

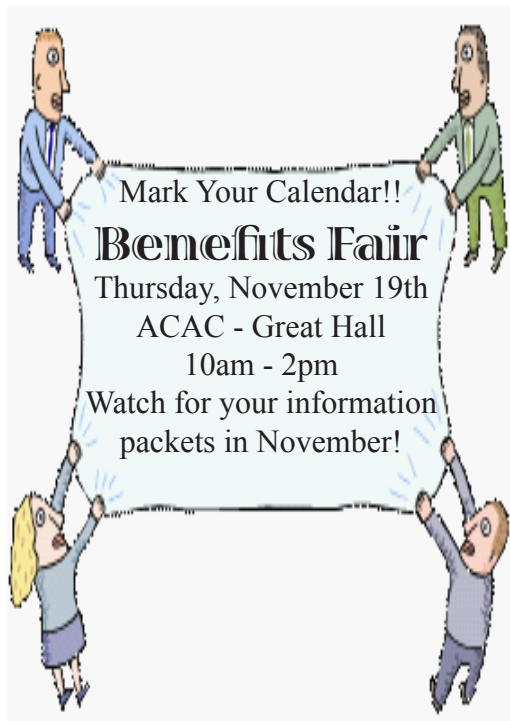
THE UNIVERSITY OF TULSA

EMPLOYEE NEWSLETTER

Volume 4 Issue 2 Fall 2009

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Important Dates

Thanksgiving Recess	November 23-27
Thanksgiving	Nov. 26-27
-Offices Closed	
Last Day of Classes	December 7
Finals	December 10-17
Commencement	December 19
Christmas/New Year	Dec 24-Jan 1
-Offices Closed	

A Message from the Associate Vice-President Of Human Resources & Risk Management: Wayne Paulison

Hello Fellow TU Employees:

For those of you who may not know, The University of Tulsa has a detailed Emergency and Disaster Plan along with a Crisis Management Team.

TU's Emergency and Disaster Plan provides guidance and procedures to enable the University to effectively respond to and recover from these types of situations or other emergencies on the campus. Although this plan will establish a general framework of action that should be followed where possible, the exact nature of the situation may necessitate a response differing from that contained herein. Response actions may also differ in conjunction with city, state or federal emergency response plan implementation.

The purpose of this plan is to: 1) Provide guidance for emergency operations and the utilization of all available TU and governmental resources for the protection of lives, property, and the continuance of University operations in the event of a natural or man-made disaster or national emergency including attacks, or threats; 2) Outline the duties and responsibilities of departments and/or individuals during University emergency operations; 3) Establish guidelines for emergency planning and coordination of activities relating to disaster prevention, mitigation, preparedness, response, and recovery as related to local, county, state and federal governments; and 4) Assign responsibilities for specific duties/activities related to emergency operations and disaster recovery.

Building Emergency Plans (BEP's) have been developed and posted in each building as a summary guide to be followed for incidents that occur within a building. The BEP will cover predictable incidents which may occur on any TU property, both indoors and outdoors, and provide a more comprehensive and detailed guide to TU's policies regarding incident prevention, response, recovery and responsibilities. I encourage each employee to read the BEP and become familiar with its contents. If you have trouble locating a copy, please contact me.

The Emergency and Disaster Plan and Building emergency Plans are reviewed and updated, annually by the Associate V.P. of Human Resources & Risk Management. Members of the Crisis Management Team are:

Executive Vice President (Primary Contact)	Kevan Buck
V.P. for Enrollment & Student Svcs. (2ND Contact)	Roger Sorochty
Associate V.P. of H.R. & Risk Mgmt. (CMT Chair)	Wayne Paulison
Director of Campus Security	Joe Timmons
Vice President for Research	Allen Soltow
Vice President and Chief Information Officer	Dale Schoenefeld
Vice President for Institutional Advancement	Joan Nesbitt
Executive Assistant to the President	Jacqueline Caldwell
Associate V.P. for Academic Affairs	Winona Tanaka
Associate V.P. for ESS & Dean of Students	Yolanda Taylor
Dean – Arts & Sciences	Dale Benediktson
Dean – Business Administration	Gale Sullenberger
Dean – Engineering & Natural Sciences	Steven Bellovich
Associate V. P. of Research & Dean – Graduate School	Janet Haggerty
Associate Dean – College of Law	Gary Allison
Director of Housing & Residence Life	Melissa France
Director of Counseling and Psychological Services	Tom Brian
Associate Director of the Physical Plant	John Wood
Director of University Relations	David Hamby (PIO - Public Information Officer)

If there is an emergency on Campus please call Campus Security at Ext. 5555 or Kevan Buck (Primary Contract); Roger Sorochty (2nd Contact); Joe Timmons (Director of Campus Security); or me.

