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## Campus Emergency Phones

By Carol Johnson

The safety of students, staff and visitors is of great importance to everyone at the University of Northern Iowa. Ten emergency phones are located across campus for use in emergencies. Once a phone is activated UNI Police Dispatch hear all that is being said in the area of the phone without the caller holding a phone receiver plus a strobe light on top of the phone will flash, marking the location for responding officers. See a map of **Emergency Phone locations**. [http://www.vpaf.uni.edu/pubsaf/contacting\\_police/bluelightmap.shtml](http://www.vpaf.uni.edu/pubsaf/contacting_police/bluelightmap.shtml)



### Using the Emergency Phone

- Push the red button
- Speak into the phone to report the emergency



### Emergency Phone Locations

- North Dome Lot
- North end of South Art Lot
- North of Curris Business Building
- East of 23rd Street Market
- North of Lang Hall
- Between Gilchrist and the Greenhouse
- North of the Industrial Technology Center
- North of ROTH
- Between CEEE and the bridge to University Apartments/ROTH
- Between the Rod Library and Maucker Union

To report an emergency calling from University phones and cell phones **dial 273-4000 for a campus emergency**. This number rings directly to University Police dispatch.

## 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



Most of us have interesting hobbies or pastimes that add enjoyment to our lives daily. Some of you enjoy tackling crossword puzzles; others may be sudoku enthusiasts, favoring numbers over words. I like solving cryptograms. They are created from text with each letter in the cryptogram standing for another letter.

I favor solving quotation cryptograms of famous people, past or present. Several of the solved quotes line my office wall because of their importance in my everyday life. One of my favorite quotes is by legendary baseball pitcher Leroy "Satchel" Paige, who said: *"Never let your head hang down. Never give up and sit down and grieve. Find another way."*

John W. Gardner, the founder of Common Cause, authored a new favorite of mine: *"We are all faced with a series of great opportunities brilliantly disguised as insoluble problems."*

These two quotes are relevant today, especially in the message I wish to convey. This is the time of year when we evaluate our progress in reaching our yearly goals and assess our overall performance. It's a time when we can celebrate our successes! We can also contemplate why we could not achieve other objectives. Perhaps the unattained goals reflect unforeseen obstacles, higher priorities or 'insoluble problems.'

My assessment of our UNI accomplishments this year concludes that we have a great deal to cheer about! Much was done to enhance services to our university community, especially our students and our guests. We solved a number of problems and realized a number of opportunities, thanks to your ideas, initiative and dedicated achievements. Thank you for taking time to assist President Allen and his wife Pat during their busy and successful first year as they learned as much as possible about UNI and its rich history.

We made great strides in developing and setting priorities for the Division's information technology projects that benefit our students, faculty and staff. In partnership with ITS, we improved the electronic student-billing payment process. Marty Mark and her staff continue to provide exceptional IT support for 400 division staff members.

We continue to analyze our business processes using the 'Kaizen' lean-technique approach. Significant progress was made to improve the university's financial condition by reducing the need for working capital and offering ongoing training on the use of the University's business systems.

Our Facilities Services and IT staff assisted in realizing a campus energy-conservation program. A new recycling substation on Panther Parkway, involving our partnership with the City of Cedar Falls, has been very successful. Our power plant staff is working closely with Cedar Falls Utilities to test alternative fuels.

Several new buildings opened, including the Innovative Teaching and Technology Center, the McLeod Center, and the Business and Community Services building. Renovations are being completed in the Physics building, greenhouses, Russell Hall, the Human Performance Center, Gilchrist Hall and selected areas of McCollum Science Hall. Our student-athletes excelled this year with several academic All-Americans chosen from numerous UNI teams.

As we look to the new fiscal year, we are mindful of the support of Governor Culver, the state legislature, the Iowa Board of Regents, our alumni and our students for advocating and supporting higher-education funding. The Regents' salary request was fully funded and \$25 million in new operating support for the universities was appropriated. Also approved was \$131 million in bonding authority, including \$11.8 million for renovation of Sabin Hall, \$5.8 million for phase II of the Electrical Distribution System project and needed funds for deferred maintenance and fire safety.

We have a lot to smile about and I know we will have much to smile about in the New Year, too. Which reminds me of another cryptogram that, when solved, was Martin Charnin's familiar lyric, "You're never fully dressed without a smile."

