

GANNON



UNIVERSITY

Under the Arch

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Our Events

Wednesday, Jan. 17

- **Flu vaccines.**

9 a.m. to 3 p.m., GU Health Center. Cost \$12 for faculty and staff, \$7 for students.

Thursday, Jan. 18

- **Gathering in Praise: Prayer for Christian Unity.**

11 a.m., Mary, Seat of Wisdom Chapel. Community Luncheon to follow.

Friday, Jan. 19

- **Retirement Party.**

Honoring Mary Lou Stanton, administrative secretary, Admissions.

3 p.m., Admissions Office.

Saturday, Jan. 20

- **Opening Reception, Faculty/Student Art Show.**

Schuster Art Gallery exhibit opening, 11 a.m. to 1 p.m. On exhibit through Feb. 23, Schuster Art Gallery, third floor, Nash Library. Free.

Thursday, Jan. 25

- **Risk Manager-in-residence Program.**

Sponsored by Dahlkemper School of Business Administration. Featuring Sandra Mitchell, manager of corporate insurance, Gillette Corp., Boston, "Managing Corporate Risk: Domestic and Global Strategies." 8 to 11:45 a.m., Yehl Alumni Room, WCC. Cost \$20 per person or \$38 for continuing education credit. Register by Jan. 22 at ext. 7566.



Our Big News

Buried in paper? GU aims to fix that

For those who find themselves continually buried in paper work, help is on the way. New guidelines for campus-wide written and electronic communications have been developed by the Finance and Administration Division and approved by President's Staff.

The guidelines set two main policy goals: to minimize the use of paper when communicating with the campus community; and to maximize the use of e-mail and/or Gannon's Intranet (known as InsideGU), with community members using these forms of disseminating information whenever possible.

To this end, *Under the Arch* soon will cease distribution of paper copies and will be available only online at <http://insidegu/arch>. The last paper copies will be printed Jan. 22. The newsletter has been distributed both online and in paper form for some time. After Jan. 22, if paper copies are needed, viewers can, of course, print a personal copy of the newsletters from the website.

The new communications guidelines note several practices that should be adopted in order to reduce the amount of paper being consumed across the university. Among them are:

- ◆ To the greatest extent possible, communications should be delivered electronically and allow the receivers to print paper copies only if required.
- ◆ Events, meeting notices, agendas and newsletters should be sent via e-mail and/or posted to InsideGU whenever possible, including the EventCal found on InsideGU. Issuing offices, however, should retain a paper copy.
- ◆ Departments and groups that issue minutes of meetings should send them electronically, with the issuing department retaining a paper copy.
- ◆ Administrative units will provide forms (such as purchase and check requisitions, and Human Resources forms such as position requisitions, tuition remission and flexible spending forms) electronically to be printed by users.
- ◆ Senders of campus-wide communications via broadcast e-mail should follow broadcast e-mail guidelines posted on the Intranet and should always include a statement asking receivers to print paper copies for department members without access to e-mail or the Intranet.

Prayers requested

✠ Prayers were requested Jan. 8 for **Marissa Crays**, Gannon freshman in the Elementary Education Program, who was scheduled to have minor heart surgery at St. Vincent Health Center Jan. 8.

✠ Prayers were requested Jan. 10 for the **father of Sidney Coupet**, resident adviser, Wehrle Hall. The **elder Mr. Coupet** had suffered a heart attack and respiratory complications and was hospitalized in Queens, N.Y.

Please remember all in your prayers.

Birthday wishes to...

☺ Jan. 15... **Philip Kelly, Dorothy Carlson.**
☺ Jan. 16... **Gary Berringer, Debra Steiner.**
☺ Jan. 17... **Joanne Revelt, Paul Brennan.**
☺ Jan. 18... **Michael Schwabenbauer, Willie Williams, Charles Elliott, Thomas Seburnia.**
☺ Jan. 19... **Mary Lou Stanton, Domenico Chiariello.** ☺ Jan. 20... **Debra Custer, David Frew, Barbara Kitcey, Darlene Theisen.**
☺ Jan. 21... **Daniel Moser, Aydin Yesildirek, Kurt Spence.** ☺ Jan. 22... **Angela Brooks, Kristine Legters.** ☺ Jan. 23... **Nicole Ginsburg, Thomas Serena.** ☺ Jan. 24... **Geraldine Jankowski.** ☺ Jan. 25... **Howard "Bud" Elwell.** ☺ Jan. 26... **Christianne Sukitsch.** ☺ Jan. 27... **Lonnie Hollingsworth.** ☺ Jan. 28... **Anthony Keck, Bruce Jakiel.**

Good Samaritans

A group of Gannon students recently was praised in a letter to the editor in the *Sunday Times-News*. A woman wrote to say she found a flat tire on her car as she left the Senior Center at Fifth and Peach streets recently. A group of Gannon students stopped to assist her, but could not fix the problem. One student, who she identified as working with the grounds crew, offered to go call for help, and then returned and stayed with the woman until help arrived and she was on her way.

New Student Services needs volunteers

The Office of New Student Services asks faculty and staff to encourage students to apply for volunteer positions as Summer 2001 Orientation Advisers. Applications are available in the New Student Services Office and should be returned by Friday, Feb. 2. Please note that these are volunteer positions. A headline in the Jan. 8 edition of *Under the Arch* misidentified them as jobs.

Artists (and fans) among us

Make this Saturday, Jan. 20, a day of Gannon events. The Schuster Art Gallery will host an opening reception for the annual Faculty/Student Art Exhibit, and the Athletics Department is offering family passes to the women's and men's basketball games following the gallery opening.

The opening reception will be from 11 a.m. to 1 p.m. in the gallery, located on the third floor of the Nash Library. The first 100 people attending will receive a free Gannon t-shirt courtesy of **Dr. Loretta Seigley**, provost and vice president for Academic Affairs, and the university deans: **Dr. Greg Reinhard, Dr. Ken Andersen, Dr. Terry Giles, and Ward McCracken.**

The reception will feature a free luncheon courtesy of the GEEK Committee. Subs, chips, cookies and sodas will be available. In addition, the Sixth Man Committee of the Student Government Association will offer free chances for drawings for gift certificates to the Marketplace Grill and Media Play.

Mike Corbett, director of Athletics, is providing free family passes (up to six tickets) for Gannon faculty and staff for the women's and men's basketball games, beginning at 1 and 3 p.m., respectively. The drawing sponsored by the Sixth Man Committee will be held at halftime, and you must be present to win.

To RSVP for lunch and to reserve basketball tickets, call **Colleen Cipriani** at ext. 5370. Once reserved, tickets can be picked up at the information desk in the Waldron Campus Center.

GUXpress is launched

The Registrar's Office and Information Technology Services are pleased to announce GUXpress, a new system that allows students to access their information via the Internet.

Response to GUXpress has been overwhelming. In just the first few days, more than 1,200 students accessed their final grades or course schedule via the new system.

Students are pleased to be able to review their grades as soon as they are posted. Additionally, students no longer need to go to the Registrar's Office to get a copy of a lost schedule -- this can now be done from their home or campus computer.

Feel free to check out GUXpress by going to the "Current Students" page of Gannon's website and following the "GUXpress" link. Watch for new features, with even more benefits to students and faculty, in the coming months.