

## In This Issue

Click the headline  
links below to  
view the stories.

- Security for Credit Card
- My UNIverse
- Congratulations
- New to the Neighborhood
- Goodbye to...
- Parking Deck
- Life Outside of Work
- Online Permits
- Unpaid Days
- Accounts Receivable
- FY Clean-up
- External Audits
- Panthers Head to NFL
- Staff in Swing Show
- GBPAC New Season
- Tech Talk
- Did You Know

## UNI Upgrades Security for Credit Card Processing!

by Kelly Flege

A number of departments on campus accept credit cards as a form of payment for their goods and services, perhaps the most familiar being UNITix and DOR's retail dining and convenience stores. Other examples of credit card acceptance on campus include contributions to the UNI Foundation and Alumni Association, UNI Admission application fees, Price Lab School fees and numerous conference registrations. Credit cards are a convenient way for customers/patrons to make their payments. By accepting credit cards, departments reduce the amount of cash and/or checks they handle, can accept payment with an online application and provide consumers a frequently requested service.

Accepting credit cards also includes the responsibility to protect the data from possible identity theft. Identity theft can occur in multiple ways, a few examples are a computer virus or other electronic intrusion, a secondary card swipe of a credit card, or inappropriate access to unsecured paper forms with credit card information. UNI has steps in place to minimize these risks and is implementing advanced features to reduce the risk even further.

The need for UNI to upgrade its procedures for credit card security is influenced by credit card industry standards that define specific procedures and controls that must be in place to be considered compliant. The standards, known as PCI DSS (Payment Card Industry Data Security Standards) have been developed by the payment card industry, i.e. VISA Inc., MasterCard Worldwide, Discover Financial Services, American Express, and JCB International. The intent with these standards is to have consistent security measures across all major card brands on a world-wide basis.

The PCI DSS includes requirements for security management, policies, procedures, network architecture, software design, and other critical protective measures. This comprehensive standard is intended to help organizations proactively protect customer account data.

Failure to comply with the standards could force UNI to stop accepting credit cards as a form of payment. Minimizing our risk also protects the University from significant financial fines that could be levied should a breach occur. All organizations and businesses, that accept credit cards, are subject to these standards, regardless of industry.

So what is UNI doing to meet these requirements? A group of individuals from ITS-Network Services, OBO, AF Technology Services, Student Affairs, Advancement, DOR, UNITix and others have been working for a number of months evaluating our current operations and determining the best solution for UNI. In the process, we engaged a security consultant, Halock Security Labs that is an expert in the requirements and has been able to provide ideas and resources to most effectively meet the standards. The expertise of the consultant, coupled with the knowledge and resources of UNI's staff, has led to the plan currently being implemented.



## UNI Upgrades Security for Credit Card Processing – continued

UNI began preparing for these requirements a number of years ago, by eliminating the electronic storage of credit card account information and reducing the number of applications that process credit cards, e.g. all web page applications that accept credit cards use a common credit card processor. Not storing credit card data has made our efforts to comply with the PCI DSS a much simpler process. The use of the Identity Finder software has been implemented across campus to help determine where credit card information is stored. All employees with a personal computer should be running this application monthly to detect any sensitive data that may be stored in their files, specifically credit card account and social security numbers.

As we enhance our processes, the biggest change is that all computer applications that process credit cards will be connected and secured on a separate network that does not interact with other non-credit card related applications. Additional procedures to limit access to credit card information will be implemented including expanded use of name tags or id badges, proper handling of paper documentation, and a variety of other preventative measures. Security awareness training will also be provided to employees and their managers who process credit card transactions or support the systems that do. All employees should be familiar with the University's Use of Computer Resources policy (<http://www.uni.edu/policies/954>).

Most employees will not notice any changes as we try to make these system and procedural enhancements as transparent as possible. For those employees who work in areas where credit card transactions are processed, access to the information will be more limited. Employees who enter credit card information may have a separate, secured computer they use for this work, otherwise, business should continue as usual.

The upgrades to our credit card processing should be complete by early fall 2010. For questions, please contact Christina Geweke ([Christina.geweke@uni.edu](mailto:Christina.geweke@uni.edu) or 273-7505) or Kelly Flege ([Kelly.flege@uni.edu](mailto:Kelly.flege@uni.edu) or 273-3420).

