

Winter 2009

The University of Iowa  
Business Services  
quarterly newsletter

# into print

2

PeopleSoft Inventory to replace SIMS, SIGS, MIGS systems  
DHL discontinues service within U.S.

3

USPS increases shipping prices

4

Cambus runs free shuttle for men's basketball games  
eBay a great outlet for Surplus  
New platesetter, press sail in

5

Van pool program celebrates 30 years  
Mail manager increases outreach  
Ergonomics in laundry industry  
Herd book corrections in stock

6

Character Counts: Meet Alex Pop  
Steve Stange named Surplus manager  
Into Print begins 20th year

7

Business Services directory  
Address correction form

8

Order 2009 catalogs now  
QuestDex directories available



## Walk-ins welcome at digital color press



Do you want to see for yourself what our digital color press can print for you? Stop by the Mossman Building to see the printing capabilities offered by the Digital Imaging Group.

We print business cards, postcards, thank-you cards, brochures, posters, and more—in full color! You can observe the press in operation and look through samples of our printed material.

(continued on page 3)

## Mail updates on web if weather delays expected

Winter storms may force us to adjust the Campus Mail delivery schedule, with possible delays as a result. Check our website, [www.uiowa.edu/~fusco](http://www.uiowa.edu/~fusco), for information and updates during inclement weather.

## Business Services departments practice, encourage sustainability

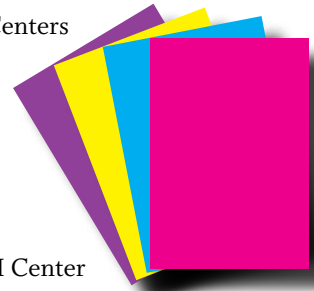


The Business Services departments consider sustainability an important responsibility. A year ago, in the Winter 2008 issue of *Into Print*, we reported on our efforts regarding paper, fuel, water, equipment, and waste. All those practices continue—and we keep building on them. Here are some updates.

### Some brightly colored papers not recyclable

Some of the very bright neon-colored, fluorescent, and heavily dyed papers that are popular do not recycle well, as they can create contamination issues in the recycle stream. Several institutions across the country have designated such papers as nonrecyclable. The Copy Centers and OfficeMax, as well as General Stores, stock many papers that are and can be recycled. We suggest you consider these alternatives to support the University's sustainability goals.

The issue came to our attention after an article about it appeared in *Talk*, the UI Center for Teaching newsletter. The article reported that “the Iowa Department of Natural Resources considers neon paper to be a contaminant” and that City Carton “does not recycle neon paper because the dyes are bad for the environment and also makes recycling paper very difficult for the mills.” The article is in the April 2008 issue of *Talk*, at [www.centeach.uiowa.edu](http://www.centeach.uiowa.edu).



### UI Parking and Transportation again earns top grade in college sustainability report

The UI Parking and Transportation Department scored an “A” on the College Sustainability Report Card, for the second consecutive year. Additionally, the department was named a Transportation Leader this year. The report cited Cambus, which provides 3.7 million rides annually; the student and employee discount transit pass program; the use of hybrid-electric and

(continued on page 2)

## PeopleSoft Inventory to replace SIMS, SIGS, MIGS systems



Exciting changes are beginning to happen at General Stores.

We have started working with the Purchasing Department to implement two new procurement and ordering tools, eBuy and PeopleSoft Inventory.

The eBuy project eventually will replace MIGS; PeopleSoft Inventory will replace SIGS. We have used our existing systems for up to 25 years, and they have served us well. But it is time for something new.

These systems will significantly change the way we track our inventory and the way our customers place orders. Our customers will see new screens and have new options not available with the old systems. Some stock numbers will change, processes will change, and terminologies will change. So be prepared, be patient, and be ready to get involved.

Some of our staff will be preoccupied with these implementations over the next several months. While we expect the integration of eBuy and PeopleSoft inventory to be relatively seamless, this, like any other project, contains unknown elements. I have every confidence that our staff and our customers will handle the implementation well. I appreciate everyone's patience and cooperation as we embark on these projects.

