News

President Maimon Delivers a Strong Message to the GSU Community

In a clear message to the GSU community, President Elaine P. Maimon addressed concerns about the budget crisis and its impact on the university. She also announced GSU will again accept liability for students’ MAP funding for the coming academic year, 2016-17. To read more about the Town Hall meeting and the President's Chat with students, see page 7.

HLC Visit this Week

A five-member team from the Higher Learning Commission (HLC) will be on campus to review GSU today and tomorrow, February 22-23. All faculty, staff, and students are encouraged to attend the HLC meetings. See pages 11-14 for the schedule of meeting times and locations.

Have You Accepted the Challenge?

Last week Governors State launched the President's Day Challenge; a six week campaign to raise funds for GSU's Presidential Scholarships. Thanks to those who have already accepted the Challenge we have already reached 10 percent of our goal! Help us go all the way by accepting the Challenge by donating today!

March 1 – Tornado Drill Day

GSU will be participating in the statewide Tornado Drill Day, Tuesday, March 1, at 10 a.m., and 6 p.m. All persons on campus at the time are required to take part. If you are on campus, please proceed to the nearest tornado shelter and stay there until a member of the campus safety team says it is okay to leave the shelter. For faculty members who are in class at that time, please guide your students to the nearest shelter.

You will find the university's emergency preparedness checklist and the current campus safety booklet on pages 15-28. There are separate checklists for faculty and staff. Please familiarize yourself with the processes and procedures contained within. This drill is a university-wide effort. We thank you for your cooperation in making GSU a safe environment for its entire community.

Events

Weekly Meditation

The College of Health and Human Services provides weekly mindfulness meditations each Thursday from
Project Presentations Master of Health Science Communication Disorders

The Department of Communication Disorders invites all members of the GSU community to browse the poster presentations of the capstone projects of students in the Master of Health Science in Communication Disorders program on Friday, February 19, from 1:15 to 2 p.m. in E Lounge. Please stop by and show your support.

Life after Prison

Authors Darryl Cooke and Esaun Keller will be at GSU to discuss their experiences with the criminal justice system and life after incarceration, Wednesday, February 24 in the Hall of Honors, from 5 to 7 p.m. Cooke's book, "Insights: Life After Prison," will be available for purchase and signing. For more information, contact Caron Jacobsen.

The Comic Books, Graphic Novels, and Superhero Cinema Society to Begin

Comic books, graphic novels, and movie superheroes have come to GSU in the form of a new Comic Books, Graphic Novels, and Superhero Cinema Society. The society is the idea of John De Young of the GSU Library and supported by a grant from the Friends of the GSU Library. The introductory meeting will be held on February 25 at noon and again at 2 p.m. on the library balcony. Students, faculty, and staff are welcome.

The society will focus on a variety of topics within the genre--discussing the books, novels, and movies, developing a collection, and perhaps hosting an event in the future. "The society is not just for students," offered DeYoung. "We hope that faculty and staff will also be interested and come to one of the meetings so that we can get a variety of perspectives," he said.

For more information, contact Josh De Young. jdeyoung@govst.edu.

Students - Enter the Literacy Autobiography Writing Contest

Students enrolled in English 1000 this fall are eligible to participate in the Literacy Autobiography Award Writing Contest. As a required assignment in the first semester, the Literacy Autobiography assignment asks students to reflect on how writing and reading have shaped their lives.

Students enter the contest by submitting their Literary Autobiography by February 27, 2016. Winners will be announced by the end of March and honored at a luncheon. Entries will be judged by a committee appointed by the President's and Provost's offices.

Black Women Rock

Black Women Rock celebrates the outstanding achievements of Black female students, faculty & staff at
Governors State University and community members in surrounding areas. Join us Saturday, February 27 at 6:30 p.m. in the Center for Performing Arts for this free event.

2016 China Studies International Summer Program

Brighten up your summer with a unique China Studies Program through our partner school, Hangzhou Normal University (HNU). The China Studies Program (CSP) at HNU provides students with a comprehensive learning experience that combines China Studies courses, visiting E-commerce enterprises, Chinese Kung Fu, and field trips. There may be a chance to earn course credit. HNU will cover the program fee for the first six eligible GSU students to apply. The course is scheduled July 4-21. The application deadline is February 28. Please contact Amy Schoenberg in the Office of International Services for more information.

Sweet Home Chicago Blues

See why Chicago and Blues are the perfect pairing in a one-night only blues revue at GSU's Center for Performing Arts, Sweet Home Chicago Blues on March 5, 2016 at 8 p.m. Sweet Home Chicago Blues features three-time Grammy nominee Billy Branch and the Sons of Blues, and an all-star lineup of local artists. For Tickets visit CenterTickets.net.

Early Voting at GSU for Will County Voters

Governors State University will be a new site for voter registration and early voting for the upcoming primary election for Will County voters. Early voting and registration will take place from March 7th to March 11th, 10 a.m. to 5 p.m. in the C-1 Housekeeping storage room, located next to the Marketing/Communication Suite.

In addition, GSU faculty, staff and students have the opportunity to be active participants in the electoral process by volunteering to be an election official. Mandatory one hour election training will take place March 1st at 11 am in the C-1 Housekeeping storage room. Faculty, staff and students are encouraged to participate as an election official.

