Countdown to the fall of 2014

We are excited about the upcoming fall 2014 school year! Please join the GSU community to both celebrate the hard work of the faculty and staff and to welcome the fall of 2014 students including: our first-ever freshman class, new transfer and graduate students and new faculty! While we welcome new and returning students and faculty, over the course of the next several weeks leading into the fall, please join us to celebrate GSU history in the making. Mark your calendars for August 22 events and please welcome new faces to campus at events listed below.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
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<tbody>
<tr>
<td>Aug. 6</td>
<td>FC14 Orientation*</td>
<td>9 a.m. – 5 p.m.</td>
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<tr>
<td>Aug. 10</td>
<td>Prairie Place Early Check-In*</td>
<td>9 a.m. – 5 p.m.</td>
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<td>Aug. 11</td>
<td>Early Start Classes Begin*</td>
<td>9 a.m. – 4 p.m.</td>
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<td>Aug. 14</td>
<td>New Faculty Orientation**</td>
<td>8 a.m. – 4 p.m.</td>
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<tr>
<td>Aug. 21</td>
<td>Transfer/Grad. Student Orientation*</td>
<td>Noon – 5 p.m.</td>
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<td>Aug. 21</td>
<td>New International Student Seminar*</td>
<td>9 – 11:30 a.m.</td>
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<tr>
<td>Aug. 22</td>
<td>Weeks of Welcome activities begin</td>
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<tr>
<td>Aug. 22</td>
<td>Dual Degree Program BBQ**</td>
<td>11:30 a.m. – 12:45 p.m.</td>
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<td>Aug. 22</td>
<td>Convocation</td>
<td>2 – 3:30 p.m.</td>
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<tr>
<td>Aug. 22</td>
<td>Prairie Place Ribbon Cutting</td>
<td>4:15 – 5:15 p.m.</td>
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*students only
**invitation only

Reorganization of the provost’s office

GSU provost Deborah Bordelon announced that the Office of the Provost has been reorganized to better serve the needs of the university community. The reorganization streamlines the leadership team and
defines areas of responsibility within the office more clearly.

The changes reflect feedback the office received from a variety of university sources. This feedback indicated the need for a more structured organization focused on the needs of students and faculty, with greater coordination and consistency. The reorganized structure reduces the number of associate provosts from three to two and streamlines the services the office provides.

Associate Provost Colleen M. Sexton will continue in the Office of the Provost and will focus on all curriculum, assessment, catalog, and accreditation matters. Dr. Ann Vendrely will officially join the Office of the Provost as an associate provost and associate vice president for academic affairs, effective August 1, 2014.

She will focus on UPI-GSU contract management, faculty hiring and evaluation, student grievances, general education, and HLC accreditation.

To read Provost Bordelon’s memo, click here.

**Holiday schedule for 2014-15 academic year**

The GSU holiday schedule has been released and is as follows:

<table>
<thead>
<tr>
<th>2014</th>
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<tbody>
<tr>
<td>Monday, Sept. 1</td>
<td>Labor Day*</td>
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<tr>
<td>Thursday, Nov. 27</td>
<td>Thanksgiving Day Holiday*</td>
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<tr>
<td>Friday, Nov. 28</td>
<td>Thanksgiving Holiday*</td>
</tr>
<tr>
<td>Wednesday, Dec. 24</td>
<td>Christmas Eve*</td>
</tr>
<tr>
<td>Thursday, Dec. 25</td>
<td>Christmas*</td>
</tr>
<tr>
<td>Friday, Dec. 26</td>
<td>Winter Closure</td>
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<tr>
<td>Monday, Dec. 29</td>
<td>Winter Closure</td>
</tr>
<tr>
<td>Tuesday, Dec. 30</td>
<td>Winter Closure</td>
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<tr>
<td>Wednesday, Dec. 31</td>
<td>New Year’s Eve*</td>
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<table>
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<tr>
<th>2015</th>
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<tbody>
<tr>
<td>Thursday, Jan. 1</td>
<td>New Year’s Day*</td>
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<tr>
<td>Monday, Jan. 19</td>
<td>Martin Luther King, Jr. Day*</td>
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<tr>
<td>Thursday, Feb. 12</td>
<td>Lincoln’s Birthday*</td>
</tr>
<tr>
<td>Monday, May 25</td>
<td>Memorial Day*</td>
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<tr>
<td>Friday, July 3</td>
<td>Independence Day*</td>
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The dates with an * asterisk represent the university’s official holidays. For more information on access to campus and staffing during Winter Closure days, click here.
Road construction update