Please do not hesitate to ask me if you have questions. Additional information will be forthcoming as we proceed. Thank you for your support.

Gary Anderson

Sustainability is frequently defined as meeting the needs of the present without compromising the ability of future generations to meet their own economic, social, and environmental needs.

## Departments encourage sustainability

(continued from cover)

electric vehicles; and the University's support of active bicycling on campus.

The University of Iowa received a cumulative grade of "B-", the same as last year. The categories assessed were administration, climate change and energy, food and recycling, green building, student involvement, transportation, endowment transparency, investment priorities, and shareholder engagement. P&T received the only "A" for the University.

The report card assesses the colleges and universities with the 300 largest endowments in the United States and Canada, representing more than \$380 billion in endowment assets, or more than 90 percent of all university endowments. Grinnell College and Iowa State University also were assessed.

The report card is published by the Sustainable Endowments Institute, a Cambridge, Massachusetts-based nonprofit organization. The full report is available at [www.greenreportcard.org](http://www.greenreportcard.org).

## Paper changes at Stores include more recycled paper

There is a new Board of Regents paper contract in place at General Stores. Our new paper is a national brand called Domtar. Domtar is the largest manufacturer of uncoated freesheet paper in North America, with nine mills in the United States and three in Canada.

We have tested this paper in our own copy centers as well as at Iowa State University. It looks and runs great on our equipment. We are convinced that the only change you will notice is that the box is different, and, thanks to the Purchasing Department and our extensive bidding process, the price is lower.

The stock numbers have not changed. Although we stock both 30 percent recycled and virgin paper, we encourage you to order the recycled paper. This is an easy way to support the sustainability and green initiatives on campus.

We have also added 50 percent and 100 percent recycled paper to our OfficeMax contract. The price is a bit higher and there is some difference in quality, but if you are interested, order a ream and give it a try.

Gary Anderson

## Reminder: bulk mailers must update mailing lists

The U.S. Postal Service now requires bulk mailers to update their mailing lists with an approved system every 95 days. All presorted or automated mailings must comply in order to receive postage discounts. Those who fail to do so will be charged the single-piece, First-Class rate—42 cents or more, depending on the weight of the piece. UI Mail Services has the software to process these mailings for you. Contact Kathy Battin if you have any questions. See the Fall 2008 issue of *Into Print* for more information.

## DHL discontinues service within U.S.

The shipping company DHL no longer offers domestic service to the United States. Consequently, their couriers no longer pick up and deliver packages for UI departments, including Central Mail. The alternatives are UPS, FedEx, and the U.S. Postal Service.

"It's still business as usual for Central Mail, only that from now on all packages will be processed through UPS. The only difference is for departments that have their own DHL pick-up and delivery. Those departments should be aware of the change and use UPS or FedEx services instead," says Mail Services employee Dave Larson. The Airborne Express service is under the DHL operation and also will no longer be available to UI departments.

Sanda Pop



*These publications were printed on Print and Mail Services' digital color press. Stop in to see what we can do for you!*

## Walk-ins welcome at digital color press

(continued from cover)

The maximum finished size available with the digital color press is 11½ x 17 inches. There is also the option to order special stock for a finished size of 11¾ x 17¼ inches. To place an order, you'll need a requisition or an m-number.\* Then you may order online at [printing.uiowa.edu/webprint](http://printing.uiowa.edu/webprint), or email [printing-dig@uiowa.edu](mailto:printing-dig@uiowa.edu). Call Kim Burda, 384-3724, or John White, 384-3755, with questions. Come see us in action!

Sanda Pop

\* Requisitions are available through your department. M-numbers are standing accounts, established by sending a requisition for one to the Print and Mail Services accounting office.

The publications above are used courtesy of (clockwise from top) the University of Iowa Center on Aging, College of Dentistry, Department of Theatre Arts, College of Pharmacy, Hospitals and Clinics, and Celebration of Human Rights 2009 committee.

