Mail Services updates users’ guidelines

University Mail Services will soon be sending copies of an updated Mail Users Guide to all departments. The guide contains policies, procedures, and services provided by that department. Included in the publication will be the following new guidelines:

1) All University departments processing mailings of 200 pieces or more, using University funds for postage, permits, or business-reply mail, must coordinate the mailing with University Mail Services. This will:
   - Protect University permits from revocation by the U.S. Postal Service;
   - Allow Mail Services to suggest the most economical rates and sorting procedures available;
   - Eliminate multiple accounting procedures;
   - Prevent fraud and mistakes by outside vendors;
   - Allow Mail Services to collect data about University mailing needs.

2) River Campus departments will be given a box number as their permanent address. The number will coincide with each department’s ZIP+4 extension. The box number will stay with the department even if its physical location changes. This method will help to reduce sorting time and costs.

3) The purchase of mailing equipment should be coordinated through University Mail Services. This policy will help to eliminate duplication of mail processing equipment and save the University dollars in service agreements, labor, and material costs.

4) Schools and departments should use institutional mail or internal correspondence instead of using the U.S. Postal Service. Additionally, the University’s counter service should be used rather than outside vendors for internal mail transfer between Eastman River Campus, and the Medical Center.

Remember life insurance plan deadline

All University faculty and staff should have received materials about important changes to the University’s life insurance plan. Every University employee now eligible for, or covered by, the University’s current life insurance plan will need to take action regarding his or her continuing coverage. The enrollment deadline is October 28.

The Benefits Office has scheduled a series of informational enrollment sessions, in which representatives from the office and from MetLife will explain the plan and answer any questions. Everyone is invited to attend one of the following sessions:

- River Campus—Monday, October 14, Wilson Commons Bridge Lounge, 1-4 p.m.; Tuesday, October 15, Wilson Commons Bridge Lounge, 9 a.m.-noon; Wednesday, October 16, Susan B. Anthony Hall Friel Lounge, noon-3 p.m.; Thursday, October 17, Susan B. Anthony Hall Friel Lounge, 9 a.m.-noon; Monday, October 21, 11 a.m.-2 p.m.; and Friday, October 25, 11 a.m.-2 p.m.
- Eastern School—Friday, October 18, second floor promenade, 9 a.m.-noon.
- Laboratory for Laser Energetics—Tuesday, October 15, 10 a.m.-2 p.m.
- Eastman School—Friday, October 18, second floor promenade, 9 a.m.-noon.

The University’s group life insurance plan will remain unchanged. However, please be sure to obtain the information from the above sessions and take the necessary action.

Re-engineering: A progress report

Re-engineering Rochester’s “last-mile teams,” appointed last spring, are on target to save more than $3.6 million annually—as what is expected to be the first wave of re-engineering projects.

“The teams have put in an enormous amount of work and have done a terrific job,” said Senior Vice President Richard P. Miller, Jr.

“We did not expect Re-engineering Rochester to be easy, and it hasn’t been,” he noted. “But despite the complexities of the task, all team members rose to the occasion.”

Re-engineering Rochester is an effort to save $6 million annually (at the end of five years) in central and divisional administrative expenditures, while at the same time improving the quality of these services. Teams were appointed last spring following a brainstorming session involving more than 100 faculty and staff members.

“Many of the teams have finished their work, while we have asked others to go back and work some more,” Miller said. “A few other teams will not be able to reach full conclusions until the Residential College Commission issues its recommendations, and we’ve taken steps to ensure good coordination with that group.”

Two Rochester researchers share Lasker

Two well-known researchers of the School of Medicine and Dentistry—David H. Smith and Porter W. Anderson—will share a prestigious Albert Lasker Award for their pioneering work in the development of a vaccine against the bacterium that causes bacterial meningitis— Hemophilus influenzae type b.

The prestigious award, presented to the duo on October 4, is often a precursor of further honors. 54 Lasker award winners subsequently received Nobel Prizes.