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# Congratulations!

## Panther First Awards



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### January 2007 – April 2007 Recipients

Joseph Boutott	Michael Fay	Cheryl Moses	Terry Sheerer
Craig Cook	Charles Fosselman	Enes Mrzljak	Tom Wymore
Leroy Corwin	Grounds Department	Danny Rhoads	Michael Zwanziger
Richard Elefsrud	Tony Hanson	Joan Shafer	

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## New to the Neighborhood!

### Athletics

Scott Frost, Assistant Football Coach  
Jerry Montgomery, Assistant Football Coach  
Jennifer Plante, Assistant Soccer Coach  
Tanya Warren, Women's Basketball Head Coach  
Trevor Warren, Assistant Soccer Coach

### Business Operations

Tresa Habinck, Clerk IV  
Molly Rickert, Purchasing Agent

### Facilities Services

Bradley Prinsen, Custodian I  
Carl Metzger, Power Plant Assistant Chief Operator

### Gallagher-Bluedorn Performing Arts Center

Christopher Kremer, Event Management Director

### Public Safety

Larry Klodt, Public Safety Dispatcher

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## Goodbye to....

Brian Bahl, Athletics  
Darrell Bonorden, Facilities Services  
Denise Bouska, Financial Accounting & Reporting Services  
Brandon Hall, Athletics



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## From Officer Trainee to Associate Director

By Carol Johnson

Twenty-one years ago Milissa Wright began her career at the University of Northern Iowa as an officer trainee. Since that time, she has moved up through the ranks within the Public Safety department. In July 2004, she began her current position as Associate Director for UNI Public Safety.



When Milissa began employment at UNI she was enlisted in the Army Reserve. At that time she had already served 3 years and continued to serve for a total of 6 years.

Life was very busy for Milissa. While raising a family, working at UNI, and serving in the Army Reserve, she *also* enrolled part-time in criminology classes. After several years of part-time schooling, Milissa received a business degree from Upper Iowa University. She casually jokes about being on the “13 year plan.” Persistence paid off for Milissa; she continued her education and received a

Masters degree in Political Science from UNI. In addition, she taught in the Criminal Justice program at an area college and at the Iowa Law Enforcement Academy.

Born in Chanute, Kansas, Milissa moved to Iowa with her 9 brothers and sisters and landed in Cedar Falls in 1972. Her first memory of Cedar Falls is the 1972 fire at UNI. She watched old Gilchrist Hall burn to the ground. Ironically, Milissa was very much affected, by the Gilchrist fire of October 2005. She supervised the investigation of the recent fire.

Milissa’s job responsibilities are numerous and include supervising shift operations, investigations, the dispatch center, training, and the Student Patrol Program. In addition, she serves on many committees across campus. Working with students and staff at UNI are things she really enjoys about her job. Helping students learn and stay on the right track to become successful is very important to her. Milissa believes that just because a person turns 18, it doesn’t necessarily mean they have all the skills to survive in the adult world.

In her spare time, Milissa enjoys motorcycle trips with her husband, Rick, spending time with daughter, Kathleen, still at home, and her horses. Milissa’s interest in horses is what prompted her to become a 4-H leader. She also enjoys spending time with family and friends.

Milissa and Rick are parents of Christopher and Kathleen. It is not unusual, however, to find other teenagers, who are in need of a home, living with the Wright family. Therefore, they also consider Olivia, Tony, Jennifer, Tara, and Erica a part of their close family. This very giving spirit that is part of Milissa, enables her to offer help and support to everyone she comes in contact with.

## A&F News and Views

Quarterly publication for  
Administration and Finance  
Division employees

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## RAGBRAI Coming to UNI on July 25

By Sarah Harms

The Des Moines Register's Annual Great Bicycle Ride Across Iowa (RAGBRAI) is coming to the University and Cedar Falls Wednesday, July 25. UNI is partnering with Cedar Falls to make RAGBRAI's overnight stop in Cedar Falls one to remember!

Organizers expect 10,000 registered riders and another 5,000 support people to spend the night in Cedar Falls.

Riders will have access to some of the University's facilities, including the residence halls for showers and overnight accommodations. Campsites for riders will be available west of the UNI-Dome.

Both the campus and the city will be buzzing with things to see and do. A noteworthy highlight of this year's event will be an appearance by Lance Armstrong in Cedar Falls. Armstrong is a seven-time winner of the Tour de France, and namesake of the Lance Armstrong Foundation. Details of Armstrong's appearance are still in the planning stage.

