Nearing the end of my first year as dean of the College of Mathematics and Science (CMS), it is exciting to reflect on the many accomplishments of our faculty, staff, and students. The Department of Computer Science introduced a new Bachelor’s degree in Software Engineering this fall, the first such program offered by a public institution in the state of Oklahoma. The long awaited Master’s in Nursing program, initiated in the Spring 2013 semester, is flourishing with an enrollment of 37 this fall. Both the Departments of Computer Science and Engineering and Physics had successful accreditation visits, and we are anticipating that the upcoming visits for Funeral Service and Nursing will have equally successful outcomes.

The efforts of the Faculty Scholars participating in the CMS Center for Undergraduate Research and Education in Science, Technology, Engineering, and Mathematics (CURE-STEM) garnered more than 1.3 million dollars in new grant awards, including the institution’s first R21 grant from National Institutes of Health (NIH). A growing body of literature suggests that the “High Impact Practice” of involving undergraduates in research increases retention rates and student engagement and is beneficial for students from many backgrounds. The funding received by CURE-STEM Scholars provides opportunities for more of our students to follow their career dreams. Indeed, the 77 students receiving scholarships over the past four years through the National Science Foundation CURE-S-STEM program have co-authored a total of 95 presentations, 14 conference proceedings, and 4 peer-reviewed publications with their faculty mentors. The average first-to-second year retention rates for these students is 83%, as compared to 48% for STEM majors overall and 66% for UCO students overall.

The CMS Center for Interdisciplinary Biomedical Education and Research (CIBER) hosted its first annual undergraduate research symposium with more than 35 students participating. In addition, CIBER members mentored nine Fulbright Visiting Iraqi Scholars in teaching and research during their ten-week visit to UCO this summer. The first U.S. patent filed through UCO was awarded to CIBER director Dr. Wei Chen, and other patents by CIBER members are pending. Undergraduate computer science majors Sean Smith and Wenxi Zeng were two of only sixty students selected from more than 600 applicants to present their research with CIBER member Dr. Jicheng Fu at the Council on Undergraduate Research’s “Posters on the Hill” in Washington, D.C. Meanwhile, the CMS Center for Research and Education in Interdisciplinary Computation (CREIC) and director Dr. Evan Lemley are anxiously awaiting the arrival of “Buddy,” a new cluster supercomputer funded by the National Science Foundation, in the spring.

The CMS celebrated the opening of two new interdisciplinary student-centered research laboratories in September. Having seen an increase in undergraduate majors of more than 65% during his seven year term, this project to convert an antiquated and poorly constructed lecture hall into laboratories was initiated by then CMS dean Dr. John Barthell. The new spaces house ten faculty members working in the areas of forensic science/molecular biology and biomechanics, along with dozens of undergraduate mentees.

The CMS invites the campus community to our first spring seminar series lecture on January 22, 2015, by Dr. Patricia DeLeon, a 2007 recipient of the Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring. We wish all our Central family a wonderful holiday season and look forward to beginning another productive year.
# New Broncho Staff Members Hired in November

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austin Bolding</td>
<td>Patrol Office I, Police Services</td>
</tr>
<tr>
<td>Lillian Booker</td>
<td>Service Representative, Enrollment Mgmt/Registrar</td>
</tr>
<tr>
<td>Kasady Hoffman</td>
<td>Travel Specialist II, Purchasing, Payment Srvs, &amp; Travel</td>
</tr>
<tr>
<td>Jay Jenks</td>
<td>PCard Compliance Coord, Admin Support Services</td>
</tr>
<tr>
<td>Joaquin Lopez</td>
<td>Tech Support Specialist, CPDE</td>
</tr>
<tr>
<td>Angela Page</td>
<td>Asst Tech &amp; Testing Coord, Disability Support Services</td>
</tr>
<tr>
<td>April Rutledge</td>
<td>Business Manager-KUCO</td>
</tr>
<tr>
<td>Wendy Smelser</td>
<td>Grants Coordinator, Smart Start Oklahoma</td>
</tr>
<tr>
<td>Lyndsie Stremlow</td>
<td>Admin Assistant II, Political Science</td>
</tr>
<tr>
<td>Mark Walvoord</td>
<td>Student Services Director, Career Services</td>
</tr>
<tr>
<td>Valerie Wilson</td>
<td>Testing Technician, Testing Services</td>
</tr>
</tbody>
</table>
DECEMBER PURCHASING DEADLINES

Terrie Silvers, Asst Dir Purchasing

Christmas Holiday—Campus Closed
December 22, 2014—January 2, 2015

Travel Reimbursement Deadline: November 25, 2014 at 5:00pm
By meeting this deadline, you will be guaranteed 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.

