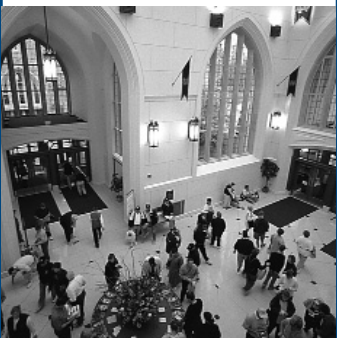


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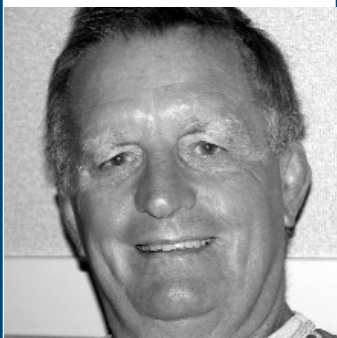
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she'll bring a
laptop**

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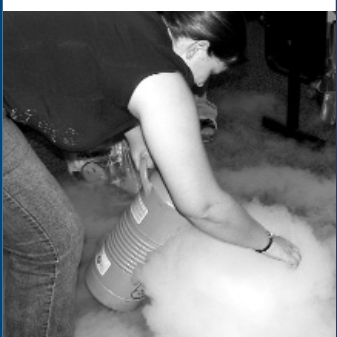
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2,000 celebrate great works and good deeds

By Gail Hinchion Mancini

Eighty-five University staff members were singled out for exemplary individual and team service last Wednesday at the 3rd annual Awards of Excellence Luncheon in the Joyce Athletic and Convocation Center.

"All the awards today acknowledge each of you, and the work you do," Executive Vice President John Affleck-Graves told the audience of almost 2,000. The many enthusiastically applauded the fewer number of awardees, breaking into a particularly sweet applause and whoops for the University's cake decorator, Tracy McCaster.

The crowd rose in ovation with the introduction of retired custodian Curry Montague, who served as the Main Building's chief custodian for almost 30 years, retiring in 2000.

Montague is recalled fondly for daily providing Notre Dame and its guests a congenial, memorable and inspiring example of how hard work, devoted service and charity transform duty into joy.

"In a sense," said President Rev. Edward A. Malloy, C.S.C., in introducing Montague, "he was almost an icon of the building itself. His enthusiasm and upbeat perspective were shown continuously."

Montague and the late Helen H. Hosinski were acknowledged at Wednesday's luncheon as new members of the Wall of Honor in the Main Building. Their names were officially installed in a ceremony that followed the luncheon.

Hosinski was secretary to Rev. Theodore M. Hesburgh, C.S.C., during his legendary tenure as Notre Dame's 15th president. She worked at the University from 1943 until 1990. She died Oct. 18, 2000.

Although Father Hesburgh could not attend the luncheon, he sent a tribute, read by Father Malloy: "She had an uncanny instinct for solving vexing



Jim Lyphout, right, vice president for building services, greets Curry Montague before last Wednesday's Awards of Excellence luncheon. *Photo by Rebecca Varga.*

problems. I know my own life would have been impossible without her constant and intelligent help."

A third new Wall of Honor member, the late Joseph Casasanta, director of the Notre Dame Band from 1923 to 1942, will be honored in a separate event in the fall. Casasanta composed numerous songs during his tenure as band director, including the University's alma mater, "Notre Dame, Our Mother." He died in 1968.

Profiles of Award of Excellence winners are on pages three, four, nine and 10. A description of the award categories is on page seven.

Librarian of Congress to be featured at inauguration of academic year

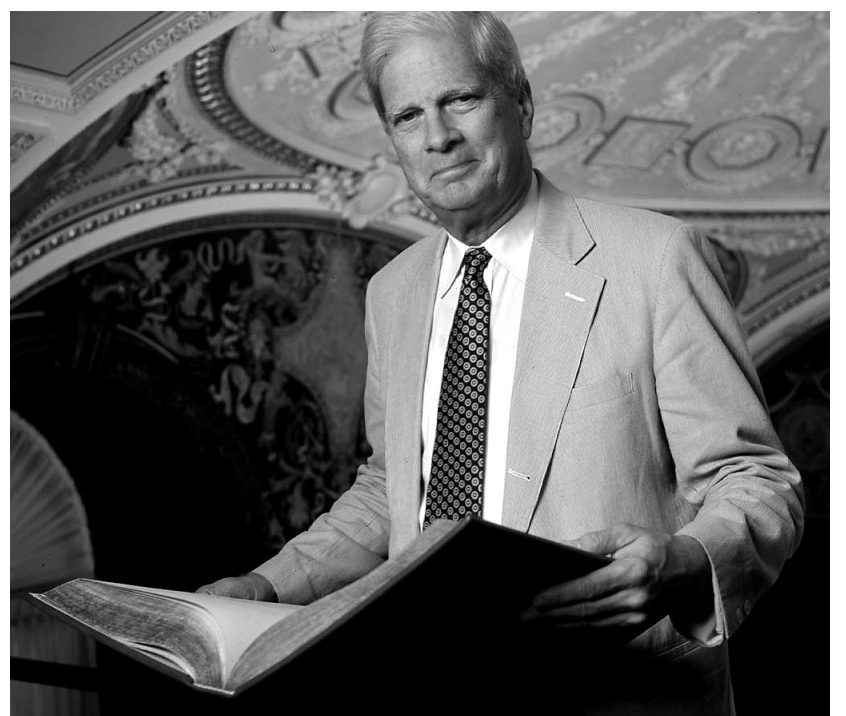
By Susan Guibert

The University will inaugurate the new academic year Tuesday, Aug. 24 with a convocation of the faculty, a Mass, and a campus picnic for faculty, administrators, staff and students, followed by a fireworks display.

James H. Billington, Librarian of Congress, will address the faculty in Decio Theatre of the Marie P. DeBartolo Center for Performing Arts at 4 p.m. Sworn in as the Librarian of Congress in 1987, Billington is the 13th person to hold the position since the Library of Congress was established in 1800. A native of Bryn Mawr, Pennsylvania, Billington was graduated from Princeton University and earned a doctoral degree from Oxford University, where he was a Rhodes Scholar at Balliol College. Billington taught history at both Princeton and Harvard universities and served as director of the Woodrow Wilson International Center for Scholars where he founded the Kennan Institute for Advanced Russian Studies. He is the author of several books on Russian history and is the recipient of 33 honorary degrees, including one from Notre Dame in 1995.

Mass for the opening of the academic year will be celebrated in the Joyce Center at 5:30 p.m. A formal academic procession of faculty will precede the Mass, at which Notre Dame's president, Rev. Edward A. Malloy, C.S.C. will preside.

Following the Mass, a picnic for students, faculty, staff members and their families will be served at 7 p.m. on the DeBartolo Quadrangle. A fireworks display will begin at 7:45 p.m.



Billington



Q: Is it true we're going to have wireless Internet access outdoors?
Submitted by a student.



Latimer

A: The Office of Information Technologies is working on a number of fronts to bring ND's wireless service to campus greenspaces. If all goes well, OIT will initially "light up" the east-west quad running from O'Shaughnessy Hall to Rockne Memorial and the north-south quad between Cushing Hall and the performing arts center by later this fall or early spring, 2005 (weather permitting). To get that done, we're working with the architect's office on the aesthetic issues of placing transmitters and antennas, and with a number of equipment and software companies to deploy a secure wireless service to these areas.

This project is driven by a number of business and academic considerations. First, you can't establish a truly pervasive computing environment with only indoor connectivity (wired or wireless). A faculty member who decides to hold his or her class on the lawn in front of DeBartolo Hall may still need students to interact with the Internet. Or, students may want to study outside, or just pull sit under a tree between classes and catch up on e-mail.

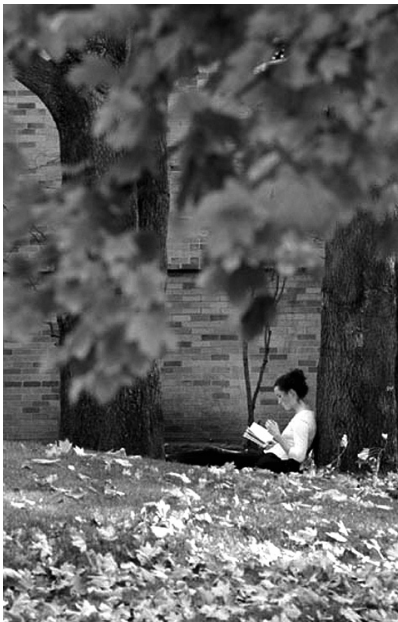
Second, as PDA-based applications become more prevalent, the ability to receive and send real-time updates while "in the field" is useful. The new work-order system we're putting in for Facilities Maintenance eventually will allow the Preventative Maintenance staff to get their work orders, charge the various accounts for parts and supplies, and update or close a work order while on site. They won't have to come back to the office to fill out paperwork, or pick up their next assignment.

Third, there is a rapidly emerging trend towards hybrid phones that use a cheaper and faster "WiFi" connection when available and switch over to cellular service otherwise. It's painful to use these Blackberry or Treo hybrid phones on the slower cellular service. This initiative would permit these phones to operate in WiFi mode while outside.

Best of all, two key pieces of equipment are being donated to us, making the foray into outdoor WiFi a relatively inexpensive proposition.

DeWitt Latimer is assistant vice president and assistant provost.

Q, a new feature of ND Works, lets the Notre Dame community pose questions to the administration and to campus experts. If you have a question you think we can answer, e-mail it to ndworks@nd.edu or call 631-4314.



