

CUSTOMER CONNECTIONS

The Administrative Services Newsletter for the Internal Customer

Volume 8, Issue 11

A Monthly Publication of Muskegon Community College September 2007

Monthly Observance September is...

- *College Savings Month
- *Self Awareness Month
- *Campus Safety Month

Need Keys?

Send your written request for keys to Janice Whitlow, Room 114. Keys may need to be made so please plan accordingly.

Lost or stolen keys must be reported immediately to Janice at ext. 318.

Photo Identification Badges

Do you have a new employee in your department who does not have a photo ID badge? If so, photos are being taken in Room 114 until 4:30 pm each day.

Photo ID badges are required for all full and part-time employees, including student employees and must be visibly worn while working on campus.

What's To Follow ...

Healthy Lifestyle	
Fall Safety Tips	2
Health Tip.....	3
MCC Birthdays	3
Baby Announcement	3
Emergency Guidelines	4
Flu Shot Upcoming	5
OBT Upcoming Events	6

MESSAGE FROM THE EXECUTIVE VICE-PRESIDENT OF ADMINISTRATION

Welcome back to another academic year at MCC. In the words of Thomas Jefferson: "Educate and inform the whole mass of the people ... They are the only sure reliance for the preservation of our liberty." You have your charge.

You know the academic calendar, but here are some additional dates to remember as you go forward:

September 3 Labor Day (U.S. and Canada)

September 4 National Carrier Day (Extra, Extra read all about it)

September 9 Grandparent's Day and Teddy Bear Day (What a great day. Two of my favorite things – being a grandparent and an archtophile, that is a teddy bear collector.)

September 11 Patriot Day (keep all of them in your heart)

September 14 Fortune Cookie Day (You might just find some luck today.)

September 17 Apple Dumpling Day (Enjoy a warm gooey treat with a friend.)

September 19 Talk like a Pirate Day (Arrgh...mat-ees)

September 23 Fall Equinox

September 25 Time to plant those bulbs to greet you when spring arrives.

September 28 Good Neighbor Day (Do something special for someone in the neighborhood at home or at work.)

(These dates from various sources other than my own.)

Happy Fall and remember in the words of someone "Every day is the dawn of a new error." Keep Smiling –

Diana R. Osborn

Healthy Lifestyle Committee Mission Statement:

To create healthier and happier employees through awareness of health issues and wellness programs

Fall Safety Tips:

Now that fall is here, school is starting back up.

Here are some tips to help ensure safety with back to school right around the corner, and some safety tips for around the house as well.

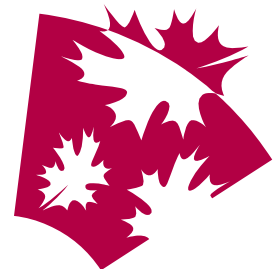
Watch out for school kids during your commute:

- ❖ Be on the look out for children waiting for the school bus
- ❖ Be aware of school zones and follow posted speed limits
- ❖ Watch for pedestrians near schools or school zones



Prepare your home for Winter

- ❖ Hire a professional to check your heating system, fireplace chimney, and/or wood-burning stove
- ❖ Replace expired fire extinguishers
- ❖ Test or replace smoke detector batteries and perform manufacturer recommended maintenance according to manufacturer directions
- ❖ Check all electrical cords for cracks or damage
- ❖ Clean leaves and debris from gutters
- ❖ Drain gas and oil from yard tools
- ❖ Check and repair caulking around doors
- ❖ Insulate water pipes running through unheated spaces
- ❖ Be sure to store gas cans safely away from sources of flames and sparks and out of reach of children



Happy Birthday

Health Tip

By Jane Atwood

Aspirin versus Ibuprofen

Both of these products can help in certain situations. For example, aspirin is an analgesic, used for pain while ibuprofen is both an analgesic and anti-inflammatory. Therefore, the next time you have to deal with sore muscles after a good workout, remember that you can get some needed relief from these over the counter remedies.



