

APPEAL OF POSITION CLASSIFICATION FOR EMPLOYEES COVERED
BY UWOSA COLLECTIVE AGREEMENT
(Reference Collective Agreement Article 44)
Attention: Job Evaluation Appeals Committee

(A) Contact Information:

Name of person requesting appeal: Wanda Woytaz Mary Stopar
Title: Facilities Coordinator Manager - Facilities
Phone: Ext. 82909 83873
Email: wwoytaz@ivey.ca mstopar@ivey.ca
Department: Richard Ivey School of Business RISB

(B) Position Information:

Current Incumbent: Wanda Woytaz
Current Classification: Clerk 3
Classification Being Appealed: Clerk 3
Date Evaluation Results Letter Received: Monday, August 22, 2006

(C) Information Required For Job Evaluation Appeals Committee

Reason for the appeal: Please see enclosed attachments
Thank-you.
Wanda Woytaz

Supporting Information (Optional):

(Attach an additional page if more space is required)

(D) Approvals:

Signature of Person Appealing: Wanda Woytaz Date: August 31, 2006

The appellant shall send one copy of the material to Human Resources and one copy to JEAC c/o UWOSA.

August 31, 2006

Job Evaluation Appeal Committee (JEAC) c/o Human Resources

Information Required For Job Evaluation Appeal Committee

The reason for this appeal is due to the significant changes in my job responsibilities since the first job description was evaluated in 2004. I believe that the assistant-type duties which I took on two years ago have now changed to more logistics coordinating, and organizing functions on a daily basis. As a team member of the Facilities and Services department at Ivey, I feel that a Clerk 3 does not justify the level of my responsibilities. I am requesting to upgrade my job classification to a salary grade 10. As is outlined in the job description, in addition to providing coverage in the Mail/Supplies department when required, I am responsible for the following functions: Please note, I do not receive prior directions from the Manager-Facilities or the Reservations Coordinator to initiate or complete these functions.

Logistics coordinator for the Atrium events:

I coordinate all Atrium reservations regularly to ensure every aspect of the event runs smoothly avoiding any problems that may arise. A typical event will include the following logistics: coordinate and organize event description with the person hosting the event, furniture set-ups via external contractors, ensure audio visual requirements are covered, liaison with Great Hall Catering for food services and liquor requirements, and arrange maintenance services for each event. Examples of detailed events are, Deans' Office events such as Town Hall meetings with faculty or students, Homecoming Weekend, departmental events such as Career Management Company Information Sessions, and Student club events.

Coordinate and process Room Reservations:

Room reservation requests sent via email to my attention from members of the Ivey Community such as Faculty assistants, Deans' Office, Career Management Services, Advancement Department, and from the HBA /MBA students who request classroom space to practice presentations or prepare reports in evenings or weekends. They don't necessarily go to the Reservations Coordinator first, with the exception of initial class and exam schedules.

Maintenance Schedules:

To reduce the number of conflicts with students and other users, I produce daily written reports and communicate this information to all caretakers advising them when classrooms are available for maintenance.

First Aid Coordinator:

I act as the First Aid Coordinator for Ivey's Safety Program, and am the main contact for preparation for the Workwell Audit in September 2006. I provide ongoing updates for all First Aid Kits and post current first aid contact names throughout the building. I organize and set-up first aid course registration for interested staff members through

Occupational Health and Safety, and act as the Ivey liaison for the annual Building Inspections in cooperation with the representatives of the UWO Health and Safety Inspection Team. I am also the contact for Ivey contract employees (IMS) who require login and password information to participate in the WHMIS training.

UWO Archives Research and Collections Centre:

Communicate and coordinate with the head of the UWO Archives the details involved for storing historical items from the Deans' office, and other departments into the UWO Archives.

Building Maintenance:

Responsible for ongoing building maintenance for checking classrooms and study rooms, noting all items requiring repair (electrical, carpentry, furniture, paint). I do this three times annually to ensure classrooms and study rooms are in good repair. Daily operation, decisions and arrangements for maintenance and service requests are ongoing. Requests are forwarded in a timely manner to Physical Plant and I follow up on any outstanding work, reporting information of findings to co-workers in Facilities.

Internal Directory Signage:

Updates for the internal directory signage system which include directory boards, directional signage, and other informative signage. Coordinate and order changes with outside supplier to produce updates as required.