Next time, she'll bring her laptop.
University file photo

University receives funds for bioinformatics center

By William Gilroy

The University's Center for Tropical Disease Research and Training has been awarded a \$10 million federal contract to create and maintain genomic information on insects and other arthropods that transmit human pathogens.

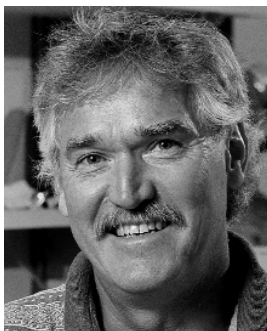
VectorBase, as it will be called, will house the huge amount of data generated by sequencing projects and the subsequent analysis of these vector genomes. It will allow scientists to view and manipulate both genomic information and related data and bibliographic information.

Frank H. Collins, director of the center and the George and Winifred Clark Professor of Biological Sciences, is principal investigator on the project and one of the key figures in in the 2002 sequencing of the genome of the mosquito species that transmits malaria to humans.

The grant has been awarded by the National Institute of Allergy and Infectious Diseases (NIAID), an arm of the National Institutes of Health (NIH). The goal is to establish a set of Web-accessible public databases and accompanying tools designed to aid researchers in the field of infectious disease. VectorBase is expected to be valuable both in identifying curing infection diseases and in dealing with these vectors and pathogens as potential agents of bioterrorism.

Notre Dame is the lead research group in the VectorBase project, but the creation and maintenance of the resource center will involve contributions from key partners at the European Bioinformatics Institute in England, the European Molecular Biology Laboratory in Germany, the Institute of Molecular Biology and Biotechnology in Crete (Greece), and Harvard University. Additional collaborators at Purdue University, the University of California Riverside, and many other organizations will be involved in the creation and analysis of the data managed by VectorBase.

NIAID awarded a total of seven contracts to establish national BRCs. In addition to Notre Dame, contracts were awarded to the Virginia Bioinformatics Institute at Virginia Tech, the Institute for Genomic Research, the University of Alabama at Birmingham, the University of Pennsylvania, the Systems Research and Applications Corporation, and Grumman IT Federal Enterprise Solutions.



Collins

Classroom scheduling —a beast but not a burden

By Jan Spalding

It's only August, but Dawn Templeton is about to be snowed under.

While faculty, staff and students ease their way back to campus—most looking forward to the gentle, back-to-school air of introductory material and far-off assignment due dates—Templeton braces her area for its equivalent of final exam week.

To many, she is known only as "roomreq," her online handle as classroom management specialist for the University. From the registrar's office, Templeton manages the classroom scheduling of the majority of courses and events including review sessions, films, guest lecturers, summer programs such as the National Youth Sports Program and the CCE's Medjugorje conference.

"It's definitely a juggling act," smiles Templeton, whose challenge is to fit 2,500 courses and 7,700-plus events into 160 classrooms. Over the coming year, 24 of those classrooms will be retired and turned over to the colleges for administrative uses. Templeton expects faculty to feel a bit of a squeeze.

It's been just over a year since she left her position at Goshen College for this one that intrigued her so here at Notre Dame. "It's like a big puzzle. If you can deal with the frustrations, it's fun to see it all come together. If you are not up to it, you won't survive."

One of the known facts about classroom scheduling is that it begins in the middle of the previous semester and wraps up by semester's end. One of the little-known facts about Templeton's work is that she fields at least 250 requests for venue changes once the semester begins.

The scheduling process seems clear enough. Preference forms are sent out to faculty and department heads two to three weeks into the semester. They then have two to three weeks to respond in whatever way suits their convenience—paper or Web. Once that deadline is met, it takes just a few more weeks to get the scheduling completed. (By the way, Notre Dame is known among universities to be on the cutting edge in its use of the powerful AdAstra scheduling software.)

Already Templeton knows that the first week of classes will involve answering 50 to 75 e-mails and phone calls each day, all requesting reassignments. Registrar staff such as Stephanie Maenhout, Liz Rosencrantz and Amika Micou help handle the volume.

In part, change is necessitated by the Goldilocks rule: Some rooms turn out to be too large, some too small; not all are just right. Sometimes a room doesn't provide adequate technology, or it will not accommodate a handicapped student. On occasion, a professor is booked in back-to-back classes on opposite sides of the campus.

Does Templeton and her crew satisfy every single request? Of course not, especially if it applies to the prime class periods of the day: the 10 a.m. to 2 p.m. classes. The good news: If your class is at 8 a.m., she can probably locate another option. Templeton and her staff have no secret stash of unpublished classrooms; they just honor every request by trying to find a solution.

Templeton prepared for the fall onslaught by visiting the Elkhart County Fair with her husband and son and reliving her 4-H project days with swine and rabbits. Speaking of scheduling issues, she won't live through the back-to-school crush in January. She's expecting her second child Jan. 10.



Enjoying the calm before the storm, Dawn Templeton shares a laugh with a friend. *ND Works photo.*

NDWorks

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Individual efforts that redefined religious vocations, service, community outreach and work-place commitment

Up to five Presidential Awards are given annually to individuals who exemplify outstanding performance to the University and surrounding community.

Steve Camilleri – Dedicated to vocation, at Notre Dame and elsewhere



Camilleri

So prodigious is Steve Camilleri's energy and enthusiasm, when he left the University last Friday for a new job, some may have anticipated seeing the lights flicker and dim.

For the past five years, Camilleri has directed the launching of NDVI (Notre Dame Vocational Initiative), whose

most visible project has been a summer high school leadership experience for Catholic high school students. The program encouraging enrollees to consider religious vocations, and to be part of the next generation of leaders for the Church and society.

Other components of NDVI provide research stipends to faculty and students, underwrite speakers and hold retreats and panel discussions for and by alumni.

"As the director of NDVI, Steve Camilleri has been a true visionary," writes Nicole Shirilla, assistant director of NDVI, in her nominating letter.

NDVI operates under the auspices of Notre Dame's Institute for Church Life, with support from a \$2 million grant from a Lilly Endowment, Inc. effort to energize the personal search for religious or spiritually inspired vocations. NDVI's breadth includes retreats for alumni, whose graduates have reported altering their work lives or changing jobs in order to build spirituality and service to God into their workplace.

In his new post, as director of the South Bend Center for the Homeless, Camilleri seems destined to continue to practice what he's preached.

Rita Grontkowski – Veteran embraces the new



Grontkowski

What is noteworthy about Rita Grontkowski's career at Notre Dame—at more than 41 years, she is the second longest serving member of the staff—is that in her most recent placement she has positioned herself to be with the freshest members of the University: the freshman.

Grontkowski is senior administrative assistant of the First Year of Studies. The dean of that program, Eileen Kolman, nominated Grontkowski for a Presidential Award on the basis of her entire career, which

also included administrative assistantships in the dean's office of the College of Arts and Letters and in the Provost's office.

The First Year of Studies Program runs a tightly choreographed experience for freshman that includes many one-on-one contacts with advisors and carefully timed experiences and mailings with parents, whose concern must be tempered with encouragement to let their children explore. The division serves as a liaison with faculty, whose courses and seminars are consolidated to provide a holistic first-year experience.

Such machinery brings with it its logistical problems, which Grontkowski artfully solves, "always with the frugal use of resources," Kolman writes.

A few years ago, as she was approaching the four-decade mark of University service, Grontkowski not only dealt with the newest students, she coordinated the division's move into one of the University's newest facilities, the Coleman-Morris Center. "She was instrumental in setting up the systems (in the new facility) for its optimum use," Kolman said.

Doug Marsh – More than the face of the Juniper Road project



Marsh

It's fitting this is Doug Marsh's year for a Presidential award, given the credit he has earned for the county government's resolution to allow Juniper Road rerouted east of campus. The success, by the standards of the South Bend Tribune editorial board, related to his patience in seeking input—over dozens of

public and private living room meetings—and then in altering the plan to answer the concerns of others.

One had to make a point of following Marsh's calendar last academic year to understand just how far he is stretched. Building friends and supporters with residents of Indian Village one night, he might have been called the next day to speak with the Board of Trustees on every possible construction option for the next 10 years.

Aside from the tough public and governmental challenges, Marsh is responsible for the design and construction of all new buildings on campus and accompanying roads, walkways and greenspaces. In conjunction with several South Bend city groups, he has branched out to support a design process to revitalize the Northeast neighborhood. Assisting on the recent expansion and renovation of the South Bend Center for the Homeless constitutes a volunteer activity.

"His scope of responsibility is so wide and so critical as to be difficult to measure," writes James Lyphout, vice president for business operations, in his nominating letter for Marsh. "Every day, he is called upon to make decisions that impact the entire University. Doug does not work out of an office, he works out of the whole campus and beyond."

Loretta Wasmuth – Benefitting biology and the poor of Mexico

In his nomination letter for Loretta Wasmuth for a Presidential award, Charles Kulpa expresses something close to awe at her ability, on one hand, to cut through bureaucracy and grasp the changing challenges of technology, and on the other to assist the faculty and staff of the Department of Biology with such generosity and warmth.



Wasmuth

Also inspiring, writes Kulpa, who is department chair and a professor, is how she spends her vacations. Wasmuth recharges her batteries by applying her organizational skills and warmth in impoverished neighborhoods near Tijuana, Mexico, where she and her family volunteer each

summer on home construction projects.

Wasmuth is the kind of departmental administrator who grasps changes, then comprehends them in the context of the difficulties they will impose on the biology department faculty, Kulpa says.

In biology, where Wasmuth has served 18 of her 35 years at Notre Dame, change has meant everything from new rules and regulations for graduate students to a new e-procurement program and the new technology imposed by Renovare.

And how many individuals are part of her orbit? Thirty-three faculty, 121 graduate students and 45 postdoctoral students benefit from Wasmuth's talents. "Our department, by all criteria, is very successful and smoothly functions on a day-to-day basis, thanks to Loretta," Kulpa writes.

