

STAFF COUNCIL NEWSLETTER

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Special points of interest:

- Athletic Events and Tickets:
www.loyolagreyhounds.com
- 2008 Komen Maryland Race for the Cure Oct 19th (Hunt Valley)
- Christmas Party - pictures for the slideshow, send to Joann Austin at jlaustin@loyola.edu
- Need some Spring Fundraising Ideas!!!
- Workshop for Student Employee's: Oct 15 or Oct 16. contact Alyse Falkenhan at x1345
- Employee Relations Community Meeting: Oct.23rd 2:30-3:30pm in Cohn Hall 33.....RSVP with Alyse Falkenhan at x1345
- Project Mexico: November 20th from 4-8pm in McGuire Hall.
- State of the College Address Set for October 20th.

2008-2009 STAFF COUNCIL COMMITTEE MEMBERS

Chair: Natalie Rock (2nd yr)

Vice-Chair: Joann Austin (1st yr)

Recording Secretary: Linda Herr (1st yr)

Web Administrator: Priyanka Dwivedi (1st yr)

Blackboard Administrator: Natalie Rock (1st yr)

Loyola Conference: Tim Arnold (1st yr) and Margaret Daley (2nd yr)

Budget Committee: Tim Arnold (1st yr) and Margaret Daley(2nd yr)

College Diversity: Natalie Rock (2nd yr)

Commencement and Convocation Planning: Joann Dabney (2nd yr)

Compensation and Benefits: Michelle Hackley (1st yr) and Mary Jo Stricker (1st yr)

Facilities Use: Mary Jo Stricker (2nd yr) and Michelle Hackley (2nd yr)

Grievance: Tim Arnold (09), Joanne Dabney (10) and Jessica Croft (11)

Technology Services: Josie Munoz (2nd yr)

Disabilities Support Services: Joanne Dabney (2nd yr)

Education for Life: Natalie Rock (2nd yr)

Employee Parking Appeals: Joanne Dabney (2nd yr) and Jeanne Muscella (2nd yr)

Environmental Health and Safety: Joanne Dabney (2nd yr)

Recreational Sports Advisory: Josie Munoz (2nd yr), Natalie Rock (2nd yr) & Michelle Schuler



STAFF COUNCIL SPECIAL PROJECTS AND AD HOC

Newsletter: Joann Austin, Angelica Medel and Casey Hofmann

HR Policies and Procedures: Natalie Rock, Nancy Bathgate and Linda Reynolds

Nurturing & Wellness: Michelle Hackley, Gina Brandon, Joanne Dabney, Jeanne Muscella & Sandy O'Neill

Professional Development: Natalie Rock, Nancy Bathgate and Michelle Hackley

Relay for Life: Nancy Bathgate, Joanne Dabney, Nancy Letherman, Kathy Lynch and Jeanne Muscella

Staff Council Development: Linda Reynolds and Jessica Croft

Web Committee: Priyanka Dwivedi, Natalie Rock and Jose Sanchez

LCPD Crime and Safety Tip

E-mail scams continue to rise and are becoming more creative and difficult to detect. **ALWAYS** remember, legitimate companies will never ask for your login, passwords or personal information through an unsolicited e-mail. If you receive an unsolicited e-mail from a company you do business with asking for private information, contact the company yourself by phone or an e-mail you initiated to ask for clarification. Never click on a link inside of an e-mail you receive, these most likely will bring you to a phished/phony website. If you feel uneasy about an e-mail stop immediately and contact public safety or technology services. Always report suspicious activity or persons you observe to public safety at 5010.

For more information call: Dennis Cornwall Training & Development
Department of Public Safety at 410-617-1145



School Year Scholars Program

School Year Scholars is a program for children in grades 1 through 12 who are either struggling or reluctant readers. If your child needs support in becoming a stronger reader or if you would like your child to show more interest in reading for pleasure or for information, then this program might be for him/her.

For the first time this year, the Scholars Program will take place at Margaret Brent Elementary / Middle School located at 100 E. 26th Street (on the corner of St. Paul Avenue). Sessions will be held on Tuesdays between the hours of 4:30 pm and 6:30 pm and on Thursdays between the hours of 5:30 p.m. and 7:30 p.m.

The program begins on October 14 and runs through April, with weeks off for school holidays.

Fees for students in this program are based on a sliding scale. No one will be turned away because of inability to pay.

We are now accepting applications for School Year Scholars through the Loyola College Clinical Centers. More information and application materials can be obtained by calling 410-617-1200.