Additional information for Will County voters can be obtained at www.thewillcountyclerk.com.

To reserve your spot in training or questions, please contact Maureen Kelly at mkelly7@govst.edu or 708-465-2984.

Mindfulness Health Symposium

GSU will be hosting its third annual symposium on Mindfulness and Contemplative Practices in Higher
Education on March 25 from 8 a.m. to 5 p.m., in Engbretson Hall. The event is free, but registration is required. Additional information is available from Dr. Maristela Zell.

**Eurydice**

Don't miss the spring Theatre and Performance Studies production of Sarah Ruhl's "Eurydice," a modern retelling of the myth of Orpheus through the heroine's eyes. Performances will be April 2 at 7:30 p.m. and April 3 at 2 p.m., in Sherman Hall. Student tickets are $13 and general admission is $18. Tickets are available at [www.centertickets.net](http://www.centertickets.net).

**Get an Insider's View of Hyde Park**

Hyde Park is the quintessential arts community. Known for its acclaimed museums and dynamic neighborhood centers, Hyde Park is a haven for artists, curators, and casual connoisseurs. Get an insider's view of this vibrant destination on Saturday, April 16 on an all-day tour with GSU's Nathan Manilow Sculpture Park Director Geoff Bates. The tour will focus on exploring significant works of sculpture and design.

The chartered bus tour runs from 8:30 a.m. – 5:45 p.m. and includes visits to the Hyde Park Art Center, the University of Chicago's Smart Museum, lunch at The Currency Exchange Café, tour of Theaster Gates' celebrated Stony Island Arts Bank, and visit to Lorado Taft's Fountain of Time sculpture. The day will conclude with a wine reception at the home of retired professor and collector Dan Parker, who will share insights on his private collection of African and African-American art.

The all-inclusive fee for the tour is $125, and seating is limited. Participants may join the bus tour in Hyde Park. For reservations and information, call 708.235.7559.

**Save the Date!**

It's never too early to mark your calendar for one of the seasons' most enjoyable events. Save the date for the 2016 GSU Foundation's Scholarship Scramble Golf Outing. This year's most important tee time will be
Faculty Highlights

Scholarship at GSU - Professors' Works Published

**Dr. Natalia Ermasova**, Assistant Professor of Public Administration, recently published "Fiscal disparity and equalization in the Russian Federation" in "Post-Communist Economies" (Volume 28, Issue 1: 2016). The article argues that the regions of the Russian Federation are economically disparate. Differential endowment with energy resources drives much of this disparity and this translates into highly diverse fiscal capacities. Although regions do have some independent revenue-raising authority, all taxes are administered by the national Ministry of Taxation and a sizable share (roughly 45 percent) of total national revenue is transferred to regional and local government. The transfers, however, are not of equal importance to all regions. This article focuses on vertical and horizontal balance in the country. It examines differential revenue capacity and the extent to which national transfer programs mitigate fiscal disparity.

"Beneficial Effects of Schematic Support on Older Adults' Memory: Differential Patterns of Support of Item and Associative Information," an article by **Dr. Pam Mohanty**, Assistant Professor of Marketing, with co-authors Moshe Naveh-Benjamin, and S. Ratneshwar, was recently published in "Psychology and Aging," Online Print (January 14, 2016). According to abstract, "The effects of two types of semantic memory support—meaningfulness of an item and relatedness between items—in mitigating age-related deficits in item and associative, memory are examined in a marketing context." "Psychology and Aging" is one of the premier peer-reviewed journals of the American Psychological Association, which is the largest scientific and professional organization for psychology interest groups. The journal is ranked 7 of 32 in Gerontology with an ISI impact factor of 2.6.

A chapter written by **Vincent Starks**, adjunct CAS faculty member, was recently accepted for publication in "Training to Build Trust with Diverse Communities," a guidebook to be published in a nationally distributed three-book series to help better train law enforcement. The new guidebooks, to be released by Vera Institute of Justice, encourage trust between police agencies and diverse communities as well as promoting skills, which are significant for an effective community policing plan. The release of the guidebooks' was announced by Attorney General Loretta Lynch. Mr. Starks has a MA in Public Administration and is currently a doctoral candidate. At the present time, he is acting Watch Commander with the Homewood Police Department.

Workshops and Webinars

**IRB Sponsored Training Workshops**

The GSU Institutional Review Board is hosting three training workshops this spring. For questions or to RSVP, email ospr@govst.edu or call Ebony Jones at 708.235.7317. Additional resources are available at www.govst.edu/ospr/training.

**Institutional Review Board Process at GSU** will be presented by David Rhea, Renee Theiss, and Marco Kratovich on Tuesday February 23, from 3 to 4:15 p.m.in D34005. Any person collecting information at or for GSU must submit a protocol application to the IRB for review and must receive approval prior to data collection. This workshop is for anyone submitting protocols for review to the Institutional Review Board. Topics to be discussed include the content of the protocol, who to complete the protocol forms, resources available, the review process, and data security.