Telecommunications:

Over-see and evaluate requests received directly from the Ivey community regarding problems with telephone or network services and forward to Telecommunications with proper description and account information.

UWO Directory Coordinator:

Over-see and complete ongoing up-dates for faculty, staff and departmental data in the UWO website.

Please Note: I have included some recent examples of emails sent to my attention regarding requests for services.

Thank you for your consideration.

Regards,



Wanda Woytaz

UWOSA JOB EVALUATION RECORDING FORM

Office Support Plan

(APPEAL)

Dept: Ivey Business School
Dept. Num.
Incumbent: Wanda Woylaz
Citte Mem.Present: UWOSA: L. Johnson, J. Millette, L. Munn, M. Parker,
 ADMIN: C. Bumbacco, P. Grant, V. Smith, C. Zrini

Job Title:

Eval. Date: October 17, 2006

I	FACTOR	COMMENTS	SUB FACT	DEGREE	PTS	Profile		
						-	=	+
	Job Knowledge	Complete secondary school education	Educ.	3				
			Exper.		E	85		
II	Initiative	Cross trained to cover off several different areas						
III	Complexity/Judgement	Limited choice of actions. Fairly routine		3	35			
				3	25			
IV	Contacts	Routine and internal						
V	Errors	Security, first aid, inconvenience caused		2	20			
				3	45			
VI	Supervision of Others	No Direct Reports	Char.	1				
			Scope	Any	5			
VII	Effort/Demands	Minor exposure. Frequent walking						
VIII	Physical Environment	Lifting up to 50 lbs		2	30			
				2	20			

CLASSIFICATION ASSIGNED

Total Pts: 265

Group: _____

Level: _____ Clerk 4 _____

Co-Chair Signatures: UWOSA: M. Parker _____

ADMIN: P. Grant _____



Subject: Facilities Assistant

October 2, 2006

The following is in response to the request you have received to reclassify the Clerk 3 position in the Facilities Management Department.

It is our opinion that the current classification accurately reflects the job functions, accountabilities, scope, and level of responsibility. The position was first evaluated in 2004; we have prepared a brief summary of the position's major responsibilities as they were in 2004 and as they are listed in the most recent update:

	2004 job description	2006 job description
<p>Scope:</p>	<p>The incumbent provides support for the Manager, Facilities; the room reservation, security system and the mail room functions.</p>	<p>The incumbent provides support for the Manager, Facilities; the room reservation, security system and the mail room functions.</p>
<p>Duties:</p>	<ul style="list-style-type: none"> • Summarize classroom and study rooms requests for maintenance staff; update card-access security system in conjunction with the reservation system; provide back-up assistance for the Facilities Coordinator in his absence and peak periods • Process requests for services provided by the physical plant; process requests for telecommunication services; maintain internal signage system • Provide back-up assistance in the mail and supplies department (mail pick up and delivery, courier services, provide supplies as requested) • Process requests for ergonomic assessments and follow up on recommendations 	<ul style="list-style-type: none"> • Room reservations – provide daily assistance to the Facilities Coordinator and provide coverage in his absence (make room reservations, update Chubb-card-access security system; change alarm codes; add and/or disable access cards) • Provide daily assistance as required to the Facilities Manager (gather requests for facilities services; submit orders to Physical Plant; process requests for telecommunication services; maintain internal signage system; coordinate office equipment maintenance) • Provide back up assistance for the mail room (Mail pick up and delivery, courier services, provide supplies as requested)

	2004 job description	2006 job description
Level of Responsibility and Decision Making:	The incumbent completes assigned tasks and provides daily assistance to the Facilities Manager. The incumbent serves as a back up person for room reservation and mail room and supplies areas. The incumbent must be knowledgeable about the required processes and procedures and must follow them; the incumbent does not require close supervision but must maintain timely and complete communication with her manager and colleagues in the respective areas of the department; incumbent deals with day to day issues/problems and consults with the manager on more complex issues involving policies, processes and procedures.	The incumbent completes assigned tasks and provides daily assistance to the Facilities Manager. The incumbent serves as a back up person for room reservation and mail room and supplies areas. The incumbent must be knowledgeable about the required processes and procedures and must follow them; the incumbent does not require close supervision but must maintain timely and complete communication with her manager colleagues in the respective areas of the department; incumbent deals with day to day issues/problems and consults with the manager on more complex issues involving policies, processes and procedures.
Supervisor Availability:	The Facilities Manager is available on a daily basis for consultation and resolution of unusual or more complex issues. The Controller/Director of Facilities is also available.	The Facilities Manager is available on a daily basis for consultation and resolution of unusual or more complex issues. The Controller/Director of Facilities is also available.

