Does your office have a Count Down to the Break calendar? Is your work To Do List longer than your holiday shopping list? If so, you may be suffering from Needbreakitis. This syndrome occurs when we at UCO get so caught up taking care of our students and making sure all the end of the semester work gets done that we don’t take time to enjoy WinterGlow, or the wonderful productions and exhibits that mark the end of the semester in the College of Fine Arts and Design.

WinterGlow is a special time at UCO, and the kick-off event, “Where’s WinterGlow,” will be November 30th at the Broncho Lake Clocktower 11:00-1:00 and there will be hot chocolate involved! That evening there will be a Jazz Ensembles Concert at the Jazz Lab at 7:00 or you can enjoy cover music at the ACM Alive! Event at the ACM Performance Lab at 7:00 both the 30th and December 1st.

If you need a break during the day, on December 1st, be sure to see “Wreaths Across America” from 11:00-1:00 at Broncho Lake then take a walk over to the Melton Gallery to view “Inked—Showcasing Printed Matter.” This exhibit features the work of CFAD faculty members Amy Johnson and Michael Litzau and explores the tactile and aesthetic impact of ink. The exhibit will open December 1st and run through the 10th. The Gallery is open Tuesday-Friday 10:00-4:00.

Not to be missed is our Wind Symphony concert “Exultations on a Winter’s Night” which will feature music that brings the excitement of the winter season. The concert is December 3rd, 7:30pm at Mitchell Hall Theatre.

WinterGlow lights up Friday, December 4th at 6:00pm and the next night the CFAD Choirs Concert will perform at Mitchell Hall at 7:30. CFAD’s ever popular Musical Theatre holiday production this year is “Naughty, Nice, and a Little Bit Nuts.” You can relax at the Jazz Lab for performances at 7:30 December 3-5 and 10-12 and a special 5pm show on December 6th.

This is just a sampling of the fun, for a full list go to www.uco.edu/cfad/events. You can purchase tickets at http://www.uco.edu/cfad/mitchell-hall or at the door the night of the event. I hope to see you there!
# NEW BRONCHO STAFF MEMBERS HIRED IN NOVEMBER

## WELCOME

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
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<tbody>
<tr>
<td>Isaac Arredondo</td>
<td>Admissions Counselor I</td>
<td>Undergraduate Admissions</td>
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<tr>
<td>Yuqiao Chen</td>
<td>Admissions &amp; Media Specialist</td>
<td>Graduate College</td>
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<tr>
<td>Laura Hamilton</td>
<td>Accountant II</td>
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<tr>
<td>Austin Hunter</td>
<td>Data Entry Processor</td>
<td>Undergraduate Admissions</td>
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<tr>
<td>Mary-Kate Mullooly</td>
<td>Library Tech I</td>
<td>Chambers Library</td>
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<td>Juliette Souders</td>
<td>Administrative Asst II</td>
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<tr>
<td>Bradley Ward</td>
<td>Coordinator Vet HERO</td>
<td>Veterans Affairs</td>
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<tr>
<td>Julie Baker</td>
<td>Admin Assistant II</td>
<td>Design</td>
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<tr>
<td>Kelly Davis</td>
<td>Construction Project Asst</td>
<td>A &amp; E Services</td>
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<td>Darin Hunt</td>
<td>Admissions Counselor I</td>
<td>Undergraduate Admissions</td>
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<tr>
<td>Abby McCollom</td>
<td>Coord Fraternity &amp; Sorority Life</td>
<td>Fraternity &amp; Sorority Life</td>
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<tr>
<td>Issac Spencer</td>
<td>Communications Officer</td>
<td>Police Services</td>
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<tr>
<td>Michelle Turner</td>
<td>Coord PCard Compliance</td>
<td>PCard</td>
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Mark your calendar for the UCO Employee Holiday Craft Fair featuring fine handcrafted goods made by UCO employees. Plan to stop by the NUC Heritage Room from 11:00 a.m. -2:00 p.m. on December 2 for shopping, snacks, and festivities.

Questions? Please call 974-2932.
Dr. Don Chrusciel, VP for Administration & Finance, was our guest speaker in the Staff Senate’s November 3 meeting. He spoke of the many building projects that are in the works or will be, at UCO. Details will be in the November minutes on the Staff Senate website.

