



United Way Campaign Kicks Off

The 2006 McNeese United Way Campaign kicks off Aug. 17 and MSU employees are asked to support this community need over the next month.

“United Way programs benefit not only Southwest Louisiana but also members of the McNeese community. Your pledge, large or small, makes a difference,” according to MSU United Way Coordinator May Gray.

In 2004, 819 McNeese faculty and staff were the recipients of United Way services. Last year MSU employees, along with students, pledged \$18,180 to the 2005 United Way Campaign.

McNeese employees who have used United Way services are Financial Aid’s, Sky Cormier, whose son used the services of the Speech & Hearing Center, and Mass Communication Department’s Amy Veuleman, whose sons used the Genesis Therapeutic Riding Complex in Sulphur and the Calcasieu Association of Retarded Citizens. Other United Way recipients willing to share their story are asked to e-mail Gray at mgray@mcneese.edu or call 475-5130.

Employees contributing a minimum of \$48 to the campaign will be eligible for a drawing for a television donated by the Lake Charles American Press. Also, everyone contributing \$48 or more will receive a striking blue McNeese United Way T-shirt. Contributions can be made by payroll deduction, credit cards or cash.

Guess the correct number of balls on display in the front window of the McNeese bookstore for a dollar for a chance to win a \$100 gift certificate from the bookstore.

Choose a Reserved-for-You parking spot on campus by becoming a United Way Golden donor with a pledge of \$500 more to the 2006 Campaign.

For more information, call ext. 5130.

McNeese Update

McNeese Update is published four times a year by the MSU Office of Media Services to inform faculty and staff of administrative developments, campus events, the state and direction of planning, and other news and events that may affect the university community. Correspondence should be directed to: Editor, **McNeese Update**; MSU Box 92695; phone 475-5635; Fax 475-5637; e-mail ctownsen@mail.mcneese.edu.

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A Member of the University of Louisiana System
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CALENDAR

August

- 17 General Faculty Meeting
Fall Freshman Orientation
- 18 New Employee Orientation
Fall Late Registration Begins
Night Classes Begin
- 22 Day Classes Begin
McNeese After Hours

September

- 2-15 Annual Faculty Exhibition
- 5 Labor Day Holiday
- 22-Oct. 13 Tuminello Lecture Series
Karen Kunc Exhibition
- 28-Oct. 2 MSU Theatre--*The Butterfly:
Legends of the Middle Kingdom*
- 30-Oct. 28 Library Exhibit--Mercia Paul
and Eunice Highsmith Artwork

October

- 3 Career Fair
- 13 Wind Symphony
- 18 Chamber Singers Concert
- 20-Nov. 10 Gerry Wubben: Art & Science
- 24 Teacher Fair

November

- 9 Grad Fest
- 9-13 MSU Theatre--*The Importance
of Being Earnest*
- 11 Band Spectacular V
- 15 MSU “Sidedoor” Opera Co.
Workshop Performance
- 17 Chamber Singers/Madrigal
Singers Concert
- 17-Dec. 9 Fall Senior Art Exhibition
- 20 Jazz Ensemble Concert
- 23 Thanksgiving Holiday
(University Open)
- 24 Thanksgiving Holiday
- 25 MSU Closed

December

- 1 Holiday Concert
Chamber Singers/Jazz
Ensemble/Wind Symphony
- 2 Student Holiday Art Sale
- 2-3 “The Music of Eric Zann”
- 4 *Messiah*
- 10 Commencement
- 19-20 MSU Closed
- 21-23 Christmas Holidays
- 26-27 MSU Closed
- 28-30 Christmas Holidays

FALL 2005

A newsletter for the employees
of McNeese State University
Vol. 9 No. 1

McNeese Update

Student Employment Office Established

The Office of Student Employment has been established to coordinate the student employment program funded by the federal government and the university.

A new student employment coordinator, Deb Kingrey, has been hired and the office will officially open this fall and be temporarily located in Human Resources located in Smith Hall.

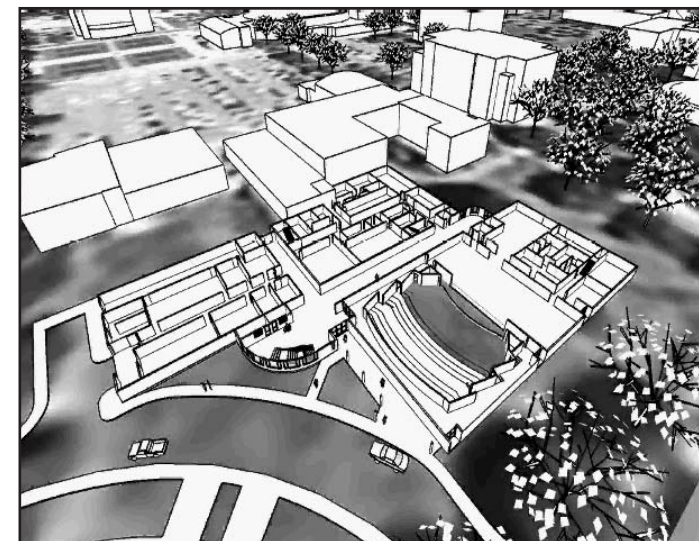
The office, under its coordinator, will coordinate the delivery of student employment services to campus departments.

