

Spring 2007

The University of Iowa
Business Services
quarterly newsletter

into print

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Got stuff? Call Surplus.



If your department needs to get rid of stuff, Surplus is just the ticket. We'll take on nearly anything—except biohazards. We will determine the best outlet for your surplus items and take care of pick-up, sales, delivery, and disposal.

All University of Iowa computers to be disposed of must be sent to Surplus. Security is paramount because of the vast amount of personal data stored by many departments. We have developed a system that simplifies and ensures proper “wiping,” or clearing data from, hard drives. We've also developed a tracking system that allows us to locate any given computer in our possession and document the disposition of it.

We post many high-value items online for sale through eBay and

LabX. Recently this has included microscopes, a facial scanning system, and computers and accessories. Often we arrange auctions for high-value items not suited for online sales. This year we held auctions for the Oakdale cafeteria equipment, motor vehicles, and three Steinway pianos.

Our old standby, the warehouse, always offers an adventure. Recent good finds there include microscopes, a centrifuge, wooden desks, wide-format color printers, an auditorium-style projector; electronic storage racks, study carrels, coffee tables, a brand-new sink, wheelchairs, portable whole-body lifts, generators, and library card catalogs. There are plenty of good shelves and cabinets, both wood and metal, as well as file

(continued on page 2)

Parking & Transportation online service grows



Parking lot waiting list online

Parking and Transportation has launched a parking lot waiting list through the Human Resources Employee Self Service website. UI employees can add their own names to, or delete them from, a waiting list, and they can check their status on a particular list. The service is available twenty-four hours a day, seven days a week. For more details, go

to www.uiowa.edu/~parking/waitlist.html.

Reach Carpool Matching Service through HR site

The Carpool Matching Service is now accessible from the HR self-service website as well. Look for “My Parking” in the lower left corner of the page. Click on it to go to the next page, where you may choose either the waiting list or carpool matching link.

—Michelle Ribble

IMU CopyHawk flying high

It's no longer one of the best-kept secrets at IMU. A steady flow of students, staff, and faculty keep CopyHawk, formerly known as Copy Center 2, busier than ever.

Refurbished and renamed, with easy access, better lighting, and increased visibility through signage are some of the improvements. But an expanded menu of services is the big draw. They include self-service printing and copying; a customer work area; wireless internet workstation; retail sales; postage stamps; and FedEx, UPS, and U.S. Postal Service shipping.

CopyHawk, in room 41 on the IMU ground floor, is open Monday through Thursday from 8 a.m. to 8 p.m., Friday from 8 a.m. to 5 p.m.



Lauren Rich, left, a UI senior majoring in communication studies, discusses a copying order with CopyHawk employee Valerie LaRoy, a sophomore pre-Nursing major.

Postal Service changes confirmed



The U.S. Postal Service began implementing new rates May 14. They include a price increase for a first-class stamp—to 41 cents; a priority mail flat-rate box price of \$8.95; a 17-cent First-Class Mail nonmachinable surcharge for first-class nonmachinable letters; first-class rates to be determined by a combination of weight and shape instead of weight alone; and a “forever stamp” for one-ounce, single-piece, first-class letters. First-class mail that weighs more than 3.5 ounces, is rigid, or exceeds any of the dimensions for a letter will be classified as flats. All flats except custom marketing materials must be rectangular, flexible, and uniformly thick or they will be classified as parcel or Not Flat-Machinable (NFM) mail.

Rates will change for second-class mail and periodicals on July 15. The Postal Service has posted the new standards for periodicals on its website, www.usps.com/ratecase/welcome.htm. Rates will vary based on machinability and barcoding; bundle and container rates will vary based on presort level and point of entry.

Delivery-point validation, currently optional, will be required effective August 1. This means the primary address number must be truly deliverable for a mail piece to qualify for postage automation discounts.

For more information on rate changes see the Winter 2007 issue of *Into Print*, and on address quality, see the Summer/Fall 2006 issue. Contact Chris Kula, 384-3809, chris-kula@uiowa.edu, with questions.

Central Mail classes inform mailers of big Postal Service changes



Anticipating questions and confusion with U.S. Postal Service changes this year, Central Mail manager Chris Kula has developed new classes and presentations for mailers. “They are going well,” he says. “I’ve done over a dozen, with 200 to 300 attendees. This includes staff from Iowa, UNI, Athletics, and the Foundation.” Comments from participant evaluations include...