## My UNiVerse Portal Has Changed



If you have logged into My UNiVerse recently, you will notice a new look. Can't find something? This [document](#) will help you find where commonly used links were located in the old MyUNiVerse and where you'll find them now.

Each user will have a main page called My Page. The content and layout of My Page is completely customizable by the user. Not only can the user select what content to appear on the page, they will have the ability to arrange the page in two or three columns and decide which content goes to which column. Announcements, news, updating personal information, password management are just a few of the areas in the My Page section of the portal. Social networking features, such as Facebook, Twitter, and RSS feeds are also available in the portal.

Another of the key features of the portal is arranging key content areas by topics with tabs. The segmenting of the content with tabs helps minimize the amount of information on each tab. The tabs include Academics, Finances, Work@UNI and Life@UNI, and are also customizable within their topic. The content of each tab, including My Page, is arranged in pagelets, content areas that can be collapsed or deleted.

---

# Congratulations!

## Panther First Awards

February 2010 – April 2010 Recipients

Jon Arkulari  
Sharon Alcott  
Tony Bass  
Joe Boutott  
David Burroughs  
Craig Cook  
Eileen Dare  
Travis Duncan  
Jack Geary  
Christine Geweke  
Kevin Jaeger  
Helen Johnson  
Amber Jones  
Cherie Kreger  
Chris Kremer  
Keith Kressin  
Gordon Krueger  
Brent Maitland  
Brian McBride  
Paul Meyermann  
Barb Noel  
Vic Paulsen  
Keith Reid  
Jim Riggle  
Jack Shafer  
Joan Shafer  
Carol Sherwood  
Nick Uhlenhake  
Michael Zwanziger

---

## New to the Neighborhood!

### Athletics

#### Matthew Entz, Football

Matt Entz is entering his first year on the University of Northern Iowa football staff. Entz will coach the defensive line for the Panthers. Entz, a native of Waterloo, Iowa, comes to UNI after having served as the defensive coordinator at Winona State University (WSU). He joined the WSU staff in 2002. He was named the American Football Coaches Association's Division II Assistant Coach of the Year in 2008.

He served as an assistant head coach and defensive line coach at Wayne State College in Nebraska, from 1999-2002. He was also a graduate assistant at Wayne State from 1996-1998. Entz was the defensive coordinator at Illinois College from 1998-1999.

Entz played college football at Wartburg College and earned his bachelor of arts in biology in 1995. He earned his master's degree in education/exercise science from Wayne State in 1998. He and his wife, Brenda, have two sons, Kellen (7), and Konner (5).



---

## New to the Neighborhood! (continued)

### **Kara Park, Athletics Administration**

Kara Park joined the UNI athletics department in February, 2010. Park serves as an academic advisor, working with the women's basketball, men's/women's golf, women's soccer, women's swimming and diving, women's tennis, men's/women's cross country/track and field, women's volleyball and wrestling programs at UNI. She will also work with the CHAMPS/Life Skills program at UNI. Park, a UNI alumna, joins the Panthers after serving as the Assistant Director for Student-Athlete Academic Services at the University of Akron in Akron, Ohio.

### **Facilities Services**

#### **Scott Benson, Utilities and Power Plant**

Scott worked at UNI for 8 years and then left and worked at the University of Iowa for 6 months before returning to UNI. He lives in Cedar Rapids with his wife. He has two grown children, one living in Cedar Rapids and one living in California. He has 3 grandchildren. In his spare time he loves to go on long rides on his motorcycle.

#### **Dirk Buschmann, Operations and Maintenance**

Dirk previously worked for Personified Painting before coming to UNI. He has been a painter for 23 years. He is married and has one daughter. In his spare time he likes to go motorcycling.

#### **Jeff Hermanson, Facilities Planning**

Jeff worked for Alliant Energy for 18 years before coming to UNI. He currently lives in Center Point with his wife and 2 children and they are planning to move to the Cedar Falls area sometime in the future. Has a professional license in Mechanical Engineering.

#### **James Linkenmeyer, Building Services**

James Linkenmeyer lives in Cedar Falls and has one son who is a junior at Cedar Falls High. He worked in the maintenance department at Friendship Village for 18 years before coming to UNI. Restoring old cars and watching motors sports are some of Jim's interests. He also enjoys camping from time to time. Jim works in the Wellness Recreation Center building.