Requisition Deadline: December 5, 2014
Submit requisitions by this date for purchases that need to be placed prior to January 5, 2015.
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.

Payment Services Deadline: December 8, 2014
This deadline is for non-travel related reimbursements and check requests, and 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 December 15, 2014—December 19, 2014, the week before the Holiday Break.

DECEMBER PAYROLL DEADLINES

Tamra Kitsmiller, Manager Payroll Services

Pay Period BW/ST 26 AND BW/ST 1
- **Bi-weekly** and **student** employees must submit web time for BW/ST 26 and BW/ST 1 payroll no later than **NOON, Monday, December 15, 2014**.
- **Bi-weekly** leave forms and **ALL** web time approvals must be completed and turned in by **5:00pm Monday, December 15, 2014**.
- If a paper timesheet is required for a **bi-weekly** or **student** employee for BW/ST 26 and/or BW/ST 1, it is due to the Payroll Services Office by **5:00pm Monday, December 15, 2014**. If a paper timesheet is submitted after the deadline, it will be processed during pay period BW/ST 2.

**Monthly** employees must turn in all leave forms by **NOON on Tuesday, December 9, 2014**.

Payroll Reminder:
Just a reminder 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 **5:00pm 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. The Payroll Calendar was revised on 11/06/14.
ATTENTION ALL DEPARTMENTS:

Effective immediately, please note that ALL new student hires require a background check** to be completed BEFORE they can begin work in your department. Background checks will be completed once a student has completed an application in the jobs.uco.edu system and Talent Acquisition has been notified by emailing jobs@uco.edu with the name of the student you wish to hire.

ONLY when a background check has been completed, required student paperwork and supervisor-completed Student Employment Action Form (SEAF) have been handed into the HR Front Office (Jerri Wickett, ADM 204), is a student worker eligible to begin work in your department.

You will receive a confirmation email from Jerri Wickett (hr@uco.edu) confirming when all required steps have been completed for a student worker to begin.

Please ensure no work is completed before this happens.

*If you are renewing an existing student worker, a background check is not required

**PLEASE NOTE: background check costs will be invoiced to the hiring division ($10 per check)

---

CELEBRATING STUDENT SUCCESS: COMMENCEMENT

On Friday, December 12 and Saturday, December 13, 2014, undergraduate and graduate students will celebrate the completion of their UCO degree. 1,300 students are expected to graduate: 200 graduate students and 1,100 undergraduates. During this time, there are four ceremonies that draw 7,500 guests. The College of Education & Professional Studies undergraduate ceremony will be at 1:00 pm on Friday with special guest, State Regent Mike Turpen, who will address the graduates and their families; College of Business and College of Fine Arts and Design undergraduate ceremony will be at 10:00 am on Saturday; and College of Liberal Arts and College of Mathematics & Science undergraduate ceremony will be at 2:00 pm on Saturday. The Jackson College of Graduate Studies ceremony is on Friday evening at 5:00 pm where deans and professors hood their students graduating with a Master’s degree.

Coordination by Academic Affairs, the commencement ceremonies would not happen without the assistance and cooperation of many different units on campus: Academic Colleges, Barnes & Noble Bookstore, Facilities, Graduation Services, Information Technology, Purchasing, Safety & Transportation Services, School of Music, ROTC, University Relations, UCO Dining Services, as well as many faculty and staff volunteers that work to make these ceremonies special for the graduates and their families. If you are interested in volunteering to assist at the commencement ceremonies, call or email Kelly Ross at 974-3371, or kross16@uco.edu.

All things graduation can be found at www.uco.edu/central/graduation/.

---

HIRING STUDENT EMPLOYEES: BACKGROUND CHECKS

ATTENTION ALL DEPARTMENTS: Effective immediately, please note that ALL new* student hires require a background check** to be completed BEFORE they can begin work in your department. Background checks will be completed once a student has completed an application in the jobs.uco.edu system and Talent Acquisition has been notified by emailing jobs@uco.edu with the name of the student you wish to hire.

ONLY when a background check has been completed, required student paperwork and supervisor-completed Student Employment Action Form (SEAF) have been handed into the HR Front Office (Jerri Wickett, ADM 204), is a student worker eligible to begin work in your department.

You will receive a confirmation email from Jerri Wickett (hr@uco.edu) confirming when all required steps have been completed for a student worker to begin.

Please ensure no work is completed before this happens.

