

The



LINK

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The Mountain Empire Community College official
weekly employee newsletter

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Sharon Fisher - Editor • Lana Kennedy - Design

VACANCY

Administrative Office Specialist II, position number WA005, part-time, 30 hours per week, \$9.28 per hour, in the Division of Arts and Sciences.

Experience in the following areas is required: knowledge of office practices and procedures, proficient computer skills to include in-depth experience with Microsoft Word (word processing) and Excel (spreadsheet) software, excellent telephone and interpersonal skills, ability and confidence to compose correspondence, and to interpret and follow oral and written instructions with minimal supervision.

Some duties include: create addenda, obtain enrollment authorizations, and schedule the classes for the Dual Enrollment Program, purchase supplies, etc. through eVA, create textbook orders on a semester basis, compile, process, and monitor the student opinionnaires semi-annually, schedule classes through PeopleSoft, maintain course outline and syllabi files for the division, create faculty office hours on a semester basis, and make travel arrangements for faculty. Previous office experience is preferred.

To apply, submit a Commonwealth of Virginia Application for Employment form no later than **Friday, May 11, 2007**, to Human Resource Office, Mountain Empire Community College, 3441 Mountain Empire Road, Big Stone Gap, VA 24219, telephone (276)523-2400. Relay users dial 711. The application form may be accessed at <http://jobs.state.va.us/emplApplication.html> or obtained at the college or at any state agency.

MECC is an Affirmative Action/Equal Employment Opportunity Employer. Minorities, females, veterans, and persons with disabilities are encouraged to apply. Documents verifying identity and eligibility to work in the United States must be presented upon employment. Selected applicant will be subject to a background check as a condition of employment.

FYI

On Sunday, May 6, 2007, at 3 minutes and 4 seconds past 2 am, the time/date will be: 02:03:04, 05/06/07.

CELEBRATION OF PEOPLE

MAY 11 - 1:00 PM
FUGATE AUDITORIUM

All employees are encouraged to attend.

EDUCATOR OF THE YEAR

Lorri Huffard, MECC Medical Laboratory Technician Instructor, was selected the Virginia Society of Clinical Laboratory Science Educator of the Year by the Virginia Clinical Laboratory Educator's Consortium.

BROWN CALCULATES

Assistant Professor of Mathematics Sylvia Brown was recently chosen to attend the TI-Nspire Virginia Summit. She was one of only 25 educators in Virginia who were invited. The two-day summit was held to demonstrate and provide training on the new TI-Nspire calculator. Each attendee received a prototype of the calculator to test and provide feedback. Among the many features, is an interchangeable keypad to convert to a TI-84 plus. The TI-Nspire is expected to be on the market in September 2007.



FAST tips



A weekly feature by the Office of
Financial and Administrative Services

Research outstanding purchases for fiscal year end close. Monitor outstanding purchases for payment and receipt before fiscal year end.

THE QUEEN'S VISIT WEBCAST

The state is hosting a public celebration on May 3rd in Richmond to welcome The Queen and The Duke to the Virginia State Capitol. Virginia's Royal Welcome at Capitol Square will feature live musical performances. The event will be one of the largest and most accessible public events of The Queen's visit to Virginia. This event will be available live via webcast starting at 3:30 pm at www.VirginiasRoyalWelcome.org/webcast.



RED FOX GRILL

May 7-10 & June 11 - 29

Grill Orders ONLY

May 11 - June 8 & July 2 - Aug. 21

CLOSED

MECC LICENSE PLATE

The new MECC license plate is now available. Go to your local DMV or you can order online by going to the DMV website at www.dmv.virginia.gov/exec/vehicle/splates/info.asp?idnm=MECC.



REMINDER

Almost all of the Business Office staff will be unavailable May 7-18 due to AIS Training.

Just For Fun

One day the wife and I were discussing anger management and I asked her, "When I get mad at you, you never fight back. How do you control your anger?"

She said, "I clean the toilet bowl."

I asked, "How does that help?"

She said, "I use your toothbrush."

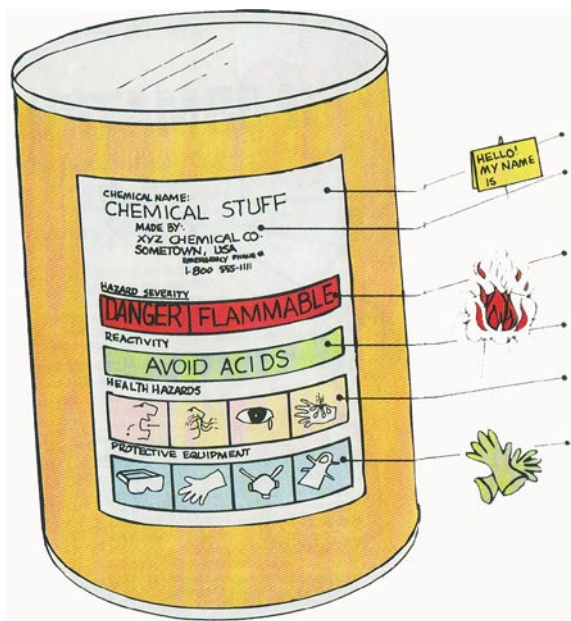
Source: Online

SAFETY AT WORK

Hazards in the Workplace Your Right to Know

What goes on the LABELS?

Every container of hazardous chemicals is labeled by the manufacturer. The actual format will differ from company to company, but the labels must contain similar types of information. That makes it easy to find out at a glance about the chemical's possible hazards, and the basic steps you can take to protect yourself against those risks.



The label may use words or symbols to tell you:

- The name of the chemical
- The name, address, and emergency phone number of the company that made or imported the chemical
- The physical hazards (Will it explode or catch fire? Is it reactive? Is it radioactive?)
- Any important storing or handling instructions
- The health hazards (Is it toxic? Could it cause cancer? Is it an irritant?)
- The basic protective clothing, equipment, and procedures that are recommended when working with this chemical.

Before you move, handle or open a chemical container, **READ THE LABEL** and follow instructions. If you're not sure about something, **ASK YOUR SUPERVISOR** before you act.

There are a few cases where labels are not required, but even then it must be clear to workers what is inside the container.