

Benefits Fair Held

Over 150 employees attended the annual Benefits Fair sponsored by the Human Resources Office last month.

Twenty-seven vendors that provide benefits regarding health insurance, accidental death insurance, dental insurance, vision insurance, annuities, optional retirement and banking participated in the Benefits Fair.

Door prizes were awarded and the following employees were winners: Rita Cooke, Elizabeth Partin, Marie Page, Joycia LeJeune, Pam Vital, Wayne Fetter, Janise Capdeville, Louise Ballard, Karen Lopez, Kim Gaspard, Hilda Wiley, Amy Veuleman, Patricia Avie, Cindy Hardin, David Armstrong, Norma Richard, Tim Delaney, Pam Rubit, Leaola Brock, Ronnie Greene, Sue Miller, Ellen Crawford, Angela Vaz, Tiffery German, Lynette Babineaux and Tim Collins.



CONTACT INFORMATION

President's Hotline..... Ext. 5587

Web Site Information

Group Benefits Program

..... www.groupbenefits.org

State Travel Regulations

..... www.state.la.us/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 townsen@mcneese.edu.

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2007 CALENDAR

April	
24	MSU Credit Union Annual Meeting
25	Administrative Professionals Day
26	MSU Choirs Concert
27	MSU Percussion Ensemble Concert
28	Official Ring Ceremony
29	Annual Alumni Association Meeting /Crawfish Boil
30	OGB Annual Enrollment Meeting
May	
1	PASTICHE
3-10	Spring Senior Exhibition
4	Spring Art Sale
12	Commencement
28	Memorial Day Holiday
30	Summer Orientation
30-31	Fall Freshman Orientation and Registration Conference A
31	Master Plan Reports Due
June	
1	Summer Late Registration Begins
4	Classes Begin for Regular Summer Session and First Mini-Session
7-8	Fall Freshman Orientation and Registration Conference B
19-20	Fall Freshman Orientation and Registration Conference C
25	Final Exams for First Mini-Session
26	Classes Begin for Second Mini-Session
July	
4	Independence Day Holiday
11-12	Fall Freshman Orientation and Registration Conference D
16-17	Final Exams for Regular Summer Session
18	Final Exams for Second Mini-Session
August	
15	General Faculty Meeting
	Fall Freshman Orientation
16	Fall Late Registration Begins
20	Fall Classes Begin
September	
3	Labor Day Holiday

MCNEESE UPDATE

Deadline Extended for OGB Annual Enrollment

The Office of Group Benefits (OGB) has announced that the annual health insurance enrollment deadline has been extended until May 4 due to the delay of the annual enrollment meetings. This is the time to stop by the Human Resources Office and make changes to insurance coverage that will take effect July 1.

The annual enrollment meeting for McNeese employees and retirees has been rescheduled for April 30 in Parra Ballroom. Representatives will be on hand at 9 a.m. and 1 p.m. for all active employees and at 3 p.m. for retirees with Medicare.

Employees must come to the Human Resources Office to process paperwork to set up supplemental (dental, vision, etc.) insurance and flexible spending accounts or to make any changes to an existing flexible spending account through May 18.

If employees are not making any changes to their health or supplemental accounts or do not have a flexible spending account, they do not have to come to the Human Resources Office. For more information, contact Yvonne Jacobs at ext. 5105.

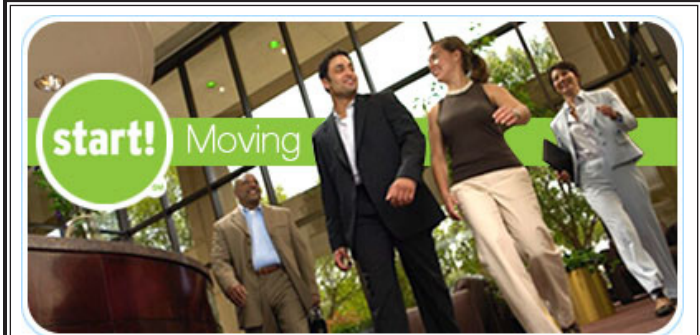
Crisis Communication and Response Plans

McNeese has a Crisis Response Team, which is chaired by the President. The CRT meets regularly to discuss safety and security issues, emergency planning and response, and to update procedures.

