



Advancement and marketing win the Staff Senate holiday decorating contest

On Dec. 12, the judges of the Staff Senate holiday decorating contest named advancement and marketing as the competition's winner. The other entries were the athletic department, enrollment services, the Graduate School, IT Central, the Native American Cultural Center, registrar's office and Student Nurses Association.



MSU announces holiday schedule

Minot State University is encouraging a liberal use of annual leave for the dates of Dec. 26 and Jan. 2, according to Ron Dorn, vice president for administration and finance. Offices are allowed to close the day after Christmas Day (Dec. 26) and on the day after New Year's Day (Jan. 2). Employees with available annual leave are encouraged to take the days off, with the appropriate approval from their supervisor. However, employees who elect not to take leave must report for work as usual. The Business Office, registrar's office, financial aid office, plant services, library and the post office are required to be staffed to provide minimal services.

Normal scheduling, in accordance with the North Dakota University System calendar, will be in effect for the remainder of the days during the Christmas and holiday season. On Dec. 24, Minot State University will close at noon. Everyone will work his or her normal shift until noon. If someone wishes to take the entire day off, that individual must take annual leave in place of a normal shift. Christmas Day (Dec. 25) and New Year's

Dec. 17, 2008

PIO update

During this time of year, two things amaze me. First, it can get really cold in North Dakota when it wants to. Brrrr! Second, and more important, the spirit of giving felt across the campus and region. I love to see it.

I appreciate the different opportunities to reach out to my fellow man. Whether it's through an anonymous check sent into the United Way, an angel-tree gift for the Domestic Violence Crisis Center or an individual office's food or toy drive to the charity of their choice—all show that Minot State does care about its community.

I applaud all those who take just a few dollars out of their pocket, or a few minutes out of their day to make someone else's life brighter or burden easier to bear.

May we all remember this Christmas and holiday season to look around us and find ways to make the world a better place.

— *Mark Lyman, director of public information*

NEXT ISSUE

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www.minotstateu.edu/inside/

Day (Jan. 1) are holidays. Consequently, the campus will be closed, and no one is required to take annual leave. Dec. 31 is a normal working day for Minot State University.

If supervisors or employees have any questions about the holiday schedule, please contact the Office of Human Resources.

Minot State University goes from a smoke-free to a tobacco-free campus

Minot State University will be a tobacco-free campus starting Jan. 1, 2009. In an effort supported across all departments, senates and groups on campus, Minot State will step up their status, as a smoke-free campus, to a university that is completely free of tobacco.



The decision to become a tobacco-free campus goes hand in hand with the desire to become a “CEO Cancer Gold Standard Institution.” Based on a series of cancer-related recommendations developed by the CEO Roundtable on Cancer, this recognition is to fight cancer. One key component includes reducing your risk of cancer through lifestyle changes by addressing tobacco use, diet and nutrition and physical activity.

“Three years ago, Student Government Association, Faculty Senate, Staff Senate and University Cabinet voted to go smoke-free,” said Caren Barnett, director of the Student Health Center. “The decision, unanimously supported by the University Cabinet, to now become a tobacco-free campus only helps to solidify our standing as an institute of higher learning that strives for all its students, faculty and staff to live healthier lives.”

The document below is the MSU Tobacco-free Campus Policy:

MINOT STATE UNIVERSITY Tobacco-Free Campus Policy *Effective January 1, 2009*

Rationale for Policy

To become a “CEO Cancer Gold Standard institution,” Minot State University must help fight cancer, by meeting three goals: risk reduction through lifestyle change, early detection and quality care. Part of reaching these goals includes establishing and enforcing a tobacco-free worksite policy and providing health benefit plan coverage for tobacco treatments (counseling and medications).

The health hazards of tobacco use have been well established. Cigarette smoking kills nearly 500,000 Americans annually. Secondhand smoke is a Class A carcinogen (cancer-causing agent); according to the 2006 US Surgeon General’s Report, there is no safe level of exposure to secondhand smoke. Smokeless tobacco contains 28 carcinogens, and according to

the Centers for Disease Control and Prevention, is known to increase the risk of developing cancer of the oral cavity.

This policy is established to protect the health and promote the wellness and safety of all students, employees and the general public.

Definitions

For purpose of this policy, tobacco use includes the possession of any lighted tobacco product or the use of any oral tobacco product.

