

## Campus Phone Extension List

MPR Department reads over board meeting notes each month to look for any changes that need to be made to the phone extension list.

Changes also come in from other sources as not all changes are from the board minutes.

Changes are then verified with Human Resources Department



The phone extension list is updated with the verified changes.



The updated draft is emailed to the other MPR team members for proofing.



When the changes have been verified, proofing completed, and any corrections completed, the list is then redistributed through inter-campus email by our P.R. Specialist.

## Online Directory

MPR Department reads over board meeting notes each month to look for any changes that need made to the online directory.

Changes and updates also come in from other sources as not all changes are in the board notes

The Online Directory lists:  
All Full- time employees name, title, phone number, fax number, email address, campus with office number, website, and education if applicable.

If an employee would like their education listed on the website directory please let Human Resources know and they will contact the MPR Department.



Changes are verified with the appropriate departments as well as Human Resources.

Online Directory is updated with the verified changes.

## Name Badge Orders

Requestor emails MPR Department to order name badge.  
(name and official title is needed for name badge)

Employees who are new or have a title changes listed in the board minutes  
will be asked to verify official title.

Management and above positions only will have their official title listed on  
the name badge. Non-Management positions will have their department  
listed on the name badge.



MPR will place an order for name badges after the board meeting each  
month.

Name Badges will be shipped to the MPR department for inspection.



When order is received MPR will proof each card for accuracy and  
distribute them.

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## Business Card Orders

Requestor emails all the appropriate information and number of cards desired to the MPR department.

The information needed for business cards is as follows: name, official title of the position, phone number, fax number, email, and campus.



MPR department will design the business card and then send a proof to requestor for approval.

Requestor makes any needed changes or corrections and emails them back to the MPR Department.

Corrected draft is emailed to requestor.

Final draft is approved and emailed back to MPR department.



MPR Department then emails the card proof with the amount needed and due date to the copy center.

Finished product is delivered to MPR department for approval.

MPR department distributes cards to requestor.

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