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**2006 High Five Award Recipients**  
VP Tom Schellhardt presenter, Lynn Pakala, Nick Bambach, Elaine Dalrymple, Dennis Nieman

## Rewards and Recognition for Employees

Approximately 200 Administration and Finance Division employees attended the Annual Rewards and Recognition reception January 24, 2007 in the new McLeod Center. Among those attending were several retirees. Light refreshments were served and music was provided by the School of Music.

Tom Schellhardt, Administration and Finance Vice President, highlighted the accomplishments of departments and presented awards. Panther First award recipients and employees celebrating milestones of 5, 10, 15, 20, 25, 30 and 35 years of service were honored. UNI President Ben Allen addressed the group and praised employees for their excellent service to the University.

High Five Awards for Excellence were presented. This award recognizes employees for continued and outstanding achievement in the division's core values of service excellence, teamwork and initiative. Twenty-five nominations were submitted for the award. The nominees were Susan Baker, Nick Bambach, Eric Blake, Denise Bouska, Michelle Byers, Carol Christopher, Elaine Dalrymple, Travis Duncan, Carl Ellison, Charles Fosselman, Jacquelyn Fry, Steve Gearhart, Tonya Gerbracht, Steve Hansen, Alvin Harrenstein, Catherine McRoberts, Dennis Nieman, Linda Noble, Lynn Pakala, David Pruin, Angel Stigler, William Tuzicka, Duane Vangerpen, Brad Williams, and Stephen Wilson. This year's recipients, Nick Bambach, Elaine Dalrymple, Dennis Nieman, and Lynn Pakala, will have their names engraved on the High Five perpetual plaque located in Vice President Schellhardt's office.

# A&F Rewards and Recognition Reception...



Linda Noble 35 Years of Service

Joe Boutott 35 Years of Service

2006 Panther First Award Recipients

2006 High Five Award Nominees

McLeod Center - January 24, 2007

# Congratulations!

## Years of Service Awards



### 5 Years

Sharon Alcott  
W. Scott Benson  
Donald Bishop  
Megan Brady  
Kelly Destival  
Michael Fay  
Shawn Heath  
Kelley Jacobs  
Benjamin Jacobson  
Kevin Launderville  
Barbara Noel  
Allison Pohlman  
Latonja Porter  
John Rasmussen  
Edwin Ross  
William Smoldt  
Mario Verduzco  
Kim Wrage

### 10 Years

Daniel Brouwer  
Delbert Cordes  
Sharon Cordes  
Dennis Craun  
James Dally  
Randy Elder  
Kurtis Keough  
David Schultz  
Dean Seekins  
Colleen Toneff  
Joseph Tyler  
Constance Van Dyke  
Patricia Whitt

### 15 Years

Charles Neil

### 20 Years

Janet Acklin  
Wanda Akers  
Dennis Anderson  
Leroy Corwin  
Carolyn Donlon  
Jennifer Hansmann  
Duane McDonald  
Larry Moses  
James Riggle  
Ronald Timmermann  
Milissa Wright

### 25 Years

David Carter  
Diane Hensley  
Brian Peters

### 30 Years

Robert Bellman  
Charles Cornish  
Cheryl Moses  
Duane Vangerpen  
Steven Young

### 35 Years

Joseph Boutott  
Linda Noble

# Panther First Awards

All UNI employees are eligible to receive the Panther First Award. The Panther First Award identifies and rewards employees who have provided excellent customer service to customers, co-workers, or other members of the UNI community. The award is granted anytime an individual or group of individuals is nominated for the recognition.

Any UNI student, faculty, or staff can nominate an employee for a Panther First Award by completing a brief nomination form and submitting it to Human Resource Services Training and Development. Forms can be [printed](#) and submitted or [submitted online](#).