Policy

The use of tobacco on university property, indoors or outdoors or in university vehicles, is prohibited at all times. This prohibition includes smoking in personal vehicles parked on university grounds. The policy applies to all employees, students and visitors. This policy also applies to external individuals or companies renting or using space with MSU and should be reflected in all agreements/contracts with such individuals or companies. Minot State University is a tobacco-free campus.

To support those who are interested in quitting tobacco use, all benefitted employees have available to them, through the North Dakota Public Employees Retirement System Health Care Plan, a North Dakota Tobacco Cessation Program. For more information, call 1-800-223-1704. For others, assistance in quitting tobacco use is available locally through the First District Health Unit at 852-1376. The North Dakota Tobacco Quitline is also available at 1-866-388-7848 for those interested in quitting tobacco use.

Responsibility/Enforcement

The responsibility lies with the employees, students and visitors of Minot State University to abide by this policy.

A student in violation should be reported to the vice president for student affairs. An employee in violation should be reported to his or her supervisor. Repeated violation by a student will result in disciplinary action as outlined in the Student Conduct Policy Handbook. Repeated violation by employees will result in disciplinary action as outlined in applicable State Board of Higher Education policies. Visitors who persist in noncompliance must be directed off university grounds.

Communication

Current smoke-free signs on campus will be replaced with similar, tobacco-free/smoke-free signs. This policy and explanation will be printed in university-approved publications, including the undergraduate and graduate catalogs, the orientation book for new students in the Student Affairs section, in the Faculty Handbook, the Staff Handbook (available in mid-2009) and other publications, as deemed necessary.

Information regarding the Tobacco-free Campus Policy will be included in formal and informal orientations for new students and employees. This policy will be sent out as a reminder, through campus announcements, at the beginning of each semester/term.

Organizers of events are responsible for communicating this policy to attendees.

Ceremonial Use Exception

The tobacco-free policy may not apply to specific activities used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. 1996 and 1996a. All ceremonial use exceptions must be approved in advance by the President of Minot State University or designee.

English as a Second Language institute coming to Minot State in '09

In the continuing effort to build a diverse and multicultural climate, Minot State University will host an English as a Second Language institute, starting in the summer of 2009.

The Language Company, an internationally recognized company based out of Edmond, Okla., will partner with MSU to establish the ESL institute. The Language Company, in business for more than 25 years, provides superior English language instruction and cultural activities to students worldwide, and first contacted Minot State University a year ago with interest in opening an ESL institute on the MSU campus. The timing was perfect, as MSU President David Fuller and the MSU English department had already initiated research on what it would take to start an ESL program at Minot State.

"The Language Company approached MSU because they felt the university, Minot and the surrounding region offer what international students are looking for," said Libby Claerbout, director of international programs. "We are in a friendly Midwest environment, where Minot has all the amenities of a much larger city, but we also have a low cost of living and a low crime rate—all perfect for an ESL institute."

Dakota Hall will house the ESL institute. Over the next six months, a renovation process will provide room on the first floor for classes and administrative offices. The top floor of Dakota Hall will house the incoming ESL students.

When classes begin in the summer, there will most likely be 8-10 students initially attending the institute, with the possibility of growing to as many as 50 students per session. A program of this nature has a tendency to boost overall enrollment at host universities, as a high percentage of ESL graduates are college bound and a high number of those students choose to extend their learning at the host university.

"Opening an ESL institute on the Minot State campus will help bring more international students to Minot State, which will ultimately enhance the education and classroom experience for all MSU students," said Claerbout. "Imagine sitting in a world history class with the possibility of actually hearing from someone who grew up in Asia or Saudi Arabia. Having an exchange of ideas and students in this manner promotes peace and friendship across borders and cultures in a way that you don't traditionally see in North Dakota."

The Minot State University ESL institute will be the 10th such location run by The Language Company in the U.S.

MSU student continues history department's research into downtown Minot's past

Downtown Minot's past intrigues Amy Lisner, a New Jersey native now living on the Minot Air Force Base and attending Minot State University. Consequently, the junior

