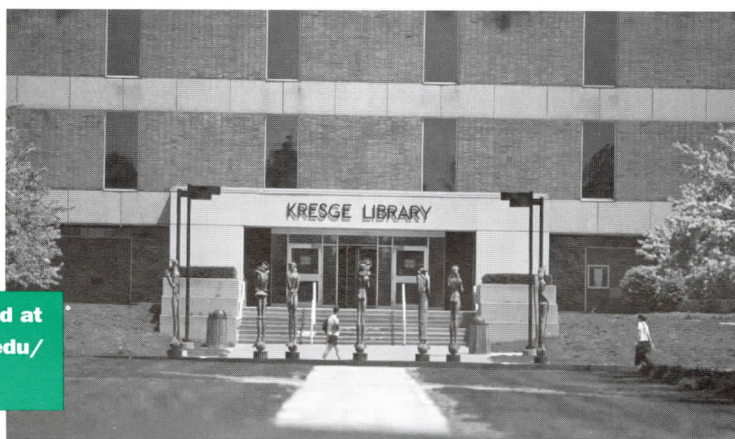


inside OAKLAND

Now is the time
to comment on
enrollment planning.
See page 4.

A newsletter for Oakland University colleagues **May 2000**

NCA finalizes recommendations for OU improvements



The NCA report is posted at
<http://www2.oakland.edu/nca/review>

One of the NCA's suggestions is to solidify funding for Kresge Library.

The North Central Association of Colleges and Schools (NCA*) in February finalized the report on its review of Oakland University, offering many suggestions for institutional improvement.

The accrediting organization also praised Oakland for developing partnerships with business and community organizations; enhancing campus life for students; and responding to regional needs by developing focused, market-driven graduate programs.

Some suggestions for improvement in the NCA's 54-page report include the following:

- Develop a land-use and facilities master plan. (See story on page 5)
- Coordinate international programs.
- Improve diversity in faculty, staff, administration and students.
- Find ways to improve communication between the Board of Trustees and the faculty.
- Solidify funding for Kresge Library and include an annual increase in funding to address inflation.
- Strengthen the Bachelor of General Studies program to address the perception that it is simply a compilation of

courses without any intended coherence or cross-curricular purposes.

- Develop and publish an enrollment management plan that projects growth for each year and shows how the university will respond annually to the impact such growth will have on campus resources. (See story on page 4)
- Enhance the faculty's voice in university governance.
- In a cafeteria general education system, emphasis on quality control could begin with the courses that most students select. Faculty should concentrate on improving those courses by reinforcing their best practices. Oakland should articulate clear learning goals for general education.
- Improve assessment of student skills in mathematics and writing. Ensure consistent assessment of student academic achievement.
- Hire more full-time faculty to reduce reliance on part-time faculty.
- Increase the number of graduate assistantships to keep pace with graduate enrollment.

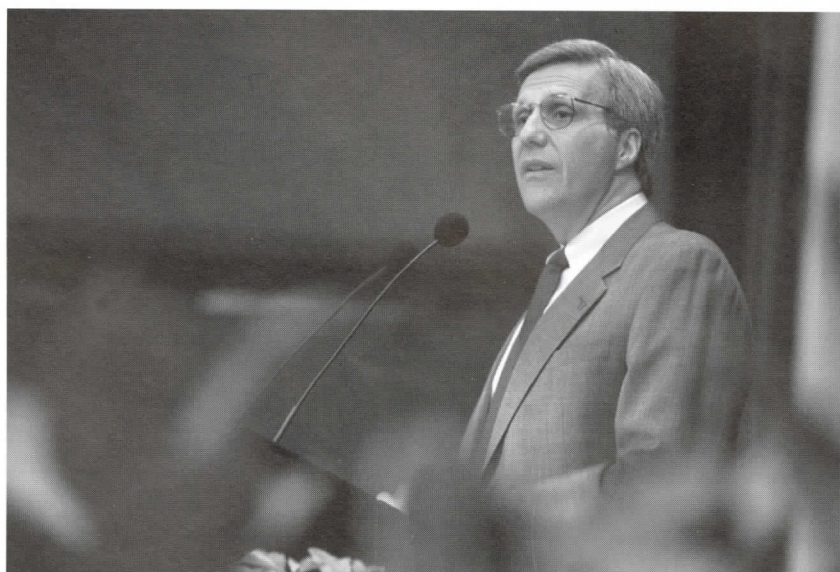
- Develop a vision for the Honors College; track its students; diversify its student body, faculty and staff; provide for appropriate and timely academic advising; and develop and promote more student participation in appropriate co-curricular activities.
- Increase promotion of Oakland's many excellent continuing education offerings.
- Provide a university-wide handbook for part-time faculty to assist them in their teaching.

The NCA accredits more than 950 educational institutions in a 19-state area. The next comprehensive visit to continue accreditation will be in 2008 and 2009. This year or in 2001, the NCA will evaluate OU's international programs in Vienna and Beirut. In 2004 and 2005, the NCA will visit Oakland to review progress in improving the general education program and the assessment of student achievement.

*30 North LaSalle St. #2400
Chicago, IL 60602-2504
(800) 621-7440

In the next issue of Inside Oakland:

- A complete list of honorees at the faculty recognition luncheon
- Details on office relocations and the renovation of North Foundation Hall



Aiming for the top

Louis Esposito, provost and vice president, Academic Affairs, delivered a forward-thinking vision statement for Oakland University during his university address on April 13. Esposito said that OU should aim to be among the top three universities in Michigan. He has assigned a committee to provide recommendations for how Oakland enrollment should grow in size and composition over the next 10 years. (See page 4). He also plans to intensify efforts to diversify faculty and staff.



A 1969 OU rally in an effort to persuade Woody Varner to stay.

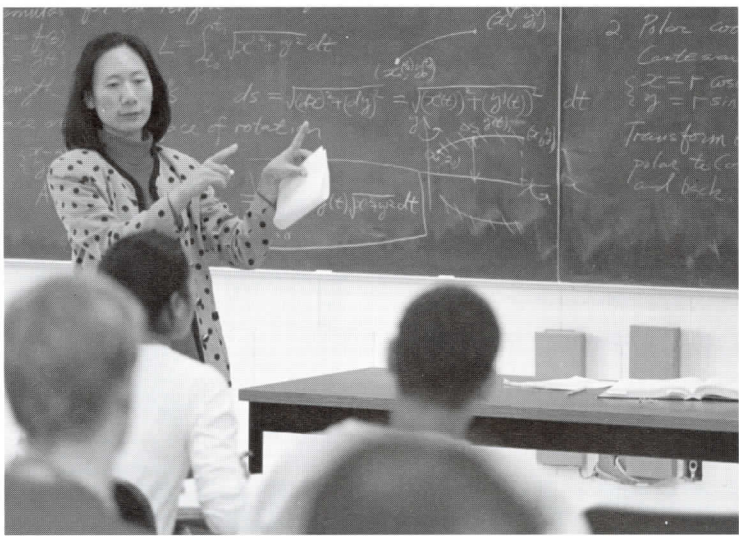
Founders' Day pays tribute to past

Oakland has come a long way since 1957, when founders Alfred and Matilda Wilson donated their 1,500-acre estate and \$2 million to create

a new college in Oakland County. On April 20, the university hosted its fourth annual Founders' Day, celebrating the people who have helped to

continued on page 2

Wendy Zhang, assistant professor, Mathematics and Statistics, teaches a class. Women make up about 35 percent of OU's faculty.



