Inside this issue:

NEW BRONCHO STAFF 2
NOVEMBER PAYROLL AND PURCHASING DEADLINES 3
DECEMBER PURCHASING DEADLINES 4
STAFF SENATE UPDATE 5
JIMMY WEBB AT UCO 6
LUCOA VOLUNTEER OPPORTUNITY EMPLOYEE ANNIVERSARY CELEBRATION 7
BRONCHO BRAG 8
HOMECOMING 2014 9
EXCEPTIONAL PERFORMANCE AWARDS 10
VETERANS’ DAY 11
NOVEMBER BIRTHDAYS 12
PROFESSIONAL DEVELOPMENT ANNIVERSARIES 13
MERCY EAP 14
NATIONAL DIABETES AWARENESS MONTH 15
FLU SHOT INFORMATION 16

NEWS & VIEWS

The University of Central Oklahoma is committed to a unifying identity, to a strong brand, which is a name we give to the overall perception that the larger world has of our institution. A brand is not simply a mark, logo or symbol. It is a reflection of the relevance and awareness felt by the community of our university. It denotes a promise we make to people who look to us for leadership and excellence in higher education. It is important that we deliver on this promise, that we tirelessly work to strengthen it, and that we effectively communicate it to the public.

Who are we? What makes us different? How do we answer these questions, and effectively share our message with the world? All of this is at the core of a major branding and marketing initiative currently underway at UCO.

In partnership with TWG Plus (a national award-winning educational marketing firm), UCO is in the midst of a major market research project to help inform and refresh UCO’s branding and marketing initiatives.

This is a long-term project and we are only just getting going. The qualitative research phase of the project has been completed, and now we are in the quantitative research phase. Many thanks to those of you who participated in focus groups or have completed a survey or phone interview as part of this project. Many others, including business and community leaders, prospective students and their parents, even members of the RUSO Board of Regents also will be participating.

Once this phase is completed, the information will be analyzed and measured and ultimately used in the creation of a brand strategy and messaging frameworks to help us create meaningful connections between UCO and the world. We expect to have most of the work completed in January with a final roll out and implementation sometime in February.

University Relations is doing its best to communicate with the campus and maintain as much transparency throughout this process as possible. So, while there are many more questions to be answered, here are answers to some we have already received.

WHAT CAN YOU EXPECT?
• Adjustments to the graphic elements used to represent the University
• Revised “tagline” and branding language
• Updated branding and graphic standards guide
• Updated marketing collateral

WHAT’S NOT LIKELY
• A new UCO logo
• A change to UCO’s official colors
• Any changes or revisions not supported by the results of the marketing research

HOW CAN YOU HELP?
• Hold off on printing large quantities of any marketing/print pieces in your area
• Delay major updates to the look of things like your area’s website
• When the revised branding comes out, share your enthusiasm on and off campus