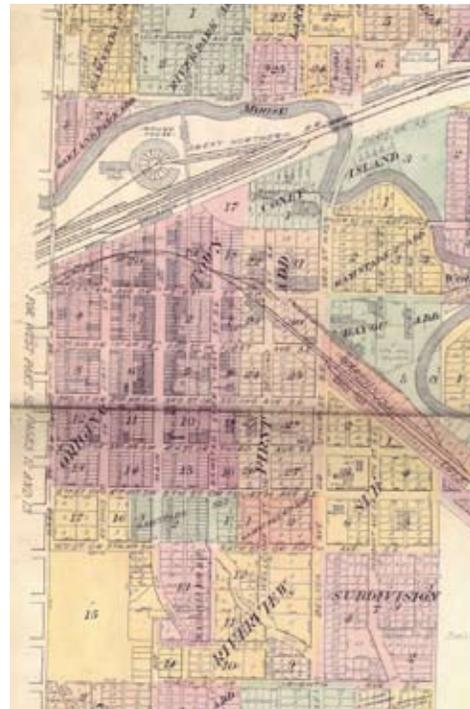
history major wants to see historical photographs or hear stories about specific locations or businesses, such as the Empire Theater or Flatiron Building. Lisner is interested in locations where historic buildings once stood but are now parking lots.

"Working with Minot locals has been an honor and a pleasure. I've been fortunate enough to meet local merchants

and businesspersons who were thrilled to invest their time and information on this project. I look forward to working with anyone who can provide additional pieces of Minot's history. There are quite a few empty lots in downtown Minot where hotels and businesses once stood," Lisner said. "In order to fill in the gaps and properly record Minot's history, I need more information, such as photos, journals, news articles, ads, stories and names."

Lisner's work is the latest project on downtown Minot's history by MSU history students. This collaboration between the Minot Downtown Business and Professional Association and MSU initially began when DBPA requested that the Department of History conduct research on downtown buildings. The DBPA wanted to place historical plaques at significant buildings and locations and to develop a historical walking tour. Over the past several years, many students researched particular properties as volunteers or as part of class assignments.

"I am pleased with the ongoing work that the history students have done for the downtown Minot history project," said Bethany Andreasen, associate professor of history, who has supervised the various parts of the project. "Projects such as these offer an opportunity for the history department to train its majors in the area of public history, and also enable our students



Downtown Minot as shown in an 1908 atlas.

to develop historical presentations and materials that are valued by the Minot community.”

Last spring, during a history internship, senior Chris Rostad organized the existing research. He also delved further into Minot’s past and researched more properties. He developed a PowerPoint presentation highlighting the history of approximately 20 properties or buildings and showed it to the DBPA in June.

Last summer, the DBPA Wine Walk Committee asked the history department to produce posters with historical information about what has been located at each of the participating businesses’ addresses. Andreasen undertook research as only five of those addresses had been researched previously. At the beginning of the fall semester, she recruited six history majors and asked each of them to explore the history of two addresses. The history majors who researched buildings were Myles Barcomb, Jennifer Bloomberg, Alexandra Fancher, Rebecca Klink, Lisner and Nathen Shaw.

The bulk of their research dealt with Minot city directories, which for the years since 1930 contain street directories in which both businesses and residences are organized according to street address. Some of the students found other sources, including Minot State Teachers College yearbooks, insurance maps and county atlases. Lisner contacted current and former business owners, or their relatives, and accumulated photographs and newspaper materials related to previous businesses. Rostad looked for advertisements in city directories, the Minot Daily News and the Red & Green, MSU’s student newspaper. Andreasen designed the posters that the DBPA committee displayed during their Sept. 18 Wine Walk.

“This project had several benefits for the students who participated,” said Andreasen. “Not only did they have the opportunity to do historical research, and then see that research presented to the public, they discovered some things about the history of the city where they are living. I think they now may well look at Minot and the downtown in a different way.”

Colleen Johnson, a realtor, attended the DBPA Wine Walk and loved the posters. She had sold the Main Medical Building, and she wanted to present the building’s history to Master Sgt. James Bowman Jr., the new owner, as a retirement gift. At Johnson’s request, Lisner completed the research. Constructed in 1927, the building first housed Blaisdell Motor Company, then Main Motors, Ward Drug and offices, the Greenhouse Café, and now primarily medical offices.

“It is a very special opportunity to give the new owner of a building a glimpse into its past,” Johnson said. “From it, he knows what the building is and has been. Now, the rest of its history is up to him.”

In addition to working with Johnson, Lisner interviewed Betty Fedorchak, owner of Esoterica, Otto Baumgarten, owner of Cloth Haus, and Dr. Burton Olson, one of six investors who purchased Main Motors and remodeled the property in 1962 into Main Medical. Lisner hopes to unearth the history of other buildings, properties and people who made Minot what it is today. She is asking anyone with old photographs, newspaper

clippings, records or stories to contact her at awlisner@srt.com or the Minot State University Department of History at 858-3243.