The CRT is currently reviewing all policies, protocols and procedures in the crisis management and crisis communication plans. An optional cell phone text messaging system is being reviewed and may be included in the emergency communication system.

A Web portal for faculty, staff and students is being implemented and will be functional for the beginning of the fall semester. The portal will be part of regular campus announcements and emergency communication system.

Faculty and staff are asked to notify the Dean of Student Services or the Counseling Center if there is a concern that another employee or a student might be a danger to themselves or others. Appropriate measures, as allowed within federal law, are taken to contact the individual and provide assistance.



Start Walking at Work Day Challenge

Each year Americans suffer 1.2 million heart attacks. Cardiovascular disease and stroke continue to be the nation's No. 1 and No. 3 killers, claiming 870,000 lives each year, according to the American Heart Association. Furthermore, 140 million people – 66 percent of Americans – are overweight.

To get Americans up and moving, AHA is launching **Start!** – a new movement to help Americans improve their health by walking. McNeese will join others nationwide April 25, which has been designated as **Start! Walking at Work Day**, to be a part of this movement to promote wellness in the workplace.

The Human Resources Office is looking for walking group leaders. Each group leader will be asked to recruit four employees to commit to participate in the walking group for four weeks—April 25-May 23. Each leader will be asked to motivate, support and track their team's success.

Registration forms for walking teams are due to the Human Resources Office by April 24. There is no cost. A brown bag luncheon will be held May 31 in Parra Ballroom at the end of the walking challenge and recognition will be given to the top-walking group and the top-walking individual.

For more information, contact Yvonne Jacobs at ext. 5105.

Calories Out

Thirty minutes of continuous brisk walking will burn more calories than gardening, mowing the lawn or sitting at your desk for the same amount of time.

Activity	Calories Used	
	150-lb. person	200-lb. person
Desk work	68	90
Gardening	135	180
Mowing (push)	195	260
Walking (5 mph)	225	300

Label area

In Brief

Bookstore Inventory

The Bookstore will be closed Thursday and Friday, May 24-25, for annual inventory.

Upcoming Holidays

Monday, May 28, is Memorial Day holiday.
 Wednesday, July 4, is Independence holiday.
 Monday, Sept. 3, is Labor Day holiday.

Master Plan

The deadline for completion of the 2007 Master Plan/Progress Report is May 31.

Fall Freshman Orientation and Registration

Many new students will be on campus for First-Time Freshman Orientation and Registration Conferences on the following dates: May 30-31, June 7-8, June 19-20 and July 11-12. Campus tours are also conducted during the orientations.

NSSE

The National Survey of Student Engagement continues through June 1. The NSSE is a Web-based survey for freshmen and seniors only. Faculty and staff are asked to encourage these students to participate.

OGB Health Rates

The Office of Group Benefits has released the new 2007-2008 health rates. Employees can pick up a copy of the new rates in the Human Resources Office.

Attendance and Leave Records

The Attendance and Leave Record for employees is an official document governed by University policy, state and federal laws. The University is required to be 100 percent compliant.

This document must be completed by and signed by the employee first and then approved by the supervisor. The timesheet must be completed in its entirety and include all notations of time worked and all time absent. Completed Application for Leave forms, and any other justifications affecting the Attendance and Leave Record, must be attached before the employee signs the timesheet and the supervisor approves it.

Failure to follow the above procedure is a falsification of records and can result in disciplinary action for employees and supervisors that can include termination.

Supervisors are responsible for ensuring that all employees under their supervision properly complete and submit the timesheet by the deadline printed on the document. The document should have the proper attachments to support leave use and contain all signatures before it is submitted.

For any question, contact the Human Resources Office at ext. 5103.

Overtime Policy and Procedures

McNeese is compliant with all federal and state rules and regulations governing work hours and overtime payments. The University policy complies with the provisions of the Fair Labor Standards Act, the University of Louisiana System and the Louisiana Department of Civil Service in order to promote fair pay practices with regard to work hours and overtime payments.

The policy is available on the McNeese Web page at www.mcneese.edu/policy, click on Overtime Policy.

The site includes definitions, policy statements, a standard workday and work-week, and information on compensation for non-exempt employees, exempt employees, caps on overtime earned at different rates and payment or cancellation of compensatory leave upon separation or transfer to another state agency.

