



Education and Housing Equity Project Records.

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Administrative Procedures - Summary by Maire McMahon, 11-24-99

General

Voice mail

See folder in left drawer of assistant desk - EHEP Office Equip. and Procedure

To play messages: in office dial 1600; outside office dial 612--330-1600

Mail box ID- line 1 1739#; line 2 1745#; line 3 1765#

Password - same as mail box ID

Phone answer other line

Pick up on first rings; press 863 and answer immediately

Computer passwords

Assistant computer - CCC

Executive computer - MICAH

E-mail - CB185 For other info, see Visi.com file folder in left drawer of assistant desk EHEP Office Equip.

Accountants - Augsburg College Business Office in Science Hall

Paul Pierson Ph 1260 Fx 1515

Jeff Swenson 1330 1515

Time sheets by the 15th and last day of the month - fax to Paul after Dick signs

Check requests - fax to Paul after Dick signs the request; end of month only

Pick up checks after Paul calls to signal they are cut.

See procedure file on check requests for full description.

Mail

Outgoing - mark one piece of the bundle with EHEP account # - 81300. The forms are not necessary. Outgoing mail is in Christensen, first floor.

Incoming - CB 185. Check for other than EHEP - there are some mis-deliveries.

Copying at MMEP

Use EHEP ID # 1505. Follow prompts from the copier.

Record number of copies per job in EHEP office in order to verify the EHEP billing; MMEP does reading of the copier count on the 20th of each month.

Copy paper and some copying

Graphic Center, Christensen, first floor. Use account # 81300.

There is a card for copying in file folder Augs. Graphic Center.

Event Scheduling at Augs. (Board Meetings, some other meetings)

Use the Augsburg College Request for Use of Facilities.

Fax, Printer - see folder in desk drawer and books in credenza drawer

Administrative Procedures
Check Requests and Financial Files

Check Requests

- 1 Incoming invoices by mail, or from Dick to Adm. Asst. In-basket are examined; categorized by account; filed as Invoices-to-be-paid.
- 2 Check request forms are filled out and submitted to Dick for signature; this procedure is necessary for Dick's oversight of funds.
- 3 Invoice and check request are faxed to Paul in Augsburg Business office - 1515. Batches of invoices are faxed on or near the 15th and the 30th of each month unless there is a compelling reason for immediate payment of the bill.
- 4 Originals of the invoice and check request are returned to a file and held until the check is processed.
- 5 Paul will notify the administrative assistant that checks are ready for pick-up from his office.
- 6 Adm. Asst notes the check number and check date on the check request and marks the invoice paid.
- 7 The invoice and check request are filed in folder of the EHEP account.
- 8 Files are kept in the Adm. Asst desk file drawer during the year.

Files

- 1 Bank statements; copy of incoming checks
- 2 EHEP Income Statement and Fund Balance
- 3 Invoices-to-be-paid; heck request forms
- 4 Invoices paid in account numbered files
- 5 Vendor accounts; e.g., Kinko's, Office Max

Augsburg College

Request for Use of Facilities

Please submit **5 working days** prior to event to: Conference and Events, Christensen Center, X1104, CB #64

Department or Name of Organization _____ Date of Application _____

Registrant _____ Telephone _____

Address _____ Campus Box _____

_____ E-mail _____

Room _____ Building _____

Event Time

Day _____ Date _____ to _____

Purpose of Event _____ Expected Attendance _____

(See other side for planning)

Physical Arrangements

Rooms are standard arrangement unless requested. All setups requiring rearrangement or special equipment must be finalized 5 working days before the event.