**Responsible Conduct of Research Workshop**, will be presented by Robert E. Porter, PhD, of Grant-Winners Seminars, on Thursday, April 21 from 5 to 8 p.m., in F1622. This workshop focusses the increasing concern by funding agencies that researchers and their students attain basic skills in
responsible conduct of research, and adhere to guidelines and standards that reflect best practices by the scientific research community. This session will utilize a comprehensive "RCR Quiz" to stimulate discussion followed by case studies to be assessed in small groups.

**Grants of Interest to Institutions with Emerging Research Programs Workshop**, presented by Robert E. Porter, PhD, of Grant-Winners Seminars, will be held on Friday, April 22 from 9 a.m. to noon, in F1622. This workshop focuses on grant programs specifically targeted to institutions like GSU: NSF's Research at Undergraduate Institutions (RUI) and Research Experiences for Undergraduates (REU); the R15 funding mechanism at NIH; and several tracks at the National Endowment for the Humanities, including Enduring Questions and Summer Stipends, as well as NEH's Summer Seminars and Institutes. Successful proposals from researchers at schools similar to GSU will be cited as examples.

**Interfaith Webinars**
Interested in learning how to engage religious diversity in and out of the classroom with students, faculty, and staff? Intercultural Student Affairs will host a four-part webinar series presented by the Interfaith Youth Core. The webinars offer practical tips and examples of excellent interfaith work on college campuses nationwide. The webinars will be presented in B1241 from noon to 1 p.m.

- **Part 1: Foundational Knowledge and Literacy. February 23, 2016**
  This webinar covers basic religious literacy, as well as theoretical foundations for interfaith cooperation and a brief history of interfaith cooperation in the USA.

- **Part 2: Building Interfaith Relationships. March 29, 2016**
  We'll explore approaches to relationship building across lines of religious difference, leaning heavily on the direct service and community organizing strategies of past and present-day interfaith leaders.

- **Part 3: Designing Interfaith Programs. April 19, 2016**
  This webinar focuses on different approaches to creating interfaith encounters between students. We'll look at different formats for interfaith programming and examine strengths and limitations of each type.

- **Part 4: Responding to Conflict on Campus. May 17, 2016**
  The final webinar of the series takes a look at how campus professionals have responded to instances of conflict, crisis, and tragedy on campus in relation to religious diversity.

For more information, [email](mailto:) the Office of Diversity.

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**Do you have a story or event you want to submit for the GSU View?** [Click here to learn about our submission guidelines.](mailto:)

[Governors State University](http://)
Chicago, IL, February 22, 2016

President Elaine P. Maimon addressed concerns and dispelled rumors about the future of Governors State University as the institution exits its eighth month without state funding during a faculty and staff Town Hall meeting last Thursday.

“We are open and we are staying open,” Maimon announced, reinforcing a line the Chicago Tribune quoted her saying the day before. It was rewarded by applause from the overflowing audience in the Sherman Recital Hall.

To banish concerns about the university’s status in the summer, fall, or future, President Maimon continued, “Our first freshmen will become juniors in the fall, and I look forward to their graduation ceremony in 2018!”

The Illinois budget crisis has left public universities operating without state funding or reimbursement for MAP grant dollars, which is money currently being fronted for students by some universities with the expectation of reimbursement by the state. The delayed appropriation (based on FY15 numbers) and the student MAP money total $27 million in unrecovered funds for Governors State.

While the stalemate has created “varying levels of fiscal crisis” for the state universities, Maimon said GSU is doing its best to address the incredible
President Maimon Delivers a Strong Message to the GSU Community

challenges posed by the budget impasse.

In her Town Hall address, President Maimon credited the university’s current position to the eight years of strategic planning that led to university-wide reform. Most notable is the university’s 2014 transformation from an upper-division institution to a full-service four-year institution, offering what Dr. Maimon described as, “one of the best designed, most attractive undergraduate programs in the nation.”

Maimon also cited other initiatives that have contributed to the university’s trend-defying enrollment growth, including the recent addition of GSU’s low-cost athletics program; new residential housing; the Dual Degree Program, which brings in more full-time community college transfer students; and an increase in international student enrollment. Over the last two years, new initiatives have yielded nearly $17 million in tuition revenue alone.

Without state support, GSU has tapped its operating reserves set aside for physical plant repair and maintenance projects and other emergency use. Maimon says this is not the way to do business. “Emergency funds are not intended to be used for regular university operations; they have to be replaced. We cannot forever put off repairs and maintenance. Our doing so this fall resulted in a major water main break costing us $165,000.”

Defining the road ahead, President Maimon was careful to draw the line separating the university’s recent accomplishments from the hovering uncertainties cast by the state’s budget stalemate.

“My crystal ball is cloudy,” she said, “But one thing is clear. All is not well. No one knows when these issues will be resolved. We are uncertain about the amount of funds that will eventually be appropriated for FY 16—and for FY17. We also have no guarantee that the MAP funds we have fronted this year for students will be replaced.”

Though she could not predict the future, Maimon assured the GSU community, “we will stay true to our mission and remain open to serve the students who count on us. We have never contemplated closing our doors.”

