



Banners Passes Make Great Gifts

Banners Holiday Passes are available to give as gifts through Dec. 18. People who receive Banners Passes will receive two tickets to the entire series plus invitations to receptions to meet the artists, seating in a reserved area and program recognition.

More than 20 events - including lectures, exhibits and concerts - will take place between Feb. 20 and May 1. Information on the series can be found on the Banners Web site at www.banners.org. For more information or to order Holiday Banners Passes, call ext. 5123.

Nominations Sought for Student Award

Jan. 15 is the deadline for nominations for Student Employee of the Year sponsored by the Student Employment Office.

The winner and runners-up will be announced during a luncheon April 15 in Parra Ballroom for all student workers as part of National Student of the Year Week sponsored by the National Student Employment Association. The 2009 winner is Chriscendia Winbush with the Office of Financial Aid.

Supervisors can go online at www.mcneese.edu/studemp/emp_of_year.asp to view eligibility criteria. The McNeese winner advances to a regional competition.



CONTACT INFORMATION

President's Hotline Ext. 5587

Web Site Information

Group Benefits Program

..... www.groupbenefits.org

State Travel Regulations

..... www.doa.louisiana.gov/osp/travel/traveloffice.htm

University of Louisiana System

..... www.ulsystem.net

Louisiana Board of Regents

..... www.regents.state.la.us

MCNEESE UPDATE

McNeese Update is published four times a year by the Office of Public Information and Communications to provide information to University faculty and staff regarding news and events. Correspondence should be directed to: Editor, McNeese Update; MSU Box 92695; ext. 5635; fax 5637; e-mail ctownsen@mcneese.edu.

Editorial Staff: Candace V. Townsend, Renee LeLeux Graphic Design: Anne Cobb

McNeese State University assures equal opportunity for all qualified persons without regard to race, color, religion, gender, sexual orientation, national origin, age, disabilities, marital status or veteran's status in the admission to, participation in, and treatment or employment in the programs and activities which the university operates. Anyone having questions or complaints regarding equal opportunity or needing reasonable accommodations should contact the Division of Special Services and Equity at (337) 475-5428.



23-27 Thanksgiving Holidays
30 Regular Spring Registration Ends

December

2 Study Day
3-8 Final Exams
4 Student Holiday Sale
12 Commencement
21-31 Christmas Holidays

January

1 New Year's Holiday
4 Offices Open
14 Freshman Orientation
15-21 Late Registration
18 Martin Luther King Jr. Holiday
19 Spring Classes Begin
21-Feb. 26 Rudy Pozzatti Exhibition

February

3-7 MSU Theatre—"A Doll's House"
8 Career Fair
15-17 Mardi Gras Holiday
20-May 1 Banners

March

4-5 MSU Theatre—"Drums of War"
4 Benefits Fair
25-April 23 MSU National Works on Paper Exhibition
29-April 2 Spring Break

April

14 Grad Fest
18 Ring Ceremony
19 Teacher Fair
21-25 MSU Theatre—"Working: A Musical"
21 Administrative Professionals Day
28 Quality Day
29-May 13 Spring Senior Show
30 Spring Student Art Sale

May

6 Study Day
7-12 Final Exams
15 Commencement
31 Memorial Day Holiday

MCNEESE UPDATE

Spring Registration Dates

Spring semester classes begin Tuesday, Jan. 19.

Spring registration ends Nov. 30.

The deadline to pay tuition fees is 4 p.m. Jan. 14.

The cashier's office will stay open until 6:30 p.m. Jan. 13 for fee payments.

Late registration online will be held Jan. 15-21.

Late registration fees are due by Jan. 21.

For more information about fees, call ext. 5107.

For more information on late registration, call ext. 5356.

Fall Holidays

Holidays for the fall 2009 semester include:

Thanksgiving Holidays

Monday-Tuesday, Nov. 23-24

(offices open)

Wednesday, Nov. 25 (forced closure)

Thursday-Friday, Nov. 26-27

Christmas and New Year's Holidays

Monday-Tuesday, Dec. 21-22

(forced closure)

Wednesday-Friday, Dec. 23-25

Monday-Wednesday, Dec. 28-30

(forced closure)

Thursday, Dec. 31

Friday, Jan. 1, will be a holiday on the 2010 holiday calendar. All administrators and staff will return to work at 7:45 a.m. on Monday, Jan. 4. Faculty members will follow the schedule in the MSU Catalog. Employees will be required to use annual leave, compensatory leave or leave without pay to cover the days of forced closure.

Geaux Blue for MSU

Employees are encouraged to "Geaux Blue" each Friday to show their McNeese pride and school spirit throughout the year.

Departments can submit a photo of their group dressed in their McNeese blue to geauxblue@mcneese.edu and each week one department will be selected through a random drawing to be featured on the video monitors located in campus buildings and the electronic billboard located on Ryan Street. The department name and a contact person should be included with the photo.

H1N1 Vaccine Available

McNeese was fortunate to be the first university in the state to offer the H1N1 vaccine at no charge to all students, faculty and staff. Volunteers from the McNeese College of Nursing and the Student Health Center staffed the vaccination clinic and administered the vaccine to more than 1,600 students and employees.