The official theme for the Cedar Falls event will be "LIVE LARGE." Hundreds of volunteers are needed for the event. If you are interested in becoming a volunteer visit <http://cedarfallsragbrai.org>. The website is also a good source of information about the activities surrounding the July 25 event in Cedar Falls so check it often!



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## New Orientation for Merit and P&S!

By Lisa Frush

Human Resource Services has expanded the orientation process for newly hired Merit and Professional and Scientific employees. Orientation sessions are held monthly for all new employees in these classifications, and for employees moving from temporary to non-temporary status.

The six-hour orientation includes presentations regarding employee benefits, employee handbooks, safety, and University policies. Campus programs, facilities and services such as Faculty & Staff Disabilities Services, employee recognition programs, Wellness & Recreation Services, UNI Athletics and Gallagher Bluedorn Performing Arts Center have representatives at the orientation to provide new staff with information.

Campus tours are given by student ambassadors for those who are interested at the conclusion of the orientation. This expanded orientation offers new employees information about their new position and life at UNI, as well as an opportunity to network with other new employees.

For more information on the monthly orientation agenda and the dates for the remainder of 2007, please visit <http://www.vpaf.uni.edu/hrs/orientation.shtml>.

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# Three UNI Teams Earn Academic Recognition from NCAA

By Josh Lehman

Cedar Falls, Iowa – Three athletics teams from the University of Northern Iowa have received public recognition from the NCAA for their Academic Progress Rate (APR) scores. UNI's women's tennis, women's indoor track and field, and volleyball teams were all honored for having posted multi-year APR scores in the top 10 percent of all squads in their respective sports.

Each school's APR is calculated by measuring the academic eligibility and retention of scholarship student-athletes by team each term. A total of 839 teams from 217 Division I colleges and universities were honored for being in the top 10 percent of their respective sports. The high performing teams all posted APR scores between 975 and 1,000.

Among Missouri Valley Conference schools, UNI was third with three teams recognized, as only Creighton (7) and Bradley (4) had more. In addition, two of UNI's honored teams – women's tennis and volleyball – posted perfect 1,000 scores over the period from 2003 through 2006.

"We are extremely proud of the efforts of these young women, their coaching staffs, and our academic support personnel," UNI director of athletics Rick Hartzell said. "While we strive for success on the field, academic success and progress towards graduation is always the number one goal for our student-athletes. I get a great deal of satisfaction from these results."



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## G Parking Permit Lottery for 2007-2008

If you wish to be included in the G parking permit lottery for 2007-2008 school year, you must sign up by July 13. Written requests should be sent to the Department of Public Safety, mail code 0023. Persons eligible to purchase the "G" permit will be chosen the week following this deadline.

Persons interested in choosing the 12 month pre-tax deduction option for their "G" permit fee must be available sometime between July 23 and Aug. 15 to receive notification of their status and purchase the permit if eligible.

There are currently 25 "G" parking spaces in the furthest north row of the Gilchrist A lot. If demand warrants, this may be expanded to the two furthest north rows of this parking lot, which would be 48 spaces.

Call 273-2710 if you have questions regarding this permit option.

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## Computer Training for A&F Employees

A new training document is available with information about computing in the Administration and Finance division. This is especially useful for new employees, but contains lots of material for current employees. Topics covered include "Getting Connected for Computing" (your account, UID, Login, e-mail, Oracle Calendar, MyUNiverse, MEMFIS, passwords), "Effectively Using Your Network Connections," "TSS Services," and "Getting Help." Training is located at [http://www.vpaf.uni.edu/tss/help\\_training.shtml](http://www.vpaf.uni.edu/tss/help_training.shtml).

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## FY 2007 Purchasing and Accounts Payable Year End Deadlines



The spending of Fiscal Year 2007 funds is coming to an end soon!

Do you have year end purchases to make with your Pro Card that you want charged to FY 07 funds?

Do you want to buy items or services and pay for them with FY 07 money?

Are there employee travel reimbursements to pay from FY 07 money?

Mark your calendar for Accounts Payable and Purchasing deadlines.