Main Medical Building in 1994 (a photo taken by Dr. Burton Olson, which shows the rounded roof)

Davidson shares highlights from Kenya trip Thursday

On Thursday (Dec. 18), Conrad Davidson, dean of the College of Arts and Sciences and professor of communication arts, will discuss “Musa and Taban: Acting it Out for Sudan Radio Service,” at the next Northwest Art Center lecture in Aleshire Theater.

His lecture details his experiences in Kenya last July, where he worked with Sudan Radio Services as a consultant on script writing, radio acting and dialogue. Sudan Radio Services provides news and information on current events, civic education, health, agriculture and animal husbandry, business and economic issues. For two weeks, Davidson provided training for approximately 30 people, a mix of SRS full-time personnel and freelancers, to improve the quality of their radio drama productions. A question-and-answer period will follow the NAC lecture.

The lecture is 7 p.m. in Aleshire Theater. Admission is free and open to the public; refreshments are served afterward.

Financial aid office conducts information session Jan. 10

The Minot State University Office of Financial Aid and the North Dakota Association of Student Financial Aid Administrators are sponsoring a financial aid information session for high school seniors and their parents in the Student Center Conference Center on Jan. 10, 10 a.m.-noon.

“The MSU financial aid office is pleased to be working with the NDASFAA to sponsor this session,” said Laurie Weber, assistant financial aid director. “Our mission is to provide college-bound students and their parents with accurate information on the financial aid process.”

Topics covered will include the application process, financial aid programs, scholarship deadlines, how to avoid scams and financial-aid myths. This session is open to students planning to attend any college or university, and attendees will be eligible to register for a \$250 scholarship drawing.

For more information, contact Weber at 858-3875 or laurie.weber@minotstateu.edu or visit the MSU financial aid Web site at www.minotstateu.edu/finaid/.

Spring Convocation slated Jan. 12

President David Fuller will convene Spring Convocation Jan. 12 at 8 a.m. in the Conference Center. Additional information will be forthcoming.

Geography poster session pushes MSU students to excel early

Minot State University invites the public to a campus poster session, which began Dec. 15, as students in two geography courses display their final projects over the next five weeks.

This first-time event for general education geography students gives them a chance to step out of their comfort zone and show academic excellence at an early stage, according to Johnny Coomansingh, assistant professor of geography and coordinator of the geography program. Coomansingh teaches the Principles of Geography (GEOG 110) and World Regional Geography (GEOG 161).

“I decided to change the requirement for this year’s final project from a 20-page group paper to a tri-fold poster in the name of engagement and excellence,” said Coomansingh. “Pushing the students, in a freshmen-level course, to do high-quality work that they alone are held accountable for, helps to teach a higher level of responsibility and foster academic expression at the beginning of their university experience.”

Students in Coomansingh’s classes chose a wide variety of topics to present to their peers and the public. Some of these areas included work in landscapes, cultural geography, historical geography, a study of lifestyles and political geography—just to name a few.

The work of the more than 60 students was judged by a group of Minot State University faculty and staff, which included Linda Olson, chair of humanities department, Ron Royer, professor of science, Marilyn Weiser, director of the North Dakota Geographic Alliance, and Ben Bruton, reference and library instruction librarian. The posters will be on display until Jan. 23, the second week of 2009 spring classes, in the Gordon B. Olson Library.

An awards ceremony will be held Jan. 16 at noon, where the first, second and third-place winners from each course will receive geography-related awards. Those awards include the Planet Earth DVD Series, a National Geographic Atlas or a laminated world map. Some of the awards were donated by the North Dakota Geographic Alliance and the Division of Social Science. The Principles of Geography (GEOG 110) winners are: first place, Courtney Wankel; second place, Tara Holmen; third place, Nicole Schroeder; and honorable mention, Brittany Wolla, Kyrie Brandt, Tessa Goldade, Tina Hollmon, Caroline Kizima, Sheila Rosenkranz, Danielle Wangler and Stephanie Ward. The World Regional Geography (GEOG 161) winners are first place, Jacey Peterson; second place, Benjamin Berg; third place, Carly Rochholz; and honorable mention, Jennifer Godejohn, Casey Meadows, Jillian Melnyk, Katelyn Reiter, Nathan Stremick, Kelly Warren and Alexandria Witowic.