Female faculty hiring increases

The number of female faculty members rose from 139 in fall 1998 to 147 in fall 1999, and efforts progressed to increase diversity in the School of Business Administration: Of eight faculty hires in that period, three are female and three are minorities. These statistics are among the highlights in the Annual Affirmative Action Update presented to the Board of Trustees recently by the Office of University Diversity and Compliance (UDC). Women make up about 35 percent of the 416 faculty at



Sharon Abraham

OU; minorities comprise about 20 percent. The number of female faculty has risen steadily from 30 percent since 1995, while the number of minority faculty has remained stable. The total female work force also has increased since 1995, from 52 percent to 55 percent of the 1,178 OU employees. The total minority work force rose from 18 percent in 1995 to 20 percent in 1999.

"For each vacancy, we work with the Employee Relations Department and the hiring supervisor to create an applicant pool that is reflective of traditionally underrepresented groups," says UDC Director Sharon Abraham. The overall goal is to improve the representation of underrepresented groups at OU. "We are continually trying to improve our procedures so that we may achieve greater success. Our focus this year is on enhancing our recruiting efforts," she says. "We are also looking at ways to improve retention."

Otto wins ACE award

Mary L. Otto, dean, School of Education and Human Services, is the winner of the 1999-2000 Phyllis Law Googasian Award from the OU affiliate of the American Council on Education Network. The award honors a woman who has demonstrated a commitment to the positive development and advancement of women at Oakland University.



Mary Otto

After receiving a doctorate in counseling from Indiana University in 1973, Otto's career path took her from counseling and supervision work in agency and higher education settings to administrative positions. Before making a shift from teaching to

administration, she received a fellowship in academic administration from the American Council on Education. Throughout her career, she has led women by example, teaching them how to confront the challenges faced in pursuing their academic and personal goals. She has played an active role in recruiting, hiring and retaining women faculty, staff and students at Oakland University through encouragement and effective mentoring relationships. Her lectures on women's personal and professional development, child abuse and domestic violence extend her work into the broader community.

Founders' Day continued from page 1

define the modern-day institution. Oakland's success is due in large part to its outstanding faculty, who were honored during the annual faculty recognition luncheon. Later, the university held a ceremony to officially break ground on a new Student Services Center in North Foundation Hall. The new center will serve as a one-stop shop for students' administrative needs. "Our goal in this project is to make services student-centered, based on students' increased expectations for fast, friendly services," said Mary Beth Snyder, vice president, Student Affairs. "Emerging technologies present exciting opportunities to offer career placement, registration and student account services in quicker and more efficient ways."

Many new services will be automated for access to information anytime, Snyder said. Another Founders' Day event was a tribute to Oakland's founding chancellor, Durward B. "Woody" Varner, who died last October. Varner's friends and family attended the event, complete with slides and videos showing Varner's past. Speakers included Don O'Dowd, president emeritus of OU, and Sheldon Appleton, professor, Political Science, who Varner hired in 1959, before the university opened. Speakers praised Varner's kindness, drive, vision and ability to motivate others.

Members of the Varner Tribute Committee are Harvey Burdick, professor emeritus, Psychology; charter alumna Joan Clair, Bob Gaylor, associate professor, Kresge Library; Ed Hubel, professor emeritus, Political Science; Karen Kukuk, assistant to the president; Ryan Poquette, writer and editor, Communications and Marketing (C&M); Paul

Tomboulion, professor, Chemistry, and charter faculty member; Alice Tomboulion, coordinator, *OU Chronicles* video project and Paul Tomboulion's wife; C&M Director Geoff Upward; and Joy James Williams, director, Special Events. Another committee member, Bob Swanson, died on March 6, 2000, while event planning was under way. One of the first MSU-Oakland employees, his many Oakland roles included director, Business Affairs; professor, Administration; treasurer, Board of Trustees; vice president, Developmental Affairs; and executive vice president, Oakland University Foundation.



Woody Varner

At the Varner tribute, OU President Gary D. Russi announced several initiatives to forever connect Varner's name to Oakland: the Board of Trustees agreed to change the name of the Oakland University Foundation's (OUF) highest philanthropic society from the Founders' Society to the Varner Society; the OUF is establishing an endowed scholarship fund in Varner's name, and it will be seeding the first \$225,000 toward a \$1 million goal; Oakland is seeking ideas for the establishment of the Varner Seminar Series on University Vitality; and the university will mark Woody's lifelong interest in agriculture and gardening by establishing an outdoor memorial at the lower level entrance to Varner Recital Hall. To submit ideas for the Varner Seminar Series on University Vitality, e-mail kukuk@oakland.edu or send campus mail to Karen Kukuk, 204 Wilson Hall.



Well done!

Oakland's Y2K team enjoys a thank-you event last February sponsored by President Gary Russi. The team ensured that the university's systems made a smooth transition to the year 2000.

bits and PIECES

Oakland's Oscars

It was Hollywood meets Oakland. The Department of Music, Theatre and Dance held the university's first version of its Academy Awards April 10. The First Annual Matilda Awards honored the artistic achievement of OU students and alumni.

Complete with entertainment by award recipients, the event was at the San Marino Club in Troy. Karen Newman, CAS '82, anthem singer for the Detroit Red Wings and commercial spokeswoman, won the Alumni Arts Achievement Award in Music. She is among 23 award recipients.

SECS partners with Macomb Community College

Beginning fall 2000, Oakland's School of Engineering and Computer Science will offer classes at the Macomb Community College University Center (MUC) in Clinton Township. During the next three years, OU will phase in its Engineering and Computer Science degree programs so students can obtain an OU degree while attending classes at the MUC. This will be especially convenient for students who live or work in Macomb County.

Bachelor degree programs in computer science, computer engineering, electrical engineering and mechanical engineering will be offered in a new \$13-million facility.

Plans for SEHS building under way

Oakland is proceeding with plans to construct a \$31.5-million building for the School of Education and Human Services with funds from the capital outlay budget recently approved by the Michigan Legislature and governor. Early projections, which could change, call for the building to be occupied in 2003.

Transfer equivalency guides on the web

The Office of Admissions and the Office of the Registrar have collaborated to display on the web the transfer course equivalencies for Oakland Community College and Macomb Community College. Displaying these guides and the OU Schedule of Classes on the web make it convenient for students and prospective students to get the information they need quickly and easily, anytime, says Registrar Steve Shablin.

"We realize that community colleges have a need for this information, too," Shablin says. Carmen Etienne, new transfer student services specialist, coordinates the transfer equivalency guides and manages the web information. "Our goal is to have all of the Michigan community college equivalency guides on the web," Shablin says.

