



All Staff Meeting  
Tuesday, December 17th  
2:00 to 3:30 p.m.  
SUB Ballroom

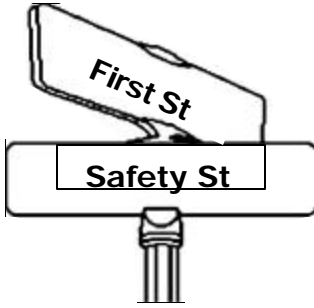
Featured Speaker:

Kirk Lacy

Learn more about the  
Yellowstone Development  
& Training Cooperative

Door Prizes!  
Refreshments!

Sponsored by Staff Senate



## CORNER OF SAFETY & FIRST

### **Pedestrian Signs Installed**

New pedestrian signs have been installed on Normal Avenue by the University Safety Committee in an attempt to increase awareness of pedestrian traffic to and from the campus. Two parking spaces have also been eliminated in this area to increase visibility and safety. Thanks to all of you who forwarded your concerns regarding this area and to Barbara Hagel and Ken Billman for the facilitation of the installation of the signs.

### **Ice Melt**

As you may have noticed, Facility Services has provided buckets of ice melt to all the buildings on campus, which have been placed inside the main doorways. Please do your part by spreading the ice melt on problem areas near your building to prevent an accident from occurring. Unfortunately, some of the buckets are being used as trash receptacles; please remove trash from the bucket in your area and help Facilities Services keep our campus safe.

### **Space Heaters**

With the occasional snow storms and temperatures dropping, many people have pulled their space heaters out of storage in an attempt to stay warm. If you use a space heater in your office, please keep the following in mind:

- Choose models that have automatic safety switches that turn off the unit if it is tipped over accidentally.

- Always look for a label or tag indicating the heater has been tested/approved by a recognized independent testing lab.
- Check the cord before plugging in the heater; if frayed, worn or broken, do not use it, either have an electrician replace the cord or replace the heater. Simply putting tape on the cord is not enough to prevent overheating and fire.
- Never use an extension cord with a portable heater.
- Keep portable electric heaters away from wet or damp places to avoid deadly electric shocks.
- Keep an electric heater, or any portable heater for that matter, at least three feet away from curtains, newspapers or anything that might burn.
- Never leave the heater unattended and never leave the office without turning off the heater.
- Keep all heaters out of high traffic and exit areas.

### **Tech Tip**

Are you tired of listening to the entire greeting when you call others on campus? Remember when you could press a button to bypass the greeting? You still can. When you are listening to a greeting in voice mail, press the # key. It will let you record your message right away.

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## BODY & MIND

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### Water Aerobics

Tuesday & Thursday evenings 5:30-6:30 p.m.

FREE to all faculty, staff, and retirees on the MUS insurance plan!!\*

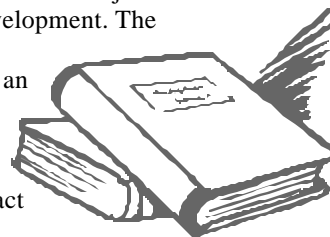
\*Participants must pay Recreational User Fee to use the athletic facilities. Contact Rec Activities at 657-2881 for fee information.

Sponsored by YOUR Employee Wellness Program: [www.msubillings.edu/employeeewellness](http://www.msubillings.edu/employeeewellness)

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### Staff Book Club

Do you enjoy reading? Are you an MSU-Billings staff member? Then you are invited to join the Book Club which meets to discuss books that deal with personal and work development. The next book we will be reading is *Fish* by Lundin, Paul, and Christensen. *Fish* “addresses today’s most pressing work issues with an engaging metaphor and an appealing message that applies to anyone in any sector of any organization.” Book club members can order the book through the Book Depot at a 25% discount. The next meeting will be **Wednesday, January 8th at noon in the Rimrock Café**. If you would like to find out more about the Book Club, contact Jessica Smothers at extension 2889 or [jsmothers@msubillings.edu](mailto:jsmothers@msubillings.edu).



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## FROM HUMAN RESOURCES

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### New Employees:

#### **September 2002**

Katie Erickson, Book Depot  
Wendy Estes, Financial Aid & Scholarships

Ginny Jensen, Career Services  
Joseph Michels, College of Business  
Marilyn Preston, Psychology  
Analiccia Pianca, College of Professional Studies

#### **October 2002**

Antonio Dubose, Facilities Services  
Shawna Nichols, Financial Aid & Scholarships  
Marlow Ockfen, College of Professional Studies  
Kevin McKellips, Admissions & Records  
Jennifer Simanton Anderson  
Peg Ostwalt, College of Technology  
Robert Rust, Upward Bound—  
Educational Talent Search Program  
Terry Schneider, Facilities Services

### Changes:

Kelli Grantham, from College of Professional Studies to Student Life & Housing

Kalie Porter, from Business Operations to Financial Aid & Scholarships

Chris Long, from Career Services to Educational Talent Search—  
Upward Bound Program

Carol Coppola, from Student Union & Activities to Montana Center on Disabilities

### Resignations:

Christina Lindenberg, Mari Kusama, Robert Gahagan, Casey Black, Nicole Carr, Cindi Goffena, Rene Porter, Nancy Traeger, Marjorie Fries

### **MAP – MONTANA ACHIEVEMENT PROJECT**

**Timeline for the second performance cycle - October 1, 2002 through April 30, 2003.**

**Please make note of the following dates:**

**January 2003:** Checkpoint Reviews should be completed.

**February 7, 2003:** Completed Checkpoint Review forms are due in Human Resources.

**April 30, 2003:** Goals should be completed.

**May 16, 2003:** Performance Evaluations need to be completed and turned into Human Resources.

# ODDS & ENDS...



## VOICE TRIVIA:

Santa Claus (or Father Christmas) was a bishop named Nicholas. What country was he from?

Submit answers via Email to Jenny Howie (jhowie@cot.msubillings.edu). Please include the subject line: Voice Trivia. Correct answers received by Friday, December 13 will be entered into a drawing for the prize.

This issue's prize:  
A Sweatshirt compliments of  
the Book Depot.

### Last Issue's Q & A:

**Question:** In order for a month to have a Friday the 13th, what day of the week must it start on?

**Answer:** Sunday

Congratulations to Cindy Krieger, last issue's trivia winner!



## Holiday Cheer...

Don't miss the annual Faculty/Staff Holiday Party: Tuesday, December 10th from 4:30 to 7:30 p.m. in the SUB Ballroom.

## STAFF SENATE UPDATE:

Due to changes in her contract, Staff Senate Chair, Jeannie McIsaac-Tracy, must resign from her senate seat.

Thanks for you enthusiastic leadership, Jeannie!! We'll miss you!

Vice Chair, Tami Miller, will take over the duties of Chair for the remainder of the year, and we're sure she'll do an excellent job!

For more information on Staff Senate visit us at [www.msubillings.edu/](http://www.msubillings.edu/)