Priscilla Wong – Making Notre Dame special for students and staff



Wong

In 20 years with Campus Ministry, Priscilla Wong, assistant director, has made a point to ensure that all students can embrace Notre Dame as a spiritual home, including African-American students, a growing Asian population and a growing body of Muslims.

Wong also has been instrumental in creating Prayer around the World, a monthly event which highlights non-Christian worship, and she has helped coordinate the Muslim student group's weekly reading of the Koran. She also directs the Cross Cultural Ministry and Learning to Talk about Race, an overnight plunge experiences for all racial and ethnic backgrounds to discuss race in the spirit of the Gospel.

"She seems to have unlimited hours in her schedule as she meets with students through the late hours and weekends," notes the letter recommending her for the award, which was submitted by the entire Campus Ministry staff.

They describe themselves as a group that seems to have benefited as much from Wong's attention as the students. Whether it's examining how to cut costs, hiring a new staff member or encouraging ideas on working smarter, Wong welcomes staff input and involvement.

Compiled by Gail Hinchion Mancini and the Office of Human Resources.

10 who go beyond



Falkiner

The Notre Dame Award of Merit is given to staff members who exemplify exceptional performance to the University community. As many as a dozen awards are given each year.

Jim Falkiner – Making career change a treat

Up until 1999, if you asked Jim Falkiner a professional question, you'd probably get into a conversation about ice cream. Falkiner headed a regional ice-cream manufacturer sold under the brand "Atz," or as Martin's house brand.

Falkiner had worked in the company since college and was ready for a life change. The notion that his entrepreneurial know-how could become part of business education intrigued him, so he sold his share of the company and joined Notre Dame's Executive Education program. The Mendoza College of Business soon concluded he would make a fine business educator.

Today, the man who changed careers is helping MBA graduates find their own. And according to the testimony of his colleague Bill Brennan, director of career programs, Falkiner is bringing entrepreneurial flair to the task.

Now the associate director of career programs for MBAs, Falkiner undertakes many of the anticipated career center tasks, such as honing relationships with businesses. Among Falkiner's notable contributions, Brennan says, is creating systematic ways for students to search for their dream jobs. One of his efforts, for example, is the MBA Spotlight, through which Notre Dame circulates information about MBA graduates to more than 1,000 alumni and corporate partners throughout the country. The Bill of Materials is a review process Falkiner initiated to help students match their interests with a specific job.

Falkiner understands well this concept of match. He gave up one life and found a better one. MBA students also give up jobs and stability and take time out of their lives, and for their effort, he says, they want a career that's a good fit.

Falkiner keeps his entrepreneurial skills sharp by teaching an undergraduate class and by advising the Entrepreneurship Club.

Laura Jones – Solving out-of-kitchen catering challenges

A rapidly growing operation needs someone who's on her toes, watching out for details, taking on the new duties that seem to crop up in the face of change. At Catering by Design, Laura Jones wears so many hats that it's almost not worth mentioning her title, office/employment coordinator.

The business and its almost 30 employees juggle as many as 9,000 individual events with \$4.9 million in sales. As Catering's general manager Lisa Wenzel describes it, as the operations has grown in Jones's 10 years, Jones has helped create an operational framework that makes the business operate smoothly.

"Laura came into a situation where there were few procedures. She worked to establish processes in her area of responsibility," she says.

That has meant creating a solid system for accepting and coordinating orders, and for maintaining a catering staff that can carry out those orders. It has been a period of personal growth for Jones, who started as the person who took down the orders herself.

One particular business challenge are the periods when order volume spikes, such as football weekends. With the inner workings of the office in place, Jones often pitches in to supervise events. And she has trained the office staff to do so as well.

Although not in her job description, Jones is a good salesperson as well. While we may think of Catering by Design as the people who prepare box lunches for staff meetings, they will also cater our personal functions. Want food prepared for a high school graduation party, for example? Call them, and meet Jones personally. "All you have to do is pick it up," Jones says.

Debra Kabzinski – Smooth sailing even in restless waters

Phillip Sloan, chair of the Program of Liberal Studies, raises a good point in his nominating letter for administrative assistant Debra Kabzinski: How does the spirit of a program carry on if its director changes frequently?

According to Sloan, Kabzinski has had four chairs since joining the program in 1986. It is she who has served as the program's "heart," he says.

PLS touts itself as a small liberal arts college within Notre Dame. Its 150 majors undertake some academic challenges more rigorous than those at other liberal arts programs, such as oral exams or participation in a prestigious essay contest. Kabzinski helps organize those student services, as well as student social events. Her coordinating abilities have aided the smooth sailing of the World Masterpiece Seminars at the South Bend Center for the Homeless, and a Junior Great Books program delivered by PLS students in local schools. Although those programs are now run by a part-time coordinator, Kabzinski established the protocols that allow them to continue year after year.

Kabzinski also assists with the departmental newsletter, and a newsletter for an alumni base she says remains extremely close to the program. Many return for a summer symposium, which she helps organize. This year, Kabzinski helped coordinate activities for attendees of a "Dante's Comedy" seminar. A dozen alumni gathered, representing classes from the 1950s to the 1980s.

"This is *the* major," she says proudly. "I think it's the closeness of the classes. They all get to know each other, and they keep in touch forever." With a public relations line like that, there's no wonder the department enlists her to do its brochures and Web site as well.

Warren Kubitschek – Analyzing data for a better American classroom

Warren Kubitschek, statistical consultant and data manager for the Center for Research on Educational Opportunity (CREO), has the unusual pleasure of working in a field—educational sociology—in which excellence has a clear measure. It's not a single means of compiling and reporting statistics; it's the work of the late James S. Coleman, whose research indicated that America's minority children were not getting a fair break in segregated schools.

Today, Kubitschek is the chief statistics and data manager on a new generation of study about equity in schools, being conducted by CREO with a multi-year federal research grant. By including analysis of both public and private—particularly Catholic—schools, the CREO study picks up where Coleman's research left off. Called "Comparative Analysis of Best Practices in Public and Private Elementary and Secondary Schools," the study is the first to attempt a comprehensive comparison of public, private, and religious schools.

Coleman's accomplishment—statistical analysis so solid it influenced educational policy—is the ideal to which Kubitschek aspires, recognizing, with amused frankness, "You can't make that a goal. Data that lasts is always good social science, and a little bit of luck."

Maureen Hallinan, CREO director and White Professor of Sociology, credits Kubitschek with the kind of ability that makes luck less of an issue. His role in CREO's work, and the federal project, is "major."

"He plays a crucial role as consultant in the use and analysis of six data sets used in our education research," she writes in her nominating letter. "He oversees the data collection of information from all elementary and secondary Catholic schools in the Archdiocese of Chicago."

Kubitschek does not teach, but does help graduate students through their own research issues. He keeps the field of educational research lively by writing and editing. He is co-editor, with Hallinan and two others, of "Stability and Change in American Education," published in 2003.

With luck—and skill—Kubitschek and his CREO colleagues are creating new information on educational excellence that will lead to stronger educational policies.

Carole Ann Martin – Adding TLC to the mathematics formula

We know Cubs Scouts need den mothers. But, apparently, so do mathematics graduate students. To Carole Ann Martin, administrative assistant for the department of mathematics, connecting with the department's now 55 graduate students is the best part of her job. Martin's colleague, Patti Strauch, who nominated her for the excellence award, verifies that Martin lends the comfortable ear that many graduate students need when facing their personal versions of math anxiety.

Martin works her magic even with students who haven't yet enrolled. "We've had nothing but great reviews about the recruiting weekends that she organizes each year," says Strauch, senior administrative assistant. Feedback about the weekend suggests that administrative assistants are contributing a lot more to the graduate student recruitment effort than we knew.

Compliments flow from the "increasing number of graduate students who want to enter our program after visiting Notre Dame," Strauch notes. "As they say, first impressions mean a lot."



Jones



Kabzinski



Kubitschek



Martin

d the call of duty

Martin's office is right next to a lounge where students gather for lunch and coffee, and the ongoing presence of this close-knit group colors a day that has numerous duties. For example, she also helps faculty coordinate their courses, keeping track of about 15 professors each semester.

Martin will be wrapping up her 20-year Notre Dame career by the end of this year, and plans to spend more time with her grandchildren and her son Chris, who has battled a rare form of lymphoma for seven years. Although there is no known cure, he has well outlived his doctors' expectations.

Tracy McCaster – The best kind of sweet

Most of us probably wouldn't want our vacations interrupted by a baking crisis like slipping frosting. But most of us aren't Tracy McCaster, baker/decorator for food services.

Let's just call McCaster an artist. In the bake shop, she's the one called upon for the intricate work of wedding, birthday, baptism and special occasion cakes, including her crowning glory: a reproduction of Main Building.

McCaster rinses off the frosting and sits down with pen and sketchpad to work one-on-one on a customer's vision.

McCaster also has been known to put down her squeeze tubes for a visit to the Early Childhood Development Center to teach children how to decorate bakery items. Sometimes visitors and community groups ask to observe her. She welcomes them to her workshop in the Food Services Support Facility.

"Her ability has added revenue to the sales of specialty and decorated items in our food services department," says FSSF director John Glon, who has worked with McCaster for 11 years. "More importantly, she is always happy. And makes people around her happy."

Michael McFarland – Making physics fantastic

In a Notre Dame physics class, the burden of teaching is on the professor. But the task of making the field come alive is shared by people like Mike McFarland, the instructional resources manager whose laboratory setups facilitate the teaching process, and whose visuals add the "gee whiz" factor. When McFarland is on your team, says Dinshaw Balsara, assistant professor, you're going to get support that is "vivid and interesting."