Calling it the “new normal,” Maimon said even the best-case appropriations scenario proposed by the General Assembly is an 8 percent cut, adding that the university will need to continue to develop new ways to serve students.
To address the ongoing uncertainties, President Maimon and her administration are developing a range of possible options that the university may be forced to take if a reasonable resolution of the budget stalemate is not achieved shortly, including such options as furloughs, layoffs, and programmatic streamlining. Dr. Maimon stressed that should such actions become necessary, the university will follow all applicable rules, procedures and agreements including those in our union contracts. Before any such actions are taken, she added that consultation and advance notice would be provided.

In addition to the current freeze on travel and hiring, the university has put on hold two major and much needed projects: the cafeteria renovation and the purchase of a document imaging system needed to improve the university’s admissions processes.

In her closing remarks, President Maimon appealed to the State of Illinois to partner with GSU—a public university that she says is, “fulfilling state goals”. She thanked faculty, staff, and students for keeping GSU’s momentum going under extremely difficult circumstances.

Later that afternoon President Maimon hosted a Chat with the GSU students at a Chat with the President. Her message was clear: students come first.

Maimon underlined that point by announcing GSU will again accept liability for students’ MAP funding for the coming academic year, 2016-17.

“We do this for educational purposes, so that students can enroll without deep financial fears.”

Dr. Maimon gave a brief update on the budget and then listened to student concerns, which ranged from fear of stalled growth because of the public’s perception of the budget situation to questions about program cuts should the state decide to chop funding.
Heather Locklear, a sociology major, asked, "What can students do to get involved? What is the call to action?"

GSU’s Dean of Student Affairs, Aurelio Valente, said that in addition to joining advocacy efforts led by our student government, there are simple things students can do to help. “Do well so that we can proudly tell your stories. Use our online resources instead of tapping manpower. Turn off the lights in classrooms when they’re not being used, and throw away paper when you see it on the floor.”

President Maimon praised students, faculty, staff, and community supporters for their advocacy in Springfield.

Students were also encouraged to use the power of social media to receive and share event information and good news about Governors State.
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<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Topic</th>
<th>HLC Attendees</th>
<th>GSU Attendees</th>
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<tbody>
<tr>
<td>8:00 AM</td>
<td>G262-College of Business (COB)</td>
<td>Team workspace</td>
<td>All team members</td>
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<td></td>
<td>conference room</td>
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<tr>
<td>8:15 – 8:45</td>
<td>G 330-President’s Conference Room</td>
<td>Welcome &amp; Introductions</td>
<td>All team members</td>
<td>President, Cabinet, Associate Provosts and Director of Institutional Research</td>
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<tr>
<td>8:45 – 9:30</td>
<td>Hall of Honors</td>
<td>Assurance Process</td>
<td>All team members</td>
<td>Provost and HLC Steering Committee</td>
</tr>
<tr>
<td>9:30 – 10:30</td>
<td>Start Hall of Honors</td>
<td>Facilities Review and Tour</td>
<td>Dr. Josie Welsh, Dr. Luis Montes</td>
<td>Director of Campus Facilities Services, Dean of College of Health &amp; Human Services, Dean of College of Arts &amp; Sciences</td>
</tr>
<tr>
<td>9:30 – 10:30</td>
<td>E 2590-College of Arts &amp; Sciences (CAS) Conference Room</td>
<td>Federal Compliance</td>
<td>Dr. Katricia Pierson</td>
<td>Compliance Committee</td>
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<tr>
<td>9:30 – 10:00</td>
<td>Provost’s Office G352</td>
<td>Change Request: Gender &amp; Sexuality Studies</td>
<td>Dr. Karen Schmid</td>
<td>Provost Bordelon</td>
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<tr>
<td>10:30 – 11:00</td>
<td>E 2590-CAS Conf.</td>
<td>Change Request: Gender &amp; Sexuality Studies</td>
<td>Dr. Karen Schmid</td>
<td>CAS Dean Hill, Division Chair Marak</td>
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<td>Time</td>
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<td>GSU Attendees</td>
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<tr>
<td>10:30 –</td>
<td>Dr. Slovak’s Office-</td>
<td>Financial Overview</td>
<td>Dr. Lee Johnson</td>
<td>Finance and Budget team: Jeff Slovak, Kim Thomas, Melinda Gieseke and member of audit partner (may be by telephone)</td>
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<td>11:30</td>
<td>G 359</td>
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<tr>
<td>10:30 –</td>
<td>Hall of Honors</td>
<td>Institutional Research and Assessment of</td>
<td>Dr. Luis Montes, Dr. Katricia</td>
<td>Institutional Research, Assessment Committee, General Education Committee</td>
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<tr>
<td>11:30</td>
<td></td>
<td>Student Learning Outcomes</td>
<td>Pierson, and Dr. Josie Welsh</td>
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<tr>
<td>10:30 -</td>
<td>Human Resources Conference</td>
<td>Title IX Coordinator</td>
<td>Dr. Wanda Overland</td>
<td>Title IX Officer, Joyce Coleman</td>
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<td>11:30</td>
<td>Room</td>
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<tr>
<td>11:00 –</td>
<td>E 2590-CAS Conf.</td>
<td>Change Request</td>
<td>Dr. Karen Schmid</td>
<td>Faculty members teaching in proposed Gender and Sexuality Program</td>
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<td>11:30</td>
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<td>11:30 –</td>
<td>G262-COB Conference Room</td>
<td>Regroup</td>
<td>HLC: all team members</td>
<td>Five Board of Trustees members (including Student Trustee confirmed)</td>
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<tr>
<td>12:00 –</td>
<td>President's Conference Room</td>
<td>Lunch</td>
<td>All team members</td>
<td>Provost Bordelon</td>
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<tr>
<td>1:30 –</td>
<td>Provost’s Office G352</td>
<td>General Issues</td>
<td>Dr. Katricia Pierson</td>
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<td>2:30</td>
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<tr>
<td>1:30 –</td>
<td>Hall of Honors</td>
<td>Student Interview</td>
<td>Dr. Wanda Overland, Dr. Josie</td>
<td>All Students Welcome</td>
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<td>Welsh</td>
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<td>1:30 –</td>
<td>CAS Conference Room (E 2590)</td>
<td>Strategic Planning</td>
<td>Dr. Lee Johnson, Dr. Luis Montes</td>
<td>Strategic Planning Committee</td>
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<tbody>
<tr>
<td>2:30–3:30</td>
<td>E 2590-CAS Conf.</td>
<td>Division/Dept. Chairs-Assessment and Program Review</td>
<td>Dr. Luis Montes, Dr. Josie Welsh</td>
<td>All Division and Department Chairs</td>
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<tr>
<td>2:30 – 3:30</td>
<td>Hall of Honors</td>
<td>Faculty Interview</td>
<td>Dr. Katricia Pierson, Dr. Lee Johnson</td>
<td>All Faculty Invited</td>
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<td>2:30 – 3:30</td>
<td>Dr. Valente's Office (A 2134)</td>
<td>Student Affairs Leadership</td>
<td>Dr. Wanda Overland</td>
<td>Aurelio Valente, Kelly McCarthy, Sharee Sanderson and Darcie Campos</td>
</tr>
<tr>
<td>3:30 – 4:30</td>
<td>Hall of Honors</td>
<td>Staff Interview</td>
<td>Dr. Luis Montes, Dr. Katricia Pierson</td>
<td>All Staff Invited</td>
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<tr>
<td>3:30 – 4:30</td>
<td>CAS Conference (E 2590)</td>
<td>Planning and Budget Advisory Committee</td>
<td>Dr. Lee Johnson, Dr. Wanda Overland</td>
<td>PBAC Committee</td>
</tr>
<tr>
<td>4:30 – 5:30</td>
<td>Hall of Honors</td>
<td>Drop-in Session</td>
<td>All team members</td>
<td>All faculty and staff are invited</td>
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**Governors State University Visit**