#### **Claude Manning, Building Services**

Claude Manning lives in Waterloo with his wife Rose. He has 5 children and 5 grandchildren. Claude worked for Eagle Tanning in Waterloo for 18 years before they closed and came to UNI. In his spare time he likes to watch sports on TV. His favorite football team is the Chicago Bears. Claude also enjoys officiating high school sports like basketball and volleyball. Claude works in Wellness Recreation Center building.

#### **Timothy Merrick, Transportation Services**

Tim worked for Andrews Auto for 20 years before coming to UNI. He worked as an Outside Sales representative. He is married with one child. He lives in Washburn. In his spare time he loves to go motorcycling and fishing.

#### **Louanne Puhl-Kielty, Building Services**

Louanne Puhl-Kielty lives in Waterloo with her husband Mike. They have been married 20 years. They have one daughter who is 16 years old and attends West High School in Waterloo. Louanne worked 10 years for CBE Group before coming to UNI as a custodian. When not at work Louanne likes spending time with her family. She also likes to read, go camping and riding around on their Harley motorcycle. She works in the Human Performance Center building.



---

## New to the Neighborhood! (continued)

### **Justin Rhoades, Building Services**

Justin Rhoades has lived in Cedar Falls all his life. He graduated from Cedar Falls High School. Justin has one daughter Nicole 14 who attends Holmes Junior High. Justin worked 2 1/2 years at Terex Crane as a painter and 5 1/2 years at Roskamp Champion also as a painter before coming to UNI. He says he is a movie buff and likes to listen to music. He likes to play a little guitar and goes to local clubs to listen to his friends in bands. He works in the West Gym.

### **Public Safety**

#### **Adam Kracke**

Adam Kracke, originally of Delaware, IA, is a recent graduate of UNI. He received his BA in Psychology as well as a Certificate in Computer Applications. Adam joined the UNI Police Department during the fall of 2006 as a student dispatcher and is now taking on the role of the half-time dispatcher at the department. Adam and his fiancé, Miranda, are planning a June 2011 wedding.

### **VP for Administration and Financial Services**

#### **Eric O'Brien**

Eric O'Brien is the University Sustainability Coordinator. In this role, he will be actively involved in working with a number of groups on campus to promote and track sustainable initiatives. Prior to working for UNI, Eric spent seven years working for the Department of Natural Resources focusing his time on the variety of water quality issues facing Iowans. He graduated from UNI with a BA in Biology in 2001 and MS in Environmental Science in 2003. Eric, his wife Sara, and two daughters look forward to relocating to the Cedar Falls area after living in the Iowa City area since graduation.

---

## Goodbye to....

Atif Austin - Football  
Heather Costello - UNI Dome Operations  
Leon Costello - Athletics Promotions and Marketing

---

## Parking Deck to Generate Electricity

By John Mirchich

The design of the Multimodal Parking Deck included putting solar panels above the top deck. These solar panels allow for the maximum amount of electricity to be generated through all four seasons while blending with the architecture of the facility. The panels are currently in the process of being installed with an expected completion of August 2010.

The design will produce approximately 273,600 kWh of electricity per year. The design for the solar panel installation incorporates the use of electrical equipment in the building. The solar panels will supply approximately all of the energy needs for the building, to include the electrical equipment and the geothermal heating system for the building, making it effectively a net zero building. It will be one of the first net zero commercial buildings in the state.



# Life Outside of Work

## *Everyone is Special in God's Eyes - Mike & Kim Henny*

By Mike Henny,

**Everyone is special in God's eyes.** That's why Mike and Kim Henny and a group of volunteers have been hosting a weekly event called JAM (Jesus And Me) since September of 2007. JAM focuses on individuals who battle a mental or physical disability. The goal for the special needs services is to reach out to the community and express the love of Jesus to people who are often overlooked.



Each Jesus And Me service begins with singing and music, followed by birthday announcements, a brief message and a time for prayer. After the JAM service, a community meal is provided free of charge! Typically, 50-80 people from Waterloo, Cedar Falls and the surrounding area attend this weekly event. The JAM service is held at the I.H.O.P.E. Center, 722 South Hackett Road, Waterloo. I.H.O.P.E. Center is a non-denominational House of Prayer. The House of Prayer also offers a free medical clinic to those who do not have medical insurance.