The Staff Senate meets on the first Tuesday of each month. The next meeting will be on December 1 at 1:00 p.m. in the Nigh University Center Mary Fallin room (NUC #304).

For more information on the Staff Senate, please go to [http://www.uco.edu/central/staff-senate/index.asp](http://www.uco.edu/central/staff-senate/index.asp). You will find information on the current Senators, meeting minutes and agendas, and bills and resolutions.

Would you like to reduce your 2016 annual medical deductible by $250?

You will need to establish a personal account with BlueCrossBlueShield (BCBS) or otherwise known as a BAM account (Blue Access for Members) at [www.bcbsok.com/OKHEEI](http://www.bcbsok.com/OKHEEI).

**Steps to set up a personal BCBS “BAM” account:**

Go to: [www.bcbsok.com/OKHEEI](http://www.bcbsok.com/OKHEEI) (also on the back of your medical card). In the “BlueAccess for Members” box click on Register Now. Follow steps to set up account with BCBS:

- Complete Member information
- Complete Plan information (numbers found on your card)
- Complete Security information
- “Agree” with the Terms of Use
- Access your e-mail account to validate your e-mail address with BCBS (You may choose to use a personal email account rather than the UCO, due to our firewall.)
- Make note of your log-in and password for future use

Log into your BAM account with BCBS and take the Health Assessment. Employees and dependents 18 and older can each take the assessment and receive the $250 credit toward their individual deductible, but all dependents will have to set a personal account and take their own assessment with BCBS. The Health Assessment may be taken anytime during 2016, however it must be taken before a claim is incurred to receive the $250 credit.

**How to take the assessment:**

1. Log into your BAM account at BCBS
2. Under the Quick Links on the right hand side of the screen, click Take Your Health Assessment

Answer all of the questions which may take up to 30 minutes to complete, then you will be credited $250 toward your deductible for 2016.

Once you have your personal on-line account set up with BCBS you will be able to access your claims information and MyPrime regarding prescription drugs. You will find articles on a variety of health topics and fitness programs, be able to request a new ID card and find doctors and hospitals on your plan.

The Assessment credit may take a few days to show up in the BCBS system. If you experience difficulties, call the customer service number on the back of your BCBS ID card: 1-800-672-2567.
OKC-County Health Department’s My Heart Is Offered Countywide

The OKC-County Health Department has announced the My Heart program which aims to reduce cardiovascular disease across Oklahoma City and County. This FREE program is for individuals between the ages of 25 and 60 who have or think they have at least one of the following risk factors:

- High blood pressure
- High cholesterol
- High blood sugar
- Overweight

The program offers:
- Free Doctor Visits
- Free Lab Tests
- Free Medication
- Access to Total Wellness classes to learn healthy eating and exercise habits to lose and maintain weight loss.

Heart disease is the leading cause of death for both men and women. Every 39 seconds an adult dies of a heart attack, stroke or other cardiovascular disease. Studies show that by lowering your cholesterol and blood pressure you will also lower the risk of:

- Having a heart attack
- Dying from a heart attack
- Needing heart surgery
- And if you don’t have heart disease, you will lower your risk of developing it

If people with high blood pressure and cholesterol had better access to medical care and went to their doctor on a regular basis more than 100,000 lives could be saved each year. Over 80% of people suffering from high blood pressure or high cholesterol actually have health insurance, but for many reasons do not have regular check ups or don’t take their prescribed medication. For more information or to enroll please contact a Community Health Worker at (405) 419-4049.

ARE YOU A SUPERVISOR?

Have you started IPPs for all of your employees?

If not, it is important that you get started today. Supervisors are expected to have IPPs created and shared with employees by July or August each fiscal year. At minimum, supervisors must assign each employee an overall rating in the PeopleAdmin system at the end of the year.

Plus, both supervisors and employees benefit from having a discussion to establish goals and objectives for the year ahead and to celebrate accomplishments at year end. The PeopleAdmin system allows for easy management of the performance evaluation process.

If you’d like more information or if you have questions about IPPs, please call 974-2932 or email eceda@uco.edu
Carbon Monoxide Awareness

Did you know that November through February represent the leading months for carbon monoxide (CO) poisoning in the United States? These are the primary months when temperatures drop and consumers crank up their heating systems and portable heaters to stay warm.

