

November 13, 2015
UG 5 - Colleges & University Subgroup

Attendees:

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Discussion Topics:

- Using PS Form 3575, not recommended. Need to use ICOA online or something similar.
- Previous suggestion that the COA data is gathered by the participating college... would require an interface that is built for students to enter COA and the resulting data sent to the USPS for inclusion in the COA database.
- Jody, suggested an Online interface that has a drop-down that includes the participating colleges/universities.
- Modify Movers Guide to accommodate participating colleges/universities. ← Must avoid hardcopy forms. The existing process will not process them correctly – mentioned known issues where the college mail ended up being forwarded in error.
- Individual COA only! Build in restrictions so Business or Family COA's will NOT be allowed.
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- Colleges/Universities with 5-Digit Unique ZIPs have a built-in restrictions because the ZIP is identified as a business. Need to evaluate other addressing is allowed in those existing ZIPs . Questioned if a new 5-Digit can be added in those cases – not likely. The USPS is limited. 5-Digit ZIPs can be requested but it's rarely approved unless it's absolutely needed. Other solutions need to be evaluated (i.e. Will adding a new +4 help resolve any issues?).
- How do we know what colleges/universities will qualify for participation?
 - 500 NACUMS member schools to start.
- Action Items
 - NCSC to review Mover's Guide online changes needed – Robert and Kai to discuss with Audrey C and Imagitas.
 - NACUM need to provide the list of member schools
 - Share the recent NACUM survey questions and answers with the whole team. Had asked about how mail was delivered to the school and to the students, includes volume of mail received and how much of it needs to be forwarded.
- Meeting during MTAC Tuesday November 17th at 11:00 for MTAC – Dan will arrange for a room.
- How do you get the message out to all the other schools (non NACUM participants)?
 - NACUBO – National Association of College & University Business Officers