child. In grade school he became involved with band and played the trumpet and also the baritone. As a high school student, his interests in playing the guitar lead Bruce to teaching himself while picking-up tips from a friend. When Bruce was still in high school, he played guitar in band concerts and church. Through the years Bruce has educated himself on the guitar with instruction books and experience.



Bruce

Spider and the Webs was the first group that Bruce played in back in 1966. They played the music of groups such as The Beatles, The Monkees, The Dave Clark Five, The Rolling Stones, Creedence Clearwater Revival and “rocked the night away.”



Stillwater

After college, his life was so busy with his job and other obligations that he didn't play with a group for a few years. In 1978 he got involved again, with the nudging from a coworker. She spotted a newspaper ad where a group was looking for a guitar player. Bruce answered the ad and joined the group **Stillwater**. They played together for about 5 years doing weekend weddings and anniversaries.

Around 1995, he met another guitar player while serving on the KUNI Board and he joined the Cedar River Boys. They also played weddings and anniversaries and assisted school fund raisers by raffling off an evening with the band playing. They played together for about 10 years.

He currently plays with a group called the **Vernatones**, mostly for fun. They got together in 2006 when this family group was considering recording a CD for their mother. They needed a guitarist and Bruce filled the slot. In 2006 their CD, “A Toast to the Family,” was available for purchase.

Bruce finds playing very relaxing after crunching numbers all week. His goal is to record an instrumental Christmas CD of favorite childhood songs. He has several songs in mind and a title for the album – “Warming Up to Christmas.”

Bruce's love of music and playing guitar has carried over to his son, Garrett, who regularly gets together with a group to play. Garrett plays guitar and bass.

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## VPAF Computers Receiving Extra Level of Protection for Sensitive Data

VPAF Technology Systems and Services have begun a new strategic initiative to protect confidential data while it is stored on computer hard disks, including laptops, which are particularly vulnerable to loss or theft. Identified staff throughout the Administration and Finance division will have **PGP® Whole Disk Encryption** installed on their computers. This software will protect information stored on those computers' hard disk drives by encrypting every byte of data.



Computer systems store significant amounts of sensitive information and can be targets for thieves. Mobile computers have become essential for increasing user productivity and efficiency, but the portable nature of these devices increases the possibility of loss or theft. If a system is ever stolen, lost or compromised, the University may be exposed to risk of financial loss, legal penalties, and brand damage. For these reasons, VPAF-TSS will deploy PGP Whole Disk Encryption to protect University data, as a component of a broader approach to security.

Staff who maintain or access data protected by law, as well as confidential and personal information should have PGP Whole Disk Encryption installed on their computer. Examples of these types of information include, but are not limited to, credit card numbers, banking information, social security numbers, medical information, law enforcement data, student grades, personnel records, etc. All laptops should also have PGP Whole Disk Encryption installed.

Each VPAF Departmental Director has provided VPAF Technology Systems and Services with the names of the individuals who should have this software installed.

PGP Whole Disk Encryption transparently locks down the entire contents of a laptop, desktop, or a folder located on a server, ensuring that in the event of loss, the data stored on those systems cannot be exposed to anyone outside the University. This encryption runs as a background process that is entirely transparent, automatically protecting valuable data, even in hidden and system files, without requiring you to take additional steps.

PGP Whole Disk Encryption requires individuals to authenticate with their PGP Whole Disk Encryption passphrase when they turn on their computer, before Microsoft Windows even starts. Once they have authenticated, on-the-fly decryption and encryption is enabled and their computer will continue with the normal startup process, which will look and behave exactly as before.

PGP Whole Disk Encryption will not affect the use of any applications. While individuals are logged in to their system, all applications, including email and other network software, run unaffected. The encryption/decryption is entirely transparent to application activity.

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## Avoid Delay in W-2 Delivery

By Penny Becker

W-2's for the 2007 tax year will be mailed in January 2008 to the employee's home address that is on file with Human Resource Services. Avoid mail delivery delays by taking a few minutes to verify your home address online.

Login to My UNiverse, find the My Personal Records tab, and click on Update My Personal Information. This brings up a screen where there are four tabs – Name, Home Address, Office, and Privacy. Click on the Home Address tab and your information will display. You can make any changes to your W-2 information online, or you may contact Human Resource Services at 273-2422 to have them make the address changes for you.