The best productivity course I have ever taken!

I have already recommended this course to others. Everyone at UI who handles mail or mailings should attend.

The instructor was very thorough and gave us some great tips to use.

He had many neat ideas to help departments choose the best way to print or package their products.

I liked his willingness to work with all of us individually if we want to follow up with him about our specific mailing needs.

More classes will be scheduled for the summer and fall terms. If you would like a presentation customized for your department, contact Kula at 384-3709, chris-kula@uiowa.edu.

Education, outreach, and training for customers



Central Mail “Everything You Wanted to Know About the 2007 U.S. Postal Service Rate Increase...And You Better Know!” informs mailers of Postal Service changes that are taking place. “Saving Departmental Expenses with Print, Digital and Mail Services” is a new class that covers opportunities to save money on printing and mailing expenses. Register through UI Learning and Development, www.uiowa.edu/~fusstfdv. Also,

Central Mail makes presentations tailored to each department’s mailing needs, to provide information and money-saving suggestions. Contact Chris Kula. *Tours* Groups are welcome to tour Printing, Mail, and General Stores at the Mossman Building. Contact Jenean Arnold.

Orientation Business Services staff participate in Learning and Development’s monthly new faculty and staff orientation sessions. Contact Linda Noble, Parking and Transportation, or Jenean Arnold.

See the directory on page 7 for Business Services staff contact information.



(continued from cover)

Got stuff? Call Surplus.

cabinets, office chairs, and office dividers.

Finally, when items can’t be sold we either sell them for salvage or deliver them to the landfill—the last resort.

Visit our website, www.uiowa.edu/~fusmm/surplus.html, for information about how to send items to Surplus and to see photos and prices of current stock. Our warehouse is in the Gilbert Street Building, 1225 South Gilbert. It is open to departments by appointment and to the public Tuesdays and Thursdays, 10 a.m.



Looking for a sand silo? The sculpture department in the UI School of Art and Art History is selling this one. It had been used for sandcasting and resin bonding. Contact Surplus manager Joe Hennager, 430-8110, for information.

Use Pcard for OfficeMax web orders

Contact our OfficeMax representative, Matt Ehn, 384-3908, mattehn@officemax.com, for access to the General Stores/OfficeMax web ordering system for Pcards.

Laundry tailors garment rental program to customers’ needs



In a November 2003 *Into Print* article, UI Laundry Service Manager Dave Gray said, “Our customers define the uniform rental program we offer.” That still holds true. So, what are the options our customers have? What sets our garment rental service apart from others?

First, we offer a large selection of current styles, colors, and fabrics. Do you want a black-and-tan polo shirt with a button-front placket and coordinating striped collar? Done. Do you prefer all cotton, or a blend? No problem. Maybe you want them in red and tan, blue and tan, and orange and white, so employees don’t look like clones? We can do that. You may select a different color, style, or fabric for every day of the week if you wish.

What else do we offer with this custom service? Well, we use bar-code software to track each rental garment and can tell you the most recent pick-up and delivery date for every one of them. We provide a mending service for garments in disrepair. We can include logos or personalization using screen print, embroidery, or emblems. We also offer garment cleaning and delivery to customers who just want us to wash garments they already own. With our years of experience, we can help customers design a service program that works for them.

Unlike most commercial laundries, we don’t require a three-year contract; charge a fee for starting a service or making changes in an established service; or lump our customers into one

standard service program. Pricing is based on what our customer wants for garments and service. We are willing to modify your garment rental program at any time. Laundry Service understands that each department has unique uniform needs that are important to its operation and image.

We feel we can’t overemphasize this: Our customers define the uniform rental program we offer. We want you to know we will provide a custom service, tailored to meet your department’s needs. The University of Iowa Laundry Service is a part of the University, and we are in business to serve you.

—Jo Anne Worley

Fiscal year end approaching; note deadlines for current budget items

The fiscal year end is approaching, which means it is time to place orders that you want billed to your 2007 budget. Please be aware of the following deadlines:

Central Mail Mail processed by 3:30 p.m.

June 29 will be charged in fiscal year 2007. Please send your mailings to us as early in the day as possible.

Copy Centers Work performed as of 11:59 p.m.

June 29 will be billed in fiscal year ’07. Work performed after that will be billed in fiscal year ’08.