There has been no significant change in the Facilities Assistant's duties, responsibilities and tasks as outlined in the 2004 and 2006 job descriptions.

As evident from the attached organization chart, the Facilities Assistant position is one of four UWOSA positions in the Facilities Management Department headed by the Controller and Director of Facilities and directly supervised by the Facilities Manager (PMA positions).

Facilities Coordinator (SG 11)

The Coordinator is responsible to provide input into the development and implementation of the reservation and security system at Ivey; directly involved with system upgrades and responsible to run the system efficiently; he coordinates the ongoing development and installation of the integrated card-access security system; administers and maintains the software system in conjunction with the

school's reservation system. Facilities Assistant provides assistance to the Facilities Coordinator who reports to Facilities Manager; consults Manager on system and policy/procedure issues.

Mailroom Clerk IV (2 positions)

Both clerks are responsible for the day-to-day operations of the mail room; coordination of mail delivery among 3 locations; timely mail pick up and delivery, couriers; special shipping arrangements; international shipping; order supplies – monitor cost efficiency, recommend product, maintain inventory; maintain PIN numbers for fleet of copiers. Provide back up for Facilities Coordinator if needed. The Clerks report to Facilities Manager; consult Manager on system and policy/procedure issues.

Facilities Assistant – Clerk 3

Completes duties/assignments as described above. Provides daily assistance to Facilities Manager; provides back up for Facilities Coordinator and Mailroom Clerks. The incumbent consults Manager on unusual or more complex issues.

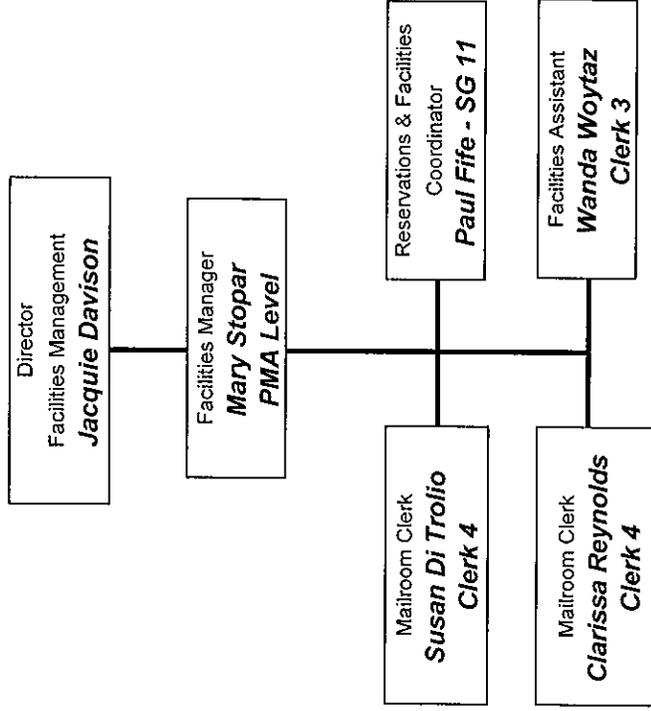
Thank you for taking the time to review this information. Please contact me if you require further information.



Julie Doran
Director, Human Resources
Richard Ivey School of Business

4/10/06

FACILITIES MANAGEMENT



**POSITION DESCRIPTION
QUESTIONNAIRE**

**THE UNIVERSITY OF WESTERN ONTARIO
EMPLOYEE RELATIONS**

U.W.O. ID NUMBER	PRESENT INCUMBENT	POSITION IDENTIFICATION		
0029973	SURNAME Woytaz	INITIALS W. C.	DEPT. NO 020B 040100	P.S. JOB CODE S516 SCH

