

Faculty Colloquia Continues This Spring

The Faculty Colloquia will continue this spring with three presentations offered by faculty members from the colleges of engineering and engineering technology, nursing and science.

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:
 Feb. 19 – Dr. Fred Denny, associate professor of electrical engineering, “Power Markets and Energy Policy Issues.”
 March 19 – Dr. Ann Warner, assistant professor of nursing, “Experiences of Family Caregivers for Adults with Oxygen Dependent Chronic Obstructive Pulmonary Disease.”
 April 23 – Dr. Harry Meyer, associate professor of biological science, “Water Bears: Cute and Cuddly Microorganisms.”



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.uls.state.la.us
Louisiana Board of Regents www.regent.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.

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December

8.....	Final exams begin
13.....	Commencement
22-31.....	Christmas Holidays

January

1-2.....	New Year's Holidays
5.....	Offices Open
12.....	Freshman Orientation
13-16.....	Late Registration
14.....	Spring Classes Begin
15-Feb. 14.....	Lisa Reinauer Heart and Word Art Exhibit
19.....	Martin Luther King Jr. Holiday
30-Feb. 27.....	Annual Juried Student Exhibition

February

9.....	Career Fair
14.....	Valentine's Day
23-25.....	Mardi Gras Holiday
28-May 1.....	Banners

March

4-5.....	MSU Theatre—"Drums of War"
5.....	Benefits Fair
11.....	Quality Day
26-April 23.....	MSU National Works on Paper Exhibition

April

5.....	Ring Ceremony
10-17.....	Spring Break
20.....	Teacher Fair
22.....	Grad Fest
22.....	Administrative Professionals Day
29-May 3.....	McNeese Theatre—"Wait Until Dark"
30-May 14.....	Spring Senior Show

May

1.....	Spring Art Sale
16.....	Commencement
25.....	Memorial Day Holiday



MCNEESE UPDATE

Online Newsletter Established by Internal Auditor

An online newsletter, “Audit Hot Spots,” has been established by the Office of Internal Audit to inform employees about University policies and procedures addressing internal controls for departments and offices across campus.

The goal of this newsletter, according to internal auditor Victoria Roach, is to disseminate information to employees to increase awareness of responsibilities and assist them in implementing effective controls in their area of operations.

Employees can go online to www.mcneese.edu/depts/auditor to read the first issue of the four-page newsletter that includes a message from Roach, some facts about her office and what it does, an ask the auditor Q&A section and cash handling policies and procedures.

Roach said that future issues will continue to address specific policy topics such as cash handling that are both informative and beneficial to all employees.

She said that her office often receives inquiries requesting procedural guidance and recommendations or interpretation of University policy.

Through this newsletter, Roach said her office hopes to provide employees with valuable information that will serve to be beneficial to their area and to provide an environment of open communication and awareness.



Spring Dates to Remember

Spring semester classes begin Wednesday, Jan. 14.
 The deadline to pay tuition fees is 4 p.m. Jan. 12. The cashier's office will stay open until 6:30 p.m. Jan. 8 for fee payments.
 Late registration will be held Jan. 13-16. Late registration fees are due by 4 p.m. Jan. 20.
 For more information about fees, call ext. 5107. For more information on late registration, call ext. 5356.



Banners Passes Make Great Gifts

Banners Holiday Passes are available to give as gifts through Dec. 19. 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. 28 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.

Bookstore Christmas Sale

The Bookstore will hold its annual Christmas sale Dec. 8-12.

Faculty and staff will receive a 20 percent discount on all merchandise, including sale items, and gift-wrap is free. Textbook purchases are not eligible for discount.

Post Office Sets Holiday Hours

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

Mail will be distributed into boxes for students and departments to pick up after 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. 5.