Honors Society fights illiteracy through book drive

Some people think that literacy in our country is failing. Moreover, while many people believe literacy cannot improve through acts of individual kindness, others have the notion that every little bit counts. One such group is the Minot State University Honors Society, which kicked off their first annual book drive on Dec. 5.

The host of the event, Better World Books, collaborates with more than 1,600 college campuses throughout Canada and the United States. They collect unwanted textbooks in order to help support their non-profit literacy partner groups. All promotional items, including boxes, flyers and posters, are free. The Honors Society incurs no out-of-pocket expense for holding the drive on campus, and it will earn money on each qualifying book, while helping destroy poverty and enabling literacy.

Starting the first week in December, the Honors Society placed large boxes, which are clearly marked for book donations, in high-traffic areas throughout campus, as well as near the Honors Room, located in Model Hall 208. The event will last two weeks, through final exams, ending on Dec. 19.

“A lot of people hold on to their textbooks through finals for the reason of selling them back to the bookstore,” said Vanessa Anderson, Honors Society president, when explaining the timing of the collection. “Sometimes the bookstore won’t buy them back or will only offer the students a few dollars, and then what happens to the books? We want them to donate their books to this program because it helps people who cannot afford to buy them on their own.”

Two boxes are located outside the MSU Bookstore, making it more convenient for students to donate any textbooks they may not need again.

The Honors Society had the choice between five charitable causes and chose the National Center for Family Literacy. The NCFEL is a United States-based initiative, enabling and empowering the destruction of illiteracy in the American home.

“I think it’s a great choice for an organization because they are based here in the U.S.,” said Honors Society Vice President Crystle Sheppard. “You hear so much about how the United States is helping overseas, but what about here in our own backyard? This drive gives us a chance to help children in America and perhaps even North Dakota.”

This is a book drive; textbooks are not the only books accepted. Per the Better World Books Web site, the following books will qualify, with the stipulation that they are in good condition: college textbooks and study guides (with copyright dates from the past five years), any book used in a college class, trade paperbacks, workbooks (no missing pages), and in general, books that cover college-subject matter (such as English, engineering and math).

The Honors Society encourages all students, faculty and staff to donate any unwanted book that may be collecting dust. To give some numbers: 250 books can fund the purchase of a new lending library for a family literacy program, 500 books

can fund a training scholarship to a teacher and 1,000 books can fund 50 adult education classrooms with job preparation software.

KMSU 10th annual auction raised record amount in proceeds

The KMSU Auction had a record year for its 10th annual auction. The broadcasting students raised about \$15,000, the highest amount ever raised. The yearly auction benefits the broadcasting department in funding for Media Ink, the MSU broadcasting club, departmental equipment and MSU broadcasting scholarships. In addition, 10 percent of this year's proceeds will go to Kala Wangsness, an ill MSU student.

"This year's class, comprised of 26 students, did an outstanding job with all aspects of the auction. The donations group thought outside of the box for new ideas, and the products were very well publicized by the promotions and production teams," said Amber Jensen, auction coordinator. "It was nice to see the new additions of the alumni as well for our 10th annual auction."

The class instructors are Audra Myerchin, instructor of communication arts, and Neil Roberts, associate professor of communication arts. The auction had 88 separate packages and the bidding process ended around 1:30 a.m. This year's auction also featured broadcasting alumni on camera, as well as, through sponsorships.

Congratulations to the KMSU Auction students!

Announcements

The Graduate School and Research and Sponsored Programs has holiday treats

Drop by the Graduate School and Research and Sponsored Programs on Thursday (Dec. 18) or Friday (Dec. 19) for holiday treats!

— *Linda Cresap, dean of the Graduate School and Research and Sponsored Programs*

Chancellor delivers budget message to students, faculty and staff

As chancellor of the North Dakota University System, one of Chancellor William Goetz's top priorities is to facilitate an engaged dialog with key constituents of higher education. To create opportunities for open discussion and an exchange of ideas, a video message was created for Chancellor Goetz to communicate with students, faculty and staff about the NDUS' 2009-11 budget request: <http://www.ndus.nodak.edu/reports/default.asp?ID=524>.

— *NDUS press release*

Housing survey participants wanted

Potential faculty or staff participant: You are invited to participate in a survey conducted by the residence life coordinator at Minot State University. By giving your opinion on the one-page questionnaire at this link, <http://vovici.com/wsb.dll/s/6dabg39772>, you can help determine the future of on-campus housing at Minot State. With the results from this questionnaire, Amber O'Brien, residence life coordinator, and the Office of Student Life and Housing will assess whether or not to implement living and learning communities in some or all of the residence halls on-campus.