BASIC POSITION INFORMATION

DEPT. NAME Richard Ivey School of Business

SECTION NAME Facilities & Services

LOCATION Richard Ivey School of Business

WORK WEEK HRS. 35

SUPERVISOR SURNAME Stopar **INITIAL** Mary **PHONE** 83873

FOR SALARY ADMINISTRATION USE			
CLASS'N	<u>Clerk 3/4</u>		
CLASS'D	<u>Aug/06</u>	EFFECT	<u>NE</u> <u>May/06</u>
	Date		Date
ANALYST	<u>JCD</u>		

JEAC Appeal

1) PLEASE LIST AND DESCRIBE YOUR MAJOR DUTIES WITH AN APPROXIMATE ANNUAL PERCENTAGE OF TIME SPENT ON EACH. USE SPECIFIC TERMINOLOGY PERTINENT TO THIS POSITION; PROVIDE EXAMPLES (E.G. TESTS, PROCEDURES, ETC.) AND CLARIFY YOUR INVOLVEMENT IN EACH DUTY (RE. SUPERVISE IT, DO IT, PARTICIPATE IN IT, ETC.)

NO.	MAJOR DUTIES	%
-----	--------------	---

ie Facilities Coordinator provides coverage in three areas, Facilities, Room Reservations and Mail & Supplies. The Incumbent organizes and prioritizes requirements daily based on workload priorities and staffing in these areas:

- | | | |
|----|---|-----|
| 1. | <p>Room Reservations - provide daily assistance as required to the Facilities & Reservations Coordinator and provide coverage in all absences:</p> <ul style="list-style-type: none"> • Search for and reserve appropriate facilities for class requirements, changes in exams, program and administrative requirements, club and student requests for space. May require discussions with end users regarding limited facilities available and suggesting alternatives. • Update integrated Chubb card-access security system (controls several exterior and interior doors, all classrooms and study rooms, Deans' suite, Internet Café and internal traffic area control points) as required, in conjunction with the reservations system, to ensure authorized and accessible use of the facilities. Change alarm codes for the Deans' suite, IT and Advancement Departments as required. Enter and delete student, faculty, staff, visitor, Police access cards as required. • Incumbent manages all requests for Atrium reservations. Responsible for coordinating service providers for each reservation (set up needs for caterers, maintenance, movers for furniture setup), ensuring internal and UWO policies (ie Campus Alcohol Policy) are followed for all events. • Incumbent summarizes daily (3:00 p.m. to 10:00 p.m.) classroom and study room reservations for the maintenance staff on afternoon shifts so that they can coordinate their schedules to accommodate the School's requirements. | 45% |
| 2. | <p>Facilities – provide daily assistance as required to Manager, Facilities & Services:</p> <ul style="list-style-type: none"> • Gather and coordinate requests for facilities services from faculty, staff and students, forward to UWO Physical Plant Dispatch via email (urgent matters are called in). Incumbent maintains log of outstanding requests and follows up to ensure all work is completed in timely manner, communicating any delays or changes to end users. Incumbent undertakes routine classroom and study room inspections to determine whether any repairs or maintenance is required and submits orders to Physical Plant (this should be undertaken minimally three times/year, during reading week, and after exams are completed in April and December). • Gather and evaluate requests for telecommunications services, submit requests and changes to UWO Information Technology Services - Telecommunications with proper account information. Incumbent is | 40% |

responsible for updating Ivey faculty, staff and departmental data in the UWO on-line directory as required. Incumbent coordinates all Meet-Me-Conference calls for faculty and staff.

- Incumbent is also responsible for following tasks: maintenance of internal signage system that includes directory boards, directional signage and other informational signage and coordinates changes with outside supplier; orders nametags for new faculty and staff; coordinates maintenance of all fax machines with Canon; coordinates spring cleaning of facilities with maintenance staff; coordinates bulk shredding for community as required; coordinates off-site storage including storage offered at the Weldon Archives; ensures that all plants are properly serviced including cleaning and maintenance done by Plants & Company; acts as liaison for Occupational Health/Safety annual inspections; coordinates First Aid training for staff members and regularly maintains First Aid kits within Ivey Building.