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<tr>
<td>8:00 – 8:45</td>
<td>Hall of Honors</td>
<td>Drop-in Session</td>
<td>Dr. Katricia Pierson</td>
<td>All faculty and staff are invited</td>
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<td>8:00 – 8:45</td>
<td>C1317-Enrollment-Marketing Conf. Room</td>
<td>Ombudsman/Complaints</td>
<td>Dr. Luis Montes, Dr. Wanda Overland</td>
<td>: Aurelio Valente and Ann Vendrely</td>
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<tr>
<td>8:00 – 8:45</td>
<td>A1121</td>
<td>Strategic Enrollment Management</td>
<td>Dr. Lee Johnson</td>
<td>Strategic Enrollment Planning Committee</td>
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<tr>
<td>9:00 – 10:00</td>
<td>Provost's Office-G353-355</td>
<td>Review of Credentials</td>
<td>Dr. Josie Welsh and/or Katricia Pierson</td>
<td>Veronica Hunt and Ann Vendrely</td>
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<tr>
<td>9:00 – 10:00</td>
<td>Hall of Honors</td>
<td>Open Forum for Criteria 1 &amp; 2</td>
<td>Dr. Wanda Overland, Dr. Luis Montes</td>
<td>All are invited, particularly those who drafted the self-study</td>
</tr>
<tr>
<td>10:00 – 11:00</td>
<td>Hall of Honors</td>
<td>Open Forum for Criteria 3 &amp; 4</td>
<td>Dr. Katricia Pierson</td>
<td>All are invited, particularly those who drafted the self-study</td>
</tr>
<tr>
<td>10:00 – 11:00</td>
<td>Enrollment Marketing(C1317)</td>
<td>General Education Director</td>
<td>Dr. Josie Welsh</td>
<td>General education director, Marisela Zell</td>
</tr>
<tr>
<td>10:00 – 11:00</td>
<td>Sherman Lecture Hall (E1530)</td>
<td>Open Forum for Criterion 5 &amp; Institutional Priorities</td>
<td>Dr. Lee Johnson, Dr. Wanda Overland</td>
<td>All are invited</td>
</tr>
<tr>
<td>11:00 – 11:45</td>
<td>College of Business Conference(G262)</td>
<td>Regroup</td>
<td>HLC team members collect notes and prepare for exit interview</td>
<td>none</td>
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<tr>
<td>11:45 – 12:00</td>
<td>Hall of Honors</td>
<td>Exit Interview</td>
<td>All team members</td>
<td>President, Cabinet and HLC Steering Committee</td>
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Faculty Emergency Preparedness Check List

- Review the emergency information located in the campus classrooms. Know ahead of time how to get from your classroom or office to the closest designated shelter area or to exit the building by the most direct route during an evacuation. Share this information with your students.