Balsara describes your basic physics undergraduate as having had years to develop aversions to math and science. Changing their mindset is a big part of the faculty's challenge, and it's something that must be accomplished despite large class enrollments.

The students become engaged through the kinds of demonstrations that McFarland sets up. "The demonstrations he puts together are always pretested, well-packaged and ready to roll." McFarland is always ready to incorporate new ideas, and always on the lookout for new ways to demonstrate old ones.

This isn't as easy as it looks, Balsara notes. The night owls among the physics faculty have run into McFarland, as have the early birds, including one with a 4 a.m. start time.

McFarland would like to be as fresh and creative all the time as Balsara says he is. There are those days when the setup is routine, whether it's preparing a film on a projector, as McFarland did 21 years ago, or popping in a DVD. But, he says, "My favorite thing is coming up with new demonstrations."

Barbara E. Ritty – Blending cataloging and people skills

When Barbara Ritty moved to the area 21 years ago, her career as a high school teacher collided with a period when schools were hiring no one. Blessed with the notion she could do other things, she wound up in the cataloging department of the Hesburgh Library. She has not had a dull minute since...or at least not since card catalogs were discontinued. Before then, she hand-filed cards for two hours each day.

Ritty now is cataloging coordinator in the Kresge Law Library. In nominating Ritty for an excellence award, Laurel P. Cochrane, associate librarian, reminds us that sometimes our experienced employees are themselves like catalogs.

"As a new member of the Law School faculty, and a new employee of the Law Library's Technical Services department, I find myself going to Barb for information and instruction on a daily basis," Cochrane writes.

Ritty remains connected to young people as the coordinator of student workers. She must have been a successful classroom teacher, because with

student workers, she demonstrates "fairness, competence and empathy," Cochrane observes. "Her popularity is not owed to the fact that she's soft or easy—in fact, Barb's a real taskmaster!"

Those students leave her charge knowing the importance of attention to quality and the value of good work, Cochrane says.

Cataloging creates unique records for library materials in adherence with predictable standards that will allow users to find those items. Ritty's work takes her a level above that, to ordering books and periodicals and ensuring that their cataloged identities make it into the library database.

To hear Ritty speak of her now beloved profession, creating the correct information is every bit as challenging as molding a young mind. And it takes a love of learning to do either. "The subject of cataloging just always has fascinated me," she says.

Kathy Stopczynski – Sewing with an eye on savings

When someone on campus calls Kathy Stopczynski in to give a room a fresh start, she's in heaven. The seamstress/tailor specializes in draperies, and a request for a fresh valance or a whole new decor is as good as it gets for her.

Then again, when someone calls Stopczynski and asks her to pitch in at the warehouse, she cherishes the break from her routine and cheerfully fills orders, answers phones and makes computer entries.

That spirit has financial and human benefits, writes Alan S. Bigger, director of buildings services, in his nomination letter.

As the person who orders uniforms for Building Services, Stopczynski has "streamlined the process for over 240 employees," Bigger says.

As the building services seamstress overseeing uniforms and a vast inventory of draperies, Stopczynski can eyeball opportunities for repair and recycling. There are buildings on campus with very small budgets that have drapes because she found a way to remake old ones. Notice that the Notre Dame Christmas in April houses come with drapes? They're sets refashioned by Stopczynski. Think that old uniform is a goner? To her it's a future smock.

She says she learned her sewing skills through 4-H and high school classes. Her whole family is made up of repair superheroes: a husband in construction, a son who fixes cars, a few firemen relatives should someone need medical assistance. She's not the kind who turns her back on home window treatments, either.

And on Sundays, she puts down needle and computer mouse to teach Sunday school.

Anne Zakas – Admired for all aspects

If you're looking for a good example of a mutual admiration society, stop up in the Higgins Labor Research Center in Flanner Hall. There, administrative assistant Anne Zakas speaks with awe and respect for the accomplishments of her boss Teresa Ghilarducci, Higgins director and associate professor of economics and policy studies.

Ghilarducci, in turn, is awed by Zakas. For example, while Ghilarducci is very successful in attracting grant dollars from many different sources, channeling resources from many little pots into a flow that can support a research center is the true talent of Zakas'. "Without her willingness to handle no fewer than 10 sources of money from no less than 12 special projects, we wouldn't be able to have the vitality and flexibility to be a low-cost, efficient service to faculty and students," Ghilarducci writes in her nominating letter.

Zakas developed this talent through hard work, and by taking several Notre Dame professional development courses and an accounting course at another college. When not juggling the books, she is planning conferences. She's the kind of assistant who will quickly transcribe conference results, the better to get them into the hands of publishers.

A working mother herself, Ghilarducci expresses admiration of Zakas' dedication to her job and her family of four children—one out of college, two in college, and one in high school. Equally appealing and inspiring to someone like Ghilarducci, who has testified before the U.S. Congress and served on a federal pension review board, is the Zakas family's dedication to public service: Joe Zakas, Anne's husband, is a longtime state senator.

"It is important for us not to be tempted to count high-profile board memberships higher than the kind of selfless work she does for our state, city, and for Notre Dame," Ghilarducci says.

Compiled by Gail Hinchion Mancini and the Office of Human Resources.



McCaster



McFarland



Ritty



Stopczynski



Zakas

For true Olympic spirit, tune in to wrestling

By Becky Wiese

Forget the pigtailed gymnasts, superhuman swimmers, and scandal-ridden sprinters. For a glimpse of the Olympic spirit in its purest form, Fran McCann suggests you tune in to wrestling. "Watching wrestling is watching pure amateur sport," says McCann. "These guys won't get money or notoriety—they do it for the sheer joy of competing."

McCann, professor of physical education, knows first-hand what it takes to chase an Olympic dream. After his brother Terry won wrestling gold in Rome in 1960, McCann was an Olympic trials finalist, barely missing the 1964 squad. As a coach at Indiana State, he guided the college career of Bruce Baumgartner, a four-time Olympian who went on to collect four medals, two of them gold.

McCann's career has added plenty of luster over the course of 35 years of teaching and coaching. He's headed varsity programs at Winona State, Indiana State, and Notre Dame, and volunteered countless hours to youth clinics, camps, and the program at Penn High School. He's been inducted into both the NAIA and Indiana Wrestling halls of fame. And since 1992, when Notre Dame's varsity program was dropped, McCann's been grappling with the



McCann

physical education of the University's freshmen. On any given day you might find him teaching tennis, squash, self-defense, or health and wellness courses.

But for the next few weeks, he'll be focused on Athens, where the Greco-Roman and freestyle events will provide plenty of human-interest angles for Olympic viewers. The sport, considered a gift of the gods in Ancient Greece, was a centerpiece of the Olympic games as far back as 708 B.C. Fast-forward to 2004, when women's wrestling will be inaugurated

as a medal sport, with Americans Sara McMann and Patricia Miranda considered top contenders.

McCann's tips for informed viewing? Watch for Kerry McCoy, a freestyle heavyweight out of Penn State, and Cael Sanderson, who went 159-0 as a collegian, but is still a newcomer to the international scene. And though you may be tempted to pick the biggest athlete in the match, McCann insists that

attitude and mental focus are the keys to success. "Wrestling requires year-round training and grueling practices—and once you get out there there's no one to help you. It takes mental discipline more than anything—I've never encountered a dumb wrestler."

McCann hopes that Olympic coverage will help turn the public's attention to his favorite sport. "I hope people appreciate what these kids have gone through—they've worked their whole lives for this and are out there giving their heart and soul."

They serve with uncommon spirit

Thirty times during the past year, an act of kindness or generosity so moved a faculty or staff member that they wanted the activity acknowledged. The venue for making goodness known is the Spirit Award. The following 30 individuals or departments have received a certificate and have had their honor noted and celebrated among their colleagues.

Recipients of Spirit Awards in the past year are: from building services, **Ellen Gunn, Janice Kolberg, Stella Kirkman, Donna Collins, Daniel Handley** and **Julie Scott**.

Patricia Brubaker and **Betsy Creary** are winners from University Health Services. **Christopher Michael Paladino** is a recipient from the Center for Social Concerns. Department of Chemistry and Biochemistry winners are **Maureen Metcalf, Rita Egendoerfer,**

Debra Bennett and **Nonka Sevova**.

The Current Periodicals/Microtext Unit from the Hesburgh Library's access services division was acknowledged as a department. **Leigh Taylor** of University Libraries also is a winner.

Winners from other academic departments are **Debra Kleiser**, Executive Education program; **Lori-Ann Edinborough** and **Debby Herczeg**, MBA admissions; **Sherry Reichold**, classics; **Suzanne Aleva**, physics; and **Margaret Clinninger**, Medieval Institute.

Winners from other administrative divisions are **Nita Minix, Mike Kmitta** and **Susan Sheets**, food services; **Matt Uebelher**, The Morris Inn; **Jack Woolley**, procurement services; **Matt Klawitter**, Notre Dame Web Group; **Deborah Jane Gabaree**, general counsel; **Jordan Lee**, payroll; **Karen Anderson**, research department of the Office of Development.

WHAT THEY WERE DOING



Brother Frank Gorch, left, used to run both LaFortune Student Center and Washington Hall and did duty with the Notre Dame Fire Department. The renovated billiards facility in LaFortune's basement is being named in his honor. With his successor, Matt Biergans, Gorch locates a basketball team picture featuring President Rev. Edward A. Malloy, C.S.C. among the nostalgic athletic shots that will decorate the facility. *Photo by Bryce Richter.*

Distinctions

Donald R. Miller, former executive chef of Sorin's in the Morris Inn, has been named the University's executive chef. **Ross Olling**, who worked in Sorin's with Miller for eight years, is stepping into the role of Sorin's executive chef.