Carbon monoxide, often called the silent killer, is a colorless, odorless and tasteless gas, making leaks and buildups difficult to notice.

Safety tips to prevent carbon monoxide poisoning in your home:

- Check that your chimney and fuel-burning appliances are installed and working properly before use.
- Install a CO detector on every level of your home and outside sleeping areas. If you already have CO detector, make sure they are working properly. Check batteries regularly.
- Never use a portable generator inside your house, garage, basement, crawlspace, shed or in a semi-enclosed space. Generators should be at least 20 feet away from the house when in use.
- Never run a vehicle in the garage with the door shut.
- Never use an oven or stovetop to heat your home.

Avoiding Frostbite & Hypothermia

Did you know cold weather puts a strain on your heart, even without exercise? Winter signals the need to take extra precautions. Workers who are exposed to extreme cold or work in cold environments may be at risk of cold stress. Types of cold-related illnesses include hypothermia, frostbite, and dehydration.

Frostbite is a severe reaction by the skin to cold that can permanently damage fingers, toes, the nose, and the ear lobes. Your extremities are the most commonly affected. Symptoms include loss of feeling (numbness), whitish skin, and sometimes blister.

Hypothermia occurs when the entire body becomes cold, and the body’s core temperature drops below 95o F. Symptoms include uncontrollable shivering, drowsiness, disorientation, slurred speech, and exhaustion.

Steps to protect you from cold stress:

- Wear adequate protective clothing, which includes several layers of natural fiber, loose-fitting outer garments and adequate foot, hand and head protection.
- Remain dry. If clothing becomes wet, it should be immediately removed and replaced by dry clothing. Wool is the only natural material that affords insulation when wet.
- Take frequent short breaks in warm dry shelters to allow the body to warm up.
- Perform work during the warmest part of the day.
- Avoid exhaustion or fatigue because energy is needed to keep muscles warm.
- Use the buddy system (work in pairs).
- Drink warm, sweet beverages. Avoid drinks with caffeine.
LOOKING AHEAD...

DECEMBER PURCHASING DEADLINES  

Terrie Silvers, Asst Dir Purchasing

Christmas Holiday—Campus Closed  

Travel Reimbursement Deadline: November 24, 2015 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 4, 2015  
Submit requisitions by this date for purchases that need to be placed prior to January 4, 2016.  
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 4th. 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 7, 2015  
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 14, 2015—December 18, 2015, the week before the Holiday Break.

PAYROLL DEADLINES ANNOUNCED  

Misti Unruh, Payroll Specialist II

PAYROLL DEADLINES

It is critical to have all hourly employees submit their hours online by the deadline in order to ensure all paychecks are paid on time. This will require employees to estimate their hours. Please share this information with your co-workers and student employees.

Pay period BW/ST 25

- Bi-weekly and student employees must submit web time for the BW/ST 25 payroll no later than 5:00 p.m., Tuesday, November 24, 2015.
- Bi-weekly leave forms and ALL web time approvals must be completed and submitted by noon, Monday, November 30, 2015.
- If a paper timesheet is required for a bi-weekly or student employee for BW/ST 25, it is due to the Payroll Services Office by noon, Monday, November 30, 2015. If a paper timesheet is submitted after the deadline, it will be processed during the following pay period, BW/ST 26.

Address Changes

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., Friday, December 4, 2015. You may review your existing Payroll Address information through UCONNECT. Please email updated information including your Banner ID# to payroll@uco.edu.
KUDOS, RUKI RAVIKUMAR

Congratulations to Ruki Ravikumar, M.F.A., Associate Dean of the UCO College of Fine Arts and Design, for being named an AIGA Oklahoma Fellow. The highest award a designer can achieve from their state chapter of the American Institute of Graphic Arts, the Fellow Award recognizes a designer who has made a significant contribution to raising the standards of excellence in practice and conduct within their local and regional design community as well as in their local AIGA chapter.

CONGRATULATIONS, KYLE SUCHY

Mr. Kyle Suchy, M.Ed., a College of Education and Professional Studies staff member, has recently been named the President-Elect of the Central Oklahoma Chapter of the Association for Talent Development (ATD).

The Central Oklahoma Chapter of ATD is a professional association focused on the development of its members and their community. They have over 250 members with a variety of backgrounds including corporate trainers, consultants, human resources professionals and educators. Their membership represents a variety of organizations including for-profit, non-profit, higher education and government.