If you choose to complete the survey, please know that there are no potential benefits or risks associated with participating in this study. The information you provide is anonymous. Your participation in this survey is voluntary, and you may withdraw at any time from completing the survey by choosing not to submit it on-line.

If you have any questions or concerns, please do not hesitate to contact O'Brien in the student life and housing office at 858-3584. This survey has been approved by MSU's Institutional Review Board. If you have any questions about your rights as a human research subject, please contact Margi Coxwell, IRB chair, at 858-3125.

— *Amber O'Brien, residence life coordinator*

Cost of copies going down at the Copy Center and Office of Publications and Design Services

Retroactive to Nov. 1, prices for copies have decreased at the Copy Center and the Office of Publications and Design Services. The cost for black-and-white copies is decreasing from 1½¢ a side to ½¢ per side. This includes the cost of white 20# copy paper. If you want colored paper or some other specialty paper, that cost will add on to the cost of the copy. The cost for color copies is now down from 20¢ per side to 15¢ per side. The cost of the paper stock is added on to this base price, which ranges from 1½¢ to 16¢ a sheet.

A new truck of 20# copy paper has been ordered, and unfortunately, that price has gone up. After depleting our current stock, the cost of a ream of 20# white copy paper will be going up about \$1 per ream.

At the Copy Center, we will do your copying for you, likely at a savings over doing it yourself on your office copy machine. Depending upon the size and scope of the job, in most cases, it can be done the same day or within 24 to 48 hours.

— *Sandy Nordstrom, director of publications and design services*

Use supplemental heaters wisely

Faculty and staff must take care when utilizing supplemental heaters in their offices. Recently, a heater, which was placed too close to a computer, melted the face of the unit. Supplemental

heaters do get very hot and can cause damage to equipment and fires. Please use them carefully and make sure they are grounded appropriately and away from combustibles. If someone is experiencing heating problems in an office, please send an e-mail message to plant services at tammy.pons@minotstateu.edu, and a work order to check the problem will be issued.

— Roger Kluck, *director of facilities*

'Angel tree' for DVCC displayed at MSU basketball game Friday

At the Minot State University home basketball game on Friday (Dec. 19), an "Angel Tree" will stand at the end of the Beaver bench. Since November, the MSU Student Athlete Advisory Committee has teamed up with the Domestic Violence Crisis Center to ensure that children and parents who have been victims of or witnesses to domestic violence will receive presents this Christmas.

Paper angel tags, listing the recipient's age and gender, decorate the tree. To participate in this charitable endeavor, contributors remove one or more tags from the tree and purchase appropriate gifts. The gifts may be dropped off at the Minot State University Department of Athletics. For additional information, contact the athletic department at 858-3041.

— Rick Hedberg, *athletic director*

Bookstore discount cards available

The MSU Bookstore, in conjunction with Barnes & Noble Inc., has arranged for faculty and staff to receive a Faculty/Staff Discount Card that can be used at the Barnes & Noble Store in Dakota Square Shopping Mall.

This card entitles the holder to:

- 10 percent off the everyday prices of all general books.
- 10 percent off the everyday prices of maps, greeting cards and everything else in the store except magazines, newspapers, textbooks, gift cards, café purchases, Barnes & Noble bestsellers, DVD's, music, special orders, ship-to-home orders, Barnes & Noble membership fees or other special discount offers.

To pick up a card for the year 2009, stop by the Minot State University Bookstore with an MSU ID and ask for me or other staff workers.

— Sandy Foley, *bookstore manager*

Applications for Staff Senate Scholarships are available

The criteria and application forms for MSU Staff Senate Scholarships are available at http://www.minotstateu.edu/stfsenat/pdf/ss_scholarship.pdf.

The endowment fund's purpose is to assist staff or their dependents in their educational pursuits at Minot State University. The deadline to submit applications to Merri Jo Connole in the Office of Financial Aid is Jan. 13.

— MSU Staff Senate Scholarship Committee

New Summer Scholars program starting

Building on the success of College for Kids, the Summer Scholars program will offer activities for high school juniors, seniors and older adults. Be part of this exciting expansion to our summer offerings and watch your mail for an information letter and a course/activity proposal form.