- Program the GSU Police Department’s phone numbers into your cell phone.
  Non-Emergency: 708.534.4900 and GSU’s campus status hotline, 708.534.4909.

- Keep up-to-date contact information on file with the Office of Human Resources so that you can be contacted during an on campus emergency. To change your contact information, email Stephanie Juarez in HR at sjuarez@govst.edu.

- Keep an entry in your cell phone labeled I.C.E. (In Case of Emergency) so that police, fire and EMS can contact your emergency contact if you cannot speak.

- Faculty—Stay with your students and provide them with direction to the nearest shelter area or to the nearest exit. Keep a roster to account for your students. Notify GSU Police of any persons with disabilities requiring assistance. If possible, have someone stay behind with persons with disabilities until emergency personnel arrive.

- Persons with disabilities—go to stairway landings and wait for emergency rescue personnel. Stairwells are constructed with a higher fire rating than any other areas of a building. Emergency personnel responding to the building will be checking the stairway landings for persons with disabilities upon their arrival.

- In the event of a lockdown—shelter in place, stay clear of windows and wait for updates via phone, text and email.

- During an evacuation, do NOT use the elevator. Take the stairs.

- Remain calm and walk—do not run.

- Do NOT use fire alarms for individual emergencies. Use fire alarms in the event of a fire or the evacuation of a building.

- Know more than one way to get out of every building where you have classes and meetings in the events one exit is blocked.

- To be prepared at home: Get a Kit, Make a Plan, Be informed (www.ready.gov/)

For more information, go to the GSU Emergency Preparedness Website: www.govst.edu/emergency
Staff Emergency Preparedness Check List

☑ Review the emergency information located in the campus classrooms. Know ahead of time how to get from your classroom or office to the closest designated shelter area or to exit the building by the most direct route during an evacuation. Share this information with your students.

☑ Program the GSU Police Department’s phone numbers into your cell phone.
   Non-Emergency: 708.534.4900 and GSU’s campus status hotline, 708.534.4909.

☑ Keep up-to-date contact information on file with the Office of Human Resources so that you can be contacted during an on campus emergency. To change your contact information, email Stephanie Juarez in HR at sjuarez@govst.edu.

☑ Keep an entry in your cell phone labeled I.C.E. (In Case of Emergency) so that police, fire and EMS can contact your emergency contact if you cannot speak.

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☑ To be prepared at home: Get a Kit, Make a Plan, Be informed (www.ready.gov/)

For more information, go to the GSU Emergency Preparedness Website: www.govst.edu/emergency
EMERGENCY RESPONSE
911

DEPARTMENT OF PUBLIC SAFETY
708.534.4900

FACILITIES DEVELOPMENT & MANAGEMENT
708.534.4515

An electronic copy of this booklet and other emergency information are located at www.govst.edu/emergency/
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INTRODUCTION
It is important that Governors State University employees and students are prepared in the event of an emergency. Please read this booklet and familiarize yourself with the established procedures should an emergency occur at GSU. The objective of this booklet is to ensure that all employees and students are aware of established emergency plans and are able to respond, evacuate or proceed to a designated shelter area in a quick, orderly fashion.

BE PREPARED
Be aware of the locations of the nearest emergency exits, shelter areas, fire extinguishers, etc., and familiarize yourself with the emergency procedures and building evacuation diagrams posted throughout campus in corridors and common areas. Red emergency phones located throughout campus provide a direct line to the Department of Public Safety, as do the blue-light emergency call boxes located in the main parking lots (East Lots 1, 2, and 3, and West Lots 1 and 2), as well as the emergency call boxes located just outside the entrances of Buildings A, B, C, D, E and F.

EVACUATION GUIDELINES
• Listen to and obey all audible warnings and directions given by Department of Public Safety (DPS) personnel or designated authority.
• Do not use elevators. Exit to the nearest designated emergency exit stairwell. Be aware of alternate stairwells if the nearest one is blocked.
• Do not run or panic.
• Alternate individual entry into the flow of traffic at stairwell entry points. Do not push or shove.
• Use the handrail in the stairwell, keep to the right, and move in a single file line.
• Use red emergency phones located in stairwells and throughout campus if medical aid or assistance is required. Be prepared to give your location and the nature of the problem.
• Exit the building and proceed to a staging area outside, away from the building. Do not obstruct roadways or the movement of emergency personnel. Remain in the staging area until notified by DPS personnel or other designated authority.
GUIDELINES TO PROCEED TO DESIGNATED SHELTER AREA

• In the event of a severe weather emergency, proceed to the nearest designated shelter area. The best protection is offered inside a sturdy building on the lowest floor, away from windows. Place as many barriers between yourself and the outdoor environment. In the GSU main building, there are concrete ‘cores’ which usually contain restrooms. These rooms offer better protection than most areas.

• Listen to and obey all audible warnings and directions given by DPS personnel or designated authority.