## A & F Division Employees Receiving One Panther First Award in 2006

**Sherri Baldwin  
Penny Becker  
Eric Blake  
Carol Brodie  
Mary Burke  
Michelle Byers  
Mary Liz Cook  
Elaine Dalrymple  
Eileen Dams  
Judith Dieken  
Michael Dix  
Jerry Eastman  
Carl Ellison**

**Charles Fosselman  
Michael Freese  
Lisa Frush  
Kenneth Griffin  
Yvonne Groen  
Drue Hadenfeldt  
Steve Hansen  
Tony Hanson  
Vincent Heuer  
Diane Juel  
Judith Kester  
Sandra Law  
Stuart Mackey**

**Brent Maitland  
Floyd Russ Myers  
Dennis Nieman  
David Pruin  
Christine Rohwedder  
Melissa Schreiber  
Terry Sheerer  
Kathy Siems  
Heather Tousignant  
Cindy Webb  
Patricia Whitt  
Steve Wilson**

## A & F Division Employees Receiving Two Panther First Awards in 2006

**David Andersen  
Kim Andersen  
Robin Gurien  
Joan Johannes  
Douglas Widen**

## 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



This month's column is dedicated to a number of colleagues and individuals who have made the past month a memorable one.

First, I wish to thank each and every member of the A&F Rewards and Recognition Ceremony committee, chaired by Heather Tousignant, for organizing and hosting an excellent recognition program. I know you agree that the McLeod Center was a beautiful venue to house our annual program and all details were well planned.

Second, I wish to congratulate all of you who were honored for years of service. Thank you for all that you have done and continue to do to ensure that our students, faculty, staff, and guests are served promptly and professionally.

Congratulations to this year's High Five winners and Panther First honorees. You have been recognized by your colleagues for exemplary service that surpasses expectations. I applaud you for the manner in which you conduct your daily responsibilities and the mark you leave on this university.

Perseverance, attention to detail, and never losing faith, are watch words for our Police Division. Kudos to Dave Zarifis, Milissa Wright, Jim Dally, Angela Jennings, Joe Tyler and the entire staff for arresting the Gilchrist Hall arson suspects. We also appreciate the cooperation and leadership of the Black Hawk County Attorney's office, the Cedar Falls Police Department, and the West Des Moines Police Department.

Another thank you is extended to Governor Chet Culver for his 2008 budget proposal for higher education. His budget recommendation was to provide a \$25 million increase in general funds to the Regents universities and a commitment to include funding for the Regents in the Salary bill. The latter recommendation is the first time in several years that the State salary bill included the Regents system. For the past three fiscal years the General Assembly had not provided any new salary funding leading to massive internal reallocations. Please note that Culver's entire state budget recommendation depends in part on the passage of a \$1.00 per pack cigarette tax increase. If the full \$1 increase proposed in the cigarette tax is not approved, the funding proposal for the Regents could be affected.

Finally, I wish to thank each of you for helping to make calendar year 2006 a successful one in terms of major accomplishments. As I mentioned at the A&F Rewards Ceremony, time would not permit me to list all of our accomplishments but they were substantive and continue to benefit our major constituents – our students, faculty, and staff.

## Computer Security Enhanced Plus Energy Savings

As part of ongoing work in the areas of computer security and energy conservation, A&F Technology Systems and Services recently implemented changes to desktop computer configurations. The measures, applied on January 10<sup>th</sup>, are compliant with security auditing requirements and are in support of campus-wide energy conservation efforts. The changes are two fold: After 20 minutes of inactivity, the monitor will enter power-saving mode and go "blank". Users have five minutes after that to move their mouse or hit their keyboard before their account locks. The power save mode is designed to save energy when computers are not in use and the safety feature will secure a computer from unwanted entry and access to email, data and personal information. To unlock, users simply enter their password.



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## UNI Benefits Administrator - Cindy Webb

By Sandy Law

Cindy Webb began her position as Benefits Administrator in September 2006. She was promoted after the retirement of Jan Flick. Cindy came to UNI in April 2002 when she joined Human Resource Services as a Benefits Generalist.



Graduating from UNI in 1996 with a degree in Communications/Public Relations, Cindy worked with employee benefits in the private sector for four years. Two years were spent at United Beverage in Waterloo and two years at Harbor Group in Sioux Center.

From February 2003 through December 2004, Cindy worked on the MEMFIS project in Bartlett Hall while serving as the benefits team leader for the Modern Executive Management Financial Information System (MEMFIS). She was responsible for designing and implementing the Benefits module of the Oracle system.

