

INSIDE

IN THE SPOTLIGHT... Holiday Hours and Services

During the upcoming holiday break, some University offices and services have modified their hours and services.

Except for scheduled essential personnel, the University will be closed from Friday, December 22, through Monday, January 1. If you have questions about any office's hours, be sure to call ahead. Please also note the following:

Parking

Staff who are normally required to park at Mt. Olivet Church will be allowed to park in the garage on Main Campus and in the 26th Street lot from December 18-January 12.

Shuttle

December 18-21: 7 a.m.-7 p.m.
December 22-January 1: No shuttle service
January 2-5: 7 a.m. to 7 p.m.
January 6-7: No shuttle service
January 8-13: 7 a.m.-7 p.m.
January 14-15: Weekend schedule
January 16: Return to regular service

Bookstore

The bookstore will be closed from Saturday, December 23, through Wednesday, January 3.

Dining Services

Bernie's and Jazzman's: Closed
December 22-January 15
Gerard Dining Hall: Closed
December 22-January 2
Ballston Cafeteria: Closed
December 21-January 2

Emerson G. Reinsch Library

Library and Learning Services will be closed from December 22-January 1. Check www.marymount.edu/lis for specific hours for the Main Campus library, the Ballston extension site, and the Learning Resource Center from now until classes resume on January 16. Click on the hours link in "About L&LS."

Mailroom

December 22-23: 9 a.m.-1 p.m.
December 24-25: Closed
December 26-29: 9 a.m.-1 p.m.
December 30: 9 a.m.-noon
December 31-January 1: Closed

FYI

Marymount Unveils New Lab

At a recent ribbon-cutting ceremony, the University celebrated the opening of its new Verizon Information Security Lab, which is located at the Ballston Center. Funded by a \$22,500 grant from the Verizon Foundation, the lab will provide students with hands-on experience to prepare them for current and future cybersecurity challenges. It will be operational at the start of the spring 2007 semester.

The lab was designed by **Dr. Carolyn Jacobson**, professor of Business, who was assisted by two graduate students working toward their master's degrees in Information Systems. The team's goals were to provide a dynamic environment in which students can configure software and hardware and to isolate the lab from other networks and computers so that students can explore vulnerabilities without risk to other systems within or beyond the University.

The lab and its resources will be used in a variety of graduate and undergraduate courses, including computer security, information technology, networking and telecommunications, software testing and quality assurance, and information assurance.

File your Payflex Spending Account Reimbursement Claims

If you are eligible to make claims through Marymount's flexible spending account plan, you should file your claims now. Although the University allows you to file claims through March 31, it's best

Inside MU is a biweekly newsletter for Marymount faculty and staff.

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

not to wait until the deadline. You risk submitting the wrong information and being left with little or no time to file a corrected claim.

For claim forms, account balance information, and tips to help you avoid filing mistakes, visit the flexible benefit plan administrator's Web site at www.flex-choice.com. You can also access forms at www.marymount.edu/hr/personnel/forms/survey.html or pick up paper copies in an area between rooms 15-16 in Ireton Hall.

Payroll Reminders

Faculty and staff will receive their last paycheck for 2006 on Thursday, December 21. Because January 15 is a holiday, the first pay date for 2007 will be January 12.

The year-end is a good time to make sure that your HR and payroll records are accurate. Please take a moment to verify the accuracy of your name and address as they appear on your paycheck or payroll advice. If you relocated to another state during the 2006 tax year, you must fill out a new withholding form to ensure that taxes are being withheld for the the correct state.

Support the Campus Fund

There's still time to make your gift to the Campus Fund before December 20, which will automatically enter you in the Christmas party drawing. You can make your gift securely online at www.marymount.edu/support. For more information, contact **Erin Bain**, associate director, Marymount Fund, ext. 1552.

The Office of Development thanks each faculty and staff member who has already made a contribution to the Campus Fund. As a result of your generosity, two freshmen will be awarded a Faculty/Staff scholarship next year.

Upcoming Mass Schedule

The final weekday noon Mass of the year will be on Wednesday, December 20; the noon Mass will resume on Monday, January 8, 2007. The final weekday 7:30 a.m. Mass of the year will be held on Friday, December 22; it will resume on Monday, January 8. The 10 a.m. Sunday Mass will resume on January 7, and the 7 p.m. Sunday Mass will resume the following week, on January 14.

PEOPLE

Welcome

Elena Berrocal, administrative secretary, Library and Learning Services (elena.berrocal@marymount.edu, ext. 3830)

Lynnette Estram, assistant residence hall director, Residence Life (lynnette.estrाम@marymount.edu, ext. 1608)

Stephen Foerster, director, E-Learning Services, Information Technology Services (steve.foerster@marymount.edu, ext. 6904)

Welcome Back

Cynthia Mitchell, administrative secretary, Academic Affairs (cynthia.mitchell@marymount.edu, ext. 5746)

Prayers Requested

Please pray for the repose of the souls of these friends of the University who died recently:

George Brenholtz, father of **Roger Brenholtz**, adjunct professor of Nursing

Michael Sears, brother-in-law of **David Carlson**, adjunct professor of Fine Arts

Louise Showman, mother of **Barbara Rhinehart**, staff nurse in the Student Health Center

Jim Venskus, husband of **Dr. Diana Venskus**, assistant professor of Physical Therapy

EVENTS

December 20—Faculty/Staff Holiday Party, Lee Center, 6:30 p.m.

December 22-January 1—University closed

January 5 and 6—Women's basketball Holiday Classic, Verizon Sports Arena, games at noon and 5 p.m.

January 5 and 6—Men's basketball Comcast Challenge, Verizon Sports Arena, games at 2 p.m. and 7 p.m.