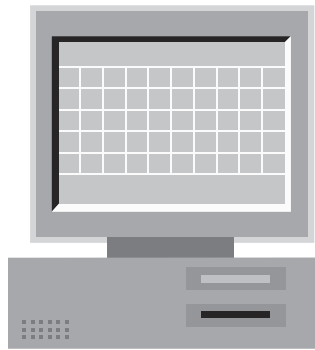


General Faculty Meeting

Aug. 17, 2005

1:30 p.m.

Baker Auditorium



Web Site Information

Group Benefits Program

..... www.groupbenefits.org

Louisiana State Employees Retirement System (LASERS)

..... www.lasers.state.la.us

Teachers Retirement System of Louisiana (TRSL)

..... www.trsl.state.la.us

Louisiana Department of State Civil Service

..... www.dscs.state.la.us

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.regents.state.la.us

Important Number

President's HotlineExt. 5587

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.

Editorial Staff:

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Megan Knox

Graphic Design: Anne Cobb

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*A Member of the University of Louisiana System
EEO/AA/ADA*

CALENDAR

May

- 9 Final Exams Begin
- 14 Commencement
- 26 Summer Orientation
- 26-27 Fall Freshman Orientation & Registration Conference A
- 30 Memorial Day Holiday
- 31 Summer Late Registration Begins

June

- 1 Classes begin for Regular Summer Session and first Mini-Session
- 7-8 Fall Freshman Orientation & Registration Conference B
- 16-17 Fall Freshman Orientation & Registration Conference C
- 22 Final Exams for First Mini-Session
- 24 Classes Begin for Second Mini-Session
- 28-29 Fall Freshman Orientation & Registration Conference D

July

- 4 Independence Day Holiday
- 12-13 Fall Freshman Orientation & Registration Conference E
- 13-14 Final Exams for Regular Summer Session
- 18 Final Exams for Second Mini-Session

August

- 17 General Faculty Meeting
Fall Freshman Registration
- 18 Fall Late Registration Begins
Night Classes Begin
- 22 Day Classes Begin

September

- 5 Labor Day Holiday

Summer 2005

A newsletter for the employees of
McNeese State University
Vol. 8 No. 4

McNeese Update

Burton College of Education Granted Continued Accreditation

The McNeese Burton College of Education's undergraduate and graduate programs have been approved for continued accreditation by the National Council for Accreditation of Teacher Education (NCATE).

NCATE accreditation is a mark of distinction for teacher education programs and is a performance-based accreditation system. Universities must provide evidence that teacher education majors are prepared, competent and highly qualified to enter the classroom. NCATE requires that teacher candidates have a vast knowledge and understanding of the subject matter they plan to teach.

One of the program strengths identified by the NCATE Board of Examiners during the college's recent NCATE visit was a tutoring and mentor program to prepare students for the PRAXIS. Another strength recognized as outstanding by the NCATE Board of Examiners is the practice of teaching methods courses to junior level students in real school situations. McNeese faculty now teach the majority of the methods courses in elementary and middle school language arts, social studies and reading in area schools.

"The unit has made a strong commitment to facilitating and preparing candidates to teach a diverse population and to develop the knowledge, skills and dispositions needed to help all students learn at a high level" the NCATE report said.

The teacher education programs in the McNeese Burton College of Education have been accredited by NCATE since 1965.

Benefits Advisory Council Established

A Benefits Advisory Council has been established by the McNeese Office of Human Resources to help ensure that all employees receive the best quality coverage benefits, service and price available.

The council will enforce and monitor Solicitation Policy guidelines for vendor violations, approve all benefit proposals, review renewal applications and make recommendation for vendor removal should the need arise, monitor billing for unauthorized solicitation of unauthorized coverage and unauthorized payroll deductions, and to address concerns and issues of employees.

All mail outs must have the stamp of approval of the council or it will be invalid and the vendor is in violation of the policy. If employees receive any unapproved mail outs, they should notify Yvonne Jacobs at ext. 5105.