## Postal Service increases shipping prices



The U.S. Postal Service raised shipping prices on January 18 for express mail, priority mail, parcel select, parcel return service, and some international shipping products. Overall, shipping prices increased an average of 5 percent. The Postal Service says its move to January price changes for shipping services is consistent with industry standards.

New domestic shipping services will include a "Commercial Plus" pricing structure, with discounts for high-volume express and priority mail users. A smaller, priority mail, flat-rate box, priced the same as the flat-rate envelope, offers the convenience of flat-rate pricing for items that require sturdy packaging.

### Mail Service contacts

**Manager:** Kathy Battin  
[kathy-battin@uiowa.edu](mailto:kathy-battin@uiowa.edu), 384-3809

**Bulk mail:** Joel Yedlik  
[joel-yedlik@uiowa.edu](mailto:joel-yedlik@uiowa.edu), 384-3802

**First-class mail:** David Larsen  
[david-larsen@uiowa.edu](mailto:david-larsen@uiowa.edu), 384-3805

**Campus mail:** Mike Ealy  
 384-3800

### U.S. Postal Service rates effective January 18, 2009

First-class mail letter, 1 oz.....	\$0.42
First-class mail letter, 2 oz. ....	\$0.59
Postcard.....	\$0.27
Priority mail, 1 lb., and flat-rate envelope.....	\$4.95
Priority mail flat-rate box.....	\$10.35
Priority mail large flat-rate box .....	\$13.95
Priority mail flat-rate box, APO/FPO.....	\$11.95
Express mail flat-rate envelope.....	\$17.50
Certified mail.....	\$2.70
Return receipt, original signature .....	\$2.20
Oversize surcharge, 1 oz. or less.....	\$0.20
Delivery confirmation retail, priority mail .....	\$0.65
Delivery confirmation retail, first-class mail parcels.....	\$0.75
Return receipt restricted delivery (\$4.30+\$2.70) .....	\$7.00
Registered mail (\$0 value) .....	\$10.00
Certificate of mailing, individual article.....	\$1.10
Certificate of mailing (mailing book, 3 pcs+, per piece).....	\$0.40

ITEM	POSTAGE	POSTAGE +CERTIFIED	POSTAGE+CERTIFIED +RETURN RECEIPT
1-oz. letter .....	\$0.42	\$3.12	\$5.32
2-oz. letter .....	\$0.59	\$3.29	\$5.49
3-oz. letter .....	\$0.76	\$3.46	\$5.66
3.5-oz. letter .....	\$0.93	\$3.57	\$5.83
1-oz. flat.....	\$0.83	\$3.53	\$5.73
2-oz. flat .....	\$1.00	\$3.70	\$5.90
3-oz. flat .....	\$1.17	\$3.87	\$6.07
4-oz. flat .....	\$1.34	\$4.04	\$6.24

For more rates go to [www.usps.com](http://www.usps.com) and follow the "See Postal Pricing" link.



# Cambus runs free shuttle for men's basketball games



If you plan to attend a men's home basketball game, try using a Cambus shuttle to get there. The buses, sponsored by the Athletic Department, are available to the general public at no charge.

Pregame shuttle service begins at the Hancher Auditorium and Hawkeye Commuter parking lots about one-and-one-half hours before game time, with limited service available during the games. Postgame shuttles operate for about a half hour after each game ends. For specific times, go to [www.uiowa.edu/~cambus/bktballshuttle.html](http://www.uiowa.edu/~cambus/bktballshuttle.html). Call the Cambus Office, 335-8633, for more information.



# Surplus finds eBay a great outlet for UI equipment



Retired Equipment Rental laptop computers are

now being sold on eBay by University Surplus. If you are interested in buying one, check us out at [stores.ebay.com/University-of-Iowa-Surplus](http://stores.ebay.com/University-of-Iowa-Surplus).

The listings change almost daily. And we don't just sell small items on eBay. In recent months we have listed a Dodge Grand Caravan Eclipse with handicap accessibility and a large Ford plow truck with a blade.