In addition to the weekly community event, they host a Special Needs Prom every year. This community event is free and offers limousine rides, dancing, food and an opportunity for those who have often been overlooked to enjoy a special evening with friends. Prom dresses and sport coats are provided at no cost. The attendance for the Special Needs Prom is usually between 250-300 people. This year's event will be on Friday, June 4th, 2010 and will have a Hawaiian theme. All are welcome!



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

## *Everyone is Special in God's Eyes - continued*

On the 2<sup>nd</sup> Sunday of every month, Mike and Kim along with Gary and Donna Thuesen host a service at Country View Care Center in Waterloo. They sing, teach and visit with residents at the center.



It all started when Mike and Kim Henny adopted their son, Eric, when he was five years old. He came to live with the Henny family as a foster child when he was 3 years old. Eric has learning disabilities. He graduated from Cedar Falls High School in 2003 and was on the wrestling team.

He is now 25 years old and is pictured on the left with his youngest sister, Laura. The Henny's have two other daughters, Kate and Michelle who attend UNI and are majoring in Pre-Med and Psychology. Mike has worked in the Physical Plant at UNI since December 1997 and is a Systems Control Technician.

---

## **Have a Relaxing Summer!**



---

# Get Permits Online Not In Line

By Carol Johnson

Where will you be on August 23rd? Will you be standing in line with many students and construction workers getting your parking permit?

Avoid the hassle and order your parking permit online now! Until August 13<sup>th</sup> you can login in to My UNlverse and order it. You can even choose to have the permit delivered right to your office via campus mail. The new permit will not be billed until August. After August 13<sup>th</sup>, parking permits can be purchased in Public Safety located in 30 Gilchrist Hall.

---

# Temporary Layoff/Furlough and Mandatory Unpaid Days Reminder

Required unpaid leave must be taken by June 30, 2010 (June 12 for Merit Supervisory & Confidential staff). If you have not taken or scheduled your required amount of unpaid leave, please contact your supervisor to schedule it. Unpaid leave related to these programs may not be taken after June 30. If you are unsure if you have remaining unpaid leave to take, please contact your supervisor. Information and FAQ's regarding the unpaid leave programs is available in the "Latest News" section of the HRS website at [www.uni.edu/hrs](http://www.uni.edu/hrs).

---

# Do Your Customers Owe for Goods or Services?

If yes, then these receivables should be entered into the centralized accounts receivable system. Contact Brian Looby at 3-3537 before Friday, June 11 so these can be entered and included in the fiscal year-end financial reports. Information about the centralized accounts receivable system is available at [http://www.vpaf.uni.edu/obo/accts\\_receivable/index.shtml](http://www.vpaf.uni.edu/obo/accts_receivable/index.shtml).

---

# Fiscal Year End Clean Up

Purchasing/Accounts Payable reminds account managers to review the Fiscal Year 2010 Closing Schedule at [http://www.vpaf.uni.edu/obo/documents/close\\_sch.pdf](http://www.vpaf.uni.edu/obo/documents/close_sch.pdf). Check Statements of Account for purchase order encumbrances that need attention and contact LuAnn Andreessen at 3-3116 for those that should be closed. Requisition preparers (including students) should check for rejected, returned, in-process and pre-approved requisitions that should be canceled or deleted. In a timely manner, remember to submit all procurement cards, RFPs and travel reimbursements for the current fiscal year.

---

# External Audits Conducted by the State Auditor's Office

By Gary Shontz

The primary mission of the State Auditor's Office is to benefit the citizens of Iowa by providing audit services to state and local governments to ensure the programs they administer and the services they render are conducted in an efficient and effective manner, that the resources they receive were expended for the intended purpose, and their financial statements were presented in transparent manner in accordance with Generally Accepted Accounting Principles.

With the goal of accomplishing this mission, an audit manager and a number of assistants come to campus on multiple occasions each year to conduct financial, compliance, and performance audits.

The Auditor of State audits the University's Comprehensive Annual Financial Statement on an annual basis. The auditor's work includes a comprehensive risk assessment; testing of internal controls, transactions, and systems; and a comprehensive review of the University's financial statements and notes to financial statements. The Auditor also tests compliance with certain provisions of laws, regulations, contractual provisions, and other matters. The purpose of this financial audit is to provide a reasonable assurance that the University's financial statements are free of material misstatements.