_____ # OF CHAIRS	_____ # OF TABLES
_____ STAGE	_____ EASEL
_____ LECTERN/PODIUM	_____ OTHER
_____ FLIPCHARTS/NEWSPRINT	_____

Please diagram or describe special setup arrangement and Audio-Visual equipment placement below (or attach additional sheet)

indicate north or south

For the services listed below, please contact the departments directly:

- Information Technology - 1044**
- _____ Overhead Proj/Screen
- _____ Slide Proj/Screen
- _____ VCR/Television
- _____ Microphone
- Food Service - 1126**
- _____ Buffet
- Parking - 1566**
- College Events Calendar & Website - 1180**
- Security - 1717**

Office Use Only

Event Setup _____

Parking _____

Custodial _____

IT _____

Athletic Dept. _____

Athletic Fac. _____

Music _____

Security _____

Food Service _____

Other _____

Have you Thought of...

- What is the Purpose of this Event?
- Who is your Main Audience?
- Who should be invited to attend?

Conferences and Events 330-1104

- Accessibility and special needs
- Notify any event changes
- Obtain official campus map

Marriott Food Service 330-1126

- Determine type of service needed
- Choose menu
- Confirm final attendance

Information Technology 330-1044

- Order audio-visual equipment and staff
- Telecommunication

Security 330-1481

- Request special security services

Switchboard 330-1000

Information Desk 330-1500

- Provide location, date and time of event
- If applicable, please provide one copy of press release, brochure or brief description of event

Public Relations 330-1180

- For scheduling on website
- For information about publicity, printed publications and media coverage

Parking 330-1566

- Obtain permits for visitors lots
- Arrange ramp or street parking
- Inform participants of parking options

Alcohol Permit 330-1160

- Apply for alcohol permit

Music Office 330-1265

- Piano tuning

Bill Frame 330-1212

President of the College

Marie McNeff 330-1024

Vice President of Academic and Learning Services/Dean of the College

Dick Adamson 330-1026

Vice President for Finance

Ida Simon 330-1171

Vice President for Institutional Advancement

Earl Alton 330-1024

Associate Dean for Faculty Affairs/Academic and Learning Services

Ann Garvey 330-1168

Associate Dean of Student Services

Stuart Anderson 330-1012

Associate Dean of Library and Information Technology

Admissions 330-1001

Alumni Affairs 330-1178

Campus Ministry 330-1732

Development 330-1613

Other Academic or Support Departments
Departments

Augsburg College

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Room _____		Building _____	
		Event Time	
Day _____	Date _____	_____ to _____	_____
Day _____	Date _____	_____ to _____	_____
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Office Use Only

- Event Setup _____
- Parking _____
- Custodial _____
- IT _____
- Athletic Dept. _____
- Athletic Fac. _____
- Music _____
- Security _____
- Food Service _____
- Other _____

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Office Use Only

Event Setup _____

Parking _____

Custodial _____

IT _____

Athletic Dept. _____

Athletic Fac. _____

Music _____

Security _____

Food Service _____

Other _____

White - Facilities

Yellow - Food Service

Pink - Confirmation

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Other Academic or Support Departments
Departments

Dept. Name _____

Person Requestion Order _____

Date Received in Mail room

Dept. # _____

Phone # _____

Job Description _____

____ 1st class

Number of Pieces _____

____ Stamped

____ Certified

____ Express Mail

____ Courier Service

____ Insured

**OUTGOING MAIL
USE ONLY**

Handling \$ _____

Postage \$ _____

Pickup \$ _____

\$ _____

TOTAL \$ _____

Job # / /

Handler _____

Date Sent _____

SPECIAL INSTRUCTIONS:

Dept. Name _____

Person Requestion Order _____

Date Received in Mail room

Dept. # _____

Phone # _____

Job Description _____

____ 1st class

Number of Pieces _____

____ Stamped

____ Certified

____ Express Mail

____ Courier Service

____ Insured

**OUTGOING MAIL
USE ONLY**

Handling \$ _____

Postage \$ _____

Pickup \$ _____

\$ _____

TOTAL \$ _____

Job # / /

Handler _____

Date Sent _____

SPECIAL INSTRUCTIONS:

Memo

To: Pam Jewson
From: Amy Rodquist
CC: Dick Little
Date: 12/13/98
Re: Office Details and Helpful Hints