We believe that as we move forward and fulfill our role as Oklahoma’s Metropolitan University, it will be critical for UCO to reach out and share our message in the most effective and meaningful ways available to us. The work that TWG is doing for the university is a very important step toward achieving those goals. Thanks for being a big part of it and thanks for your support as we move forward.
<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>SARAH ASHMORE</td>
<td>Research &amp; Evaluation Specialist Academic Affairs</td>
</tr>
<tr>
<td>RUTH HATHCOAT</td>
<td>Administrative Assistant II Academic Affairs</td>
</tr>
<tr>
<td>SARAH BAILEY-PRICE</td>
<td>Regional Coordinator Oklahoma A+ Schools</td>
</tr>
<tr>
<td>KARL KORDSIEMON</td>
<td>Assistant Director of Physical Plant Administration</td>
</tr>
<tr>
<td>JADE BENNIGHT</td>
<td>Counselor Mental Health Center for Counseling &amp; Well-Being</td>
</tr>
<tr>
<td>BRITTANY LEE</td>
<td>Regional Coordinator Oklahoma A+ Schools</td>
</tr>
<tr>
<td>CRISTI BERGERON</td>
<td>Administrative Specialist I Information Technology</td>
</tr>
<tr>
<td>LINDA LOFTON</td>
<td>Data Entry Processor (P/T) Enrollment Management/Registrar</td>
</tr>
<tr>
<td>SARAH BRATCHER</td>
<td>Administrative Assistant I (P/T) Center for Counseling &amp; Well-Being</td>
</tr>
<tr>
<td>ANGELICA MARTIN</td>
<td>Cashier I Student Affairs</td>
</tr>
<tr>
<td>SARAH CASTLEBERRY</td>
<td>Procurement Card Manager Administrative Support Services</td>
</tr>
<tr>
<td>DESIRAE MCDANIEL</td>
<td>Sales Associate/The Vista Academic Affairs</td>
</tr>
<tr>
<td>JOSIAH COGAN</td>
<td>Library Spclst—Archives Processing Library</td>
</tr>
<tr>
<td>GARY PARSONS</td>
<td>Student Success Advisor Liberal Arts</td>
</tr>
<tr>
<td>JERRAH CONLEY</td>
<td>Administrative Assistant I Student Affairs</td>
</tr>
<tr>
<td>HOLLY PRITCHARD</td>
<td>Radio Announcer—KUCO Academic Affairs</td>
</tr>
<tr>
<td>SARAH CRISSWELL</td>
<td>Group Fitness Instructor Wellness Center</td>
</tr>
<tr>
<td>ALYSSA SALASWAT</td>
<td>Library Technician I (P/T) Academic Affairs</td>
</tr>
<tr>
<td>BRITTANY CROTHERS</td>
<td>Records Processing Assistant (P/T) Administration</td>
</tr>
<tr>
<td>G-COTY SHORTER</td>
<td>Service Representative Administration</td>
</tr>
<tr>
<td>AMANDA DUDLEY</td>
<td>CDL Bus Driver Athletics</td>
</tr>
<tr>
<td>WENDY SMELSER</td>
<td>Grants Coordinator Smart Start Oklahoma</td>
</tr>
<tr>
<td>ALAURA ERVIN</td>
<td>Retention Spclst I/Graduation Coach Student Affairs</td>
</tr>
<tr>
<td>JENNIFER TAYLOR</td>
<td>Administrative Specialist I Academic Advisement</td>
</tr>
<tr>
<td>CARI GROCE</td>
<td>Head Tennis Coach—Women’s Athletics</td>
</tr>
<tr>
<td>CASSIDHE WALKER</td>
<td>Marketing/Communications Assistant Student Affairs</td>
</tr>
<tr>
<td>DEBRA GUTHRIE</td>
<td>Administrative Specialist I Smart Start Oklahoma</td>
</tr>
<tr>
<td>JESSIE WEST</td>
<td>Mgr of Programs, Customized Educ Distance Education</td>
</tr>
<tr>
<td>JESSICA HAMMACK</td>
<td>USA Para Powerlifting/Military Sports Student Affairs</td>
</tr>
<tr>
<td>DAVID YOUNG</td>
<td>Director Procurement &amp; Payment Svcs Purchasing, Payment Svcs, &amp; Travel</td>
</tr>
</tbody>
</table>
NOVEMBER PAYROLL DEADLINES  
Tamra Kitsmiller, Manager Payroll Services

If you have moved or changed your mailing address this year, be sure to update your address with payroll. All W-2 forms will be mailed, so it is imperative to have your correct address on file. The deadline for address changes for W-2’s is 5:00 p.m. on December 5, 2014. You may review your existing Payroll Address information through UCONNECT. Please email updated information including your Banner ID# to payroll@uco.edu.

The upcoming holidays affect many payroll deadlines. Be sure to watch the updated Payroll Calendar closely and get all forms turned in before the deadlines to avoid having paychecks delayed.