General Stores Orders faxed or mailed and received by 2 p.m. on June 29 and those that are entered directly by a department on the MIGS and SIGS ordering systems by 4 p.m. on June 29 will be included in the current fiscal year.

Printing Work performed by 4 p.m. June 29 will be charged in FY ’07. The balance of charges for jobs in progress will be



made when they are completed and closed. Place orders that you want charged in FY ’07 soon to be sure they will meet the deadline.

Special Printing Orders SPOs issued by 4 p.m. June 29 will be encumbered in FY ’07. The charges will be based on the estimated invoice from the vendor.

Parking permit renewals Faculty/staff parking permit renewal forms will be sent to all current permit holders by the end of May. The current permits are valid until Sunday, July 29. The new permits will start on Monday, July 30. Parking Services’ Departmental Business, Service Vehicle Zone, and Pentacrest placard renewal forms will be sent to all departments that currently have them by the end of May.

Sales, savings are both up at General Stores

As the General Stores/OfficeMax contract begins its third year, savings have totaled more than \$750,000 over our previous contract, and sales are up 5 percent this year. Thanks so much to our customers and the dedicated staff at OfficeMax for making this a very successful contract.

Gary Anderson



Equipment Rental— try it, you'll like it



Cutting edge technology doesn't have to cost your department an arm and a leg. Equipment Rental provides laptops, cameras, data projectors, and much more for short-term rental at reasonable rates.

The laptops are mostly Dell Latitudes, with some Hewlett Packard, IBM, and Sony models thrown into the mix. A shipment of new, 3300-lumen Dell data projectors has just arrived, and a number of tablet PCs is also available. It is a good way to test a product, to find out if you are interested in buying it.

Older items are made available for interdepartmental transfer. Currently there are several Dell and Sony laptops at rates ranging from \$300 to \$500 each. Consider browsing our stock, too. UI faculty and staff are welcome to make appointments to pick up items or just to see what's available.

"We have people who come in to pick up something, and then see things they didn't know we have. They leave with things they never expected to rent," says Steve Fulwider, IT support staff. "Just call for an appointment to make sure we're here and not out on deliveries."

Check the Equipment Rental website, www.uiowa.edu/~fusmm/rental.html, for a stock list, prices, and policies.

Blitz roll at Central Mail

Central Mail employees recently prepared 10,200 football posters for mailing in less than one workday. "There was terrific cooperation from the entire staff at Central Mail," says supervisor Bill Burch. "The tubes for the annual mailing arrived on a Tuesday. Every available employee joined the effort—between other tasks—to quickly roll and insert the posters into the tubes for this large mailing, and they finished Wednesday afternoon."



Above, from left to right, Bill Burch, Cindy Yenter, Larry TeBockhorst, and Tom Lehman are among the twenty-five Central Mail employees who pitched in to prepare football posters for mailing.

Printing Department software support



Digital Imaging Group: Files sent to the Digital Imaging Group must be saved in .pdf format. Specific instructions depend on what software and which version you work with, so please contact us for more information about format. Once saved, you may send files via the Web or on disks.

Prepress: Files saved in .pdf format are preferred, but, in some cases, sending files in their native formats can work. The prepress area supports applications commonly used in the printing industry and by the majority of its customers in such instances. To help avoid output problems that could cost you time and money, contact prepress supervisor Chris Swart for information about setting up your files. We support the following programs:

Adobe Creative Suite

- Acrobat 7.0 Pro
- Illustrator CS2 v12.0.1
- InDesign CS2 v4.0.4
- Photoshop CS2 v9.0.2

Other software

- Pagemaker 7.x
- Freehand 8.0*
- Microsoft Office 2004 (Mac) v11.3*
- Microsoft Office 2003 (PC)
- Quark 4.1*

*Contact the prepress supervisor before using these programs.



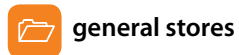
Legend



central mail



equipment rental



general stores



laundry



parking & transportation



printing



surplus

Check this

To start your printing order and get it done right, the Printing Department must have certain items and information from you. We've listed the basics below. Clip this checklist and use it when you are ready to send an order.

