

# Laker Lines e-zine

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## New In This Issue...

Financial Awareness Seminar Today  
Youth University Holding Open House, May 26  
The Lakeside Dining Hall Will be Open this Summer  
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Youth University Returns This Summer  
Stage and Screen Week, July 13 to July 17  
Buy a Meal Plan, Get an Extra Meal FREE!

## **Dr. Thomas Hynes Officially Joins Clayton State as Interim President**

Dr. Thomas J. (Tim) Hynes Jr., officially began his tenure as the interim president of Clayton State University on Monday, May 18, 2009.

“Colleagues: I am honored to have this chance to join the Clayton State University community,” says Hynes of his appointment.

## This Week at Clayton State

### **Financial Awareness Seminar Today**

‘Financial Awareness’ seminar will take place Wednesday, May 20 in the Baker Center, room 322 from 2 p.m. to 3 p.m. Zenobia Mims from Primerica will present this workshop.

During one hour session you will learn how to deal with serious issues affecting millions of families today:

- o How to prepare for your child's future and help them not start their adult lives in debt.
- o How to consolidate or reduce your debt and lower your total monthly outlay.
- o Learn some basic financial principles.

Link to register for this session... <http://adminservices.clayton.edu/staffcouncil/events.htm>.

## Auxiliary Services Operating Hours During Semester Break

Auxiliary Services will have modified hours during the semester break, May 13 – 22, 2009:

### Dining Services

- Lakeside Dining Hall: CLOSED
- Jazzman's:
  - o Monday – Thursday: 8:00 am – 4:00 pm
  - o Friday: 8:00 am – 3:00 pm
  - o Saturday and Sunday: CLOSED
- SubConnection:
  - o Monday – Friday: 11:00 am – 2:30 pm
- Pizza Hut: CLOSED
- Laker Hall Lounge: CLOSED

### University Bookstore and LakerCard Center

- Monday – Thursday: 8:00 am – 5:00 pm
- Friday: 8:00 am – 3:30 pm

**Reminder:** Financial Aid Book Money is available May 20 – 27

All Auxiliary Operations are closed May 23 – 25 in observance of Memorial Day.

## Library Closed During This Week

The Clayton State University Library will be closed to the public during the week of Monday May, 18 to Friday, May 22.

According to Clayton State Director of Libraries Dr. Gordon Baker, the carpet tiles in the main portion of the Library are being repaired, refitted and reglued to prevent them from possibly becoming loose. Clayton State students will not be inconvenienced by the closing, since May 18 to May 22 coincides with the University's semester break between the spring and summer semesters.

The Library is expected to reopen to the public on Tuesday, May 26 (Monday, May 25 being Memorial Day.)

## Upcoming Events

### Release Party Planned for DePoy's Historical Whodunit, May 26

The second coming of "The Name of the Rose?"

Possibly, at least according to *Booklist*. Readers will have a chance to find out on Tuesday, May 26 when the Eagle Eye Book Shop, 2076 N. Decatur Rd., Decatur, holds a 6:30 p.m. release party for Clayton State Theater Director Philips DePoy's 11th novel, "The King James Conspiracy." (St. Martin's Press, \$25.95)

Since DePoy's latest work is an historical novel/murder mystery set in 17th Century England and centered on a group of scholars assigned by King James I to create a definitive English translation of the Bible, there are clearly similarities to Umberto Eco's classic 1983 historical novel/detective story, set in a northern Italian abbey in 1327. And while Eco's novel is justly famous, there are few authors who can top DePoy for creativity.

For more information on the release party, call the Eagle Eye Book Shop's George Scott at (404) 486-0307.

### **Youth University Holding Open House, May 26**

Clayton State University's Division of Continuing Education is holding an Open House for its long-running Youth University on Tuesday, May 26. The 2009 Youth University Open House will be held from 7 p.m. to 9 p.m. in the Harry S. Downs Center on the Clayton State campus in Morrow.

If your child is already enrolled in Youth University, or if you would like more information on this most successful of Clayton State's summer continuing education programs, come to the Open House to meet teachers and counselors, learn about daily classes and exciting field trips, and get a glimpse of the beautiful Clayton State campus.