• Be aware of alternate stairwells if the nearest one is blocked.

• Do not run or panic and do not use elevators.

• Alternate individual entry into the flow of traffic. Do not push or shove.

• Use the handrail in the stairwell, keep to the right, and move in a single file line.

• Use red emergency phones located in stairwells and throughout campus if medical aid or assistance is required.

• Proceed to designated shelter areas. Remain in the areas until notified by DPS personnel or designated authority.

STAGING AREA FOR PERSONS WITH DISABILITIES (AREAS OF RESCUE)

• Persons with disabilities requiring assistance should move to the nearest Area of Rescue assistance. These are areas having direct access to an exit, where people who are unable to use stairs may remain temporarily in safety to await further instructions or assistance. Examples of these areas are the stair silos located along the perimeter of the main building.

• Faculty and staff are asked to assist persons with disabilities during an emergency to an Area of Rescue assistance. It is suggested that that a person who has a mobility impairment prepare for an emergency ahead of time by familiarizing themselves with the nearest Areas of Rescue and by informing faculty or staff on how to assist in case of an evacuation.

• Once in an Area of Rescue, call 911 (or use the red emergency phone) immediately and provide your exact location, including wing/room number or present location. Do not hang up until the emergency personnel so directs.
ACTIVE SHOOTER

- Evacuate the area or building if it is safe to do so:
  - Have an escape route in mind.
  - Leave your belongings behind.
  - Keep your hands visible.

- If it is not safe to evacuate, hide out:
  - Hide in an area out of the perpetrator’s view.
  - Block entry to your hiding place and lock or barricade doors. DO NOT OPEN DOORS until a known law enforcement officer advises it is safe.
  - Turn off the lights and monitors and silence your cell phone.

- Stay focused on survival and keep others focused also.

- Call 911 immediately or as soon as possible and provide as much information as possible (description, location, number of perpetrators, etc.) including your exact location, building wing and room number. Do not hang up until the emergency personnel so directs.

- When police arrive, remain calm and follow directions. Keep your hands visible at all times, and avoid quick movements, pointing, screaming and yelling.

AIRPLANE CRASH

- Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
BODY FLUID SPILLS

• Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.

• Do not clean up spills unless you have been properly trained to do so.

• If a person is injured, assist as appropriate.

BOMB THREATS

• Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.

• If it is determined by DPS that the treat is real, an evacuation will be implemented.

• If directed to evacuate, follow the Evacuation Guidelines.

CIVIL DISTURBANCE

• A demonstration should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:

  • Interference with normal operations of the university.
  • Prevention of access to university facilities.
  • Threat of physical harm to people.
  • Threat or actual damage to university property.

• If there is an immediate threat of bodily harm or damage to property, call 911. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
EARTHQUAKE

**During an Earthquake:**
- Find shelter under a sturdy desk or table if possible, kneel down and cover your head with your arms. Standing in a doorway is another option.
- Stay away from windows, temporary walls, partitions, and free standing objects such as file cabinets, bookshelves, etc.
- Do not panic or attempt to evacuate.
- Do not attempt to use the elevators.
- The initial shock of an earthquake usually lasts less than a minute.

**After the Earthquake:**
- If you or others are injured and require medical assistance, call 911. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
- If directed to evacuate, follow the Evacuation Guidelines.

EXPLOSION

- Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
- If it is safe to do so, assess the extent of the damage sustained and/or the injuries involved and provide this information to DPS.
- Alert all personnel in the immediate area, checking for any damage or dangerous conditions.
- Do not use the elevators.
- Evacuate the building following the Evacuation Guidelines.
FIRE

OPEN OFFICE AREA
Activate the nearest fire alarm.
Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.

Describe the extent of the fire. If the fire is small and you know how to use a fire extinguisher, locate and use the nearest fire extinguisher.

If you cannot extinguish the fire:
- Alert all personnel in the area.
- Exit the room or hallway immediately.
- Close any doors in your immediate area.
- Evacuate the building following the Evacuation Guidelines.

If it is hot, do not open the door. (if it is not hot, see below).
- Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Describe to DPS the extent of the fire, if known.
- Place an article of clothing or other obstruction along the bottom of the door to keep smoke out.
- Move as far away from the door and heat source as possible.
- Wait for rescue personnel to arrive.

If you feel the door and it is not hot:
- Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Describe to DPS the extent of the fire if known.
- Slowly open the door while standing behind it. If no danger is present, activate the nearest fire alarm and proceed to the nearest exit.
- If the area is filled with smoke, stay low or crawl to the nearest exit.
- Evacuate the building following the Evacuation Guidelines.

FIRE

ENCLOSED ROOM-
FIRE OUTSIDE THE DOOR
Feel the door with the back of your hand.

If it is hot, do not open the door. (if it is not hot, see below).
- Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Describe to DPS the extent of the fire, if known.
- Place an article of clothing or other obstruction along the bottom of the door to keep smoke out.
- Move as far away from the door and heat source as possible.
- Wait for rescue personnel to arrive.