You can access the College for Kids and Summer Scholars program information online at the Center for Extended Learning homepage: <http://www.minotstateu.edu/cel/SummerScholars.shtml>. For more information, contact Amy Woodbeck (858-3989) or Kris Warmoth (858-3168).

— Julie Keller, *administrative assistant for CEL*

Compensation Task Force open forum scheduled for Jan. 29

Please mark your calendars for Jan. 29, at 12:30 p.m. The Compensation Task Force will present the results of the merit-pay survey and provide updates as to the progress made to date. The open forum will meet in the Conference Center, and discussion is welcome. Please make plans to attend. For questions, contact 858-3352 or wes.matthews@minotstateu.edu.

— Wes Matthews, *director of human resources*

Report spam

Are you getting a lot of spam in your MSU inbox lately? Forward a copy of the spam message to spam@minotstateu.edu to be evaluated. Note: a few spam messages a day are normal, as they cannot all be detected.

— Darren Olson, *systems administrator*

Office of Publications and Design Services policies outlined

I would like to remind the campus of the importance of following the graphic standards that have been established for the university. Guidelines help ensure consistent application of the Minot State University identity. Projecting a unified visual identity involves more than simply creating and implementing a logo. Graphic standards provide a sound, flexible structure for using logos, color and typography—a graphic "vocabulary" unique to Minot State. By consistently following graphic standards, Minot State's visual identity will become established and recognized. Failure to properly use these elements reduces our ability to communicate with the school's many audiences, and diminishes the identity's value. The Graphic Standards Manual is available at www.minotstateu.edu/identity.

Visual review policy

Regardless of where it is to be printed, ALL publications and print materials must be submitted to the Office of Publications and Design Services for approval prior to being produced.

Materials, which must adhere to this policy, include:

- Any printed material that promotes specific programs, departments, activities, or special events at Minot State University. Note: While responsibility for originating and funding these materials rests with the academic unit, the Office of Publications and Design Services must approve these publications before they are printed.
- Forms, invoices and order blanks—especially those, which will be sent off campus in the conduct of university business.
- Surveys, polls, questionnaires or any material distributed with the express purpose of gathering information about perceptions of Minot State.
- Any form of advertising, regardless of circumstance.
- Merchandise to be sold or given away, such as coffee mugs, pens, etc.
- Video and broadcast media such as videotapes, CDs, broadcast advertising and other multi-media projects.

Exceptions to this policy include:

- Course syllabi.
- Class handouts.
- Internal (on-campus) communications.
- Non-official communications.

To ask questions or submit a project for approval, contact Minot State University Office of Publications and Design Services: Sandy Nordstrom, 858-3498 or sandy.nordstrom@minotstateu.edu, or Doreen Wald, 858-3499 or doreen.wald@minotstateu.edu.

Campus printing policy

All campus printing and photocopying will be channeled through the Office of Publications and Design Services for the “Right of First Refusal.” If the job cannot be completed by publications and design services in the timeframe needed, it will be the responsibility of publications and design services to contract with an outside vendor to complete the job. If an individual faculty or staff member besides the publications and design services staff contracts with an outside vendor, that individual may be liable for the bill. The Office of Publications and Design Services is the only authorized contractor for outside printing.

— *Sandy Nordstrom, director of publications and design services*

In the galleries

Dec. 17-Dec. 26—“Americas 2000: Before and Beyond,” prints from the MSU permanent collection, Library Gallery.

Dec. 17-31—“Americas 2000: Before and Beyond,” prints from the MSU permanent collection, Hartnett Hall Gallery.

Jan. 5-Feb. 11—“Soul Journey,” paintings by Janet Gorzegno, Hattiesburg, Miss., Library Gallery.

Jan. 12-Feb. 20—“Americas 2009: Paperworks,” Hartnett Hall Gallery.

The public reception for “Americas 2009: Paperworks” and Janet Gorzegno exhibits is Jan. 14, Hartnett Hall, 6:30-8 p.m.

Calendar

Dec. 17-Jan. 28, 2009

Dec.

- 17-Jan. 23 Geography poster session, Gordon B. Olson Library.
17-18 Final exams for second 8-week courses.
18 NAC lecture: “Musa & Taban: Acting it Out for Sudan Radio Service,” by Conrad Davidson, dean, College of Arts and Sciences, Aleshire Theater, 7 p.m.
18 Men’s Club Hockey vs. Portage College Voyageurs, All Seasons Arena, 7:30 p.m.
19 Men’s Basketball vs. Montana Tech., Dome, 7 p.m.
19-20 Women’s Basketball at Honolulu, Hawaii.
20 Lorie Line Concert, Nelson Hall, 7:30 p.m.
24 University closed at noon.
25 Holiday, university closed.
28-30 Men’s Basketball at Wesmen Classis, University of Winnipeg.
30 Women’s Basketball at St. Cloud State University.