Beginning Monday, July 21, the A North Parking Lot in the rear of A Building will be closed until further notice. The lot and roadway will be rebuilt with improved parking and access. At the same time, the B dock behind the Center for Performing Arts will be closed to allow for reconstruction that will provide for better delivery truck access. Facilities will notify the university community when the areas are reopened.

Also on July 21, crews will be removing pavement on the roadway in front of the Family Development Center. The center will remain open to vehicles for the duration of the work, but various lane reconfigurations will occur. Drivers should be alert and prepare for some intermittent delays.

Work continues on University Drive leading to Stuenkel Road. Traffic remains as an exit only but is now in the lane to the left of the median. Vehicles will not be able to enter the campus via Stuenkel Road, but will continue to enter from the East off Crawford until construction is complete.

The Alumni path will be closed until construction is completed. Metra riders who use the path to come to the campus should use the GSU Shuttle or the PACE bus.

If there are any issues or questions, please call the Facilities Development & Management Office at 708.534.4515.

Check www.govst.edu for additional details as they become available.

Experience Prairie Place firsthand in one of our upcoming tours

Governors State University will be conducting tours of its newest housing development. Prairie Place is the center of a rich student experience and offers affordable residences minutes from campus. Faculty, staff, and current and prospective students are invited to participate. Come and see what the excitement is about.

The tour schedule is:

- Friday, July 25, 1 – 5 p.m.
- Monday, July 28, 3 – 6 p.m.
- Wednesday, July 30, 9 a.m. – noon

To register for a tour, contact GSU's Housing department by emailing housing@govst.edu or by calling 708.235.7110.
Parking is limited at Prairie Place. Please park in West lot 1 or 2 and walk the short distance to Prairie Place via the new sidewalk leading to the building.

For more information on Prairie Place and its amenities, click [here](#).

**Students: Earn while you learn**

Students, do you need some extra income while you continue your education? Be sure to attend the Student Employment Job Fair Aug. 27, from 3 – 6 p.m. in the Hall of Governors. The fair is sponsored by the GSU Office of Financial Aid and Office of Career Services.

There you will be able to meet with on- and off-campus employers, interview for available positions, network and find student employment or a federal work-study job.

For more information, call 708.534.4480.

**Learn more about Doctor of Physical Therapy program**

Governors State University’s Department of Physical Therapy will host an information session/open house for its entry-level Doctor of Physical Therapy degree program on Wednesday, Sept. 10, from 4 – 7 p.m. in Room F-2503.

GSU offers an on-campus, entry-level degree for those interested in starting a career in physical therapy. Information about admission criteria and course curricula will be available. Join us to get your questions answered, meet faculty and students, and tour our classroom/laboratory spaces. Advisors will be available for individual consultation. Light refreshments will be provided.

For more information, contact Mary Tracy at 708.534.7290 or mtracy@govst.edu.

**Friday and Saturday hours resume for library**

The GSU library will resume its regular Friday and Saturday hours beginning Friday, July 25 and Saturday, July 26. Monday through Thursday hours will remain the same.

The schedule is:

- **Monday – Thursday** 8:30 a.m. – 9:30 p.m.
- **Friday** 8:30 a.m. – 5 p.m.
- **Saturday** 8:30 a.m. – 5 p.m.

Regular Sunday hours of 1 – 5 p.m. will resume August 17.

**App offers dining convenience**
Convenience is now at your fingertips. No longer do you have to wait in line for your latte, pizza or burger – you can pre order all these and more and have them waiting for you, hot and ready, at the GSU Café.