NOVEMBER PAYROLL DEADLINES

- Pay period BW/ST 23
  Bi-weekly and student employees must submit web time for the November BW/ST 23 payroll no later than noon, Monday, November 3, 2014.
  Bi-weekly leave forms and ALL web time approvals must be completed and turned in by 5:00 p.m. Monday, November 3, 2014.
  If a paper timesheet is required for a bi-weekly or student employee for BW/ST 23, it is due to the Payroll Services Office by 5:00 p.m. Monday, November 3, 2014. If a paper timesheet is submitted after the deadline, it will be processed during the following pay period, BW/ST 24.

- Pay period BW/ST 24
  Bi-weekly and student employees must submit web time for the November BW/ST 24 payroll no later than noon, Wednesday, November 12, 2014.
  Bi-weekly leave forms and ALL web time approvals must be completed and turned in by 5:00 p.m. Thursday, November 13, 2014.
  If a paper timesheet is required for a bi-weekly or student employee for BW/ST 24, it is due to the Payroll Services Office by 5:00 p.m. Thursday, November 13, 2014. If a paper timesheet is submitted after the deadline, it will be processed during the following pay period, BW/ST 25.

- Monthly employees must turn in all leave forms by noon on Wednesday, November 12, 2014.

NOVEMBER PURCHASING DEADLINES  
Terrie Silvers, Asst Director Purchasing

Thanksgiving Holiday—Campus Closed
November 26th thru 28th, 2014

- November 4th Travel Deadline
  For Out-of-State Travel and In-State Travel reimbursement request through the paper process. This deadline guarantees that payment will be processed prior to the holiday break, if all required supporting documentation is completed, signed and approved.

- November 10th- Purchasing Deadline for Requisitions
  Submit requisitions by this date for purchases that need to be placed prior to December 5th.
  We cannot guarantee that a purchase order requiring competitive bids, quotes, or contract agreement execution will be completed and approved for requisitions submitted by the November 10th deadline. As a reminder: Contractual Service Agreements for Individuals, Contracts for Guest Speakers, and Entertainment Contracts require five business days to process. This processing time is in addition to the time required to process the requisition. Vendor contracts that may need more in-depth terms and conditions require 4-6 weeks to review.

- November 14th Payment Services Deadline
  For Non-travel related reimbursements and check requests. This deadline guarantees that payment will be processed prior to the holiday break if all required supporting documentation is completed, signed and approved.

- Bursar Notice: Petty Cash is not available the week of Thanksgiving.
CHRISTMAS HOLIDAY — CAMPUS CLOSED
December 22, 2014 — January 2, 2015

Travel Reimbursement
Meet this deadline: Tuesday, November 25th, 2014 @ 5:00pm
and we will guarantee reimbursement prior to the Christmas Holiday Break.
Note: To guarantee payment prior to the holiday break, all required supporting documentation must be attached, completed, signed and approved.

December 5th - Purchasing Deadline for Requisitions
Submit requisitions by this date for purchases that need to be placed prior to January 5th.
We cannot guarantee that a purchase order requiring competitive bids, quotes, or contract agreement execution will be completed and approved for requisitions submitted on December 5th. As a reminder: Contractual Service Agreements for Individuals, Contracts for Guest Speakers, and Entertainment Contracts require five business days to process. This processing time is in addition to the time required to process requisitions. Vendor contracts which may entail more in-depth terms and conditions require 4-6 weeks to review.

December 8th Payment Services Deadline
For non-travel related reimbursements and check requests. This deadline guarantees that payment will be processed prior to the holiday break if all required supporting documentation is completed, signed and approved.

Bursar Notice: Petty Cash is not available Dec. 15th thru Dec. 19th, the week before the Holiday Break.

STAFF SENATE: “What is a Bill?”
Kimberly Chapman, Customized Education

I’m sure we’ve all seen more bills than we’d like, but UCO Staff Senate is putting an interesting spin on the Bill, that won’t cost you a dime!