Printing order checklist

- ___ Requisition. On it, write:
 - ___ Your MFK number. Your department's office staff will have this information.
 - ___ Whether the job is new, a reprint, or a revision.
 - ___ Last job number if the job is a reprint or revision.
 - ___ Quantity you want.
 - ___ Ink colors and paper.
 - ___ Signatures—two departmental signatures are required.
 - ___ Brief description. For example: single-fold brochure on 11x17-inch white cover stock, or 3-part NCR form.
 - ___ Whether you want to see a proof.
 - ___ The specific date you want the job delivered. ASAP and RUSH mean different things to different people.
 - ___ Where you want the job delivered: Central Mail, your office, a receptionist, a receiving dock? Specify person, room, and building.
- ___ Sample or mock-up—especially important to show folding and two-sided printing.
- ___ CD or disk if applicable.

Send all this to: Printing Department, 100 MBSB, or deliver to 2222 Old Highway 218 South, phone 384-3700.



Bus systems pull together for inaugural celebration



When Governor Culver's office announced plans for an inaugural train ride to and celebration in Iowa City this winter, Cambus manager Brian McClatchey got busy. He organized the passengers' transportation from the train to the UI campus and back in just a couple of days.

"We had to react quickly to put something together," he says. "All three transit systems—Cambus, Iowa City, and Coralville—came together. We found some employees at the last min-ute who were willing to help."

McClatchey arranged for five buses to shuttle people from the Iowa City train depot on Wright Street to Old Capitol, where the Governor was greeting people, to Hancher, where the entertainment was, and then back to the depot, all while the systems continued their regular routes. Then, he directed traffic after he arrived

at Hancher for the festivities. "I had a radio in my hand, so I guess I looked official. There were charter buses and media vehicles that needed to move, drivers letting riders out at the door and wanting to know where to park their cars, and people asking which ticket line to stand in," he says. So he did what he could.

"I guess I was a Hancher official as well as a parking guy that night. It was a rainy, chilly evening, so it was good we had the bus option. By the time I got home I was pretty wet."

All in all, everything turned out well. "There was someone in a wheelchair on the train, so we used one of our accessible vehicles. They were very appreciative; I'm glad we were able to accommodate that," he says. "It was a fun night, upbeat. I think people enjoyed it. It was nice to have people come in from around the state and to have the Governor here."

Send toner cartridges to General Stores for recycling

General Stores recycles thousands of toner cartridges each year. We will accept and recycle most toners, including ink-jet cartridges. Please securely package the items and send them back with the General Stores driver, or, if the package is small, return it securely via Campus Mail to General Stores, 183 MBSB. Thanks for your support in this project. We are saving money and keeping these items out of the landfill. —Gary Anderson



Character Counts

Meet Pat Smith



Pat Smith, maintenance supervisor for Cambus and Fleet Services, started in 1984 at Cambus "as a mechanic, turning wrenches. I've been supervisor since about 2000. We've been growing over the years.

When we started, the fleet was about a third the size it is now, which is thirty-two buses," he says.

Pat schedules work, orders Cambus parts, and supervises maintenance. Computer reports, generated when vehicles are fueled, tell him when regular maintenance is needed. He also responds to route problems such as flat tires and the occasional side-mirror-hits-road-sign encounter.

However, "Our first and foremost function is to keep the buses on route," he says. A student-run organization, Cambus employs five full-time staff and about 160 students.

"I enjoy being around students. I like their enthusiasm. Most come to work with really good attitudes. They're a good, willing workforce." The challenge is that little institutional memory carries over, he says. "We're constantly training people." But, he adds, "the positives far outweigh the negatives. There's always something different going on."

"Because we're a small organization, I get involved in most of the decision making, such as what vehicles to purchase," he says. "We've gotten a couple of smaller buses and are starting to replace fifteen 1989 models. We're in the process of ordering four; I look for them to arrive next summer."

The buses are built to order. "You start with a basic model and spec your own systems," he says. Cambus prefers a Cummins-Voith engine and transmission package, "mostly because of local support." The new buses will have low floors and no steps to climb. "We're moving toward the whole fleet to be low-floor, and we're adding security cameras." For better pricing, Cambus joined the Iowa City and Coralville bus systems for the purchase.

Pat and his wife, Michelle, who works at the DeGowin Blood Donor Center, have two children. Braden, 15, is in basketball and track, and Brianna, 7, participates in soccer and other seasonal activities. "My wife and I are pretty busy raising children. I spend a lot of time following them around," Pat says. He's prepared to keep it up. He told his children to "stay together, wherever they go. When we're ready for retirement, we'll pack up and follow them."