Safety Tip— Safety Sign-In Sheets Due

Sign-in sheets for the second quarter departmental safety meetings are due in the Safety Office by May 31. The topic is driver safety and is located on the faculty/staff Web site under risk management.

Also, the Safety Office has a couple of reminders:

- McNeese has a candle/open flame device usage policy—refer to section 1.14 of the MSU Loss Prevention Manual.
 - MSU personnel need to be aware of the state law that restricts the use of power strips and surge protectors to one per outlet. No piggy-backing or daisy-chaining of strips or protectors is acceptable.
- For more information, call the Safety Office at ext. 5270.

Aerospace Camp Set

Aerospace Adventures, a day camp for students in grades 3-7, will be offered from 1:30-3:30 p.m. June 13-17 at McNeese.

Students will study flight theory and the benefits of the space program. Hands-on activities will include paper airplanes, model rockets, kites, tissue paper hot air balloons model lunar bases and a model rocket launch.

June 1 is the deadline to register. For more information, call Dr. Sandra Leder at ext. 5470.

Benefits Fair Held

More than 225 employees attended the Benefits Fair sponsored by the Human Resources Office in April.

Approximately 21 vendors that provide benefits for McNeese employees participated in the Benefits Fair. Employees received valuable information regarding health insurance, accidental death and dismemberment insurance, savings bonds, dental insurance, vision insurance, annuities, optional retirement, banking, nutritional information, vision screening and wellness checkups.

Door prizes were awarded and the following employees were winners: Judy Fruge, Cindy Hardin, Loretta Piraro, Barbara Royer, Megan Knox, Andy Buford, Sheila Scalisi, Rita Arabic, Ed Young, Sky Cormier, Karen Messenger, Kathy Cook, Danita Green, Irene Dugas, Dianna Vinson, Veronica Woodard, Janet Woolman, Robin Semien, Tiffery Murray, Joe John Ange, Linda Daigle, W.F. Denny, Monette Houston, David Armstrong and John Fuselier.

Clinical Lab Science Accredited

The McNeese Clinical Laboratory Science/Medical Technology program has been granted continuing accreditation by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

McNeese and Louisiana State University are the only two universities in Louisiana to offer a NAACLS-accredited program.

The program uses a “three plus one” approach. Students spend the first three years taking classes at McNeese. Then they complete a 12-month internship at an affiliated hospital’s clinical education site.

Affiliated clinical sites include Christus St. Patrick Hospital,

Lake Charles Memorial Hospital and W.O. Moss Regional Medical Center in Lake Charles, Rapides General Hospital in Alexandria and St. Elizabeth Hospital in Beaumont, Texas. Upon successful completion of the internship, students are awarded a Bachelor of Science degree in clinical laboratory science and are eligible to take a nationally recognized exam for professional certification.

Childcare Available

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

According to Director Patti Ingram, summer registration for the center 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, call 477-6167.

Credit Union Update

- Approximately 254 members attended the annual meeting of the McNeese Federal Credit Union April 19. Fifty members were the lucky winners of cash door prizes totaling \$2,500.
- The credit union is now offering 6.99% interest on loans to help pay or consolidate those high interest rate credit cards, medical bills or other financial burdens at other financial institutions.
- The credit union is offering 4.99 % on new vehicles and 6.50% on used vehicles. With approved credit, the credit union will also finance 100% of the purchase price, TT&L and extended warranty, as well as free credit life insurance, free payroll deduction for MSU employees and no prepayment fee, no loan processing fees and no origination fees.

Family & Consumer Sciences Department Reaccredited

The McNeese Department of Family and Consumer Sciences has been granted reaccreditation by the Council for Accreditation of the American Association of Family and Consumer Sciences.

The council’s report cited several of the department’s strengths—“good support from the university administration,” “an effective administrator,” committed faculty to a “high level of quality in advising, instruction, services and external funding,” students, internship providers and employers of graduates “impressed with the level of professionalism and the quality of preparation.”

The council also pointed out that the dietetic internship was accredited by the Commission on Accreditation of Dietetic Programs of the American Dietetic Association and “meets a need for registered dietitians in Southwest Louisiana.”