Thanks go to Systems Analyst Mary Parco and Admissions Webmaster Andy Sutherland, both in undergraduate admissions, and Jennifer Gilroy, senior associate registrar, for their good work on this project. See the equivalency guides at http://www2.oakland.edu/admissions/transfer/transfer_credit_equivalencies.htm



Geoff Wawro

Wawro on History Channel

Geoff Wawro, associate professor, Department of History, appeared on the History Channel as an expert on naval warfare. The episode, *U-571: History or Hollywood?* aired April 22. It coincided with the April 21 release of Universal Pictures' *U-571*, a film about a German U-boat in World War II starring Matthew McConaughey and Harvey Keitel.

OU police honor two community members

In recognition of assistance provided to the Oakland University Police Department, two OU community members received Community Service Citations at the April 6 Board of Trustees meeting.

Mary Issacs, reservations coordinator, Oakland Center, and student Thomas Schultz provided critical information to investigating officers, which led to the arrest and prosecution of a subject for the theft of a student's property from Oakland Center. Officers recovered the stolen property and property from an earlier theft in the building.

Richard W. Leonard, director, OU Police, says "teamwork between the police and community members is critical to our goal of providing a safe campus environment."

Aubry leads New Student Programs Office

Dawn Aubry, former assistant director, New Student Programs Office, has accepted the directorship of that office after a national search that brought three finalists to campus. "Dawn received the overwhelming support of the search committee and the faculty who were involved in the interviews," says Mary Beth Snyder, vice president, Student Affairs. "I know she will continue to do a great job for the university in her new role." Aubry replaces Marilyn Broderick, who died last July.

Enrollment sets records

Fall 1999 enrollment was 14,726, Oakland's highest headcount ever. The total rose 2.6 percent; undergraduate enrollment increased 4.6 percent. First-year student enrollment climbed 19 percent over 1998 and the number of new transfer students climbed 5 percent. Winter 2000 enrollment reached a record-high 13,837, 1.5 percent higher compared to winter 1999; undergraduate enrollment increased 3 percent.

Admissions package wins gold

The Communications and Marketing Department and the Office of Admissions won a gold award in the 15th Annual Admissions Advertising Awards competition of *Admissions Marketing Report* newspaper.

Art Director Priscilla Fan, Office Assistant Sheila Carpenter, Campus Photographer Dennis Collins and several colleagues in Admissions contributed to the project.

A panel of marketing, advertising and academic professionals judged creativity, design execution and impact of the message.

Join OU for two trips to Canada

The Center for Student Activities and The International Travel Committee Present two great trips to Canada: Bird Watching at Point Pelee National Park, May 5, and the Stratford Festival, June 9-10. Point Pelee National Park, at the southernmost tip of the Canadian mainland in Ontario, is a wonderland for the ornithologist, the entomologist, the botanist and the photographer. This 11-kilometer strip of forested land projecting into Lake Erie is as an important stopover for hundreds of migrating bird species during their northward migration. The trip is only \$25 per person and includes transportation, park entry and a tour by a Point Pelee naturalist. The sign-up deadline is, May 2. The website for Point Pelee is http://parkscanada.pch.gc.ca/parks/ontario/point_pelee/point_pelee_e.htm.

Join OU for a two-day, one-night trip to the renowned Stratford Festival, the Shakespearean Festival, June 9-10, to see *Hamlet* and *Fiddler on the Roof*. The cost of the trip is \$195 per person and includes transportation, lodging at the Victorian Inn (based on double occupancy) and tickets for the two plays. Enjoy the shops and restaurants Stratford has to offer! The website for Stratford is <http://www.stratford-festival.on.ca/>. The registration deadline is May 9.

For both events, sign up at the CSA service window. Both trips are limited to 30 spots, so sign up soon. Call 2400 for more information.

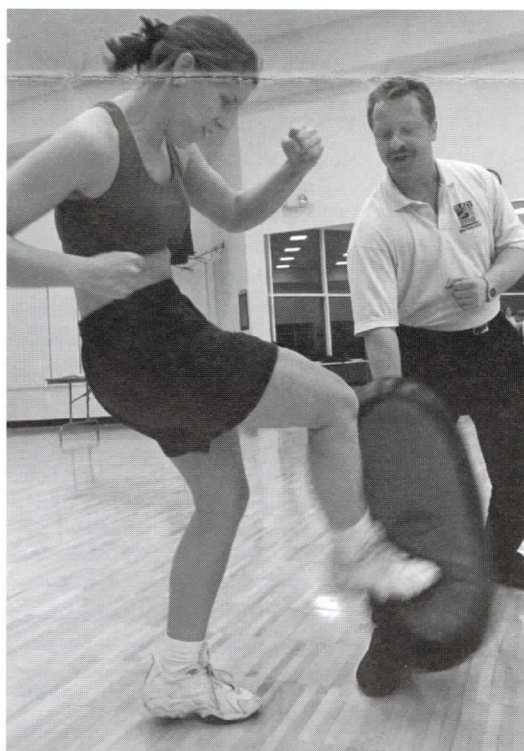
OU campus safer than ever

Despite record-breaking enrollment at OU over the past several years, the campus crime rate has been in steady decline. In 1999, it reached a two-decade low. Mel Gilroy, lieutenant, OU Police Department, says that high-visibility patrols are the key to keeping crime down.

The OUPD has increased the number of officers on directed patrol during high-traffic times such as before and after evening classes. On-campus crime prevention programs such as RAD women's self-defense training also help deter crime.

new faces and positions

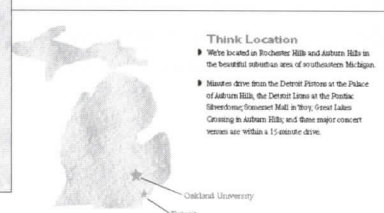
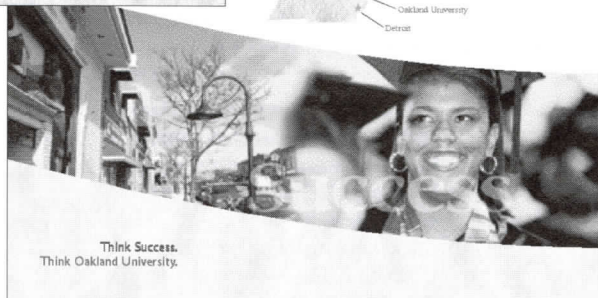
- Kenneth Anger, Skilled Trades VI, CF&O
- John Gibson, teacher, Lowry ECC
- Nora Hummel, Accounting Clerk IV, MBT
- Lakshmi Indires, developer analyst, Administrative Information Systems
- Ledong Li, consultant coordinator, Reading and Language Arts
- Kathleen Malin, assistant to the director, Linguistics
- Megan McNally, admissions adviser, Admissions
- Ryan Poquette, writer and editor, Communications and Marketing
- Linda Schwartz, Office Assistant II, SBA
- Steven Szalay, electronic resources manager, Grants, Contracts and Sponsored Research
- Wendy Tyrell, building maintenance supervisor, CF&O
- Claudine Walker, Accounting Clerk III, Accounts Payable



Students, faculty and staff can take part in on-campus crime prevention programs such as RAD women's self-defense training.