Gary Anderson

# New platesetter, press sail into Print Services



*Note: Due to an editorial oversight, this article was truncated in the last issue of Into Print. It is reprinted here in its entirety.*

Print Services has made a major equipment upgrade with a new platesetter which has computer-to-plate technology, and a mid-size, four-color, offset Komori press which can print long runs in full color. This, along with a digital color press, three small presses for letterhead and envelopes, and a web press for forms, allows Print Services to offer customers a much wider range of print options.

Customers can look forward to fast turnaround and high-quality printing with the new press. Its features include the ability to print up to four colors on one side of a sheet or two colors on both sides; a maximum print area of 20 x 29 inches; running register for exact image placement; computer-based controls for paper size, caliper, and ink

densities; and a dampening system for better color and image consistency.

The new platesetter eliminates film production and assembly, a stage between creating a file and printing it. "It has reduced our carbon footprint because the film contains silver," says prepress supervisor Chris Swart. "We always recycled, though. The film and chemicals would go through a silver recovery process. Now we don't have to use them at all."

"We still have to process our metal plates, but they're eco-friendly," he says. "Also, we are still making polyester plates. Line art jobs such as envelopes and letterhead are a better fit here and it's more economical."

Swart, production supervisor Allen Bales, and plant manager Steve Wilson are working together on developing and adjusting a work flow process.

"My job is trying to figure out the best way to use this automation," says Swart. "If

you start something new and haven't properly planned, you get into work-arounds. Then that becomes the way it's done. I'm trying to avoid that."









The last Printing Department Unit Review recommended the prepress and press upgrades. The equipment is comparable to Iowa State's, so the two universities could act as a backup for one another if needed.

The antiquated presses that were replaced could print only two colors, and had presented major printing challenges—so the production staff has looked forward to this for some time.

"It's fantastic," say press operators Keith Young and Jerry Kilts. "It's everything we hoped for."

"People are really excited and want to make it work," says Swart. "Now that we have the tools, we need to do everything we can to make the best use of them."

## Legend

-  central mail
-  equipment rental
-  general stores
-  laundry
-  parking & transportation
-  printing
-  surplus
-  sustainability

# P&T Van Pool Program celebrates 30th anniversary

The University of Iowa Employee Van Pool Program began its thirtieth year of operation in August. We attribute our success to our participants and our ability to provide low-cost, convenient transportation.

In 1978, van pools across the nation were forming in response to the energy crisis.

The University of Iowa was no

exception, as the Parking & Transportation Department began the program with four vans—for 48 employees in Kalona, Lone Tree, West Branch, and Williamsburg. Those four groups are still operating today, and the program has grown to 85 vans with more than 880 riders. The vans serve 34 communities and a variety of work hours, including a 5 p.m. to 1:30 a.m. shift.

Vanpooling continues to help reduce energy consumption as well as traffic congestion and parking demand. In fiscal year 2008, the combined van pools traveled nearly 1.2 million miles and used nearly 90,000 gallons of fuel to transport UI employees daily to and from work. If all the participants had driven themselves instead, they would have traveled more than 7.8 million extra miles and used more than 312,000 extra gallons of fuel (at 25mpg). With gas prices hovering above \$3 per gallon for most of fiscal 2008, the Van Pool Program saved its members, collectively, almost \$1 million in fuel costs for the year.

We are very proud of the Van Pool Program and its members. Throughout the years, the program has provided an economical way for University employees to get to work. Our longevity would not have been possible without our drivers and members—without their dedication, willingness, and effort we would not be celebrating this anniversary. Thank you, to all of our drivers and members, for thirty great years!

*Michelle Ribble*

**In fiscal 2008, the Van Pool Program saved its members almost \$1 million in fuel costs.**

## Corrected section of herd books in stock

The 2009 University Directory contained errors in the faculty and staff section. The corrected section is now available at no charge. Customers at UIHC may pick them up at the shipping and receiving facility and those in the College of Medicine at 1-107 MEB. All others should fax an order to 384-3918. Ask for the directory inserts and include your name, department, delivery address, and the quantity needed.