Smith and Anderson, both emeritus professors of pediatrics, developed the vaccine in the mid-1980s. Much of that work was done while they were Rochester faculty members. Smith joined the faculty as chair of the Department of Pediatrics and served in that capacity until 1983; Anderson joined the pediatrics faculty in 1977 and remained there until 1994.

Before the vaccine was developed, there were nearly 20,000 cases of childhood meningitis in the U.S. each year caused by this bacterium. About 10 percent of these children died, and nearly a third of those who survived did so with serious after effects. Since the vaccine was introduced, bacterial meningitis has been reduced by about 98 percent.

“Dr. Smith’s and Dr. Anderson’s contributions to the improvement of children’s health in Rochester and throughout the world are truly remarkable,” said Elizabeth R. McAnarney, chair of the Department of Pediatrics. “Their work serves as a apt model of the integration of creative science and clinical practice.”

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Anyone who has not yet received the materials should call the Benefits Office, 55-2083.
Re-engineering Rochester: Financial Projections

<table>
<thead>
<tr>
<th>Current Forecast</th>
<th>Original Results*</th>
<th>Reengineering Recommendations</th>
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<tr>
<td><strong>FAST TRACK PROJECTS</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>ORPA/SPA Consolidation</strong></td>
<td><strong>$144,000</strong></td>
<td><strong>50</strong></td>
</tr>
<tr>
<td><strong>Student Services Consolidation</strong></td>
<td><strong>160,000</strong></td>
<td><strong>118,000</strong></td>
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<tr>
<td><strong>Food Service - Dining Services</strong></td>
<td><strong>600,000</strong></td>
<td><strong>600,000</strong></td>
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<tr>
<td><strong>Food Service - Consolidation B/C/RC</strong></td>
<td><strong>200,000</strong></td>
<td><strong>320,000</strong></td>
</tr>
<tr>
<td><strong>Student Government</strong></td>
<td><strong>400,000</strong></td>
<td><strong>Redefine and eliminate</strong></td>
</tr>
<tr>
<td><strong>Reduce Depreciated Computing</strong></td>
<td><strong>(none defined)</strong></td>
<td><strong>(none defined)</strong></td>
</tr>
<tr>
<td><strong>Reduce Centralized Computing</strong></td>
<td><strong>400,000</strong></td>
<td><strong>367,000</strong></td>
</tr>
<tr>
<td><strong>Total Reduced FTE</strong></td>
<td><strong>100,000</strong></td>
<td><strong>100,000</strong></td>
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<tr>
<td><strong>Health Management Office</strong></td>
<td><strong>144,000</strong></td>
<td><strong>144,000</strong></td>
</tr>
<tr>
<td><strong>Graduate Housing Revenue Enhancement</strong></td>
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<td></td>
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<tr>
<td><strong>Support Services Consolidation</strong></td>
<td><strong>300,000</strong></td>
<td><strong>500,000</strong></td>
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<tr>
<td><strong>Conference and Events Management Consolidation</strong></td>
<td><strong>25,000</strong></td>
<td><strong>25,000</strong></td>
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<tr>
<td><strong>Security, Parking, ID Office Consolidation</strong></td>
<td><strong>198,000</strong></td>
<td><strong>198,000</strong></td>
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<tr>
<td><strong>IT Administration</strong></td>
<td><strong>140,000</strong></td>
<td><strong>140,000</strong></td>
</tr>
<tr>
<td><strong>Consulting Expenditure Reduction</strong></td>
<td><strong>200,000</strong></td>
<td><strong>200,000</strong></td>
</tr>
<tr>
<td><strong>Retail Operations Net Revenue Enhancement</strong></td>
<td><strong>750,000</strong></td>
<td><strong>750,000</strong></td>
</tr>
<tr>
<td><strong>Purchase Inventory Consolidation</strong></td>
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<td><strong>200,000</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,850,000</strong></td>
<td><strong>$3,682,000</strong></td>
</tr>
</tbody>
</table>

*Initial results from 9/78/89, inclusive of initial capital costs; inclusive of actions to be implemented in future years.

