

Spring 2007

The University of Iowa  
Business Services  
quarterly newsletter

# into print

2

Postal Service changes confirmed  
Education and outreach

3

Laundry tailors program  
to customer needs  
FY'07 budget deadlines  
approaching

4

Try Equipment Rental  
Blitz roll at Mail  
Printing software support

5

Buses shuttle for inaugural  
celebration  
Printing order checklist

6

Character Counts: Meet Pat Smith  
Congratulations to graduating  
student employees

7

Business Services directory  
Address correction form

8

Regents approve parking rates  
Printing receives awards



## 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](http://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](http://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](mailto: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](mailto: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](http://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](http://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](mailto: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](http://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.



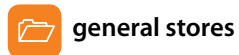
## Legend



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:



<b>CAMBUS</b> 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	<b>CENTRAL MAIL</b> Scott Kornblatt Simon Knoblauch Jamie Powers Jamie Johnson Ryan Mullins Luke Larsen Tom Srp	<b>COPY CENTERS</b> Caroline Hart Neil Crane David Anderson	<b>FLEET SERVICES</b> Alexis Smith	<b>GENERAL STORES</b> Bill Landis Nick Olson Andrew Stroeve	<b>PARKING FIELD SERVICES</b> 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](http://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/~fusicmail](http://www.uiowa.edu/~fusicmail)  
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  
dclblb-printing@uiowa.edu  
335-9138

Iowa Memorial Union...41 IMU  
dcimu-printing@uiowa.edu  
335-2699, Fax 353-2034

Mossman Bldg...162 MBSB  
dccbbsb-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](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 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](http://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](http://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

**Surplus**  
[www.uiowa.edu/~fusmm/surplus.html](http://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](http://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](http://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](mailto:jenean-arnold@uiowa.edu)

Produced by The University of Iowa Printing Department; printed by an HP Indigo 5000 digital press on 80-lb. matte text. © 2007 The University of Iowa.

The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information contact the Office of Equal Opportunity and Diversity, (319) 335-0705. 64133/5-07

## 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.

# intoprint

The University of Iowa Business Services  
100 Mossman Business Services Bldg  
2222 Old Hwy 218 South  
Iowa City, Iowa 52242-1602