New orders for directories (\$3.60 each, stock number 10000) will include the directory and the insert. Contact Judy Williams, 384-3906, judy-williams@uiowa.edu, with questions.

## Mail manager Kathy Battin increases outreach



Mail Services manager Kathy Battin is available to meet with departments to market the color presses and variable printing services offered by Print and Mail Services. Her focus is educating customers and sharing information about our capabilities. In the past five months, she has conducted informational meetings and classes on campus, at the hospital, and at the University of Northern Iowa. Nearly 240 customers have attended. Her goal is to talk to every customer on campus who is involved in mailing and printing.

Kathy is available to speak with individuals and departments and is on campus daily. Contact her at 384-3809 or kathy-battin@uiowa.edu to learn more about mailing and printing.

*Sanda Pop*

## Ergonomics moving into laundry industry



*UI Laundry Service employees Larry Larson, foreground, and Jeff Nehring feed freshly laundered hospital scrubs into an ironing machine.*

Increased interest by manufacturers in designing more ergonomic laundry production equipment indicates the science of ergonomics is starting to make a more positive impact in the industry.

In the past it has been hard for manufacturers to design equipment from a true ergonomics perspective due to competitive

pricing in the marketplace and the resulting low profit margins. This restricted dollars for research and development. One could design a machine to support ergonomic concerns, but few customers would buy it because it cost more than other machines. However, other market realities now are pushing the industry to design equipment that considers ergonomics key.

Reasons for the renewed interest in ergonomics are the expenses associated with workers compensation claims; OSHA regulatory requirements; the physical realities of an aging work force; and an increase in unionization, which leads to pressure on management to improve the work environment, safety training, operations training, wages, and benefits. They all lead to increased operational costs which can quickly exceed the add-on cost for ergonomically designed equipment.

Consequently, manufacturers feel more pressure to design equipment that requires less physical labor to operate and reduces the risk of lifting, bending, and repetitive motion injuries. The industry, like all markets, is dollar driven. So, it's a matter of how the industry spends its dollars. Health care, environmental concerns, safety, and maintaining a quality work force are all factors encouraging manufacturers to redesign equipment and production systems.

*Dave Gray*

## Character Counts

### Meet Alex Pop

“I’ve processed 300,000 names since the beginning of the year,” says Mail Services employee Alex Pop, who prepares addresses for bulk mail. The mailings range from envelopes and postcards to brochures and magazines, from 200 up to 40,000 pieces per mailing. He also prepares databases for variable data printing projects with Print Services and helps with bulk mail tasks “on the floor” when he finishes with addresses. He’s worked at Mail Services for more than seven years, starting as a temporary employee delivering Campus Mail.

Alex moved to the U.S. from Romania in 2001. Since arriving he has worked full time continuously, bought a house, and gained U.S. citizenship. “I drive a BMW. I work hard and stay focused,” he says. He has a degree in economics from the University of Babes Bolyai, in Romania. Someday he would like to earn an MBA.

Born in Romania, Alex grew up just a short drive from one of Count Dracula’s castles in Transylvania, in the Carpathian Mountains. Of the existence of vampires, he says with a grin, “Of course—I am one of them!”

Iowa winters remind Alex of home and he likes that, particularly the chance to ski. His hometown was at the base of a mountain and he learned the sport at age three. Here, he travels to Galena and Dubuque, but would like to go to Colorado and New Mexico. Alex also enjoys bicycling and “rides everywhere I can,” he says. “I like nature, getting out in it.”

Another favorite is visiting the Wisconsin Dells. Also, Chicago, “because it’s busier than Iowa. It reminds me of Europe—the traffic, the people.”

He would like to travel more. His family, in Romania, Italy, Spain, Germany, and the U.S., give him good reasons for it. “Travel makes life more interesting,” he says. “Working every day, I can’t remember what I did in April 2008, but I can remember what I did in August 2006. I went to Europe!”