3. Mail & Supplies - provide backup assistance in absences of two full-time staff and during peak periods: 15%

- Provide high quality service to customers, advising on all aspects of mailing, shipping, courier, customs, packaging and delivery timeframes to meet individual needs at lowest cost possible.
- Provide timely mail delivery and pickup services to faculty and staff in Ivey, Lawrence Centre and Somerville House and coordinate pickup and drop off deliveries to South Valley and Spencer locations.
- Process incoming and outgoing mail, use correct account numbers and select the most appropriate methods of sending mail. Full knowledge of the electronic mailing equipment and its accounting system is required.
- Maintain adequate inventory of stationery and supplies; provide advice regarding requests for stationary and supplies orders from faculty and staff, assist in annual supplies inventory for review by external auditors.
- Answer Ivey's main telephone number, provide appropriate information to callers or forward the calls to appropriate department. Keep abreast of upcoming events (i.e. conferences) and changes within the School and within the faculty and staff areas.

2) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING STAFF MEMBERS WHO REPORT **DIRECTLY AND FORMALLY** TO YOU.

Classification/Rank (eg. Clerk I)	RF/RP Pos'n No.	For CW or TM Staff-employed		Responsible for (eg. Filing records...)
		From (month)	To (month)	

n/a

3) PLEASE CHECK THE SUPERVISORY DUTIES WHICH YOU PERFORM **REGULARLY**.

- Training and guidance for new employees (casual assistance in Mailroom only)
- Work distribution and/or verification of results
- Performance review and salary recommendations
- Hiring and firing; please describe the degree of your involvement:

4. IF YOU **COMPOSE** (originate) WRITTEN MATERIAL, PLEASE COMPLETE THE FOLLOWING TABLE:

Type of Composition	Method of Composition	Brief Description of Content
Correspondence: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Complete Composition <input type="checkbox"/> Partial composition with general direction (verbal or written) <input type="checkbox"/> Prescribed format	Emails to transmit or gather information.
Reports: <input type="checkbox"/>	<input type="checkbox"/> Complete composition <input type="checkbox"/> Partial composition ... <input type="checkbox"/> Prescribed format	

her: _____ Complete composition
 _____ Partial composition ...
 _____ Prescribed format

5) WHAT ARE THE **MINIMUM** SKILLS, EDUCATION, SPECIAL TRAINING AND/OR EXPERIENCE **REQUIRED** TO PERFORM SUCCESSFULLY THE DUTIES OF THIS POSITION?

Post-secondary education, 3 – 5 years of administrative experience working in a service-oriented environment. Strong interpersonal and communications skills to relate effectively with a wide variety of contacts.

Ability to be flexible and deliver high quality customer service in a demanding, fast-paced and constantly changing environment.

Excellent planning and organizational skills to manage multiple demands and highly coordinative aspects of job, strong analytical skills and attention to detail while maintaining commitment to exceptional quality and customer service.

With minimal supervision, ability to work independently with a high degree of initiative, while functioning as a member of a cohesive team.

Knowledge of postal and courier systems and Canadian customs regulations is an asset.

Ability to lift, stack and move heavy boxes (up to 50 lbs.) and stand for the majority of the workday; ability to push a full mail cart up and down ramps within building.

Working knowledge of computers and software (Windows, Word, general knowledge of database systems). Ability to adapt to new technology requirements in order to keep systems current and flexible.

6) PLEASE DESCRIBE THE **NATURE** AND **FREQUENCY** OF THE SUPERVISION YOU RECEIVE.

Reports to Manager, Facilities & Services. Works independently to complete daily tasks, providing updates to Manager as required regarding outstanding facilities or service issues. The Manager is contacted as required to discuss workload issues, policy queries, and personnel issues such as time off and overtime requirements.

7) WHAT TYPES OF PROBLEMS OR INQUIRIES ARE YOU EXPECTED TO DEAL WITH ON YOUR OWN?

- Daily operations decisions and arrangements for general maintenance and service requests to Physical Plant staff or contracted service providers.
- Analysing telephone requests/problems and placing appropriate order to Telecommunications with proper account information.
- Authorizing the use of the School's facilities in accordance with current policies. Ensure facility's integrated card-access security system is coordinated in conjunction with the reservation system to ensure authorized and accessible use of the facilities.

8) WHAT TYPES OF PROBLEMS OR INQUIRIES MUST BE REFERRED TO ANOTHER SOURCE FOR SOLUTION?

- Investigating, selecting and purchasing office equipment, furnishings and requests for alterations.
- Changes in services.

9) WHAT ACTIVITIES DO YOU PLAN OR ORGANIZE? PLEASE INDICATE THE LENGTH OF TIME INVOLVED (e.g. daily planning of assigned work, monthly ...)