“As a constituent organization, the Staff Senate provides ongoing dialogue among staff and between staff and administration” said Elise Marrs, Manager of Graduate Operations and Vice President of Staff Senate.

The Bill process was implemented to give Staff members a voice in addressing issues of concern. Staff can present ideas or concerns in a written proposal for Staff Senate consideration. Before a bill may be introduced to the Senate floor, written proposals must first be shared with and sponsored by a representing Senator. A flow chart for the lifecycle of the bill and a list of Senators can be found on the new Staff Senate website.

“Serving as a consultative and deliberative body, senate committees are already examining bills to enhance continued support and professional development for all UCO staff employees” shares Marrs.

The next Staff Senate meeting is scheduled for Tuesday, November 4th. Visit the Staff Senate website today for more information at http://www.uco.edu/central/staff-senate/index.asp
UCO’s Broadway Tonight Series continues its themed season “Oklahoma Voices” with a performance by Elk City native and Grammy Award-winner Jimmy Webb at 7:30 p.m. Nov. 7 at Mitchell Hall Theatre.

Webb is the only artist ever to receive Grammy Awards in all three categories of music, lyrics and orchestration. His hit “By the Time I get to Phoenix” was the third most performed song in between the 1940s and 1990s, and other songs he wrote, “Wichita Lineman” “Up, Up and Away” and “MacArthur Park,” became platinum selling classics.

At this Broadway Tonight production, Webb will perform a collection of these classics. Tickets are $45 and can be purchased by visiting www.click4tix.com.uc or by calling the Mitchell Hall Theatre box office at 405-974-3375.

For a complete listing of UCO College of Fine Arts and Design events and performances, including Broadway Tonight Series performances, visit www.uco.edu/cfad/events.

LUCOA VOLUNTEER OPPORTUNITIES

This upcoming year, Leadership UCO Alumni (LUCOA) will be doing a series of volunteer opportunities coordinated by LUCOA member representatives Johnathan Stephens, Brett King, and Marian Spears. The first event will be held on Friday, November 14th, at the Oklahoma City Zoo. The Oklahoma City Zoo Corporate Volunteer Program offers the opportunity for volunteers to participate in the hands-on work of keeping the Zoo in top-form. LUCOA members will be assisting Zoo staff with a variety of different types of designated projects designed to be enjoyable and fulfilling, thus giving the participants a sense of ownership in the Zoo.

As UCO approaches our 125th birthday and becomes more of a metropolitan university, we are continuously searching for partners within the Oklahoma area. Members of the LUCOA Volunteer Committee believe that by being present at the Zoo in our UCO apparel, we will create a great partnership atmosphere within our community. The Zoo facilitates many field trips for Oklahoma elementary, middle, and high school students. Being present on their site in UCO apparel will instill Central’s values into these students as they observe LUCOA members representing UCO by being civically engaged on the Zoo grounds frequently.

If you have any questions, please contact volunteer coordinator Johnathan Stephens at jstephens13@uco.edu or visit the Oklahoma City Zoo’s website at www.okczoo.com.

EMPLOYEE ANNIVERSARY CELEBRATION

The 2014 "Years of Service Celebration" will be from 2-3:30 p.m. Nov. 3 in the Nigh University Center Grand Ballroom.

Human Resources has published the list of honorees, their years of service and their department. Awards will be presented to those celebrating 10, 15, 20, 25, 30 and 35 years.

Managers are encouraged to check the site to see which of their employees are being honored. Guests are encouraged, too. Attendees should plan to arrive prior to 2 p.m. to enjoy appetizers and refreshments.
UCO STUDENT AFFAIRS STAFF MEMBER RECOGNIZED AS ‘RISING STAR’

Stevie Johnson, Coordinator for the Office of Diversity and Inclusion (ODI) was recently recognized by Student Affairs Professionals in Higher Education (NASPA), a leading organization for student affairs administration, policy and practice, with the organization’s Region IV-West Rising Star awards.

