

# BRAIN WAVES

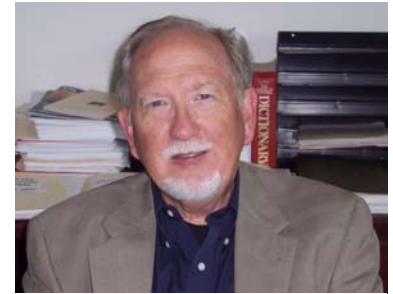
Volume 5, Issue 3

April 1, 2008

## 2007 EMPLOYEE OF THE FOURTH QUARTER AND 2007 EMPLOYEE OF THE YEAR



Congratulations to **Robin Lindsay** from Dr. Greg Gerhardt's lab for winning the **2007 Employee of the Fourth Quarter!** Robin provides an invaluable service for organizing the lab. She also serves as a great resource for the organization of grant proposals. Thank you, Robin, for all your help!



DON MARSHALL GASH, PH.D.  
CHAIR,  
ANATOMY & NEUROBIOLOGY

**Joey Rose**, our IT Administrator, was awarded the **2007 Employee of the Year Award**. Joey was nominate almost every quarter, often by many people. He has done a great job creating a rapport with our department members and improving our operating procedures. Good job, Joey!



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## PURCHASING DEADLINES

### Fiscal Year 2007-08 Requisition Cut-Off Dates

- April 4, 2008:** **Requisitions for Goods, Services and Equipment not on Price Contracts**  
Requisitions for goods, services or equipment in excess of \$40,000 that are not on price contract and will be delivered prior to July 1.
- April 18, 2008:** **Requisitions for Furniture, Vehicles or Lease-Purchases**  
Requisitions for furniture and vehicles or for lease-purchases where the first payment is requested from Fiscal Year 2007-08 funds.
- May 23, 2008:** **Requisitions for Small Dollar Purchases**  
Requisitions for small dollar purchases of commodities where informal quotes (phone or fax) may be obtained and the items will be delivered prior to July 1.
- June 6, 2008:** **Requisitions for Equipment and Supplies on Price Contracts**  
Requisitions for equipment and supplies that are on price contracts and will be delivered prior to July 1.
- July 8, 2008:** **On-line Receiving**  
Online receiving for all goods and services received prior to or on June 30th must be posted by 4:30pm.

### SPECIAL POINTS OF INTEREST:

- THE FACULTY MEETING WILL BE HELD FRIDAY, APRIL 11 AT 12:00PM IN MN 136
- THE EMPLOYEE OF THE QUARTER COMMITTEE MEETS ON FRIDAY APRIL 11. SUBMIT YOUR NOMINATIONS BY WEDNESDAY, APRIL 9!



## DEPARTMENTAL BIRTHDAYS

## COMINGS AND GOINGS



## April

Dr. Bruce Maley ~ 4/1

Meagan Littrell ~ 4/2

François Pomerleau ~ 4/4

Dr. Yi Ai ~ 4/7

Laura Peters ~ 4/8

Valeriya Adjan ~ 4/28



Dr. Diane Snow welcomes her new lab member, **Azita Bahrami**. She's a high school student from Paul Lawrence Dunbar High School and is doing her Math, Science and Technology Program project with Dr. Snow. She's a fantastic student and a wonderful addition to "our family".

Ayman Mustafa ~ 4/7

Please welcome **Jadwiga Turchan** to Dr. Luke Bradley's lab. Jadwiga was previously in Dr. Bruce-Keller's lab. We are happy to have her back in the department. Welcome back, Jadwiga!

Dr. Bradley would also like to thank **Charlotte Randle** who has been assisting him for the past year through the Department of Biochemistry. Charlotte will be retiring this month. Best of luck!

## EMPLOYEE OF THE QUARTER



**THE EMPLOYEE OF THE QUARTER COMMITTEE  
NEEDS YOUR NOMINATIONS!!**



Please submit your nominations to either

**Melissa Jones ([melissa.jones@uky.edu](mailto:melissa.jones@uky.edu)) or Joey Rose ([joey@uky.edu](mailto:joey@uky.edu))**

The nomination form is located on the following page.

**The next meeting for the selection committee  
will be held on Friday, April 11.**

**Please send in your nominations by  
Wednesday, April 9!**

# Employee of the Quarter Nomination Form

The Quarterly Employee Awards are will be announced in May (for nominations submitted January through March); August (April through June); October (July through September) and December (October through December). The Employee of the Year Award will be selected from the winners throughout the year and will be announced the following January.