There is a limited quantity of both the injection and nasal spray vaccine that is still available to McNeese students and employees. It will be offered free of charge by appointment in the Student Health Center.

The vaccine will be offered Monday-Friday between the hours of 1 p.m.-3 p.m. You must call the Student Health Center at ext. 5748 or ext. 5750 to schedule an appointment. A current McNeese ID will be required to receive the vaccine. If you do not have a current McNeese ID, you can receive a new one at no charge Monday-Friday from 8 a.m.-4 p.m. at the University Police Department.

The nasal-administered vaccine is intended for adults under the age of 49 who are not pregnant and do not have certain health conditions.

The injection vaccine, intended for adults over the age of 49, contains a non-live virus, and also contain the preservative Thimerosal.

Employees who are pregnant, or who have underlying health conditions that compromise their immune systems, may also receive the injection vaccination by providing a written, signed, authorization from their primary care physician on office letterhead.

This written, signed, authorization must specify that the individual may receive the Thimerosal-containing injection.

Information about the H1N1 vaccine is posted on the McNeese Emergency Communication web page at www.mcneese.edu/emergency.

La Jeunesse Room Re-Named for Original Student Organization

The former Cowboy Café in the Holbrook Student Union has been reconfigured and renamed the La Jeunesse in honor of the La Jeunesse Club, one of the first student organizations on campus.

In 1941, the La Jeunesse Club, which means "the youth, or the young" in French, sponsored one of McNeese's first student events—the "Les Fete des Rois," or the feast of the King, in celebration of the feast of the Epiphany.

The committee to rename the room thought the name should reflect the history of campus organizations and it seemed fitting to honor one of the original student organizations.

The room is available for meetings and luncheons. Reservation forms can be found online at www.mcneese.edu/campuslife/reservation.asp. For more information, call Phyllis Prejean, in the Student Union Office, at ext. 5609.



Human Resources Notes

Student Enrollment Verification Required

Full-time student enrollment verification is required every semester for employees who have student dependents age 21-23.

Jan. 31 is the deadline to turn in the spring enrollment verification letter from the Registrar's Office of the university or college that a student dependent attends to the Office of Human Resources before payment on any insurance claim incurred on behalf of the dependent can be paid.

Employees must also go to Human Resources and complete necessary paperwork to notify the company and adjust payroll deductions if a dependent is no longer eligible.

Enrollment verifications letters can be mailed to MSU Box 91615 or faxed to ext. 5104. For more information, call Yvonne Jacobs at ext. 5105.

Health Insurance Coverage for Retirees

To be eligible for retiree coverage, an employee's coverage must be in effect prior to the retirement date. For those beginning participation or rejoining on or after Jan. 1, 2002, the state subsidy of an employee's premium is based on the number of years of participation in a Group Benefits Health Plan and not the number of years an employee has worked for the state. This also applies to dependents that began coverage after July 1, 2002.

RETIREE PARTICIPATION SCHEDULE

Years of Participation	Percentage of State Subsidy
10 years or fewer.....	19%
More than 10 years, but fewer than 15	38%
15 years or more, but fewer than 20	58%
20 years or more	75%

Change in Provider for Optional Retirement Program

If employees are a member of the Optional Retirement Program, they can change providers during the months of November and December for an effective date of Jan. 1, 2010. Contact information for providers are:

ING-Darren Hood

Phone/Office-337-478-9707 • Cell-337-794-3688
E-mail-daren40@suddenlink.net

VALIC

Phone/Cell-337-884-9055
Phone/225-201-1009
E-mail-kyle.rhodes@aigretirement.com

TIAA-CREF

Phone-832-681-7420
Phone/Office-1-800-842-2951
E-mail-vbranch@tiaa-cref.org

Continued OGB Coverage for Over-Age Dependents

If a dependent child is unable to work by reason of a mental or physical disability, and/or is dependent upon the Office of Group Benefits member for support and became disabled prior to age 21, coverage for that dependent child may be continued if the following requirements are met:

*The child has never been married.

*The child must have been a covered dependent prior to age 21.

*An application for continued coverage, together with supporting medical documentation, must be submitted to the OGB Eligibility Department prior to age 21.

Member Access to Online Retirement Info

All members of Teachers' Retirement System of Louisiana and Louisiana State Employees' Retirement System are encouraged to register for member access to view important personal information on their retirement accounts.

To register for member access to TRSL, visit the Web site at www.trsl.org and click on the "MEMBER ACCESS" link.

To register for member access to LASERS, visit the Web site at www.lasers.state.la.us and click on the "ACTIVE MEMBER" link and then the "ACTIVE MEMBER SELF-SERVICE" link.

Service Credit vs. Eligibility Credit for Retirement

Employees with a history of part-time employment should contact the Human Resources Office or the applicable retirement system to determine whether they are eligible to retire.

Employees nearing retirement may not know they have been given full eligibility credit for part-time service and may be closer to retirement than they think. Eligibility credit determines if an employee can receive a retirement benefit; service credit determines how much that benefit will be.

