

# NORTHEAST

*a weekly newsletter for students, faculty & staff*  
Northeast Missouri State University

Vol. 22 No. 5

February 14  
1994

## Unarmed Police To Go

By the end of the month, maybe as early as Feb. 21, Northeast will be served by 10 unarmed officers with full police powers, says Lisa Sprague, director of public safety. The university officers will first receive their commission through the Adair County Sheriff's Department and later from the state of Missouri.

Sprague says she plans to phase in the new responsibilities gradually.

"We're not going to run right out and start making arrests. I will limit their (the officer's) duties until they have their required training and I feel confident that they are ready to execute the official duties of a police officer," Sprague noted.

The passage of House Bill 698 in the 1993 session of the General Assembly authorized state colleges and universities to commission their security guards

as police officers. The Northeast Board of Governors decided Dec. 3, 1993, that the new law appears beneficial to the university with the understanding that the officers will not be armed with more than batons.

Sprague said several good reasons led to the commissioning of the division officers.

"Crime is a big issue currently. The Missouri legislature, President Clinton and parents of young people coming here to attend school want a safe learning environment," said Sprague.

By having the commissions, the university can be in control of situations on campus and not have to relinquish authority to outside agencies. Previously, the Kirksville Police Department had to be summoned to deal with certain situations which have ranged from needs for pro-

tection, trespassers and their removal, stalkers and reported rape attempts.

"The Kirksville Police Department has been very supportive with their services. However, they can't always drop what they're doing. When they are the busiest, we are too," Sprague said in pointing out the delay factor in responses.

Each of the university officers already has the basic 120 hours of enforcement training and most are working to upgrade their skills through advance police officer training provided by the Missouri Highway Patrol and other agencies.

"The officers are slowly adding to their credentials," Sprague said. One officer will be specifically trained to handle traffic situations that can, and have, occurred on campus in recent years. The Public Safety Department director

is exploring grant opportunities to assist with the advance training costs. Currently, the university bears the cost.

Sprague views the move as positive for employee retention and morale. She also believes it will result in higher caliber applicants should vacancies arise in the future. She thinks that more universities should look into this process.

"It's not locked in stone, but we may get the commission from Sheriff Forquer Feb. 21. He has really cooperated with us on this change," Sprague added. "Obviously, I'm excited about this and it's something I've pursued since coming to NMSU in 1992. It's something that has been needed for a long time. I think all the officers here are excited about it too." □

*Reprinted with the permission of the Kirksville Daily Express and Wayne Martin.*

## SAB Presents The Meeting

SAB will present *The Meeting*, a short play written by Jeff Stetson and directed by Bart McCarthy. In this moving and thought provoking work, Stetson imagines what a meeting might have been like between two of the most influential men of their times: Martin Luther King and Malcom X. The only known meeting between Malcom and King was after a 1963 press conference and only a few words were exchanged between the two men. The Meeting will be presented Feb. 23 at 8 p.m. in Baldwin Auditorium, and admission is free. □



# Notables

**Russell Baughman**, associate professor of chemistry, completed a review for John Wiley & Sons on a general chemistry lab manual they are considering. The manuscript is titled *Micro and Macro Scale Experiments: An Innovative Laboratory Text for General and Advanced General Chemistry*.

**Lois Dover**, purchasing supervisor, successfully fulfilled the requirements and passed the necessary exams to receive the designation of Certified Professional Public Buyer. This certification comes from the Universal Public Purchasing Certification Council in Reston, Va. Dover was also elected as secretary of the Missouri Association of Public Purchasing, effective January 1994.

**Brent Buckner**, associate professor of biology, and **Diane Janick-Buckner**, assistant professor of biology, submitted articles for publication in the *Maize Genetics Newsletter*. The second article, co-authored by senior biology major **Lian Bonds**, includes the results of the research that she completed during summer 1993: "Distribution of carotenoids and y1 mRNA in maize kernels" and "Carotenoid content in the endosperm of pale yellow and white kernels that are homozygous for a recessive allele of y1."

