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2007 Recognition Celebration

by Lori Hoffmann, Glenn Swanson, & Jenny Hansmann



Eric Blake

Eunice Dell

Bill McKinley

Vera Shaffer

Yuet-King Yee

2007 HIGH FIVE RECIPIENTS

On January 30th the Administration and Finance Division was brought together for our annual recognition ceremony. Holding this annual event offers a great opportunity to celebrate and highlight the hard work and dedication of our employees over the past year. This year was no different! There was not only a festive Mexican theme to help create a celebration atmosphere, but also included a luncheon for employees to enjoy. More than 200 employees came out to celebrate successes that were accomplished in 2007 and kick off another great year. Joining the Division's festivities were many UNI Cabinet members, along with several retired Administration and Finance employees and some spouses. The event was commented by this year's committee chair, Glenn Swanson. Other distinguished speakers included President Ben Allen and Vice President Tom Schellhardt.

In addition to 19 High Five Nominees being recognized, this year's program included further acknowledgment of 2007 Panther First Recipients and employees that achieved Years of Service milestones during 2007. Of the 19 High Five Nominees, 5 employees were inducted and received an engraved plaque to commemorate the occasion. The 5 inductees were Eric Blake, Eunice Dell, William McKinley, Vera Shaffer, and Yuet-King (Katy) Yee.

The committee members would like to express their gratitude to the employees that took time out of their busy day to participate in this event. The committee members are Glenn Swanson (chair), Tamara Bern, Joseph Boutott, Kelly Destival, Brian Looby, Doug Main, Jocelyn Moeller (vice chair), Blake Murray, Latonja Porter, Christine Rohwedder, Jennifer Hansmann (ex officio), and Lori Hoffmann (ex officio).

Thank you for completing the survey about the event. Your kind and helpful comments are truly appreciated; they will help guide future planning. We look forward to having you attend the ceremony next year.

A&F Rewards and Recognition Luncheon...

A&F News and Views

Quarterly
Publication

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Sandy Law

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Tom Schellhardt



Jack Shafer 20 Years of Service



Tammy Bern 30 Years of Service



5 Years of Service



10 Years of Service



2007 Recognition Committee



2007 Panther First Award Recipients

Congratulations!

Years of Service Awards



5 Years

Sheri Bishop
Sonia Carter
Heather Costello
Leon Costello
Kenneth Griffin
Sarah Harms
Shane Henry
Vincent Heuer
Dana Jaeger
Amber Jones
Sachin Kirtane
Henry Pugh
Thomas Schellhardt
Stacy Simmer
Todd Thornton
Cindy Webb

10 Years

Bruce Blakesley
Dennis Hayes
Michael Henny
Christopher Kirk
Roxanne Patnode
Brad Penrith
Thomas Pfiffner

20 Years

Craig Cook
Alvin Harrenstein
Pamella Rouselow
Jack Shafer
Dean Shoars

15 Years

Steven Choplin
Michael Dix
Robert Foster
Mary Hover
Andrea Jennings
William Kirchmann
Leslie Lynch
Annie Williams

25 Years

Leroy Anderson
Carol Aswegen
Jane Close
Eileen Dams
John Geary
Helen Johnson
William McKinley
Mary Prenosil
Thomas Richtsmeier
Terry Sheerer
Jeffrey Uhlenhopp
Douglas Widen

30 Years

Larry Baruth
Tamara Bern
Eunice Dell
Lue Frazier
Scott Hall
David Kohrs
Douglas Lovejoy
Brent Richmond
Janice Rogers
Clifford Schimmels

35 Years

Andrea Carlock
Charles Fosselman
Diane Headington

40 Years

Delmar Sherwood

Congratulations!

Panther First Awards



November 2007 – January 2008 Recipients

Carol Brodie	John Mirchich
Charlotte Carbiener	William Nelson
Lisa Frush	Linda Noble
Bobbi-Jo Guenther	Ashley Nunn
Tresa Habinck	Sarah Peakin
Dennis Hayes	Tom Pfiffner
Mary Hover	Chris Rohwedder
Judy Kester	Lisa Steimel
Sandy Law	Angel Stigler
	Cindy Webb

New to the Neighborhood!



Facilities Services

Jeanne Alacantara, Financial Accounting & Reporting Services

Jeanne is an accountant in Financial Accounting and Reporting Services. She is a UNI graduate, majoring in Accounting. Jeanne is a Certified Public Accountant. She previously worked at Carney, Alexander, Marold & Co. LLP, a local CPA firm. Jeanne lives in Waverly with her husband David.