TALENT ACQUISITION TEAM PRESENTS $125 TO THE 125TH STAFF HIRE AS PART OF UCO@125

To celebrate UCO’s 125th anniversary, Talent Acquisition surprised the 125th hire of 2015 in 3 different hiring categories with an award of $125!! The second of these 3 rewards was received by Jennifer Sirera Salvador, winner of the staff category. Jennifer is the Administrative Assistant for Transportation and Parking. Presenting the award to Sirera Salvador (L-R) are: Don Chrusciel (VP Admin & Finance), David Herd (Asst Director HR), and Josh Stone (Director of Transportation & Parking).

CONGRATULATIONS NELDA FISTER & ALL YEARS OF SERVICE HONOREES!

On Friday, November 13, President Betz joined Faculty and Staff to recognize employees celebrating significant milestones here at UCO. In addition to all the fun and festivities, guests were treated to a live performance by the LOCh Trio, a group of student musicians from the College of Music.

The employee being honored for the most years of service at the University was Nelda Fister (pictured here with President Betz) who was recognized for 40 years of service.

For a complete list of employees celebrating years of service anniversaries, click here.
CELEBRATING BIRTHDAYS

December 2015

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<th>Sun</th>
<th>Mon</th>
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1 Carl Groce  Madison Chadwick  Allison Embry  Douglas Miller  Patrick Tadlock
2 Linda Rider  Stephen Wagner  Jacob Black  Margaret Tolbert
3 Mary Carver  Brian Blevins  Heather Fieth  Sharla Weathers
4 Jill Priest  Darrell Ford  Charles Gray  Chris Telemco  Chris Martin  Megan Scott  Austin Robles

6 Kanika Bhargava  Steven Karpowicz  Ryan Sharp
7 Mary Crouch  Joaquin Lopez  Rhonda Barnett
8 Charles Tew  Mark Kinders  Lacie Mitchell
9 Erika Olinger  Benjamin Hastings  Jeffrey Hicks
10 Mickie Vanhoy  Flynn King
11 Robert Bates  David Thompson  Andrea Brewster
12

13 Martha Brennan  John Martin  Adrienne Martinez
14 Elizabeth Maier  David Maxwell  Megan Castle  Teddy Burch  Edward McCoy  Michelle Maseley
15 Valery Kuleshov  Denise Lozeau  Michael Guard  Charles Ingram  Ryan Kiggins
16 Melissa Powers  Linda Winn
17 R Shreck  Lisa Anderson  Tracy Fairless  Naomi Schemm  Marie Terry
18 Tyler Cook  Roberta Botello  Mark Nokes
19 Mark Moore  Cheryl Gregg  James Steinkamp

20 Caitlin Porterfield  Chris Hicks
21 Tomas De Los Santos  Joyce Tow  Kasady Hoffman  Deanna Brandt  Susan Braun
22 Cheryl Evans  Sean Laverty  Jason Smelser  Jeffrey Boyland  Meghan Brossell  Megan Clewell  Jack Gordon  Elizabeth Johnson
23 Angela Knight  Mark Scott  Adrienne Adams  Kenneth Cornelius
24 Michael McClendon  Cruce Wilkinson
25 Brendan Maxwell  David Lewis  Ronald Woods
26 Stephanie Canada-Phillips  Joseph Claro  Jeffrey Plaks  Shatera Landrum

27 Randy Adams  Jesus Freseca  Zahra Khalili  Julio Mata
28 Derek Hudgin  Paul Mitchell  Nicole Doherty
29 Troy Baird  Dana Jackson-Hardwick  Donald LeBlanc  Alyssa Salaswat
30 Deborah Brown  James Powers
31 John Hitz  Belinda Dean-Waldrop  Sacia Winter  Danny Le

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

- December - eLearning Developers Community of Practice
- Adobe Illustrator
- Cisco Phone Training-DX650
- Cisco Phone Training
- Introduction to Purchasing, Payment Services & Travel
- Web Time Entry & Time Keeper Training (2015-16)
- D2L Rubrics
- Cisco Conference Room Phone Training
- Introduction to Professional Development
- Banner Navigation
- Leadership UCO Class 13
- Cyber Security FY 2015/2016
- Web Content Management System (WCMS) Essentials
- Banner Finance
- Faculty Screening Committee Training
- D2L Gradebook
- Advanced Banner Finance
- New Employee Training (NET)
- Open Lab: Originator (Hiring Manager) Training (PA 7.6)
- D2L ePortfolio
- Preparing for a New Semester in D2L
- PCard
- Digital Central Academy Follow Up Meetings