**Warren Gooch**, assistant professor of music, has been invited as a guest composer for the Western Illinois University *New Music Festival '94*. The festival takes place March 28-29 and will include a concert performance of Gooch's *Movement for Brass Quintet*. In addition, Gooch will be involved in an open rehearsal and a panel discussion. Examples of some of his more innovative score notation will be exhibited at The Western Illinois University Art Gallery in conjunction with the festival.

**David Leszczynski**, professor of agriculture, chaired a panel at an Agro-Environmental Teaching Workshop sponsored by the American Society of Agronomy held in Madison, Wis. He was also elected to the Executive Board of the American Association of State Colleges of Agriculture and Renewable Resources at their annual meeting held in Lubbock, Texas.

**Mark O'Connor**, an English graduate teaching and research assistant, presented a paper at the Exploring Boundaries: Uncovering Texts and Discovering Connections graduate student conference at the University of Missouri-Columbia, Feb. 5.

**Jeffrey Osborn**, assistant professor of biology, submitted the paper "Morphology and

ultrastructure of *Caytonanthus*," to be reviewed for publication in the *Canadian Journal of Botany*.

**Pat Ponzio**, a biology major who was recently accepted into the dental school at the University of Minnesota, has been notified that he will also be a participant in their summer research program. The program runs for two summers and provides a stipend of \$2,000 each summer plus \$1,000 off the tuition for the following year. Ponzio has been working in the research lab of **Gary Sells**, professor of physiology, for the past three years.

**Michael Tannenbaum**, assistant professor of biology, has been invited to be part of an external team which will review and evaluate the biology department at SUNY at Geneseo.

**Rodney Taylor**, assistant professor of German, was recently awarded membership in the Internationale Vereinigung für Germanische Sprach- und Literaturwissenschaft (International Association for Germanic Studies).

# New Faces

**Stephen Hohman** is an Assistant professor of exercise science. He received his doctorate from Pennsylvania State University in health education, his master's in management and supervision from Central Michigan University and his bachelor's from Ferris State College in biology. He has served as a teaching assistant and instructor at Pennsylvania State University and is a member of Phi Delta Kappa. He is an avid sportsman and enjoys many outdoor recreational activities. He also enjoys woodworking and constructing antique firearms.



Stephen Hohman

**Bill Kuntz** is a biology laboratory technician. He has a bachelor's in biology from Northeast Missouri State University. His experience includes working for the U.S. Army Corps of Engineers in



Bill Kuntz

Quincy, Ill., and the Missouri Department of Conservation in Kirksville. He enjoys fishing, bow hunting, and several other outdoor activities.

The University Club invites all faculty and staff to the 4th annual Mardi Gras Party on Saturday, Feb. 19 8:11 p.m. -midnight at the University Clubhouse, 516 East Patterson. Please come in costume and enjoy music by the Terpsichordians, drinks and gumbo. Cost covered by \$5 per person.

The University Club Annual Meeting at 7 p.m. with election of new officers will precede the Mardi Gras Party

# Job Quest '94 - Feb. 17

More than 70 companies will be represented at JobQuest '94 from 3-6 p.m., Feb. 17 in the SUB. Organizations participating in JobQuest will be offering full-time, summer and internship positions for students of all majors. Free copies of the *JobQuest Guide to Employment Opportunities* will be available in the SUB Feb. 14 and 15.

\* Interviews-Feb. 18  
*EO* Experiential Opportunities include internships-, summer jobs, or part-time employment

AAA Auto Club of Missouri  
Adair Co. YMCA *EO*  
Associated Electric Coop. Inc.  
Associated Rehabilitation Services  
B. Loehr Temporaries *EO*  
Boone Hospital Center  
Butterfield Youth Services  
Camp Golden Valley *EO*  
Camp Wesley Woods\*  
Cargill, Inc.  
Carson Pirie Scott & Co.  
Cerner Corporation \*  
Chaddock  
Community Living Opportunities  
CYC Camp Don Bosco *EO*  
Department of Veteran Affairs Medical Center