In addition, this office will coordinate the jobs awarded through the Office of Financial Aid.

Supervisors of student employees can visit the Human Resources Web site at www.mcneese.edu/hr to view the latest information on student employment policies and procedures including, Letter of Evidence of On Campus Employment, multi-departmental permission form, student employment policy, student labor request form and supervisor guidelines.

For more information, call ext. 5103.

Campus Construction Continues



Construction continues for several projects located throughout the campus.

Classrooms in Kaufman Hall have been relocated across campus, while offices and departments in the west wing of Kaufman have been moved to the east wing in preparation of the \$1.8 million renovations that will begin this fall. Telephone numbers for these areas will remain the same. This project is scheduled to take 12 months.

Employees will notice that the repaving of the Shearman Fine Arts parking lot is under-

way and is tentatively scheduled to be ready for the first day of classes Aug. 22.

Bids are being taken in September for the additions and renovations to the Shearman Fine Arts Building. Groundbreaking is expected in October.

Other project updates:

- Holbrook Computer Center—In the process of rebidding project and now looks like start date will be in late November.
- New Women’s Athletics Field House—construction date pushed back to this fall.
- Alpha Hall—No anticipated start date due to this facility being used as temporary storage during Kaufman renovations.
- Frazar Library—No start date yet.

Also, a couple of offices are moving on campus in time for the fall semester. Research Services is moving from Smith Hall to Drew Hall, while Special Services and Equity is moving into Smith Hall from Farrar Hall.

Also, the new Student Employment Office will be opening in Smith Hall for the fall.

New Employee Orientation Scheduled This Month

New faculty and staff are encouraged to attend new employee orientation scheduled from 1:30-3 p.m. Thursday, Aug. 18, in the Business Conference Center. This event is sponsored by the Department of Human Resources.

Speakers will include Charlene Abbott, human resources manager, Dr. Rosemary Gray, vice president of special services and equity, Eric Stevenson, equal opportunity programs specialist, Benita Malbrough, human resources analyst, Mike Rodrigue, safety officer, and Yvonne Jacobs, benefits information.

For more information, call Human Resources at ext. 5103.

McNeese Opens After Hours for Night Registration

McNeese will once again be open after hours for night registration for those students interested in attending the university this fall.

McNeese After Hours registration will be held from 4:30-6:30 p.m. Monday, Aug. 22, in individual offices around campus. Personnel from across the university will be available that night to assist students on the spot and answer all questions about college life. Approximately 133 people attended a similar event in July.

This registration allows current students to register for classes or pay fees, while transfer, re-entry and first-time students will be able to apply for admission or register for classes if they have already been admitted.

For more information, call the Division of General and Basic Studies at ext. 5139.

New Toll-Free Number Offers College Admissions Information

The Louisiana Board of Regents has established a toll-free number for students, parents or anyone seeking information about admission to McNeese or any of Louisiana's public colleges and universities. The number is 1-866-415-2269.

Depending upon the hour of the day, those who call the number Monday through Friday will usually be able to speak live with a Regents staff member who can provide answers to questions on everything from the new four-year campus admission requirements taking full effect this fall for a given institution to which campuses offer specific degree programs. Those who call the number after regular operational hours may leave their contact information and question(s) on voice mail and can expect a return call within one business day.

Additional information on Louisiana's public colleges and universities is also available at the Board of Regents Web site: www.regents.state.la.us.

SACS Reaffirmation of Accreditation Visit Set

The on-site visit for reaffirmation of accreditation granted by the Southern Association of Colleges and Schools is tentatively scheduled at McNeese for March 2007.

McNeese will be the fourth class of institutions to undergo accreditation through a revised process that includes a Compliance Certificate and a Quality Enhancement Plan.

The Compliance Certificate demonstrates an institution's judgment of the extent of its compliance with core requirements and comprehensive standards. The Quality Enhancement Plan describes a designed, focused course of action to address issues related to improving student learning. A Compliance Review Steering Committee and a Quality Enhancement Plan Steering Committee have been established to assist the reaffirmation process.

Childcare Offered for Fall

Childcare is available for McNeese students, faculty and staff through the McNeese-St. Andrew Preschool Child Care Center, which begins its 13th year of service this fall. The center, located at 4020 Hodges St., is open Monday through Friday from 7:30 a.m. to 5:30 p.m.

According to director Patti Ingram, fall registration for the center is currently underway. Classes are limited and there is a \$25 registration fee.

The center provides affordable preschool and child-care for children ages 12 months through 5 years.

For more information about the McNeese-St. Andrew Preschool Child Care Center, call 477-6167.

Scheduling of Business Conference Center Moves

Scheduling and general operations of the Business Conference Center are now handled by Theresa Prejean, executive secretary to the vice president for administration and student affairs.

Prior reservations are required for use of the BCC and a setup form must be submitted in advance. For forms or more information, call Prejean at ext. 5503.

New OGB Program Available

The Office of Group Benefits has announced a new program titled "Empower Yourself with Diabetic Sense" for members on the PPO/EPO and MCO plans only.