September

- Dr. Rule 09/02
- Tonette Brown-Garner 09/03
- Darren Mattone 09/03
- Vicki Kraus 09/04
- Calvin Totten 09/05
- Dee Crews 09/07
- Mary Ottman 09/07
- Bea Halvorson 09/10
- Aaron Hilliard 09/11
- Julie Bamfield 09/15
- Mike Wahr 09/17
- Dennis Helmus 09/20
- Jody Kuhn 09/24
- Clinton Crawford 09/26
- Rich Oman 09/27
- Jon Truax 09/27
- Nancy Slater 09/29
- John Bartley 09/30
- Bill Loxterman 09/30
- Tim Trainor 09/30

October

- Janet Taylor 10/01
- Peggy Jacobks 10/04
- Leona Adams 10/06
- Janie Brooks 10/06
- Janice Whitlow 10/07
- Stephen Fiorenzo 10/08
- Daniel Yakes 10/08
- Gerald Nyland 10/10
- Jesse Montgomery 10/12
- Amber Hamacher 10/16
- Phylis Robey 10/19
- Beth Smith 10/20
- James Royce 10/22
- Sylvia Hayes 10/27
- Robert Vanderlaan 10/27
- Mychal Thom 10/31



**Congratulations
Cindy Panici!
It's her first
grandchild,
"Jacey Maria."
Born on
August 24. She
weighs 7lbs
4oz, and is 19
inches long.**

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Mission Statement:

To support the Administrative Services operations and objectives of Muskegon Community College.

Vision:

Excellence in Service – Partners in Progress



To make an appointment at one of these office locations, call 231.726.3582

■ 1352 Terrace Street
Muskegon, MI 49442

■ Lakeshore Medical Center
905 E. Colby Street
Whitehall, MI 49461

Appointments available:
Monday–Thursday 8am–9pm
Friday 8am–5pm

■ Hackley Health at the Lakes
6401 Prairie Street
Muskegon, MI 49444

■ Mill Point Health Center
921 S. Beechtree, Suite 5
Grand Haven, MI 49417

Fall 2007 Emergency Guidelines

SWITCHBOARD

On campus: 0
Off campus: 231-773-9131

Monday-Thursday
7:30 a.m. - 10 p.m.
Friday
7:30 a.m. until 5:00 p.m.

SECURITY

- Call switchboard by dialing "0".
- If the switchboard is closed, call Security's cell phone.

Cell: 9-557-5648

EMERGENCIES DURING WEEKENDS AND NON-SWITCHBOARD HOURS should be reported to one of the following in the order listed.

Custodian/Security	Cell: 9-557-5648
Paul Oakes	773-2225 or Cell: 9-557-5670
Tonette Brown Garner	728-8311 or Cell: 9-557-2478
Jerry Nyland	Cell: 9-740-2572
Joe Doyle	798-8144 or Cell: 9-557-0553

WEEKEND CUSTODIAN

Saturday Hours: 7 am until 9 pm
Sunday Hours: 10 am until 6 pm

EMERGENCY USE ONLY PHONES are located on the 3rd floor of the main building.

SERIOUS INJURY OR ILLNESS

Dial "0" for operator - if ambulance is advised, ask operator to place call. Give operator exact location of patient, your name and the extension where you can be reached. If an ambulance is not warranted, the operator will seek appropriate assistance.

All weekend and non-switchboard hours: Call Security's cell (9-557-5648). If no answer, dial 911 Central Dispatch, if situation warrants.

Remain at the scene until ambulance or designated MCC staff member arrives. Notify the Office of Human Resources immediately and complete a Report of On-Campus Injury Form. If the injury happens after 4:30 pm, contact the Switchboard for an Injury Form.



NON-SERIOUS INJURY

Injuries must be reported immediately to the Office of Human Resources and a Report of On-Campus Injury Form completed. If the injury happens after 4:30 pm, contact the Switchboard for an Injury Form. Injured employees will be sent for evaluation and treatment.

FIRST AID KITS AND AEDS

First aid kits are located in most offices and labs. Kits are inspected monthly; supplies can be requested through Tonette at ext. 654.

AEDs are located around campus.