Start Date

- Dec 1
- Dec 1
- Dec 1
- Dec 1
- Dec 2
- Dec 2
- Dec 2
- Dec 3
- Dec 7
- Dec 7
- Dec 8
- Dec 8
- Dec 9
- Dec 9
- Dec 9
- Dec 10
- Dec 14
- Dec 14
- Dec 14
- Dec 15
- Dec 16

Classroom

- NUC 322
- ADM 101A
- ADM 101A
- ADM 101A
- ADM 101A
- ADM 101A
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- ADM 101A
- ADM 101A
- ADM 101A
CELEBRATING CONSECUTIVE YEARS OF SERVICE

YEARS

Frankie Weatherington 22
Keith Webb 22
Vickie Garlitz 21
Guy Ellis 19
Wesley Moreland 17
Michael Guard 15
Michael Wallo 13
William McCormick 12
Katrina Shaklee 11
Anne Holzbeierlein 11
Sarah Davis 7
Amel Muhamedagic 5
Heather Peck 5
Brittney Criswell 4
Sam Hale 3
Diana Grande 3
Cynthia Sapper 3
Cia Verschelden 3
Naomi Schemm 3
Kristi Key 3
Gina Hickey 2
Misty Davis 2
Andrew Sims 2
Veronica Valles 2
Anona Earls 2
Kathryn Wullstein 2
Keith King 1
Lauren Hamilton 1
John Frazier 1
Heath Williams 1
Angel Aston 1
Jimmy Young 1
Rick Embrey 1
Selena Moore 1

Thank you

Start Something
CHANGE YOUR LIFE FOR THE BETTER

Learn to set and achieve realistic goals.

Your Employee Assistance Program can help with:

- Articles and tip sheets on time management and effective communication
- Audio on goal setting
- Information on healthy eating and exercise
- Financial calculators and money saving resources

TOLL-FREE:
800-413-8008 (Opt. 2)
WEBSITE:
www.mbh-eap.com
USERNAME:
UCO
PASSWORD:
Mercyeap

Go to http://www.mbh-eap.com/members/resources/legal
Then click on the hyperlink that reads, “Click here to access mercy EAP/MAP Legal Services”
Enter the username and password as shown
AVOIDING HOLIDAY WEIGHT GAIN
Shea Ware, Health & Fitness Specialist

The holiday season can be overwhelming on the waistline. It’s usually around this time of year where the break room is full of sweets, mindless eating occurs, and social gatherings with family and friends take place around food and drinks. This holiday season focus on being active and mindful eating! Consider going on a walk or playing outside before or after eating a big holiday meal. Pay attention to what you’re eating, when you’re eating, and how much you’re eating.

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. In other words, a 150lb person would need to walk for nearly nine hours to burn a pound or run for 4 hours 40 minutes.

Most of all, it is important to understand the holidays are here, and that means enjoying time with family and friends. Focus on finding a balance, and make sure to squeeze in some fun physical activity. Make sure to enjoy every moment of the holiday season!

Check out some more great information that can help you maintain a healthy balance during the holidays:

- Portion tips: http://www.choosemyplate.gov/
- 10 ways to avoid holiday weight gain: http://www.webmd.com/diet/10-ways-to-avoid-holiday-weight-gain
- Thanksgiving activities: http://www.realsimple.com/holidays-entertaining/holidays/thanksgiving/thanksgiving-games

National Handwashing Awareness Week
December 7 - December 13

National Handwashing Awareness Week is December 7-13. Make sure you are washing your hands the right way to prevent the spread of cold and flu this season. When you see that sign in the restroom with instructions on how to wash your hands, you can’t help but roll your eyes, right? It’s OK to admit it. We all know the best way to wash our hands and how important this simple act is to helping us stay healthy and avoid disease. At least that’s what many people think.

But are you really washing properly? Do you know why you are doing it? What is the recommended amount of time? What’s better: hand washing or hand sanitizer? Learn more about proper handwashing techniques here.