Today’s technology offers many ways to promote university events. Internal e-mail blasts, are a convenient way to share your message with a large group of students, faculty, and staff. In order to assure that e-blasts are accessible by all members of the GSU community, the university’s Web Oversight Committee has developed guidelines pursuant to ADA regulations.

Download the Internal E-Blast Procedure.

Please note that all internal e-blast must have the approval of a department/division supervisor before distribution. For additional information or assistance with the new procedure, contact the Office of Public Affairs at ext. 4044.

Doors Closed

The university will be closed to faculty, students, staff, and visitors from 11 p.m. on Thursday, May 6, to 6 a.m. on Friday, May 7. Contractors will core through the floor in B-wing and will x-ray the slab in order to locate reinforcement bars and other cables. To accomplish this work safely, all non-essential personnel must vacate the main building A through F wings. The Department of Public Safety will help ensure that the building has been evacuated prior to the commencement of the contractor’s work.

If you have any questions or concerns contact Facilities at ext. 4515.

Up in the Air

It is time for GSU to get flying. The Annual GSU Fly-In, sponsored by the Civil Service Senate, will be held on May 12, from 1:30 to 3 p.m., in the Hall of Governors. For 25 cents, participants can enter their creations in two contests: longest distance flown and longest time in the air. For $1, teams (2 to 5 people) can enter their airplanes, in the team longest distance contest, to win the right to display the GSU Flyer for one year.

Individual plane construction is limited to one sheet or smaller of 20lb. weight paper. Scotch tape and one paperclip (supplied by the Civil Service Senate) are allowed. The team plane can be any size or type of paper with glue, tape, staples, and one paperclip allowed. All planes must have wings. See you in the air.
Help Children Succeed

The GSU Black Student Union is sponsoring a backpack and school supplies drive to help students in area elementary schools prepare for a successful school year.

Individuals and/or departments are asked to fill a new backpack for a boy or girl with the following school supplies: 2 spiral note books, 4 folders, 4 report covers, 2 packs of loose leaf paper, glue, markers, pencils, pens, wet wipes, hand sanitizer, and highlighters.

BSU will include a note encouraging to students and distribute them to Coretta Scott King Magnet School in University Park, Lincoln Elementary in Chicago Heights, Medgar Evers in Ford Heights, Wilson Elementary School in Chicago Heights, and Beacon Hill in Chicago Heights.

Participants are asked to drop off backpacks with school supplies to room A2126, from 8 a.m. to 4 p.m., Monday through Thursday, until August 6. For more information, contact Jestina Hughes at ext. 3969.

See the Light

The window washers are scheduled to begin their work at the Faculty Office Center today and Friday. In order to clean the inside windows there must be a cleared path to your window as well as a cleared windowsill.

Please accommodate the crew so they can work safely and efficiently. If there is not clear access to these areas, the window washers will not enter the office. The GSU supervisor and sub-foreman will oversee the crew while interior work is executed.

If you have any questions, contact Facilities at ext. 4515.

Bike the Park

Enjoy a tour of the Nathan Manilow Sculpture Park from your bicycle. Bike the pathways of the park and enjoy a guided tour of many of the 26 pieces of renowned artwork!

The bike tour is on Saturday, May 22, from 2 to 4 p.m. Riders will meet outside, behind the Hall of Governors. There is no charge. Children under 18 must be accompanied by an adult. All riders must wear helmets. There will be some riding on public roads.

“This is the only way to see the sculpture park!” exclaimed one of our bikers last year as the group pedaled throughout the park. Spend two hours and see the entire collection of work – north and south. Park Director and Curator Geoffrey Bates will lead this popular tour.

Pre-registration is not required. For more information, call ext. 4486 or visit the NMSP website.
**Got Envelopes?**

Be green and let Auxiliary Services redistribute your department’s extra inter-office mail envelopes. Simply leave the extra envelopes for the Mail & Distribution staff to pick up. If you have any questions or need inter-office envelopes, please contact Vickie Carra at ext. 7425.

**Gallery Showing**

The Visual Arts Gallery presents *You Never Get a Second Chance*, the thesis exhibition of graduate degree candidate Christopher Clark of Kankakee. The exhibit will be on display from May 3 to 17. A public reception will be held on Friday, May 7, from 6 to 9 p.m. The events are free and open to the public.

*You Never Get a Second Chance* is a series of multi-layered, photographic screen prints in which the artist scrutinizes the minutia of small-town culture. By translating his photography into elaborate screen prints, Clark conveys the affection he feels for the commonplace sights and everyday people of modern Midwestern America.

A lifelong resident of the Midwest, Clark holds both bachelor’s and master’s degrees from GSU. As the founder of captivewerewolf.com and organizer of The Littlest Print Exchange, Clark is actively involved in developing collaborative, web-based, creative projects designed to bring together artists from around the world to cooperate in the achievement of common creative goals.

The Visual Arts Gallery is open Monday and Wednesday, from 2 to 7 p.m. and Tuesday and Thursday, from 11 to 4 p.m. For more information please visit the gallery website or call ext. 4021.

**What’s Cooking?**

The Civil Service Senate is seeking volunteers to donate baked goods or volunteer for the Civil Service Spring Bake Sale on May 13, from 10 a.m. to 1 p.m., in the Hall of Governors. Proceeds support Civil Service programs and scholarships.

Please contact Renee Rainey at ext 7525.

**Picnic Reminder**

The GSU faculty is reminded that the GSU graduate celebration, Picnic by the Lake, is approaching fast. Join your students and their families as they celebrate their success and achievement.

To RSVP, faculty are asked to contact Sheree Sanderson, Director of Student Engagement and College Relations, at ext. 4552.
Student Honors

Faculty are encouraged to nominate at least two undergraduate students for the University Honors program.

In order to complete the University Honors Program students complete advanced work within their program for greater depth, take an interdisciplinary course for greater breadth, and complete a final project related to their major.

For more information, contact Dr. Larry Levinson.