Alex says he doesn’t miss Romania too much, but he does miss the busy life there. On the other hand, he says, “if you get too busy, life goes by too fast!”



### Steve Stange named Surplus manager

Business Services welcomes Steve Stange aboard as manager for University Surplus. Steve is a certified police officer and comes to us from UI Public Safety, where he worked as a lieutenant overseeing patrol duties for the past 20 years.



Steve is active in his home community, Solon, as a member of the City Council and the Volunteer Fire Department. He is married to UI grad Teresa Stange; they have two children. His experience in law enforcement, supervision, purchasing, training, retail sales, and construction give him unique qualifications for his new position at Surplus. He began working there on January 5.

### Staff donate food to Crisis Center



Business Services employees collected and delivered 120 pounds of food in December to the Crisis Center Food Bank, which serves residents of Johnson County. Staff from Printing, Mailing, General Stores, Equipment Rental, and Surplus participated.

### Into Print begins 20th year

This issue of *Into Print* marks the beginning of its twentieth year. Our newsletter made its debut in January 1989. Skeptics said it wouldn’t last....no one would be interested....it’s never worked before. But when we invited all UI faculty and staff to sign on to our mailing list and more than three thousand responded, we knew we had something—and we are still here.

It began as a black-and-white, four-page Printing Department monthly newsletter and morphed over time from monthly to bimonthly to quarterly; from four to eight pages. It’s been redesigned six times. We increased coverage to include, first, Mailing, then General Stores, Equipment Rental, and Surplus. Soon Laundry signed on. Then came Parking and Transportation.

Despite the fluidity in format and frequency, our content has remained focused and our mission still holds true: we aim to educate, inform, and entertain our readers, with a goal of fostering positive communication between our departments, staffs, and clients. Thanks, everyone, for reading our newsletter. You’re what has kept it going.



**Administration**

[www.uiowa.edu/~businsvc](http://www.uiowa.edu/~businsvc)  
 Mary Jane Beach, director...335-0060  
 Gary Anderson,  
 associate director...384-3917  
 Chris Kula, assistant director...384-3715

**Human resources**

Rhonda Weaver...384-3711

**Information Technology**

Dagong Wang...384-3752  
 Terrell Hunter...384-3734  
 Ed Godar...384-3710

**Marketing**

Jenean Arnold...384-3723

**Copy Center Services**

[www.uiowa.edu/~printsvc/docsvcs/copyctrs.html](http://www.uiowa.edu/~printsvc/docsvcs/copyctrs.html)  
 Chris Kula, assistant director...384-3715

**Copy Centers**

CC#2...162 MBSB  
 (formerly CopyHawk)  
 dcimu-printing@uiowa.edu  
 335-2699, fax 384-3707  
 CC#3...C102 PBB  
 dcpbb-printing@uiowa.edu  
 335-0861, fax 353-2733  
 CC#5...3110 ML  
 dcml-printing@uiowa.edu  
 335-8788, fax 353-4118  
 CC#10...180 BLB  
 dcblb-printing@uiowa.edu  
 335-9138, fax 335-9984  
 UPACS and Copyright Services...  
 183 MBSB  
 upacs-printing@uiowa.edu  
 335-3410, fax 384-3727  
 Courier...331-5968

**Equipment Rental**

[www.uiowa.edu/~fusmm/rental.html](http://www.uiowa.edu/~fusmm/rental.html)  
 184 MBSB  
 Fax 384-3924  
 Gerry Miller, manager...384-3922  
 Edward Allgood...384-3923  
 Steve Fulwider...384-3925

**General Stores**

[www.uiowa.edu/~fusmm/ustores.html](http://www.uiowa.edu/~fusmm/ustores.html)  
 183 MBSB  
 Fax 384-3918  
 Customer service...384-3906  
 Gary Anderson,  
 associate director...384-3917  
 OfficeMax customer service...384-3908

