

**Volume 4, Number 54 - Wednesday, May 6, 2009**

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## **Clayton State Observes Swine Flu Precautions**

Like officials at colleges, universities, and health centers and millions of others in all 50 states, Clayton State leaders are keeping a watchful eye on the latest news from the Centers for Disease Control regarding the H1N1 or Swine Flu. The news media and others are staying on top of the latest developments concerning the H1N1 influenza virus infection in Mexico, and the US. Clayton State has a plan in place that reflects American College Health Association guidelines should an emergency arise.

With a few confirmed cases of the H1N1 Virus in the metro Atlanta area, it's now even more important to recognize the symptoms of the flu and to take precautions to prevent the spread of the virus.

The symptoms of the H1N1 virus in people are similar to the symptoms of regular human seasonal influenza and include:

- Fever
- Lethargy
- Lack of appetite
- Coughing.

Some people with the H1N1 virus also have also reported:

- Runny nose
- Sore throat
- Nausea
- Vomiting

- Diarrhea

Remember these everyday actions to stay healthy.

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it and wash your hands.
- If you don't have a tissue available, cough or sneeze into your upper sleeve or elbow, not your hands.
- Wash your hands often with soap and water. Alcohol-based hands cleaners are also effective.
- Avoid touching your eyes, nose or mouth at any time. Germs spread that way.

Try to avoid close contact with sick people.

- Influenza is thought to spread mainly person-to-person through coughing or sneezing of infected people.
- If you get sick, stay home from work or school and limit contact with others to keep from infecting them.

For more information, please refer to the CDC website:

[http://www.cdc.gov/swineflu/key\\_facts.htm](http://www.cdc.gov/swineflu/key_facts.htm).

## This Week at Clayton State

### **Benita's Retirement, Today From 3 p.m. to 5 p.m.**

People retire all the time. However, there are very few retirements wherein the retiree only needs to be identified by their first name. Such is the case for the retirement reception for Dr. Benita Moore, associate dean of the College of Professional Studies, which will be today, Wednesday, May 6, from 3 p.m. to 5 p.m. in the lobby and patio areas of Clayton Hall (formerly Technology Building).

A graduate of Clayton Junior College, Benita has been a faculty member and administrator (including the director of the Alumni Association at one time) at Clayton State University for 27 years. Faculty, staff and administration members are cordially invited to this event to recognize Benita's many (as in, beyond number) contributions to the Clayton State community. Benita, you will be missed...

### **Monthly Campus Alert System Testing Today at Noon**

Today, Wednesday, May 6, is the day for Public Safety's monthly testing of the campus alert system. It will be done at noon instead of 6 p.m. Public Safety will do the 6 p.m. testing in June.

## **State Employees Recognition Week**

WHEREAS: The state of Georgia is proud to recognize May 6, 2009, as State Employees Recognition Day and the week of May 4-8, 2009, as State Employees Recognition Week, a time to honor the men and women who serve in our state and local governments; and

WHEREAS: Georgians are fortunate to have government employees who excel in the workplace. These hardworking men and women demonstrate dependability, initiative and practical stewardship of state resources; and

WHEREAS: Throughout Georgia, public employees will use this time to educate citizens about the many ways state and local government serves the people and how government services make life better for individuals and communities; and

WHEREAS: Georgia's state employees often work behind the scenes, performing valuable and vital services that benefit our citizens. From adoption, aging and mental health services to public education, revenue collection and disaster and emergency relief services, dedicated men and women serve their fellow citizens with a caring spirit, a determined purpose and much persistence; and

WHEREAS: During the week of May 4-8, 2009, the state of Georgia will recognize the contributions of thousands of state employees who daily give of themselves in service to Georgia and its citizens by solving problems, designing and implementing programs, writing budgets, guarding our safety and protecting our natural resources.

## **Library Services Relocating, Starting May 7**

Attention faculty, staff and students, beginning May 7, the following library services will be intermittent: Interlibrary Loan, GIL Express, and Course Reserves. These services are relocating to the Circulation Department and full-time staff will be involved with moving preparations. Full services will resume on June 1. Please plan accordingly if you need to request materials from other libraries or place materials on reserve for your Summer Semester courses.