A Single Audit of all the Federal funds received by the University is also conducted annually. It is a rigorous, organization-wide audit of the University's financial records, financial statements, Federal award transactions and expenditures, the general managements of its operations, internal control systems, and the federal assistance the University received during the audit period. The Single Audit is divided into two components: compliance and financial. The objective of the Single Audit is to provide assurances to the Federal government that the funds it awarded to the University were managed in accordance with Federal regulations and the funds were expended for the intended purpose in accordance with program regulations.

On an ad hoc basis, the Auditor conducts performance audits of selected programs. The subject matter may be assigned by the Auditor of State or requested by the legislature.

State auditors typically notify Gary Shontz, the University Controller, prior to coming to campus. When requested, Shontz arranges access to University personnel and records. The auditors work out of Baker Hall Room 308; their telephone number is 273-7797.

An entrance conference is typically held at the beginning of an audit to clarify the purpose and scope of the audit. An exit conference is held at the conclusion of an audit. The purpose of the exit conference is to inform University officials of any findings, to clarify possible misunderstandings, and to provide management an opportunity to respond in writing to any findings and recommendations.

Auditors may contact University employees asking them to explain transactions or processes or to provide responses to internal control or risk assessment questionnaire. Employees may be asked to provide copies of documents. University employees are expected to cooperate with auditors and to truthfully and fully answer their questions.

Copies of audits are provided to the President, Vice President for Administration and Financial Services, Controller, Director of Business Operations, Internal Auditor, and others depending on the subject matter. Copies of all the audits conducted by or reviewed by the State Auditor's Office are posted to the Auditor's web site. The URL is as follows: <http://auditor.iowa.gov/reports/index.html>.

---

## 10 Panthers Head to NFL Camps

Ten University of Northern Iowa football players will be in National Football League camps following the post-draft signing period.



Three former Panthers have inked free agent contracts, while seven others have been invited by NFL teams to attend mini-camps.

Defensive end, **James Ruffin**, inked a free agent deal with the Tampa Bay Buccaneers. Offensive tackle, **Austin Howard**, signed a free agent contract with the Philadelphia Eagles. Safety, **Quentin Scott**, signed a free agent deal with the Chicago Bears.

Defensive tackle, **Wes Lane**, (Minnesota Vikings), running back, **Derrick Law**, (Minnesota Vikings), center, **Austin Steichen**, (Chicago Bears), wide receiver, **D.J. Hord**, (Green Bay Packers, Washington Redskins), linebacker, **Elijah Hodge**, (Minnesota Vikings), offensive lineman, **Jason Fiocco**, (Tampa Bay Buccaneers) and quarterback, **Pat Grace**, (Dallas Cowboys) have all been invited to free agent mini-camps.

---

## UNI Staff Sing in Shell Rock Musical

By Pam Rousselow

Since 1965, the Shell Rock Music Association has been producing on a Spring Swing Show. This past April, four UNI employees were involved in the production. The show was presented nine times over a two week period. Dave Diercks, a supervisor in Plant Services, performed for his 13th year. Dave sings bass and participates in the chorus and also performs in small groups. His wife Kim is the director of lights and sound. Other UNI employees participating this year were Shoshanna Coon, Interim Associate Dean & Associate Professor, Graduate College, Jim Jurgenson, Biology Professor and Karen Peterson, Secretary in HPELS. In addition, this year's show represented the work of members from 14 communities.

Proceeds have been donated to a variety of causes. The Shell Rock Fire and Police Departments, the Shell Rock Benny Gambaianni Library, Waverly-Shell Rock Schools, New Horizons low rent housing development, Sportsman's Club, Tennis Club, Food Closet, the Joe Harken Scholarship Fund, Scouts, and the American Legion have received substantial donations. Contributions have also been made to the Community Development Committee, Trees



Forever, the Boyd Building, the purchase of street christmas decorations, the purchase of a water slide for the Shell Rock swimming pool, Parks Galore, Shell Rock Historical Society, Shell Rock Women's Club and Bremer County Historical Society.