Joe McQuown, Custodian I Building Services

Joe started at UNI in November leaving the Cedar Falls Lutheran Home after 13 years as the Building Maintenance Coordinator. He is excited about the many opportunities offered at UNI and looks forward to advancement and a long career here. In his spare time, Joe collects antiques and volunteers for Hospice in their CASS (Cedar Valley Support System) program where he helps HIV/Aids patients. He believes in giving back.

Goodbye to....

Ryan Hall, Facilities Services
Rick Hartzell, Athletics
Trevor Warren, Athletics

Retirements....

Diane Headington, Business Operations
Jerry Headington, Facilities Services
Eileen Dams, Human Resource Services

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Getting to Know Lori Hoffmann

UNI Training & Development Coordinator

By Sandy Law

Lori Hoffmann began her position as Training and Development Coordinator in November 2007. She graduated from Hawkeye Community College in 1996 with an Associates of Arts Degree and also graduated from UNI in 2000 with a degree in Business Management – Human Resources while working full-time and attending classes half-time.

Lori worked in both the private and public sectors prior to coming to UNI. She was employed at Hawkeye Community College for seven years serving in a number of capacities, mainly as a Specialist and a Training & Development Coordinator. She then worked seven years at Martin Bros. Distributing Co. Inc. where her main duties included benefit administration, orientations, workers compensation, and management of development programs.

Although Lori has been with the university for a short time, she has been able to serve on some wonderful committees. Most recently she served on the Administration and Finance's Employee Recognition Committee and continues to serve on the customer service project "Service Speaks in the Cedar Valley."

As Training and Development Coordinator, Lori stays busy with managing the development, scheduling, and delivery of human resource functional training, along with management and career development programs. She says that she very much enjoys all of the wonderful people she continues to meet on campus and for the opportunity to work with each of them.

Lori is to be congratulated for recently earning her professional designation in Human Resources (PHR) and stays active in the local chapter Cedar Valley Society for Human Resource Management (CVSHRM). Her hobbies include golfing and scrapbooking. Although she has time constraints, she enjoys spending as much time as possible with friends and family.

Lori was born and raised in the Dubuque, Iowa area, but has called the Cedar Valley home for the last 14 years. She and her husband Shamus live in New Hartford and stay very busy with their two girls, six year old Sydney and four year old Sophia.



NCAA Wrestling Championships

By Kara Moran

Members of the UNI wrestling team will compete in the 78th Annual NCAA Division I Wrestling Championships March 20-22, 2008, at Scottrade Center in St. Louis. The Gateway City will once again host the tournament for two years as it heads back to the Arch in March. For tickets to the 2008 championships, visit Ticketmaster.com or charge by phone at (314) 421-1888 or (866) 646-8849 (toll free). For more information about the 2008 Wrestling Championships visit www.NCAAsports.com or www.stlsports.org/wrestling.

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

Emergency Alerts for Campus

By Carol Johnson, Dave Zarifis and Milissa Wright

Preparations are underway to launch the UNI Alert System which notifies the campus community of emergencies and threats to physical safety in emergency situations. UNI Alert includes Connect-ED and an on-campus speaker system. It will allow UNI administrators to send recorded emergency messages to students, faculty, and staff by cell phone, landline phone, e-mail, and text-message within minutes. The messages will inform you of a critical incident and where to go for additional information and emergency procedures.

The UNI speaker system, when installed, will allow for alerts and real-time voice messaging. Testing for the Connect-ED System began in February. Training for communication center dispatchers is slated for the end of February. More information regarding these services can be found at: www.uni.edu/alert.

To choose how you are notified in the event of a critical incident, please review your emergency contact information on My Universe. Go to the "My Personal Records" channel, click "Update my personal information" and then the UNI Alert tab.

Buy One Get One FREE! Available for UNI Faculty/Staff

By Nicole Burns



The Spinners

The Spinners will be in the Great Hall of the Gallagher-Bluedorn Performing Arts Center on Friday, April 4th at 7:30 p.m. **UNI Faculty/Staff may Buy One ticket Get One FREE.**

The Spinners make timeless music. Their classic group sound and approach never loses its universal appeal and they are more popular than ever. Throughout the years they have acquired 12 gold records and their hits have climbed to the top of both pop and R&B charts. Additionally, they are one of the few groups that can boast of four lead singers. Members include Frank Washington, Bobbie Smith, Henry Fambrough, Pervis Jackson and Harold "Spike" Bonhart. They first hit the charts in August of 1961 with "That's What Girls Are Made For." Other hit singles include: "Love (I'm So Glad) I Found You," "I'll Be Around," "How Could I Let You Get Away," "I'll Always Love You," "One of a Kind (Love Affair)," "Could It Be I'm Falling in Love," and "Then Came You."