Some retirement members may not be aware that their service records include credit for part-time service. Because of this, these members may either lose some months of eligibility under the three-year DROP or they may not realize their retirement benefit will be lower than expected because of the part-time credit.

Employees who have part-time credit may find they are eligible for three-year DROP participation, but their benefit will be less than expected. Employees must join DROP when they reach eligibility credit even though they may have a lesser amount of service credit.

For more information, contact Human Resources at ext. 5977.

Athletic Training Receives Initial Accreditation

The Athletic Training Education program has been awarded initial accreditation for a five-year period by the Commission on Accreditation of Athletic Training Education.

The recent peer review recognizes the program's compliance with the nationally established standards for athletic training education established by CAATE as well as the American Academy of Family Physicians, The American Academy of Pediatrics, The American Orthopaedic Society for Sports Medicine and The National Athletic Trainers' Association Inc.

This accreditation recognizes the quality of the program and the strength of its faculty, curriculum and clinical partners. McNeese's athletic training education program is designed to provide a comprehensive educational and clinical preparation for a career in athletic training.

Engineering Technology Re-Accredited

The Engineering Technology program has earned re-accreditation by the Technology Accreditation Commission of ABET Inc., the recognized accreditor of college and university programs in applied science, computing, engineering and technology. ABET accreditation is assurance that the McNeese program meets the quality standards established by the profession.

The McNeese engineering technology program includes both the Associate of Science and Bachelor of Science in Engineering Technology degrees with concentrations in electronics, instrumentation and process plant.

Faculty Colloquia Set for Spring Semester

The Faculty Colloquia offers four presentations this spring by faculty members from the colleges of education, engineering and engineering technology, liberal arts and nursing.

The presentations, sponsored by the Write to Excellence Center in collaboration with the MSU Alumni Association, will be held from 2-4 p.m. on Thursdays at the Stream Alumni Center.

The dates and speakers are:

Jan. 28 - Twila Sterling, assistant professor of nursing, College of Nursing (Parra Ballroom), "Recruitment and Retention of High Schools Seniors into Nursing in Calcasieu Parish."

Feb. 18 - Dr. Ning Zhang, assistant professor of mechanical engineering, College of Engineering and Engineering Technology, "Low-Reynolds Number Simulation for Flow over a Flapping Wing: Comparisons to Measurement Data."

March 18 - Dr. Dena Matzenbacher, associate professor and head of the psychology department, Burton College of Education, "Utilizing Popular Media in the Classroom."

April 29 - Dr. Janet Allured associate professor of history and director of the Women's Studies Program, College of Liberal Arts, "Louisiana Women: Their Lives and Times."

Career Services Offers Spring Fairs

The Office of Career Services will host its annual career and teacher fairs this spring.

The career fair will be held Feb. 8 in Parra Ballroom and the Student Union Annex. This event provides students and alumni the opportunity to meet with representatives from business, industry, government and professional schools.

The teacher fair will be held April 19 in Burton Coliseum. This event allows graduating education seniors, alumni and those completing certification requirements that have registered 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, call Career Services at ext. 5612.

In Briefs

New Blue Keys Available

The 2009-2010 Blue Key directories may be picked up in Room 102 of Farrar Hall.

Bookstore Christmas Sale

The Bookstore will hold its annual Christmas sale Nov. 30-Dec. 11. Faculty and staff will receive a 20 percent discount on all merchandise, including sale items, and giftwrap is free. Textbook purchases are not eligible for discount.

Library Extends Hours for Finals Week

The library has extended hours during finals week. Details are at <http://library.mcneese.edu/info/Hours.htm>.

Student Checks to Be Mailed

Checks will be mailed to student employees working during the fall semester break and their supervisors are asked to remind those students to bring a self-addressed, stamped envelope to the Student Employment Office by Friday, Dec. 18. For more information, call Student Employment at ext. 4184.

Post Office Sets Holiday Hours

The Post Office will process incoming mail on Tuesday, Dec. 29, during the Christmas holidays.

Mail will be distributed into boxes for students and departments to pick up from 10 a.m. to noon, but outgoing mail will not be processed. The outside boxes will be serviced by the U.S. Post Office. Full postal services will resume on Monday, Jan. 4.

Safety Meeting Sign-in Sheets Due

Dec. 11 is the deadline to turn in departmental sign-in sheets to the Safety Office for the fourth quarter safety meeting. The meeting on the flu and H1N1 Influenza Vaccine has been posted to the Risk Management Web page at www.mcneese.edu/administration/vpba/safety. For more information, call ext. 5270.

Credit Union Updates

McNeese students who are active members of an official McNeese Student Government Association club or organization are now eligible to join the McNeese Federal Credit Union.

Other eligible members include all permanent McNeese employees, active McNeese alumni, active McNeese athletic foundation members, and spouses, dependents, siblings, parents, grandparents and grandchildren of members.

The credit union is open from 8 a.m.-4 p.m. Monday through Friday. To open an account, a \$50 minimum deposit is required. The office will be closed Nov. 26-27 for Thanksgiving, Dec. 24-25 for Christmas and Jan. 1 for New Year's Day.

For more information about the services offered to members, call ext. 5344 or go online at www.mcneesecu.com.