The OU Communications and Marketing Department won a gold award for the Admissions viewbook (above) and searchpiece (right).



Think Location
 We're located in Rochester Hills and Auburn Hills in the beautiful suburban area of southeastern Michigan.
 Minutes drive from the Detroit Pistons at the Palace of Auburn Hills, the Detroit Lions at the Pontiac Silverdome, Comerica Field in Troy, Ford Field, Crisler Arena in Auburn Hills, and some major concert venues are within a 15 minute drive.

Help shape OU's future

Committee works on enrollment planning document

OU's Enrollment Planning Committee is seeking opinions from the university community on how to plan for enrollment through 2010. The committee has posted on the web the first draft of its recommendations.

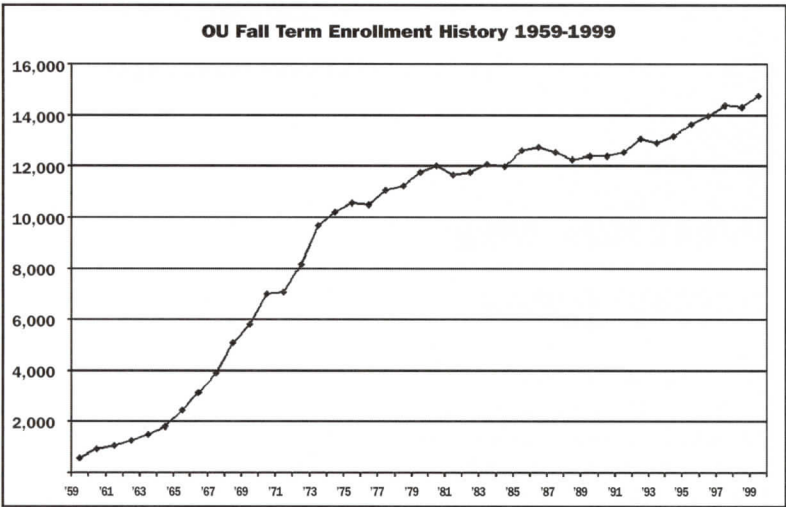
Twenty administrators and faculty members with perspectives from throughout Oakland make up the committee, which is co-chaired by

Robert Johnson, vice provost, Office of Admissions, and Michael Sevilla, chair, Department of Chemistry. The draft is the result of months of efforts by the committee and the consultant firm of Lipman Hearne.

Included in the draft are past and present enrollment patterns, a proposed vision for enrollment in 2010, and a possible approach for achieving that goal.

"Perhaps the most important determinant of the institution's future look, feel and purpose is the careful planning of its enrollment size, quality and composition," Sevilla says. "It's important that the quality of academic and student services keep pace with changes in enrollment size and composition."

After the committee obtains opinions from the community, the report will go back to the committee for revisions, then to the University Senate, probably by fall. After that, OU President Gary Russi and the Board of Trustees will review the recommendations.



Enrollment Planning Report timeline

After the campus community has provided comments on the Enrollment Planning Report, the process to develop the final enrollment planning document will proceed as follows:

- May 10** The committee will incorporate appropriate comments into the document.
- May 15** The draft document will be submitted to Provost Lou Esposito.
- May 22** Esposito will submit the draft document to President Gary Russi for his review.
- July 15** Russi will share with the campus community his initial reaction to the document.
- August 15** Data to support the implementation of the draft document will be submitted to Esposito by the Office of Institutional Research and Assessment.
- September 15** Esposito will submit the Enrollment Planning document with the implementation data to the University Senate, Student Congress and AP Assembly.
- November 15** Campus constituents will provide feedback to Esposito about the document.
- December 1** The final Enrollment Planning Report will be submitted to Russi.

The enrollment planning report is posted at <http://www2.oakland.edu/admissions/draft2.htm>
The deadline for comments is May 5.

campus REGISTRY of distinction

Sharon Abraham, Diversity and Compliance, was enrolled in the Year 2000 Diversity Champion Honor Roll of the Birmingham-Bloomfield Task Force on Race Relations and Ethnic Diversity.

Eddie Cheng, Mathematics and Statistics, presented the talk, *Increasing the Connectivity of Split-Stars*, at the 31st Southeastern International Conference on Combinatorics, Graph Theory and Computing, in Boca Raton, Florida, in March. He also gave a talk, *Antiveb-Wheel Inequalities and Their Separation Problems Over the Stable Set Polytopes*, at the 32nd Midwest Graph Theory Conference, Fort Wayne, Indiana. Three of his papers were accepted: *Fault-Tolerant Routing in Split-Stars and Alternating Group Graphs*, *Disjoint Paths in Split-Stars*, and *On the Day-Tripathi Orientation of the Star Graphs Connectivity*, co-written by **Marc Lipman**, Mathematics and Statistics. Cheng also served as a grader for the Michigan Mathematics Prize Competition.

Richard Haskell, Computer Science and Engineering, attended the 21st FORML Conference in Pacific Grove, California, last November. There, he delivered a paper, *The Philosophy of WHYP*, and chaired a workshop on Forth engines. His latest book, *Design of Embedded Systems Using 68HC12/11 Microcontrollers*, was recently published by Prentice Hall.

Ravi Khattree, Mathematics and Statistics, was an organizer of the international conference, *Statistics: Reflections on the Past and Visions for the Future*, which celebrated the 80th birthday of C.R. Rao. The event was held at the University of Texas at San

Antonio, March 16-19. **Theo Ogunyemi**, Mathematics and Statistics, presented the invited talk, *On Minimal S-Optimal Row-Column Design*, at the conference. **Subbaiah Perla**, Mathematics and Statistics, presented the invited talk, *Robust Tests for the Significance of Orthant Restricted Mean Vector*, at the conference.

This item contained an error in the last issue of Inside Oakland. The correct version: Naim Kheir, chair, Electrical and Systems Engineering, recently assumed his two-year term as president of the American Automatic Control Council. Member technical societies of the council include AIAA, AICHE, AISE, ASCE, ASME, IEEE, ISA and SCS.

Ching Long Ko, Mechanical Engineering, wrote, *Effects of Steady-State and Static Displacements on Free Vibrations of Rotating and Nonrotating Beams*, published in *Industrial Mathematics*, the journal of the Industrial Mathematics Society. He also wrote, *Conjugate Heat Transfer Analysis of Concentric-Tube Heat Exchangers Using a Higher-Order Finite Difference Technique*, with Herbert J. Gladden at NASA Lewis Research Center. The paper has been accepted for publication in *Industrial Mathematics*. He presented a paper, *Structural Analysis of Twisted Rectangular Plates and Experimental Verification for the Modeling of the Elastic Behavior of Propellers and Turbine Blades* in the 1999 Michigan Space Grant Consortium Conference at the University of Michigan, Ann Arbor.

Kathryn LeBlanc, Center for Business Excellence, was interviewed on DaimlerChrysler Corporation's internal television network to promote the post-master's certificate programs in finance and international

business offered by the SBA at DaimlerChrysler Technology Center. The spot aired in December.