As Benefits Administrator, Cindy manages all aspects of employee benefits including Health, Dental, Life, Long-Term Disability, Flexible Spending Accounts and retirement plans. Her days are full with answering questions from 2,100 benefit eligible UNI employees and administering all University sponsored benefits.

Cindy enjoys her work at UNI and finds pleasure in getting to know a wide variety of employees in numerous life stages ranging from new employees orienting to campus, to those with various life event changes. She enjoys being able to promote all of the great benefits that UNI employees receive. She is currently training Sarah Peakin, the new Benefits Specialist, who began her duties in Human Resource Services on January 29<sup>th</sup>.

Cindy was born and raised in Sioux Center, Iowa. She and her husband Chad, Sales Manager at United Beverage in Waterloo, are very busy parents of three active boys: Colton 8 years, Carter 2 years, and Cooper 9 months.

Cindy smiles as she considers hobbies and activities in any remaining "spare time" she may have. Reading, biking and spending time with her family are at the top of her list for now.

For employees with any benefits concerns, they will find Cindy's calm, relaxed manner will soon put them at ease.

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## New Travel Services Available to UNI



UNI has entered into an agreement with Travel and Transport as an additional preferred provider of travel services. Travel and Transport has extensive experience with higher-education related travel and offers services not currently provided.

For more information, visit  
[http://www.vpaf.uni.edu/obo/accounts\\_payable/tnt\\_info.htm](http://www.vpaf.uni.edu/obo/accounts_payable/tnt_info.htm).

## A&F News and Views

Quarterly publication for Administration and Finance Division employees

Editor:

Pat Whitt

Contributors:

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Eunice Dell

Yvonne Groen

Jenny Hansmann

Sarah Harms

Carol Johnson

Sandy Law

Josh Lehman

Tom Schellhardt

# Compliance Corner: Are you an Athletic Booster?

By Josh Lehman

The University of Northern Iowa, by virtue of its membership with the National Collegiate Athletic Association (NCAA), is responsible for ensuring complete compliance of all constituencies (i.e., university staff, student-athletes, alumni, and friends) with all NCAA rules and regulations. Under NCAA rules, parents, alumni, and friends may be categorized as "representatives of athletics interests."

There are many NCAA rules and regulations that apply to "representatives of athletics interests" or boosters, as commonly referred to. Please recognize that UNI appreciates the interest and support of all its constituencies, but urges each of you to become familiar with the rules and regulations of the NCAA. Should you have any questions, please do not hesitate in contacting Steve Schofield, assistant athletics director for compliance, at 273-7465.

UNI continually strives for academic and athletic excellence. Combined with that pursuit is an ongoing commitment to ethical conduct by all members of its staff and supporters. **Please remember that even the simplest, inadvertent actions on your part can jeopardize the eligibility of student-athletes and/or prospects.**

## Am I a "Representative of Athletics Interests?"

You are a "Representative of Athletics Interests" and will always retain that identity if you:

- Are or ever have been a member of the UNI Athletic Club
- Are or ever have been an employee of UNI
- Have ever purchased season tickets for any of UNI's athletics programs
- Are the spouse of a UNI Athletics Department employee
- Have ever made a donation to the UNI athletics program
- Have ever been involved in any way with the UNI athletics program

## Who is a "Prospect?"

A prospective student-athlete (prospect) is a person who has begun classes for the ninth grade. In addition, a student who has not started classes for the ninth grade becomes a prospect if the university provides the individual (or relatives or friends of the individual) any financial assistance or other benefits not provided to prospective students generally.

## What is an "Extra Benefit?"

As defined by the NCAA, an "extra benefit" is any special arrangement by an institutional employee or representative of athletics interests to provide a student-athlete (or relative or friend of the student-athlete) a benefit not expressly authorized by NCAA legislation. Receipt of such a benefit is not considered a violation if that same benefit is generally available to the institution's students or their relatives and/or friends or to a particular segment of the student body determined on a basis unrelated to athletics ability.