Jan.

- 1 New Year’s Day holiday, university closed.
2 Men’s Basketball at U. of North Dakota (exhibition).
5 Women’s Basketball vs. Briercreech College, Dome, 7 p.m.
5-Feb. 11 NAC exhibit: “Soul Journey,” paintings by Janet Gorzegno, Hattiesburg, Miss., Library Gallery.
9 CONNECT: orientation and registration by invitation, call 858-3350, Nelson Hall, 8 a.m.
9 Athletic Luncheon, Sevens Restaurant, noon.
9 Alumni and Beaver Booster Appreciation Night, Dome, 5 p.m.
9 Women’s and Men’s Basketball vs. South Dakota Mines, Dome, 5:30 and 7:30 p.m.
10 Financial Aid information session, Conference Center, 10 a.m.
10 Women’s and Men’s Basketball vs. Black Hills State U., Dome, 4 and 6 p.m.
10 Men’s Club Hockey vs. North Dakota State U., All Seasons Arena, 7:30 p.m.
10 Men’s Club Hockey vs. North Dakota State U., All Seasons Arena, 2 p.m.
12 Spring Convocation, Conference Center, 8 a.m.
12 Classes begin after 4 p.m.
12-13 All-city Junior High Band Festival.
12-Feb. 20 NAC exhibit: “Americas 2009: Paperworks,” Hartnett Hall Gallery.
13 First full day of classes.

13 -16	SAC: Welcome Back Week, lunch, Beaver Dam, 11 a.m.	18	Women's and Men's Basketball at Valley City State U.
13	Curriculum Committee, Jones Room, 12:30 p.m.	19	Martin Luther King Jr. Day, university closed
13	All-city Junior High Band Festival concert, Nelson Hall, 7 p.m.	20	Staff Senate, Jones Room, 9 a.m.
14	SAC: movie, Beaver Dam 3 p.m., Aleshire Theater	22	Last day to add 16-week class.
14	NAC reception for "Americas 2009: Paperworks" and Janet Gorzegno exhibits, Hartnett Hall, 6:30-8 p.m.	22	Mandatory orientation for student teaching fall 2009, Main 218, 12:30-1:30 p.m.
15	Last day to add first 8-week class.	23	Athletic Luncheon, Sevens Restaurant, noon.
15	SAC: Welcome Back Week, music by Mitchell Nelson, Beaver Dam, 11 a.m.	23	Women's and Men's Basketball vs. Mayville State U., Dome, 5:30 and 7:30 p.m.
15	Faculty Senate, Library, 3:30 p.m.	24	Women's and Men's Basketball vs. Dakota State U., Dome, 4 and 6 p.m.
15	SAC: "Tough Enough to Wear Pink" at MSU basketball games, Dome, 5:30 p.m.	26	Student Government Association meeting, Westlie Room, 7 p.m.
15	Women's and Men's Basketball vs. Jamestown College, Dome, 5:30 and 7:30 p.m.	26	NAC lecture: "Gargoyles and Stained Glass: Church Architecture from Paris to Minot" by Andrea Donovan, humanities, Aleshire Theater, 7 p.m.
16	Fall 2009 student teaching applications due to Field Placement Office.	27	SAC: Dan Lornitis, hypnotist, Aleshire Theater, 8 p.m.
16	MSU Brass and Percussion Day.	28	Excess financial aid disbursement, Business Office, 8 a.m.-4:30 p.m.
16	SAC: Welcome Back Week, music by True Soul Brothaz, Beaver Dam, 11 a.m.	28	University Cabinet, Westlie Room, 9 a.m.
17	SAC: Club Hockey spirit night, All Seasons Arena, 7:30 p.m.	28	Women's and Men's Basketball at Dickinson State U.
17	Men's Club Hockey vs. MSU-Bottineau, All Seasons Arena, 7:30 p.m.	29	Tuition and fees for Spring Semester 2009 due.

Minot State University Mission

Minot State University is first and foremost dedicated to the success of all students: their growth and development as educated citizens, their confidence, and their life-long devotion to the common good and the welfare of others.

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