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

Position Description Form

The official Position Description Form (SF-3) is used to document the duties and responsibilities assigned to a position in the state classified service system. This form is used for requesting the allocation of a new position, updating a previous position or requesting reallocation of a position from one job title to another.

The duties and responsibilities indicated on Form SF-3 should strongly correlate to the performance standards set through the performance planning and review process for the employee who occupies the position. Position descriptions are subject to state audit.

Classified supervisors should submit their position descriptions to the Human Resources Office. For any questions related to Form SF-3, contact the Human Resources Office at ext. 5103.

Appropriate Documentation for New Employees

In order to maintain compliance with University policies and other applicable federal and state laws, all hiring documents must be completed and approved according to the procedures outlined in the hiring plan before an offer of employment can be extended.

This policy applies to all employees--full time, part time, permanent, temporary, seasonal or a student employee. Appropriate documents must be completed and approved before the individual can begin employment. For more information, contact the Human Resources Office at ext. 5103.

Comprehensive Public Training Program

The Comprehensive Public Training Program (CPTP) was established by the legislature in 1979 to "upgrade professional, technical and managerial skills of state employees." Classified supervisors are mandated to participate in the appropriate classes of identified areas.

Employees are notified and are scheduled by the Human Resources Office and have a three-year period to complete the mandatory training requirements. For any questions related to CPTP training, contact Benita Malbrough, CPTP trainer, at ext. 5362.

Summer Childcare Available

Childcare is available for students, faculty and staff through the McNeese-St. Andrew Preschool Child Care Center. The center, located near the campus at 4020 Hodges St., is open Monday through Friday from 7:15 a.m. to 5:15 p.m.

Summer registration is currently underway. Classes are limited and there is a \$20 registration fee. The center provides affordable preschool and child-care services for children between the ages of 12 months and 5 years. For more information about the McNeese-St. Andrew Preschool Child Care Center and charges, call 477-6167.

Summer Swim Lessons Offered

Registration begins May 19 for the Summer Swim Program for students age 3-17. The time and place have not yet been announced.

Classes are scheduled at 9, 10 and 11 a.m. and session dates are as follows:

June 4-15, Session I; June 18-29, Session II; and July 9-20, Session III.

Preschool classes for children ages 3-5 will not require parent participation this year.

Cost is \$40 per student. For more information, call program coordinator Pat Pickett at ext. 5455.

Summer Programs Offered for Children

Employees can take advantage of numerous activities offered for children during the summer months on the MSU campus.

The Department of Teacher Education will offer two summer reading clinics--one from 9-11:30 a.m. or one from 1-3:30 p.m. Mondays through Thursdays, June 6-30, in Farrar Hall. Students completing grades 1-6 who need remediation in reading are eligible to attend. The fee is \$150, which includes a non-refundable deposit of \$25 with the completed application. Call ext. 5404.

The Leisure Learning Office offers numerous classes this summer for children of all ages. For more information on these classes, call ext. 5616.

Various other summer programs for children, including athletics, cheerleading, band and dance camp, will be offered during the summer. For more information about these programs, contact the Office of Student Services at ext. 5266.

Season Football Tickets Available

The 2007 football season ticket campaign is underway and employees can renew or purchase their season tickets.

Season tickets are \$72 per seat, with a maximum of four adult tickets at the discounted rate. Individual game tickets are \$16 for reserved seats, \$12 for adult general admission and \$6 for children (ages 3-11) general admission.

McNeese has six home games at Cowboy Stadium in 2007. Parking spaces are available at \$60 a space and will include all home games and any playoff games hosted by the University.

Ticket office hours are 8 a.m.-4:30 p.m. Monday-Friday. For more information on season tickets, call the Athletics Ticket Office at ext. 5200.

2007 Football Schedule

9-1	Portland State
9-8	OPEN
9-15	at UL-Lafayette
9-22	at Southern Utah
9-29	University of South Dakota
10-6	at Texas State
10-13	Sam Houston State
10-20	at Nicholls State
10-27	Southeastern La. (HC)
11-3	at Stephen F. Austin
11-10	Northwestern State
11-17	Central Arkansas

