

Walkers Recognized

Employees were recognized at a luncheon for taking part in the Start!Walking at Work Day program, sponsored by the American Heart Association.

The top three groups were:

1st place: Frazar Friends -- 347.017 miles -- Lyn Comeaux, Ellen M. Crawford, Paul Drake, Debbie Johnson-Houston and Joe McNeill

2nd place: 4th Floor and Nameless -- 247.811 miles -- Kay Dougay, Loretta Piraro, Victoria M. Roach, Penny Roberts and Lisa Sullivan

3rd place: Psychos! -- 222.400 miles --Denise Arellano, Carl Bartling, Linda Brannon, Carol Martin and Dena Matzenbacker

The top three individuals:

1st place: Monett Houston -- 154.880 miles

2nd place: Vanny Susanto -- 106.300 miles

3rd place: Debbie Johnson-Houston -- 104.267 miles

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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2008 CALENDAR

August

- 13.....General Faculty Meeting
Fall Freshman Orientation
- 14.....Fall Late Registration Begins
- 18.....Fall Classes Begin
- 21-Sept. 5.....Annual Faculty Exhibit

September

- 1.....Labor Day Holiday
- 8.....MSU Credit Union 50th Anniversary Celebration
- 18-Oct. 9.....Jack Orman/"Print Retrospective" Exhibit
- 26.....Community Support Fund Deadline
Safety Sign-In Sheets Due
Guest artist series—Robert Roux, piano
- 29.....Career Fair

October

- 8-12.....McNeese Theatre—"Blithe Spirit"
- 13.....Guest artist series—Dave Scott, trumpet, Bret Smithey, bass-baritone,
Lina Morita, piano, Fred Sahlmann, organ
- 16.....National Boss Day
- 16-Nov. 13.....Jonathan Nelson/"Amendments" Exhibit
- 17.....Guest artist series— Amber Shay, piano
- 19-25.....Homecoming Week
- 21.....Guest artist series— Frances Fenton, soprano, Karen Ganz, piano
- 27.....Teacher Fair
- 31.....Guest artist series— Hyeweon Lee, piano

November

- 4.....Election Day
- 8.....Cowboy Q&A Day
- 9.....Official Ring Ceremony
- 12.....Grad Fest
- 12-16.....McNeese Theatre—"Two Rooms"
- 20-Dec. 11.....Fall Senior Exhibition
- 24-28.....Thanksgiving Holidays

December

- 5.....Student Holiday Art Sale
- 13.....Commencement
- 22-31.....Christmas Holidays

January

- 1-2.....New Year's Holidays



MCNEESE UPDATE

New McNeese E-mail System

MyMcNeese incorporates employee e-mail into the University Portal. The MyMcNeese Portal e-mail system allows more space to store information, calendar and scheduling options, a system to share files with co-workers, an address book and many other functions.

The MyMcNeese e-mail system will launch on Thursday, Aug. 14. Although employees will still be able to use their traditional e-mail accounts, they are encouraged to use the e-mail system provided through the Portal. Regardless of which system is used, employees will need to obtain a MyMcNeese username and password to access their e-mail.

To get a username for the MyMcNeese Portal, sign on to Banner Self-Service. Your password for the Portal is your nine-digit Banner ID. If you don't know your Banner ID or username, contact University Computing Services at ext. 5185.

MyMcNeese Portal: A New Way to Communicate

The new MyMcNeese Portal launched in early August as a new way to communicate on campus.

What is MyMcNeese? It is the University Portal.

What is a Portal? Basically, a Portal can be your home page when you launch your Web browser. Through the Portal, you will need only one login to access e-mail, Blackboard and Banner Self-Service.

How is it different from the McNeese Web home page? The home page is open to the public. The Portal is only for employees and students. You must have a McNeese-approved username to enter the Portal.

What are the benefits of the Portal? The Portal provides key links to relevant McNeese Web pages. Much of the information in the Portal is also available on the Web site, but requires more navigation than would be necessary through the Portal.

You will need only one username and password to access e-mail, Blackboard, Banner Self-Service and other necessary University functions.

Employees and students can stay up-to-date on what's happening on campus, such as campus announcements and parking lot closures.

The Portal unifies all modes of communication into a single area, which is more efficient and effective. The Portal allows customization to fit your personal preferences.

Why can't I open my e-mail? Beginning Thursday, Aug. 14, you should log in to the MyMcNeese Portal and click on the icon to access your e-mail. To log on to MyMcNeese, you will need your MyMcNeese login and password. You can view your MyMcNeese login by signing onto Banner Self-Service. Your initial password for MyMcNeese will be your nine-digit Banner ID. If you have forgotten your login name(s) or password(s) for any of these functions, contact University Computing Services at ext. 5185 or the Help Desk at ext. 5995.