Tickets to The Spinners are on sale now and are \$40, \$32, \$27, \$24, and \$20. Call 319-273-4TIX or toll-free at 877-549-SHOW. Youth (18 years old and younger) receive a 20% discount off ticket prices. This performance is sponsored by Simpson Furniture and John Deere Operations.

Life Outside of Work

MY PROMISE TO PHEIDIPPIDES

By Mark Fober

I believe it was May of '85 that I made a silent vow to the Greek soldier Pheidippides that I would never run again. Pheidippides ran the original marathon, delivered his message of victory, collapsed and died. I didn't have a message of victory, but the collapsing and dying portion of the story was within my reach. My forgettable career as the "utility" runner for a small town Iowa track and field team ended when I passed the baton for the final time. Had it not been for my teammate's unselfish acts of smoking, alcohol abuse, vandalism and poor grades, I would not have been able to achieve the mediocrity that I had. Over the course of four years, I had the opportunity to sprint 100 meters, run 400 meters, and even take a shot at the 3,200 meter run. I was fortunate enough to have run on grass, cinder, gravel, asphalt and even a square track. There was nothing left in the world of running that this eighteen-year old hadn't experienced. My vow of sluggishness would be an easy one to commit to.

Two years ago, with the realization that my Fruit of the Looms were increasing in size and the rest of my body was looking more pear than apple, I decided to make a life-style change. My vow to Pheidippides would need to be rescinded. Running as a form of exercise was appealing as it seemed to be a cheap route to fitness. No need for "fancy" equipment and I don't need to pay a fee to run around the neighborhood.



The morning of the transition I rummaged through our garage and found my "canoeing" shoes. As I put on the heavy sweats and the shoes that allowed my little pinky toe to stick out of the side, I mentally prepared myself for a six-mile run. Thirty seconds into the run I contemplated making it a three-mile jog. Two minutes into the jog I considered a one mile trot. Four minutes into the trot I was walking. I walked/jogged home, only jogging when a car was visible. I was deflated. How far had I fallen?

For whatever reason, I managed to come to terms with the walking/jogging regiment and continued with it. This continued every morning for roughly two weeks. Eventually I worked my way up to the three-mile jog. I was feeling better physically and mentally and I was really enjoying the "me" time. My only complaint was with my "canoeing" shoes. My feet were sore and I looked into purchasing running shoes. After pricing shoes came the realization that my cheap route to fitness was now relatively inexpensive.

Approximately three months into my world of jogging I discovered that I would be undergoing a fairly significant abdominal-type surgery. The better my condition going into the surgery, the quicker the recovery time would be. The month leading up to the surgery I was training pretty hard and I was running between twenty and thirty miles per week.

The surgery really opened my eyes as to what I wanted in my life from a physical standpoint. I went from running thirty miles a week to struggling to walk out to the mailbox and back. I continued to ask for clarification from my doctors as to when I could begin running again. Finally, I was given the green light to begin a moderate running program.

As I began to get back into a regular running schedule, thoughts of running a 5k began to surface. With the encouragement of some friends I decided to enter the Park to Park ½ marathon (13 miles)

MY PROMISE TO PHEIDIPPIDES - continued

that is held in Cedar Falls. I gradually ramped up my distances to the point that I was feeling pretty confident in my chances of finishing the race. The only thing missing was the proper attire. I made a trip to the local sporting goods shop and purchased running shorts and a sweat wicking top. My relatively inexpensive route to fitness was now moderately inexpensive.

Almost four months to the day of my surgery I finished the ½ marathon. I can honestly say that there have been very few occasions in my life when I have felt that good about myself. The race began at 8:00 a.m. and by 10:00 a.m. I was celebrating with a banana, bagel and a beer.

Since that race, I have run several 5k (3 miles) and 10k (6 miles) runs and every one of them has been very satisfying. The “me” time in the morning has been an unexpected benefit from running. It allows for uninterrupted thoughts about baseball, birds, and trees. Several of my running friends are in agreement with the aspect of how valuable that time is. However, most of them use that time to plan their day as opposed to why the Cardinals didn’t bunt the go ahead run into scoring position in the eighth inning.

Another benefit has been sharing running stories with other runners. I’ve been chased by Toto-type dogs, startled by deer, raccoons, turkeys and even a skunk. I’ve slipped, tripped, and stumbled and everyone who has run in the dark has similar stories. Sharing news of our latest running gear acquisitions always makes for good conversation. After two years of running I have acquired, four pairs of shoes, sweat-wicking shirts, pants, socks, mittens, stocking cap, strap-on cleats, reflective vest and now an iPod. My cheap route to fitness is now just a route to fitness.

