

Customer Connections

The Administrative Services Newsletter for the Internal Customer

Volume 9, Issue 8

June 2008

June's Monthly Observances

- National Safety Month
- Professional Wellness Month

*Daddy, I love you
For all that you do.
I'll kiss you and hug you
'Cause you love me, too.*

*You feed me and need me
To teach you to play,
So smile 'cause I love you
On this Father's Day.
~ Nicholas Gordan*

Happy Father's Day

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Message from the Executive Vice-President of Administration

The other day while sitting in a meeting (go figure) something was said that reminded me of a recent email I received talking about "Life Before the Computer" - It went like this:

- ◆ Memory was something that you lost with age
- ◆ An application was for employment
- ◆ A program was a TV show
- ◆ A cursor used profanity
- ◆ A keyboard was a piano
- ◆ A web was a spider's home
- ◆ A virus was the flu
- ◆ A CD was a bank account
- ◆ A hard drive was a long trip on the road
- ◆ A mouse pad was where a mouse lived
- ◆ And if you had a 3 ½ inch floppy ... you just hoped nobody found out.

Ever notice the older we get, the more we're like computers? We start out with lots of memory and drive - then we become outdated and eventually



"Life before the Computer"

have to get our parts replaced...

It's a whole new world out there - but isn't it Great!

Diana R. Osborn

Thank you!

Team MCC Cares thanks everyone who helped us reach our goal.

The Relay runs from 4 PM, Friday, June 6 until 4 PM, Saturday, June 7 at the Mona Shores High School football field. If



you have never been to one please stop by and check it out! My favorite part of the Relay is the luminary celebration which is Friday night beginning around 9 PM. Seeing the hundreds of luminary bags around the field is a very emotional experience.

There is still time to participate this year. I

will continue taking donations through Thursday, June 5 and if you would like to join us walking please let me know.

Hope to see you there!

Janice Whitlow
Team MCC Cares

Summer Catering

With the change of seasons our services also change. Because all of you either schedule events and/or order catering, here is a reminder of the catering services offered during the spring and summer months.

Catering Minimums:

Monday through Friday, 7:00 am to 5:00 pm - minimum catering order accepted will be \$25.

Monday through Friday, 5:00 pm or later - minimum catering order accepted will be \$50.

Weekends - minimum catering order accepted will be \$50.

Policies and Procedures:

The MCC Food Service Policy is in place during our spring and summer months, so please plan ahead to make sure we can accommodate your needs.

FOOD SERVICE POLICY:

Due to Health Department regulations and liability issues, food not prepared by the MCC Food Service cannot be served on the campus of Muskegon Community College and the James L. Stevenson for Higher Education. The state and local health authorities do not allow indi-

viduals to prepare or serve food without proper equipment and training. Any food remaining after a catered event is the property of the MCC Food Service and cannot be taken from the room and brought back to your office.

Here are some guidelines to help us better serve you:

When to place your menu selections?

Conference & Catering Services needs your menu selections 15 business days (Monday through Friday) prior to the day of your event.

When respecting this deadline you will receive a 15% discount on all of your catering items.

When do we need your guaranteed count?

We need to know your guaranteed count 5 business days (Monday through Friday) prior to the day of your event. This guarantee is understood to be the minimum and may not decrease.

If the need arises and you must increase your numbers, *if our catering schedule permits*, we will accommodate your requests but all discounts will be forfeited on

the increased quantities. If we are unable to obtain the guaranteed count from you, we will use the estimated number of guests provided at the time of reserving the space. However, you will be charged for the guaranteed number, or the actual number, whichever is greater. Please remember this when setting your RSVP deadlines. There are always last minute guests that would like to attend your special event, but the right RSVP date will at least give you an accurate guaranteed count.

PLAN, PLAN, PLAN AHEAD

In order to service you and your guests efficiently we will need your catering selections no later than 10 business days (Monday through Friday) before your event.

***Catering will not be accepted less than 10 business days prior to your event.**

Summer Minimums

\$25 during the day

\$50 night and weekends

How to Learn From a Mistake

Many people tout “learning from your mistakes” as an important skill. But first, most people need to be able to recognize a mistake. While this might sound easy, often it’s not.