Frances Meuser, Modern Languages and Literatures, wrote, *La Diana, by Jorge de Montemayor, 1559*, in the *Encyclopedia of the Novel*, Fitzroy Dearborn Publishers, 1999.

Estela Moreno-Mazzoli, Modern Languages and Literatures, was a guest lecturer last year at the University of Extremadura, Caceres, Spain.

Virinder Moudgil, Biological Sciences, wrote *Effects on Antiprogestins on the Rate of Proliferation of Breast Cancer Cells*, published in *Molecular and Cellular Biochemistry*, volume 198, 1999. The work reported in this publication was performed at Oakland University and accomplished with postdoctoral research associates, **Kazumi Iwasaki, M.D., Ph.D.**; **Cliff Hurd, Ph.D.**; graduate students **Sumi Dinda** and **Sandhya Kodali**; and undergraduates **Michelle Herman** and **Bill Underwood**. This international collaboration was also coauthored by Dr. H.J. Kloosterboer of the *Organon Scientific*, The Netherlands. The studies included for discussion in the paper were supported by the National Institutes of Health grant and the Research Excellence Program of the Center for Biomedical Research, Oakland University.

Kevin Murphy, Economics, wrote, *What Effect Does Uncertainty Have on the Length of Labor Contracts?* in the March issue of *Labour Economics*.

Dale Nesbary, Political Science, wrote, *The Utility of Web Directories in the Classroom*, which will be published in the *British Journal of Educational Technology*. A second paper, *The Acquisition of Computer-Aided-Dispatch Systems: Administrative and Political Considerations*, will

be presented in April at CSS2000: The Conference of the Association for Computers and the Social Sciences.

Alan Park, Mathematics and Statistics, was invited to deliver a series of lectures on Groebner Basis and its applications for five days at an algebra workshop at Seoul National University, Korea.

Rikki Schwartz, Environmental Health and Safety, was selected by the American Society of Safety Engineers as its Safety Professional of the Year for the Greater Detroit Chapter. This award recognizes outstanding accomplishments in the field of occupational safety and health and the advancement of the safety profession through public service, lectures and professional development.

Philip Singer, Health Behavioral Sciences, was invited by the University of Michigan Complementary and Alternative Medicine Research Center to present at a research seminar, *A Critical Review of Shamanic Healing Practices*.

Ari Sitaramayya, professor, Biomedical Sciences, Eye Research Institute, is the editor of a new book, *Introduction to Cellular Signal Transduction*, published by Birkhauser-Boston, 1999. Understanding of biological communication is due partly to advances in knowledge about the chemical nature of signals and their corresponding reception by specialized cells. This volume brings to the fore recent developments in signal transduction, a process employed by the cells for reception and communication of chemical signals to influence cellular function. Eleven chapters in the book are written by nationally and internationally known experts in the field.

Geoff Wawro, History, announces the publication of his second book, *Warfare and Society in Europe, 1792-1914* (Routledge, 2000).

Master plan task force finishes first round of consulting

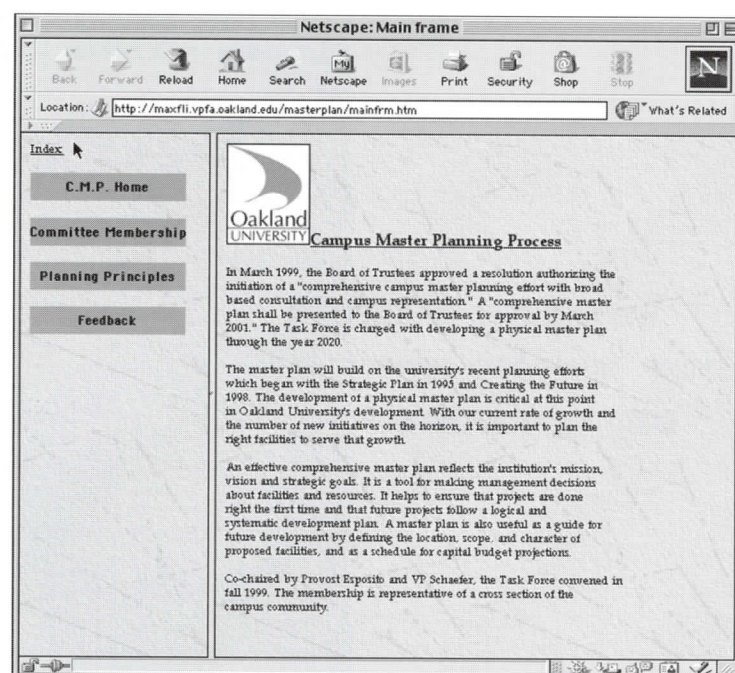
In early April, the task force that is developing a campus master plan finished its first round of gathering opinions from campus groups on its first draft document, *Master Planning Principles*.

The master plan, for the present through the year 2020, will define the location and scope of proposed developments on campus. The task force, chaired by Lou Esposito, vice president, Academic Affairs, and Provost, and Lynne Schaefer, vice president, Finance and Administration, began meet-

ing in February with groups such as the University Senate, school and college assemblies, student and employee groups and the OU Foundation executive committee. *Master Planning Principles* is the first of many drafts posted for review on the web. It will be updated as a result of the campus consultations. In March 2001, the task force is scheduled to present a physical master plan to the Board of Trustees. The next round of extensive consultation, probably in the fall, will involve future building sites,

a matter separate from the planning principles document, says Susan Aldrich, associate vice president, Facilities Management.

To read *Master Planning Principles* and other news from the campus master plan task force, and to give your opinions, go to <http://maxfli.vpfa.oakland.edu/masterplan/mainfrm.htm>



SHUDDERBUG: Richard Fekel, director, Oakland Center, and Christina Grabowski, technology and customer service coordinator, Oakland Center, are caught in the act (by our not-so-secret "cold cam") of checking out some of the refrigerated goods in the newly enhanced Beer Lake Yacht Club store. The BLYC, which opened in March, is located on the first floor of East Vandenberg next to the Honors College.

Opening of Beer Lake Yacht Club store features food, fun

**Candy, cookies, hot salsa and chips,
Sandwiches, cereal, soap and shampoo,
Tylenol®, Pop Tarts® and a variety of dips,
Microwave meals, popcorn and glue.
Fresh salads, bread, chewing gum and more,
Are but a few of the items
Found at the new BLYC store.**

BLYC store

Hours of operation:

Monday-Thursday11 a.m. - 11 p.m.
Friday.....11 a.m. - 7 p.m.
SaturdayClosed
Sunday.....5 - 11 p.m.

For more information on the new store, call 2111.

On March 22, 2000, staff, faculty, students and alums alike flocked past the geese grazing by Beer Lake to check out the opening of the newly enhanced Beer Lake Yacht Club store. For all, there were handouts of fresh carnival-style popcorn, ice cream, chips, candy and a celebratory cake. For the lucky few, there were raffle prizes — including games, clothing, a 5-lb. chocolate bar and a snowboard. As for the store itself, the 1,300-square foot facility features a wide variety of meals, snacks, beverages and personal and household items — perfect for those of us who live life on-the-go.