With the EAT Well ON CAMPUS app, users can place orders for pizza, something from the grill or Starbucks station. Use your myONECARD to pay, then come to the Café and show the dining staff the order confirmation/receipt number on your smart phone to pick up your food and beverage order.


By opening of the 2014 fall semester you will also be able to order groceries via the EAT Well ON CAMPUS app. Stay tuned.

**Stop by for ice cream**

Need a break from the heat? Would cool refreshment hit the spot? GSU’s Civil Service Senate might have just what you’re looking for.

The senate will hold an ice cream social Wednesday, July 23, from 11:30 a.m. to 1:30 p.m., in the Hall of Governors.

While temperatures and humidity soar, come on down for your relief: A cool cup of ice cream, an orange dreamsicle float or a root beer float. Ice cream is $1.50. Floats are $2.

**Learn new skills with the Colleague Technology Users Group**

The next meeting of the Colleague Technology Users Group (C-TUG) is Tuesday, July 22 at 3 p.m. in classroom D34011.

The forum will include two presentations. The first shows how to use the Snipping Tool. Then Jackie Johnson, Amy Barsha and Karen Stuenkel will present a demonstration of new Colleague functionality titled “School of Extended Learning and Instant Enrollment.”

C-TUG provides a monthly forum for members of the GSU community to share and discuss their experiences using Colleague and related systems. All faculty and staff members are welcome to attend.

**GSU to save money with energy program**

GSU is participating in a program this summer that will not only save the university money on energy costs, it will relieve stress on the local power grid on days when energy demands are at their greatest.

GSU is taking part in what's called a demand response program that helps relieve stress on power grids by convincing large electric users to scale back on their electricity use. GSU is
partnering with energy management company EnerNOC to oversee the program. EnerNOC enlists its users to be on standby and asks them to reduce their electricity usage when weather is expected to be particularly hot. Such a program avoids the need to build excess power generation to meet demands and helps prevent blackouts.

GSU chief operating engineer, Michael Sullivan, said the university can meet EnerNOC's request by transferring to backup generators, shutting off lights and adjusting the air conditioning system. However, the university would also like faculty and staff to participate in ways that don't affect productivity. Staff and faculty can help by moving to battery power when using laptops, turning off lights and unplugging unused appliances.

Facilities and Development Management will send out notification when the university will be asked to cut back on energy usage. Sullivan said the notification is usually sent out early morning, then the university will cut down on usage later that same day.

Over a five-year period, the university could save more than $50,000.

For more information on the program, visit www.enernoc.com

**Meditation and Interfaith Prayer Room available to GSU community**

Consistent with its focus on diversity and inclusion, GSU is committed to supporting people of all faiths fairly and to provide the GSU Community with access to facilities for personal observation of their faith traditions or quiet contemplation.

Accordingly, a Meditation and Interfaith Prayer Room is available year round in Building A, room 2150. The room is an accessible space, which can be used by people of all faith traditions and beliefs, and for those whom religion has no particular significance in their lives. The room may be used as a quiet space for people to sit and contemplate, to pray, to take a few moments to de-stress from a busy day, or to recover from a traumatic life event, such as bereavement. The Meditation and Interfaith Prayer Room is available on a drop-in basis, or can be reserved by contacting Student Life at 708.235.7362 or randr@govst.edu.

**Updated timesheets are available on the GSU portal**

Payroll time records have been updated and are ready for use on payroll's portal page. The updated time records are now in a fillable PDF format and can be downloaded and printed out. The time records are coded by classification as follows:

- E – Exempt
- G – Graduate Assistant
- N – Non-exempt
- S – Student
- U – Faculty
The same procedure still applies to completing and submitting your time records given your classification. Paper copies of old timesheets will no longer be available in the Payroll department. New time records will go into effect July 1, 2014. Old timesheets will no longer be accepted by Payroll after September 30, 2014.

If you have any questions regarding the time records process, please contact Payroll at payroll@govst.edu or 708.235.7628.

If you have any questions regarding your employment classification, please contact Human Resources at HumanResources@govst.edu or 708.534.4100.