RSVP deadline for Awards Banquet is TODAY!

The deadline for taking advantage of your complimentary ticket for the UGPTI Awards Banquet is **TODAY, Friday, Sept. 20**. The banquet is Thursday, Oct. 3. RSVP to Susan Peterson at 1-8793 or Susan.peterson@ndsu.edu. Because of the cost of adding meals after the reservation deadline, those RSVPing after today's deadline will be charged the $30 cost of the banquet.

Rosendahl returns to NDDOT

Darcy Rosendahl returned to NDDOT at the end of August as deputy director for business support. Under Darcy’s leadership, NDLTAP continued its excellent work and expanded the level of technical assistance available to oil-impacted counties. Rosendahl joined NDLTAP in 2011 after serving for more than 28 years with the NDDOT. Tim Horner will serve as interim director of NDLTAP.

Phishing season?

One of the latest email phishing spoofs involves campus employees being tricked into revealing their PeopleSoft passwords. The password is then used to change a person’s direct deposit information. One method perpetrators use is to send out an email that looks like an official campus email,
asking you to verify your password. Watch out for phrases such as: Validate, verify, update your account; your email is full; or your account will be deleted.

A second method they use is to divert users to phony webpages that look very much like an official campus site or PeopleSoft login page. The official login URL for PeopleSoft HRMS is https://adminssys.ndus.edu/psp/hehp/?cmd=login

Before you sign into PeopleSoft HRMS, make sure you are using this URL (including the "s" in "https," which indicates it is a secure connection). Note the entire URL, since these attempts often include a URL which looks very similar to the legitimate one.

Remember that you will never be sent a legitimate email asking you for your PeopleSoft password. If you receive what appears to be a phishing attempt, don’t click on any links; just forward the message to your campus Information Technology department.

Holt Family grows

Luke Holt and his wife, Alexa are now the very proud parents of a baby boy, Christian Luke, born Sept. 4. Christian weighed 7 lbs 8 oz and was 21 inches long at birth. He spent a short time in the neonatal intensive care unit, but is now home and his parents report that he is doing great!

Policy Reminder: Annual Leave

NDSU's Policy Manual states that “Annual leave with pay is earned by eligible employees for the purpose of freeing them from their regular duties to spend time in rest and recreation or to attend to personal matters.” That benefit comes with a few stipulations including the
provision that "The employee must obtain authorization from his/her department head BEFORE taking annual leave." And "The employee is responsible for furnishing their supervisor or department head with a completed "Notification of Employee Leave" card upon returning to work."

Office staff indicate that timely attention to these stipulations will eliminate headaches and misunderstandings and lead to more accurate recordkeeping. Also note that it is the responsibility of employees to review their payroll statement and notify office staff of any discrepancies as soon as possible.

The Policy Manual section on Annual Leave can be found at http://www.ndsu.edu/fileadmin/policy/130.pdf

To check leave balances and other payroll and benefit information, login to your Peoplesoft self-service at https://admsys.ndus.edu/psp/hehp/?cmd=login&languageCd=EN

TGN training opened to UGPTI staff

The UGPTI’s Transportation Learning Network is opening several of its training sessions to all UGPTI staff. To learn more about the trainings, go to www.translearning.org and click on the titles in the “Upcoming Events” box. The sessions include:

Slide Design for Non-designers: Presenting Technical Data is a 90-minute lesson in adding punch to your PowerPoints. The course, offered Monday, Oct. 7, from 2 p.m. to 3:30 p.m., will be taught by Ellen Finkelstein, a recognized expert, speaker, trainer, and bestselling author on PowerPoint and presentation skills. She is one of 31 PowerPoint MVPs in the world and one of only 10 in the United States. All participants will receive a copy of her e-book Slide Design for Non-Designers. A follow-up session will be held from 2-3 p.m. Monday, Oct. 21. Register by Oct. 6 via Instant Presenter at http://www.instantpresenter.com/PIID=EC54DD82884D. This webinar can be viewed from your computer.