Holiday Reminder

Holidays for the remainder of the fall 2008 semester include:

- Christmas Holidays
 - Monday-Tuesday, Dec. 22-23 (forced closure)
 - Wednesday-Friday, Dec. 24-26
 - Monday-Tuesday, Dec. 29-30 (forced closure)
 - Wednesday, Dec. 31

Thursday, Jan. 1, will be a holiday and Friday, Jan. 2, will be a forced closure day on the 2009 holiday calendar. All administrators and staff will return to work at 7:45 a.m. on Monday, Jan. 5. Employees will be required to use annual leave, compensatory leave or leave without pay to cover the days of forced closure.

Human Resources Briefs

Louisiana Deferred Compensation Plan

Rodney Lucas with State of Louisiana Deferred Compensation will be on campus from 8 a.m.-4 p.m. Dec. 8 in the Gallery Room, located in the New Ranch, to answer any questions about 457B supplemental retirement accounts.

Employees may also enroll as a new participant at this time. To schedule an appointment or to ask questions, contact Lucas at (337) 789-0899.

2009 Holidays Announced

The 2009 holiday schedule has been announced. Employees can go online at www.mcneese.edu/hr/empcomm.asp to view the schedule.

Retirement Plans

Unclassified administrative employees and faculty members have 60 days from the date of hire to elect to remain in the Teachers Retirement System of Louisiana (TRSL) or choose an Optional Retirement Program (ORP).

All employees are automatically enrolled into TRSL. If an employee does not make a decision within the 60-day window, that employee cannot carry over the employer contribution into the ORP plan. The three ORP companies are AIG-Valic, TIAA-CREF and ING. Contact information for these companies for McNeese is:

ING-Darrin Hood, (337) 794-3688

AIG-Valic, Kyle Rhodes, (225) 201-1009

TIAA-CREF, Vincent Branch, 1-800-842-2951

LASERS New Self-Service Feature

LASERS is introducing a new self-service feature called Active Member Self-Service for its members. With this new tool, participants can conveniently view their account summary, change a telephone number or e-mail address and access forms.

To access this service for active members, go to the home page of the LASERS Web site at www.lasersonline.org and click on the link to Active Member information. Click on Active Member Self-Service to set up account information.

Teachers Retirement System Newsletter Link

Members of the Teachers Retirement System of Louisiana (TRSL) may now access the TRSL newsletters at the following Web address: http://trsl.org/active/index.php?page=Links_Newsletter.

Unclassified, Non-Faculty Evaluations

All unclassified, non-faculty employees, who meet the criteria for an annual evaluation, will be assessed on the performance of the major job functions applicable to the job position.

Supervisors should review the policy and procedures guide on the Human Resources office Web site at www.mcneese.edu/hr to determine if they are required to provide an annual evaluation.

PPR Session for Classified Employees

All supervisors of classified employees must ensure that an annual planning session is conducted and submitted to Tonya Peloquin in Human Resources. The planning session is audited by Civil Service auditors and McNeese must ensure 100 percent compliance in this area.

Employees may view the PPR policy on the Human Resource Web site at www.mcneese.edu/hr under Performance Management. Click on Annual Evaluation Policies for the link to the Classified Evaluation Policy.

Safety Meeting Sign-In Sheets Due

Departmental sign-in sheets for the fourth quarter 2008 safety meeting are due in the Safety Office by Dec. 13, and departments are asked to use the new state form for sign-in.

Safety meeting information and the downloadable form can be found online at: www.mcneese.edu/administration/vpba/safety.

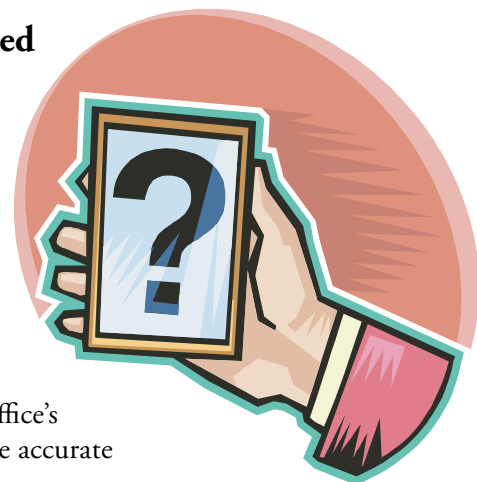
For more information, call ext. 5270.