Gregory V. Hartland has been promoted to full professor of chemistry and biochemistry.

The University offers its thanks and congratulations to those celebrating employment anniversaries this month, including:

Loretta M. Wasmuth, biological sciences, who has been with the University for 35 years.

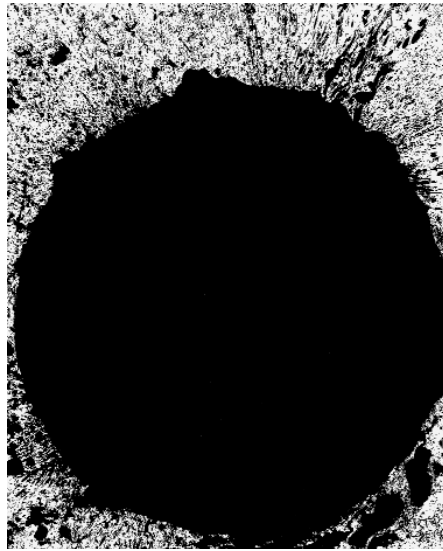
Julie A. Buck and **Lokadia Paczkowski**, South Dining Hall; **William S. Hedl**, security; and **Pamela J. Nicholas**, University Libraries, all celebrating their 30th anniversaries.

Robert K. Byrd, South Dining Hall; **Jack Gibbs**, information technologies; **William F. Meyer**, athletics; **James J. Murphy**, Joyce center; **Lou Ellen Parent**, University Libraries; and **Ellen Victory**, theology, have been with Notre Dame for 25 years.

Observing 20 years of service are **Mark S. Brock**, general services; **David P. Chodzinski**, utilities; **Dolores L. Eppolito**, building services; **George L. Frison**, South Dining Hall; **Terrance M. Hardy**, Rolfs Recreation Center; **Jeanne G. Hendricks**, development; **Georgia Johnson**, information technologies; **Rhonda S. Spitaels**, landscape services; **Lois E. Zehrung**, accounting and financial services.

Marian E. Crowe, Program in Liberal Studies; **Karmen M. Duke**, First Year of Studies; **Maryellen Fetherolf**, University Health Services; **Miguel A. Franco** and **Leonard A. Hickman**, University Counseling Center; **Reginald R. Kalili**, food services; **Thomas C. Kazmierczak**, security; **Helenann H. Klukowski**, development; **Daniel P. Manier**, law library; **Janet S. Mead**, Alumni Association; **Shannen M. Mears**, Morris Inn; **Susan M. Penrod**, College of Arts and Letters; **Coi N. Pham**, **Emma T. Owens**, and **John L. Pierson**, building services; **Joseph M. Schellinger**, academic space management.; **William G. Scholl**, athletics; **Jeffrey R. Shoup**, Residence Life and Housing; **Mary Ann Spence**, academic services; **Linda K. White**; Institute for International Peace Studies; **Lisa A. Watt**, North Dining Hall, have been with the University for 15 years.

Marking their 10-year anniversaries are **Gerald J. Bartkowiak**, Eck Tennis Pavillion; **Kevin P. Cannon**, student accounts; **Deborah J. Dobecki**, Reckers; **James L. Duncan**, vending; **Gina M. Firth**, alcohol and drug education; **Mark L. Gunty**, institutional research; **Thomas A. Hanstra**, University Libraries; **Charlotte R. Harris**, development; **Ann E. Kleva**, University Health Services; **Leitha M. Lewis**, building services; **Paul D. Mainieri** and **Sandra Young**, athletics; **Darlene A. Mikulak**, information technologies; **John A. Sejdinaj** and **Wendy M. Mott**, Office of the Vice President for Finance; **Paula S. Muhlherr**, National Institute for Trial Advocacy; **Darnell Murray**, South Dining Hall; **Jennifer D. Phillips**, athletics; **Rebecca Reeves**, information technologies; **Steve E. Roberts**, Rockne Memorial; and **Matthew R. Uebelher**, Morris Inn.



Richard Serra: Large Scale Prints



"The Tetons and the Snake River, Grand Teton National Park, Wyoming, 1942"

FYI

Black and white at the Snite

The Snite Museum unveils "Richard Serra: Large Scale Prints" on Sunday, Sept. 5. Serra is best known as a sculptor whose black and white spiral creations won the 2001 Golden Lion at the Venice Biennale. The 37 prints to be displayed have been drawn from the collection of Paul J. Schupf, a major collector of contemporary art.

That same day, the Snite opens a show of 40 black and white photographs by Ansel Adams, the famed American landscape photographer. Some of his most popular images will be displayed, including "Moonrise, Hernandez, New Mexico," "Yosemite, Clearing Winter Storm," and an oversize print of "Aspens, New Mexico." The photographs are from the collection of the John and Barbara Glynn family.

Both shows will be celebrated with a public reception Sunday, Sept. 19 from 2 to 4 p.m. in the museum.

Coaches' car wash

Coaches will wield squeegees for a good cause on Thursday, Aug. 26 from 11 a.m. to 1 p.m. in the parking lot of Frank Eck Baseball Stadium. Your \$5 donation benefits the United Way.

Entertainment al fresco

Two great opportunities to flee campus for free music include the summer's last installment of **Fridays by the Fountain**. MacPherson & the Struts will perform on Friday, Aug. 20 from 11 a.m. to 1 p.m. in front of Morris Performing Arts Center. Pack your lunch or buy it there. Call 235-9190 for information. Or catch the last of the **East Race/Seitz Park 2004 Concert Series**, sponsored by South Bend Parks and Recreation. This End Up will perform Sunday, Aug. 22 at 4 p.m., and Sunday, Aug. 29, Leo's Crush will take the stage at 4 p.m., followed by Art & the Artichokes at 6 p.m. and fireworks at 9 p.m. For more info call 299-4768, ext. 238.

Professional development courses, of course

A few new features are worth noting about the fall roster of programs from Human Resources. The new fall course catalogue has reached your mailbox and is online at <http://www.nd.edu/~hr>.

For the first time, this traditional guide carries information on all upcoming HR programs and events:

professional development, employment services, benefits and Work Life programs. (Reminders of individual courses also run in ND Works.)

This fall's selection includes a new suite of classes from the Recruiting and Employment Services group of HR on helping employees prepare to seek and successfully find new jobs. Courses cover resume writing, interviewing and job seeking skills.

Professional development is introducing two new certificate programs this fall, one in business writing, the other in conflict resolution. If "the daily grind" describes your career as well as your coffee, this may be the answer for you. Six different programs are offered—Integrating Change, Supervisory Foundations, Leadership, Business Professional Skills, Business Writing, and Conflict Resolution. Each is comprised of four to seven core classes and two electives. Or just test the water by signing up for individual courses. September offerings include **Time Management** (Wed, Sept. 15, 9 a.m. to noon, 234 Grace Hall; \$89), **Performance Management for Results** (Fri, Sept. 17, 9 a.m. to noon, 234 Grace Hall; free), and **How to Handle Challenging People** (Wed, Sept. 22, 8:30 to 11:30 a.m., 234 Grace Hall; \$89). Register online at <http://iLearn.nd.edu>, by calling Kathy Fischer at 631-5777, or by faxing your registration to 631-6862.

Supervisors of the roundtable

Gather, ye supervisors and directors, for the quarterly Supervisors' Roundtable. September's topic is Arts on Campus, to include presentations by John Haynes, director of the DeBartolo Performing Arts Center, and Chuck Loving, director of the Snite Museum of Art. The format includes lunch and invites questions and discussion (Wed, Sept. 15, 11:30 a.m. to 1:30 p.m., South Dining Hall; \$25).

Wellness on the menu

For your first course of the academic year, why not choose a wellness event?

• **Blood pressure and body fat screenings** are free

and take just five minutes. No appointment is necessary (Wed, Sept. 1, 11:30 a.m. to 1 p.m., 2nd Floor of Security Building).

• **BEST (Breastfeeding Encouragement Support Team)** is an informal monthly support and discussion group for expectant and new moms and their spouses (Wed, Sept. 1, noon to 1 p.m., LaFortune's Foster Room).

• **Weight Watchers** hopes to offer a 13-week series on Tuesdays and Thursdays this fall. Two orientations are Tuesday, Sept. 7 and Thursday, Sept. 9 at 12:10 p.m. in 234 Grace Hall. Contact Dee Dee Sterling at sterling.7@nd.edu or 631-9927 for additional information.

• **How to Increase Your Metabolism.** To get there, take the stairs, not the elevator. Register at iLearn.nd.edu or 631-5777 (Wed, Sept. 15, noon to 1 p.m., 234 Grace Hall).

• **Cholesterol Screenings.** If you can survive the required 12-hour fast, the South Bend Medical Foundation will be happy to take 10 minutes to screen your cholesterol for free. No appointment is necessary (Tues. Sept. 28, 7:30 to 10 a.m., 234 Grace Hall).

Smoking Cessation Monitors.

Get high-tech help with your own personal Life Sign Smoking Cessation Monitor, which records your tobacco use and helps you create a withdrawal program that takes two to five weeks. Contact Jessica Brookshire at 631-5829 or brookshire.4@nd.edu to reserve your monitor.