The two sessions of the 2009 Youth University will run from June 8 to June 26 and from July 6 to July 24. The registration fee is \$499 per child and a meal plan option will also be available, as will early morning care and extended evening care.

### **The Lakeside Dining Hall Will be Open this Summer**

Many have been asking if the Lakeside Dining Hall will be open during the summer, and the answer is **YES!** The Dining Hall will open Tuesday, May 26, for you to enjoy meals with your friends and co-workers. Meal plans will also be available in the LakerCard Center. For summer, we will only be selling the Starter Plan (5 meals for \$25). Hours for the Dining Hall will be:

- Breakfast: 7:30 a.m. – 9 a.m.
- Lunch: 11:30 am – 1:30 p.m.
- Dinner: 5 p.m. – 6:30 p.m.

## Auxiliary Services Operating Hours for Summer 2009, Beginning May 26

Auxiliary Services will have modified hours during the summer 2009 semester beginning Tuesday, May 26:

### Dining Services

- Lakeside Dining Hall:
  - o Breakfast: 7:30am – 9:00am
  - o Lunch: 11:30am – 1:30pm
  - o Dinner: 5:00pm – 6:30pm Sunday – Thursday evenings only (no dinner on Friday or Saturday)
- Jazzman's:
  - o Monday – Thursday: 8:00am – 4:00pm
  - o Friday: 8:00am – 3:00pm
  - o Saturday and Sunday: CLOSED
- SubConnection: CLOSED
- Pizza Hut: CLOSED
- Laker Hall Lounge: CLOSED

### University Bookstore and LakerCard Center

- May 26 – 27
  - o 8:00am – 8:00pm
- Resume normal Summer operating hours on Thursday, May 28
  - o Monday – Thursday: 8:00am – 6:00pm
  - o Friday: 8:00am – 3:30pm

**Reminder:** Financial Aid Book Money is available May 20-27, 2009

## Summer Hours for University Health Services

Effective May 26 through Aug. 7, the University Health Services Clinic will be open during summer semester for the following hours: Monday through Friday, 9 a.m. to 2 p.m. Additional hours (regular clinic hours) are available by appointment only.

Please call the clinic if you need to be seen before or after summer semester hours. Regular clinic hours will resume on Monday, Aug. 10, 2009.

## Travel & Expenses Reimbursement Module Training, May 28

Faculty and Staff: If you have not attended one the Travel & Expenses training sessions offered since September, please plan to last **one** offered until the fall semester **on** Thursday, May 28, 10 a.m. to noon in STC-277. Contact [sonyaholtzclaw@clayton.edu](mailto:sonyaholtzclaw@clayton.edu) to register.

## **Athletic Department FANraiser Golf Tournament Set for June 3**

The 2009 “FANraiser” Golf Tournament is fast approaching, and we would certainly like for you to participate in this year’s event.

If you have not received your registration in the mail and need one, please contact Pat Keane at ext. 4678 and she will get you one. If you have received your registration in the mail, please get it in to the Athletic Department by Tuesday, May 26 to insure we can accommodate your participation. You can either register a team, or you can register as an individual and we will match you up with a team.

We understand the economy has challenged all of us, therefore we lowered our registration fee for this year’s tournament from \$95 to \$75 per person. We certainly need your support, and hope you will participate as either a playing participant, or a hole sponsor at \$75 if you can’t attend. Your contribution will be greatly appreciated by the student-athletes who represent our University so well.

Thanks to all who have supported our efforts in the past, and for those that will support us this year. Hope to see you on the course.

Wednesday, June 3 -- Lake Spivey Golf Club -- Lunch will be provided at 11:30 a.m. and tee time is 12:30 p.m.

## **Youth University Returns This Summer**

Give your child an incredible learning adventure with Youth University at Clayton State University.

The Clayton State Division of Continuing Education is proud to announce that, once again, Youth University participants will be able to enjoy daily activities on the beautiful main campus of Clayton State University in Morrow. Children ages seven to 11 will participate in a wide array of courses throughout the two, three-week long theme-based summer sessions. Each session will include daily classes in Reading & Writing, Math, Science and Social Studies, as well as exploratory classes in fields such as Music, Dance, Drama and Arts & Crafts. Children will also have the opportunity to participate in exciting field trips and interact with guest presenters throughout their time at Youth University.