**Online ordering (MIGS, SIGS)**

Judy Williams,  
 office manager...384-3906

**Central receiving, shipping**

Joel Tresslar, supervisor...384-3905

**Gas cylinders**

1225 S Gilbert St.  
 Phone 353-2916, fax 335-6100  
 Steve Poggenpohl, manager

**Laundry Service**

[www.uiowa.edu/~laundry](http://www.uiowa.edu/~laundry)  
 100 L  
 Phone 335-4940, fax 335-4945  
 Dave Gray, manager...335-4951

**General, health-care linen service**

Monica Fuhrmeister,  
 supervisor...335-4953

**Uniforms, dust control service**

Michael Mortland,  
 supervisor...335-4960

**Mail Services**

[www.uiowa.edu/~fusicmail](http://www.uiowa.edu/~fusicmail)  
 178 MBSB  
 central-mail@uiowa.edu, fax 384-3806  
 Kathy Battin, manager...384-3809

**Bulk mail**

Joel Yedlik...384-3802

**Campus Mail**

Mike Ealy...384-3800

**Mail metering, shipping**

David Larsen...384-3805

**Parking and Transportation**

[www.uiowa.edu/~parking](http://www.uiowa.edu/~parking)  
**Administration**  
 Fax 335-6647  
 David Ricketts, director...335-8628  
 Jim Sayre, associate director...384-3413  
 Ann Greenzweig...335-8880  
 Starr Jennings...335-8663

**Technical systems**

LeAnna McGuire...353-5771

**Cambus**

cambus-dispatching@uiowa.edu,  
 fax 335-6647  
 Brian McClatchey, manager...335-8632  
 Information...335-8633  
 Bionic Bus...335-7595,  
 bionic-bus@uiowa.edu  
 Maintenance facility...335-5208

**Commuter Programs**

commuter-programs@uiowa.edu,  
 fax 335-6649  
 Michelle Ribble, manager...384-4457  
 Information, ridesharing, bicycles,  
 vanpooling...353-5770

**Fleet Services**

155 West Harrison St.  
 motor-pool@uiowa.edu, fax 335-5865  
 Mike Wilson, manager...335-5088  
 Information, dispatch...384-0564  
 Shops, service...335-5102



# Business Services Directory

**Parking Facilities Operations**

facilities-dispatch@uiowa.edu,  
 fax 335-6649  
 Jeff Rahn, manager...353-5774  
 Information, dispatch, cashiering,  
 maintenance...335-8312

**Parking facilities**

Dental lot...335-8316  
 Family Care Center...335-8746  
 Field House lot...353-5648  
 Hospital Ramp 1...335-8315  
 Hospital Ramp 2...335-8300  
 Hospital Ramp 3...335-9703  
 Hospital Ramp 4...353-4273  
 IMU Ramp...335-1472  
 Library lot...335-5206  
 Lot 13...353-5083  
 Lot 14...353-5300  
 Newton Road Ramp...384-4573  
 North Campus Ramp...335-0271

**Parking Services**

parking-office@uiowa.edu,  
 fax 335-2826  
 Linda Hochstedler,  
 assistant manager...335-3824  
 Linda Noble, outreach...335-1473  
 Information, permits, billing, bus  
 passes, reporting:  
 Field services...335-1481  
 Hospital Ramp 2...335-8924  
 IMU Ramp...335-1475

**Print Services**

[www.uiowa.edu/~printsvc](http://www.uiowa.edu/~printsvc)  
 100 MBSB  
 Phone 384-3700, fax 384-3707  
 Chris Kula, assistant director...384-3715  
 Steve Wilson, plant manager...384-3705

**Customer Service**

Susan Pauley...384-3708  
 Stan Reuter...384-3729  
 Kim Scott...384-3709  
 Courier...331-5968