Telephone:

- To access messages enter 1600. This will allow you to enter the Meridian Mail voicemail system.
- Mailbox: 1505 and the pound key.
- Pass Word: 1505 again and the pound key.
- After you have listened to the message, either save it or delete it. (The voicemail will give you options on how to save, delete, repeat, etc, just listen to the commands). It is safest to save all messages for Dick to hear if they do not apply to you directly. Remind him that there are voicemail messages for him to listen to. A red light will blink for all new voice messages. If you are on the phone while someone calls, they voice mail will alert the caller that you are on the phone and will take a message without interrupting your call.

The computer:

First and foremost, this computer is your friend, it will allow you to work efficiently and accomplish tasks in record time. The computer IS **NOT TO BE FEARED!**

- Play with it, get to know this machine. There is nothing you can do by simply pushing a button that will cause this computer to self destruct. It's you're new best friend, get to know it.
- The Password for your computer is CCC, the password for Dick's computer is MICAH
- Use the left side of the mouse button to point you in whatever direction you need to go.
- To access Microsoft Word or any other additional program, push the "START" button in the lower left side of your screen. This will give you access to all the options you are newly familiar with.

- Remember to save the newly written documents before turning off the computer. When asked to name the document, think of a 4-8 word title that best describes the main substance of the document. The shorter and more specific, the better.
- Nicki Carlson is the "troubleshooter" with the computer. Her phone number is in the database. Dick is also very knowledgeable, ask him first!

Printer, Fax, Copier:

Dick will need to show you the operating instructions of each machine. Your computer must be "on" in order for Dick's computer to print. (Quirky egh?)

- For large copy jobs, we're able to the copier downstairs with MMEP. EHEP has a copy code that you must enter in order to keep track of our usage. Dick will show you how to use this.

Unfinished Business:

- Call Nicki and ask her how to email documents saved on the hard drive. When you solve this problem, please email the Wilder foundation at: kmm@wilder.org They need emailed to them:
 1. Pledge of Participation Contract
 2. Steps to Success goals sheet for sponsors
 3. Sponsor Say YES sheet
- Thank You letter to participants in the Minneapolis Community Circles. Let them know of the Big Event in the spring with the Minnesota Meeting. Don't let them fall through the cracks. We have all their addresses in our files. If any are missing, call the coordinators. Dick will help you with this, but keep him aware of this.

Tips to Success at EHEP:

- Set specific goals with Dick. Write them down on the white board. Set deadlines. Use the Calendars. Where do you feel most useful? What are you passionate about? What are the most urgent tasks for success of the Community Circles (CC)? PRIORITIZE. In my opinion, the database is important, but the first priority is getting the CC's under way. The database is time consuming and will eat precious hours away from you. It has waited this long, a few more weeks won't significantly matter. However, Dick has the final say on this.
- Set limits for yourself. It is important to keep open and honest communication with Dick. Let him know how you're doing, what you need, and your concerns.
- Set an evaluation date when you will both decide your future with EHEP. Sometime in mid January would be my suggestion. Talk about pay, hours, job description, etc.

- You need to be Dick's sounding board. Ask him a lot of questions, this helps him to work things out in his own mind, and clears up questions that you may have. Organization is needed in this office. If there are important papers, messages, letters, etc. offer to file them, this will save you a lot of time later.
- Enjoy the connections that you're able to make. There are sooooo many important and influential people that are involved with this project, take advantage of this!
- Have a weekly meeting with each other. Communicate DAILY!

I'm here if you need me: 343-7046. I know this is overwhelming, but take one day at a time. You're making a difference, embrace that thought every day. Hold on to the vision of EHEP and your motivation for working here, on the really tough days, that will get you through.

I wish you the best of luck Pam. Take care of Dick and encourage each other every day!

Sincerely,

A handwritten signature in cursive script that reads "Amy Irene".

Amy Irene Rodquist