If you feel the door and it is not hot:
- Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Describe to DPS the extent of the fire if known.
- Slowly open the door while standing behind it. If no danger is present, activate the nearest fire alarm and proceed to the nearest exit.
- If the area is filled with smoke, stay low or crawl to the nearest exit.
- Evacuate the building following the Evacuation Guidelines.
HAZARDOUS MATERIAL RELEASE

Hazardous materials include chemical and biological agents in either a solid, liquid or gaseous state. If there is a large spill or release of a hazardous material, or if hazardous vapors are being released:

• Evacuate the area immediately.
• If possible, isolate the spill or vapor release by closing doors, etc.
• If the material made contact with your skin or eyes, proceed to the nearest safety shower or eyewash (or a washroom if a safety shower or eyewash are not in the vicinity) and flush the exposed area with copious amounts of water for 15 minutes or until medical assistance arrives.
• Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number.
• If possible, identify the released material and obtain a Safety Data Sheet to provide to the emergency responders.

MAIL THREATS/SUSPICIOUS PACKAGES

• If a suspicious package is discovered on campus, call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
• Do not move, shake or open the package. Isolate it immediately.

SERIOUS INJURY OR ILLNESS

• Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
• Do not attempt to move an injured person unless doing so may prevent further injury.
• If necessary, and if trained to do so, provide first aid/CPR to the injured person.
• Remain with the injured or ill person until emergency personnel arrive and you are relieved by the emergency personnel.
• Do not obstruct emergency personnel.
SEVERE WEATHER

Severe Thunderstorm Watch-
severe thunderstorms are possible
in the area.

Severe Thunderstorm Warning-
severe thunderstorms are occur-
ing in the area.

Tornado Watch-
conditions are favorable for the
possible development of tornados
in the area.

Tornado Warning-
a tornado has either been sighted
or identified by weather radar.

Severe thunderstorms are capable
of producing damaging winds,
hail and lightning. When severe
thunderstorms are present, there
is often a heightened risk that tor-
nados could occur. DPS will alert
the campus if a Tornado Warning
is issued or if a tornado has been
spotted in the area. Warnings will
be issued by local television sta-
tions, local news radio stations,
and NOAA weather radio. Local
governments may
activate outdoor sirens, but in
most cases, building occupants
may not be able to hear them.

Should a severe weather
notification occur:
• Move the designated shelter
  areas following the guidelines.
• If you cannot reach a designated
  shelter area, move as far away
  from the windows as possible.

Lie down on the floor, under a
desk or table if possible, curl up
and protect your head and eyes.
• Do not use elevators or cell
  phones.
• Call 911 to report any injuries
  or damage when possible.

UTILITY OUTAGE

• If a loss of power causes a
  threat to people or property,
call 911 immediately.
• Notify Facilities Development
  & Management, 708.534.4515
  immediately.
• All personnel should remain
  in their respective areas
  unless directed otherwise by
  DPS or designated authority.

WATER-RELATED
EMERGENCIES

• Call 911 immediately. Give all
  pertinent information and your
  exact location, including build-
ing wing and room number. Do
  not hang up until the emergency
  personnel so directs.
• Do not touch any electrical
  outlets, equipment, etc.
• Evacuate the area.
• If outside, do not drive through
  flooded areas.
SECURITY ON THE STREET

• Request the GSU Safety Escort service or shuttle service by calling 708.534.4900 or by using any red emergency phone inside the university.

• Stay alert to your surroundings—use of electronic devices (phones, iPods, etc.) can be distracting.

• Avoid going out alone at unusual hours or being in secluded places.

• If you are being followed, go to a well-lit or populated place and notify DPS.

• At night, stay in well-lit areas.

• Avoid displaying any amount of money you are carrying.

• Keep a firm grip on your purse or bag. If possible, put the strap over your shoulder and tuck the purse or bag between your arm and body.

• Be familiar with the location of the outdoor campus emergency phones and call boxes.

• Utilize crosswalks at all times, be aware of vehicular traffic, and obey signs and signals at intersections/crossings when walking.

SECURITY IN THE OFFICE

• Keep wallets and purses secure. Lock them in a drawer if possible.

• If you see people in your area who do not belong, contact DPS.

• Demand proper identification and authorization before allowing anyone to remove equipment from your office.

• Do not loan keys or equipment to strangers or unknown workers.

• Lock your office whenever it is unattended.

• When working after hours or weekends, notify DPS of your whereabouts and when you leave.
SECURITY IN YOUR CAR

• Park your car in a well-lit area.
• Lock your car.
• As you approach your car, check for person(s) who may be hiding behind, in front or underneath it.
• After you get into your car, lock the doors.
• If you are being followed, drive to a police or fire station and sound your horn until help arrives.
• Always be sure your car has enough gas to get you to and/or from your destination.
• Remove phones, CD’s, or any items of value from plain view to avoid burglaries.
• Never pick up strangers or go with a stranger who offers help.

VICTIM OR WITNESS OF CRIME

• If you are accosted by someone who displays or appears to have a weapon, do not try to ward of the attacker.
• Be observant and obtain as much information as you can. Note information about the perpetrator without endangering yourself.
• If the perpetrator flees, note the direction of travel and the vehicle/license plate if possible.
• Preserve the crime scene for the police.
• If you are the victim of a criminal sexual assault, call 911 immediately, and refrain from showering or washing yourself temporarily until the police can properly investigate.