- organize and prioritise requests for facilities services – daily
- participate in organization of events as required (review space requirements, review set up requirements for furniture,

arrange for other services if required – ie. Maintenance)

. liaison with the Hospitality Services Supervisor on all scheduled events that take place in the Atrium to avoid interference with the Festival of Flavours lunch set-ups; communicate changes with all stakeholders including Career Management staff who are the main contacts for exterior on-campus recruiters - daily

PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING YOUR **MOST IMPORTANT** CONTACTS (in person, by telephone, or in writing). PLEASE EXCLUDE CONTACTS WITH YOUR SUPERVISOR AND YOUR SUBORDINATES. INCLUDE GROUPS AS WELL AS INDIVIDUALS.

CONTACT'S TITLE (e.g. Purchasing Agents)	LOCATION (inside outside) dept dept	FREQUENCY (dly wkly mthly)	PURPOSE OF THE COMMUNICATION (e.g. to provide information concerning...)
Faculty and Staff – RISB	Inside	daily	gather service requests, communicate information
Physical Plant	Outside	daily	service requests and exchange of information re trades, custodial services, keys, grounds
Telecommunications	Outside	daily-weekly	service requests
Babinsky & Associates	Outside	weekly	gather work to be done, summarize requirements, schedule work with faculty/staff, provide access
Central Reservations Purchasing Conference Services	Outside	as required when providing coverage for Reser- vations Coordinator	reservations issues re 1R40, problem resolution , room allocations for summer conferences
Occupational Health & Safety	Outside	annually	annual safety inspection
Chubb Security	Outside	as required	problem resolution, service requests

THIS COMPLETED QUESTIONNAIRE IS AN ACCURATE DESCRIPTION OF THE WORK BEING PERFORMED.

Staff Member:

Present Classification CLK 3 Signature Manda Hoyt Date Oct. 25/05

Supervisor:

Signature M. Stopar Date Oct. 25/05

**FACILITIES ASSISTANT
POSITION DESCRIPTION
QUESTIONNAIRE**

**THE UNIVERSITY OF WESTERN ONTARIO
EMPLOYEE RELATIONS DEPARTMENT**

*Received 2/11/06
sent to Dean 4/4/06*

A. PURPOSE

University Personnel Policy requires the maintenance of up-to-date job information on all staff positions for use in job evaluation and other programs (e.g. staffing, orientation, etc.) This form is designed to encourage direct participation by the staff member in providing information about the position. Your co-operation in completing the attached questionnaire is appreciated.

B. USE

This Questionnaire **must be used** to describe all staff positions covered under the U.W.O. Staff Association. Should you require assistance in completing this form, contact Salary Administration at extension 82198.

C. INSTRUCTIONS

1. The information must be authorized (signed & dated) by both the staff member, the immediate supervisor, and the Dean or Director before it is forwarded to the Salary Administration in Employee Relations Department.
2. The following table may be helpful in determining annual time percentages:

1 hr/day (14%)	1 day/week (20%)	1 day/year (0.4%)
1 hr/week (3%)	1 day/month (4.5%)	1 week/year (2%)
3. If necessary, please attach an extra page for additional information which you feel is required to provide a complete understanding of your position.

D. NOTES

1. A change in duties and/or responsibilities does not automatically imply a change in classification and salary.
2. A job description is not intended to measure an increase in the volume of work; rather it should only reflect the areas of responsibilities and the nature of duties.

Please complete below and forward with the Questionnaire.

Reason(s) for requested review

- Classify new position
- Change in responsibilities
- Check current classification
- Update your records

Routing approvals: I agree that this review is required

- Immediate supervisor Mary Stopar
- Department Head Jacquie Durbin
- Dean's Office Julie Nolan
- Date April 4/06

Woytaz, Wanda

From: Zazvorka, Radka
Sent: Wednesday, August 30, 2006 7:28 AM
To: Woytaz, Wanda
Cc: Goarley, Pamela
Subject: RE: TOSHIBA DIGITAL PHOTOCOPIER: DELIVERY, INSTALLATION AND TRAINING

I will also require the following:

- 1) who has the external LCF
- 2) how much memory is in each of them

thanks
Rad

From: Goarley, Pamela
Sent: Tuesday, August 29, 2006 2:27 PM
To: Woytaz, Wanda
Cc: Zazvorka, Radka
Subject: FW: TOSHIBA DIGITAL PHOTOCOPIER: DELIVERY, INSTALLATION AND TRAINING