**Please submit nominations to Joey Rose or Melissa Jones ASAP.**

When considering someone for the award, think of the individual who has made your job easier or assisted you in performing your job. To complete the nominations please complete the following questions. Use additional paper or the back of this if necessary.

Date: \_\_\_\_\_ Candidate: \_\_\_\_\_

Nominator: \_\_\_\_\_

Is this individual a regular full-time employee in the Department of Anatomy & Neurobiology? \_\_\_\_\_ Yes \_\_\_\_\_ No

1. What attributes or actions make this individual worthy of your nomination? Give examples.

2. How is this individual an asset to the Department of Anatomy & Neurobiology? Give examples.

3. How have you seen this individual contribute to the UK and/or greater community? Give examples.

4. With 1 = average and 5 = outstanding, please rank the nominee in the following areas:

Quality of work: 1 2 3 4 5

Attitude toward performing job duties: 1 2 3 4 5

Problem solving skills: 1 2 3 4 5

Willingness to help others: 1 2 3 4 5

Service to the department/university: 1 2 3 4 5

**Submit to Melissa Jones in 305 Whitney-Hendrickson Bldg. 0098 Phone: 323-5276**

# ANATOMY & NEUROBIOLOGY

MN 225 MEDICAL SCIENCES BUILDING  
LEXINGTON, KY 40536-0298  
PHONE: 859-323-5155 FAX: 859-257-6700  
<http://www.mc.uky.edu/neurobiology/>

Please send comments & submissions to Avalon Sandoval at [asand1@email.uky.edu](mailto:asand1@email.uky.edu) or call 859-257-5036.

**The Next Deadline is April 24, 2008**

## AVAILABLE TRAINING

### TRAINING FOR THE LABS

The University requires safety training classes to be completed before beginning certain types of work. The requirements apply to all individuals involved in the covered work, including faculty, staff, students, postdoctoral scholars and fellows, visiting researchers and volunteers. To find out what classes you need to take, consult the [Training Checklist](#).

**NOTE:** Anyone who works with chemicals in a laboratory **must** complete the following three classes: **Chemical Hygiene Plan/Laboratory Safety**, **Hazardous Waste**, and **Fire Extinguisher Use**.

**Chemical Hygiene Plan/Lab Safety**  
This class is available [online](#).

**Bloodborne Pathogens** This class is available upon request and [online](#).

**Hazardous Waste** This class is available [online](#).

**Initial Radiation Safety:** Initial Radiation Safety (~ 15 minutes total) is offered every day at 1:30 pm at the Radiation Safety Office, 102 Animal Pathology Building (other times can be arranged). You must bring two completed forms with you: On-Site Radiation Safety Training Form and Radiation Worker Registration Form, both signed by your Authorized User or unit supervisor. If you have questions, contact Tracy Cayson at 323-6777.

**Basic Radiation Safety** TBA

**Advanced Radiation Safety** is only available [online](#).

**Fire Extinguisher Use** is available [online](#).

**NOTE: Online courses can only be taken using a UK computer.**

**Corporate Compliance** training is **MANDATORY** for employees working in the UK hospital or medical center. All HR Temporary Employment employees are required to view the Corporate Compliance video in orientation. For more information, please visit the UK [Corporate Compliance Program](#) website.

**Preventing Sexual Harassment** is also a **MANDATORY** training. This training can be done online at (<http://training.newmedialearning.com/psb/ukentucky/index.htm>). Remember to print your certificate when complete; sign it and turn it in to Dalene Rice (305 Whitney-Hendrickson) to be placed in your personnel file.

Ignoring these **MANDATORY** trainings can result in dismissal from employment at the University of Kentucky

### HUMAN RESOURCES DEVELOPMENT COURSE OFFERINGS

<http://hr.uky.edu/TandD/welcome.php>

- 4-7 ~ Teamwork in a Changing Work place
- 4-8 ~ Providing Excellent Customer Service
- 4-8 ~ Outlook 2007 Level 1
- 4-10 ~ Gender Styles in Communication
- 4-10 ~ Managing Your PC
- 4-11 ~ Basics of Leadership
- 4-14 ~ Leading Effective Teams
- 4-15 ~ Outlook 2007 Level 2
- 4-16 ~ Principles of Effective Writing
- 4-21 ~ Developing a Winning Image
- 4-21 ~ Managing Across Generations
- 4-21 ~ Working with Office 2007
- 4-24 ~ 21 Indispensable Qualities of a Leader
- 4-24 ~ Word 2007 Level 1
- 4-25 ~ Managing Staff Conflict
- 4-30 ~ Word 2007 Level 2

*All the world is a  
laboratory  
to the inquiring mind.  
~ Martin H. Fischer ~*