ERD works on changes

Every organization can improve, even if it's good. It can always become more responsive and more effective. That's the spirit in which the Employee Relations Department has launched an 18-month initiative to begin to transform itself into a world-class human resources organization.

OU alumna Christina Pitts MA '77 is the consultant facilitating the process, which began in February. The project is divided into three six-month phases: Phase I involves gathering information and establishing short-term goals; phase II, long-term strategic planning; and phase III, assessment and redesign, Pitts says.

"We are committed to enhancing our operation to provide consistent high-quality service and guidance to OU staff and management," says Lynne Schaefer, vice president, Finance and Administration. "We're taking a very close look at our systems, procedures and practices. We're paying attention to changing needs on campus."

To accomplish this complex and time-consuming process, ERD has asked for the OU community's patience: In addition to behind-the-scenes work, the department will close one morning each week, generally on Thursday, to participate in strategy-action sessions. The staff will be accessible should any emergency arise.

Please feel free to contact any ERD staff member if you have questions about this initiative or if you would like to share ideas.

Safety SAYS

Welcome back to the *Safety Says* column on occupational health and safety issues. *Safety Says* appeared in 1996 editions of *Inside Oakland*. In response to many inquiries about ergonomics, OU's Office of Environmental Health and Safety has updated the information.

A look at ergonomics

What is ergonomics?

Ergonomics is the study of human characteristics for the appropriate design of the work environment. The science considers the physical capabilities and limitations (e.g., size, shape, strength, etc.) of each worker; it then attempts to fit the work methods, equipment and environments to these characteristics as the employee conducts repetitive tasks (such as sitting, typing, lifting, gripping, twisting, lowering, pushing, pulling and carrying). The primary goals of ergonomics in the workplace are to reduce fatigue, increase ease (and thereby efficiency), and reduce work-related cumulative trauma disorders, often called repetitive stress injuries.

What are cumulative trauma disorders (CTD) and how do they occur?

Cumulative trauma disorders or repetitive stress injuries occur when the habitual performance of the same or very similar physical movements damage tendons, nerves, muscles and other soft body tissues of the joint(s) associated with this repeated motion. One of the most common job-related CTDs is carpal tunnel syndrome, which results from a compression of the median nerve in the wrist.

What causes carpal tunnel syndrome?

Carpal tunnel syndrome is believed to be caused when repetitive motions involving the hand/fingers are performed improperly, so the tissues of the carpal (Latin for "wrist") tunnel (passageway for nerves, tendons and blood vessels), become inflamed and swollen. When these tissues swell, they place pressure on the median nerve.

What are the symptoms of carpal tunnel syndrome?

Symptoms include any or all of the following: tingling, coldness, numbness, weakness, pain, discomfort, stiffness, tightness, or loss of coordination in the hands, wrists, fingers, forearms or elbows.

What should I do if I have these symptoms?

See your doctor and make certain that he/she is well-versed in occupationally related cumulative trauma disorders and/or carpal tunnel syndrome. It should be noted that syndromes are not illnesses; they are sets of signs and symptoms that occur together and characterize a particular abnormality, and as such are subject to interpretation, and misinterpretation. Carpal tunnel syndrome is considered the most over-diagnosed, and even when correctly diagnosed, mistreated syndrome of our generation. It is recommended that patients obtain second opinions, particularly if the physician instantly recommends immobilization (bracing) or surgery.

What job-related tasks are commonly associated with carpal tunnel syndrome?

Jobs that require gripping (e.g., tools or handles), twisting, pushing or pulling motions can result in carpal tunnel syndrome, if proper body positioning and gripping devices (on the equipment and/or hands) are not used. Additionally, long periods of operating personal computers have also been associated with carpal tunnel syndrome and other cumulative trauma disorders. This cause-effect relationship remains hotly debated within the scientific community.

How can I prevent computer-related repetitive stress?

Improper workstation design, lighting and work techniques can place unnecessary stress on eyes, muscles, tendons and nerves in the hand, wrist, arms, shoulders and neck. And, while ergonomic gadgets such as split keyboards and wrist rests occasionally prove help-

ful, correct lighting and hand/body positioning, frequent rest periods (3-4 minutes every hour of computer tasks, wherein muscles are lightly stretched and eye muscles relaxed) have proven much more successful at reducing repetitive stress.

What should I look at to determine whether my computer workstation is ergonomically satisfactory?

- At a minimum, your chair and computer table should be adjusted so that body position can remain neutral while typing: elbows bent to 90 degrees, forearms parallel to the floor, knees slightly below the hips, wrists and neck straight;
 - The monitor should be 18-30 inches from the employee, with the top of the screen just below eye-level;
 - Reference documents should be at the same height and distance as the screen.
- Wrist rests may be used to protect wrists from hard or sharp edges, and to help keep the wrists in a neutral position. However, these rests have been associated with placing or increasing pressure on the carpal nerves, and are not unanimously supported by industrial hygienists, physical therapists, or physicians. Accordingly, make certain that wrist rests are selected as a last resort, are made of soft but supporting material, and are the same height as the front edge of the keyboard.

Are computer workstations the only source of potential repetitive stress in the workplace?

No. Any repetitive job that requires you to place your body in unnatural and/or unsupported positions, particularly while performing tasks that require even mild physical exertion, could place unhealthy stress on your joints, ligaments, discs, etc. Proper selection of body positioning, tools and equipment is critical to reducing these types of repetitive stresses in any work environment.

Can the Office of Environmental Health and Safety recommend ergonomic companies, furniture and equipment?

Generally speaking, no. Equipment differs according to each user's size, stature and job responsibilities; there is no one purchasing solution to reducing repetitive stress. However, the key to purchasing ergonomically suitable workstations, etc., is to look for the most adjustable furniture or equipment you can find, keeping in mind the goal is to keep your body in a neutral and supported position as much as possible.

Can the Office of Environmental Health and Safety determine whether I should make ergonomic improvements to my existing work environment?

Yes. Contact the Health and Life Safety (HALS) Manager in the Office of EH&S (ext. 4196) to set up an appointment.

Indoor Air Quality

I am having health problems. Can someone from the Office of Environmental Health and Safety (EH&S) test the air to see if it is causing my illness?

No and yes. There is no instrument that can sample air and notify you that it is healthy or free of pollutants. Air monitoring instruments require the user to tell the instruments which contaminants to look for, generally one contaminant (or family of contaminants) at a time. In this regard, air monitoring instruments act as tools of elimination more so than identification. Moreover, Sick Building Syndrome (SBS) symptoms (those symptoms associated with poor indoor air quality) are now commonly recognized as resulting from a combination of indoor air contaminants and/or working conditions, which makes air monitoring and analysis just that much more complicated.