Johnson was named as the recipient of the Oklahoma New Professional Rising Star Award. The award recognizes a full-time student affairs professional in each state who has been in the profession for less than three years and who has made significant contributions to his or her campus.

Johnson oversees Central’s new Black Male Fellows Program and the Black Male Initiative Cohort, developed in response to low retention rates of African-American male students. The programs include community outreach to families, churches and organizations, the identification of at-risk students, mentoring, leadership development and academic support.

“During Stevie’s short time at UCO, he has added so much to the campus community and to the lives of the students,” said MeShawn Conley, director of ODI.

Johnson will receive his award during the NASPA Region IV-West Conference in Albuquerque, New Mexico, in November.

HOMECOMING 2014

Faculty and Staff recently participated in Homecoming Week festivities across campus. Many employees took part in Office Decorating and a Golf Cart Parade.

Winners of the Office Decorating Contest were:

First Place: Office of Student Affairs  Second Place: VSLC  Third Place: Human Resources

Winners of the Golf Cart Decorating Contest were:

First Place: Student Affairs  Second Place: College of Education  Third Place: Purchasing, Payment Services & Travel
We have some exceptional employees here at the University of Central Oklahoma! It takes hundreds of UCO staff members to keep our university growing and thriving everyday. From our Vice Presidents to the person who greets you at the front desk of a campus office, we all make helping our students our top priority. We also have award programs in place to recognize and reward those who demonstrate exceptional performance. Our Employee Exceptional Performance Award program is one such tool. In order to create an environment where UCO employees feel that they are publicly recognized for performance that reflects the innovative, passionate, student and customer-centered focus that Central has embraced, one quarterly $500 award is presented four times a year in addition to two annual $1250 awards. These awards are available to UCO staff members whose job descriptions are below director level and who have a minimum of six months of continuous employment prior to nomination. Nominations may be made by anyone including faculty, staff, students and campus vendors.

Exceptional Performance Award nomination forms for the October-December quarter will be accepted through January 16, 2015. When reviewing nominations, our screening committee looks for specific characteristics:

- **Impact:** Service, dedication, professionalism, and compassion in dealing with internal or external publics (students, faculty, staff, and community). Inspires an overall sense of belonging that leads to a welcoming campus environment.
- **Effectiveness:** Promotion of University core values and purpose including character, collaboration, respect, and service to the campus community.
- **Innovation:** Contribution toward more efficient or productive operations including money-saving ideas, exceptional fiscal responsibility, and improving service quality.
- **Significance:** Accomplishments through campus work assignments that contribute to the success of UCO in the community either directly or through significant support of others from the campus.

Kicking off the current fiscal year, **Angela Morris, Staff Writer-CFAD Marketing**, is the latest employee to receive this highly sought after award. Angela won the July-September 2014 quarterly award which was presented to her by Dr. Pamela Washington, Dean, CFAD. Angela’s nominator stated, “Angela’s work on an Oklahoma Humanities Grant was above and beyond exceptional. She worked with our Assistant and Associate Deans late into the night rewriting the narrative and program sections. Everyone involved in rewriting this grant told me that it simply wouldn’t have gotten done without Angela’s writing skill and positive attitude.

Who will be our next award winner? Nominations for the October-December 2014 Quarterly award may be submitted to Human Resources through January 16, 2015 at 4:00 p.m.
### CELEBRATING BIRTHDAYS