DST Systems, Inc.  
Dun & Bradstreet\*  
Easter Seals Camp Sunnyside *EO*  
Franklin Financial Services  
Girl Scout Council of St. Louis\* *EO*  
Grim-Smith Hospital  
Hannibal Regional Center  
Hannibal Regional Hospital  
Hershey Chocolate USA\*  
HyVee Food Stores *EO*  
IDS Financial Services\*  
Iowa Dept. of Public Safety  
J.C. Penney Co., Inc.\* *EO*  
Jack's (Penn-Daniels) *EO*  
Kmart Corporation  
Kirksville Osteopathic Medical Center *EO*  
KIRX/KRXL Radio  
KTVO TV\*  
Lady Foot Locker  
Lane Bryant, Inc.  
Life Investors\*  
Mass Mutual  
Met Life  
Mississippi Valley Girl Scout Council *EO*  
Missouri Department of Conservation *EO*  
Missouri Department of Natural Resources *EO*  
Missouri Department of Social Services/Personnel  
Missouri Division of Child Support Enforcement  
Missouri Division of Employment Security  
Missouri State Highway Patrol  
NMSU/Army R.O.T.C. *EO*  
NMSU/Upward Bound Program *EO*

Norwest Financial-Columbia  
Norwest Financial-Keokuk\*  
Overland Park, Kan., Police Dept.  
Pamida, Inc.\*  
Peace of Mind Nanny Services\* *EO*  
People to People International *EO*  
Preferred Family Healthcare Inc. *EO*  
Principal Financial Group\*  
Prudential Insurance and Financial Services\*  
Radio Shack  
Rent A Center\*  
Sherwood Forest Camp *EO*  
Sigma Chemical Co.\* *EO*  
SK Horses *EO*  
St. Joseph News-Press \*  
State Farm Insurance Cos.-Bloomington\*  
State Farm Insurance Cos.-St. Louis\*  
Taco Bell Corporation  
Tradehome Shoes  
U.S. Air Force  
U.S. Army Nurse Corps  
U.S. Army/U.S. Army Reserve  
U.S. Marine Corps Officer Selection  
U.S. Navy  
U.S. Peace Corps  
University Hospitals & Clinics  
USDA/Farmers Home Administration *EO*  
Venture Stores\*  
Walgreens\*  
Western Auto\*  
Wonderland Camp Foundation\* *EO*  
WQCY/WTAD Telemedia  
Broadcasting *EO*  
Wyman Center *EO*  
YMCA Camp Lakewood\* *EO*

## On-Campus Opportunities

◆ **Student Ambassador** applications are available Feb. 14 in the Office of Admission, McClain Hall 205. The application deadline is March 4. The Student Ambassador organization is a selective group which assists the Admission Office in representing Northeast to prospective students and their families.

◆ **The Scholastic Enhancement Experience** seeks four students to serve as Program Coordinators to the Scholastic Enhancement Programs for students of color for the summer of 1994. Applications are available in McClain Hall 205, and the deadline is Feb. 28.

◆ **The deadline** has been extended for applications for 1994 Campus Activities

Leaders. The new deadline is Feb. 25. Campus Activities Leaders assist with evening programming during Freshman Week. Applications are available in the CAOC Office.

◆ **Applications for the 1994 Homecoming Committee** will be accepted until Feb. 25. Homecoming positions include: Homecoming Chairperson, Awards Coordinator,

Publicity Coordinator, Newspaper Editor and Events Coordinator.

◆ **A Campus Activities Leaders Program Coordinator** will be chosen from applications received in the CAOC Office by Feb. 23. The Program Coordinator will be responsible for coordinating freshman week activities. They will receive paid compensation.