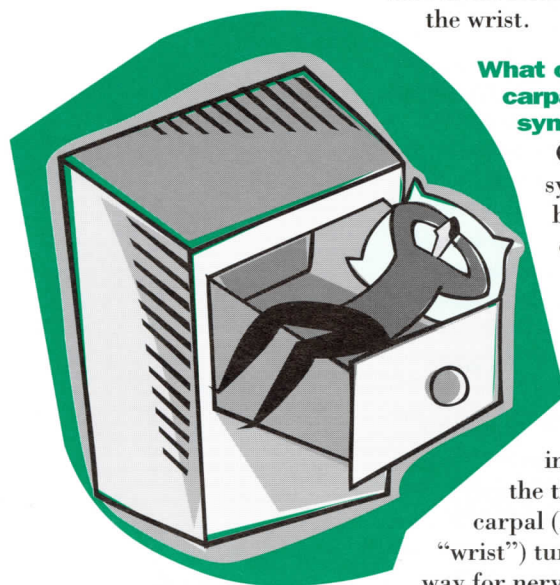
Why can't you just tell the air monitoring instruments to test for every possible contaminant, and call the area OK if all the tests are negative?

Since there are hundreds of biological organisms, chemicals and chemical combina-

tions that are capable of becoming airborne inside an office building, the cost of testing for each of these contaminants would be prohibitively time-consuming and expensive. Consequently, a strong history (i.e., a 60-90 day log) of indoor air quality (IAQ) complaints and symptoms (i.e., description, time of onset, duration, etc.) will give the Office of EH&S a much more precise mechanism of narrowing down the field of possible contaminants before any testing begins.

What is the difference between Sick Building Syndrome (SBS) and Building Related Illness (BRI)?

Sick Building Syndrome* (SBS) is assigned to a situation wherein a statistically significant percentage of building/area occupants are experiencing a consistent set of symptoms that are exclusively presented or exacerbated in the workplace. Building Related Illness (BRI) is not assigned to the scenario unless/until these symptoms are **1)** linked causatively to a building contaminant OR **2)** linked medically to a diagnosable illness. And making the transition from SBS to BRI is one of the most complex, and



often frustrating, challenges of environmental health and safety professionals today. It generally consists of a very lengthy process of elimination, and may take months or even years to achieve.

**Note: The word syndrome is used in the medical profession in the same way, to classify a newly emerging set of symptoms that characterize a common condition, but cannot be assigned an identifiable pathogen, virus, etc. (i.e., Chronic Fatigue Syndrome, Carpal Tunnel Syndrome, etc.).*

What are the symptoms most commonly attributed to SBS?

Headache, nausea, dizziness, fatigue, malaise, cough, runny nose and sore throat are often attributed to SBS; however all, some or none of these may be related to the air in your work environment. As you can see, these symptoms can also be attributed to colds, flu, allergies, poor lighting, poor body positioning (ergonomics), etc. It then becomes the job of an industrial hygienist to determine (via interviews, inspection of the environment, walk-through of building ventilation systems, and careful review of the complainants' histories) whether indoor air contaminants are implicated, and an SBS exists.

What have been found to be the three primary contributors to SBS symptoms?

1) Most of the time, the cause of SBS symptoms in the winter season is low relative humidity. When it is cold outside, the relative humidity is usually low; when that outside air is brought in and heated, the humidity drops even lower. In some office buildings, humidity readings of 11 percent are not uncommon during the winter months (compared with the recommended comfort range of 30-60 percent for rooms at temperatures between 68 and 76 degrees). The result: dry nose, runny nose, dry cough, wet hacking cough, itching eyes (particularly for contact lens wearers), dry throat, sore throat and headache. You'll note that these responses appear contradictory and are highly variable from individual to individual.

2) Another very large percentage of SBS symptoms in the winter months can be attributed to winter: it is the cold and flu season. Less natural ventilation means that we are inhaling more of each other's exhaled air; consequently so-called droplet infections are more easily transmitted (both at home and at work). And, while it stands to reason that it requires more energy to heat outside (or fresh) winter air than it does to recirculate air that has already been heated, failure to introduce enough outside air can result in poor

indoor quality. As a result, building engineers are routinely challenged to minimize energy costs in the operation of their heating/ventilation (HVAC) systems without inadvertently giving rise to SBS symptoms. As a guide, the current heating/refrigerating/air conditioning standard stipulates that outside or fresh air be supplied at a rate of 20 standard cubic feet per minute (scfm) per person in an office (with a maximum occupancy of seven persons per 1,000 square feet). This supply rate is designed to produce an adequate number of air exchanges (i.e. the number of times that new air completely replaces used air) in these offices. Accordingly, this is one parameter that can be reviewed and monitored by the Office of EH&S and CF&O. However, proper air supply does not necessarily mean proper air distribution, since offices that have been subdivided (without the installation of additional supply ducts) often have compromised air supplies. As a result, the Office of EH&S can more directly measure the adequacy of air exchanges by taking carbon dioxide (CO₂) readings. Since CO₂ is found in our exhaled air, excess concentrations of CO₂ (i.e., greater than 800 parts per million) indicate that the proper number of air exchanges is not taking place.

3) Lastly, there is a little-understood, but widely recognized psycho-social phenomenon associated with SBS, wherein we find that the simple discovery that indoor air quality (IAQ) is being investigated leads to an enormous increase in indoor air quality complaints, particularly in areas where job dissatisfaction and morale are already low.

How can we increase the humidity in our offices?

For those buildings that do not have humidifiers built into their HVAC systems, humidification is a losing battle in the workplace. Small humidifying units cannot compete with the large number of air exchanges (identified above) that take place in a public building. Thus, there is little that can be done to increase comfort; and no regulations are currently in place to require business owners to address humidity deficiencies.

My office is very dusty; isn't that a health hazard?

There are two types of dust that are regulated by OSHA (Occupational Health and Safety Administration). The first is respirable dust, which is less than 10 microns in size (microscopic), and thereby can pass right through your lungs' defense mechanism (comprised of little hairs called cilia) and into your alveoli (tiny air pockets in your lungs). Once these particles reach the alveoli, your

body has no way to eliminate the contaminants; thus respirable particles pose a much greater health risk. Fortunately, these respirable particles are few and far between in most work environments (particularly offices). Nuisance dust, on the other hand, is the dust that you can see. It is certainly a nuisance, particularly if you are allergic to dust, but it can readily be eliminated from the body, and thereby poses little to no health risks (for normal, healthy individuals). And, while this nuisance dust is regulated, the concentration of dust it would take to exceed the OSHA standard would resemble a duststorm in your office.

What are the common causes of BRI?

Off-gassing from materials such as new carpet and furniture, microbiological agents (e.g., mold, mildew, fungus, pet dander, legionella bacteria, etc.) and outside pollutants that become entrained (carried into) in the buildings' ventilation air-intake systems (e.g., carbon monoxide from idling cars/trucks).

Are office buildings ever linked to serious chronic BRIs such as cancer?

With the exception of secondhand smoke and asbestos (and both of those remain in dispute to some extent), research has yet to link any types of cancer with any of the indoor air contaminants presented in non-industrial environments. Regardless, investigations of this sort would not commence unless at least one of the criteria below is met:

1) The cluster of individuals diagnosed with cancer exceeds the national average. For example, one out of eight women (12 percent) is diagnosed with breast cancer, so we would compare the percentage of total women in the building who were diagnosed with breast cancer to 12 percent. Likewise, one out of every three individuals (33 percent) will get some form of cancer in their lifetimes; so we would compare the percentage of total employees in the building who were diagnosed with cancer to 33 percent.

