Revised Business Card Process

The university has revised its electronic process for ordering business cards. In addition, the business card layout has changed to better meet GSU’s new branding standards.

The cards will be printed on a thicker, gray linen stock and include the new GSU logo, which is now available in black and white, or color. Smaller card quantities are also available.

How to Order:
1. Access the Online Order form at www.orderprinting.com or via the myGSU portal (under Procurement/Print Shop)
2. Enter the account number (40333494), the password (gsu), and your name
3. Enter card information into the form
4. Review and accept electronic proof
5. Complete a purchase requisition in the Datatel system (note: cards will NOT be sent to the printer until a purchase order has been issued by Procurement)
6. Marketing and Communications is electronically notified and reviews card contents
7. Business cards will be received in approximately one week.

GSU has contracted with bct Illinois to print all business cards. Please indicate this vendor on related requisitions. The University Print Shop no longer processes business cards and does not need to receive a separate print shop order form, as in the past.

Call ext. 4056 with questions.

New Copiers on Campus

The university is in the process of replacing all copiers on campus and most have arrived during the past few days. The new
equipment has copying and scanning capabilities in addition to many other options.

Access Hint: Your prior user access code should now be used as your login name and again as your password.

Training sessions will be held next week on Wednesday and Thursday. Contact Joyce Giroux at ext. 4498 to reserve a space in one of these informative, one-hour sessions.

**Anticipated Blip**

On Friday, November 4, from 7 a.m. to approximately noon, Facilities will test all of the emergency generators. A through G, OTS, and FDC buildings may be affected with two anticipated "blips" of power interruption as general commercial power switches to the generator.

Tests will only affect circuits that are on emergency power (specific light fixtures and certain outlets). Since most wall outlets are on our standard power panel, computer work should not be affected. However, please save your work often, just to be on the safe side.

For more information, contact Facilities at ext. 4515.

**Hat and Glove Drive**

During November, Phi Alpha, the social work national honors society, is sponsoring a new hat and glove drive to help keep children in local communities warm this winter. Donations of new hats and gloves should be deposited in boxes situated throughout the campus.

**Hunting for GSU Talent**

Don’t look now, but you could be the star of this year’s Civil Service Day. Auditions are starting for singers, dancers, comics, and others who’d like to be part of this Civil Service Day entertainment on Wednesday, December 7.

Civil Service Day is going “old school” with a talent show, and participants will compete for the coveted Top Performer award.
Guest judges will give their opinions on performers but the audience will pick the overall winner.

To arrange an audition, contact Mark Kundla at ext. 3999.

**Keep the Mail Moving**

Don’t be an envelope hoarder. Envelopes for interoffice mail should be forwarded back to the university Mail Room so there is always an ample supply, and so GSU’s internal mail system doesn’t come to a screeching halt.

Please look around your office to determine if any envelopes are hidden under piles of important papers, or in rarely-visited drawers. You’ll be doing your part to keep the mail moving.

**Non-Traditional Student Week 2011**

This week celebrates the hard work and dedication of the non-traditional student with parties, information sessions, discussions, and seminars. All students, faculty, and staff – whether you consider yourself as non-traditional or not – are invited to participate in the week’s events.

A pizza party begins the week on Monday, November 7, from 4 to 7 p.m., in the Hall of Governors. Refreshments will be served in again on Tuesday, November 8, from 4 to 7 p.m., in the Hall of Governors.

*Adults Are Students*, Too, a panel discussion on how community colleges and universities can support the adult learner, takes place on Wednesday, November 9, at 3 p.m., in the Hall of Honors. Panel members will include representatives from regional community colleges and the discussion will be moderated by Dr. James Howley, Chair, Division of Liberal Arts.

Also on November 9 and sponsored by CAS, is a Distinguished Lecture featuring *Flow* Director Sonita L. Surratt, a cast member, and GSU Professor Rashidah Muhammad. The lecture will be held at 5 p.m., in Engbretson Hall. Refreshments will be served from 5 to 6 p.m., in the Hall of Honors.

A professional development seminar will be conducted on Thursday, November 10, from 3:30 to 4:30 p.m. in Engbretson Hall. Refreshments will follow from 4:30 to 6 p.m. in the Hall of
Governors.

From 5 to 7 p.m., also on November 10, *Footprints of a Veteran* will present information and discussion about the experience of service members. Speakers will include veterans and a short film will be screened.

A Remembrance Roll Call will be conducted on Friday, November 11, Veterans Day, from 12:15 to 1:30 p.m., in the Hall of Governors.

Alpha Sigma Lambda, the honors society for adult students, will conduct an induction ceremony for new members on November 15, at 6 p.m., in the Hall of Honors.

These events are sponsored by Student Life, Academic Resources Center, and the College of Arts and Sciences. Events are free and open to the public.

### Pies and Cakes

The Civil Service Senate is sponsoring a Pie and Cake Auction on November 22, from 11 a.m. to 2 p.m., in the Hall of Governors. Participants will have the opportunity to bid on delicious baked creations – just in time to enjoy on Thanksgiving. Bidding begins at 11:30 a.m. and closes at 1:30. All cakes and pies must be picked up and paid for by 2 p.m.

Donations of cakes and pies and volunteers to staff the auction are needed. Contact Andrea Dalpolo at ext. 4582.

### 2011 Health Professions Career and Internship Fair

The Office of Career Services is sponsoring the 2011 Health and Human Services Career and Internship Fair on Monday, November 28, from 3 to 6 p.m., in the Center for Performing Arts lobby.

Prospective employers in the fields of physical and occupational therapy, nursing, social work, and non-profit social services will meet with job and internship candidates.

The career fair is open to current students, GSU alumni, and members of the community seeking employment in these fields. There is no charge for job seekers. Participants are advised to
dress professionally and bring plenty of resumes.

Representatives from both public and private institutions, organizations, and businesses interested in meeting job candidates are also welcome.

For more information or to register, call 708.235.3974 or e-mail career@govst.edu.

**Let’s Skate**

Phi Alpha, the national honor society for social work students, is sponsoring a youth charity skating benefit. Everyone is welcome to skate, have fun, and support area youth services.

Tickets are only $10 in advance and $13 at the door for an evening of roller rink fun. The event will be held on November 13, from 5:30 to 8:30 p.m., at the Glenwood Roller Rink, 656 West Holbrook Road, Glenwood. Skate rental is not included.

For tickets call Nina Lee at 708.969.7548 or e-mail Yvette Smith-Walker.

**Scholarship Spotlight - Jamie Peccatiello**

Jamie Peccatiello of Orland Park received the Scholarship for Accounting and Finance Students. Jamie is an undergraduate student in the College of Business and Public Administration and is majoring in Accounting.

Jamie’s goal is to become an entrepreneur after earning her CPA and opening an accounting firm in the south suburbs.

**SURS Town Hall Meeting**

SURS officials will update state employees on retirement questions at a Town Hall meeting, scheduled for Tuesday, November 15 at the College of DuPage. The meeting, from 7 to 9 p.m., will be held in Room 2800 of the Student Resource Center, 425 Fawell Boulevard, Glen Ellyn.

Executive Director William Mabe will provide a SURS update.
Chief Investment Officer Dan Allen will give an investment update and Chief Legal Counsel Mark Weinstein will provide a legislative update. Audience members will be able to submit questions and comments.