Thank you , Professor Wendy Smith of the Department of Education

Sample E-mail/Phone Messages Corner

In general, phone messages should let the caller know who they have reached, what your status is (out of the office, in the office but in meetings, etc), when the caller can expect to receive a call back, and instructions on what to do if the call is urgent. If you have set up a personal operator, you can direct your callers who need to speak to someone immediately, to "Press 0" or any other assigned extension.

Normal Greeting

"This is **(Your Name)** in the **(Department Name)** of Loyola College. I'm currently unable to take your call. Please leave your name, phone number, and your message, and I will contact you as soon as possible. If this message is urgent, press **(Number)** to contact **(Name of Contact)**. Thanks."

Extended Absence

"This is **(Your Name)** in the **(Department Name)** at Loyola College. I'm unable to answer your telephone call. I am out of the office from **(Day)** to **(Day)** and will not be checking my voicemail. If you require assistance in my absence please contact **(Name of Contact)** at **(ext. #)**. Thank you."

"Busy" Greeting

"This is **(Your Name)** in the **(Department Name)** at Loyola College. I'm currently on my line and unable to take your call. Please leave your name, phone number, and your message, and I will contact you as soon as possible. Thank you."

"Out of the Office E-mail Auto-Reply"

"I am currently out of the office and will respond to your e-mail when I return on **(DATE)**. If you need immediate assistance, please contact **(Contact Name)** at **(e-mail address)** or **(phone extension)**. Thank you."

REMINDERS

CRAFT SHOW - DECEMBER 3, 2008

Announcing the **Employee Craft Show** scheduled on **December 3rd from 11:00-2:00pm**. Tables will be in McGuire Hall .

Employees and immediate family members may reserve a table. The tables are free, however, there is a \$20 deposit which is returned if

the crafter uses the table; otherwise, the \$20 deposit will be donated to the Employee Crisis Fund.

Interested crafters should contact Nancy Bathgate x2264 or Alysse Falkenhan x1345.



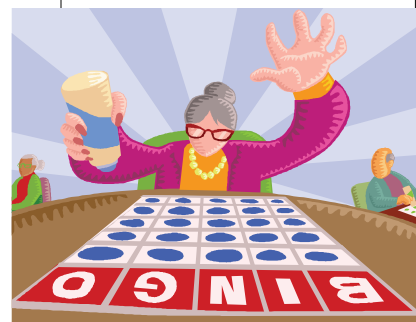
RELAY BINGO - OCTOBER 24, 2008

Timonium Campus on **October 24th, from 7:00–9:00pm** there will be a Relay Bingo.

Contact Nancy Bathgate at x2264 or Linda Reynolds if you would like to volunteer or

donate baked goods or food for dinner.

There will be prizes and winners.



THINGS TO COME.....

Breakfast with Santa

RELAY FOR LIFE 2009

MARCH 28-29



**We're on
Blackboard!!!**

Meetings for the 2008-2009 Staff Council

- Tues., Oct. 14, 9 a.m., CO 33
- Wed., Nov. 12, noon, CO 33
- Tues., Dec. 9, noon, Room TBA
- Wed., Jan. 14, noon, 4th Floor Programming Room
- Wed., Feb. 11, 9 a.m., CO 33
- Wed., Mar. 11, noon, CO 33
- Wed., Apr. 8, noon, CO 33
- Wed., May 6, noon, 4th Floor Program Room



For the next issue:

- 1 - anyone selling anything?
- 2 - any idea's to make life better on campus
- 3 - Birthday, Announcements, Retirements or Accomplishment
- 4 - Safety Issues

Write to Joann Austin at jlaustin@loyola.edu

Created by Joann Austin

*Thanks to...
Angelica Medel
for her feedback*

3RD ANNUAL NY CITY BUS TRIP

DATE: Saturday, December 6, 2008

TIME: 7:00am – 11:00pm

COST: \$55.00 per person

Luxury coach bus leaves Butler Parking lot at 7:00am on Saturday and returns at approx 11:00 p.m. Enjoy the sights, sounds, elaborate holiday deco, and the giant Christmas tree with your family and friends. Enjoy a Broadway show or shop 'til you drop.

Movies, games and light refreshments will be served during travel time.

To purchase tickets contact Michelle Hackley, ext. 2750 or Natalie Rock, ext. 2780

Drop off locations: Rockefeller Plaza/Time Square or China Town