Can you send to Radka Zazvorka the list of who has what model? ie: who has the colour copying?
They need to be set up differently.
thanks

Pamela Goarley
IT Systems Coordinator
Richard Ivey School of Business
1151 Richmond St. N.
London ON N6A 3K7
Tel: 519-661-4127
Fax: 519-850-2348

From: Wanda Woytaz [mailto:wwoytaz@ivey.ca]
Sent: Friday, August 18, 2006 2:21 PM
To: + Ivey Community London
Subject: TOSHIBA DIGITAL PHOTOCOPIER: DELIVERY, INSTALLATION AND TRAINING

TOSHIBA DIGITAL PHOTOCOPIER: DELIVERY, INSTALLATION AND TRAINING

The implementation process for the new Toshiba digital photocopier fleet is in development. Deliveries at Ivey are expected to be complete today.

As part of the implementation process and in order to provide an easy transition to the new technology, **OE Canada Digital Office Solutions** conducted hands on, classroom style training for the key contact people in each department.

8/31/2006

The training sessions covered typical end user copying, printing, faxing and scanning functions, in addition to system administration including toner replacement and mis-feed management. The training sessions have been designed with the **key operator** in mind to ensure that all equipment users are completely familiar with the operation of the new technology when it arrives in each department.

Please find below the photocopier location along with the current contact representative:

Photocopier Room Number and Contact Person :

Spencer:

Executive Development (temporary location Oak Lounge--pay direct IMS)
Contact: E. Brown

MBA Program Office room 212
Contact: C.Hooper

MBA Student Business Centre --main floor
Contact: C. Hooper

Health Sciences Building:

Pre-Business --room 344
Contact: C.Fuller, D. Ritchie

Somerville House:

EMBA 3366A
Contact: L. McInnis

PhD/Pre-Business 2356A
Contact: D. Ritchie

Lawrence Centre:

0N63
Contact: George Peng

1N20
Contact: R. Walker

1N65
Contact: N. Smith

2N43
Contact: R. Young

3N35
Contact: R.Shanahan

Ivey Building:

1G29
Contact: L.Holden

2G02
Contact: M. Cooper

8/31/2006

2R22
Contact: M. Ritchie

3R02 HBA Office
Contact: L. Cousins

3R22
Contact: C. Vanderheyden

3R34A--Deans' Suite
Contact: J.Weller

3G27 Advancement
Contact: W. Wywrot

PIN Password Code:

These new machines require a 5 digit PIN password code. You are able to use your current PIN number by adding (00) in front of your 3 digit code number.

Thank you, and should you have any questions please contact the photocopier representative in your department.

Regards,

Wanda

Wanda Woytaz
Facilities and Services
Richard Ivey School of Business
The University of Western Ontario
tel. 519.661.2111, ext. 82909
room 2R02

Woytaz, Wanda

From: Almasy, Erich
it: Friday, August 18, 2006 8:54 AM
to: Brown, Eleanor; Woytaz, Wanda
Cc: Stopar, Mary; Davison, Jacquie; Pokropek, Barbara
Subject: RE: AGT Line Options for Executive Development

Wanda,

If I could add to the list from Eleanor, our overall phone system also needs a caller ID function to track incoming requests and for demographic research. We also have no easy phone conferencing capability or decent lines for speakerphone conferences.

Erich

From: Brown, Eleanor
Sent: August 17, 2006 12:51 PM
To: Woytaz, Wanda
Cc: Stopar, Mary; Davison, Jacquie; Pokropek, Barbara; Almasy, Erich
Subject: AGT Line Options for Executive Development
Importance: High

Wanda, I have been asked to look into some specific options concerning our AGT Line. The Department is going through some re-organization and streamlining and there will be a greater reliance on our phone system to organize calls coming into the Department on the General Line.

Bearing in mind that the AGT system we have is quite old and not receptive to upgrades, and we cannot add more AGT extensions, my thoughts are that we might be looking to some sort of new more serviceable system. On that note, since I have been with Exec Dev I have heard that other systems had been looked at from time to time, but I do not know if that is something that is being pursued at the present time.