# This Week

## 14 Monday

◆ 7 and 9:30 p.m.--"Untamed Heart," sponsored by SAB, Baldwin Auditorium

◆ 7 p.m.--"The College Investor" a speech presented by Neal Jackson, an investor at The Money Tree, will be sponsored by Delta Sigma Pi, SUB Alumni Room

## 15 Tuesday

◆ 7 p.m.--**Northeast Wrestlers** vs. Missouri Valley College

◆ 7:30 p.m.--**Jay McShann Trio** sponsored by the Lyceum Series, Baldwin Hall Auditorium

◆ 8:30 p.m.--**Speakout!** (on sexual correctness) sponsored by College Republicans, SUB Conference Room

## 16 Wednesday

◆ noon-4 p.m.--**Major Panorama: Undeclared Majors Day**, sponsored by Alpha Phi Sigma scholastic society. Representatives from all majors will be present and admission is free, SUB Activities Room

◆ 12:30-1:30 p.m.--**The Wednesday Faculty Development Lunch Series** will meet to discuss "Balancing scholarship and service with teaching," SUB Spanish Room

◆ 6 p.m.--**Lady Bulldog Basketball** vs. Lincoln University, Pershing Arena

◆ 7 p.m.--**Paul Litteken** a recruiter for Mass Mutual Insurance Company will speak in Violette Hall 120

◆ 7:30 p.m.--**Dog Days General Meeting**, SUB Activities Room. All are welcome

◆ 8 p.m.--**Bulldog Basketball** vs. Lincoln University, Pershing Arena

--An informational meeting about a Spring Break work trip to Heifer Project, Int. in Perryville, Ark., SUB 4

## 17 Thursday

◆ 3-6 p.m.--**JobQuest '94**, SUB

◆ 8 p.m.--**NMSU Wind Symphony Concert**, Baldwin Auditorium

## 18 Friday

◆ 7 and 9:30 p.m.--"Sleepless in Seattle" sponsored by SAB, Baldwin Auditorium

## 19 Saturday

◆ 9 a.m.-6 p.m.--**11th Annual Piano Festival** with Joanne Haroutounian as guest artist, Baldwin Hall Auditorium

◆ 7 p.m.--**The University Club Annual Meeting** and election of officers and directors, immediately followed by the Mardi Gras Party

## 20 Sunday

◆ 1:30 p.m.--**Lady Bulldog Basketball** vs. Missouri Southern, Pershing Arena

◆ 3:30 p.m.--**Bulldog Basketball** vs. Missouri Southern, Pershing Arena

## 21 Monday

◆ 8 p.m.--**NMSU Concert Band**, Baldwin Hall Auditorium

◆ **Tickets on sale for Blind Melon**, coming March 17

**The Canterbury Club and Trinity Episcopal Church** invite the University community to their Shrove Tuesday Pancake Supper in the undercroft of Trinity Episcopal Church, 124 North Mulanix, Feb. 15 at 5:30 p.m.

**Drake University Law School** will host a reception Feb. 23 from 6-8 p.m. in the SUB Spanish Room for students thinking about attending law school. Get the real "scoop" from NMSU alumni now attending Drake University Law School. For more information call the Career Placement Center at 785-4353.

**Funds Allotment Council** funding applications are due

Feb. 25 by 5 p.m. in the CAOC in the lower level of the SUB.

**David Gillette, assistant professor of economics, and Paul Parker, assistant professor of political science**, will offer a 300-level interdisciplinary course addressing the economic and political aspects of the United States budgeting process. The course will be offered during the spring interim (May 9-27), will be open to all majors and carries no prerequisites. Contact Gillette at 785-4334 or Parker at 785-4505 for more information.

**The International Student Office**, Missouri Hall 110, has applications for students

wishing to purchase International Student Identification Cards. The card is valid until Dec. 31, 1994. This card provides discounts and identification for students traveling abroad. The cost is \$16 and a 1 3/8" x 1 1/4" picture is required.

**All international students** must file 1993 Income Tax Returns and the Nonresident Taxpayer Information Statement by April 15 even if you had no income in 1993. Assistance and forms are available at the Volunteer Income Tax Assistance Program on Feb. 19 and 26, and March 19 and 26 in Violette Hall 170.

**David McKamie**, associate professor of music, will present a faculty piano recital Feb.

21 at 8 p.m. in Baldwin Hall Auditorium. The public is invited.