### In consideration of this definition, please recognize the following:

- A student-athlete cannot accept anything from a UNI employee or booster
- A student-athlete cannot accept free or reduced cost room and/or board from a UNI employee or booster
- A student-athlete cannot eat at a restaurant as the guest of a booster or UNI employee
- A student-athlete cannot accept free or reduced merchandise or services from any merchant unless that free or reduced cost item is also available to the general public
- A student-athlete cannot accept a special discount, payment arrangement or credit on a purchase or service from a UNI employee or booster
- A student-athlete may be provided reasonable and occasional local transportation (within 30 miles) from a UNI employee
- A student-athlete may accept, on the infrequent occasion, an invitation to the home of a UNI employee or booster for a meal
- A student-athlete cannot accept a loan of money, guarantee of bond, use of an automobile, or

the signing or co-signing of a note to arrange a loan from a UNI employee or booster

### Recruiting Regulations

According to the NCAA definition, "Recruiting is any solicitation of a prospect or prospect's relatives (or legal guardians) by an institutional staff member or by a representative of athletics interests for the purpose of securing the prospect's enrollment and ultimate participation in the institution's athletics program." With this definition in mind, the basic provisions of this NCAA regulation are as follows:

A booster is prohibited from making in-person, on- or off-campus recruiting contacts, or written or telephone communication with a prospect or the prospect's relatives or legal guardians.

In addition, a booster is prohibited from contacting any enrolled student-athlete at another institution for the purpose of encouraging transfer to UNI and participation in our athletics program. If a prospect approaches you off campus regarding the athletics program, explain that NCAA rules prohibit such a discussion and suggest to the prospect that he/she contact the head coach of the sport for information.

## Dates to Remember

### February

Feb 15	Women's BB vs. Wichita State	Feb 18	Women's tennis vs. Chicago State
Feb 15	Merit & P&S PAF Requests Due in HRS	Feb 18	Fantasia Live! - GBPAC
Feb 16	UNI-Dome Open Track & Field	Feb 20	Faculty Artist Showcase Concert- GBPAC
Feb 16	Women's tennis vs. Upper Iowa	Feb 23	Women's tennis vs. Western Illinois
Feb 16	Women's tennis vs. South Dakota State	Feb 24	Women's tennis vs. Eastern Illinois
Feb 17	Women's BB vs. Missouri State	Feb 24	Men's BB vs. Illinois State
		Feb 24	Queen Ida & the Bon Temps Zydeco Band - GBPAC

### March

March 2	Eileen Ivers & Immigrant Soul - GBPAC	March 16	Marriage of Figaro – GBPAC
March 3	NCAA Wrestling West Regional	March 19	Merit & P&S PAF Requests Due in HRS
March 2-4	Men's BB MVC Tournament – St. Louis	March 20	Merce Cunningham Dance Co. – GBPAC
March 3	The Dance of Politics & Art – GBPAC	March 22	Women's Softball vs. North Dakota State
March 4	Man of La Mancha - GBPAC	March 28	Performance Competition Finals Concert – GBPAC
March 6	David Sanborn - GBPAC	March 31	The Actor's Gang-1984 GBPAC
March 8	Concert Chorale Concert – GBPAC	March 31	Women's Softball vs. Indiana State
March 8	Women's BB MVC Tournament – Des Moines		
March 11	Women's tennis vs. Wisconsin-Milwaukee		

### April

April 1	Women's Softball vs. Indiana State	April 14	Women's Tennis vs. Southern Illinois
April 1	Women's Tennis vs. Drake	April 14	Anti-Gravity – GBPAC
April 4	Women's Softball vs. Bradley	April 14-15	Women's Softball vs. Wichita State
April 4-6	Men's Baseball vs. Illinois State	April 15	Women's Tennis vs. Evansville
April 7	Track UNI Messersmith Invitational	April 17	Merit & P&S PAF Requests Due in HRS
April 7	Danse Francaise – GBPAC	April 20-22	Men's Baseball vs. North Dakota State
April 7	Women's Tennis vs. Creighton	April 21-22	Women's Softball vs. Southern Illinois
April 8	Women's Tennis vs. Wichita State	April 24	Men's Baseball vs. Upper Iowa
April 10	Alexander Kobrin – GBPAC	April 24	Women's Softball vs. Iowa
April 11	Men's Baseball vs. Minnesota	April 27-29	Men's Baseball vs. Indiana State
April 11	Women's Softball vs. Wartburg	April 28	Spring Pops – GBPAC
April 12	Jazz Band One Concert - GBPAC	April 28-29	Women's Softball vs. Creighton