Reserve requests for Summer classes need to be in by May 18. ILL materials need to be submitted by May 7. GIL Express materials need to be submitted by May 18.

If you have any questions, please contact Gordon Baker, director of Libraries at [gordonbaker@clayton.edu](mailto:gordonbaker@clayton.edu) or (678) 466-4325.

## **Bo's Birthday, May 8**

Rob Taylor points out that Friday, May 8 is former Dean of Students (and former History professor, and former head of the Experimental Unit, among other things) Bo Bolander's 69<sup>th</sup> birthday. As he is still struggling with the after effects of his recent brain surgery, Taylor says if there was ever a time for him to get some birthday greetings and encouraging notes, this would be the year.

You can send Bo a card at his home address: Robert "Bo" Bolander, 616 E. Church St., Monroe, Ga., 30655-2514.

### **Clayton State to Honor Starr, Lee at Spring Graduation, May 9**

Clayton State University has undergone many changes in the past nine years. On Saturday, May 9, the graduating class of spring 2009 will be present at another significant moment in the history of the University... the final Clayton State Commencement Ceremony for President Dr. Thomas K. Harden.

The University's dual spring commencement ceremonies will be held in the Athletics & Fitness Center. The first ceremony will be held at 9 a.m., the second starts at noon. Graduates of the College of Arts & Sciences will receive their diplomas at the noon ceremony, while graduates of the University's other four schools – Business, Nursing, Information & Mathematical Sciences, and Professional Studies -- will take part in the 9 a.m. ceremony. A total of 628 students will be graduating, including 32 students receiving master's degrees.

The University will be honoring the late State Senator Terrell Starr and retired State Representative William "Bill" Lee with honorary doctoral degrees. Senator Starr's degree will be presented posthumously to his children, Terry Starr and JoAnn McJenkin.

### **Spivey Hall Schedule for This Weekend**

Spivey Hall will feature Friday and Saturday night performances by European artists, followed by a Sunday afternoon program by the Georgian Chamber Players, on the weekend of May 8 to May 10, 2009.

On Friday, May 8, Czech mezzo-soprano Magdalena Kozená, accompanied by Karel Kosarek on the piano, will give an 8:15 p.m. concert, preceded by a pre concert talk at 7:15 p.m.

Tickets to this performance are \$60 (50 percent off for Clayton State faculty and staff); Clayton State students pay just \$10. For tickets and more information, call the Spivey Hall Box Office at (678) 466-4200. Full-price tickets only are available online at [www.spiveyhall.org](http://www.spiveyhall.org) (a per-ticket service fee applies).

On Saturday, May 9, German violinist Julia Fischer and pianist Milana Chernyavska will make their Spivey Hall debuts in an 8:15 p.m. concert.

Tickets to this performance are \$45 (50 percent off for Clayton State faculty and staff); Clayton State students pay just \$10. For tickets and more information, call the Spivey Hall Box Office at (678) 466-4200. Full-price tickets only are available online at [www.spiveyhall.org](http://www.spiveyhall.org) (a per-ticket service fee applies).

The Georgian Chamber Players will perform on Sunday, May 10 at 3 p.m. Their program will include; ARENSKY Piano Trio in D minor, Op. 32; TANEYEV Piano Quintet in G minor, Op. 30.

Tickets to this performance are \$30 (50 percent off for Clayton State faculty and staff); Clayton State students pay just \$10. For tickets and more information, call the Spivey Hall Box Office at (678) 466-4200. Full-price tickets only are available online at [www.spiveyhall.org](http://www.spiveyhall.org) (a per-ticket service fee applies).

### **Spivey Hall Offering Free Tickets to May 9 Concert**

To show the Spivey Hall staff's appreciation to the Clayton State faculty and staff, the Hall is offering one free ticket to the Julia Fischer performance this Saturday, May 9, with additional tickets available for \$10 apiece.

"Julia's performance is the last Spivey Series event for the season and we thought it would be a nice way to show our appreciation," says Spivey Hall's Susan Volkert.