Student Senate,  
Faculty Senate and the  
Kirksville Alumni Chapter  
present

A  
Public Hearing to Discuss  
the University Name

March 1 ◆ 7-8:30 p.m.  
SUB Alumni Room

*The Board of Governors has chosen to continue the study of the University name, with the next phase being the identification of potential new names. The public hearing will assist in this discussion of potential names for the University.*

*Northeast Today* is published weekly on Monday. Deadline for entries is 3 p.m. the Wednesday preceding Monday's publication. Entries should be submitted on the *Northeast Today* forms available in the Public Relations Office, McClain 106. All activities listed in *Northeast Today* are open to the public.

February 14  
1994

# Wortheast Today

extra

Northeast Missouri State University

## Athletic Tradition An Integral Part of NMSU History

Northeast Missouri State University has a rich and successful tradition in athletics. In fact, shortly after Northeast's beginning as the North Missouri Normal School and Commercial College in 1867, athletics were woven into student life.

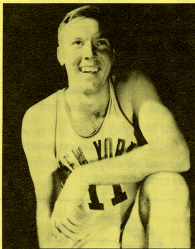
In his book, *The Centennial History of the Northeast Missouri State Teachers College*, the late President-Emeritus Walter H. Ryle indicated that the school emphasized an indoor athletic program as early as the 1868-69 academic year. In May 1897, what was then called the Normal School played the American College of Osteopathy in a baseball game on a field at the Kirksville Fairgrounds.

Football and men's basketball, two of the oldest Northeast sports, have enjoyed much notoriety in their long history. Don Faurot, who took the football coaching reigns in 1926, coached nine teams to an overall 63-13-3 record (.816) and claimed seven league championships. Maurice "Red" Wade is another Northeast coaching great, as he compiled 99 wins in 16 years and captured eight conference titles.

Boyd King was appointed men's basketball coach after World War II, and he posted a 380-199 record in 25 years. Seven of his teams were conference champions, and eight of his squads participated in the NAIA or NCAA College Division National Championships.

Intercollegiate track and field got its start in the first decade of the 20th century. The "golden era" of the sport began in the late 1950s under the guidance of Kenneth Gardner. His indoor and outdoor track teams produced 34 conference championships in a 25-year period. He also coached 35 All-Americans during this time.

The biggest explosion of intercollegiate athletics occurred in the past 20 years. On the men's side, the university added swimming and soccer to the other men's sports - baseball, basketball, cross country, football, golf, tennis, track and field (indoor and outdoor), and wrestling. Since the early 1970s, all Northeast women's intercollegiate programs have been started - basketball, cross country, golf, soccer, softball, swimming,



NMSU's Harry Gallatin was inducted into the national Basketball Hall of Fame in 1991.

tennis, track and field (indoor and outdoor) and volleyball. Rifle is a mixed sport, with both men and women team members.

Some of the women's teams have enjoyed success on the national level. Softball teams finished fourth in both the AIAW and NCAA national softball championships. Since their inception in 1985, women's golf teams have participated five times in the National Golf Coaches Association Tournament.

With a total of 22 sports, Northeast sponsors the broadest program in the Mid-American Intercollegiate Athletics Association and one of the largest in NCAA Division II competition.

## Student-Athletes Compare Well

More than 400 student-athletes make up the rosters of 22 sports teams (about 7% of student body). Here are some interesting facts on the athletic family:

- In the 1993 fall semester, athletic teams boasted outstanding GPAs, with women's golf leading all teams (3.50). Here's the comparison with the undergraduate general student body:

	General	Athletics
Men	2.89	2.86
Women	3.07	3.21

- Student-athletes have declared more than 35 different majors. The most popular are business administration (16%), biology (9%), exercise science (8%), pre-accounting (7%), pre-physical therapy (5%), justice systems (5%), psychology (4%), history (4%), mathematics (3%) and political science (3%).