Although you will still be able to access your e-mail outside of the Portal, employees and students are encouraged to access their e-mail through MyMcNeese.

Why can't I sign-on to Blackboard? To sign onto Blackboard, you should log in to the MyMcNeese Portal and click on the icon. To log on to MyMcNeese, you will need your MyMcNeese login and password. You can view your MyMcNeese login by signing onto Banner Self-Service.

Dependent Verification Requested

The Office of Group Benefits requires new employees to provide written proof that each dependent enrolled for health coverage or life insurance is a legal dependent or no claims for medical services or prescription drugs can be processed.

OGB participants who were enrolled prior to July 1 have until Nov. 30 to submit the required documents for each dependent covered by their OGB plans or coverage will end Jan. 1, 2009. Documents include a marriage license, a birth certificate, a provisional or permanent legal custody document, a legal acknowledgement of paternity and adoption records.

Originals or certified copies of all appropriate documents must be provided to Yvonne Jacobs in Human Resources, along with a completed GB-01 form. For more information or to schedule an appointment, call ext. 5105.

Instructions on how to obtain copies of required documents or lost vital records are included on the OGB Web site at www.groupbenefits.org.

Budgeting Sessions Set

The Budget Office will sponsor round table discussions on budgeting with the Banner System Screens Sept. 10, 11, 17 and 18 in Room 302 of the Burton Business Center.

Employees can attend one of two sessions scheduled on those days at either 9 a.m. or at 1:30 p.m. Each session is limited to 12 participants and runs about two hours.

Such topics on how to check available balances for both operating and restricted budgets and how to produce and read reports will be covered and there will be a question and answer session. Participants will need to bring their ID and password for both Banner System Screens and Banner Self-Service.

To schedule a session, contact Derek Fontenot at ext. 5570.

Student Verification Letter Required

Full-time student enrollment verification is required every semester for employees who have student dependents age 21-23. Aug. 30 is the deadline to turn in the enrollment verification letter from the Registrar's Office of the university or college that a student dependent attends to Human Resources before payment on any 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.

New Travel Guide Available

The 2008-09 Travel Guide that governs University travel policy is now available at the state travel Web site: www.doa.Louisiana.gov/osp/travel. A Travel Pocket Guide can also be printed as a reference guide for making travel plans.

As a reminder, in-state vehicle rentals are only available through Enterprise Rentals and that all air travel must be booked through Carlson Wagonlit Travel.

Community Support Fund Deadline

Sept. 26 is the deadline for proposals and supporting information for community support fund expenditures.

Faculty and staff throughout the University are invited to submit proposals for use of these funds. Proposal guidelines and forms can be found online at www.mcneese.edu/csf.

Anniversary Celebration

The McNeese Federal Credit Union will commemorate its 50th anniversary with a celebration event from 2-4 p.m. Monday, Sept. 8, with food and \$250 in cash giveaways. The credit union will close at 1 p.m. the day of the event. All credit union members and interested MSU employees are invited to attend.

Fall Cowboy Day to Be Held

The Enrollment Information Office will sponsor a fall "Cowboy Q&A Day" Nov. 8 for high school juniors and seniors interested in attending McNeese.

Representatives from basic and general studies, housing, dining, admissions and enrollment information, departments and student organizations will be on hand to answer questions.

For more information, call Enrollment Information at ext. 5504.

Enrollment in FirstCall Urged

All employees are urged to enroll in the University's emergency notification service, which distributes campus alerts via e-mail, telephone and text-message within minutes of an incident or urgent announcement.

FirstCall will only be used to communicate urgent notices and specific instructions. To register for FirstCall notification, visit the home page at www.mcneese.edu and click on the "FirstCall" icon. For more information or questions, contact Cinnamon Salvador (csalvador@mcneese.edu) or Candace Townsend (ctownsen@mcneese.edu).

Howdy Rowdy Days Scheduled

"Howdy Rowdy Days" will be held from 10 a.m. - 1 p.m. August 18-22 in the New Ranch.

The scheduled events are as follows:

Monday, Aug. 18--"*What's Your Major?*"

Support and academic offices will staff information tables for students.

Tuesday, Aug. 19--"*Grand Openings & Get Connected*"

Chartwells Food Service will offer free samples from its new dining options—Jow Jing Asian Cuisine, Momma Leone's Italian Eatery and Einstein Brothers Bagels. The Student Government Association is sponsoring its annual fall student organizations fair.

Wednesday, Aug. 20--"*Going Greek & Welcome Back Wednesday*"

Greek organizations will hand out information and the Student Union Board is hosting the Welcome Back event with food and music for students.

Thursday, Aug. 21--"*Campus Ministries Day*"

Local campus religious organizations are providing a fun day of free food and music in the Quad.