**November 2014**

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Deborah Carson</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>Deborah Carson</td>
<td>Sarah Ashmore</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Deborah Carson</td>
<td>Sarah Ashmore</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Deborah Carson</td>
<td>Sarah Ashmore</td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Deborah Carson</td>
<td>Sarah Ashmore</td>
<td></td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Deborah Carson</td>
<td>Sarah Ashmore</td>
<td></td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>51</td>
<td>Deborah Carson</td>
<td>Sarah Ashmore</td>
<td></td>
<td></td>
<td></td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Deborah Carson</td>
<td>Sarah Ashmore</td>
<td></td>
<td></td>
<td></td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Deborah Carson</td>
<td>Sarah Ashmore</td>
<td></td>
<td></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Deborah Carson</td>
<td>Sarah Ashmore</td>
<td></td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Deborah Carson</td>
<td>Sarah Ashmore</td>
<td></td>
<td></td>
<td></td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Deborah Carson</td>
<td>Sarah Ashmore</td>
<td></td>
<td></td>
<td></td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Deborah Carson</td>
<td>Sarah Ashmore</td>
<td></td>
<td></td>
<td></td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Deborah Carson</td>
<td>Sarah Ashmore</td>
<td></td>
<td></td>
<td></td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Deborah Carson</td>
<td>Sarah Ashmore</td>
<td></td>
<td></td>
<td></td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Deborah Carson</td>
<td>Sarah Ashmore</td>
<td></td>
<td></td>
<td></td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Deborah Carson</td>
<td>Sarah Ashmore</td>
<td></td>
<td></td>
<td></td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>Deborah Carson</td>
<td>Sarah Ashmore</td>
<td></td>
<td></td>
<td></td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>Deborah Carson</td>
<td>Sarah Ashmore</td>
<td></td>
<td></td>
<td></td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>Deborah Carson</td>
<td>Sarah Ashmore</td>
<td></td>
<td></td>
<td></td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Deborah Carson</td>
<td>Sarah Ashmore</td>
<td></td>
<td></td>
<td></td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>Deborah Carson</td>
<td>Sarah Ashmore</td>
<td></td>
<td></td>
<td></td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>Deborah Carson</td>
<td>Sarah Ashmore</td>
<td></td>
<td></td>
<td></td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>Deborah Carson</td>
<td>Sarah Ashmore</td>
<td></td>
<td></td>
<td></td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>Deborah Carson</td>
<td>Sarah Ashmore</td>
<td></td>
<td></td>
<td></td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Deborah Carson</td>
<td>Sarah Ashmore</td>
<td></td>
<td></td>
<td></td>
<td>26</td>
</tr>
<tr>
<td></td>
<td>Deborah Carson</td>
<td>Sarah Ashmore</td>
<td></td>
<td></td>
<td></td>
<td>27</td>
</tr>
<tr>
<td></td>
<td>Deborah Carson</td>
<td>Sarah Ashmore</td>
<td></td>
<td></td>
<td></td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>Deborah Carson</td>
<td>Sarah Ashmore</td>
<td></td>
<td></td>
<td></td>
<td>29</td>
</tr>
<tr>
<td></td>
<td>Deborah Carson</td>
<td>Sarah Ashmore</td>
<td></td>
<td></td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

If you are an employee who would prefer not to have your name included in the birthday section of the Broncho Beat, please email cirwin3@uco.edu.