DISTURBANCE/SECURITY PROBLEM

Dial "0" and give the location & nature of problem. If no answer, call ext. 318. If no answer and situation warrants, call 9-911 Central Dispatch. Notify Security on cell (9-557-5648). Provide detailed information, in writing, to Business Office.

ELECTRICAL POWER OUTAGES

If you are experiencing electrical problems in your area, call ext. 318 during normal business hours. On weekends, call Security's cell (9-557-5648).



Visit www.muskegoncc.edu/Include/safety.pdf for MCC's complete Guide To Campus Safety and Substance Awareness.



SEVERE WEATHER



The College intends to be in full operation every scheduled class day. However, during extremely inclement weather, when it appears that the interests of all concerned will be best served by closing the College, appropriate announcements will be made over local radio and television stations. Announcements should be noted carefully inasmuch as only morning, afternoon or evening classes may be canceled. The closing of on-campus courses may not affect off-campus classes. Muskegon Community College classes taught off-campus will be canceled based upon cancellation of classes by individual schools: i.e., Grand Haven, Mona Shores, etc. Every effort will be made to have announcements made over all major stations. For a list of stations please refer to www.muskegoncc.edu/pages/1425.asp.

When warned of a tornado or other severe weather conditions, staff and students should proceed to the posted shelter areas outlined on the severe weather poster in each room. No one should leave the building under these circumstances.

EMERGENCY EVACUATION AND SHELTER AREA INFORMATION is located in all classrooms. Please familiarize yourself and your students with this information.

EMERGENCY EVACUATIONS

Should the need arise to evacuate the campus, a member of the Evacuation Team will visit your classroom/office. Staff and students will be instructed to leave campus, and if it has been decided at that time, when to return, or will be instructed to listen to the media for updates. Take personal belongings with you, leave the lights on, and leave the campus as quickly as possible. If you are teaching in a computer lab, do not take the time to shut down the computers. If you are working in your office, please use your discretion as to whether you shut down your computer. If you have a special needs student who requires assistance exiting the building, please assist them to the main entrance. Once the Evacuation Team has gone through the building, custodians will go through shutting off lights and coffee pots, closing doors to the hallways, and locking outside doors.

Television monitors and main building public address system will be used to communicate specific evacuation information when appropriate.

SEXUAL ASSAULT

Muskegon Community College treats all matters of sexual assault with the highest concern and seriousness. College personnel will encourage the victim to report all offenses to the appropriate authorities and to actively seek assistance and/or counseling. If you have been sexually offended in any way, you should **contact Security at ext. 318 before 4:00 pm or the Switchboard at "0" after 4:30 pm.** College personnel will give full and prompt cooperation to report the assault to local law enforcement authorities.

FIRE/EXPLOSION

Activate nearest fire alarm located in corridors. Dial "0" and give location of incident to operator. If no answer, dial 911 Central Dispatch.

SMELL GAS?

Call Facilities at ext. 318 immediately. During non-switchboard hours, call Security's cell (9-557-5648).

HAZARDOUS MATERIALS, CHEMICAL SPILLS, & BLOOD/BODY FLUID CONTAMINATION

It is often difficult to identify what is or is not a hazardous material. If you come in contact with a spill or blood/body fluids, **call Facilities at ext. 318 immediately. If you do not get an answer, call the Switchboard at "0".** During non-switchboard hours, call Security's cell (9-557-5648). Do not try and clean up the substance yourself.

Desktop Ic



MSDS

**MSDS
AT
YOUR
FINGER TIPS**

OR From MCC Homepage

✓ Faculty/Staff

✓ MSDS

OR <http://eweb.muskegoncc.edu/Binderview/LZ/MSDS>

Hackley Visiting Nurse Services will conduct a
FLU SHOT CLINIC HERE IN CAESAR LOUNGE
FRIDAY, OCTOBER 19, 2007
11:00 – 1:30 pm

No appointment necessary. Available to anyone age 9 or older. Medicare Part B members, no charge with card. (All others \$30). Pneumonia shots also available, \$40 (first-time or with doctor's orders only).