Wednesday, June 20, 2007	Recommended last day for P-Card purchases charged to FY 2007 budgets.
Friday, June 22, 2007	Last day approved Purchase requisitions accepted. As a reminder – All capital equipment purchases of \$5,000 or more require a PO.
Thursday, July 5, 2007	Last day Request for Payment and Travel reimbursements charged to FY 2007 budgets accepted.
Tuesday, July 10, 2007	Last day to receive in Oracle for PO purchases delivered by June 30 and prior. Please make sure to change the date on the receipt to reflect the June receipt.

Go to [http://www.vpaf.uni.edu/obo/documents/fy\\_2007\\_close\\_sch.pdf](http://www.vpaf.uni.edu/obo/documents/fy_2007_close_sch.pdf) for a detailed year end calendar.

Please direct questions about these Purchasing or Accounts Payable deadlines to Tori Stafford at 273-2253.

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## Fringe Benefit Allocation Rates

by Bruce Rieks

As a result of the implementation of the Oracle Human Resource/Payroll/Labor Distribution, the method for distribution of fringe benefit costs was reviewed and improved to better serve the needs of the University community.

*The Concept* - The old Legacy system charged fringe costs based on actual costs associated with individual employees. This actually worked well but did have some limitations. It was difficult for Project Directors to readily project fringe costs for grant and contract proposals. The same was true for general University budget development. The use of percentages, which represent the ratio of actual fringe cost to salary, greatly facilitates the planning and projecting process.

Fringe costs (TIAA-CREF, IPERS, Health/Dental, Worker's Compensation, Unemployment, Life Insurance, Disability Insurance, and FICA) are initially charged to a central fringe benefit pool account. Fringe rates are determined for each employee classification according to fringe eligibility. A monthly process is run to apply these rates to the monthly payroll and charge the same accounts used to distribute actual payroll expense. Approximately \$36 million in fringes are distributed annually.

*Rate Determination* - Rates are calculated for eighteen (18) employee classifications. The rates are further broken down according to fringe eligibility for full benefits, partial benefits, IPERS only, and minimum coverage. Reports provide an accurate representation of fringe costs per employee classification.

*Misconceptions* – With fringe costs expressed as a percentage, some percentages do look quite high. This is particularly true for hourly employees. This comes as a shock to some departments. However, the percent is only an accurate representation of actual fringe costs to actual salary and wages.

The Fringe Allocation Rate schedule can be viewed at [http://www.vpaf.uni.edu/memfis/news/documents/FB\\_Rates\\_07-08.pdf](http://www.vpaf.uni.edu/memfis/news/documents/FB_Rates_07-08.pdf). If you have questions, please call Bruce Rieks at 3-7498.

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## Roxanne Conrad Scholarship

By Gary Shontz

In March 2006, the National Association of Educational Procurement (NAEP) members were saddened to learn of the sudden death of long-time colleague Roxanne Conrad, Director of Purchasing at University of Northern Iowa in Cedar Falls. Roxanne was an active member of the MINK (Missouri, Iowa, Nebraska, and Kansas) regional NAEP serving five years on the Executive Committee and as regional president in 1992. She chaired the first MINK Membership Participation Committee and served on the Nominating Committee. Roxanne also served on national committees of membership and nominations. Roxanne was the designer of the MINK Region logo.



At the recent MINK Regional meeting in Omaha, Nebraska, it was announced that \$1,060 has been donated to create a scholarship in honor and memory of Roxanne Conrad. Roxanne was a mentor to many, as well as a great friend and colleague within her NAEP family. The Roxanne Conrad Scholarship is a fitting tribute to one who gave so much to our organization and its members.

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## Order Parking Permits Online

It's not too late to sign up for a 2007-2008 parking permit online. Online applications for parking permits will be accepted via MyUNiverse through August 15. This option is available to current faculty, staff and students.

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## University's Vehicles Self-Insured

By Gary Shontz

Financial Accounting and Reporting Services serves as fiscal agent for the Board of Regents Motor Vehicle Self-Insurance Program. The program was initiated in 1988. It self-insures approximately 1,476 over the road vehicles owned by the five institutions governed by the Board of Regents.

Risk-based premiums are charged. IBSSS, ISD, and University of Northern Iowa are assessed lower premiums than the University of Iowa and Iowa State University because they have fewer accidents.

The fund covers the first \$250,000 of an occurrence for bodily injury and property damage resulting from motor vehicle accidents where the Regents driver was at fault. The program includes coverage for comprehensive and collision damage to Regents vehicles subject to a \$500 deductible per loss. Rented vehicles are also covered.