In Brief

Flu shots

The University is once again providing free flu vaccinations for Medical Center faculty, staff, and medical and nursing students, and volunteers with patient contact. The flu vaccine is free of charge and is available during these dates:

- Wednesday, October 29, 11 a.m.-2 p.m.
- Thursday, October 30, 11 a.m.-2 p.m.
- Tuesday, November 11, 11 a.m.-3 p.m.
- Tuesday, November 12, 11 a.m.-2 p.m.
- Thursday, November 14, 11 a.m.-3 p.m.
- Tuesday, November 19, 11 a.m.-2 p.m.
- Thursday, November 21, 11 a.m.-2 p.m.
- Tuesday, November 26, 11 a.m.-2 p.m.

For more information, call x5-2069.

ID cards

The University ID Card Office has improved the functionality of the chip cards on the ID cards. Anyone who received a new ID card before August 1 and has experienced difficulty using the ID card at the University libraries may exchange the card for a new one.

Student Housing

The Employee Assistance Program and the LifeLines Health Bites series will be available during these dates, 10 a.m.-2 p.m.
HOSPITAL 4:00-8:00 PM THURSDAY Service Delivery Module: Pharmacy (1 week / 4 modules)
MONDAY, OCTOBER 21, 1996
3:30 p.m., Medical Center, Room 4-500M

HOSPITAL 4:00-8:00 PM FRIDAY Service Delivery Module: Pharmacy (1 week / 4 modules)
MONDAY, OCTOBER 28, 1996
3:30 p.m., Medical Center, Room 4-500M

PARKING: South Campus, 12:30 p.m.

MONDAY, NOVEMBER 4, 1996
3:30 p.m., Medical Center, Room 4-500M

HOSPITAL 4:00-8:00 PM TUESDAY Service Delivery Module: Pharmacy (1 week / 4 modules)
MONDAY, NOVEMBER 11, 1996
3:30 p.m., Medical Center, Room 4-500M

HOSPITAL 4:00-8:00 PM WEDNESDAY Service Delivery Module: Pharmacy (1 week / 4 modules)
MONDAY, NOVEMBER 18, 1996
3:30 p.m., Medical Center, Room 4-500M

HOSPITAL 4:00-8:00 PM THURSDAY Service Delivery Module: Pharmacy (1 week / 4 modules)
MONDAY, NOVEMBER 25, 1996
3:30 p.m., Medical Center, Room 4-500M

HOSPITAL 4:00-8:00 PM FRIDAY Service Delivery Module: Pharmacy (1 week / 4 modules)
MONDAY, DECEMBER 2, 1996
3:30 p.m., Medical Center, Room 4-500M

PARKING: South Campus, 12:30 p.m.

MONDAY, DECEMBER 9, 1996
3:30 p.m., Medical Center, Room 4-500M

HOSPITAL 4:00-8:00 PM TUESDAY Service Delivery Module: Pharmacy (1 week / 4 modules)
MONDAY, DECEMBER 16, 1996
3:30 p.m., Medical Center, Room 4-500M

HOSPITAL 4:00-8:00 PM WEDNESDAY Service Delivery Module: Pharmacy (1 week / 4 modules)
MONDAY, DECEMBER 23, 1996
3:30 p.m., Medical Center, Room 4-500M

HOSPITAL 4:00-8:00 PM THURSDAY Service Delivery Module: Pharmacy (1 week / 4 modules)
MONDAY, DECEMBER 30, 1996
3:30 p.m., Medical Center, Room 4-500M

PARKING: South Campus, 12:30 p.m.