Beyond Shell Rock, significant contributions have gone to the Ronald McDonald House in Iowa City, Bremer-Butler Hospice, Wartburg Community Symphony, Waverly Community Theater, Denver Jaws of Life Project, Bremer County Peace Officers Association, Waverly-Shell Rock High School's Project Graduation, the University of Iowa Hospitals and Clinics Bone Marrow Transplant Program, Jazz Hall Preservation Museum of New Orleans, LA and Aplington-Parkersburg School Music Department.

To see more information about the show go to <http://shellrockswingshow.org>.

# GBPAC Offers Exciting New Season!

By Janelle Darst

Join Friends of the Gallagher-Bluedorn to order tickets *before* the general public. Friends of the Gallagher-Bluedorn can order beginning July 5. General public tickets are for sale starting August 2.



**Judy Shepard, 9/16/ 2010**



**Sleeping Beauty,  
1/22/2011**



**Four Tops and  
Temptations,  
9/30/2010**



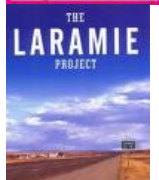
**The Blue Man Group,  
1/25-27/11**



**Legally Blonde, 10/10/2010**



**Cuarteto Cassals with Andreas Klein,  
2/13/2011**



**Laramie Project, 10/12/2010  
Laramie Epilogue,  
10/14/2010**



**Giggle Giggle Quack,  
3/6/2011**

**Bonga & The Vodou Drums of Haiti,  
11/11/2010**

**Van Cliburn Gold Medalist, Haochen Zhang,  
3/27/2011**



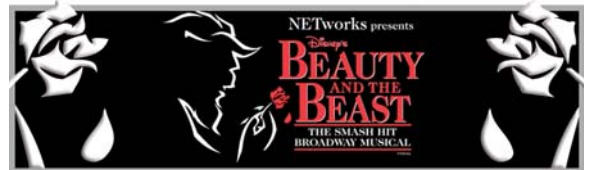
**Drumline Live, 11/18/2010**



**Johnny Matthis, 4/3/2011**



**The Ten Tenors,  
12/17/2010**



**Beauty and the Beast, April 8-10, 2011**



**A Christmas  
Carol,  
12/19/2010**



**Boston Brass,  
4/17/2011**



## TechTalk

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

### ***Identity Finder Training for AFS Employees***

Identity Finder has been purchased by the University to identify legally protected data on computers. Examples of legally protected data include: Social Security numbers, Credit/debit/Procurement card numbers, bank account numbers, other governmental ID numbers such as drivers licenses, HIPPA (Health Insurance Portability and Accountability Act) data, FERPA (Family Educational Rights and Privacy Act) data, etc. In addition to legally protected data it also finds passwords. When legally protected data is found the user will have the opportunity to shred the data or move it to an encrypted location.

Administration and Financial Services division's policy states it is the responsibility of each divisional staff member to scan their data on a monthly basis, either shredding or migrating authorized protected data to encrypted server-based locations and sharing scan results with their immediate supervisor.

AF Technology Services (AFTS) staff will assist in the creation of server-based encryption folders for appropriate storage of data. Additionally, technical staff will provide support for the installation and operation of the Identity Finder software.

Training on using identity Finder has been rolled out to several AFTS departments. Instructions on using the tool are available at [http://www.vpaf.uni.edu/tss/self\\_help/documents/Identity\\_Finder.pdf](http://www.vpaf.uni.edu/tss/self_help/documents/Identity_Finder.pdf). Instructor lead trainings will be offered on June 17 and June 22 at 10:00 a.m. Seating is limited. Please contact Pat Whitt at 273-6881 or [pat.whitt@uni.edu](mailto:pat.whitt@uni.edu) to attend.

Please do not hesitate to contact AF Technology Services at 273-2461 or [vpaf-tss@uni.edu](mailto:vpaf-tss@uni.edu) if you have any questions regarding Identity Finder.

## **DID YOU KNOW...**

- Joan Shafer student employee for Building Services was one of the five finalists for Student of the Year. Joan works at the President's House.
- 94 of 158 University vehicles sustained some type of damage from the April 6th hail storm. The estimated value of damage was \$218,000. Price Lab School had 61 windows broken and the Greenhouse had 30 windows broken. 17 different buildings sustained damage to roof vents, AC units, exhaust fan covers, etc.