	General	Athletics
Headcount	43% male, 57% female	66% male, 34% female
Ethnic Dist.	90% white, 7% minority	89% white, 8% minority
	3% non-resident alien	3% non-resident alien

## NMSU Sports Trivia Quiz

(Check answers on back page)

- What two brothers coached at NMSU?
- What current NMSU coach had a tryout with the New York Knicks of the NBA?
- Who was the first female student-athlete to be inducted into the NMSU Athletic Hall of Fame and the only Lady Bulldog All-American in her sport?
- What former NMSU football player performed this past season in the NFL?
- What current NMSU head coaches were former Bulldog athletes?
- What former NMSU coach recently was inducted into the Missouri Sports Hall of Fame?
- What member of the NMSU Athletic Hall of Fame was the first NMSU female student-athlete to receive a scholarship, earn a varsity letter and collect All-American honors?
- What NMSU sports have the highest team finishes in national championships?
- What is the name of the coveted prize that the NMSU football team plays for each year?
- The father of an NMSU assistant coach also coached and competed for the Bulldogs. Name the father and son.

## NCAA Rules Govern Sports Programs

As a member of the National Collegiate Athletic Association (NCAA), Northeast must follow NCAA rules in order for its student-athletes to be eligible.

The NCAA's basic purpose states that: "The competitive athletics programs of member institutions are designed to be a vital part of the educational system. A basic purpose of this Association is to maintain intercollegiate athletics as an integral part of the educational program and the athlete as an integral part of the student body, and by so doing, retain a clear line of demarcation between intercollegiate athletics and professional sports."

Within the NCAA, there are three major divisions – Division I (institutions such as the University of Missouri, Columbia; Stanford University, and Florida State University); Division II (NMSU and other members of the Mid-America Intercollegiate Athletics Association, for example), and Division III (institutions such as Washington University, Trenton State College and Central College). Although many of the NCAA's rules are the same for all divisions, there are some major differences between the three, mainly in the areas of scholarship limitations and eligibility.

Here's a brief look at some of the rules pertaining to currently enrolled Northeast student-athletes:

- Must be in good academic standing according to NMSU policies.
- Must be enrolled in at least a minimum full-time program (not less than 12 semester hours) unless in last semester.
- Must have satisfactorily completed at least an average of 12 semester hours of academic credit during each of the terms in which the student has been enrolled, or completed 24 semester hours since the beginning of the previous fall term.
- Must be an amateur.
- Cannot promote a commercial product.
- Cannot receive any "extra benefits."

The NCAA considers extra benefits to include, but not limited to: a special discount, payment arrangement, or credit on purchase or services; a loan of money in any amount; a guarantee of bond; the use of an automobile; the purchase of meals or services at commercial establishments, and transportation to or from a summer job.



### A Day in the Life of a Student-Athlete

5:30 a.m.	Up for morning practice
5:45	Morning practice (lifting weights, swimming)
7:15	Shower and eat breakfast
8:30	Biology 108 recitation
9:30	American National Gov.
10:30	Biology 108 lecture
11:30	"Free time" -- lunch, study
1:30 p.m.	Physics 185
2:30	"Free time"/ study
3:30	Afternoon practice
6:00	Shower
6:45	Dinner
7:30	Study, homework or attend extracurricular club meetings
Midnight	Try to get to bed

*\*Based on a day in the life of Ginny Hoefer, a scholar-athlete (over 3.2 GPA) and all-conference selection in cross country/track.*

### A Day in the Life of a Coach

6:00 a.m.	Indoor training
7:00	Office hours, administrative work
10:30	Teach Free Weights class
11:20	Lunch, workout
1:00 p.m.	Planning of practice
3:00	Practice
6:00	Dinner
6:30	Teach Sociology of Sport class
8:30	Recruiting -- telephone calls, letters on personal computer
10:00	Relax

*\*Based on a day in the life of Mike Lynch (fall semester), men's soccer coach who engineered his team to a NCAA Division II Men's Soccer Championship playoff berth in 1993.*



## Bulldog Fund Vital To Athletic Success

Administrators, coaches and many students are personally involved in the many fund-raising efforts to support the Bulldogs. Each spring, several community volunteers join the coaches and staff in collecting gifts for the Bulldog Fund. These donors, called the Bulldog Circle of Friends, provide about \$30,000 for supplemental operations expenses, student-assistants and scholarships.