MONDAY, JANUARY 6, 1997
3:30 p.m., Medical Center, Room 4-500M

HOSPITAL 4:00-8:00 PM TUESDAY Service Delivery Module: Pharmacy (1 week / 4 modules)
MONDAY, JANUARY 13, 1997
3:30 p.m., Medical Center, Room 4-500M

HOSPITAL 4:00-8:00 PM WEDNESDAY Service Delivery Module: Pharmacy (1 week / 4 modules)
MONDAY, JANUARY 20, 1997
3:30 p.m., Medical Center, Room 4-500M

HOSPITAL 4:00-8:00 PM THURSDAY Service Delivery Module: Pharmacy (1 week / 4 modules)
MONDAY, JANUARY 27, 1997
3:30 p.m., Medical Center, Room 4-500M

PARKING: South Campus, 12:30 p.m.

MONDAY, FEBRUARY 3, 1997
3:30 p.m., Medical Center, Room 4-500M

HOSPITAL 4:00-8:00 PM TUESDAY Service Delivery Module: Pharmacy (1 week / 4 modules)
MONDAY, FEBRUARY 10, 1997
3:30 p.m., Medical Center, Room 4-500M

HOSPITAL 4:00-8:00 PM WEDNESDAY Service Delivery Module: Pharmacy (1 week / 4 modules)
MONDAY, FEBRUARY 17, 1997
3:30 p.m., Medical Center, Room 4-500M

HOSPITAL 4:00-8:00 PM THURSDAY Service Delivery Module: Pharmacy (1 week / 4 modules)
MONDAY, FEBRUARY 24, 1997
3:30 p.m., Medical Center, Room 4-500M

PARKING: South Campus, 12:30 p.m.

MONDAY, MARCH 3, 1997
3:30 p.m., Medical Center, Room 4-500M

HOSPITAL 4:00-8:00 PM TUESDAY Service Delivery Module: Pharmacy (1 week / 4 modules)
MONDAY, MARCH 10, 1997
3:30 p.m., Medical Center, Room 4-500M

HOSPITAL 4:00-8:00 PM WEDNESDAY Service Delivery Module: Pharmacy (1 week / 4 modules)
MONDAY, MARCH 17, 1997
3:30 p.m., Medical Center, Room 4-500M

HOSPITAL 4:00-8:00 PM THURSDAY Service Delivery Module: Pharmacy (1 week / 4 modules)
MONDAY, MARCH 24, 1997
3:30 p.m., Medical Center, Room 4-500M

PARKING: South Campus, 12:30 p.m.

MONDAY, MARCH 31, 1997
3:30 p.m., Medical Center, Room 4-500M

HOSPITAL 4:00-8:00 PM TUESDAY Service Delivery Module: Pharmacy (1 week / 4 modules)
MONDAY, APRIL 7, 1997
3:30 p.m., Medical Center, Room 4-500M

HOSPITAL 4:00-8:00 PM WEDNESDAY Service Delivery Module: Pharmacy (1 week / 4 modules)
MONDAY, APRIL 14, 1997
3:30 p.m., Medical Center, Room 4-500M

HOSPITAL 4:00-8:00 PM THURSDAY Service Delivery Module: Pharmacy (1 week / 4 modules)
MONDAY, APRIL 21, 1997
3:30 p.m., Medical Center, Room 4-500M

PARKING: South Campus, 12:30 p.m.

MONDAY, APRIL 28, 1997
3:30 p.m., Medical Center, Room 4-500M

HOSPITAL 4:00-8:00 PM TUESDAY Service Delivery Module: Pharmacy (1 week / 4 modules)
MONDAY, MAY 5, 1997
3:30 p.m., Medical Center, Room 4-500M
CRITICAL CARE NURSES—GRADE 25—$69,000 Salary: Bachelor's degree in nursing required. Excellent opportunity to join a well-respected health system dedicated to providing the highest level of critical care for patients in the upstate New York area. This is a full-time, 12-hour night shift position. Applicants must have at least one year of critical care experience or equivalent knowledge and be eligible for licensure as a registered nurse. Apply online by visiting the hospital's website.}

LABORATORY TECHNICIAN—GRADE 50—$39,000 Salary: Bachelor's degree in clinical laboratory science/medical laboratory technology or equivalent required. Must be a licensed clinical laboratory technician by the New York State Department of Health. Experience preferred but not required. Apply online by visiting the hospital's website.