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## Recognition Luncheon for A&F Staff

By Jenny Hansmann

**Please mark your calendar:** the Administration and Finance Rewards and Recognition Luncheon will be held on Wednesday, January 30, 2008 in the Maucker Union Expansion from 11:30 a.m. – 1:30 p.m.

The High Five nominations for 2007 are currently being evaluated by the Rewards and Recognition Committee. In addition to honoring the High Five recipients, Years of Service milestone recipients for 2007 and Panther First award recipients for 2007 will be honored at this Rewards and Recognition Luncheon.

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## MEMFIS Upgrade - New Web ADI

By Eunice Dell

Oracle applications will be upgraded the weekend of December 8-9, 2007. There will be no access to the MEMFIS systems while the upgrade is being installed, but all systems should be available Monday morning, December 10. You should not experience any significant changes in the look or feel of the upgraded systems. Preparing a requisition, creating a budget adjustment, creating or approving a timecard, or running a MEMFIS report should not change. If you experience a problem, call the MEMFIS help line, 3-5555 or send a message to [memfis-help@uni.edu](mailto:memfis-help@uni.edu).

Shortly after the MEMFIS upgrade is completed, new templates will be introduced for processing Application Desktop Integrator (ADI) spreadsheets. The new Web ADI spreadsheets will be accessed from UNI's Forms Repository and will include MEMFIS Cash Receipts for Deposit, MEMFIS Journal Entries, and MEMFIS Procurement Cards. The new Web ADI will also be used to post Maucker Union chargebacks, Residence System chargebacks, telephone charges, and Print Services charges.

Once the transition to Web ADI is complete, you will access and use only the new format. With Web ADI, you can complete your spreadsheet, save it, and email just as you do now. But with Web ADI, if you double click in any given cell, you will be prompted to login to the MEMFIS application. You will enter your MEMFIS password and select your UNI Employee Self-Service responsibility to access a valid List of Values (LOVs) for the chosen cell. Other differences in completing the new spreadsheet will be relatively minor. Watch for more information coming soon.



## TechTalk

News you can use from A&F  
Technology Systems and Services

By Nate Klostermann

### Technology Quiz

- 1) Approximately how many computers on the Internet are infected with spyware?
  - a. 25%
  - b. 45%
  - c. 60%
  - d. 80%
- 2) What is the single best thing you can do to protect your computer against spyware?
  - a. Disable Active-X in Internet Explorer
  - b. Protect your computer with a firewall
  - c. Install anti-spyware and keep it updated
  - d. Only browse websites that you know and trust
- 3) You can trust an email if the sender is
  - a. Your CEO
  - b. Your company security officer
  - c. Your bank or credit union
  - d. Someone you've known a long time
- 4) You just got a brand new computer and it has anti-virus software installed. Is it safe to use on the Internet?
- 5) If you use the following rules to create your passwords, how long would it take a modern PC to crack your password?  
Rules: 8 characters (not real words), mixed upper and lower case alphabet, plus numbers and common symbols.
- 6) If you use 6 characters all lower case (not real words), how long would it take a modern PC to crack your password?

### Answers

- 1) d. Most experts agree that 80% is a reliable estimate
- 2) c. Anti-spyware is just as important as anti-virus
- 3) None of them, the name and email may be spoofed on any email
- 4) No, computers frequently come with defective software and risky configurations. Anti-virus software that is not constantly kept up-to-date is almost worthless. Software and definitions need to be updated before your machine is safe.
- 5) 23 years
- 6) 30 seconds

## DID YOU KNOW...

- If you need help with account code combinations and object code inquiries you can contact Jeanne Alcantara of Financial Accounting and Reporting Services. (273-6842)
- The minimum wage will change to \$7.25 in January 2008. For information on viewing student salaries, read memo on Payroll site <http://www.vpaf.uni.edu/obo/payroll/index.shtml> and see additional information at <http://www.uni.edu/finaid/pdf/MinimumWageFAQs.pdf>.
- The UNI Directory online has current up-to-date information listed for students, faculty and staff. If you can't find what you are looking for in the "printed Telephone Directory," try the online directory.
- There are 8,300 parking spaces on campus. The proposed parking deck in the Commons Lot will add 280 parking spaces.
- David Zarifis, Public Safety Director was honored at the football game of UNI vs. Southern Utah Saturday, November 17. The Athletics Department is recognizing Dave's commitment to excellence by awarding him honorary inductee status to the Letterman Club.