



HOT enough for you?

Administrative Services Newsletter

Volume 8, Issue 1

August 22, 2007

FALL EDITION

ADS STAFF

[Dan Wells](#)

Director of ADS

[Rick Alumbaugh](#)

Manager, Mail Distribution

[Jeff Schoonover](#)

Mgr., Print & Copy Services

[Stiles Gaffney](#)

Asst., Print & Copy Services

[Nancy Neice](#)

Manager, Mail Processing

[Donna Norris](#)

Mail Center Assistant

[Ryan Wilkinson](#)

Mail Center Assistant

[Sheryl Fulk](#)

Manager, RHIT Bookstore

[Brenda Elliott](#)

Asst. Mgr., RHIT Bookstore

[Kimberly McCarter](#)

RHIT Bookstore Clerk

[Bob Watson](#)

Mgr., Procurement & Contract
Services

The Mail Processing Center, Print Shop, and Procurement Services have moved from Moench Hall into the Facilities building over the summer. Additionally, Risk Management has been reassigned to the Business Office. These changes all took place during the first week in August.

These moves were necessary to make more room in Moench Hall for academic endeavors. The former Print Shop will now become additional lab space for the ME department. Former ADS 'headquarters' will become new office space for Engineering Management. The double door entrance to the former Mail Processing Center will now become Rick Alumbaugh's new office and a distribution point for faculty and staff packages.

Although the relocation creates some distance challenges for departments (and students), it did provide the opportunity to combine the MPC and PS services into a one-stop location for mail and copy customers.

In order for outgoing packages to be prepared in Moench Hall and in the Hulman Memorial Union, two DHL self-service package counters have been set up in those locations. These locations will require the use of a personal credit/debit card or Institute purchasing card. Pickups end at 3 P.M. daily.

There are no changes to student or departmental USPS letter mail pickups. Letter mail is still distributed to the 'gold' mailboxes near the commons area in Moench.



The ADS Staff heads for its new home in the Facilities Building

A reference chart of services, staff, and locations is available on the second page of this newsletter.

We look forward to serving you from our new locations. If you have any questions, just call or email any of the staff.

Dandy Hints

By Dan Wells,
Director of ADS



As you read through this newsletter, you will notice that it highlights our location and service changes that occurred during the first week of August. These changes were communicated to campus via email and are also available at this [link](#). If

you haven't already read these memos, we encourage you to do so at this time. These changes affect students, faculty and staff.

We have worked very hard to develop processes that will provide convenient services to all. Also, we encourage

you to visit the [ADS web page](#) to access and use the electronic forms to request our services.

Who, What, Where, and HUH?

In order to assist students, faculty, and staff, a chart of the most common services is provided at the right.

Should you have additional questions, call the manager of that area or Dan

HUH?



Wells at x8205.

Pickup service is available for larger mailings. Call ahead to schedule arrangements.

Print and Copy Services	Facilities Building FAC 102	Jeff, x8355 or Stiles, x8627
Laser cartridge recycling	Drop off at Moench EL202	Bob, x8488 (no changes)
Student mail and package pickups	Moench EL106 (by commons)	Rick, x8490 (no changes)
Faculty and Staff Package pickups	Moench DL130	Rick, x8490
Books of Stamps	Bookstore, the MCC, and the machine in front of EL106	Nancy, x8086 or Donna, x8546
Single stamp purchases	Facilities Building FAC102	Nancy, x8086 or Donna, x8546
DHL self-service package preparation	Moench EL106 and the Bookstore	Nancy, x8086 or Donna, x8546
Department mail and package drop-off	Moench DL130, Facilities FAC 102, and RHIT bookstore	Nancy, x8086 or Donna, x8546
Bulk Mail pickups	as needed	Nancy, x8086 or Donna, x8546

Expanded RHIT Bookstore Services

It's been a busy summer in the Bookstore. New carpeting was installed in June, which required the relocation of all floor stock and then re-shelving afterwards.

As the bookstore was 'reassembled', new services were also added.

Bookstore gift cards are now available in the store and [online](#). Gift cards can be used to pay for merchandise in the Bookstore and for Mail or Printing services at the MCC. They can also be

used online for purchases and also can be 'reloaded' online. This will allow parents to 'recharge' the cards. In addition, DHL packages prepared on the PC in front of the store may be dropped off inside for same-day

"Our goal is to provide as many services as possible in a one-stop location to make it easier on our students." - Sheryl Fulk, Manager

pickup. The cutoff time is 3 PM for same-day pickup.

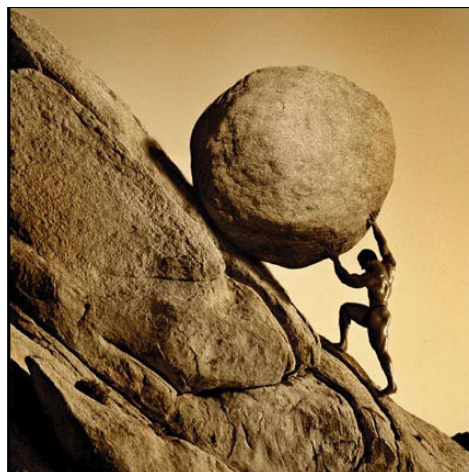
The recent limited-edition hard maple baskets sold out very quickly and are on re-order.

If you have any ideas for items that are widely needed by the student body, please be sure and mention it to one of our Bookstore staff—Sheryl Fulk, Brenda Elliott, or Kimberly McCarter.

Too Much Mail to Move?

Departments that prepare bulk mailings will be happy to know that [pickup services are available](#) from the MCC.

Please contact Nancy Neice at x8086 or Donna Norris at x8546 to arrange to have your mail picked up in your department and brought to FAC102 for preparation.



What's Up with The Bar Codes?



Customers of the MCC in past months have been asked to begin attaching a laminated bar code to each group of mailings brought to the MCC, Bookstore, or to DL130.

These barcodes speed the identification and processing of your mail pieces. They are detached and returned to your department for re-use.

Contact Nancy Neice, x8086 with questions.