I have tried to summarize what we require as follows:

- 1) Can the current system, or a new system, enable for Menu Options?
- 2) Selection process for incoming calls to sort the calls and direct them to the appropriate person(s) (i.e. select 1 to provide an address/contact information change; select 2 for information on our Open Enrolment Programs; select 3 for information on our Client-specific Programs; or select 4 to speak to an operator)
- 3) What needs to be done to give everyone access to the AGT line on an even priority distribution? Do new phones need to be installed or is it just a flick of a switch?
- 4) What other capabilities are available to us for the AGT line?
- 5) Etc., etc.

Wanda, can you investigate this for us. In the meantime, let me know your initial thoughts and what you envision might be in store to launch this project, as there is some urgency to addressing this issue. Where do we go from here?

Look forward to hearing from you,

Regards, Eleanor

Eleanor A. Brown
Assistant to E. Almasy and Prof. J. Gandz
Executive Development
Richard Ivey School of Business
Tel: (519) 675-5523; Fax: (519) 661-3411
ebrown@ivey.uwo.ca
<http://www.ivey.uwo.ca/executive>

Woytaz, Wanda

From: Garton, Terri
It: Thursday, August 31, 2006 10:24 AM
To: Woytaz, Wanda
Cc: Fife, Paul; Wyant, Jennifer
Subject: September 15th Event in Atrium

Hi Wanda,

I am working with the MBAA to plan a social event for the MBA2's and the Spencer MBA Class on Friday, September 15th, at 5:30 p.m. in the Atrium. The Ivey Alumni Association Board of Directors will be sponsoring the event and we will have some munchies and a bar set up.

Can you please ask the caretakers to set up two (2) tables near the elevator for the bar and three (3) tables down the centre of the lower level (east to west) for the food. I would like to have as much floor space as possible as we are expecting 250 people. Please ask the caretakers to move as many couches, etc. as possible under the lower ceiling area. The MBAA will be setting up a mic and speaker at the west end of the lower level. Great Hall will be dressing the tables at approximately 5:00 p.m. which means we will need to have the tables set up by 4:45 p.m. at the latest.

Please confirm that these arrangements have been made at your convenience.

Thanks,
...Terri

Terri L. Garton
Senior Associate Director, Alumni Relations
Richard Ivey School of Business
The University of Western Ontario
1151 Richmond Street North
London Ontario Canada N6A 3K7
Ph: 519.661.3729 / Fax: 519.661.4171

POWERED BY THE IVEY NETWORK

Woytaz, Wanda

From: Wyant, Jennifer
Sent: Monday, August 28, 2006 3:02 PM
To: Woytaz, Wanda
Cc: Facilities/Services; Silva, Diane; Garton, Terri; Wyant, Jennifer
Subject: RE: 6'/8' table requirements

OK Wanda,
Here is my rough estimate:

I would suspect we would need the 12 tables stationed in the Atrium to remain there for the Friday night Cocktail reception (specific set up TBD). The reception is from 5pm-7pm, therefore setup will preferably be done around 2pm (so Great Hall can come in and dress the tables and do set up).

The 12x6' folding tables will be required to be set up in the upper level of the Atrium **AFTER** the reception (**around 8pm**) in the same format as each previous year (Trade-show style along the windows - 12 tables in total so far, but I will get final number to you closer to the day). These tables will remain set up for the entire day (from Friday night at 8pm, until Saturday afternoon @ 3pm). I believe Diane has already been in contact about requiring caretakers on site during that weekend? We will also need tables set up for the breakfast on Saturday morning (these can also be set up on Friday night at 8pm). I'm not sure if those existing tables will be enough - is it possible to check what has been used in the past, as it will be the same set up for food? I will then get back to you if we require more tables that will have to be rented???

Clear as mud?

Please let me know if you have any questions at all - I am just starting to work out the logistics of the events.

Thanks Wanda,
Jennifer

From: Woytaz, Wanda
Sent: Monday, August 28, 2006 2:47 PM
To: Wyant, Jennifer
Subject: RE: 6'/8' table requirements

Hi Jen,
Just a rough idea would be great.
Thanks
Wanda

From: Wyant, Jennifer
Sent: Mon 8/28/2006 2:45 PM
To: Woytaz, Wanda
Subject: RE: 6'/8' table requirements

Hi Wanda,

I haven't forgotten about you - just trying to pinpoint some times for you...

or can I just give you some ballparks?

8/31/2006