

INSIDEMU

InsideMU is a biweekly newsletter for Marymount faculty and staff.

To submit items for consideration in *InsideMU*, e-mail: insidemu@marymount.edu or send via campus mail to University Communications, Rowley Hall, Room 89.

IN THE SPOTLIGHT...

“Datatel 101” Training to Begin Later this Month

Do you use Datatel...Marynet... Colleague...Benefactor? These are all terms frequently used when referring to the University’s database.

In an effort to provide the knowledge and skills needed to standardize processes, procedures, and terminology related to the database, an administrative training initiative will be launched this summer with a series of training sessions. Marymount employees who have an active database log-in will be required to attend one initial training workshop.

This workshop will provide an overview and increase users’ basic understanding of the system: how it functions, how files are connected, and policies related to data use and dissemination (for example, FERPA). The sessions will also begin the process of developing a common shared vocabulary for terms and functions related to the University’s database.

Sessions for staff will be offered beginning June 30 through the month of August. Staff will register for their session of choice online at www.marymount.edu/its/datatel101; an e-mail also will be sent to remind active database users to register.

These sessions will be limited to 15 attendees and will be offered in the Main Campus and Ballston Center computer labs.

This fall, faculty will attend training sessions focused on their particular use of the database. Information about those sessions will be disseminated at the start of the fall semester.

Also in the fall, staff will be offered additional advanced training. Attendance at those sessions will be optional and based on individual need.

All sessions will be coordinated by Information Technology Services and the Office of Institutional Effectiveness.

If you have questions about the initiative, contact ext. 6990 or its@marymount.edu.

FYI

Escape from the Ordinary – Enjoy a Caribbean Cookout!

Here’s the perfect solution for those considering a “stay-cation” this summer: Auxiliary Services and Sodexo want to take you to the Caribbean in the middle of the work week! Enjoy a special lunch in the Gerard Dining Hall on Tuesday, June 10, between 11 a.m. and 2 p.m., featuring savory delights from faraway tropical islands. For the standard \$4 lunch rate, faculty and staff can feast on grilled chicken, ribs, vegetables, pineapple, and more. Just come and be happy! For more information, call **Upen Malani**, Auxiliary Services, ext. 1491.

Student Hiring Dates and Deadlines Approaching

Offices that wish to hire students for this summer and academic year 2008-09 should keep the following dates in mind:

- June 16 – This is the last day to submit academic year 2008-09 job requisitions to be posted before Summer Orientation Sessions (SOS) begin. Incoming freshmen will be encouraged to start applying for academic-year jobs during SOS. Only applications from students with a Federal Work-Study award will be forwarded to hiring managers until August 1. After that date, all

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What are you doing this summer...?

Writing a novel...trying out for *American Idol*...coaching a neighborhood youth sports team?

Share your story with insidemu@marymount.edu and we’ll publish some of your adventures in an upcoming summer issue of *InsideMU*.

applications, regardless of a student's financial need, will be forwarded to hiring managers.

- June 30 – This is the last date to hire students for the summer student employment period. All students who will be working at Marymount at any point during the summer session must be officially hired by this date. Also by this date, all offices must close out their summer 2008 job postings before a Student Employment Confirmation Letter can be issued for academic-year student employees.
- Early July – Student Employment Confirmation Letters for academic year 2008-09 hires will be sent to Human Resource Services. Students will be e-mailed instructions to visit HR Services to complete paperwork and get an Employment Paperwork Receipt.
- August 22 – The academic-year employment period begins. Employers must have their student employee's Employment Paperwork Receipt before the student may begin work.

Watch for further information about Employer Workshops to be held in August. If you have questions, e-mail jobsoncampus@marymount.edu.

Last Chance to Help your Office be a Winner!

The end of the fiscal year – June 30 – is near. That means it's time to make a gift to Marymount's Campus Fund to support the Faculty/Staff Scholarship, if you haven't already done so. Your gift will provide support for deserving MU students. It will also move your office closer to being awarded a cookie basket by the Office of Development.

In the spirit of healthy competition, all departments with at least 50% participation will receive this sweet treat, and the department that demonstrates the most improved participation will receive a special prize. Last year, the School of

Education and Human Services won the top honor with nearly 100% participation. Which department will claim the 2008 title?

Marymount's Faculty/Staff Scholarships are awarded to two incoming freshmen who demonstrate academic promise. You may designate your gift for another scholarship or special project.

You can make a gift online at www.marymount.edu/support. When you go to the site, click on "Make your gift securely online" in the upper right-hand corner and complete the form. You can also send a check made payable to **Marymount University** to the Office of Development, Rowley Hall. Questions? Please contact **Erin Bain**, director, Marymount Fund, ext. 1552.

Time for Some Creative License

Would you like to get a Marymount state of Virginia license plate for your car? The Office of Alumni Relations is gathering the names of faculty, staff, and alumni who would be interested.

The University needs the names of 350 interested individuals before the state will begin to offer the plate.

If one is produced, it will cost \$25. No need to pay yet. Just indicate your interest by contacting Alumni Relations at alumni@marymount.edu. Be sure to include your full name and your status as faculty or staff when sending your note to the office. If you have questions, call ext. 1541.

Summer Reading Idea

Get ready for the September meeting of the monthly discussion group Deeper Waters by immersing yourself in a good book – *What's So Great About Christianity* by Dinesh D'Souza. There are several copies available in the Campus Ministry Office in The Lodge.

The date and time of the September meeting will be announced in August. Watch *InsideMU* for details.

Congrats, Winners!

The following lucky folks reaped great rewards at Marymount's Employee Appreciation Day on Friday, May 16:

Bingo "Jackpot" winner: **Bessie Napper**, Registrar's Office

Fruit basket winner: **Chitra Bhatt**, Development

Gas card winners: **Anita Blowe**, HR Services; **Marjory Eisenman**, Student Development; **Eun Lee**, Physical Plant; and **Andria Jason**, International Student Services

Retail and restaurant gift card winners: **Guy Welch**, Physical Plant; **Dennis Willis**, Physical Plant; **Chrystenn Clay**, Auxiliary Services; **Anne Stancil**, Admissions; **Joseph Malloy**, Physical Plant; and **Candace Schmidt**, Residence Life

Sports event ticket winners: **Bill Finney**, Athletics; **Chris Dreslin**, Physical Plant; and **Brenda Lamberson**, School of Health Professions.

Finally, weekend getaway winners: **Brandon Saunders**, Admissions; and **Stefano Spadafora**, ITS.

If we missed your name, forgive us...and enjoy your winnings!

PLAUDITS

Fr. Jack Peterson, Y.A., associate director, Campus Ministry, delivered the Commencement Address to the graduating class of Bishop O'Connell High School on May 29. His speech was entitled "Discover God's Gifts to You." Fr. Jack is a member of Bishop O'Connell's Class of 1981.

EVENTS

June 25 — Appointments available with TIAA-CREF investment representative, 9 a.m. – 4 p.m., Reinsch Library. Call (703) 460-7107 to reserve a time or go online www.tiaa-cref.org/moc.

June 30 — Deadline for July 7 *InsideMU*. Send items for consideration to insidemu@marymount.edu

July 4 — Independence Day holiday. University closed.