---

### Course Title

- **New Employee Training (NET)**
  - Start Date: Nov 3, 17
  - Classroom: EDU 312
- **eLearning Developers Community of Practice—November**
  - Start Date: Nov 4
  - Classroom: NUC 322
- **The Ant Colony**
  - Start Date: Nov 4
  - Classroom: NUC 304
- **Open Lab—Originator (Hiring Manager) Training (PA 7.6)**
  - Start Date: Nov 4, 6, 11, 13, 18, 20, 25
  - Classroom: EDU 110
- **New Employee Training—Central Technology**
  - Start Date: Nov 5, 19
  - Classroom: ADM 101A
- **Professional & Support Staff Screening Committee Training**
  - Start Date: Nov 5
  - Classroom: EDU 301
- **UCONNECT for Employees**
  - Start Date: Nov 5, 19
  - Classroom: ADM 101A
- **Introduction to Purchasing, Payment Services, & Travel**
  - Start Date: Nov 5, 19
  - Classroom: ADM 101A
- **Web Time Entry & Time Keeper**
  - Start Date: Nov 5, 19
  - Classroom: ADM 101A
- **Adobe Photoshop**
  - Start Date: Nov 6
  - Classroom: ADM 101A
- **Introduction to Professional Development**
  - Start Date: Nov 10, 24
  - Classroom: ADM 101A
- **Banner Navigation**
  - Start Date: Nov 10, 24
  - Classroom: ADM 101A
- **Transitioning from Staff to Supervisor**
  - Start Date: Nov 11
  - Classroom: NUC 304
- **Banner Finance**
  - Start Date: Nov 12
  - Classroom: ADM 101A
- **Provost Series on Learning Part 5**
  - Start Date: Nov 12
  - Classroom: HES Virginia Lamb
- **Turning Tech Student Response System (Clickers)**
  - Start Date: Nov 12
  - Classroom: ADM 101A
- **Safety Training (Classroom Training) FY 14-15**
  - Start Date: Nov 13
  - Classroom: NUC 314
- **FLSA—Fair Labor Standards Act**
  - Start Date: Nov 13
  - Classroom: NUC 301
- **Myers Briggs Personality Indicator (MBTI) Instrument Step 1**
  - Start Date: Nov 18
  - Classroom: None
- **Faculty Screening Committee Training**
  - Start Date: Nov 18
  - Classroom: EDU 302
- **PCard**
  - Start Date: Nov 18
  - Classroom: ADM 101A
- **Purchasing Compliance & Customer Service**
  - Start Date: Nov 20
  - Classroom: ADM 101A
- **POWERful Presentation Techniques**
  - Start Date: Nov 20
  - Classroom: NUC 304
- **Cyber Security Training FY 14-15**
  - Start Date: Nov 26
  - Classroom: ADM 101A
CELEBRATING CONSECUTIVE YEARS OF SERVICE

<table>
<thead>
<tr>
<th>YEARS</th>
<th>YEARS</th>
<th>YEARS</th>
<th>YEARS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike Kirk 27</td>
<td>Carol Williams 13</td>
<td>Robert Bates 6</td>
<td>David Skogerboe 1</td>
</tr>
<tr>
<td>Stephanie Tatum 24</td>
<td>Rick Merriam 13</td>
<td>Susan Braun 6</td>
<td>Anthony Fazio 1</td>
</tr>
<tr>
<td>Sherri McCann 21</td>
<td>Thomas Barmann 13</td>
<td>Patricia Wollenberg 5</td>
<td>Angela Eversgerd 1</td>
</tr>
<tr>
<td>Billy Elliott 21</td>
<td>Jerel Cowan 11</td>
<td>Melitza Rabei 4</td>
<td>Morgan Gill 1</td>
</tr>
<tr>
<td>Brad Morelli 19</td>
<td>Debi Young 11</td>
<td>Melissa White 4</td>
<td>Lisa Will 1</td>
</tr>
<tr>
<td>Equilla Brothers 19</td>
<td>Joy Jefferson 10</td>
<td>Shannon Watson 4</td>
<td>Jose Rodriguez Munoz 1</td>
</tr>
<tr>
<td>Tina Paxton 18</td>
<td>Jonnie Machell 9</td>
<td>Pamela Platz 4</td>
<td>Emily Jett 1</td>
</tr>
<tr>
<td>Timothy Rafter 16</td>
<td>Theresa Majors 9</td>
<td>Stephen Treadwell 3</td>
<td>Sara Kaplan 1</td>
</tr>
<tr>
<td>Dale Knight 16</td>
<td>Shari Thompson 8</td>
<td>Jesus Frescas 2</td>
<td>Garrett Fisbeck 1</td>
</tr>
<tr>
<td>Rod Edwards 15</td>
<td>Zahra Khalili 8</td>
<td>Desiree’ Maw 2</td>
<td>Deborah Moreau 1</td>
</tr>
<tr>
<td>Latresa Foster 14</td>
<td>Darrell Stinchcomb 7</td>
<td>Meaghan Santos 2</td>
<td>Kok Chan 1</td>
</tr>
<tr>
<td>Beth Buesing 13</td>
<td>Pamela Hargis 6</td>
<td>Jeremy Rogers 2</td>
<td>Reginald Jordan 1</td>
</tr>
<tr>
<td>Gypsy Hogan 13</td>
<td>Pamela Lumen 6</td>
<td>Jordan Bouknight 1</td>
<td>Bradley Griffith 1</td>
</tr>
</tbody>
</table>