*If you are renewing an existing student worker, a background check is not required

**PLEASE NOTE: background check costs will be invoiced to the hiring division ($10 per check)

If your student worker begins prior to receiving the confirmation email from hr@uco.edu, UCO can be fined for I-9 non-compliance. This may result in legal ramifications for the hiring manager.
IMPORTANT DATES FOR NEW EMPLOYEE TRAINING  
David Herd, Mgr Talent Acquisition

Attention all supervisors, hiring managers, and originators

If you currently have, or intend to have, a staff posting on http://jobs.uco.edu, Human Resources advises that all new employees must start on one of the following New-Employee Training dates:

⇒ December 1, 2014
⇒ January 12, 2015
⇒ January 26, 2015
⇒ Every other Monday onward

OFFICE 365 EMAIL UPGRADE  
Angela Eversgerd, IT Project Manager

UCO is migrating faculty and staff email to Exchange Online through Microsoft Office 365, a cloud-based service. UCO selected a cloud-based solution because it provides many benefits to include reduction in the number of on-site servers and the maintenance costs for those servers. Another benefit of the migration is an increased mailbox limit - 166 times the current size!

Unless contacted about being in an early migration group, your account will be migrated between December 12th at 5pm and December 23rd. For a successful account migration, faculty and staff must complete the steps outlined in the pre-migration checklist by December 5th. After your initial completion of the checklist, continue to monitor your email for any incoming messages that are 25MB or larger and follow the checklist instructions for managing these messages.

The PC and Mac versions of the checklist, along with other project details, may be found on the project website. Instructor-led training is available on Office 365 and the pre-migration checklist. You can register for training in the Learning Center by searching for Office 365.

LUCOA VOLUNTEERS AT OKC ZOO  
John Stephens, Mgr Undergrad Admissions

LUCOA gathered on November 14 at the Oklahoma City Zoo to help clean up the aftermath of Haunt at the Zoo. This event brings over 30,000 Oklahomans annually to partake in a fun, safe, and informative Halloween experience. The LUCOA volunteer committee chose to volunteer at The Oklahoma City Zoo because of their continued efforts in giving back to our community through outreach programs geared toward educating the entire community, from toddlers to seniors! LUCOA’s civic engagement at the zoo was intended to help build an additional partnership within the community. LUCOA made sure to wear their UCO bronze and blue so that zoo-goers were able to see UCO’s presence on the zoo grounds giving back and to answer any questions that they had about our institution.

In addition to inventorying Haunt at the Zoo, volunteers folded shirts for the Zoo’s education department, moved tables and chairs for an event, and cut out craft materials to prepare for a special upcoming event.

LUCOA committee members are busy at work planning their next community volunteering opportunity, as they plan on exhausting the generous 16 hours of community service that UCO provides. Contact John Stephens at jstephens13@uco.edu if you’d like more information.
WINTERGLOW

The University of Central Oklahoma invites the community to celebrate the holiday season at its annual Winter-Glow event 6-9 p.m. Friday, Dec. 5. The evening will feature free, festive activities for the whole family.

The evening will begin with the ceremonial lighting of Old North, the oldest building on Central’s campus. Immediately following the lighting ceremony, the holiday celebration will continue in the winter wonderland of the Nigh University Center (NUC) where guests are invited to participate in the annual winter carnival.

Holiday lights will continue to glow across campus throughout December for the community to enjoy. For more information about WinterGlow, email winterglow@uco.edu or contact the Office of Campus Activities at 974-2363.

WINTER WEATHER

Winter Weather may impair travel and even walking on campus. Watch where you go and take it slow. View a campus map showing building entrances that are prepared first during inclement winter weather. View more safety tips from UCO Emergency Management and UCO Environmental Health and Safety.

Please monitor radio, television or Internet weather sites for the latest information, and use individual discretion to determine the best plan of action. When and if a decision is made, UCO will communicate via Centralities, UCONNECT, the UCO website, local media, the UCO Facebook page, UCO Twitter, Closing Information Line (405-974-2002) and in the opt-in Central Alert weather notification text.

Be sure to sign up for a Central Alert message for emergency notifications. Go to UCONNECT to enroll. For more information on severe weather, visit UCO’s closing info website.

Save the Date!

UCO Faculty & Staff Holiday Party: Thursday, December 11, 2-4 p.m. Nigh University Center Ballrooms

Send holiday cheer to the Troops. At the Holiday Party, stop by the tables out front to sign holiday cards which will be sent to our U.S. Troops.