The two sessions of the 2009 Youth University will run from June 8 to June 26 and from July 6 to July 24. The registration fee is \$499 per child and a meal plan option will also be available, as will early morning care and extended evening care. Clayton State employees and students are eligible for a 10 percent discount. Reference discount code EF094 when contacting the CE office at (678) 466-5050 to register.

## Spivey Hall Summer Music Camp, June 8 to June 12

The Spivey Hall Summer Music Camp is a fun, week-long day camp for students entering fourth through sixth grades. Craig Hurley, director of the Spivey Hall Young Artists, will engage students in singing, sight-reading and music theory, playing Orff instruments and tone chimes, folk dancing, and performing in Spivey Hall.

For complete information, including the registration materials, please download the Summer Music Camp Packet at [www.spiveyhall.org/education/summercamp](http://www.spiveyhall.org/education/summercamp). Please call (678) 466-4491 or email [EducationManager@SpiveyHall.org](mailto:EducationManager@SpiveyHall.org) with questions.

## Print Request Deadline, June 15

Monday, June 15 is the deadline for Media & Printing Services print requests for fiscal year 2008/2009. Print requests submitted after this date will be charged to the new fiscal year's budget.

Please visit Media & Printing Services website at: <http://adminservices.clayton.edu/media/> to view our current policies and procedures and basic pricing lists.

## Stage and Screen Week, July 13 to July 17

The perfect introduction for any young person interested in a career on stage or in front of a camera...

The Division of Continuing Education is holding Stage and Screen Week for seventh to 12<sup>th</sup> grade students from July 13 to July 17. The five sessions will run from Monday through Friday, 10 a.m. to 5 p.m. The cost is \$249 per student.

For more information, check with CE Education Administrator Christy Slaton at ext. 5050.

## Buy a Meal Plan, Get an Extra Meal FREE!

It's back for a limited time: buy a meal plan and get an extra meal FREE! Buy the Starter Plan and get six meals for \$25! This is available for a limited time... **Thursday and Friday, May 28-29**. This special offer is limited to two meal plan purchases (including two free additional meals) per person during the time of this promotion.

## Announcing... the Chancellor's Annual Customer Service Awards

The University System of Georgia is now soliciting nominations for the 2009 Chancellor's Customer Service Awards. These prestigious awards are presented to single individuals, teams, institutions, and outstanding process improvement projects that have exemplified customer service attributes.

The nomination process for all six categories (Individual, Team, Service Leadership, Call Center/Service Desk/Help Desk, Improvement Initiative, Institution) is quick, easy, and can be done online through the USG's customer service website. Anyone at Clayton State can nominate any individual or organization for any appropriate award. Go to [www.customerfocus.usg.edu/](http://www.customerfocus.usg.edu/) and click on the "Recognition Programs" button on the left side of the page.

The May 22 issue of Campus Review will provide more details on this program. Here's your chance to recognize great customer service on the Clayton State campus.

### **Change is Coming -- Shared Services Strategy**

The first step in improving efficiency and effectiveness for the University System of Georgia is to consolidate HR/Payroll information processes through a shared services strategy. The shared services model will enable the University System to increase timeliness, quality and consistency of information, and to increase functionality and service to customers. The next step in that transition is to help the system achieve goal six of the Board of Regents strategic plan which calls for attaining best-in-class efficiencies for our administrative support functions in the University System of Georgia. Currently, this model is targeted to be in place for the July 17, 2009 bi-weekly payroll.

Over the next several weeks you will start to see the implementation of shared services at Clayton State University. We will provide specific details for all faculty and staff at informational meetings.

Things to come:

- New and Improved Employee Self Service
  - View/update direct deposit
  - View benefit information
  - Update dependent information
  - View pay checks
- Manager Self Service
- Workflow Processes/Approvals
- Online Time and Attendance/Leave Approvals
- Online Benefits System
  - Open enrollment
  - View/update benefits information
  - New hire enrollment
- Online W-2's
- Full-service COBRA provided by ADP starting July 1, 2009
- Manage Faculty Events for tracking faculty rank and tenure

Look for further communications and training opportunities coming soon.

### **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.