HOW MUCH IS TOO MUCH

BEING RESILIENT TO STRESS

**Mercy EAP**

Learn to help yourself to a generous portion of healthy eating habits.

Your Employee Assistance Program can help with:

- Articles and tip sheets on nutrition and health
- An assessment on your nutrition knowledge
- Audio tips on good nutrition and weight loss
- Resource links to BMI calculators, local farmer’s markets, and recipes for special diets

Available anytime, any day, your Employee Assistance Program is a free, confidential program to help you balance your work, family, and personal life.

To access more information on UCO’s EAP program, click here.
Enter the username and password as shown below

**TOLL-FREE:**
800-413-8008 (Opt. 2)

**WEBSITE:**
www.mbh-eap.com

**USERNAME:**
UCO

**PASSWORD:**
Mercyeap
NATIONAL DIABETES AWARENESS MONTH

Whitt Carter, Communications Specialist

The 2014 National Diabetes Statistics reported in 2012, 29.1 million Americans had diabetes. The percentage of Americans with diabetes age 65 and older is high, at 25.9%, or 11.8 million seniors (diagnosed and undiagnosed). Type 2 diabetes is the most common form of diabetes. It is caused when the body does not produce any or enough insulin for glucose in the blood. This, in turn, elevates the glucose levels. If untreated your cells can be starved for energy and over time it can effect your eyes, kidneys, nerves and/or heart. November is National Diabetes Awareness Month, a campaign to raise awareness on the disease and how to prevent it. People most at risk are those over 40, overweight, with a past family history of diabetes, not meeting the ACSM physical activity guidelines, poor nutrition and/or have high blood pressure. Symptoms can be controlled by decreasing body fat, participating in physical activity, eating healthy and monitoring blood glucose levels.


QUESTION: What can I do to minimize my risk of getting the flu?

Dr. Husen’s Answer: The most effective way to prevent influenza is by getting the influenza vaccine (the flu shot) and using simple infection control measures. Frequent hand washing with soap and water can help limit the spread of influenza. You can use alcohol-based hand sanitizers when soap and water are not available. Cover your mouth and nose while coughing or sneezing, and throw away dirty tissues immediately. Sneezing/coughing into the sleeve of your clothing (at the inner elbow) is another means of containing sprays of saliva and secretions and will not contaminate your hands. Avoid touching your eyes, nose, and mouth since germs spread this way.

Because the influenza virus changes (or "mutates") slightly from year to year, you need a new influenza vaccine before each flu season. People should get the flu vaccine as soon as it is available to get the most benefit. It generally takes about two weeks to make the antibodies that destroy the flu virus. The vaccine usually protects 50 to 80 percent of those who are vaccinated from getting the flu. If you get the flu after being vaccinated, your symptoms are likely to be milder and last for a shorter time compared to people who were not vaccinated. The flu vaccine is recommended for nearly all people 6 months of age and older.

Mercy Clinic at UCO will offer flu shots Tuesday through Friday from 9 am to 11 am and 2 pm to 4 pm. No appointment is necessary. For those Central employees that are covered through the university health insurance provider – Blue Cross Blue Shield – please bring you photo ID and insurance card with you, and Mercy Clinic will file the claim with your insurance. For more information, contact the Mercy Clinic at UCO at 974-2317.