A major campaign now in progress is the Kenneth Gardner Track Fund. This fund will enable the university to restore and resurface the Ken Gardner Track Facility with an all-weather competitive surface.

Faculty and staff members who are interested in supporting this project should mail their tax-deductible gift to: The Kenneth L. Gardner Fund, Alumni/Development, McClain Hall.

For more information, please call Director of Athletics Alan Graham (x4236).

## Trivia Quiz Answers

(See questions on front page)

1. Don and Fred (Fritz) Faurot coached various sports but were more known for football coaching.
2. Willard Sims, men's basketball.
3. Carol Jarrard Enfield, a basketball All-American in the early 1980s.
4. Mike Morris, a long snapper for the Minnesota Vikings.
5. Willard Sims (basketball), Eric Holm (football), Ed Schneider (men's cross country and track), B.J. Pumroy (baseball) and Mike Cannon (soccer).
6. Maurice "Red" Wade, former Bulldog football coach.
7. Debbie Carter Graves, a track standout in the late 1970s.
8. Men's cross country was second in the 1964 NCAA College Division Championships, and men's tennis finished second in the 1969 College Division Championships.
9. Since 1931, the Bulldog football team has competed against Northwest Missouri State University for possession of the "Old Hickory Stick," the trophy for the oldest traditional football game in NCAA Division II.
10. Larry and Chuck Clemens, football.

NORTHEAST MISSOURI STATE UNIVERSITY  
EMPLOYEE OF THE MONTH  
NOMINATION FORM

Nominated for the month of \_\_\_\_\_

Nominee's Name: \_\_\_\_\_

Your Name: \_\_\_\_\_

Dept/Div \_\_\_\_\_

Dept/Div \_\_\_\_\_

**A. Please list specific examples that demonstrate the employee's courtesy and consideration toward students:**

---

---

---

---

**B. Please list specific examples that demonstrate the employee's courtesy, cooperation, consideration, and good communication with co-workers and/or visitors:**

---

---

---

---

**C. Please list specific examples that demonstrate the employee's time efficiency and conservation of supplies:**

---

---

---

---

**D. Please list specific examples that demonstrate the employee's dependability:**

---

---

---

---

**E. Please list specific examples that demonstrate the employee's positive role model and favorable reflection on NMSU:**

---

---

---

---

**DEADLINE FOR SUBMISSION - SECOND FRIDAY OF EACH MONTH**

## EMPLOYEE OF THE MONTH NOMINATION GUIDELINES

Thank you for taking the time to nominate an employee for the Employee-of-the-Month Program. Employees must have been with NMSU at least a year in order to be considered. Our purpose is to recognize NMSU employees who consistently perform above and beyond their required job duties.

The committee selects a winner based on a rating system for each category on the nomination form. In case of a tie, prior nominations and the employee's length of service at NMSU will also be considered.

Nominees not chosen will automatically be included in the next month's selection. If they are not chosen the second month, their nomination form will be filed and they would have to be re-nominated to be considered again.

For each category, list **specific** examples of the employee's attributes. For example, rather than saying, "Mary Jane is always courteous to the students," say, "After finals week, Mary Jane brought lunch in for the student workers in her office to help them celebrate the completion of finals while maintaining a complete work schedule." Another example would be (for the category of time efficiency and conservation of supplies) "Tom found that by ordering enough pens and pencils to last three months saved his time as well as the time of Central Supply staff" or "Liz always lets Central Supply know well in advance when she needs a large supply of file folders." Being specific allows the selection committee to rate the actual events that make the employee stand out, rather than the writing ability of the nominator.

Nominations from students are welcomed and encouraged. When you have filled out the nomination form, please return to Human Resources, McClain Hall 101, by the deadline listed at the bottom of the front page of this form.

Thank you again for taking the time to honor NMSU's employees.