Most people probably need to redefine what they think are problems. It would be helpful to think of certain experiences in the workplace as mistakes rather than someone else’s



problems. In the workplace, when a co-worker or someone else comes to tell us something—and we don’t like what we hear or we become too defensive—we need to take note. Redefining this kind of experience as a problem allows you to deal with and improve a greater number of negative situations.

Take the initiative to ask yourself and others what you could

have done differently. Explore options for prevention of problems with others.

Make a commitment and plan to use your new knowledge in the future to avoid making the same kind of mistake again. —adapted from *1001 Ways to Take Initiative at Work* by Bob Nelson

Creative & Performing Arts Department June Events

Overbrook Art Gallery Exhibit

“44th Annual MCC Student Fine Art & Graphic Design Exhibition”

Open Thru September 13
Student Show Reception and
Awards Ceremony: June 12 —
5:30pm — 7:00 pm
Gallery Summer Hours—
Monday—Wednesday
9am—4pm
Thursday & Friday
9am—3pm

Theater

The Fantasticks

Muskegon Commu-
nity College—Center
for Theater & Howmet Playhouse
Presents:



A classic coming-of-age story, *The Fantasticks*, features two meddling, matchmaking fathers who scheme to get their children together. But once the couple is united, the real drama begins! Featuring the beloved songs “Try to Remember” and “Soon It’s Gonna Rain,” this is a celebration of love-first love, lost love, and ultimately, true love.

Written by Harvey Schmidt and Tom Jones, *The Fantasticks* has delighted audiences across the world-including a record shattering 17,162 performances at the Sullivan Street Playhouse, where it made its Off Broadway debut in 1960. Whether it’s an old favorite or your first time, you won’t

want to miss this timeless show that’s certain to steal your heart.

June 27 & 28— Overbrook Theater-
231-777-0323
July 3, 4, 5,6—Howmet Playhouse-
231-894-4048

A “TRU” Performance

Adjunct Theater instructor Tom Harryman will direct MCC’s Faculty member, Stephen Schmidt as he recreates the role of Truman Capote in Jay Presson Allen’s one character bittersweet play, TRU. Performances will be June 6—8 at the Howmet Playhouse. Tickets are \$14 for adults, \$10 for students. The production is a fundraiser for the Playhouse.

Wellness Tip

Tasty Almonds

If you love nuts, then you are in luck. Almonds are not only delicious and make a great snack food, medical studies show they contain as much protein per ounce as red meat. In addition, they aid in reducing the risk of heart attacks by up to 50%. The next time you need something crunchy, reach for a

handful of almonds, or try them on your morning oatmeal.

~Jane Atwood

Almonds aid in reducing the risk of heart attacks by up to 60%.



Improvements Notions Suggestions Ideas Not Complaints

Please turn in your INSINC to Conference & Catering Services by the 15th of the month and receive a free medium fountain beverage from the Bookside Bistro

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Administrative Services

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Happy Birthday

June

Sally Birkam 1
Julia Perez 1
Brenda Mitcheltree 2
Judy Rosselott 4
Sue Meeuwenberg 5
Phil Anderson 8
Mike McManus 9
Kathy Schrader 11
Lisa McCarthy 12
Rosemary Zink 14
Sche Cornelius 18
Carlo Spataro 18
Misha Morris 19
Maria Anderson 20
Brian Goodman 24
James Witham 25
Dan Bialas 26

July

Janice Agard 2
Arun Datta 2
Greg Marczak 2
Sue Bellrichard 4
Bette Naruszkiewicz 9
Sandy Ring 10
Joe Kennedy 11
Sheryl Lowry 11
A.J. Osborne 11
Kelley Conrad 12
Darlene Pekar 15
Brenda McClain 16
Colleen Morse 16
Brad Rasmussen 22
Cherri Wright 22
Diana Casey 25
Pam Cengiz 26
Bob Ferrentino 28



E=MC²

Education = Muskegon Community College



**WorkLife
Services**
Employee Assistance Program

Appointments available:
Monday–Thursday 8am–9pm
Friday 8am–5pm

*To make an appointment at one of these office locations,
call 231.726.3582*

■ 1352 Terrace Street
Muskegon, MI 49442

■ Lakeshore Medical Center
905 E. Colby Street
Whitehall, MI 49461

■ Hackley Health at the Lakes
6401 Prairie Street
Muskegon, MI 49444

■ Mill Point Health Center
921 S. Beechtree, Suite 5
Grand Haven, MI 49417