

Laker Lines e-zine

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First Annual Orientation Evening Showcase - Calling All Talents/Performers!

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ADP and Timesheet Date Changes Delayed

Changes are coming, but later rather than sooner. The ADP conversion has been delayed until Aug. 8.

The two sets of timesheets that include the June 12 and June 26 pay end date are to be turned in on the actual end date as you have done in the past. There will be no estimation of time on either payroll. Details on future dates for the conversion will be coming out shortly.

If there are any questions, please contact Mary Coursey or Sonya Holtzclaw.

First Annual Orientation Evening Showcase – Calling All Talents/Performers!

This summer, the Office of Orientation and New Student Programs will be introducing Clayton State's first two-day, overnight orientation program for incoming freshman students. We are very excited to incorporate more of the University community into the program as every faculty and staff member is valuable in "connecting" with our new students early.

We would like to invite you to be a part of the Clayton State Connection with students. How, you ask?

We are calling on all talents to be a part of our First Orientation Evening Showcase! If you can sing, dance, act, or have any other talents to perform, please join us in having lots of fun at our first talent showcase. Individuals and/or departments of all talent levels are invited to participate (i.e., you do not have to meet "American Idol" finalist criteria). We want this to be a fun, interactive program and an opportunity for you and/or your department to connect with students. Students often gravitate to people and departments that they can remember, even if they are first reminded with a funny song.

Our program will be held on Thursday, June 25, 2009 and Thursday, July 30, 2009 at 9 p.m. in the SAC Ballroom. Performances may range between three and seven minutes.

If you would like to participate in this event, please email Barbre Skwira, assistant director of Orientation and New Student Programs, at BarbreSkwira@clayton.edu. Please include your name, email address, contact phone number and what you would like to perform.

Please submit your information via e-mail by no later than Friday, June 12. Once we receive your submission, specific program details will be sent to you.

[This Week at Clayton State](#)

Locks Will Be Cut Off at the SAC Fitness Center Today

Fair Warning! Locks will be cut off lockers in the SAC Fitness Center today, June 5 unless you have renewed your locker rental (\$20). If you cannot make it in by Friday, please contact Brandon Marshall no later than Friday, noon at (678) 466-4976 to explain your situation. All contents will be bagged for 14 days prior to donation to charity. It will cost you \$5 to get your items returned to you.

Group Exercise Classes Return

Group Exercise Classes are back for summer at the Fitness Center in the Student Activities Center! Classes start June 1 and run through July 30 from 5:30 p.m. to 6:30 p.m.

Monday – Cardio Kick Plus
Tuesday – Step & Sculpt
Wednesday – Steppin’ Blast
Thursday – Body Pump

Classes are open to all students and employees and alums who are members of the Fitness Center. All fitness levels are welcome.

Try something new; be inspired; and get in shape! Questions? Stop by the Fitness Center or Contact Elizabeth Rocco at (678) 466-4975 or ElizabethRocco@clayton.edu.

[Upcoming Events](#)

School of Graduate Studies Open House, June 9

The Clayton State University School of Graduate Studies will be holding its next monthly informational Open House on Tuesday, June 9 from 5:30 p.m. to 7:00 p.m. in the Spivey Conference Room of the University’s Harry S. Downs Center.

The Open House will give prospective graduate students a chance to learn more about the Master of Arts in Liberal Studies, Master of Arts in Teaching English, Master of Arts in Teaching Mathematics, Master of Business Administration, Master of Health Administration, and Master of Science in Nursing. The Clayton State School of Graduate Studies regularly holds open houses on the second Tuesday evening of each month.

Foundation to Honor Fayette Commissioners and Development Authority, June 11

In recognition of the long-standing generosity and support of higher education of the Board of Commissioners of Fayette County and the Fayette County Development Authority, the Clayton State University Foundation will be installing a plaque of appreciation at the Clayton State -- Fayette instructional site on June 11, 2009.

In addition to unveiling of the plaque, the 3 p.m. ceremony at Clayton State – Fayette, located at 1200 Commerce Dr., Peachtree City, will commemorate the contribution of funds for furnishing the facility.

Honors Students Holding Red Cross Blood Drive, June 15

The Clayton State University Honors Student Association will be holding another Red Cross Blood Drive on Monday, June 15. The Red Cross Bloodmobile will be located in the parking lot in front of the University's new Student Activities Center from 10 a.m. to 2 p.m.

For more information, go to www.giveblood.org or email the Honors Student Association's Jenna Pair at jpair@student.clayton.edu.

June 15 Deadline for Printing/Copying on this Year's Budget

Monday, June 15 is the last day to have any printing and copying put on this year's budget. Everything after this date will go on next year's FY10 budget. How are your business cards, letterhead, envelopes, bookmarkers and forms?

Everybody Loves Row, June 17

As we know, all good things must come to an end. Row Anderson is retiring and we will definitely miss her. Please join Budget & Finance as we wish her well on Wednesday, June 17 from 2 p.m. to 4 p.m. in the Downs Center, room 101.

Departmental Deposits Due, June 30

In preparation of year- end processing it is imperative that all departmental deposits are in the Bursar's office no later than 9 a.m. on June 30.

Summer Session Fee Deadline, June 30

Summer Session II fee payment deadline is June 30.

Fiscal Year End 2009 Deadlines

Check Request and Travel Reimbursement Deadlines:

- ◆ June 19, 2009- Last day for all travel related requests for FY 2009 submitted to Procurement Services.
- ◆ June 19, 2009- Last day for all check requests for FY 2009 submitted to Procurement Services.
- ◆ June 26, 2009- All checks to be processed for FY 2009.

Due to the database consolidation project, no checks for FY10 will be processed until July 13, 2009. FY10 purchase orders may be submitted beginning July 1, 2009.