Golden Years under the Golden Dome

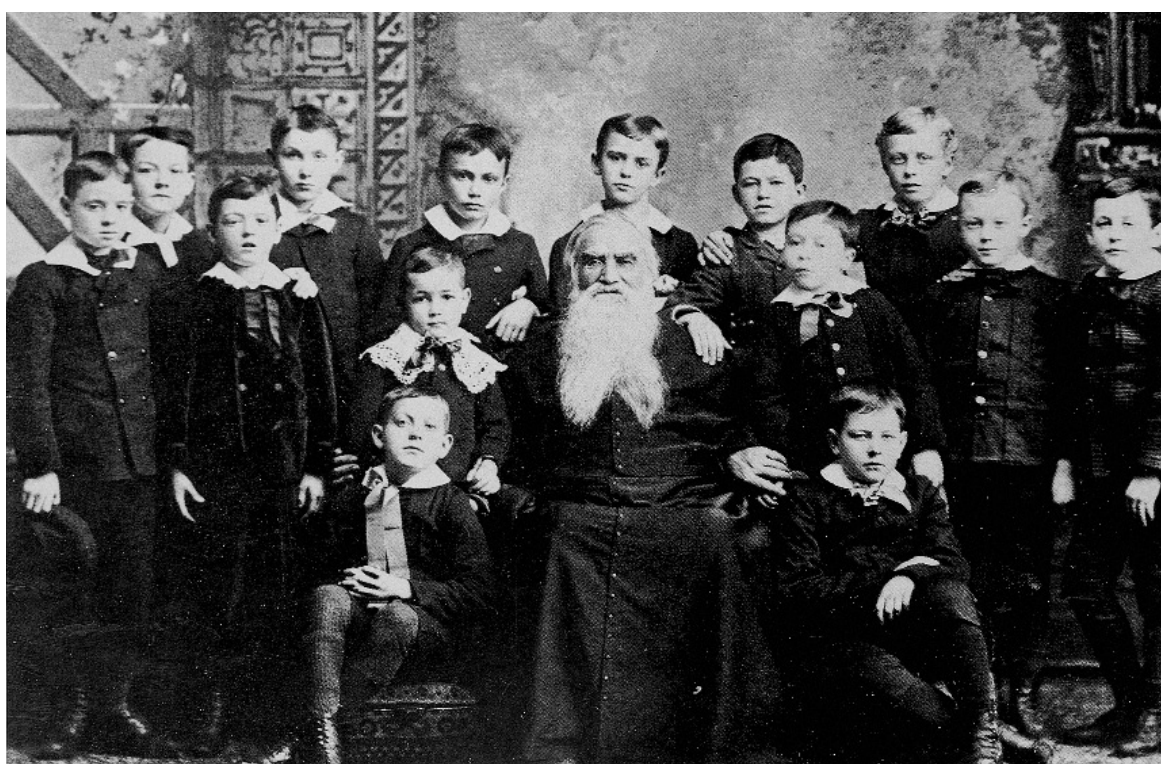
Employees 50 and over are invited to get their financial ducks in a row with a session called **Planning for Retirement** (Wednesday, Sept. 29 from 8 a.m. to 4 p.m., Center for Continuing Education, McKenna Hall). RSVP to Christie Scheidel at 631-4489 or scheidel.1@nd.edu. And as part of the Older Adult Series, **The Many Faces of Aging** will provide an interactive forum to help dispel myths and explore the physiological realities of getting older. Lunch will be provided. (Wed, Sept. 22, noon to 1:30 p.m., 234 Grace Hall). Sign up at <http://iLearn.nd.edu> or 631-5777.

Work/Life Balance

Does having it all feel like carrying too much? **The Working Women's Survival Webinar** will identify gender-specific ways women balance work and life, while helping you assess personal responses to strain, learn strategies for dealing with multiple demands, and increase self-esteem and personal control. A webinar is an interactive seminar over the Internet, with the audio portion provided through a toll-free phone line. Participate from your own computer or as a group in 234 Grace Hall (Wed, Sept. 8, noon to 1:30 p.m.). **The Positive Parenting Series** encourages parents to bring humor, compassion and creativity to parenting. Four Wednesday sessions include "The Power of Positivity," (Sept. 15), "Need a Time-Out?" (Sept. 29), "Optimism Boot Camp" (Oct. 13), and "Nurture Signature Strengths" (Oct. 27). All are held at Early Childhood Development Center at Notre Dame from 6:30 to 7:45 p.m. Register for either program at <http://iLearn.nd.edu> or 631-5777.

Compiled by Becky Wiese.

FROM THE ARCHIVES



With all the children running around campus this summer bouncing balls, twirling batons and performing Shakespeare, it's relevant to recall that young people have always been part of Notre Dame. Here, founder Rev. Edward Sorin, C.S.C., poses with minims, the elementary school-aged youth he called his "little princes." More than 6,000 boys studied in the program, which was discontinued in 1929. *Photo provided by Erik Dix, Notre Dame Archives.*

Top this: homemade ice cream and a pie in the face

By Gail Hinchion Mancini

Beware all departments, colleges, centers and institutes: the Department of Biology is a force to be reckoned with, at least when it comes to raising money to fight cancer.

Members of the biology department's team for the fund-raiser Relay for Life stunned other Relay team captains in a recent meeting with a list of ideas both diverse and creative.

First, they talked about the 28 professors and staff members who have offered to have pies thrown in their faces for \$1 donations. Their pictures are posted around campus, looking like the Wanted Dead or Alive flyers. The six who attract the most donations will be "creamed" at 4:30 p.m. Friday, Sept. 10 in the quad outside the Galvin Life Science Center. Team leaders Jamie Derda and Sarah Mordan-McCombs have been asked to broaden the contest: \$50 a shot to specially request a professor NOT on the list.

Derda and McCombs then demonstrated the liquid nitrogen ice cream recipe they will manufacture during the actual Relay for Life event, which will occur from 6 p.m. Friday, Sept. 17 to 10 a.m. Saturday, Sept. 18. Biology expects to have at least 300 members at the September event, requiring a special sub-sign-in tent near the Stepan Center headquarters.

Teams are preparing only the second annual Relay, so those who have not attended may have some difficulty understanding the concept: it's an American Cancer Society fund-raiser; it's a competition among Notre Dame departments to see who will raise the most money; it's an all-night walk around the Stepan Center track, with opening and closing ceremonies.

It's also a heck of a party. Luminaries light the track after 9 p.m. A "Mr. Relay" contest promises both male students and male professors in female garb. Warning to parents: as the hour grows later, the contest grows less G-rated.

The pre-event fund-raising ideas will put various departments in the winners circle. Food Services is going to publish a cookbook. The Sign Shop is making signs for each Relay team for a \$25 donation. A "mutt" team of students and employees from the Kaneb Center, Provost's office and engineering is creating a calendar featuring photos of engineering students. Jessica Brookshire of the Human Resources team promises to hit up her family members at an upcoming reunion.

All necessary information is on the Relay for Life Web site. It provides fundraising ideas for those teams that want to give Biology a run for its money. The site URL is

<http://www.nd.edu/~hr/worklife/RelayforLife.shtml>



Sarah Mordan-McCombs makes ice cream from flavoring and liquid nitrogen during a committee meeting of Relay for Life team captains. *ND Works staff photo.*

Mini Mexican restaurant is a winner

Food Services takes three national honors

By Shannon Chapla

Of course, the important thing today about the food at Buen Provecho!, the Mexican food stand in the Huddle in LaFortune Student Center, is that it be good.

But two years ago, the challenge was to develop a fresh new idea that would appeal to students. After doing their homework, the staff decided a Mexican restaurant was the ticket. Former executive chef Denis Ellis set about to create the perfect menu, a process which involved good cooking, but also some willing and opinionated student tasters.

In its two years of operations, Buen Provecho! has eliminated tamales and added combination meal. "We found that people just like ordering that way - 'I'll have a Number 1,'" says Scherry Roberts, operations manager of the Huddle's food court.

Also in that two years, the concept has won a national award. The National Association of College and University Food Services (NACUFS) recently named Buen Provecho! "Best in the Nation" for a food service within a convenience store.

Even though students can get Mexican food every day in either of the two main dining halls, they still wanted this small, to-go option. "They can have hamburgers every day in the dining halls, but they still want Burger King," Roberts explained. "It's about choice."

The award was one of three Food Services won during the 31st annual Loyal E. Horton Dining Award contest, a highly competitive and prestigious collegiate competition recognizing exemplary menus, presentations, special event planning and new dining concepts.

Catering by Design, the University's on-campus catering service, received the Loyal E. Horton Gold Medal for menu selection, merchandising and presentation, marketing and overall impression of last year's menu.

Food Services won its third award by whipping up Thanksgiving Dinner 2003 in the North Dining Hall for more than 1,600 guests. The meal of honey brine turkey, baked salmon with cranberry orange sauce, spicy eggplant roll and roasted top brown beef the received a Loyal E. Horton honorable mention for a dining hall special event.

Loyal E. Horton, a former NACUFS president, founded of the association.



Vivian Lewis prepares Buen Provecho! for the lunchtime rush. *ND Works staff photo.*

Welcome to the Go To Guide (Pull out and save!)

GO
TO

You may know that Notre Dame offers its employees health insurance benefits, parking, pensions and many holidays off. Beyond employment benefits, though, the campus offers a vast number of services to meet your personal needs.



Did you know, for example, that you can buy fresh flowers at LaFortune Student Center? Or have Catering by Design fix victuals for your tailgater? Need to buy a bicycle on the cheap? Or just find something you've lost?

