Kearney State MacCollege

Three hours credit with every happy meal!

Get a free MacMinor with every MacMajor!

Free coke at our expanded campus drive-thru!

You deserve a break today!
On Tuesday, February 19, there will be a workshop on how to work with incompetent supervisors. Time and location will be announced in the February 20 newsletter.

Campus mail is mail that is mailed from one place on campus to another place on campus. Campus mail is not to be sent off of the campus. Campus mail must not be used for anything religious, profitable, political, or funny.

To help the expediency, accuracy, and redundancy of campus mail, please be advised to include the department name before the individual's name in addressing the address on campus mail envelopes. This will save the mailroom personnel time in having to look up the department that the campus mail is being sent to. For example, Name of Person, Department, Building.

TIAA/CREF is now requiring that Form WG-116 be replaced by Form WG-118 in all employees' record if their retirement accrues beyond the statutory limit by October 13, 1992. If you qualify, Form WG-117 must be filled out and sent to the Finance Office by next week so that Form WG-117 can be verified to expedite the implementation of the WG-118 form alteration/change. Xerox copies of Form WG-117 are not allowed, but Xerox copies of WG-118 are allowed as long as they are submitted in triplicate. WG-117 Forms are available at the Government Documents area of Ryan Library.

Let's give a big KSManC welcome to the guys and gals who have come on board in January. Jennifer Wethers is the new Sociology secretary I. Bob Kerrey who will be temporarily assigned as Custodian 3 in Founders Hall.
We are sad to say that we will be losing Riley, who will be leaving his position as Custodian 5 to become Provost.

Administrative    Earl E. Ramedacher
Computing        UP Admin/Finance

Four new integrated software packages were recently purchased from Information Incorporated. At this time, no one in administration understands or ever will understand any of them. Faculty are still not permitted to use the new system.

IMPROVEMENT       Jean Masston
SUGGESTION PROG   UPRAF Adm Asst

Almost any operation we perform at home or at work can be improved, but constructive criticism is always best. Will the faculty please refrain from using expletives, and phrases such as "stick it in ..." when making suggestions? Thank you.

INCOME TAX        Diana Kiehl
FORMS             Calvin T. Ryan Library

The Government Documents Department at C.T. Ryan Library has federal and state income tax forms available free of charge. Federal forms include 1040, 1040A, 1040EZ, 1040FU, 2441, Schedules A, B, C, E, and Schedule W. We do not have Forms WG-116, WG-117, WG-118. But we have one copy available that may be xeroxed.

EXPENSE VOUCHER    Jane Shedlon
PROCEDURES         Log Services

When claiming lodging expenses on the expense reimbursement forms, receipts that must be attached are the itemized folio from the lodging establishment and an indication on the lodging receipt or by a credit card receipt that the lodging can be paid to check the status of requisitions submitted for payment in a timely manner prior to June 30 to secure the best possible prices for the school. For example, Name of person, Department, Building.

"PLEASE USE THE SIDEWALKS"    Gordon Cooper
Groundskeeper

Now that winter is almost gone, the grounds crew is attempting to replace damaged trees, shrubs, and grass. In order to maintain the pleasant atmosphere, we request that you use the sidewalks or we will kill you.

IBM-PC             Tom Cookies
OFFERINGS          Tech Coordinator

The following are the new IBM-PC offerings for full-time faculty/employees.

1. Power saw (128 K)    19.00
2. Food processor       88.00
3. Additional Memory for above (256 K) 33.00
4. Exerciser           122.00
### INTEROFFICE EXCHANGE

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
<th>Contact Person</th>
<th>Available</th>
<th>Needed</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Ec</td>
<td>5555</td>
<td>Helen Reddden</td>
<td>X</td>
<td></td>
<td>4,265 IUDs</td>
</tr>
<tr>
<td>Home Ec</td>
<td>5555</td>
<td>Helen Reddden</td>
<td>X</td>
<td></td>
<td>condoms</td>
</tr>
<tr>
<td>Sociology</td>
<td>8888</td>
<td>Jess Ends</td>
<td>X</td>
<td></td>
<td>respect</td>
</tr>
<tr>
<td>President's Office</td>
<td>1234</td>
<td>Ole Kalstod</td>
<td>X</td>
<td></td>
<td>equine genitalia,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Greek genitalia</td>
</tr>
<tr>
<td>Provost's Office</td>
<td>9876</td>
<td>Bob Recyk</td>
<td>X</td>
<td></td>
<td>2,000 WG-117 Forms</td>
</tr>
</tbody>
</table>

---

**Did You Know?...**

**Kathy Stanley**

MIS Director

---

**Adjusted Index Score**

- Faculty Positions
- Headcount Enrollment
- YEAR
- Academic Standards