The fund contracts with the Department of Administrative Services for claims administration and the Attorney General's Office for legal assistance.

The State of Iowa has agreed to pay the portion of any claim that exceeds \$250,000.

Mark Fober, Accounting Manager-Financial Operations, prepares quarterly and annual financial reports for the fund. He also supplies historical information for annual actuarial studies. Yvonne Groen assists with claims payment processing. Gary Shontz, Controller, is fiscal manager of the fund.

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## Requisition & Purchase Order Clean-Up

Purchasing & Accounts Payable is reminding departments to check their Statements of Account for encumbrances that should be cleared up. If a purchase order is still showing an encumbrance but should be closed out, call Pam Rousselow in Business Operations at 3-3116.

Requisition preparers (including students) should also check for rejected, returned, in-process and pre-approved requisitions that can be canceled or deleted. For more information, visit

[http://www.vpaf.uni.edu/obo/purchasing/year\\_end\\_req\\_clean\\_up.shtml](http://www.vpaf.uni.edu/obo/purchasing/year_end_req_clean_up.shtml)

Enjoy Your Summer!





# TechTalk

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

By Pat Whitt

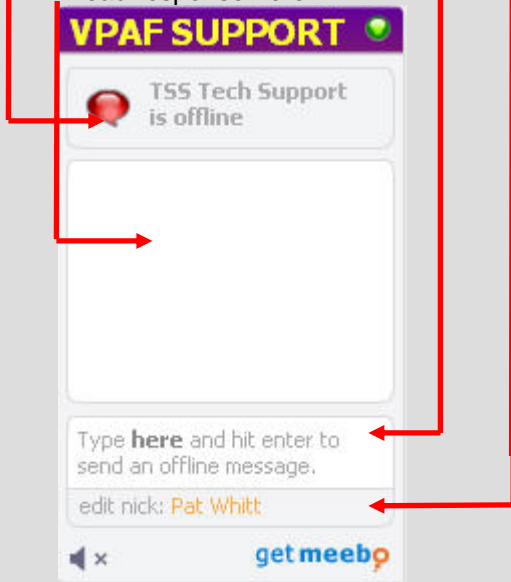
“Live Chat” is a new service provided by the TSS tech support to all A & F employees. Access from the web at [http://www.vpaf.uni.edu/tss/help\\_desk.asp](http://www.vpaf.uni.edu/tss/help_desk.asp)

Live Chat is available 8 a.m. to 5 p.m. Monday through Friday, only from A&F computers on campus.

When all technicians are working in the field, TSS Tech Support Live Chat will be offline. However, you may submit your question with chat offline and staff will respond when returning to the office. *Be sure to give them your phone number and/or email address.*

## “How To” Directions for Live Chat

- See if TSS Tech Support is online or offline.
- Double click here to enter first and last name.
- Enter message here.
- Read response here.



## DID YOU KNOW...

- Payroll prefers that Personnel Action Forms (PAF) are submitted as soon as departments are aware of the personnel/account change requiring a PAF, rather than waiting until the month it takes effect. Payroll publishes the deadlines for submitting PAFs on the Payroll website, [http://www.vpaf.uni.edu/obo/payroll/cutoffs\\_deadlines.shtml](http://www.vpaf.uni.edu/obo/payroll/cutoffs_deadlines.shtml), but strongly recommends earlier submittal.
- Molly Rickert, OBO Purchasing Agent, is the contact for the following:
  - Changes/deletions/additions to the Procurement card
  - Competitive bids – Request for proposals/quotes
  - Questions for purchase orders greater than \$10,000
  - Request for Payments for services
- All Panther 1<sup>st</sup> Award Recipients are listed on the web at [http://www.vpaf.uni.edu/recognition/panther\\_first\\_recipients.shtml](http://www.vpaf.uni.edu/recognition/panther_first_recipients.shtml).
- Contact TSS technical support to install virus protection on your PDA, to ensure University systems are not compromised.
- Expense Object Codes have been revised – Object codes 63010 and 66210. (Federal Express, UPS and Iowa Parcel expenses) should be charged to object code 66210.
- TSS has a new website! Visit at <http://www.vpaf.uni.edu/tss/>
- **Shutdown your computer to save energy!**