Congratulations, grads!



Student employees play an important role in Business Services. They drive buses, meter mail, deliver supplies, print course packs, and much more to help keep the University perking. We congratulate the following students on their graduation and thank them for their contributions:

CAMBUS

Elaine Mudge
Nate Bock
Sara Carney
Ryan Dux
Suzanna Hermans
Patricia Hakken
Aaron Halbur
Melissa Almond
Julia Skinner

Bart Knox
Sarah Woller
Derek Roper
Riva Geller
Susan Hainlin
Laura Collier
Dan Babb
Steve Platt
James Farley
Brianna Maras
Larry Hudon
Andrew Ross
Phil Mueller
Tom Smith
Tony Frank
Trevor Savage
Angela Wolf

CENTRAL MAIL

Scott Kornblatt
Simon Knoblauch
Jamie Powers
Jamie Johnson
Ryan Mullins
Luke Larsen
Tom Srp

COPY CENTERS

Caroline Hart
Neil Crane
David Anderson

FLEET SERVICES

Alexis Smith

GENERAL STORES
Bill Landis
Nick Olson
Andrew Stroeve

PARKING FIELD SERVICES

Chris Weibold
Dave Mather

PARKING OFFICE

Leslie Rittierodt
Brianna Huber

PARKING OPERATIONS AND MAINTENANCE

Kelly Backus
Amanda Colvin
Emily Downs
Christina Ellis
Rebecca Feiereisen
Josh Guffey
Cody Harms
Kevin Heintz
Bonnie Held
Paul Henning
Ashley Hott
Elizabeth Kauffman
Michele Kelly
Janelle Legg
Dan Powers
Natalie Simek

Kirkwood students job shadow at Printing

Kirkwood Community College students visited the Printing Department this fall for job shadowing with Business Services marketing administrator and *Into Print* editor Jenean Arnold.

Graphic Communications students Salina Kay and Michael Kula observed and participated in a variety of activities, including touring Printing and Mailing, shooting and editing photos, and hanging signs for a Surplus auction.

Arnold participates in the job shadowing through Kirkwood's Graphic Communications Advisory Committee, which provides feedback for staff to use in developing and updating programs.

Administration

www.uiowa.edu/~businsvc
Mary Jane Beach, director...335-0060
Gary Anderson,
associate director...384-3917

Human resources

Rhonda Weaver...384-3711

Information technology

Jason Prell, manager...384-3752

Marketing

Jenean Arnold...384-3723

Central Mail Services

www.uiowa.edu/~fucsmail
178 MBSB
central-mail@uiowa.edu, fax 384-3806
Chris Kula, manager...384-3809
Bill Burch, supervisor...384-3975
Helen Wilson,
customer service...384-3802

Bulk mail...384-3802

Dan Coburn, Joel Yedlik,
Cindy Yenter

Campus Mail...384-3800

Mike Ealy, Roger Harris, Ron Jenn,
David Larsen, Tom Lehman, Alex Pop,
Larry TeBockhorst, Florin Veltorean,
Carol Waldschmidt

Mail metering, shipping...384-3804

Jeff Britt, Jeff Knock,
Patrick McDonald

Copy Center Services

Chris Kula, manager...384-3809
Marge Kline,
customer service...384-3717
Mark Robe, deliveries...331-5968

Copy Centers

Boyd Law Building...180 BLB
dcbllb-printing@uiowa.edu
335-9138
Iowa Memorial Union...41 IMU
dcimu-printing@uiowa.edu
335-2699, Fax 353-2034
Mossman Bldg...162 MBSB
dcpbb-printing@uiowa.edu
384-3721
Med Labs...3110 ML
dcml-printing@uiowa.edu
335-8788
Pappajohn Bldg...C102 PBB
dcpbb-printing@uiowa.edu
335-0861
UPACS and Copyright Services...
208 IMU, Iowa House
upacs-printing@uiowa.edu
335-3410, fax 353-2447

Equipment Rental

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
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 Rockafellow,
office manager...384-3906

Central receiving, shipping

Joel Tresslar,
delivery supervisor...384-3905

Gas cylinders

1225 S Gilbert St.
Fax 335-6100
Steve Poggenpohl,
supervisor...353-2916

Laundry Service

www.uiowa.edu/~laundry
100 L
335-4940, fax 335-4945
Dave Gray, manager...335-4951
Ed Godar, IT support...385-4940