**Accounting**

Carol Iles, manager...384-3701

**Color poster printing**

Cynthia Freundt...384-3716

**Digital color printing**

Fax 384-3806  
 Kim Burda...384-3755

**Design**

Leigh Bradford...384-3737

**Preparation**

Sandie Herwig, manager...384-3713  
 Joan Stearns, copy editor...384-3722

**Prepress, preflight**

Chris Swart, supervisor...384-3718

**Production**

Allan Bales, supervisor...384-3728

**Scanning**

Sandie Herwig, manager...384-3713

**Publications Order Service**

183C MBSB  
 Phone 384-3808, fax 384-3918  
 Debra Harland, coordinator

**Surplus**

[www.uiowa.edu/~fusmm/surplus.html](http://www.uiowa.edu/~fusmm/surplus.html)  
 1225 S. Gilbert St.  
 Phone 335-5001, fax 335-5482  
 Steve Stange, manager...384-4045

**Address updates, anyone?**

If the mailing address on the back of this page is incorrect or if you wish to be added to our mailing list, fill out this form and return it through Campus Mail to: *Into Print*, 126C MBSB, or e-mail [jenean-arnold@uiowa.edu](mailto:jenean-arnold@uiowa.edu). This newsletter is posted on the web at: [www.uiowa.edu/~printsvc/intoprint/intoprint.html](http://www.uiowa.edu/~printsvc/intoprint/intoprint.html).

- Please correct my mailing address.  
 Add my name to the Business Services mailing list.  
 Delete my name from the Business Services mailing list.

name \_\_\_\_\_

department \_\_\_\_\_

room # \_\_\_\_\_

bldg \_\_\_\_\_

**Thanks to all who updated their mailing address after the last issue of *Into Print*. We appreciate it!**

## We are Business Services

Equipment Rental

General Stores

Laundry

Parking & Transportation

Print & Mail Services,  
and Surplus, serving

**The University of Iowa community.** *Into Print* is distributed free and on request to UI staff, faculty, and students. It is on the Web at [www.uiowa.edu/~printsvc/intoprint/intoprint.html](http://www.uiowa.edu/~printsvc/intoprint/intoprint.html).

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## TypeStrikes

fellowhip

## News briefs

### Order 2009 catalogs now

The 2009 General Stores/OfficeMax catalogs are now available. UIHC customers may pick them up and recycle old ones at the hospital shipping and receiving facility. Those in other locations should email their name, department, campus delivery address, and the number of catalogs needed to [genstores@uiowa.edu](mailto:genstores@uiowa.edu).

Please begin using the new catalogs immediately. Some catalog numbers and primary vendors have

changed, so it is important to have a new catalog.

Contact [gary-anderson@uiowa.edu](mailto:gary-anderson@uiowa.edu) if you have questions or comments, or if you would like to be added to the General Stores listserv.

### QuestDex directories available

QuestDex directories are in stock at General Stores.

Hospital employees should order them at [www.health-care.uiowa.edu/FS/Index.htm](http://www.health-care.uiowa.edu/FS/Index.htm). Click on Requests under Quick Links. Open Hospital Moving Request, fill out the form, and submit it.

Those in the College of Medicine should contact Robert Bontrager at [robert-bontrager@uiowa.edu](mailto:robert-bontrager@uiowa.edu).

All other departments should fax an order to General Stores at 384-3918. Please use a Stores or a University requisition and be sure to provide the delivery address and quantity. There is no stock number and no charge for the directories.

### Print Services still taking calendar orders

Print Services still has 2009 calendars left. They are available in all three sizes—20 x 28, 4¼ x 11, and 14 x 1¼ inches. Order them online at [www.uiowa.edu/~printsvc/forms/cal-ordr.html](http://www.uiowa.edu/~printsvc/forms/cal-ordr.html) or [jenean-arnold@uiowa.edu](mailto:jenean-arnold@uiowa.edu). There is no charge for them.



### Fill 'er up!

*Business Services assistant director Chris Kula, left, cuts a slice of ham for Gary Sammons, of Copy Center 2, during a departmental holiday dinner in December. Mail Services employees Florin Veltrean and Tom Lehman are next up. Employees from Mail, Printing, Rental, Stores, and Surplus feasted on an array of tasty dishes, from party potatoes to pecan pie.*

*Kula organizes a potluck theme dinner for his staff each month and prepares the entree. On average, 65 to 70 employees participate.*

# intoprint

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