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## Internet Auction Sales Benefit UNI

By Penny Becker

Vince Heuer, the University's Fixed Asset Accountant, is responsible for taking UNI into the electronic age to sell used equipment and other surplus items. In mid-November, the University started selling goods on [publicsurplus.com](http://publicsurplus.com). According to Vince, "We offered a pickup truck that didn't even run, to test the water online, and sold it for \$1,000." Other sales have included everything from a printer toner pack sold locally for \$3, to a grand piano for \$14,000 to a buyer in Houston, Texas! "The biggest surprise," Vince says, "was the sale of two toner cartridges to a person in Connecticut at \$20 each." This auction website is open to select public entities to sell items. Bids are accepted very much like eBay auctions. Using Public Surplus to sell items provides many advantages to UNI. Items are marketed to buyers all over the United States, the University doesn't have to store items while waiting for enough items to accumulate for a live auction, and there are no advertising expenses. UNI's location on Public Surplus is found at <http://www.publicsurplus.com/sms/uni,ia/list/current?orgid=50590>.

For more information regarding the sales of surplus equipment and goods at UNI visit <http://www.vpaf.uni.edu/obo/fixedassets/pubsale.shtml> or call Vince at 273-3527.

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## Out of the Ashes - Gilchrist Hall to be Renovated

By Susan Baker



It's been a long road to recovery, but the end is in sight for the renovation of Gilchrist Hall due to the fire in 2005. The schematic design for Gilchrist Hall will be presented to the Board of Regents at the March Board meeting. The first phase of the renovation, removal of existing asbestos containing fire proofing, has been approved by the Board of Regents. Phase I will begin in February and is expected to be completed by summer. The remaining renovation will start this summer with construction scheduled to take approximately a year for completion.

The Facilities Planning Advisory Committee presented recommendations to the Cabinet regarding the departments to be located in Gilchrist. Offices returning to Gilchrist are Advising and Career Services, Business Operations, Compliance and Equity Management, Enrollment Services Admissions, Enrollment Services Financial Aid, Human Resources Services, Public Safety, Registrar, and the Vice President for Educational and Student Services. Some of the new offices planned to be housed in Gilchrist are Athletic Advising, Disability Services, International Studies, and Vocational Rehabilitation. Current plans call for the Vice President for Administration and Finance, the Administration and Finance IT office, the Educational and Student Services IT office and Financial Accounting and Reporting Services to no longer be housed in Gilchrist.

When Gilchrist Hall originally opened in 1965, the first level included facilities for College Relations, the President, the Dean of Instruction, the Dean of Students, the Coordinator of Counseling, the Extension Service, and Alumni and Public School Relations. The second level included the Business Office, The Registrar's Office, and the Data Processing Center.

In 2004 the Integrated Student Services Center was opened in Gilchrist Hall and dedicated to Dr. Sue Follon, former Vice President for Educational and Student Services. When the building is reopened it will continue with this emphasis and build upon the concept of providing integrated services to students in one central location.

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## Aging Campus Electrical To Be Replaced

By Susan Baker



Have you ever wondered when you flip on that light switch or turn on your computer in the morning that the electricity it takes to perform this task is dependable? Did you notice surveyors around campus the first of January? Well, these surveyors are surveying for the Electrical Distribution Loop project to replace portions of our aging electrical distribution. Parts of our electrical distribution are 27 and 41 years old.

A study of the University-owned electrical distribution system was completed by University staff in 1991, and updated by a consultant in 2003. The study recommended phasing out the 4,160 volt electrical system and replacement of old cabling that is well in excess of its original life expectancy.

This project supports the institution's mission and strategic plan by providing the majority of facilities on campus with efficient and reliable electricity. It will reduce outage time, accommodate increasing loads and eliminate potential hazards to personnel. This phase of the project is funded by the State Vertical Infrastructure Fund and is scheduled to be bid this spring with construction continuing until the spring of 2008. Total project budget for this phase is \$3,000,000.

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## New to the Neighborhood!