Toy Drive: Bring unwrapped gifts for the ongoing toy drive. Each donated toy will increase your chances of winning prizes to be drawn during the holiday party.
Course Title

- eLearning Developers Community of Practice
- Advanced Banner Finance
- Banner Finance
- NET 2.0
- Faculty Screening Committee Training
- Professional and Support Staff Screening Committee Training
- Open Lab Session: Originator (Hiring Manager) Training (PA 7.6)
- Originator (Hiring Manager) Training (PA 7.6)
- Web Time Entry & Time Keeper
- Introduction to Professional Development
- Introduction to Purchasing, Payment Services, and Travel
- Transitioning from Staff to Supervisor
- Adobe Illustrator
- Banner Navigation
- Cyber Security FY 2014/2015
- Preparing for a New Semester in D2L
- Digital Central Academy Follow Up Meetings
- New Employee Training: Central Technology
- Office 365 Training
- UCONNECT for Employees
- PCard Hotel Training

Start Date

- Dec 2
- Dec 11
- Dec 10
- Dec 17
- Dec 16
- Dec 8
- Dec 3
- Dec 16

CELEBRATING BIRTHDAYS

December 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>1</td>
<td>Karen Barnes  Madison Chadwick  Cari Groce  Douglas Miller  Patrick Tadlock</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Linda Rider  Stephen Wagner  Jacob Black  Margaret Tolbert</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Mary Carver  Brian Blevins  Heather Fieth  Sharla Weathers  Stephanie Webb</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Jill Priest</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Timothy Bridges  Darrell Ford  Charles Gray  Christopher Telemedo  Chris Martin</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Kanika Bhargava  Steven Karpowicz  Ryan Sharp  Clinton Hays</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Joaquin Lopez  Rhonda Barnett</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Charles Tew  Mark Kinders  Lacretia Mitchell</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Michelle Haynie  Erika Olinger  Benjamin Hastings  Jeffrey Hicks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Mickie Vanhoy  Flynn King</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Robert Bates  David Thompson  Andrea Brewster</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Patrick Tadlock  Edward McCoy  Michelle Moseley</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Martha Brennan  Adrienne Martinez</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Elizabeth Maier  David Maxwell  Megan Castle  Teddy Burch  Paul Grinstein</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Denise Loeau  Michael Guard  Charles Ingram  Ryan Higgins  Valery Kulichov  Karen Cross</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Melissa Powers  Linda Winn  Mark Rodolf</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>R Shreck  Lisa Anderson  Tracy Fairless  Naomi Schenm  Carrie Terry</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Roberta Botello  Casey Davis  Mark Nokes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Mohammad Amoura  Mark Moore  Cheryl Gregg  James Steinke</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Rosa Bird  Sherry Meeks  Bob Palmer  Todd George  Chris Hicks  Caitlin Porterfield</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Tomas De Los Santos  Blair Quiring  Deanna Brandt  Susan Braun</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Cheryl Evans  Sean Lawerty  Jason Smecker  Jeffrey Boyland  Meghan Braussell  Megan Clewell  Jack Gordon  Elizabeth Johnson</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Angela Knight  Mark Scott  Adrienne Adams  Kenneth Cornelius</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Michael McClendon  Crude Wilkinson</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Allyson Kubat  Ronald Woods</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Stephanie Canada  Phillips  Joseph Claro  Jeffrey Plaks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Randy Adams  Jesus Frescas  Zahra Khalil  Julio Mata</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></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
It’s that time of year again. Time to eat, drink, shop and spend time with family and friends! Research shows that, on average, Americans gain 1-2 pounds during the holiday season (Thanksgiving to New Year’s). To lose one pound you would need to burn 3,500 calories. This means a 150-pound person would need to walk for nearly nine hours to burn a pound or run for 4 hours 40 minutes.

You can have fun this holiday season without throwing away your diet. In addition to eating healthy, staying active during the holidays is a great way to avoid gaining extra pounds. This holiday season, consider going on a walk before eating a big holiday meal. Instead of piling food on your plate, try taking small portions of each dish that you want to try. Avoid seconds by helping clean up after the meal is over or going on a walk with family and friends. Lastly, wearing regular clothes such as jeans or fitted pants and a shirt will help remind you to eat until you’re satisfied rather than uncomfortably full. Remember, holiday meals and traditions don’t have to cause weight gain and inactivity.

Portion tips: [http://www.choosemyplate.gov/](http://www.choosemyplate.gov/)
8 Tips to Prevent Holiday Weight Gain: [http://my.clevelandclinic.org/services/heart/prevention/nutrition/weight](http://my.clevelandclinic.org/services/heart/prevention/nutrition/weight)