

Student Center News

By and for Student Center Occupants

Vol. 1 No. 1 June 2009



EMU STUDENT CENTER

EASTERN MICHIGAN UNIVERSITY

In an effort to continue communication on building news and updates, the Student Center Administration Office produces this internal newsletter for staff members who have offices in the building. It is distributed every other month. We hope that you find the information helpful. Contact Cristina McMurphy if you have any suggestions for future editions.

DO YOU KNOW...

...Charlene Hunt?

Each month, we'll highlight a member of our building community. Please contact Cristina McMurphy if you are interested in participating.

Years at EMU...³⁴

Favorite Food...*Pasta*

Favorite Movie...*"Steel Magnolias"*

Favorite EMU Memory... *The Grand Opening of the Student Center*

Favorite Ice Cream Flavor...*Nutty Coconut*

Favorite place on EMU's campus...*University Park and the surrounding buildings because it represents how my career at EMU came full circle.*

BUILDING HOURS

The building is currently operating under its spring and summer schedule. Weekly hours are as follows:

Monday - Friday: 7 a.m. - 9 p.m.*
Saturday: 8 a.m. - 9 p.m.*
Sunday: Closed

*Building may open earlier or close later for special events.

Building hours over the Fourth of July weekend are as follows:

Thursday, July 2: Close at 6 p.m.
Friday, July 3 - Sunday, July 5: Closed
Monday, July 6: Re-open at 7 a.m.



VENDOR NEWS AND UPDATES

Postal Service at EMU Bookstore

The Bookstore now has a self-service mail machine! The easy to use touch-screen enables you to initiate and process all manner of postal transactions and pay for them by simply swiping your credit or debit card through the card reader. Similar to the units in our local USPS Offices, but with a much better user interface, ergonomics, and features, the Kiosk provides fully-automated Mail Room/Post Office functionality that is available to all Student Center guests. The machine is located on the right side of the store, near the Computer Store. Need to buy stamps, mail a letter, or send a package? Now you can!

Food Vendor Saturday Schedules

Due to lower spring traffic on Saturdays, only a select number of food vendors will be open. The Lobby Shop is open every Saturday from 8 a.m. to 8 p.m. The dates each of the other vendors will be open are as follows:

Subway: June 6, 13, 20
Taco Bell: July 11, 18, 25 and August 1
Wendy's: August 8, 15, 22



EZone Gaming Center

EZone is closed to the public during the spring and summer semesters. The gaming center is available for private parties and rentals by EMU faculty, staff and local community members. For more information, contact the Event Planning Office at 487-4108. Special discounts are available for EMU staff.

OUTDOOR MAILBOX

The U.S. Postal Service has decided to remove the collection box located near the north entrance. The box is scheduled to be removed on June 5, 2009. The EMU Bookstore will accept outgoing mail near its postal kiosk, but it won't go out until the following day.

NEW BUILDING SIGNAGE

Directional Signage

More building traffic directional signage will be installed at the end of the month. New elements include: meeting room evacuation signs; three-dimensional lettering for all major offices and departments; restroom, elevator and drink station flags; tornado shelter entrance signs; and stairwell signage.



No Smoking Signs

Stickers have been added to all entranceways informing patrons of the university smoking policy. Please help encourage people to adhere to this policy by not allowing smoking within 20 feet of any building entrance.

'Event in Progress' Signs

New signage will be installed in the service hallways near the auditorium and ballroom to communicate when events are in progress. When the sign(s) are illuminated, building staff are asked to be mindful when maneuvering carts and conversing, as noise may disrupt events in the auditorium and ballroom. Please share this information with student employees who work in these areas as well.

OFFICE SPACE PROTOCOLS

The Student Center Administration Office has compiled a list of protocols intended to allow staff who work in the Student Center the freedom to manage their office environment in a personal and tasteful manner while supporting the image and philosophy of the Student Center.

The protocols include information on tack boards and white boards, showcasing the arts, wall decor, furniture and seating, recycling, key requests and much more.

The complete Office Space Protocols document and other helpful guidelines are available online at www.emich.edu/studentcenter.

TORNADO SHELTERS

Tornado season has begun. Please take a moment

to review the building's emergency shelter plan. All perimeter building stairwells, ground floor back hallway and auditorium serve as shelter locations.

New Staff: Please review the building's emergency procedures with new staff and arrange for them to take a building safety tour with Kevin Lawson. The tour will include fire and tornado shelter areas. If you have any questions or would like to schedule a building tour, contact Kevin Lawson at 7-1100.

BUILDING SECURITY AND SAFETY

The Student Center is committed to providing building patrons, guests and employees with a safe environment to meet, eat, shop, play and work. This is why additional Emergency Assistance Stations have been installed in five locations throughout the building including: north stairwell (2nd floor), south stairwell, northeast stairwell (near computer lab), east entrance and service dock hallway. These devices, once activated, communicate to DPS and provide assistance to building patrons in the event of an emergency.

Security cameras have also been added at each stairwell entrance that has outdoor access.

STUDENT CENTER IS GREEN!

The Student Center Administration recognizes the importance of actively participating in 'green' initiatives. This is why the staff often looks for products made of recycled materials. This summer, new paper towel dispensers will be installed in the restrooms that work both manually and with motion, and use 100% recycled paper. Floor mats will also be added to the entranceways, made with 100% recycled materials.

UPCOMING MAJOR EVENTS

Wednesday, June 24 - Saturday, June 27: Global Advances in Business Communications Conference, Sessions throughout building

Monday, July 6 - Friday, July 10: BYU - Especially for Youth 2009 Summer Camp, Sessions throughout building

Tuesday, July 14 - Wednesday, July 15: MiAPPA Annual Conference, Sessions throughout building

Friday, July 24 - Sunday, July 26: Gamers for Giving Tournament, Grand Ballroom