### **Retiree & Cobra Billing Conversion Meeting Link**

The link to the video of the ADP Retiree & Cobra Billing Conversion meeting held on Wednesday, Apr. 29 is; [rtsp://bard.clayton.edu/cid/ADP\\_Retiree\\_and\\_Cobra\\_Billing.rm](rtsp://bard.clayton.edu/cid/ADP_Retiree_and_Cobra_Billing.rm)

For further information, contact Michelle Openshaw in the Clayton State Bursar's Office.

### **Upcoming Events**

#### **Travel & Expenses Reimbursement Module – Last Two Opportunities to Train this Summer**

Faculty and Staff: If you have not attended one the Travel & Expenses training sessions offered since September, please plan to attend one of the last two offered until the fall semester.

Tuesday, May 12, 2 p.m. to 4 p.m.

Thursday, May 28, 10 a.m. to noon

Both will be held in STC-277. Contact [sonyaholtzclaw@clayton.edu](mailto:sonyaholtzclaw@clayton.edu) to register.

## **Staff Appreciation Days, May 13 and May 14**

Mark your calendars now for Staff Appreciation Days, May 13 and May 14.

On May 13 look forward to hearing motivational speaker Earl Suttle and light refreshments. You will not want to miss this. He will be speaking from 10:45 a.m. to noon in the Atrium of the Downs Center. The first 20 people to arrive will receive Suttle's most popular CD "Enjoying Excellence." Please check out his website and see for yourself... <http://earlsuttle.com/video.html>.

On Thursday, May 14 we will have a "Picnic in the Park" from 11 a.m. to 2 p.m. This will be located in the area behind the Student Center and the Library in the grassy area by Swan Lake. There will be fried chicken and all the fixin's to go with it. There will be music, popcorn and door prizes too. You won't want to miss either of these events.

Our Staff employees are very much appreciated and we want to give them some time just to enjoy each other's company and relax for a little while. After all, they deserve it.

## **StartSmart New Student Conference – Calling for Program Presenters, May 15**

The Fourth Annual StartSmart Student Conference is scheduled for Friday, Aug. 14 at Clayton State University. The StartSmart program is a fun and interactive student conference for students that involve various workshops and activities to assist students in becoming more acclimated with the campus while helping to prepare them for their educational career at Clayton State. This year, all students living in Laker Hall will participate in StartSmart as part of the required move-in weekend activities, so we expect attendance to be at an all time high with approximately 400 students.

We need your help. The StartSmart Committee is currently seeking presentation proposals for this year's program workshops. The conference committee is looking for workshops that are interactive and allow for participation from the students attending your session. Each workshop will last 40 minutes. If you are interested in participating as a presenter, please go to the following to submit your proposal by answering a few short questions about your proposed program/workshop... <http://adminservices.clayton.edu/orientation/StartSmart/workshop.htm>.

The deadline for program submission is Friday, May 15 by 5 p.m.

For additional information about the program, please contact Barbre Skwira at [BarbreSkwira@clayton.edu](mailto:BarbreSkwira@clayton.edu); Kathy Garrison at [KathyGarrison@clayton.edu](mailto:KathyGarrison@clayton.edu); or Sherry Richardson at [sking@clayton.edu](mailto:sking@clayton.edu).

## **National Science Olympiad at Augusta State, May 14 to May 17**

From May 14 to May 17, 2009, Augusta State University will host the National Science Olympiad. The year 2009 marks the second time Georgia has hosted the National Science Olympiad. The first time was in 1996 at Georgia Tech in Atlanta.

The Science Olympiad celebrates the 25th Anniversary of the Science Olympiad National Tournament. One hundred and twenty teams will compete in 46 events in the sciences.

Students and coaches are eligible for prizes, including more than \$25,000 in scholarships, from the Science Olympiad National Office!

More information can be found on the Science Olympiad, Inc. website at [http://soinc.org/2009\\_national\\_tournament](http://soinc.org/2009_national_tournament) and on the Augusta State University website at: <http://www.aug.edu/nso/>.

### **LaJuan Simpson to Speak at Fayette County Library, May 19**

Dr. LaJuan Simpson has been invited to serve as a speaker at the Fayette County Library on Tuesday, May 19.

The Library is preparing to begin several months' worth of activities in conjunction with its second annual "Fayette on the Page," a countywide "One Book, One Community" initiative, in partnership with Clayton State -- Fayette. The book the Library wants to get everybody in Fayette County reading and talking about this year is "A Lesson Before Dying," by Ernest J. Gaines.