Sincerely,
Wayne A. Paulison
Associate Vice President of Human Resources & Risk Management



Departmental Highlight:
we are: FINANCIAL AID

By: Vicki Hendrickson, Director of Student Financial Services



Greetings from the Office of Student Financial Services! Fall is here which means we have been busy processing aid for returning and entering students. Our purpose is to help students finance their educational goals at The University of Tulsa. Scholarship assistance is an exciting and valuable resource; it is an enjoyable experience to assist students with their TU scholarships along with providing resources for support from foundations and organizations within our community. Often time scholarship assistance falls short of meeting the student's financial obligations. Federal financial aid helps make up the difference between the student balance and what the family can contribute from their own budget. The application process for federal aid is free and will determine if the student qualifies for any of the seven federal and state grants as well as the five self help programs which consist of work study and student loans.

We have 8 staff members that together process aid for 85 % of the TU student population and administer over \$80,000,000 in scholarships, state funding, and federal funding. We consider it an honor to assist these students and their families in financing their education. There is no greater job than seeing a student graduate, knowing that indeed they would not have attended The University of Tulsa without receiving financial assistance. Questions? Please call 631-2526 for more information.



TU's goal this year is \$75,000! Here is how we get there:

- **UNITED WAY HOLIDAY RAFFLE:** Contact a UW committee member or at any upcoming event purchase \$5 chances to win a United Way Holiday! Twelve UW Holiday's will be raffled off. Four holidays on each of the following Friday's will be selected: 10/16/09 and 10/30/09!!! The UW holiday works like a floating holiday. Those ineligible for vacation/time off are welcome to purchase a chance for someone else who is eligible (i.e. a faculty member could purchase one for their department assistant, etc.).
- **AMAZING AUCTION ITEMS:** The auction is currently up and running and will remain open until October 30th . Thank you to all the offices and individuals who have put together items for the auction. The auction site can be accessed at www.utulsa.edu/unitedway/auction.html and you will be alerted by email when you have been outbid by someone.
- **DEPARTMENTAL EVENTS:** LAW SCHOOL AND ENGINEERING AND NATURAL SCIENCES BOOK SALE, Tuesday, October 20th; HOLMES STUDENT CENTER CHILI, COKES AND COOKIES, Thursday, Oct. 22; HUMAN RESOURCES BAKED POTATO BAR, Tuesday, Oct. 27th; NORTH CAMPUS HALLOWEEN COOK-OUT, Friday, Oct. 30th.

Watch the events on YouTube at <http://youtube.com/TUCaneDo>

The United Way website can be viewed at <http://www.utulsa.edu/unitedway/>

Thank you for your support of the Tulsa Area United Way! Go TU!



Steps to a Healthier You!



American Diabetes Association STEP OUT Walk to Fight Diabetes

Date: 10/17/2009

Location: University of Tulsa-Chapman Stadium at Thomas Plaza

Registration Opens: 9:00 am, Event Start Time: 10:00 am

Please contact Emily McCreedy at emccreedy@diabetes.org or visit <http://main.diabetes.org/stepouttulsa> for more information!



Nobody wants to admit it, but the *holiday season* is quickly approaching. This can be one of the most joyous times of year for all of us. It can also be one of the most stressful, but don't fret! There are things you can do now to ensure you and your family will enjoy the happy holidays! According to the popular medical website WebMD, the following 'Quick Tips' can reduce Holiday Stress:

PREPARE FOR THE HOLIDAYS ~ A.K.A. Start NOW!

- Know your spending limit
- Get organized
- Learn to say NO!
- Give something personal
- Share the tasks
- Be realistic

DURING THE HOLIDAYS

- Take breaks from group activities
- Get support if you need it
- Keep a regular sleep and meal schedule
- Limit your alcohol
- Exercise regularly
- (See Fitness Center Hours below)

Try these tips out now and when the holidays approach. For more information check out www.webmd.com website! *This information is not intended to replace the advice of a doctor. WebMD Medical Reference from Healthwise. Healthwise disclaims any liability for the decisions you make based on this information.*



Collins Fitness Center Fall 2009 Hours of Operation

Monday - Friday	6a - 11p
Saturday	10a - 6p
Sunday	2p - 11p