So it would seem that I owe a debt of gratitude to Pheidippides for allowing me to rescind my vow of inactivity. He must not have taken a promise from an eighteen-year old whose life revolved around Mountain Dew, Snickers and heavy metal too seriously. On occasion, I have thought of paying tribute to this Greek soldier by someday running the full 26.2 miles which constitutes a marathon. The impulse comes with each new pair of shoes and it goes with every story of a marathoner’s toenails falling off. If I do decide to take on this challenge, history may very well repeat itself. No message of victory, just collapsing and dying at the finish line.



You can Help Control Health Care Costs

By Cindy Webb

You can make your health care decisions count! You can help control costs and maintain your health by:

- Understanding the true cost of care
- Using generic drugs when available and appropriate
- Seeking appropriate care
- Making wise lifestyle choices

Remember, being a smart health care consumer means adding value to your health care decisions, resulting in:

- Savings on your health care costs
- A healthier you and a better quality of life

For more information on steps you can take to help control costs, visit the “Decisions Count” section at www.wellmark.com. Here you can:

- Find out how health insurance really works
- Explore other reasons for rising health care costs
- Discover additional ways you can save costs

Source: Blue Cross & Blue Shield

FY 09 Budgeting for Self-Support Funds (SSF) goes “Electronic”

by Mary Prenosil

Faculty and staff responsible for the preparation and submission of Self-Support Fund (SSF) budget worksheets will use a new tool this spring. Online functionality for the completion and routing of Self-Support Fund budgets is in the final stages of development and will be in production for FY 09 budget preparations beginning this April.

Users will access the new functionality from MyUniverse via a **Budget Self-Support Funds** link in the MEMFIS channel. From the link, you will view each of the budgets in your “batch,” route worksheets to other preparers, complete budget proposals for the new fiscal year, and route them back to your supervisor for review and approval, all electronically. The budget worksheets can also be exported to Excel for those who like to do preliminary work off line, or archive a finished budget before submitting the proposed budget online for approval.

The new online worksheet is very similar to the paper version used for years so minimal training will be needed. If you are responsible for completing Self-Support Fund Budget worksheets, plan to attend the March MEMFIS Users Group (MUG) meeting when the new method for completing SSF budget worksheets will be demonstrated. The MUG meeting is scheduled on Thursday, March 27 at 1:30 p.m. in McCollum Science Hall 201. MEMFIS Users Group meetings are open to everyone on campus. Budget office staff will be at the meeting to answer questions. If you have questions about SSF budgets, contact Mary Prenosil at 273-6137 or mary.prenosil@uni.edu

MEMFIS Update - New WebADI templates coming in April

By Eunice Dell

New Excel templates, called WebADI (Application Desktop Integrator), will be introduced in April for processing MEMFIS Cash Receipts for Deposit, MEMFIS Journal Entries, and MEMFIS Procurement Cards. The templates will also be used to post Maucker Union chargebacks, Residence System chargebacks, Telephone charges, and Print services. Limited departments are currently testing the new WebADI templates before they are rolled out campus-wide.

The new WebADI templates will be accessed from UNI's Forms Repository and are very similar to the existing ADI templates. With WebADI, users will be able to validate account code combinations by a double click in any given segment. When you double click, you will be prompted to login to the MEMFIS application with your MEMFIS username and password, select your UNI Employee Self-Service responsibility and access a valid List of Values (LOVs) for each chosen segment. If you know all your numbers, you may complete your spreadsheet, save it, and e-mail it just as you do now, **but you must use the new template**. Existing ADI spreadsheets saved on your desktop cannot be updated and posted to Oracle after May 31.

The new WebADI templates will be available for use beginning in April and the existing ADI templates will be removed from UNI's Forms Repository by June 1st.

The new WebADI templates will be demonstrated at the MEMFIS Users Group (MUG) meeting Thursday, April 17 at 1:30 p.m. in McCollum Science Hall 201. In you have questions about WebADI, contact MEMFIS help at 273-5555 or memfis-help@uni.edu.

Hoops Tournaments

By Kara Moran

UNI Men's Basketball

The UNI men's basketball team will be competing in "Arch Madness" when it heads to the Missouri Valley conference Tournament March 6-9 in the Scottrade Center in St. Louis. The Panthers and the other nine conference teams will be vying for an automatic berth into the NCAA Tournament. Tickets are available through UNITix at 319-273-4TIX. If you can't make the trip, you can still catch the action. The quarterfinal and semifinal rounds will be televised by FSN Midwest and Comcast SportsNet, and the finals will be shown nationwide on CBS.