Successful Meetings or Training Using Distance Technology is a webinar offered Oct. 17 from 2-3:30 p.m. The training will cover criteria to consider when choosing a delivery format for training and meetings. Instructor Mike Taylor has more than 15 years of experience developing and deploying a wide variety of learning strategies and technologies which has led him to his current position as a community manager for Articulate Global, Inc. He has an MBA from Ohio University and a master’s in educational technology from
San Diego State University. Register by Oct. 15 at http://www.instantpresenter.com/PIID=EC54DC88824B. This webinar can be viewed from your computer.

**Delivering Leading Edge Customer Service** on Tuesday, Nov. 12, from 9 a.m. to 4 p.m. The workshop is ideal for those who want to enhance their customer service expertise. The course will be taught by Phyllis Lundy, who combines management and human resources experience with 20 years as a trainer, facilitator and consultant. She has conducted seminars for the Library of Congress, U.S. Army Corps of Engineers, Federal Highway Administration, the State of Wyoming and many others. Register by Oct. 30 by following the instructions in the course description on www.translearning.org

**UGPTI is part of rare NDSU/UND Patent Application**

UGPTI’s Raj Bridgelall and researchers at the University of North Dakota have applied for a patent on a concept that will reduce the weight of Unmanned Aircraft Vehicles while dramatically increasing their flight time or capabilities. Typical UAVs are battery powered and use high-charge capacity batteries that are relatively heavy and bulky. The researchers propose to use the body of the aircraft as a capacitor to store the electric charge. The capacitors could be assembled in such a way that they increase the structural strength of the aircraft while increasing efficiency and stored power available for flight time or other functions. Bridgelall notes that the joint patent application is evidence of the growing collaboration between UGPTI and UAV researchers at UND.

**Mission and Vision Statements**

At the UGPTI’s strategic planning meeting at the end of August, staff debated the merits of various proposed mission and vision statements. The statements will be presented to the UGPTI Advisory Council Oct. 3 for review. The revised mission statement and supporting statements are:

“Providing innovative transportation research, education, and outreach that promote the safe and efficient movement of people
and goods."

- Research - Conducting applied and advanced research in highway, transit, rail, air, and waterway transportation that addresses the critical issues of the state, region, and nation.
- Education - Educating the transportation workforce of tomorrow through multidisciplinary curricula that focus on transportation economics, management, infrastructure planning, mobility, and supply chain logistics.
- Outreach - Improving the skills and knowledge of the existing workforce through training, technical assistance, and the transfer of research results to practitioners.

The UGPTI's vision is to: "Be the Premier University Transportation Center."

The Vision Working Group is seeking comment on three measures members suggested would help UGPTI identify if it was achieving its Vision. The performance measures are: 1) engaged employees, 2) satisfied customers and stakeholders, and 3) admirable ethical standards. Comments can be directed to jill.hough@ndsu.edu.

Sharing departmental documents

A new folder has been created on the UGPTI's shared drive (S:drive), titled "UGPTI Organizational Documents." The folder contains three subfolders: (1) UGPTI Coordination Meeting Information, (2) UGPTI Strategic Planning Information, and (3) Travel Information. During the strategic planning session, staff requested information be provided regarding the coordination meeting minutes, which is now available and will be continuously updated. The PowerPoint presentation from the most recent strategic planning meeting is also available for your information.

If you do not have access to the shared drive, contact Mitch at mitch.hoffart@ndsu.edu and he will get you connected.
Departmental job openings

A trainer/training coordinator position is open within SURTC. The employment opportunity can be found by clicking on the link in the "Spotlight" column of the UGPTI webpage. Watch the column for additional opportunities coming soon. They will include an engineering technical training manager with DOTSC and a program manager position with NDLTAP. Please share these openings with qualified colleagues so that we can generate a pool of excellent applicants.

Communication tip: E-mail or email?

Many prominent publishing style guides have dropped the hyphen from the term email. The Oxford English Dictionary recognizes email in its most recent edition and notes that the hyphenated version of the word is becoming less common. On its webpages, NDSU has made the switch to email as well.

The UGPTI is following suit for its web pages and publications. Note that the Chicago Manual of Style, the publishing stylebook followed by many scientific and technical publishers continues to use e-mail. So, if you're writing for a non-UGPTI publication be aware of style guidelines and any exceptions. If you don't know what they are email or e-mail the editor, they'll appreciate your attention to detail.

Submit news and events to: UGPTI Communications Coordinator Tom Jirik at Thomas.jirik@ndsu.edu.