McNeese now has 100 percent of the mandated baccalaureate and graduate programs accredited.

Leave Forms Required From Faculty/Administrative Employees

All faculty and administrative employees are required to com-

plete 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 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.

Purchasing Dates to Remember

There are a few dates to remember to ensure that orders for 2004-2005 fiscal year are made.

May 27—Open orders and blanket orders will be closed out on this date.

Invoices dated as delivered after this date will not be paid unless advanced approval is obtained. Merchandise from all orders made during the 2004-05 fiscal year must be received and invoiced no later than June 30. All orders not received by this date may be canceled and merchandise returned.

May 27—Direct orders (under \$500) and state contract orders to out-of-town vendors will be cut off after this date. Direct orders and state contracts to local vendors, where the merchandise and invoice will be picked up, may be used through June 10, provided the invoice is forwarded to the Accounts Payable Office for payment,

June 30—Bookstore credit lines will be open through this date. Credit lines for the 2005-2006 fiscal year are to be submitted as needed. Credit lines are to be used for departmental office supply purchases only. Items other than office supplies must be purchased by entering a requisition to the bookstore.

Purchasing Rules Update

- The Purchasing Department offers these reminders about purchasing rules:
- An approved purchase requisition does not give the department the authority to place an order. This requirement is necessary for purchases out of all accounts, including professorships, community support funds, etc.
- Airfare must be obtained through the state’s contracted travel agency.
- New state laws regulate the purchase of software. Departments needing to purchase software must submit justification to the Purchasing Department. This should include a list of all software packages investigated which claim to accomplish the required task, the cost of each package and the rationale for the package selected.
- Bookstore credit lines are to be used only for office supply purchases.

Summer Programs Offered for Children

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

The MSU 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 Room 319 of Farrar Hall at McNeese State University. 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. 5408.

The MSU Leisure Learning office also offers numerous classes this summer for children of all ages. Among the offerings are classes in golf, yoga, line dancing, guitar, theatre, basket making, science, writing, math and reading. For more information on these classes, call ext. 5616.

Various other summer programs for children, including athletics, cheerleading, band, Kicker camp, etc., are also offered during the summer. For more information about these programs, contact the Office of Student Services at ext. 5706.

In Brief —

Upcoming Holidays

Memorial Day holiday is Monday, May 30. Independence holiday is Monday, July 4. Labor Day holiday is Monday, Sept. 5.

Summer Hours Set

Effective Tuesday, May 31, all university offices will operate under summer hours—7:30 a.m.-4:15 p.m. The revised hours support the summer class schedule.

Regular working hours, which are from 7:45 a.m.-4:30 p.m., will resume on Monday, July 18.

Bookstore Inventory

The Bookstore will be closed Thursday and Friday, May 26-27, because of annual inventory.

Fall Freshman Orientation and Registration Dates Set

Many new students will be on campus for First-Time Freshman Orientation and Registration Conferences on the following dates: May 26-27, June 7-8, June 16-17, June 28-29 or July 12-13.

Campus tours are also conducted during the orientations.

Donated Equipment Regulations Set

The Business Affairs Office asks that all personnel be aware of the university’s donated equipment regulations.

Prior to accepting donated equipment, the Property Control Department must be notified and a fair market value agreeable to this office assigned.

Donated items having a fair market value of \$1,000 or more will be tagged and recorded on the receiving department’s inventory.

Summer Swim Lessons Offered

Registration dates for the McNeese Summer Swim Program for students ages 3-17 are May 12 and 16 from 3:30-5 p.m. in Room 109 of the recreation complex arena next to the pool at McNeese.

Classes are scheduled at 9, 10 and 11 a.m. unless noted and session dates are as follows: June 6-10, Mini-Session, 10 and 11 a.m. only; June 20-July 1, Session I; and July 11-22, Session II.

Preschool classes are at 11 a.m. only. All other class levels will be taught at 9, 10 and 11 a.m.

Cost is \$40 per student for Session I or II and \$30 for the Mini-Session and is due at registration. For more information, call program coordinator Pat Pickett at ext. 5455.