### **Athletics**

**James Kehl, Assistant Concessions Manager**

### **Event Center Management**

**Stacy Harris, Assistant Director Finance & Ticketing UNItix**

### **Facilities Services**

**Meta Allen, Custodian-Building Services**

### **Human Resource Services**

**Sarah Peakin, Benefits Specialist**

### **A&F Technology Systems and Services**

**Nathan Klostermann, Systems Administrator IT**

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## Goodbye to....

**Brian Bahl, Athletics**

**Richard Ciesielski, Facilities Services**

**Melissa Schreiber, Business Operations**

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## Kudos to UNI Police

By Carol Johnson

The arrests made in connection with the 2005 homecoming weekend fires are the direct result of UNI Police hard work, dedication, and persistence. As a result of the fires, UNI Police had to move their offices while continuing their day to day work and relentlessly investigating the incident. When you see an officer, please take time to say thank you for a job well done. We are proud of you!!

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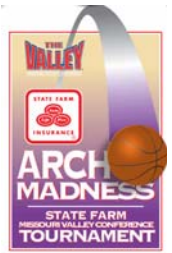
## State Farm Missouri Valley Conference Men's and Women's Basketball Tickets on Sale

By Josh Lehman

Come cheer on the Panthers as they make the drive towards the NCAA tournament! Ben Jacobson and Tony DiCecco's squads head to face off with the rest of the Valley with an automatic bid to the Big Dance on the line.

The men's tournament will be held March 1-4 at Scottrade Center in St. Louis, Missouri, while the women's tournament will be held March 8-11 at the Drake Knapp Center in Des Moines, Iowa.

Please call UNItix to purchase tickets, or for more information, at 319-273-4TIX. Price for the men's tournament is \$90 for an all-session pass, while the women's all-session price is \$45.



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## Does Your Bumper Sticker Read "Change Happens"

By Eunice Dell, "new" Coordinator for Faculty and Staff Disability Services



Actually, my bumper sticker reads, "Go Panthers", but I'm excited when positive **Change Happens** at UNI. Beginning in January 2007, I have agreed to work with faculty and staff to address disability issues on campus. The President's Cabinet created the Coordinating Committee for Disability Accommodations (CCDA), during the 2004 fall semester, for the purpose of examining and addressing issues related to access and services for students, faculty, and staff with disabilities. In August 2006, University strengths and weaknesses were identified along with a list of recommendations for improvement in a self-study of services for faculty, staff and students in need of accommodations completed by the CCDA.

My new job is to address some of the CCDA recommendations. Initial tasks include developing and publicizing a procedural plan or process for faculty and staff with disabilities to follow when they have accommodation needs and a campus-wide communication effort to inform deans, directors, department heads, and supervisors about the process and services available. Once the process is in place, accommodation requests will be evaluated and addressed, including employee follow-up.

A close working relationship will exist with the CCDA and the Office of Disability Services, dedicated to serving students, to share policies, practices, and resources. Other responsibilities include working collaboratively with Human Resource Services and Compliance and Equity Management to review policies and procedures in recruitment and pre-employment screening to insure persons with disabilities are welcomed. Position description reviews confirm essential functions of the job are described well and in compliance with the Americans with Disabilities Act.

I have much to learn in this new role and I am looking forward to the challenge. In addition, I continue to work on the MEMFIS project and my office remains with ITS-IS in East Bartlett 19. If you have questions or concerns about disability services or MEMFIS, please stop by or give me a call at 273-7432.

# A&F TechTalk

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

By Pat Whitt

## Computer Classes

Do you need to enhance your computer skills? Perhaps you have mastered Microsoft Word, but could use a little help with creating effective spreadsheets. Maybe you are putting together a Power Point presentation and need help making it look more professional.

Technology 'n' Training, a division of ITS-Educational Technology, offer free computer workshops and other technology training services to students and employees. Visit their [web site](#) or call them at 273-2309 to see if they have the class you need.

## "How To" Directions

Do you like to learn at your own pace, but just need some self-help documents to guide you? Check out the Technology Systems & Services [self-help web site](#) for information on Ad-Aware Spyware Removal, Earth Link Dial-up, Email, MyUNiverse Navigation, Oracle Calendar, UNI Phones, and Remote Desktop.

Documentation for tasks performed in the MEMFIS system can be found on the [MEMFIS web site](#).