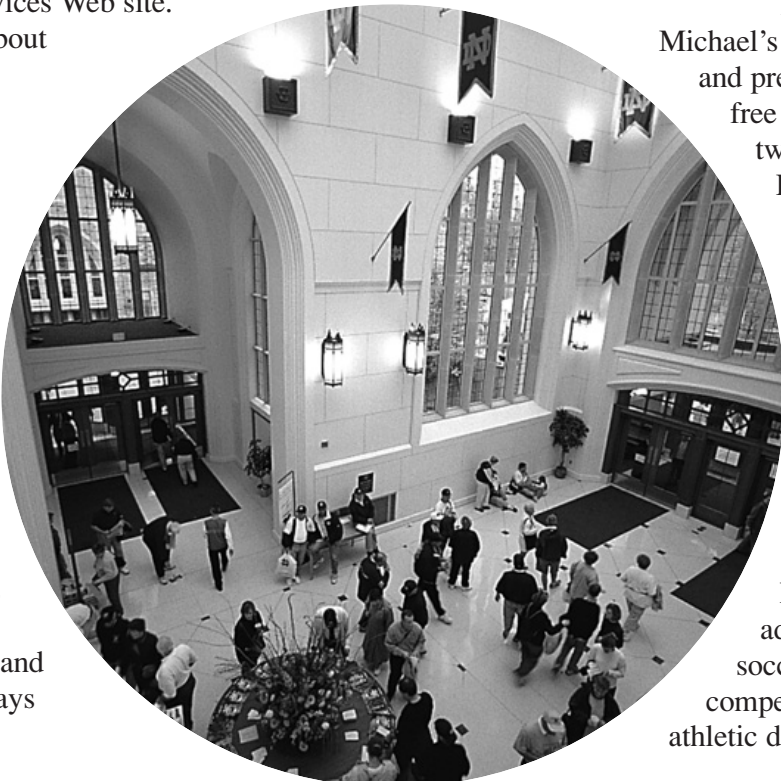
The Go To Guide compiles every personal benefit our staff could think of. If we've missed any, let us know at ndwork@nd.edu. Here's where you go to:

Eat

Eat on campus: The Morris Inn's Sorin's is a white-table-cloth restaurant, and the University Club—across from the Morris Inn—charges a nominal membership fee for its pub atmosphere. Notre Dame Food Services operates three restaurants: Greenfields, Legends and Reckers; “express eateries” in the major classroom and office buildings, two major dining halls, a six-option food court in LaFortune Student Center and a sandwich shop in the clubhouse of the Warren Golf Course. Explore options, menus and hours at <http://www.ndfoodservices.org>. Sorin's information is available at 631-2020; University Club is at 631-4678.

Eat at home, without cooking: Catering by Design, the University's official catering division, will cook your Thanksgiving dinner, prepare your tailgater, cater your parents' 50th anniversary party, and bake your child's birthday or wedding cake. Information is available on the Food Services Web site. Or call 631-7859 to talk about placing an order.

Get bulk candy, snacks and emergency stuff: LaFortune's Huddle Mart is a genuine convenience store selling hot and cold meals, food staples, milk, emergency school supplies, toiletries, film and snack foods. They make a nice milkshake, and house an award-winning mini Mexican restaurant. Hours are 7:30 a.m. to 2 a.m. Mondays through Fridays and 9:30 a.m. to 2 a.m. Saturdays and Sundays.



Shop

Get books, gifts or ND

apparel: The Hammes Bookstore is open Mondays through Saturdays from 8 a.m. to 9 p.m. and Sundays from 10 a.m. to 7 p.m. Besides textbooks and school supplies, the bookstore carries adult and children's popular books, music, greeting cards and gift items. The latest athletic apparel and licensed articles are available there, or in two satellite operations called Varsity Shops, located in the Joyce. They are open from 9 a.m. to 5 p.m. Mondays through Saturdays and noon to 4 p.m. Sundays. The bookstore, operated by Follette, also offers deep discounts through its Catalogue Center at 1610 N. Ironwood Drive. Sales are advertised through the student newspaper, The Observer, and announced via e-mail.

Buy fresh flowers: The student-operated Irish Gardens Florist is in LaFortune Student Center. Its hours are 12:30 to 5:30 p.m. Mondays through Saturdays. Advance orders can be placed by calling 631-4004.



Spruce Up

Get a haircut or a style: A small barbershop operates in LaFortune Student Center from 8 a.m. to 5 p.m. on weekdays. Call 631-7624 for appointments. A hairstyling shop is on hand in LaFortune from 9 a.m. to 9 p.m. Mondays through Saturdays. Appointments can be made by calling 631-5144.

Take care of your laundry, drycleaning and sewing: St. Michael's Laundry washes and drycleans clothes, is a whiz at cleaning and pressing linens, and will do your sewing and alterations including free button replacements on washable shirts! The laundry supports two drop-off locations, the Main Plant north of campus off Douglas Road and the Distribution Center on Holy Cross Drive near the back entrance road to Main Building. Visit the new Web site, <http://laundry.nd.edu>, for information on fees, same-day and VIP services, and the latest specials.

Kick Back

Get athletic event tickets: Discounted season tickets are available to full-time employees for football, men's and women's basketball, and hockey games. (Eligibility guidelines are described on <http://www.nd.edu/~hr>). Notre Dame employees and family members accompanying them are admitted free to general admissions sports: men's and women's soccer, baseball and volleyball. No fees are charged for many other competitions, such as tennis or swimming, so they're free, too. The athletic department ticket office is in the Joyce Athletic and Convocation



Center. Ticket information is available at 631-7354; the ticket office phone number is 631-7356.

Family recreation: RecSports offers athletic instruction and a myriad of classes, from swimming to sailing to salsa. Course schedules, including youth swim lessons, are published and posted every semester and during summer at <http://recsports.nd.edu>. In addition, RecSports sponsors regular weekend family recreation hours, from 9 a.m. to noon Saturdays and noon to 2 p.m. Sundays in Rolfs Sports Recreation Center; from 2 to 5 p.m. Saturdays and Sundays in the Rockne Memorial Center and from 2 to 5 p.m. Sundays in the Rolfs Aquatic Center.

Open ice-skating, with skate rentals, occurs in the Joyce Center from noon to 1 p.m. Fridays roughly between mid-September and mid-March (football weekends excluded). The Burke Golf Course is available for cross-country skiing, weather permitting, during much of the spring semester, and ski rentals are available on weekends in the offices near the Burke putting green. RecSports also has information on running and walking paths around the camps on the RecSports Web site.

Many off-campus fitness and exercise enterprises offer corporate discounts to Notre Dame members and their families. Information is available at http://hr.nd.edu/worklife/member_discounts.shtml.

Study musical instruments: Faculty, staff and their families can study piano and other instruments with the music faculty in half-hour sessions offered every semester. Sign up can be completed in the music department at 105 Crowley Hall by dropping in before noon of the first Thursday of classes. A fee is charged. Additional information on adult lessons is available by contacting Kevin Wangler at 631-6211. Children's lessons can be arranged by calling Darlene Catello at 631-5904.

Get performing arts tickets: The staff of the performing arts center soon will announce new ticket-buying policies. Watch these pages for information, or visit <http://performingarts.nd.edu>

Get Around Town

Buy a car: Ford and General Motors offer discounts to employees on new and some used vehicles. The program is outlined on the Human Resources Web page.

Buy a bike: Each year (Sept. 2 this year) Notre Dame Security/Police

auctions bikes that have been abandoned on campus. Notice about time and location is made through the student newspaper and via e-mail.

Get Out of Town

Book a trip: Anthony Travel, a full-service travel agency, operates in LaFortune Student Center from 8 a.m. to 5 p.m. Mondays through Fridays. Agents are available at 631-7080. Their Web site, <http://www.anthontravel.com/notredame.cfm>, describes numerous travel specials.

Rent a car: A contract with National Car Rental provides discount rates and some customer service perks. The program is administered by Procurement Services and is described on its Web site, <http://buy.nd.edu>.

Catch an airport limo: Coach USA makes daily stops on campus for passengers traveling to and from O'Hare and Midway airports. The bus stops near the main gate and on Holy Cross Drive in between the University's two lakes. Schedules are available on the busville.com Website.

Take Care of Business

Bank or get cash: On-campus banking is provided by the Notre Dame Federal Credit Union, which has a full-service office in LaFortune Student Center and its main branch on Douglas Road on the University's northeast edge. Nine ATM machines are available at the student center, major eating establishments, the Joyce Center, the bookstore and the Main Building.

Mail a package: The University operates a full-service U.S. post office whose hours are 8:30 a.m. to 4 p.m. Mondays through Fridays and 9:30 a.m. to noon Saturdays. The post office is located near the University's main circle, but will move this winter to a new location near the University's north entrance.

Students operate a small UPS service in the basement of LaFortune Student Center. Look for the Brother Frank Gorsh Pool Hall. Packing and boxing materials are available. Hours are 11 a.m. to 6 p.m. Mondays through Fridays and 9 p.m. to midnight Mondays through Saturdays.

Get film developed:



Hammes Bookstore and ND Express in the LaFortune pool hall also offer same-day film developing.

Get almost anything printed: ND Copy Shop in LaFortune Student Center, in conjunction with ND Print Services in the Information Technology Building, can take care of your party and stationery printing needs (they've done weddings, from invitations to the reception dinner), prepare t-shirts, mugs or keychains, produce large-size and foam-board mounted family pictures, and burn CDs. The copy shop phone is 631-COPY; its hours are 8 a.m. to 5:30 p.m. Mondays through Fridays. ND Print Services is at 631-9286. It's open 6 a.m. to 6:30 p.m. Mondays through Fridays; closed Saturdays, Sundays and University holidays.

Get computers and software: The Solution Center, 112 Information Technology Center, offers the latest in computers, Palms and mini-music machines such as iPods. The center's selection can be viewed at <http://oit.nd.edu/store/>; some items must be ordered. The Solution Center carries some software options; additional discounted software options are outlined by Procurement Services (<http://buy.nd.edu>). Call the Solution Center storefront at 631-7477.

Get used office furniture and equipment: NDSurplus, 925 N. Eddy Street, South Bend, sells office furniture and used computer equipment. Its inventory is online at <http://buy.nd.edu/surplus/> or you can view items for personal purchase between 11:30 a.m. to 3 p.m. Thursdays.