Simpson is a recognized expert on Gaines's work, and thus is the first choice for speaker at our "Fayette on the Page" kickoff event on the evening of Tuesday, May 19. That date is also the first screening in the Library's Ernest Gaines Film Festival. Showing will be "The Autobiography of Miss Jane Pittman" in May; "The Sky is Gray" in June; "A Gathering of Old Men" in July; and "A Lesson Before Dying" in August.

The culminating event for "Fayette on the Page" will be a virtual appearance by Gaines at the Fayette County Library via live video teleconference, free and open to the public, on Thursday, Sept. 10, 2009.

### **Fourth Annual New Student Convocation, Aug. 14**

The Fourth Annual New Student Convocation will be held on Friday, Aug. 14 from 4 p.m. to 5 p.m. at Spivey Hall. This ceremony will inspire, motivate and officially welcome new students to Clayton State University. The program will provide an opportunity for students to connect with faculty, staff and classmates. A reception is scheduled following the ceremony's conclusion.

Faculty and staff support at last year's event was outstanding. Your continued support and assistance is greatly needed and appreciated. Academic regalia is requested for faculty for this

year's event. For faculty who wish to rent regalia, please allow eight to 10 weeks for turnaround and receipt. Contact Linda Campbell in our University Bookstore at [LindaCampbell@Clayton.edu](mailto:LindaCampbell@Clayton.edu) for additional ordering information.

Additional information for this event is forthcoming. If you have questions about the event, please contact Celena Milner at (678) 466-5443 or via e-mail at [CelenaMilner@clayton.edu](mailto:CelenaMilner@clayton.edu).

### **New Safety Features at Clayton State**

Safety is a priority at Clayton State University, and we are constantly evolving to make sure that students and employees stay out of harm's way. New sidewalks are being installed to keep pedestrians out of the street, and additional speed bumps will be added to discourage driving too fast through campus. We have constructed a fence to increase security, and gates will replace any temporary fencing that currently obstructs the pathway. To help us maintain a safe environment, please be mindful of pedestrians, look before crossing the street, and follow the traffic laws.

### **Bookstore Buyback Hours for Spring Semester 2009**

Tuesday	May 5	8 a.m. – 7 p.m.
Wednesday	May 6	8 a.m. – 7 p.m.
Thursday	May 7	8 a.m. – 7 p.m.
Friday	May 8	8 a.m. – 2:30 p.m.
Monday	May 11	8 a.m. – 7 p.m.
Tuesday	May 12	8 a.m. – 4 p.m.
Wednesday	May 13	8 a.m. – 4 p.m.

### **Customer Service Tip of the Day**

Lost or Need Help? Call 1-800-Georgia, or visit [www.connect.georgia.gov](http://www.connect.georgia.gov) to get the right state service.

#### **Fun Fact:**

The first 30 seconds of a call or meeting set the tone for the remainder of the contact.

#### **Words to Live By:**

Do what you do so well that they will want to see it again and bring their friends.  
– Walt Disney

### **Fiscal Year End 2009 Deadlines**

Bids posted by Clayton State, not on State contract:

- ◆ May 5, 2009- Last bid opening date for FY09 purchases.

Purchase Requisitions Submitted to Procurement Services:

- ◆ May 15, 2009-All purchases requiring a purchase order.
  - Anything requested after this date must be approved by Budget & Finance.
- ◆ May 22, 2009-No change orders to PO's after this date.

P-Card Cutoff Dates:

- ◆ May 08, 2009- Last day to use the p-card so that the purchase will be charged on the June 15, 2009 Visa statement. You may NOT use your P-Card between May 9 and June 15.

Budget Amendment Requests:

- ◆ May 01, 2009- All budget amendments for FY 2009 submitted to Scott McElroy.

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.

Individuals requiring disability related accommodations for participation in any Clayton State University sponsored event or to obtain print materials in an alternative format for such events, please contact the Disability Resource Center at (678) 466-5445 or [DisabilityResourceCenter@clayton.edu](mailto:DisabilityResourceCenter@clayton.edu).