## Need Technical Support?

If you are an employee in the Administration and Finance division, you can request technical support by completing a [form online](#) or you can call the support staff at 273-2461. They are more than happy to give you a hand!

## DID YOU KNOW...

- Financial Accounting and Reporting Services processes an average of 435 journal entries to general ledger every month.
- You can view the University's Annual Financial Reports and Supplement Reports at <http://access.uni.edu/reports/cafr/index.shtml>.
- A&F division employees **should not turn the power off**, but **log off**, when their computer is not in use. Shutting down the computer will interfere with computer maintenance and backup activities that occur during the night. Users will be notified when additional energy conservation measures are in place and they can turn the power off and not disrupt maintenance activities.
- There are approximately 62 miles of sidewalks on the UNI campus.
- The **MEMFIS Users Group (MUG)** planning team convenes monthly to determine whether or not there is enough new MEMFIS information or related topics of interest to warrant a campus-wide MUG meeting. Spending time away from the office is never easy and the team wants to make each meeting a value-added experience for everyone attending. During spring 2007, when meetings are scheduled, you will be notified and they will be held at 1:30 p.m. the third Thursday in McCollum Science Hall Room 201.
- Public Safety is open 24 hours a day. They can be reached by calling 273-2712 any hour of the day or night.
- There are 12 blue emergency phones strategically placed across campus. In case of emergency, push the button on the blue phone, and it will connect directly into UNI Police dispatch.
- If you are in the market for a PDA, TSS technical support will be happy to recommend those that are most compatible with A&F systems.
- Contact TSS technical support to install virus protection on your PDA, to ensure University systems are not compromised.

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## Campus Parking Frequently Asked Questions

By Carol Johnson



Parking on campus is frequently filled with questions such as “where can I park?” or “where can our visitors park?” These questions and others are answered in this article and will hopefully squelch some myths regarding parking for the campus community as well as visitors at UNI.

A permit is needed Monday through Friday no matter what time of day. For visitors without a permit, the alternative is to park at a meter. Campus visitors can park in the metered visitor lot directly north of the Gallagher-Bluedorn Performing Arts Center (GBPAC). The meters in this lot are 10 hour meters and the cost is 50 cents per hour. The GBPAC lot is strictly a visitor lot which means students, faculty and staff may not park in it. If the GBPAC lot is closed or full, visitors are asked to park in the B lot south of University Avenue.

For departments hosting meetings, workshops, seminars, or conferences with visitors coming to campus, a Group Parking Permit Request form maybe submitted to the parking department for temporary permits. These temporary permits are available at a conference rate of \$1.25 per day which will result in a savings over the metered parking. The parking department asks that requests are submitted at least one week in advance of when they are needed. Forms may be obtained by calling 273-7093 or 273-3179 and a form will be mailed or faxed.

A common misconception is that no permits are needed in the evening. Lot designations are lifted in the G, A & B lots at 4:00 p.m. which means that any permit holder can park in these lots from 4:00 p.m. to 1:00 a.m. Monday through Friday. CP lots are restricted to CP permits only from 1:00 a.m. Monday until 4:00 p.m. Friday. R permit holders can never park in C or CP lots.

Those needing to leave their vehicle in a UNI lot overnight, please park in a C or R lot. No parking is allowed in the G, A, B or metered areas from 1:00 a.m. to 7:00 a.m. Overnight guests can obtain a courtesy parking permit for up to 2 days and may park in any C or R parking area.

If in doubt of where you can park, call Public Safety Parking Operations at 273-3179 or 273-7093.

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## W-2 Available Online

By Penny Becker

W-2 Wage and Tax Statements were mailed January 22, and are available online through MyUNiverse by accessing MEMFIS - UNI Employee Self Service responsibility. The format of the online document is different than that mailed, but the information reported is the same. Payroll is working with Oracle to have its preferred format displayed online. In the interim, you can print this form. If you haven't received your 2006 Form W-2 in the mail, and would like Payroll to print and mail it, contact Payroll at 273-6425. W-2 frequently asked questions are available online at <http://www.vpaf.uni.edu/obo/>.

Directions to access your W-2 are located on the MEMFIS website in Employee Self Service. This [quick reference guide](#) will help you find, view, and print your W-2 statement.



Happy Valentines Day!