Get tax assistance: In spring, the department of accountancy runs a tax assistance program on campus for employees who make \$35,000 a year or less and for international faculty and staff and visiting scholars. Times and locations are announced at the beginning of each spring tax season. Watch the Web site, www.nd.edu/~acctdept, for further information.

Plan your retirement: HR organizes retirement and investment planning events throughout the year. An all-day retirement planning seminar will take place from 8 a.m. to 4 p.m. Wednesday, Sept. 29 in McKenna Hall. Watch the Human Resources Web site for further information.

Find a lost item: The Lost and Found Department is located in the Parking Office of the Security Building. Check for items between the hours of 8 a.m. and 4:45 p.m. Mondays through Fridays. Or inquire at lost@nd.edu or by calling 631-5036. Voicemail inquiries are welcome. Each academic building has its own lost and found located in the dean's office. Twice a month, items are transferred from those buildings to the Security Building.

Take Care of Others

Get child care: The Early Childhood Development Center operates facilities on the Notre Dame and Saint Mary's campuses. The Saint Mary's campus accepts children 3 through 6 years old. The Notre Dame program accepts students 2 through 6 years old. Both programs accept children up to 9 years old during a special summer session. Information including registration forms and costs is available on the Human Resources Web site. The Notre Dame ECDC can be reached at 631-3344.

Get family support: Human Resources also sponsors parent support classes that address breastfeeding, quality parenting and juggling work and home. HR's programs for caring for the aged are becoming popular as well. Watch the HR Web site or ND Works for information about

upcoming classes.

Get marriage counseling:

The Notre Dame Marital Therapy and Research Clinic offers low-cost marital therapy. The clinic is located on the northern edge of campus in Paris House on Douglas Road, just east of the credit union. Information is available at 631-9640.

Put up a friend or family member:

Although often booked for conferences and events, the Morris Inn is a full-service hotel that offers easy access to campus. Reservation information is available at 631-2000.

Arrange a final resting place:

Employees are able to purchase a limited number of burial plots for themselves and their loved ones in the Cedar Grove Cemetery. Inquire at 631-7646.

Take Care of Yourself

Get serious about your health: HR's WorkLife program sponsors everything from wellness assessments to Weight Watchers, smoking cessation to health walks. In addition, the HR Professional Development division offers a number of classes to enhance personal skills. Visit the HR Website or watch ND Works to learn when programs are in session.

Caveat: Hours listed for the services above apply to the academic year.

Excellence and spirit, as acknowledged by you

The University's staff awards program includes the **Presidential Award**, the **Notre Dame Award of Merit**, the **Team Irish Award** and the **Spirit Awards**.

Nominations for the Presidential, merit and Team Irish Awards may be made at any time by using nominations forms on the Human Resources Web site under the link "forms." Nominations close in spring and are reviewed by an awards committee.

The Spirit Award is a year-round recognition program that acknowledges noteworthy acts of employee kindness, cooperation and initiative. The nomination form also is on the Human Resources Web site under forms. Award forms are found at the bottom of the awards page.



GO
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Lauding teamwork that solved big challenges

The Team Irish Awards are given to staff members for collaborative efforts that create positive results for the department and the University. As many as four teams receive this annual award.

They made the mold that worked out the bugs

Last year for the first time, you were able to log on to the Human Resources (HR) Web site, review insurance and other benefit options and file your health and flex benefit information online.

Figuring out how to provide online enrollment turned out to be as labor-intensive as the paper-driven system the technology would replace; a 16-member team assembled the solution.

The new system has your profile; you just have to know what you want to change. Denise Murphy, director of benefits, says the labor-saving aspects of the new system have "afforded the HR staff more time to interact with individuals and to respond to their questions and needs." No one is photocopying paper records for our insurance providers.

To succeed, the HR side of the team scrutinized the open enrollment process and described its facets in detail. HR members are **Vivek Kumar, Dean Lingley, Michelle Piper, Dee Dee Sterling, Christine Atkins, Theresa Dockery, Kelly Shubert, Sandy Kemp** and **Christie Scheidel**.

On OIT's end, team members had to work with a third-party vendor that would install, test and launch the new system. The system had to be compatible with Renovare equipment. **Janet Shulaw, Jack Gibbs, Shelin Mathews, Shobha**

Kamat, Kimberly Umbaugh, Joan Jiang Huang and **Tim Wilson** comprised the OIT team.

Just like everyone, this year they'll be logging on when Open Enrollment begins Oct. 20.

Merry Christmas: Here are your teacher evaluations!

This story would work better with sound effects: the whisper of a wheelchair; the clatter of a walker.

The hobbled person in question was Melissa Mersits, who had suffered a torn Achilles tendon while playing volleyball. She and three colleagues from the Laboratory for Social Research (LSR) were asked speed up the process of assembling, distributing, collecting, and scanning Teacher Course Evaluations (TCEs).

The Laboratory for Social Research has processed teacher evaluations since 1972. Today, 50,000 pieces of paper circulate between LSR, classrooms and back again for analysis. In fall 2003, John Affleck-Graves, then vice president and associate provost, challenged LRS: Deliver evaluation information a week after fall classes end instead of after Christmas break.

Laboratory director Felicia LeClere doubted a new system could be in place that quickly. But Mersits, Carla May, Marlyn Ritchie and Debi Smith, who comprise the TCE handling team, thought otherwise. "Their immediate response, without hesitation, was that they would deliver the results. They didn't need a shakedown period," writes LeClere in her nomination letter.

From her wheelchair, Mersits worked the reader that scans and compiles student responses, hobbling down the hall if she needed more information.

"The team was determined to meet the deadline not when they had to but before they had to," says LeClere. "The changes were made without conflict or complaints and were implemented much sooner than expected. As a manager, I am always staggered by the willingness and ability of a group of people to work together to accomplish goals."

The \$73 million question: How do they keep up?

You've read about Notre Dame's success in raising research dollars—\$73 million last year. So when you go look for the source of that money, it's a little tempting to search for a rainbow and a leprechaun with a pot.

The Research Administrative Support Team is comprised of **Mary Ann Clark, Valerie Kelter, Shanda Wirt** and **Erin Ytterberg**, and not a one of them is little, bearded or prone to throwing fists.

The Research Administrative Support Team, as they are known around the Office of Research on the fifth floor of Main Building, doesn't have a pot of gold...more like lots of binders and Internet bookmarks on grant rules and regulations, and good noses for identifying research funding opportunities.

Howard Hanson, assistant vice president for research, notes in his nomination letter that despite the stark increase in grant dollars and applications filed, the size of the four-member team has remained constant. The team's tasks are compounded, Hanson says, by "accompanying growth in federal oversight and administrative complexity." Even if grants had experienced no growth, the team still faces the challenge of adjusting to new technologies and approaches required by a vast and uncoordinated myriad of grantors.

Hanson lauds the team for cohesiveness and

expertise, and for enlisting the enthusiasm and cooperation of the faculty and academic departments who use their services. Their approach combines one-on-one meetings and training sessions, and larger informational opportunities such as Sponsored Research Forums. "Each team member reaches out—to individuals and to groups—to provide support and to form collaborative relationships throughout the University," Hanson says.

Relay for Life: Fighting cancer with an all-nighter (More on Relay for Life 2003 on page 12.)

Imagine someone calls you and says, "In addition to your day job, we want you to plan an all-night event. You don't mind being here at 2 in the morning, do you?"

About a year ago, 16 members of almost that many different departments assembled to inaugurate the American Cancer Society's Relay for Life fund-raising and cancer-survivor celebration. The first event covered 18 hours between Oct. 10 and 11, 2003, in Stepan Center.

Team members were: **Gina Firth**, alcohol and drug education; **Kathy Fischer**, human resources; **Ruthann Heberle**, health services; **Nancy Majerek**, accounting and financial services; **Lori Morgan**, Center for Continuing Education; **Wendy Mott**, finance; **Kara O'Leary** and **Jo Minton**, athletics; **Rex Rakow**, security/police; **Gary Shumaker**, facilities operations; **Jocie Antonelli** and **Jackie Strabley**, food services; **Miki Strabley**, Fischhoff; **Kay Steward**, Freimann Animal Care Facility; and **Pat Trost**, alumni association.

The Relay committee hoped to raise \$30,000; the final tally was \$65,803. As they laid the foundation for what would become a major University participatory event, the committee relished the campus involvement they were able to capture: 28 faculty and staff groups and 22 student teams got involved. They're ready to do it again Sept. 17-18.

Compiled by Gail Hinchion Mancini and The Office of Human Resources.



Right: They built an online system as a team, but they hadn't all met one another until assembling for this picture. From left are Vivek Kumar, Dean Lingley, Theresa Dockery, Christie Scheidel, Christine Atkins, Michelle Piper, Tim Wilson, Shobha Kamat, Janet Shulaw, Dee Dee Sterling and Jack Gibbs. *Photo by Bryce Richter*



The founders of the Relay for Life fund-raiser meet again before Wednesday's awards luncheon. From left, top, Kara O'Leary, Gina Firth, Gary Shumaker, Ruthann Heberle, Wendy Mott. From left, middle row, Lori Morgan, Miki Strabley, Jackie Strabley and Kay Stewart. Bottom: Nancy Majerek and Jessica Brookshire. *Photo by Rebecca Varga.*



Clockwise from bottom right, Melissa Mersits, Debi Smith, Carla May and Marlyn Ritchie used the form reader behind Mersits and determination to speed up teacher evaluation reports. *ND Works staff photo.*



Clockwise from top left, Shanda Wirt, Erin Ytterberg, Valerie Kelter and Mary Ann Clark keep research dollars flowing in. *ND Works staff photo.*