Employees Asked to Complete Image Survey

The Office of University Image is looking for employee feedback in an effort to provide the best service possible and to ensure that the office's marketing efforts are accurate and effective.

The following link will bring you to a quick survey that will take about 10 minutes to complete: www.surveymonkey.com/s.aspx?sm=gernksM8mcxrivW0PzRxYg_3d_3d

Dec. 19 is the deadline to complete the survey and responses will be anonymous. If there are any questions, contact Ginny Karg at ext. 4150 or gkarg@mcneese.edu.



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.

Credit Union Updates

The McNeese Federal Credit Union continues to be in a strong financial position and a safe place for a credit union member's savings. Savings accounts are federally insured up to \$250,000 and backed by the full faith and credit of the U.S. Treasury.

In Briefs

Library Extends Hours for Finals Week

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

Sam's Club Membership Offered

McNeese and Sam's Club have partnered to offer employees a \$10 gift card when they sign up for a new Sam's Club membership or renew an existing membership by Dec. 22.

Employees must furnish proof of employment, using a McNeese ID or a check stub, and a driver's license or picture ID.

Student Paycheck Info

The Office of Accounts Payable will be open from 10 a.m.-noon Friday, Jan. 2, to release paychecks to students. Arrangements should be made in advance if someone else is picking up a student check. Picture IDs will be required.

No direct deposit slips will be released for employees until after the holidays. For more information, call ext. 5288.

Benefits Fair To Be Held

The annual Employees Benefits Fair will be held March 5 in Parra Ballroom of the Student Union Annex.

Vendors will be on hand to provide information to those employees who attend this event, which is sponsored by the Human Resources Office.

Policies Online

The Alcohol and Drug and the Violence Free Workplace policies are online at www.mcneese.edu/policy for employees to view. If there are any questions or concerns, contact Charlene Abbott in the Office of Human Resources at ext. 5977 or by e-mail at cabbott@mcneese.edu.

New Blue Keys Available

The 2008-2009 Blue Key directories may be picked up in Room 102 of Farrar Hall.

NSSE Reminder

The National Survey of Student Engagement begins Feb. 1 and continues through June 1. The NSSE is a Web-based survey for freshmen and seniors only and faculty and staff are asked to encourage these students to participate. Students who complete the survey by May 1 will be eligible for a chance to win one of 20 \$200 scholarships for the spring semester.

United Way Pledges

Contributions are still being accepted for the Southwest Louisiana United Way campaign delayed by Hurricanes Gustav and Ike. Pledge cards/donations can be returned to United Way, MSU Box 92575. Payroll deductions will begin January 2009.

The credit union is open from 8 a.m.-4 p.m. Mondays through Fridays. The office will be closed Dec. 24-26 and Jan. 1 for the holidays.

Other facts:

New vehicle loans. These loans are as low as 4.99% APR with 100 percent financing of the purchase price plus tax, title and license and extended warranty for those who qualify.

Free checking.

Visa Debit Card.

Newly redesigned Web Site at www.mcneese.edu.

In addition to all the previous information, members now have additional forms/applications available to download, a comprehensive financial resource center covering a wide variety of subjects, a NADA vehicle value link, current local temperature and five-day forecast, current newsletter and security information.

For more information about the services offered to members, call ext. 5344.

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. 9 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 20 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.

Campus Security Report Available

The McNeese Annual Security Report is available for review on the University's Web site at www.mcneese.edu/police/crime.asp.

A federal regulation known as The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires all colleges and universities that participate in federal student financial aid programs to publish a security report for the previous calendar year.

Crimes are reported in 10 categories including burglary, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, motor vehicle theft, arson, hate crimes, negligent manslaughter and murder. Federal regulations also require universities to report arrests and referrals for disciplinary action for violations of liquor, drug and weapon laws.