FOR ADDITIONAL FLU SHOT CLINIC DATES AND TIMES, GO TO:

www.vns-muskegon.org

1-800-499-5025 / (231) 726-5025



OVERBROOK THEATER:

- Auditions for *LYSISTRATA*:
September 4 & 5, 2007 – 6:30 p.m.
- “Night, Mother” – Opening on September 11
Sponsored by Community Mental Health for Muskegon County and MCC
- Performance on September 11 – 2:00 p.m. and 7:00 p.m.
A panel discussion with Questions/Answers to follow each performance
- Performances on September 12 & 13 at 7:30 p.m.
A talk back lead by MCC counselors to follow each performance
- Admission: FREE
- Coming in October . . .
- “LYSISTRATA” – October 26, 27 & 28 & November 2, 3 & 4

Aristophanes' great comedy of gender politics. Make Love not War! Held in conjunction with the Muskegon County Arts and Humanities Festival examining this year's theme of Need and Want.

OVERBROOK ART GALLERY:

Through September 12th: “43rd Annual Student Art Exhibition.” Top work from all 2006-07 Art Classes including the President's Purchase Awards for the MCC Art Collection.

OPENING ON OCTOBER 1st . . .

- “Sculptures by Sue Boehme and Paintings by Patricia Opel.”
Gallery Hours: Monday thru Thursday - 9:00 a.m. – 4:00 p.m.
Friday – 9:00 a.m. – 2:00 p.m.
- Gallery Talk and Reception Wednesday, October 10th, 6:00 – 7:30 p.m.

ARTS & HUMANITIES FESTIVAL:

Coming in October . . .

- *David Sedaris* at the Frauenthal Theater – October 20 at 7:00 p.m.
- Tickets are available beginning September 4 in Room 166, ext. 324.
Tickets are also available after September 11 at the Frauenthal Box Office, (800) 585-3737

Ticket Prices: Premier - \$41.00
Main Floor & Lower Balcony - \$26.00 Adults, \$16.00 Students

MCC News

Share your news and photos with your MCC family. Please send or email your photos and news to
Conference & Catering Services
Stacey.DeBrot@muskegoncc.edu
AJ.Osborne@muskegoncc.edu

Fall 2007 Library Hours

Monday – Thursday 8:00 am – 11:00 pm
Friday 8:00 am – 4:30 pm
Saturday 10:00 am – 5:00 pm
Sunday 1:00 pm – 6:00 pm

Fall 2007 Bookstore Hours

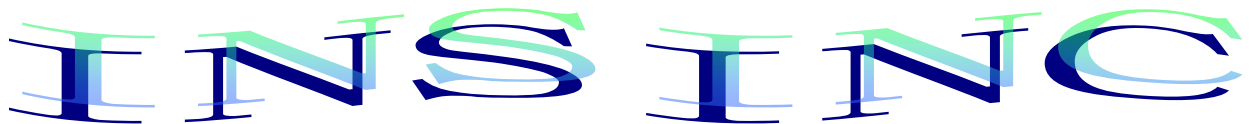
Monday – Thursday 8:00 am – 7:00 pm
Friday 8:00 am – 4:00 pm

Fall 2007 Information Commons Hours

Monday – Thursday 7:30 am – 11:00 pm
Friday 7:30 am – 4:30 pm
Saturday 7:30 am – 5:00 pm
Sunday 1:00 pm – 6:00 pm

Fall 2007 Bookside Bistro Hours

Grab-N-Go Service – All Beverages & All Pre-Packaged Foods
Monday – Thursday 7:30 am – 7:30 pm
Friday 8:00 am – 1:00 pm
Full-Service - Prepared-To-Order & Hot Foods
Monday – Friday 8:30 am – 12:30 pm

The logo for INSINC is displayed in a stylized, multi-colored font. The letters are blue and green with a white outline. The letters are arranged in a slightly staggered, overlapping manner.

Improvements Notions Suggestions Ideas Not Complaints

Please turn in your INSINC to Conference & Catering Services by the 15th of the month and your name will be entered into a drawing for a free medium fountain beverage from the Bookside Bistro.