Friday, Aug. 22--"*Community Day*"

Local businesses and community service agencies will be in the New Ranch with freebies and information about what's available in this area.

Safety Meeting Sign-in Sheets Due

Sept. 26 is the deadline to turn in departmental sign-in sheets to the Safety Office for the third quarter safety meeting. The meeting on disaster preparedness has been posted to the Risk Management Web page at www.mcneese.edu/administration/vpba/safety. The new sign-in form is now available in the downloadable forms section on that page.

Fall Ring Ceremony Planned

The fall Official Ring Ceremony will be held at 2 p.m. Nov. 9 in Parra Ballroom. Alumni and students will receive their rings in a ceremony detailing the meaning and symbolism of the ring.

The McNeese Official Ring is available to all alumni, undergraduate students having earned a minimum of 75 hours while pursuing a baccalaureate degree, and degree candidates for the associate, master's or specialist degree.

Grad Fest Offered to Graduating Seniors

Grad Fest 2008 for fall graduating seniors will be held from 9 a.m.-5 p.m. Nov. 12 in Parra Ballroom. This event is sponsored by the McNeese Alumni Association.

This event provides one place for seniors to go to pick up their caps and gowns, order graduation announcements and class rings, have graduation pictures taken, obtain resume and interview assistance, pay any outstanding fees or parking fines, order transcripts for mailing, obtain answers to financial aid questions and register for prizes.

Faculty Colloquia Series to Be Presented

Speakers have been scheduled for the 2008-2009 Faculty Colloquia series, presented by the Write to Excellence Center in collaboration with the MSU Alumni Association.

Through the McNeese Faculty Colloquia series, one faculty member from each of the University's colleges presents a topic in a specific area of expertise. The presentations are given from 2-4 p.m. on Thursdays throughout the fall and spring semesters in the Stream Alumni Center. The events are open to the public.

The 2008-09 schedule will feature:

Burton College of Education, Thursday, Sept. 18 – Dr. Reba Powers, assistant professor of teacher education, "Embracing a Will to Excellence: Nurturing Writing in Early Childhood."

College of Liberal Arts, Thursday, Oct. 16 – Gerry Wubben, professor of art.

College of Business, Thursday, Nov. 20 – Dr. Cam Caldwell, director of the Master of Business Administration program.

College of Engineering and Engineering Technology, Thursday, Feb. 19 – Dr. Fred Denny, associate professor of electrical engineering, "Power Markets and Energy Policy Issues."

College of Nursing, Thursday, March 19 – Dr. Ann Warner, assistant professor of nursing, "Experiences of Family Caregivers for Adults with Oxygen Dependent Chronic Obstructive Pulmonary Disease."

College of Science, Thursday, April 23 – Dr. Harry Meyer, associate professor of biological science.

United Way Campaign Kicks Off This Fall

The 2009 United Way Campaign kicks off this fall on campus and employees are encouraged to support this great cause through their pledges and donations. United Way Co-Coordinator are John Griffith, Amy Veuleman and Ralynn Castete. MSU

employees gave more than \$16,000 last year in support of the 57 agencies of United Way. For more information, call ext. 5140.

Fall Holidays Scheduled

Holidays for the fall 2008 semester include:

Labor Day
Monday, Sept. 1

Thanksgiving Holidays
Monday-Tuesday, Nov. 24-25 (offices open)
Wednesday, Nov. 26 (forced closure)
Thursday-Friday, Nov. 27-28

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.

Dining Options Expanded by Chartwells

Several new dining facilities by Chartwells will be open when classes begin Monday, Aug. 18. Jow Jing Asian Cuisine and Momma Leone's Italian Eatery will open next to Einstein Brothers Bagels in the New Ranch, while CC's Coffee will be serving gourmet coffee in the library.

Dining facilities and their hours are as follows:

Jow Jing—sushi, salads, noodles and combo meals

Monday-Thursday - 10 a.m.-8 p.m.

Friday - 10 a.m.-2 p.m.

Momma Leone's Italian Eatery—pizza and pasta

Monday-Thursday - 10 a.m.-8 p.m.

Friday - 10 a.m.-2 p.m.

Einstein Brothers Bagels

Monday-Thursday - 7 a.m.-8 p.m.

Friday - 7 a.m.-2 p.m.

CC's Coffee

Monday-Friday - 7:45 a.m.-9 p.m.

Rowdy's—all-you-can-eat café--\$5 for employees

Monday through Friday

Breakfast - 7-9 a.m.

Lunch - 11 a.m.-1:30 p.m.

Dinner - 4:30-6 p.m.

Saturday and Sunday

Brunch—11 a.m.-1 p.m.

Dinner—4:30-6 p.m.