If members, their spouse or dependant(s) are on one of these plans and have diabetes, they will want to enroll in this program and receive free supplies such as a home blood glucose monitor, blood glucose test strips, lancets, syringes, alcohol pads, B-D pens, Novo pens and more. These items are at no cost to participants and are delivered conveniently to the home.

For more information or to enroll in this program, contact Yvonne Jacobs in the Insurance Department located in Human Resources at ext. 5105.

New State Travel Policies and Procedures Set

Major changes to the travel regulations for the 2005-06 fiscal year are now in effect as follows:

- No meal reimbursements for single-day travel.
- In-state vehicle rentals are only available through Enterprise Rentals.
- Usage of personally owned vehicles on approved state travel will be reimbursed for in-route expenses at 36 cents per mile.

Remember, all air travel must be purchased through Navigant (Read the instructions on air travel in the Travel Guide). For more detailed travel guidelines, refer to the Travel Guide 2005-06 on the state travel Web site: www.doa.louisiana.gov/osp/travel.

Also, there is a Travel Pocket Guide that can be printed and have on hand to refer to when making travel plans.

For questions concerning travel by air or rental car, contact Roxane Fontenot at ext. 5090 or Pam Watkins at ext. 5883. All other travel questions should be directed to Delores Fontenot at ext. 5101.

Leave Forms Required from Faculty/Administrative Employees

All faculty and administrative employees are required to fill out leave forms for any sick, annual or compensatory time used. Administrative employees must also fill out leave forms for any forced closure days declared by the university.

Both faculty and administrative leave forms are accessible on the McNeese Web site under the Human Resources link.

Administrative employees can discontinue using form 3, "Request to Use Earned Compensatory Leave," and instead use the Administrative Leave Form. The form has been revised to include compensatory time used.

For any questions about these forms, contact Rita Cooke in the payroll office at ext. 5106.

University Enrollment Policy for Employees/Dependents Revised

McNeese has revised its policy on employee/dependent enrollment in university classes. The new policy can be viewed on the MSU Web site at www.mcneese.edu/hr and click on the link to the faculty/staff handbook, section X, Y & Z.

The fee exemption forms have also been revised and can be found for download on the Human Resources Web page under Other Resources and then Faculty and Staff Enrollment/Exemption Forms.

If an employee does not have Internet access, the policy and forms can be obtained in Human Resources in Smith Hall. For more information, call ext. 5102.

Career Services Hosts Fall Fairs

The McNeese Office of Career Services will host two events this fall of interest to students.

The annual fall career fair, which will be held Oct. 3 in Parra Ballroom, provides MSU students and alumni the opportunity to meet with representatives from local and national businesses and state and federal agencies.

The annual fall teacher fair, which will be held Oct. 24 at Burton Coliseum, allows graduating education seniors and alumni that have registered with Career Services to interview for jobs with school agencies from Louisiana and other states.

Faculty members are asked to encourage their students to attend these events. For more information, contact the Career Services Center at ext. 5612.

Policies Online

The revised Diversity Awareness Policy is now online at www.mcneese.edu/policy/diversity.php.

Other policies online are the Violence Free Workplace Policy at www.mcneese.edu/hr/violence.htm and the Campus Weapons Policy at www.mcneese.edu/hr/weapons.htm.

All of these are also listed on the Human Resources main Web page at www.mcneese.edu/hr.

Updated Hiring Plans Available Online

Updated policies and procedures for the Unclassified, Classified and Visiting Lecturer & Assistant Graduate Hiring Plans have been revised and posted on the McNeese Web site. They are as follows:

- Unclassified Hiring Plan - www.mcneese.edu/hr/hiringplanlink.htm

- Classified Hiring Plan - www.mcneese.edu/hr/civil_hr_plan.htm

- Visiting Lecturer & Graduate Assistant Hiring Plan -

www.mcneese.edu/hr/vlhringplan.htm

For more information about the classified hiring plan, call ext. 5362. For more information about the unclassified and the visiting lecturer and graduate assistant hiring plans, call ext. 5413.

Faculty Reminder

Faculty members are reminded that the Diversity Awareness Policy can be found on both the Special Services and Equity and Human Resources pages on the McNeese Web site and that all course syllabi must include the statement—"Students should visit the MSU Web page at www.mcneese.edu/administration/vpsse for information about diversity awareness and sexual harassment policies and procedures."

Holidays Scheduled for 2005

Holidays for the fall 2005 semester include:

Labor Day

Monday, Sept. 5

Thanksgiving Holidays

Wednesday, Nov. 23 (offices open)

Thursday, Nov. 24

Friday, Nov. 25 (forced closure)

Christmas Holidays

Wednesday—Friday, Dec. 21-23

Wednesday—Friday, Dec. 28-30

Note that the Friday after Thanksgiving is a forced closure date. Christmas holidays will begin Monday, Dec. 19, and employees will return to work at 7:45 a.m. on Monday, Jan. 2. Forced closure dates include Dec. 19, 20, 26 and 27. Employees will be required to use annual leave, compensatory leave or leave without pay to cover the four days of forced closure.