2) The cancers presented are of the same type and/or they affect the same or (biologically) similar organs/cells. Whenever cancer has been associated with an environmental poisoning (i.e., pollution), it has been shown that the causative agents typically produce explicit types of cancers and/or affect specific target organs or types of target cells.

3) There has been a reasonable exposure-to-cancer latency period. With the exception of cancers that develop in fetuses or children (in whom cells are dividing at a highly accelerated rate), most cancers grow very slowly, and are expressed many years after,

or following many years of repeated exposures to, the responsible carcinogens. This delay is termed the latency period, and is typically thought to be between 15 to 30 years (take for example cigarette smoking). That means that the individual must have been exposed to the same building, and any associated contaminants, on a regular basis for 15 to 30 years for any resulting cancer to develop.

Why do we see SBS/BRI now more than we used to?

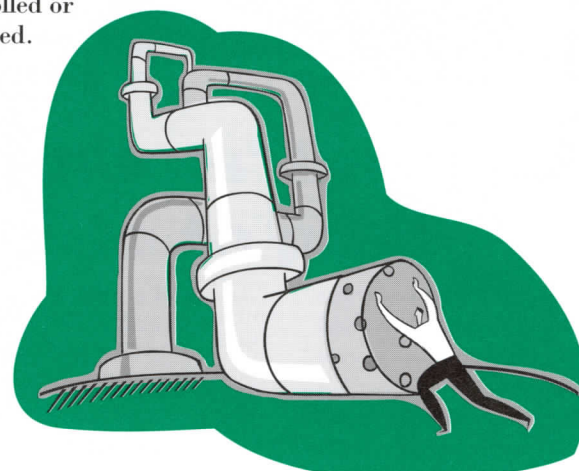
Primarily due to energy conservation strategies that surfaced during the energy crisis in the 1970s. At that time, ventilation requirements were changed to conserve fuel, and in many cases buildings were built or modified to become virtually air-tight. This can lead to lack of proper ventilation, causing pollutants to accumulate and pose health and/or comfort problems to building inhabitants.

What do I do if I have indoor air quality concerns?

Contact the Office of EH&S (ext. 4196). An EH&S representative will obtain preliminary information and follow up with a site visit. If SBS is suspected, a 60-90 day IAQ Log will then be provided. EH&S will then use the information provided on the IAQ Log to determine whether SBS exists for that building/area, by looking to see if the following criteria are met:

1) a statistically significant percentage of building/area occupants is experiencing a consistent set of like symptoms; and

2) these symptoms are exclusively presented or exacerbated in the workplace. Once SBS is established, a more invasive investigation shall begin to try to identify whether one or more BRIs can be identified, and the causative agents controlled or removed.



oakland
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WAY OF LIFE

A bit of exercise can help prevent osteoporosis



The Meadow Brook Health Enhancement Institute recommends an aerobic exercise prescription that will help prevent osteoporosis, a disease that strikes later in life, leaving your bones brittle and prone to dangerous fractures. The key factors to proper exercise are as follows:

- a. **The right activity** — Try walking, jogging, stair climbing, cycling, exercise on variable-resistance machines and other types of continuous activity that can be tolerated orthopedically and apply stress to the skeletal system.
- b. **Duration** — Go for at least 30 minutes (optimally, 40 to 60 minutes) per session.
- c. **Intensity** — This can be determined based on your post-exercise heart rate

(70 to 85 percent of your maximum heart rate). If you don't know your maximum heart rate, estimate it by subtracting your age from the number 220. However, this will only be an estimate.

d. **Frequency** — Ideally, exercise on most days, but at least every other day.

If you've completed a stress test and a personal exercise prescription has not been developed for you, the institute can help. The stress test also is an excellent screen to identify your risk of cardiovascular problems when participating in physical activities.

To help prevent osteoporosis, make sure your exercise program involves resistance training. Muscle strengthening exercises should concentrate on the large muscle groups

including the quadriceps, hamstrings, abdominal muscles, back muscles and upper body muscles (biceps and triceps). Use variable-resistance exercise machines, rather than free weights, when possible. Three sessions per week typically will provide the benefit you want.

Remember, you don't have to choose high-intensity exercise to help prevent osteoporosis. In fact, post-menopausal women who exercise for 30 minutes at 70 to 85 percent of their maximum heart rate, three times a week on a treadmill, have been successful in reducing bone loss.

For more information, call the Meadow Brook Health Enhancement Institute at 3198.

Next month: Preventing diabetes

employee of the MONTH



MARCH 2000
EMPLOYEE: Kelly Glaza
TITLE: Office Assistant III
DEPARTMENT: Meadow Brook Hall
LENGTH OF SERVICE: Two years

COMMENTS:
"Kelly has performed her job with tremendous dedication, excellent judgment, and the highest level of accuracy and skill. She is a superb organizer and has top interpersonal skills to deal with a large number of outside community contacts at the highest levels. She also builds team relationships at MBH and OU."
"Kelly has a broad and diverse range of duties, and plays a key role in our large fund-raising special events (Holiday Walk and Concours). Her skills, knowledge, and positive attitude make her a critical player in the operations of MBH."

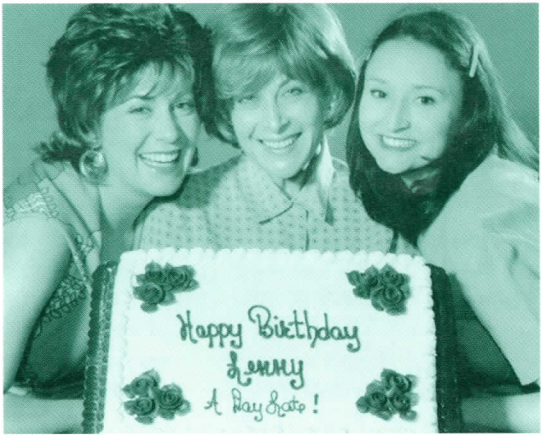


APRIL 2000
EMPLOYEE: Gail Trammel
TITLE: Assistant Manager of Operations
DEPARTMENT: Information and Instructional Technology
LENGTH OF SERVICE: 27 Years

COMMENTS:
"Gail has a special quality of always having an open door policy, being a good listener, and being dedicated to Operations/Banner situations that arise during and after working hours. Her loyalty to her staff is exceptional. She has been known for using all her resources and applying them to every situation that requires attention. Not only can she provide her on-line users with passwords, she expedites problems and solves them for our campus users."
"With her 27 years, Gail has demonstrated a commitment to her operation area that houses our backup systems, departmental servers and student SAIL voice response. We are proud to be a part of her team."

calendar of EVENTS

- April**
19-May 14 Play, *Crimes of the Heart*, MBT. For times and tickets, call 3300.
- May**
1 Spring classes begin
6 Spring commencement
29 Memorial Day holiday
31- June 3 Musical, *The Wind in the Willows*, MBT. Sponsored by MTD. For times and tickets, call 3013.



Crimes of the Heart, through May 14 at Meadow Brook Theatre.



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