General, health-care linen service

Alice Kyle, supervisor...335-4958

Uniforms, dust control service

Monica Fuhrmeister,
supervisor...335-4953

Parking and Transportation

www.uiowa.edu/~parking

Administration
Fax 335-6647
David Ricketts, director...335-8628
Ann Greenzweig...335-8880
Starr Jennings...335-8663

Project development

Dan Barnhart...335-8313, fax 335-6649

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

603 S. Madison 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 Services

parking-office@uiowa.edu,
fax 335-2826

Linda Noble, manager...335-1473

Information, permits, billing, bus
passes, reporting:

Field services...335-1481
Hospital ramp 2...335-8924
IMU ramp...335-1475
Lost and found...335-1483

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

Publications Order Service

183C MBSB
Debra Harland...384-3808

Printing Department

www.uiowa.edu/~printsvc
100 MBSB
384-3700, fax 384-3707
Gary Anderson,
associate director...384-3917

Customer Service

Steve Wilson, manager...384-3705
Courier...331-5968

Customer service representatives

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

Accounting

Carol Iles, manager...384-3701

Color poster printing

Cynthia Fruendt...384-3738

Digital color imaging

Mike Cash...384-3724
Tim Blake, Kim Burda...384-3755

Design

Leigh Bradford...384-3737

IT support

Terrell Hunter...384-3734
Chris Swart...384-3718

Preparation

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

Prepress, preflight

Chris Swart, supervisor...384-3718

Production

Steve Wilson, manager...384-3705

Scanning

Sandie Herwig, manager...384-3713

Wide media

Janet Wieland, supervisor...384-3748

Surplus

www.uiowa.edu/~fusmm/surplus.html
1225 S. Gilbert St.
Joe Hennager, manager...335-5001
Matt Neely, computer sales...353-2962

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. This newsletter is also posted on the web at: www.uiowa.edu/~printsvc/intoprint/intoprint.html.

___ Please correct my mailing label.

___ Add my name to the *Into Print* mailing list.

___ Delete my name from the *Into Print* mailing list.

___ Make these changes on General Stores' mailing list.

name _____

department _____

room # _____

bldg _____

We are Business Services

Central Mail

Equipment Rental

General Stores

Laundry

Parking & Transportation

Printing,

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.

Contributors

Gary Anderson: Business Services, Stores

Chris Kula: Central Mail, Copy Centers

Michelle Ribble: Parking and Transportation

Jo Anne Worley: Laundry

Designer

Leigh Bradford

Editor

Jenean Arnold, 384-3723, 126C MBSB
jenean-arnold@uiowa.edu

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TypeStrikes

sprint semester

News briefs

Regents approve '07-'08 parking rates

The Board of Regents approved the proposed parking rates for 2007-2008 at its May 1 meeting. Each year, Iowa's three universities present parking proposals jointly to the Regents. There are two readings, the first at the March meeting and the second in May.

Along with rate proposals, the universities provide justification for increases and information on bond indebtedness, recent improvements, and long-term plans for each parking system. Each university has a committee that oversees parking operations, which are self-supporting, and proposes changes to parking and traffic regulations as well as fees and fines.

Printing Department receives two gold awards

The Printing Department won two gold awards in the 2007 In-Print competition, one for University Relations' strategic

plan brochure and the other for the Women's Field Hockey letterhead. The contest drew 550 entries, 88 of which received an award in either the gold, silver, or bronze category. Entries are judged on the quality of printing, binding, and design; the degree and level of difficulty; and overall excellence.

The competition is sponsored by the InPlant Printing and Mailing Association and "In-Plant Graphics" magazine. In-plants are printing operations that exist to serve their parent company. Many colleges and universities have in-plant print shops, including most of the Big Ten schools.



Commencement: a really big order

Each year near the end of April, the Printing Department rolls into high gear to do its part for graduation ceremonies by producing the programs. This year it printed 19,450 pieces for the general, Graduate College, Engineering, and Dental commencements as well as the medical convocation.

Here, bindery operator Mike Woodhouse packs finished programs for delivery; the boxes in the background have yet to be filled. City Carton Recycling will pick up and process the paper trimmings.

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