UNI Women's Basketball

Panther fans are encouraged to make UNI the home team at the Missouri Valley Conference Tournament March 13-16. For the first time, the MVC Tournament will be held in a neutral site, Family Arena in St. Charles, Missouri. Fans can order tickets through UNITix at 319-273-4TIX.

AXIS Dance - March 7 - GBPAC

By Nicole Burns



One of California's biggest dance sensations, AXIS Dance Company, will perform at UNI's Gallagher-Bluedorn Performing Arts Center on Friday, March 7th at 7:30 p.m. in the Great Hall of the GBPAC.

Since 1987, AXIS Dance Company has created an exciting body of work developed by dancers with and without disabilities. They are at the forefront in paving the way for a powerful and inclusive dance form called "physically integrated dance." Described as a "visual and physical discovery, creating fascinating works of movement art," the company has become internationally known for its high artistic and educational standards and innovative movement vocabulary.

AXIS teaches not only dance, but also educates about disabilities through community involvement and education programs.

Related Community Events (FREE and open to the public)

- Wednesday, March 5, 6:30 – 8:00 p.m., Movement Masterclass - Kinetic Energy, 217 Main Street, Cedar Falls. Registration is required by calling 290-6683
- Thursday, March 6, 12:30 p.m., Lecture/Demonstration - North Star Community Services, 3420 University Avenue, Waterloo

Tickets to AXIS Dance Company are \$25, \$20, \$15, and \$10 and are available by calling 319-273-4TIX or toll-free at 1-877-549-SHOW. Youth (18 years old and younger) receive a 20% discount off ticket prices. UNI students receive a 50% discount with a valid student ID. Order tickets online at www.ticketreturn.com or link from the GBPAC website at www.gbpac.com. This event is sponsored by Kinetic Energy School of Movement.



TechTalk

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

By Pat Whitt

Saving Your Files

It is critical that all UNI work files be saved on divisional file servers. File servers provide additional levels of security and are backed up on a nightly basis. Standard drive letters (F:, G:, H:, I:, etc) have been established for easy access to the servers.

Do **NOT** save work files on the computer's local hard drive (C:).

Saving work to the C: drive is risky!

- **Files are not backed-up on the C: drive.**
- **If the hard drive fails, your files will be lost.**
- **If a fire occurs, your files may be lost.**

Years of work can be lost when files are not backed up. Be safe not sorry! Save your files to the network!

If you are unaware of where to save your files you can find that information on page 11-12 of http://www.vpaf.uni.edu/tss/documents/computing_af.pdf.

If you would like more information, contact A&F Technology Systems and Services at 273-2461 or email vpaf-tss@uni.edu.

Protect Your Laptop

A&F employees using laptop and Tablet PCs are not getting operating systems and virus protection updates when they are unplugged from the campus network.

Laptops and Tablet PCs will receive operating system and virus protection updates **when connected** to the UNI network via ethernet cable or wireless **but they must be connected**. Weekly, at a minimum, your laptop should connect to the VPAF server. Connecting to the VPAF server requires logon with your network account username and password.

DID YOU KNOW...

- Approximately 4,000 elementary students bring a sack lunch to the Dome each year while visiting campus for a Kaleidoscope performance.
- Expecting a Wire or ACH transfer? Did you know you should prepare a [Cash Receipts for Deposit Form](#) in advance and send it to dept-deposits@uni.edu with a note that you are expecting a Wire/ACH transfer. When the transfer is received, this will allow us to get the funds in your account faster and save staff time tracking down the intended recipient of the transfer. See http://www.vpaf.uni.edu/obo/cashiering/req_deposits.shtml for more information. Contact the Cashier's Office at 3-2628 or email cashiers-office@uni.edu with questions.
- Construction on the parking deck in the Commons A/B lot is scheduled to begin ASAP following graduation in May with completion by the fall of 2009.
- Departments receiving funds must deposit those funds with OBO/Cashier's Office at least weekly, and that daily deposits are required if total receipts equal or exceed \$250 or include credit card transactions. For more information see http://www.vpaf.uni.edu/obo/cashiering/documents/deposit_cash-recpt.pdf Call Cashier's Office at 3-2628 or email cashiers-office@uni.edu with questions.
- For energy conservation, you should shut down your computer when leaving work.
- [Travel \(Cash\) Advance Requests](#) must be submitted to Business Operations at least 2 weeks prior to needing the cash advance. For more information see http://www.vpaf.uni.edu/obo/accounts_payable/tguide.shtml#travel.