

All Staff/Faculty Event

Wednesday, April 23, 2003

12:00-1:00 p.m.

Banquet Hall A&B

(East end of Cafeteria)

Nancy Hunter Denney

will present

Staying Motivated to Work in Higher Education

Does the "Just Expired" sign go up on your forehead every time a student or colleague (maybe even friend, spouse, boss, etc.) walks into your office? Is it frustrating when you recognize that the methods, practices and policies that used to work effectively just don't get the same results? Has the push for providing better "customer service" left you wondering where "student development" fits in? This session is designed to allow participants to become re-energized by providing motivational strategies, information about reaching today's college student and tips on being student consumer oriented. You make a difference. - from www.nancyhunterdenney.com



Lunch will be provided by Student Affairs!



CORNER OF SAFETY & FIRST

An Ergonomics Task Force has been formed to provide information and support for staff members who are feeling symptoms of cumulative trauma disorders (CTDs). Ergonomics is the science of fitting jobs with employees by adapting the workplace for safe and efficient use. CTDs most commonly cause discomfort or pain in the lower back, neck/shoulder area, hands/wrists, or fingers.

Task Force Members will be providing educational information in a regular feature called "Erg Tips" in *The Voice*. Also, a CD is available through the Administrative Vice Chancellor's Office that thoroughly addresses all ergonomic problems and potential solutions.

Task Force members will provide suggestions on how a staff member's work station can be improved to decrease bodily stress. During training sessions, the Task Force was taught commonly used, inexpensive solutions for making necessary improvements. If you would like to have a work station ergonomic evaluation, please call one of the following Ergonomic Task Force members to set up an appointment.

Barbara Hagel
Ellen Miller
Loreen Grove
Marilyn Hurlless
Margaret Hartl
Sharon Watt
Susan Dickson
Robertta Van Valkenburgh
Marylou Ross



Tech Tip

How To Create Appointments/Meeting Requests in Office XP Calendar

(Please note that although these instructions are for Outlook XP (2002), Outlook 2000 is similar.) Open Outlook and click on the Calendar icon. Your calendar opens to the current

date. (You can change the view of the calendar by clicking on day, week, month, etc.) NOTE that clicking on today will always get you back to the current calendar date.



To create an appointment: Highlight the time you want to make the appointment. Either right click on the highlighted time and choose New Appointment OR after the time is highlighted, click on New | Appointment. You will get a new window.

Type in the subject and the location and whatever notes you want. Here is where you can change the date and time, make it a recurring appointment by clicking on the recurring icon, change the reminder, etc. You can also make this a private appointment by clicking the Private check box in the lower right hand corner.

To invite others to your appointment and make a meeting request click on the Invite Attendees button. It will add a To: option and open to the Global Address List, and your request will turn into an e-mail. You can address it to whomever you like from the global address list. Click on the Send button to send e-mail to all invited attendees. Each will get a meeting request that they can either accept, accept tentatively, reject, or propose a new time. It will then also be added to *their* calendar.

PLEASE MAKE SURE THAT THE PERSON YOU ARE SENDING A MEETING REQUEST TO PREFERS TO HAVE IT SENT IN THIS FORMAT!

BODY & MIND

Noon Aerobics - 12:10-12:40 p.m.

Tuesdays & Thursdays in Lower Gym

- Taught by Johanna Elletson - A GREAT way to fit some physical activity into your day - over lunch!!!
- Ability to adjust for your own fitness level, beginners welcome
- A great half-hour workout!



Water Aerobics - 5:30-6:30 p.m.

Tuesdays and Thursday in P.E. Building Pool

- Taught by Laurie Murphy
- Great total body workout, with a variety of deep and shallow classes
- Good for joints, muscles, and flexibility

Karate Club – 5:00-7:00 p.m.

Meets every Tuesday and Thursday in the North Balcony of the PE Building.

- Traditional Taekwondo classes, FREE to faculty/staff (beginners welcome).
- (Must pay Rec User Fee for semester for building use- go to Fitness Center entrance to pay)

FROM HUMAN RESOURCES

New Employees:

November 2002

John Feiler, Facilities Services

December 2002

Shelly Demaree, Facilities Services
 Buddy Schroeder, Facilities Services
 Eric Grasswick, Facilities Services
 Jaime Murphy, College of Technology

January 2003

Vicky Fosjord, College of Technology
 Kimberly Tracy, Career Services
 Annaliese Tschida, Business Operations
 Terri Kelly, Facilities Services
 Katherine Pfau, College of Technology
 Jeffrey Leischner, Facilities Services
 Misti Moody, Student Union & Activities
 Kelly Elletson, Admissions & Records

February 2003

Janice Ouldhouse, Big Horn Teacher Projects

Janet Simon, Human Resources
 Andrea Aragon, College of Professional Studies and Lifelong Learning

Changes:

Janis Wray, from Career Services to Upward Bound Program
 Cynthia Urbaniak, from Library Services to Campus Police
 Deirdre Schafnitz, from College of Technology to Financial Aid &

Scholarships
 Ron Korf, from the Mail Room to Facilities Services

RESIGNATIONS:

Jan Spicer
 John Bratton
 Margaret Frey
 Antonio Dubose

Sydne Makoff

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/February Checkpoint Reviews should have been completed and forms turned into Human Resources.

April 30, 2003 The Goals should be completed by April 30, 2003.

May 16, 2003 Performance Evaluations need to be

ODDS & ENDS...

VOICE TRIVIA:

What is the name of the dog on the Cracker Jack box?

Submit answers via email to Julie Webb (jwebb@msubillings.edu). Please include the subject line: Voice Trivia. Correct answers received by Friday, March 28th, will be entered into a drawing for the prize.



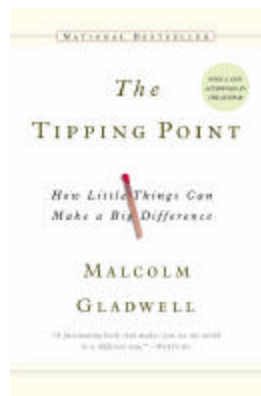
This issue's prize:
A MSU-B Blanket compliments
of the Book Depot.

Staff Book Club

The Book Club at MSU-Billings is well under way! Up until now we have read Orbiting the Giant Hairball, Fish!, and are getting ready to finish The Tipping Point. We invite all interested staff to join us at our next meeting on

Thursday, March 20th, in Rimrock Café at noon.

Bring or buy your lunch and come with suggestions for our next book to read. Book Club members get a 25% discount if they order the book through the Book Depot. If you would like to find out more about the Book Club, contact Jessica Smothers at extension 2889 or jsmothers@msubillings.edu. We hope to see you there!



STAFF SENATE UPDATE:

Staff Senate now has an email address that you can email any questions, ideas or concerns to for your staff representatives.

You can email them at:
staffsenate@msubillings.edu.

★ Also, Staff Senate is looking for volunteers to join committee groups. If you would like to get involved please contact Tammi Miller, Chair of Staff Senate, at 657-2231 or send an email to our new email address.

Committees you may choose from are:

- The Voice Newsletter
- Staff Training and Development
- Athletic Supporters
- Campus Clean Up
- University Community Groups
- Campus/Community Event